

Code of Behaviour at the Hans-Litten-Schule

(from March 2015)

The Hans-Litten-Schule imparts vocational, cross-curricular and social education. Success in learning also depends on the cooperation of the students. The cooperation of each stakeholder requires a social order that needs to be supported by everyone, thereby fulfilling the human right to an education for every individual.

1. Principles

- 1.1. In order to maintain successful education and lessons, it is paramount to prevent disruptive external influences. Therefore, all unknown visitors must sign in at the secretary's office after they have entered the grounds of the school.
- 1.2. Violations of the school order and conflicts that result from school life are dealt with on the basis of the current laws, the Berlin Education Act (*Berliner Schulgesetz*), as well as according to the terms of the Code of Behaviour at the Hans-Litten-Schule.
- 1.3. Instructions of the teaching staff as well as the general staff must be followed. The students are required to carry their student ID with them at all times. They are also required to produce their ID if asked by a member of staff.

2. Lesson and break times

Lessons	Breaks
1 st and 2 nd period 8am – 9.30am	9.30am-9.50am
3 rd and 4 th period 9.50am – 11.20am	11.20am – 11.50am
5 th and 6 th period 11.50am – 1.20pm	1.20pm – 1.50pm
7 th and 8 th period 1.50pm – 3.20pm	3.20pm – 3.25pm
9 th and 10 th period 3.25pm – 4.40pm	

3. Attending school

- 3.1. Punctual attendance is expected as a matter of course – including after break time. In cases of lateness, the teaching staff is allowed to take measures (e.g. temporary exclusion from the lesson) against the student according to the Education Act.
- 3.2. If a teacher does not appear for a lesson within 10 minutes, the class representative gives notice to the school secretary.
- 3.3. During lessons, students are only allowed to leave the classroom with the permission of the teacher. Students are supposed to use the toilets during breaks.
- 3.4. For the different branches of education at our school, there are different regulations for excusing absences (see enclosed information sheets).
- 3.5. Leaves of absence are possible in rare cases. Applications for leave, including the reasons for leave, must be submitted in good time to enable a response from the school. Students of the vocational training branch need to submit their

- applications for leave with their training company. A leave of absence for additional work at the training company is not possible.
- 3.6. The class teacher or tutor can ask, in cases of reasonable doubt about sickness notes, for a doctor's certificate. The fees for such doctor's certificates need to be paid by the students or the parents/guardians.
 - 3.7. Changes in addresses (student's or training company's) need to be communicated to the teacher concerned and the secretary of the branch of education/ training immediately. Changes in the status of an apprenticeship must be presented in writing to the secretary of the branch of training.
 - 3.8. When leaving school or changing the branch of education within the school, all borrowed books and the student ID need to be returned.

4. Behaviour on the premises of the school

- 4.1. During a fire alarm, everyone must leave the school building immediately. Everyone must go to the specific muster station in the court yard of the school. The designated escape routes must be followed. Before leaving the class room all windows must be closed. The room must not be locked. Instructions from teaching staff must be followed.
- 4.2. In case of an amok alarm, all classrooms need to be locked instantly. The classroom door must be barred from within. Instructions from teaching staff must be followed unconditionally. Leaving the classroom during an amok alarm is strictly forbidden.
- 4.3. The consumption, sale and possession of alcohol or drugs is prohibited on the school's premises. Noncompliance will be punished by disciplinary measures and/or will be prosecuted.
- 4.4. Smoking is not allowed on the school's premises. Linger in front of the school buildings should be avoided in consideration of the local residents.
- 4.5. In the context of a respectful cooperation, German or English are spoken on the school's premises. The language during lessons is basically German or English.
- 4.6. During lessons, mobile phones may only be used if the teacher has explicitly given permission. If mobile phones are switched on, even muted, or carried during a class exam or test, this will be interpreted as an attempt at deception.
- 4.7. All people in school are instructed to use energy economically and in an environmentally-friendly way. Examples: only switch on the lights when it is necessary. Air the classroom in short intervals during the winter.
- 4.8. The consumption of food in the classroom is forbidden. The teacher decides on whether students can drink during lessons.
- 4.9. All chairs are put onto the tables at the end of the school day. (Please note: For several classrooms this could already be the case after the second block of lessons), otherwise they will not be cleaned. This rule applies to the specialist classrooms in particular.
- 4.10. The blackboard is cleaned after each block of lessons.
- 4.11. Everyone at school respects the cleanliness of the school.
- 4.12. The costs for repairing, cleaning or removing any kind of vandalism (including graffiti) will be paid by the individual(s) responsible. Apart from claims of damages and disciplinary measures, a complaint with the police will generally be filed.

- 4.13. The toilets are duly used and kept clean.
- 4.14. During the first two breaks, it is forbidden to leave or enter the school through the entrance in the Danckelmannstraße.
- 4.15. During breaks the classrooms are locked. Students may spend their breaks in the court yard, the Cafeteria, the common room for students, and the Atrium.
- 4.16. The use of the lift by students is not allowed.

5. The school's services and supplies

- 5.1. Books that are provided by the school are intended for independent study at home before and after lessons. The responsibility for returning these books in pristine conditions lies with each student. In case of loss or damage of a book, the student pays the replacement costs.
- 5.2. If students use lockers, they need to be secured with padlocks of their own. The student's name and class should be displayed in writing inside the locker. Before the summer break, all lockers need to be cleaned out. If this is not done then the locker will be opened by the janitor. Broken padlocks will not be replaced. The school has no liability for items stored in the lockers.
- 5.3. There are separate terms of use for the use of the gymnasium that are part of this code of behaviour (see annex).

6. Dealing with conflicts and disruption of the school day

This school has a public mission. All students, apprentices, teaching and administration staff, training companies, and parents contribute to ensure its success. Expecting the school to fulfill its duty, a considerate and fair cooperation of all members of this school's community is necessary. All members of this school are asked to behave in a civil and socially responsible manner. This includes the readiness to help others, fairness, levelheaded behaviour and tolerance on the basis of mutual respect.

In cases of conflicts, compulsory talks, in-house measures, disciplinary measures or legal prosecution are conducted in order to find a solution corresponding to the gravity and form of the quarrel.

- 6.1. Lateness to lessons and unexcused absences are a disruption to lessons and can be punished with disciplinary measures according to §63 Berlin Education Act (*SchulG*).
- 6.2. Any right-wing extremist, left-wing extremist or fundamentalist clothes, symbols or attire are not tolerated. The wearing of clothes or signs such as badges, stickers or similar things that can be interpreted as radical, political symbols are forbidden on school premises.
- 6.3. Offensive or abusive language and insults violate the personal rights of others. When arguments occur, a face to face talk should be sought to clear the air. There are various individuals in a position to provide support in order to find a resolution of the conflict, including class representatives, class teachers, guidance teachers as well as the social worker.

- 6.4. Cases of violence need to be reported to the school principal or the head of educational branches at once.
 - 6.4.1. Assaults are outlawed as form of bodily harm, and the use of weapons is treated as a criminal offence.
 - 6.4.2. Bringing weapons or objects that can be seen as weapons to school is prohibited. Weapons or objects that can serve as weapons will be confiscated and will be given to the police. Generally, a complaint with the police will be filed. The school reserves the right to conduct checks without prior notice.
- 6.5. The Class Conferences or the Principal of the school can mandate community work as an additional corrective measure after a hearing of the parties involved (e.g. sweeping the courtyard).
- 6.6. The intervening concept of tackling absenteeism at the Hans-Litten-Schule is an integral part of this Code of Behaviour (see annex).

7. Behaviour in cases of damages

- 7.1. The school's property is to be treated carefully. Vandalism will lead to claims for damages.
- 7.2. Serious incidents (assault, vandalism, theft, etc.) must be reported to the secretary of the educational branches or the school's secretary respectively.
- 7.3. The governing body of the school denies any liability in cases of loss of personal property. This also includes the loss of valuables in the sport halls and the lockers.
- 7.4. Lost property is given to the janitors or the secretaries of the educational branches.
- 7.5. Every accident involving a student on her or his way to school or on the school's premises - even in the case of injuries that cannot be seen – needs to be reported to the school's secretary or to the secretaries of the educational branches respectively at once, in order to document any possible insurance claim.
- 7.6. On the direct way to school, at school events and within the school building and on the school's premises, all students are insured with the Berlin Insurance Against Accidents (*Unfallkasse des Landes Berlin*). Leaving the school's premises, e.g. during a free period, is generally allowed. However, the student is then no longer covered under the above-mentioned insurance policy. The students – parents and guardians of underage students – must acknowledge this regulation in writing.

8. Miscellaneous

- 8.1. The terms of use for the wi-fi at the Hans-Litten-Schule (see annex) is part of this Code of Behaviour.

Jens Finger
Principal

