

Private Secondary School

Emile Metz

Dommeldange

CODE OF CONDUCT

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The code of conduct is an essential tool for the smooth running of the school and aims to create a social climate favourable to learning. All members of the school community are therefore obliged to familiarise themselves with the code of conduct, respect it and correctly interpret it.

If, for the sake of simplicity, the text is limited to the singular masculine, this code of conduct remains binding for the entire school community without distinction of gender.

At the start of the school year 2019/2020, the Lycée Privé Emile Metz is launching the 'MINT' project.

The classes involved in this 'MINT' project will be equipped with i-Pads as an additional teaching tool. The conditions of use of these tablets will be the subject of a separate charter ('I-Pad Charter') which will be communicated to the pupils of the classes in question.

This charter will have the same binding force as the code of conduct.

After each article of the code of conduct, the student is gradually informed about the consequences of non-compliance.

1 SELF-RESPECT

1.1 LANGUAGE

I address every member of the school community in a respectful and polite manner.

Consequences of non-compliance :

warning - punishment - informing person in charge of education - detention - exclusion - expulsion.

1.2 CLOTHING, HAIRDRESSING AND HYGIENE

Clothing, hairdressing and hygiene must be correct, as they reflect the working environment and the character of a school.

1.2.1 I refrain from wearing indecent clothes:

- which let you see the underwear,
- which do not cover the torso, back, buttocks or abdomen well,
- leggings without miniskirts or minishorts,
- clothes which are excessively torn or frayed,
- visible and provocative clothing and/or tattoos with messages or connotations of racism, sexuality, violence, religion and/or promoting illicit or offensive objects.

1.2.2 I refrain from wearing sunglasses, caps, etc. in classrooms, corridors, offices and in the school canteen.

1.2.3 My head is not covered inside the buildings.

1.2.4 Jewellery and piercing will be limited and discreet.

1.2.5 Hairstyles will not be excessively eye-catching.

1.2.6 During the practical training courses, I wear the adequate clothing indicated at the beginning of the year, i.e. :

- for 7th grade pupils: work coat purchased at the beginning of the year and sturdy leather shoes. In summer, shorts are not allowed during these classes.

- for 6th and 5th grade pupils: overall or work gown/coat for the 7th grade, as well as sturdy leather shoes

- for pupils in DP1, DP2 and DP3 as well as 4TP, 3TP, 2TP and 1TP classes: overalls and safety shoes (provided by the secondary school).

This uniform is compulsory.

1.2.7 During physical education classes, I wear the uniform prescribed by the teachers.

Consequences in case of non-compliance :

exclusion from the course - punishment, detention.

1.2.8 I am committed to perfect personal hygiene; I wash and change my clothes regularly.

Consequences of non-compliance :

warning and/or change of clothes - information of the person in charge of education - detention- exclusion - expulsion.

- 1.2.9 Deodorants as well as all products in aerosol cans pollute, can set off the fire alarm and harm your health. It is therefore forbidden to bring aerosol cans to school. Only roll-on deodorants are allowed.

Consequences in case of non-compliance :

Warning - punishment - detention.

1.3 APPLICATION

Application and assiduity are the conditions for educational success, therefore I attend all my classes and prepare conscientiously for them.

- 1.3.1 I take my work to heart and I regularly do my homework at home and I prepare my lessons properly.
Corrected assignments are to be signed by the person in charge of education before being handed over to the teacher in due time.

Consequences if homework is not done and in case of laziness:

Warning - punishment - detention - interview with the principal if the situation persists - information of the person in charge of education - exclusion.

- 1.3.2 During the lessons I am attentive and applied, I participate in the work done in the classroom.

Consequences of non-compliance :

Warning - punishment - entry in the class book for 'refusal of work'. The person in charge of education is informed.

1.4 FRAUD

I am honest, so I don't cheat.

1.4.1 I do not copy during class assignments.

Consequences in case of fraud :

Withdrawal of points from the assignment mark.

1.4.2 I do not falsify any documents (e.g. falsification of signature)

Consequences :

punishment - information of the person in charge of education - exclusion - expulsion.

1.4.3 For classroom assignments or written assignments to be handed in to the teacher, I do not use a 'frixion ball' type pen that can be erased by warming up and which is prohibited for this type of work. The ink in these writing tools is not photocopyable.

1.5 ABSENCES

Punctuality is one of the bases of politeness and it prepares me for the demands of professional life.

I am punctual in my classes and in all school activities.

Consequences of non-compliance :

interview with the principal in case of repeated lateness - information of the person in charge of education.

- 1.5.1 When I am absent from classes due to illness or any other reason, the person in charge of my education communicates it to school before 9 am.
- 1.5.2 If I feel unwell or ill at school, I will inform a teacher or the secretariat, who will then inform the people in charge in the infirmary (first-aiders): Mr. Mayer or Mr. Troes. They will inform my parents or the person in charge of education in case I have to leave the school. I am not allowed to leave the school without their permission.
The school infirmary **cannot** replace a medical examination. In the event of illness or injury before class, I consult my doctor.
- 1.5.3 When I have to leave the school during the day for any other reason I request prior authorisation from the class teacher by presenting a documentary proof drawn up by the person in charge of my education.

Consequences for an unmotivated absence :

detention - informing the person in charge of education - exclusion - expulsion.

- 1.5.4 In order to obtain exceptional leave, I must first make a request at the principal.

2 RESPECT FOR OTHERS

2.1 HARASSMENT

Respect for others is a priority in our school.

Any form of written, verbal or physical harassment is therefore unacceptable. Any discrimination on the grounds of race, nationality, culture, religion, sexual orientation, language, disability is NOT ACCEPTABLE.

No one shall be despised, humiliated, offended, let alone hit or injured in any way.

- 2.1.1 It is therefore important and obvious that any pupil who feels harassed has the right to complain to the class teacher, the Psycho-Social and Support Service from school (SePAS) or any other teacher.

If I witness harassment, I report it to the class teacher, the Psycho-Social and Support Service from school (SePAS) or any other teacher.

- 2.1.2 Any threat made as a result of a notification will be considered as further evidence of harassment.

- 2.1.3 Once the complaint has been resolved, regular follow-up will be done to ensure that the harassment has stopped.

Consequences in case of harassment :

interview with those involved - involvement of the person in charge of education and the principal - police involvement - exclusion - expulsion.

2.2 AGGRESSIVENESS

2.2.1 In order to live daily in a climate of trust favourable to work and well-being, I never resort to violence to solve my problems.

Also, being provoked by other pupils is in no case an excuse for using violence. If I am unable to solve my problems verbally and on my own, I turn to my teachers or to the SePAS.

2.2.2 Fighting with other students, pushing or knocking them down is not a game and will not be tolerated.

Consequences of non-compliance :

warning - punishment - detention - information of the person in charge of education - interview with the principal / SePAS.

2.3 DEMONSTRATION OF AFFECTION

Demonstrating affection is a private matter and has no place in public life and therefore not in the school community either. For this reason, no excessive demonstration of affection will be tolerated in the school context.

Consequences in case of non-compliance :

call to order - punishment.

2.4 TRAFFIC IN CORRIDORS AND STAIRCASES

- 2.4.1 Since respect for others is a priority in our school, I do not obstruct or block the passage in corridors and staircases, which will allow a serene and safe flow of traffic in our school.
- 2.4.2 In the mornings before class and during the lunch break, I do not stay in the corridors until the first bell rings.
- 2.4.3 I do not chew gum, eat or drink in classrooms or corridors (except on 1st floor of building C) or stairwells.
I do not consume drinks from the vending machines in the halls and corridors, so I keep any food or drinks in my school bag.
- 2.4.4 Classrooms and workshops are closed during the long breaks (09.50 - 10.05 and 14.25 - 14.35). I therefore leave my classroom or workshop, as well as the corridors, to go to the courtyard or to the school canteen or recreation rooms.
- 2.4.5 I take advantage of the break to settle my affairs at the secretariat of the school or to possibly see a teacher at his or her office.
- 2.4.6 The breaks (08.55-09.00, 10.55-11.00, 13.35-13.40) allow teachers and students to change buildings or classrooms without wasting time.
I don't circulate unnecessarily and I don't stay in the corridors during these breaks.
It should also be noted that toilets are not meeting places, so I do not stay there and I leave them as soon as possible.

Consequences of non-compliance :

call to order - punishment - detention.

2.5 BEHAVIOUR IN THE SCHOOL CANTEEN

The school canteen is a place of conviviality and relaxation.

- 2.5.1 In the school canteen, as elsewhere in the school premises, I respect others; I queue up politely waiting for my turn to be served.
- 2.5.2 I pay for my meal and drink using my MyCard only. I am not allowed to pay with someone else's card, even in exceptional cases.
- 2.5.3 In the school canteen I only use my mobile phone briefly and sporadically to send or receive SMS messages. Electronic games are not tolerated.
- 2.5.4 In the school canteen, as in all the school buildings, the head is not covered and therefore I do not wear a cap.
- 2.5.5 It is much more pleasant to eat in a clean and healthy environment; I help to keep the canteen and recreation rooms in immaculate condition.
- In the school canteen, I give up my place after the meal, if necessary.
- I do not sit there in my work clothes or on the tables.
- In the school canteen, I eat the dishes I have ordered myself. I don't waste food.
- 2.5.6 I clean up of and properly dispose of the waste, packaging paper etc. that I have produced.
- Of course, I also clear my tray.

Consequences of non-compliance :

warning - punishment - detention - information of the person in charge of education and/or the principal.

2.6 USE OF TOBACCO, ALCOHOL AND NARCOTICS

2.6.1 The law is formal: it is forbidden to smoke in the school. Electronic cigarettes are also forbidden. I therefore do not smoke, neither inside the buildings nor in the courtyard nor in the immediate surroundings of the secondary school, i.e. on the pavements adjacent to the school.

Consequences of non-compliance :

warning - punishment - detention - interview with the principal / SePAS.

2.6.2 I do not drink alcohol at school and I do not attend school under the influence of alcohol. Therefore, I am not allowed to consume alcohol during the lunch break.

Consequences of non-compliance :

immediate phone call to of the person in charge of education - detention - interview with the principal / SePAS - exclusion – expulsion - alcohol test if alcohol consumption is suspected.

2.6.3 I do not use, possess or traffic in narcotics. I am not under the influence of narcotics.

Consequences of non-compliance :

immediate phone call to of the person in charge of education - urine test if the person in charge of education agrees - detention - interview with the principal / SePAS - compulsory therapy - police involvement - exclusion - expulsion.

3 RESPECT FOR THE ENVIRONMENT

Pupils and teachers are aware that the school is a school institution and an important part of the community.

For this reason, it is important to maintain the school infrastructure in impeccable condition and to respect all working materials.

3.1 CLEANLINESS

3.1.1 I don't leave any rubbish lying around and I use the rubbish bins in particular to put the food packaging (drinks and food) I eat.

I am thinking of using the (yellow) Valorlux bins for sorting recyclable waste because I respect both the environment and the work of others (women in charge).

I am also thinking of using special bins for 'Old Papers' in the classrooms.

3.1.2 Out of politeness and respect for others, but also out of self-esteem, I respect the absolute prohibition of spitting on the school grounds, as well as on the pavements adjacent to the secondary school and neighbouring houses.

- 3.1.3 It is forbidden to defile places; either by spitting or by depositing or throwing rubbish on the pavements bordering bus stops and those of the school's neighbours (Police Regulations of 26.03.2001 VDL as amended on 23.11.2015).

Consequences of non-compliance :

pick up - clean the place - punishment - detention - exclusion.

3.2 PERSONAL LOCKERS AND CUPBOARDS

The locker and cupboard are the property of the school:

- 3.2.1 I don't display anything on it or in it.
- 3.2.2 I am responsible for my locker (cupboard), I always keep it closed and clean.
- 3.2.3 Anything that is not allowed to be brought to school cannot be put in the lockers or cupboards.
- 3.2.4 It is not advisable to leave money or valuables in the locker or cupboard; the school is not responsible in case of theft.
- 3.2.5 The school reserves the right to check the contents of lockers and cupboards.

Consequences of non-compliance :

warning - punishment - detention - exclusion.

3.3 DANGEROUS OBJECTS

The school environment has to be safe and free of violence, so I commit myself to :

- 3.3.1 not carrying or using firearms, non-firearms regardless of the kinetic energy produced, or other weapons or imitations of weapons such as pocket knives, knives, pistols, rifles, knuckledusters ... ,
- 3.3.2 not bringing or using flammable or dangerous products,
- 3.3.3 not making fire or burning any object in the school premises which is strictly forbidden,
- 3.3.4 not wearing or using objects that may incite violence or accessories with points or parts that may cause damage or wounds,
- 3.3.5. not bringing or using firecrackers or stink bombs.

Consequences of non-compliance :

the object is immediately confiscated - the principal is informed - the police are informed - the person in charge of education is informed - exclusion - expulsion.

3.4 THEFT AND VANDALISM

3.4.1 I refrain from participating in any theft or vandalism, both inside and outside the school.

3.4.2 I am not an accomplice in a theft or an act of vandalism, even passively, by attending without intervening or reporting it to a teacher or to the principal.

3.4.3 I bring found items to the reception desk.

Consequences of non-compliance :

warning - punishment - detention - exclusion - information of the person in charge of education.

4 **SCHOOL GUIDELINES**

4.1. EXTRA-CURRICULAR ACTIVITIES

I respect the code of conduct at school and during extracurricular activities wherever they take place.

Consequences of non-compliance :

warning - information of the person in charge of education - exclusion from activities.

4.2 ELECTRONIC DEVICES

4.2.1 Electronic devices such as mobile phones, MP3 players etc. are switched off during the lesson.

It is strictly forbidden to take photographs, make films or audio recordings inside the buildings or in the school yard.

Consequences of non-compliance :

warning - confiscation - complaint to the police.

4.3. PETS

Animals are also entitled to respect, so I leave them in their usual environment (at home).

Consequences of non-compliance :

information of the person in charge of education and punishment - if necessary: temporary confiscation of the animal - detention.

4.4 INTERNET AND COMPUTER NETWORK

The school computer network contributes to the educational mission of the school. The Internet is an interesting tool to foster it.

However, this use is accompanied by duties which imply respect :

- of people's private life,
- of the proper functioning of the equipment and the network,
- of copyrights

4.4.1 For any communication by electronic correspondence relating to teachers in particular, or to the secondary school in general, only email addresses from the IAM system are allowed, namely :

@ education.lu for teachers,

@ school.lu for students and

secretariat@lpem.lu for the school administration.

Consequences of non-compliance :

warning - for pupils: no correspondence sent from any other address will be taken into consideration.

4.4.2 I report any ethical or technical problem related to the use of the network.

Consequences of non-compliance :

warning - punishment - detention - exclusion - information to the person in charge of education.

4.5 CIRCULATION IN THE COURTYARD

4.5.1 As a pupil, I take advantage of free public transport.

If I come by car, I park it outside the school grounds.

- 4.5.2 Bicycles and motorbikes can be parked at the locations provided and marked in the courtyard. I drive very slowly and respect the traffic regulations.

Consequences of non-compliance :

punishment - prohibition to park the motorbike in the yard - detention.

4.6 CROWDS ON THE PAVEMENT AND IN THE COURTYARD ENTRANCE

I don't stay, neither alone nor in a group without a valid reason on the pavements along the school and the surrounding area, either before, during or after classes.

For security reasons and above all for my own safety, I do not obstruct the entrance to the courtyard.

Consequences of non-compliance :

punishment - detention.

4.7 LEAVING THE SCHOOL GROUNDS

I do not leave the school grounds during school hours, including breaks. All extra-curricular activities are considered as school time.

Consequences of non-compliance :

punishment - detention - interview with the principal.

4.8 DISPLAY AND DISTRIBUTION OF LEAFLETS

I only put up posters on the boards provided for this purpose and after obtaining authorisation from the school. I do not distribute leaflets either.

Consequences of non-compliance :

punishment - detention.

4.9 SECURITY INSTALLATIONS

The security installations are designed to protect us, so I don't damage them in any way. I do not set off a fire alarm without a valid and relevant reason.

Consequences in case of non-compliance.

Punishment - detention - exclusion - payment of fees.

4.10 EVENTS

The school is a place for discussion and exchange of ideas, nevertheless I refrain from participating during lessons in any kind of event both inside and outside school, unless authorised by the principal.

Consequences of non-compliance :

Non-exused absence.

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