



OUR VALUES IN ACTION

MIS' Student Conduct Guide / *Schulordnung*

An Environment for Learning

Munich International School strives to provide students and families with a nurturing, challenging, and inspiring educational experience in a safe, supportive, and enriching environment. Because **YOU** as our families and students are our partners in creating that environment, we can achieve this vision only when **YOU** support and actively contribute to this vision and intention. This includes behaving in ways that promote a safe and learning-centred environment and participating in our school and community in ways that are consistent with our mission and values.



Your Rights and Responsibilities

We believe that students and their families have important rights with regard to their MIS experience. In order for everyone to enjoy these rights, however, it is also necessary that everyone understand and uphold their responsibilities to each other, to the school, and to the community.

Here are some of the key rights and associated responsibilities of MIS students and families:

- Students and families have the right to a **safe, supportive, and enriching environment** in which students can learn, grow, and feel safe.
- Students and families have the right to be part of a vibrant and **exciting international community** that creates and maintains diverse opportunities for learning, community, and mutual support.
- Students and families have the right to **prompt, honest, and courteous communication** with all MIS community members.
- Students and families have the right to have their **concerns and questions heard** and taken seriously.
- Students and families have a right to be **treated with dignity and respect**.
- Students and families have the right to a **smoke-free and drug-free school** environment.
- Students and families must, therefore, **show respect for others**, be kind and supportive in their interactions with all MIS community members, and avoid any behaviours that threaten or endanger other members of the MIS community. Additionally, students' behaviour must contribute to a classroom and school environment that enables all students to learn and thrive.
- Students and families must, therefore, **participate in a welcoming and supportive culture of inclusion**. This includes contributing time, energy, and resources to support school activities and programmes. It also entails refraining from all discrimination, bullying, and identity-based exclusion.
- Students and families must, therefore, **communicate in a prompt, honest, and courteous way** with all MIS community members.
- Students and families must, therefore, be willing to **listen to concerns and questions** and to take these seriously.
- Students and families must, therefore, **treat all members of the community with dignity and respect**.
- Students and families must, therefore, **abstain from possessing and using any tobacco or drugs** on the MIS campus and at all MIS events and trips.

Forbidden Behaviours

The following behaviours are forbidden at MIS (including school trips, school buses, etc) and can lead to disciplinary measures up to and including (at the discretion of the Head of School) termination of the school contract (either with immediate effect or on a timeline determined by the Head of School).

Drugs: Possession, use, and/or distribution of alcohol, tobacco, cannabis, e-cigarettes, vape materials, and any illicit drugs by students on campus, on school trips, and at any MIS-sponsored or affiliated events are forbidden.

Bullying: Discrimination, bullying, mobbing, threatening, and other forms of exclusion and denigration of other persons are forbidden.

Weapons: Possession, use, and/or distribution of weapons of any sort, including knives, swords, firearms, and any substances or materials intended to cause harm to another human or animal are forbidden. It is also forbidden to bring fake or toy weapons to school, including toy guns, fake knives, and other items that could be mistaken for weapons.

Vandalism: Intentionally or neglectfully causing damage to property of the school, of employees of the school, or of students or visitors to the campus is forbidden.

Theft: Taking, moving, or damaging property that is not the student's own is forbidden.

Fighting: Both physical and verbal fighting are forbidden. Students must deal with conflict situations in a productive and peaceful manner.

Digital misbehaviour: Students must use the electronic resources of the school (devices, networks, and systems) in a respectful manner aligned with the school's values and mission. Any harassment, theft, or other illicit behaviour online is as unacceptable as similar behaviours in the physical realm.

Reputational damage: Students whose behaviour causes or could reasonably cause reputational damage or disrepute to the school may be subject to consequences, including termination of their school contract.

Disrespect and non-compliance with directives: School employees must provide directions to students in order to guide activities and behaviours at school. Students must always follow the directives of teachers and other school employees. It is forbidden for students to disregard instructions or otherwise to disrespect teachers and other school employees.

Dishonesty: Trust is the foundation for a productive relationship among students, families, and the school. Lying and misrepresenting or hiding the truth are unacceptable. Academic integrity requires students to disclose all use of external resources and to give credit for ideas, information, thinking, and creative work to the original author or creator.

Disciplinary Measures

At Munich International School, we employ a range of pedagogical strategies to support students to develop a positive relationship to school, to their class, and to all members of the MIS community.

Teachers involve students in designing the expectations and norms in their classes and this sometimes includes the measures to be taken in case students fail to meet these collaboratively constructed expectations. Additionally, however, further disciplinary measures are sometimes required. The disciplinary measures that may be applied include:

1. **Verbal redirection** and admonishment by a teacher or other school employee.
2. **Written warning** or other indication of unacceptable behaviour.
3. Temporary **suspension from class**. This may include in-school suspension.
4. **Loss of privileges** at school, including loss of access to specific spaces, resources, or school activities.
5. **Requirement to engage in restorative measures**, including apologising to people harmed, engaging in service to the school or community, repairing or replacing damaged property, and participating in activities meant to re-establish a trusting and productive environment at school.
6. **Suspension from school** for one or more days.
7. **Regular cancellation of school contract** on a timeline determined by the Head of School.
8. **Immediate cancellation of school contract**.

Items **#1** through **#5** may be enacted by classroom teachers, other school personnel, or the section Principal. Item **#6** requires involvement of the relevant Principal. Items **#7** and **#8** require involvement of the Head of School or a designate of the Head of School.

The school will apply the principle of proportionality when selecting and applying disciplinary measures. However, the selection of disciplinary measures (which may include a combination of measures) is at the discretion of the school, ultimately the Head of School.

The school may involve external parties in selecting and applying disciplinary measures. This may include the *Jugendamt*, the police, the *Schulamt*, other government offices and officials, lawyers, consultants, and/or experts and medical personnel.

Actively Contributing to our Culture

While guidelines, expectations, and rules can influence a school culture to a degree, it is the lived behaviour and experience of students that defines a school's culture and identity. Values must be **enculturated** through modelling by the adults in the environment and through the prevailing behaviours that adults encourage, allow, and tolerate in that environment. We expect MIS parents and guardians to model our values by:

Contributing to the school's programmes and engaging actively with the life of the school. MIS must charge school fees in order to finance our personnel, facilities, and services. However, paying the fees is only one responsibility of parents and guardians. Parents and guardians of MIS students must involve themselves in the life of the school. **Here are some ways:**

- **Regularly reading communications** sent by the school and ensuring that parents and guardians are aware of developments, requests, and activities at school. If you have questions or concerns about developments, requests, and activities, you should address them without delay directly to the school.
- **Volunteering to support school activities with contributions of time.** Parents and guardians who actively support athletics events, arts events, student trips, and other activities, and who contribute their knowledge and expertise to school programmes, develop a stronger bond with their child's school and increase the school's ability to offer transformational experiences to our children.
- **Supporting the school philanthropically, when possible.** The school's fees are calculated to cover operational costs. Improvements in facilities and expansion of school programmes often have to be financed through donations. The school grew to become what it is today through the generosity and support of past generations of MIS families. It is the responsibility of the current generation of MIS families to grow the school into an excellent home for future generations.
- **Upholding MIS' expectation and rules**, including the expectation that students attend school on every scheduled school day.

Like in other schools in Germany, students at MIS who are between the ages of 6 and 16 must attend school on every scheduled school day. Exceptions are made for illnesses when a doctor has confirmed the child's inability to attend school. However, beyond cases of illness, students are required to attend school on every scheduled school day. Parents and guardians who schedule vacations and other activities that interfere with school attendance violate Germany's **Schulpflicht** and set the example that school is not important.

MIS is an environment of nurture, challenge, and inspiration not just because we say so. The MIS environment is a great place to learn because the employees and families who make up our community collaborate to make it that way. Thank you for the role that **YOU** play in helping to make MIS a truly exceptional and truly transformative learning environment!