



HYUNDAI
FOREIGN SCHOOL

Behaviour Policy and Procedures

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School Statement

Approaches to behaviour management are guided by our School Statement

Vision

We aim to ensure that all our students will grow into responsible global citizens with a love of knowledge, tolerance and compassion towards fellow human beings through their education at HFS.

Mission

- We deliver an engaging curriculum of broad content that ensures rich learning experiences and real-life applications in a stimulating educational environment.
- **We ensure that across the school, everyone embraces diversity and treats each other with dignity and respect.**
- We encourage our students to strive for academic excellence, with curiosity, creativity and critical thinking in their learning.
- We nurture confidence, self-discipline, and teamwork in our students and help them to grow into global citizens with an international mindset and environmental awareness.
- **We provide a safe and secure educational environment for all our students with a commitment to their safety and wellbeing**

Core Values

Our Core Values are used to communicate the school's Vision and Mission to various stakeholders.

Our Core Values are:

- Creativity
- Curiosity
- Confidence
- **Respect**
- **Responsibility**
- **Leadership**
- **Teamwork**
- **International Mindset**
- Growth Mindset
- Environmental Awareness

Principles

The following principles underpin our approach to behaviour management at Hyundai Foreign School:

- All persons are treated with respect
- All persons have the right to learn and work in a safe and supportive environment
- Positive behaviour and social and emotional learning should be actively taught

Responsibilities

All members of the school community are responsible for:

- Treating all other members of the school community with respect
- Understanding and supporting the school's behaviour management policies and procedures

All Staff are responsible for:

- Modelling through their personal conduct the school's core values of Respect and Responsibility
- Following all school behaviour management policies and procedures
- Reporting incidents of persistent inappropriate behaviour, serious inappropriate behaviour or violence via the procedure outlines in this policy

The School Board are responsible for:

- Supporting the Principal in all matters relating to behaviour management, through consultation with the Executive Board Member who represents the Board

The Principal is responsible for:

- Having overall responsibility for the conduct and behaviour of all members of the school community, which has been delegated by the School Board
- Fostering a mutually supportive and healthy school culture
- Dealing with all instances of persistent inappropriate behaviour, serious inappropriate behaviour or violence

Teaching Staff are responsible for:

- Implementing systems and procedures within their areas of responsibility that support positive behaviour management
- Openly communicating with the Principal matters relating to behaviour management

Students are responsible for:

- Following all school rules
- Modifying behaviour when given the opportunity
- Following the Student Code of Conduct

Parents are responsible for:

- Supporting the school in behaviour management
- Communicating with the school in an open, respectful and constructive manner
- Abiding by the rules and guidelines governing their behaviour at the school to help create a learning environment beneficial for themselves and all members of the school community

Behaviour Management

Procedures for dealing with inappropriate behaviour

In the First Instance - Non violent or serious inappropriate behaviour

- All behaviour is best handled in the first instance by the member of staff present
- The student should be removed from the situation and their peers to facilitate respectful communication
- The inappropriate behaviour should be described to the student, along with the negative effects
- The student should be given the opportunity to explain their behaviour
- The student should be given the opportunity to correct their behaviour without further consequences

Persistent inappropriate behaviour, serious inappropriate behaviour or violence

- All incidents of persistent inappropriate behaviour, serious inappropriate behaviour or violence should be reported to the Principal using the [Behaviour Reporting Form](#)
- Any communication mentioning 'serious inappropriate behaviour' will be dealt with by the Principal
- The [Behaviour Reporting Form](#) is also available from the Staff Update
- Submissions to the [Behaviour Reporting Form](#) are recorded on a [Google Sheet](#) along with the date of the initial meeting with the Principal and agreed follow-up actions
- Upon receiving a report the Principal will organise a meeting with the member of staff to gather more information and agree upon follow-up actions
- If the behaviour was not reported by the classroom teacher, they will also be invited to the meeting
- The Principal and the member of staff involved will formulate a plan of action to address the issue based on the individual circumstances
- The parents involved may be contacted and asked to attend a meeting with the Principal and any relevant staff members
- If the staff member reporting the inappropriate behaviour feels that the actions planned do not sufficiently address the issue they can request a meeting with the Principal and Executive Board Member

Serious inappropriate behaviour

The school defines serious inappropriate behaviour as:

- **Bullying** (of any form); disrespectful messages* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. **Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.*
- **Fighting/ Physical Aggression**; student actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.)
- **Threatening Behaviour**
- **Racism** or racist language
- **Sexism**
- **Defiance/Disrespect**; student refusal to follow directions, talks back and/or delivers socially rude interactions
- **Disruption**; students engage in behaviour causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behaviour.
- **Offensive language and gestures**; written or verbal messages that include swearing, name-calling or use of words in an inappropriate way, use of physical body language to convey negative or offensive messages.
- **Stealing**; student is in possession of, having passed on, or being responsible for removing someone else's property

- **Lying/Cheating**; student delivers message that is untrue and/or deliberately violates rules
- **Inappropriate Displays of Affection**
- **Property Damage/Vandalism**; student participates in an activity that results in destruction or disfigurement of property.
- **Technology Violation**; Student engages in inappropriate (as defined by school) use of cell phone, music/video players, camera, and/or computer.

Sanctions

- Sanctions for Persistent inappropriate behaviour, serious inappropriate behaviour or violence escalate as follows:
- Stages may be skipped depending on circumstances
 - Student meeting with the Principal - Parents may or may not be present
 - Student meeting with Principal - Parents present
 - Individual behaviour record
 - Suspension from school for a fixed period
 - Expulsion from school

Positive behaviour management

The school encourages a variety of ways and means to encourage positive behaviour among the students for harmonious relations conducive to effective learning at the school.

- Verbal praise
- Display of work
- Certificates and awards at assemblies
- Recognition of outstanding progress
- Star of the Week Certificates

Whole school approach to verbal communication: 'THINK'

- The School uses the acronym THINK to encourage good communication
- THINK stands for:

True - Helpful - Inspiring - Necessary - Kind

- A THINK before you speak poster should be displayed in all learning areas
- All Staff are responsible for using and promoting this system

In Class Behaviour Management

- Class teachers are encouraged to develop systems of behaviour management that work for them in the context of their classroom.
- Any behaviour management system implemented in the classroom should adhere to the principles outlined in this policy
- Classroom management approaches that are not permitted:
 - Using timeout of the classroom on a continuous basis - 5 min max
 - Using negative reinforcement approaches

Other Policy and Procedures

Behaviour on the Bus

Link - [Bus Behavior Record](#)

Principles

- Everyone is responsible for helping to maintain safety on the bus.
- Bus monitors, bus drivers, students, and parents all have important roles in the safe operation of our school transportation system. Please review the roles and responsibilities for each listed below.
- Respect is a School Core Value - It should be shown at all times, to everyone.

Responsibilities of Students

Getting on the bus

- Arrive at the bus stop 5 minutes before the scheduled pick-up time. The bus cannot wait for students.
- When the bus arrives, stand well back from the curb or stopping point and wait until the bus comes to a full stop.
- Remember: The school bus is an extension of the classroom, and the same expectations for behaviour and community apply to both.
- When you get on the bus from the school, walk slowly from the school to the bus
- Make one line before getting on the bus.

On the bus:

- Follow all instructions from the bus monitor the first time, every time.
- Sit down quickly and fasten your seat belt immediately.
- Do not eat or drink on the bus. Water is allowed.
- Older students get on first, and then younger students in turn.
- No object is to be thrown into, out of, or inside the bus.
- Students are expected to be courteous and obedient to the driver.
- Wilful destruction or defacing of school buses or private property surrounding school bus stops is prohibited.
- Students must not use obscene language or gestures.
- Fighting, yelling, or loud talking is not permitted. For example, you can talk to the friends sitting next to you. But it is not allowed to talk across the seats.
- Changing seats is not allowed.
- Do not put your head or arms out of the windows when on the bus.

Getting off the bus:

- Make sure you have everything (bag, water bottle, umbrella, papers, hat, shoes, and phone).
- Be careful that no clothing or belongings get caught on the handrail.
- Wait until the bus has fully stopped before taking off your seat belt.
- People at the front get off first and follow them quietly in order.
- Be careful going down the steps.

Responsibilities of Bus Monitors

- The primary responsibility of bus monitors is the safe operation of the school bus and the welfare of the students assigned during bus rides.
- Watch for any concerns that may arise on the ride to or from school.
- Follow the school bus schedule rigidly.
- Report all infractions involving school bus discipline to school principals and administrators via a “Bus Behaviour Record.”
- Manage student behaviour.
- Assist the bus driver with the orderly departure of the students and/or emergency evacuations.
- Assist the driver with the cleanliness of the bus.
- Demonstrate teamwork with bus drivers daily.
- Be in control of the bus and students at all times.

Responsibilities of Parents

- Parents are responsible for the safety and conduct of their children.
- Discuss student responsibilities with their children.
- To attend meetings with the principal, if necessary.
- Have students at the bus stop 5 minutes prior to the scheduled bus arrival time.

Responsibilities of the Principal

- To support the bus monitors with the safe operation of the bus.
- To communicate with parents when issues arise.
- To meet with students to help enforce the rules for the safe operation of the bus.

Consequences

We expect all students to display appropriate behaviour in school. This expectation extends to student behaviour on the school bus. In the case of inappropriate behaviour on the bus:

- A behaviour report will be given by the bus monitor to the school principal.
- A penalty may be imposed on the student at the discretion of the school and may include temporary suspension or loss of bus service.
- The school will inform the parents of the incident and the penalty when the student's behaviour doesn't change.
- Consistent poor behaviour on the school bus will result in:
 - **Stage 1:** a verbal warning from the bus monitors
 - **Stage 2:** After three verbal warnings, the student will have a meeting with the principal
 - **Stage 3:** Meeting with parents about their behaviour
 - **Stage 4:** Suspension from riding the bus for up to a week
 - **Stage 5:** Loss of the bus service

Rules for use of Electronic Devices

The following rules apply to the use of electronic devices:

- Devices are for educational use only
- Devices may only be used as directed by a teacher
- Students are responsible for handling their devices with care
- Parents will be charged for damage to devices.

- Only school-issued devices should be used at school unless directed by a teacher
- Devices should stay at school, with exceptions allowed in special circumstances, if approved by the teacher and Principal
- Students and teachers must use their school-provided email addresses for all communications
- All internet activity must be done using Google Chrome on a browser that is logged in to a school account
- No other Google accounts are allowed on a device
- Staff and Students may not use their own devices for taking pictures unless directed by a teacher
- No personal emails - the topic of all emails should be educationally related
- Google Extensions should only be installed by staff or by approval
- Modifications to the appearance of your device must be appropriate for a school setting and not affect how your device operates
- Devices are subject to regular inspection

Communicating with Parents

- Parents should be contacted regarding behaviour once a student has had the opportunity to correct their own behaviour
- All communication with parents should be by school email, with the Principal included
- Emails should be short and to the point, avoid emotive language and judgements
- Face-to-face meetings are preferred to email when dealing with behavioural issues

Rules for Break Times

Staff

- Staff members on duty should be proactively monitoring the students
- Mobile phones should not be used when on duty
- One member of staff, usually from the Upper School, should be on the pitch

Students

- Students are expected to be outside on break at all times unless weather prevents
- Students can go to the toilet closest to the playground without asking permission
- Students should ask permission to go and fill water bottles
- Students are not allowed to stay inside school without permission
- If parents request that a student stay inside for medical reasons they should wait in the Admin Office

Rules for Lunchtime

Staff

- Staff members on duty should be proactively monitoring the students
- Mobile phones should not be used when on duty
- One member of staff, usually from the Upper School, should be on the pitch

Students

- Students are expected to eat at their assigned seat
- The canteen area should remain calm and orderly
- When finished eating, students may wait in the lobby area

Miscellaneous School Rules

- Chewing gum is not permitted in school

- No running in the corridors
- Walk on the right
- Students not involved in after-school activities are not allowed on school grounds after 3:30 pm unless accompanied by a parent
- Students must ask permission from a teacher to use the phone in the Admin Office
- Mobile phones must be switched off during school times and kept in students' bags or with the class teacher