



Preamble

The German school Nairobi is a lively and open school, which actively encourages cultural diversity. Respect, tolerance, politeness and the willingness to help others characterise our interaction with each other.

Parents and teachers take the role of the upbringing of their children seriously and are aware of their position as role-models. Our students know their rights and duties, and behave responsibly.

I. General School Rules

Teachers' and Students' rights

- All students have the right **to be able to learn undisturbed.**
- All teachers have the right **to be able to teach undisturbed.**
- All students have the right **to be treated fairly.**
- All students have the right **to peaceful interaction with each other.**
- We take every student seriously and respect his personality and characteristics without prejudice.

General Rules

- Teachers and students talk to each other in a considerate, friendly, and non-prejudicial manner, and treat each other as independent, equal persons.
- We greet each other.
- We think about the feelings of others, and do not insult or humiliate anyone.
- We value positive behaviour and good academic achievements.
- We follow rules regarding language (see below)
- We give factual criticism and admit to our mistakes.
- We resolve conflict openly and constructively, and avoid any form of violence.

Rules during lessons

- We talk politely to our peers and teachers.
- We let others finish what they are saying.
- We put our hand up if we want to say something.
- If a teacher or another student is talking, we listen.
- We prepare ourselves at home for the lessons of the following day.
- We ensure we have all the necessary materials with us.
- We respect the property of others.
- We maintain order and tidiness in the classroom.
- We are in the classroom punctually at the beginning of the lesson.
- We only eat during the break. Due to reasons of hygiene, eating and drinking is not allowed in the subject-rooms Chem / Phys, Bio / Geo, in the music rooms and the computer rooms.

II General Rules during the school day

Prevention

Smoking and the consumption of alcohol, drugs and other such substances is strictly forbidden in the school.

Use of the German language

- A student's use of the German language in lessons taught in German counts towards to final grades in the subject.
- Each student will receive a comment on his / her report indicating to what extent s/he uses German in lessons. (see next point)
- ... (Name of student): always, mostly, satisfactorily, acceptably, hardly, never.. uses the German language in subjects taught in German.
- The decision on what comment the student will receive is made by the Class teacher in conjunction with the subject teachers.

Homework rules

- Homework must be completed by all students on time.
- Subject teachers will deal with the issue of incomplete homework and the consequential communication with parents on an individual basis.

Written Examinations (Klassenarbeit) / tests

- Students may do a maximum of 3 written examinations in one week.
- No written tests can be scheduled on the day a class has a written examination.
- No written tests can be done in a week where there are three scheduled written examinations.
- Written tests intended to last for more than 15 minutes must be announced to the students in advance.
- Under normal circumstances, teachers must return corrected examinations within 2-3 weeks.
- In Classes 5 – 10, written examinations must be signed by a parent within a week of receipt and shown to the subject teachers.
- In order to prevent attempts at cheating, electrical equipment in Classes 9 – 12 must be put away either on the teacher's desk, or in the students' bags which in turn must be stored in one corner of the room.
- If students are caught cheating in examinations, (this includes plagiarism in papers and presentations), a grade 6 or 0 points will be awarded for this examination / presentation.



Break time Rules

- Students from Classes 5 – 9 must leave the classroom during the bigger breaks. The teachers will lock the rooms.
- Students must think about what subjects they have after the break, and take the corresponding material out of the classroom as they go out for the break.

Absence Notes / Permission for absence

- If a student cannot attend school due to illness, the parents must inform the school (reception) before the first lesson. A written excuse must be handed in within three working days of the absence.
- If a student misses an examination due to illness, the parents must inform the school (reception) before the first lesson. A written excuse / a doctor's note (Classes 10 – 12) must be handed in within three working days of the absence. It is up to the student to organise a new date to do the examination with the subject teacher.
- The class teacher may grant (upon parental request) the permission for absence of **one** school day.
- If the student needs to be absent for more than one day, or if this absence falls immediately before or directly after a school holiday, a written request must be made to the headmaster.
- If known in advance, absence requests must be made to the class teacher or the headmaster at least one week before the date of absence.

Electronic Equipment

- All electronic equipment must remain switched off (and stored away) in the mornings from 7.45 a.m. to 1.05 p.m. This rule also applies during break times and during afternoon lessons.
- Parents who wish to contact their child in urgent cases must do so via the school reception. Students wishing to contact their parents in urgent cases are allowed to use the school reception phone.
- In case this rule is broken, the teacher in charge will confiscate the electronic gadget in question. This will then have to be collected from the School's (Deputy) Headmaster. In case the misdemeanour becomes a repeated offence, the gadget must be collected from the (Deputy) Headmaster by a parent.

Behaviour on the school grounds / Leaving the school compound

- All school property must be respected.
- Students may only leave the school compound if they have a valid gate pass. The gate pass must indicate the times when the student may leave the school compound, and it must be signed by the parents.
- The school will supervise the children during lessons, extra-curricular activities and during the breaks. After the end of lessons and extra activities, students will no longer be supervised by the school.