

## Code of Conduct for pupils of the Goethe-Gymnasium

So that everyone feels comfortable in our school!

### 1. Attentiveness

- There are more than 800 people working and studying in our school.
- Be attentive to others; respect their peculiarities and their needs. Don't forget to greet those you know and respond if other people greet you.
- Don't jeopardise anyone's health or safety by being overly active or careless.
- We are a non-smoking school – we care about your health!
- Stick to the discussion rules that have been agreed upon in the various subjects, e.g. raise your hand, no interrupting, and adhere to a pre-arranged speaking order.
- Resolve conflicts without fighting and swearing.
- In case of emergency, follow the teachers' instructions.

### 2. Readiness to learn

- We are interested in offering you an excellent liberal education to give you the best possible chance to lead a happy life. Support our efforts through your interest in this curriculum designed to further your professional skills and personal development.
- Participate in class regularly.
- Be in class or in front of the classroom door before the teacher arrives.
- If the teacher has not arrived by five minutes after the beginning of the class period, the class representative must report this to the secretary's office.
- Always have books, notebooks and writing implements with you, as well as tools or materials which are important for specific subjects (e.g. for maths, art, handicrafts, etc.)
- Make sure that your written work is neat and legible.
- Complete your homework and hand it in on time.

### 3. Organisation of the workspace

- Keep your workspace as well as the whole school area clean. Everybody should be able to feel comfortable.
- At the end of the school day, put your chair onto the desk, so that the classroom can be cleaned.
- Protect the green areas and the biotope.
- If your colleagues and the teachers who use the room don't object, you may decorate your classroom in order to feel more comfortable there.
- Please report messes and damage to your homeroom teacher or another teacher, so that the perpetrator can be held responsible (cleaning or compensation).

#### **4. Breaks**

- During the breaks you should relax.
- Be aware and accept that other people need to rest and don't disturb them with loud music or noise.
- Windows must be closed during breaks.
- From 7.45 onwards, you may buy things from the school snack bar, but watch the time and make sure you are in class on time.
- From 7.45 onwards and during breaks no one is allowed to sit on the stairs or on the floor of the halls.
- You may spend the long break (10.45-11.00) in the courtyard from Monday to Friday. Ball games are forbidden (exception: soft balls)
- The break between morning lessons and afternoon lessons can only be spent in the school if you are signed in for lunch supervision or afternoon school care. You will be supervised by a teacher during these times.

#### **5. Personal belongings**

- Don't bring objects of value to school. You can give your wrist watch and your mobile phone to your teacher during PE lessons. We assume no liability for lost or stolen personal objects.
- Leave things that might disrupt lessons at home.
- Pupils in the lower grades (classes 1-4) must keep their mobile phones switched off and in their lockers or school bags. You are only allowed to use your mobile phone after lessons have ended for the day, and it will be taken from you if you misuse it.
- Rolling backpacks must be carried in school, for security reasons.
- Using skateboards and scooters is forbidden in the school building. They must be parked outside or kept folded in your locker.
- Filming and taking photographs on the school premises or on school trips is only allowed if it is permitted by the teacher in charge.

#### **6. Messages, excuses**

- Please pass on messages from teachers to your parents on the same day so that they can sign them.
- If you get ill, your parents should inform the school immediately. Please bring a written excuse on the first day you are back in school. Enquire about what work you have to catch up on.
- You are not allowed to leave the school during the school day. If you get injured or feel sick inform the school nurse or secretary and your parents will be called.

#### **7. Problems and conflicts**

- We are happy to help you solve your problems.
- For personal problems please contact our liaison teacher peer mediator Prof. Claudia Molecz, our school guidance counsellor Prof. Veronika Diem, or a teacher you trust. The elected class representatives are at your disposal as well.
- If the whole class has a problem, please inform your homeroom teacher first, and then the parents council representatives for your class.