

EIGT Code of Conduct

Preamble :

The code of conduct is the guarantor of the school's values: sincerity, respect, responsibility, solidarity. It ensures that the entire community has an order conducive to the development of each individual.

It refers to the legislation in force (Grand-Ducal Regulation of 23 December 2004 concerning the rules of conduct in secondary schools)

1) General rules :

- ♣ Students are obliged to attend classes, participate in tests and assignments and any other educational activity organised by the school.
- ♣ Each student is required to respect the instructions and decisions of the educational and administrative staff of the EIGT.
- ♣ Pupils must **be respectful in their language and gestures. No form of verbal, physical or moral violence will be tolerated.**
- ♣ All movement in the various areas of the school must be carried out in a calm manner. **It is strictly forbidden to run.**
- ♣ The introduction or use of any object or product of a dangerous nature is strictly forbidden.
- ♣ **The consumption of food and drink, except mineral water, is only allowed in the cafeteria area or outside the school.**
- ♣ The pupils undertake to keep the premises clean and to take an active part in sorting waste.
- ♣ Each student is responsible for his or her own belongings. **The school assumes no responsibility for the loss, disappearance or damage of personal items.** No valuables should be left in the classrooms, swimming pool changing rooms or sports hall.
- ♣ **The use of mobile phones is prohibited** throughout the building.
- ♣ Pupils may not leave the school grounds without the permission of the management or the regent. A student who needs to leave the school during school hours must go to the secretary's office who will inform the parents.
- ♣ Any sale, distribution, display or demonstration within the school premises is subject to prior authorisation by the Principal. Any publication or object found in the possession of a pupil may be confiscated if it is likely to disturb school order.

2) Rules of the place :

- ♣ The corridors are *circulation areas*. Access to them is not permitted during the 10.30 a.m. and lunch breaks. For the safety of all, it is forbidden to sit or lie on the floor. Pupils are required to line up in front of their classrooms in a quiet manner while waiting for their teacher to arrive.
- ♣ The refectory is a *place to eat, relax and meet*. Pupils are expected to show respect for others, for the equipment and for the food. Everyone must ensure that their table is cleared and that nothing is left on the floor.
Food and drink may only be purchased during the 10.30 or lunch break.
- ♣ The classroom is a *place of learning, culture and exchange*. Each pupil undertakes to apply scrupulously the rules of the classroom established in consultation with the Regent. He/she will make sure to respect the cleanliness of the premises and the material, not to interfere with the smooth running of the lessons and to work in respect of the teachers and classmates.
- ♣ The sports hall, the stadium and the swimming pool are *the places for PE lessons*. These classes are held in accordance with the instructions given by the teacher and in respect of the equipment provided. Valuable items must be left in the lockers.
- ♣ The library is a *space for work, education and culture*. Students go there to read and study in silence. No food or drink is allowed.
- ♣ The campus (outside the building) is open to all students attending the EIGT. It is a *place to pass through, to relax and to meet*. Each student is expected to behave responsibly and respectfully and to keep the green areas clean.
- ♣ Outings/Travels. *Outings and trips are privileged moments of discovery and learning*. Their participation is subject to the signing of an outing contract which the pupils undertake to respect. As guarantors of the school's image, they must therefore adopt an irreproachable attitude.

3) IPAD and mobile phone :

- ♣ **The use of telephones is forbidden in the whole building.** Students must put their phones away in their lockers as soon as they enter the building. Mobile phones may only be used **during the 10.30 a.m. and lunch breaks** and **only outside the building**. **Any breach of this rule will be systematically recorded in the class book.**

- A first call to order will be recorded in the Webuntis.
- A second call to order will be recorded in the Webuntis and additional teaching work will be done.
- A third call to order will be recorded in the Webuntis and a detention.

Each time a student is called to order, he/she will be given a student card which he/she can collect from the secretary's office either at lunchtime or at the end of the course.

The secretariat will take care of the registration of the breach of this rule.

The sanction will be given by the regent.

At the third registration, the class teacher will contact the parents and advise them to encourage their children to leave the mobile phone at home.

If a student who is ill needs to contact his/her parents, he/she should do so through the secretariat and wait there for his/her parent if necessary.

- ♣ **The use of the iPad is done according to the rules set out in the charter signed when the iPad was handed over.** It is only allowed during lessons and for educational purposes. Students must always have their iPad with them and ensure that the **battery is charged** by the first class in the morning. The student agrees to use only the programme(s), content and websites indicated by the teachers in class. **Any breach of this rule will result in the confiscation of the iPad until the end of the day.** The student will be able to get his or her iPad back from the secretariat. A registration to Webuntis will be required. **In the event of a repeat offence, the confiscation will be extended and the parents will have to collect the iPad from the school.**

4) Delays and absences

- ♣ **Tardiness:** is detrimental to the student's education and disrupts the smooth running of classes. **Repeated lateness will lead to disciplinary measures being** taken by the Regent or the management. The accumulation of unexcused tardies is recorded on the report card as an unexcused absence.
- ♣ **Absences:** **all absences must be justified and excused** using the form found on Teams or by the document generated by Webuntis. **Excuses must be given to the Head Teacher as soon as the student returns to class.** The excuse must mention the reasons for the absence. In certain cases, the Regent may refuse to excuse an absence if he/she considers the justification to be inadmissible. As a reminder, a medical certificate is required for any absence of more than three days.

5) Consumption and sale of (prohibited) products :

- ♣ A student who comes to the school under the influence of drugs or in a state of inebriation will be immediately removed from the class or the place of instruction.
Campus Geesseknäppchen is a non-smoking campus.

6) Punishments and Sanctions: Failure to comply with the code of conduct may result in punishment or disciplinary action:

- ♣ **Punishments:** these concern minor breaches of the code of conduct and consist of:
 - An entry in the Webuntis
 - An additional duty
 - A holdback
 - An empowerment activity
- ♣ **Sanctions:** these concern serious breaches of the code of conduct and may lead to temporary or permanent exclusion from the school.