



## Code of Conduct

*Reviewed: January 2020*

### Introduction

At the Futuraskolan International School of Stockholm we believe that students have the right to be educated in a safe and non-discriminatory environment. To create a safe environment for all our students we have created a Code of Conduct that rests on three basic rules:

- **respect for themselves;**
- **respect for others;**
- **respect for their own and others' property.**

Students are entitled to be treated with respect, courtesy and consideration by every other student, teacher and school employee.

In the following, you will find our behavioral expectations and consequences of breaking these school rules. The Code of Conduct is made in cooperation with our Middle School Students whom have a voice in which school rules are important to them and what consequences are appropriate. All students are made aware of our school rules and consequences. Students will be notified of charges against them and be provided the opportunity to respond to those charges.

### Behavioral expectations

Futuraskolan International School of Stockholm has developed our student Code of Conduct in order to foster a positive and safe learning environment for our students. The school has a genuine concern for the educational, social and emotional welfare of the children. Therefore, a student's personal conduct not only reflects on the individual, but on the school community as a whole. We believe in the importance of supporting the child by focusing upon academic, personal, social and emotional growth. The school aims to develop in students a sense of personal responsibility and an understanding that we are responsible for our actions. We should treat students, teachers, school staff, parents, and other members of our school community with respect. Harmony and productive positive energy can be achieved when we work together, respect the rights of others, carry out our responsibilities and treat each other with dignity.

We have the following behavioral expectations linked to our goal words that are from our IPC and IMYC curriculum.

Respect	We show respect to all people in our school and school property. We treat others the way we like to be treated ourselves. We celebrate our cultural differences and beliefs.
Thoughtfulness	We support others and help them if needed. We think before we act. We make thoughtful decisions. We provide others of a listening ear.
Communication	We listen to each other. We respect the opinion of others. We communicate our feelings and thoughts honestly in a respectful way. We share our ideas. We include one and other in activities.



Cooperation	<p>We support others and help them if needed.</p> <p>We communicate our feelings and thoughts, ideas in a respectful way.</p> <p>We listen to each other.</p> <p>We treat each other equally within a group.</p> <p>We make sure that everyone is included and has a responsibility within the work that has to be done.</p> <p>We make compromises, we can not have it our way all the time.</p> <p>We look at our varied talents and use those to make teamwork successful.</p>
Adaptability	<p>We are flexible.</p> <p>We are progressive and open for change.</p>
Morality	<p>We know the difference between right and wrong.</p> <p>We aim to always making the right decisions.</p> <p>We are reflective on our own behavior.</p> <p>We show responsibility for our own behavior.</p> <p>We think for ourselves, not for others.</p>
Enquiry	<p>We ask questions.</p>
Resilience	<p>We show a growth mindset.</p> <p>We say 'I can't do it <i>yet</i>' instead of 'I can't do it'.</p> <p>We never give up!</p> <p>We try/work hard to achieve our goals.</p> <p>We do our best</p> <p>We believe in ourselves</p>



### Unacceptable Behavior

Futuraskolan International School of Stockholm also recognizes that behaving properly is a process, and that students will not always behave properly or reach expectations. They need guidance and reinforcement. If a student misbehaves, they will always be given a chance to correct their behavior. However, unacceptable behavior will not be tolerated if it continues. We expect students to respect our student Code of Conduct. This code is to be maintained on the school campus at all times and at all school sponsored events, trips and functions. The following is a list of examples of unacceptable behaviors and their consequences:

Behavior	Amount of chances	Consequence
<b>Middle school only:</b> Coming late to school	3 chances in one subject	Detention
Disruptive behavior in class <ul style="list-style-type: none"> <li>- Not following classroom rules</li> <li>- Being disrespectful</li> <li>- Being dishonest</li> <li>- Not having the right material with you, to participate in class</li> </ul>	3 chances in one subject After every official warning a student will get an official warning card sent home. A green and orange card. After these two official warnings a teacher can give out a mindful reflection/detention form. The student will have a new set of chances after every term..	<b>First time:</b> Detention/Mindful reflection form will be filled out with teacher involved and behaviour checklist <b>Second time:</b> <b>Primary school:</b> Mindful reflection <b>Middle school:</b> Detention
Inappropriate language <ul style="list-style-type: none"> <li>- Disrespectful words towards staff and peers</li> <li>- Racial comments</li> <li>- Ethnic slurs</li> </ul>	0	<b>Primary school:</b> Mindful reflection <b>Middle school:</b> Detention
Violence <ul style="list-style-type: none"> <li>- Fighting in or outside of school (on school property).</li> </ul>	0	<b>Primary school:</b> Mindful reflection <b>Middle school:</b> Detention/ in-school suspension
Play-fighting	1	<b>First time:</b> Detention/Mindful reflection form will be filled out with teacher involved and behaviour checklist <b>Second time:</b> <b>Primary school:</b> Mindful reflection <b>Middle school:</b> Detention
Bullying	Report to student support as soon as you see signs of bullying behaviour.  <b>Bullying</b> is the use of force, threat, or coercion to abuse, intimidate or aggressively dominate others. The behavior is often repeated. One	Anti Bullying Action plan goes in place straight away.



	essential prerequisite is the perception, by the <b>bully</b> or by others, of an imbalance of social or physical power, which distinguishes <b>bullying</b> from conflict.	
Forcing another student to break school rules	If it involves disruptive behavior in class , 3 warnings.  If it involves more severe behavior , 0 warnings.	<b>Primary school:</b> Mindful reflection <b>Middle school:</b> Detention
Theft	0	Primary school: Mindful reflection Middle school: Detention and meeting with parents, principal and mentor.
Vandalism	0	<b>Primary school:</b> Mindful reflection <b>Middle school:</b> Detention and meeting with parents, principal and mentor. Student can be asked to help repair damage.
Leaving school campus without permission/ Skipping Class	0	<b>Primary school:</b> Mindful reflection <b>Middle school:</b> Detention
Use of cell phone on school property	0	<b>Primary school &amp; Middle school:</b> Teacher involved take cell phone away for the rest of the day. The parents will be informed by email.
Dresscode	0 Middle school: Report to mentor teacher	<b>Primary school &amp; Middle school:</b> Mentor teacher has a talk with student about appropriate dress behaviour
Plagiarism	0	During detention time a workshop on plagiarism (Have to follow a course about plagiarism). The student will also have to do the assignment again.
Cheating on Assignment/Test/Quiz	0	<b>Middle school (All):</b> Detention <b>Grade 8 and 9:</b> 1 week loss of lunch privileges, as well as, detention
Improper Use of Technology (Social Media use, Disrupting AppleTV, Gaming)	0	<b>Primary School:</b> Mindful Reflection <b>Middle School (All):</b> Detention <i>*Removal of iPad privileges until parental meeting</i>



### **Appropriate Action and Consequences**

As a private school, Futuraskolan International School of Stockholm reserves the right to take appropriate disciplinary action, including placing a student on a Lunchtime or Break Detention, Internal Suspension, asking a student to withdraw, or expulsion for activities considered detrimental to the welfare of the school. Parents will be contacted for all offenses deemed serious enough by the administration to warrant disciplinary action. Any illegal act committed on the school campus may be reported to the appropriate authorities. Under no circumstances will corporal punishment be administered by the school.

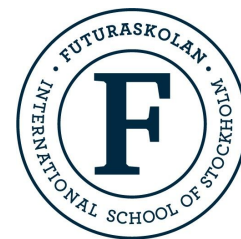
### **Mindful reflections and detentions**

Mindful reflection and/or detentions can be assigned by the mentor teacher, classroom teacher, vice principal, principal, school counselor, student and learning support coordinator or fritids staff. It is the responsibility of the person assigning the detention to notify the parents of the reasons for the detention. Mindful reflection/detention can be given from Grade 3. A mindful reflection/detention sheet will be sent home and signed by a parent or guardian with signed sheet being returned to Mentor (in middle school)/classroom teacher (in primary school). An extra copy will be given to detention supervisor.

When a student in Grade 1 or 2 is showing inappropriate behavior and has had two official warnings, the student will fill in a reflection form with the teacher involved.

At the Futuraskolan International School of Stockholm we believe that when inappropriate behavior occurs we should teach our students strategies to deal with certain feelings or emotions in a different way. For our primary school students we have chosen for mindful reflection as strategy to teach them when inappropriate behavior occurs. A mindfulness reflection session consists of a reflective talk about the behavior that occurred and a mindfulness session. In Middle school students will be reflecting during their detention time. They will fill in a reflection sheet and have a reflective talk with detention supervisor. We aim to practice **Restorative justice** which is a powerful approach to discipline that focuses on repairing harm through inclusive processes that engage all stakeholders. Restorative Justice shifts the focus of discipline from punishment to learning and from the individual to the community and allows students to have a voice in their consequences.

If the offense is considered serious enough, particularly in the case of using profanity or inappropriate physical contact, a mindful reflection/detention can be assigned immediately and the parents will be informed.



## Suspension

The Principal also has the option of suspending a student for a period of up to ten days for serious violations of school rules and regulations. In cases resulting in suspension, the following procedures will be followed:

1. The Principal shall inform the student and his/her parents in writing of the alleged breach of rules.
2. The student shall have the opportunity to explain to the Principal his/her version of the incident or misconduct.
3. After due consideration of the case, the Principal shall make the decision as to whether suspension is warranted and for what period of time. This process shall take place as soon as possible after the infraction.

The following type of actions may lead to either Internal Suspension (a consequence requiring the student to work isolated from his/her peers on school grounds for a specified amount of time)

Fighting, bullying, harassing or threatening a fellow student	Leaving school grounds without authorization	Vandalism or theft of school or personal property
Disregard for school or personal property	Possession, distribution, sale or use of illegal or harmful drugs or alcohol	Carrying or using dangerous weapons or objects
Endangering the welfare of others	Repeated violation of school rules.	

### Additional Information:

-A student is expected to complete a given consequence (detention/suspension/loss of lunch privileges), if time is missed due to absence, the consequence will be extended.

-Repeated offenses of behaviour can result in loss of lunch privileges for Middle School students.