

The orderly coexistence of a school community, but also legal aspects require house rules. In addition to observing the individual regulations, all those involved in school life should be guided in their behavior by the following guidelines and feel responsible for them:

Reason and mutual consideration are prerequisites for harmonious coexistence in the school community, but also for the safety of the individual. Running in the corridors and on the stairs is therefore prohibited.

Health and well-being of all require cleanliness, hygiene and order.

The careful treatment of buildings and facilities, as well as the avoidance of damage, help to maintain the livability of the house and are a self-evident duty to the expense owner and thus to the public.

The coexistence of the school community is also regulated by the school agreement and the catalog of norms and measures. Both agreements were drawn up jointly by parents, students and teachers and are binding.

1. Behavior before the start of class

- 1.1 At 7:50 a.m. at the latest, the classrooms (including the so-called "iPad classes") are unlocked by the early morning supervisor. Until then, the students wait in the corridors and auditoriums. The subject rooms will only be unlocked by the respective subject teacher at the beginning of the lesson.
- 1.2 Coat hooks are provided in the classrooms for jackets and coats. However, money and other valuables may not be left in these garments.

2. Order in the classrooms

- 2.1 Each student is responsible for his or her own space. He/she shares responsibility for order in the school rooms and on the school grounds.
- 2.2 The class representative informs the present teacher and also the class leader about damages in the school rooms.
- 2.3 At the start of class, the teacher checks attendance and compares it with the entries in the school manager. In case of discrepancies, the teacher calls the secretary's office.
- 2.4 If the scheduled teacher has not arrived ten minutes after the start of the lesson, the class representative shall report this immediately to the secretary's office.
- 2.5 Decorating the school rooms can only be done with the consent of the subject teacher and must not involve any damage to the furnishings and walls.
- 2.6 The services assigned by the class leader are entered in the school manager. The orderly service ensures cleanliness in the classroom and takes care of the blackboard, sponge and chalk.
- 2.7 All technical devices may only be touched or operated by authorized students with the express permission of the teacher. The installation of software or changes to settings may only be made after consultation with the system supervisor or the school management.

2.8 During school hours, students are not permitted to leave the school grounds without permission from a teacher or special order from the school administration. Violations will result in disciplinary action.

3. Stay during the breaks

3.1 In principle, breaks can be spent either indoors or outdoors. Students leave the classrooms at the start of break and go to the assigned indoor and outdoor lounge areas. Home break due to weather conditions will be indicated by a double gong. The instructions of the supervising teachers and the break helpers must be followed.

3.2 At the sound of the pre-gong (9:45 and 11:28) at the end of recess, students will proceed to the classrooms.

3.3 It is not permitted to throw snowballs or sled on school grounds or at the bus stop in winter.

3.4 Food and beverages may be purchased at designated times. Bottles that cannot be resealed may not be taken into the classrooms.

3.5 When climbing all stairs, running, pushing and shoving must be avoided at all costs because of the risk of accidents.

3.6 Pupils are allowed to take on orderly duties as part of their joint responsibility (e.g. break helpers, bus crossing guards). Their instructions must be followed by the other students.

3.7 The student reading library is only visited by students to exchange books. The instructions of the library supervisor must be followed.

4. Behavior after the end of class

4.1 Students do not run when leaving the school building and grounds. The teachers of the last lesson ensure that the rooms are in order and locked. Windows must be closed and lights and all technical equipment turned off. Chairs will be put in the desks at the end of class.

4.2 During the lunch break or other free time, both break halls are available. If required (e.g. for quiet work), further rooms are offered by the school management.

5. Parking of means of transport (bicycles, motorized two-wheelers, skateboards, etc.)

5.1 All two-wheeled vehicles must be pushed within the school grounds and secured in the bicycle garage. Skateboards and other means of transportation must also remain secured in the bicycle garage .

5.2 The school assumes no liability for theft or damage to the parked means of transport.

5.3 In the area of the bus stops, bicycles and e-bikes are to be pushed between 13:00 and 13:15 for safety reasons.

6. Behavior in case of fire and fire alarm

6.1 When a fire is detected, the fire alarm must be activated immediately. For this purpose, the alarm pane at the fire alarms is to be broken and the red button is to be pressed. Fire extinguishers are to

be used only by faculty and school personnel. The source of the fire must be reported as soon as possible.

6.2 Students, led by the teacher present, will leave the school building as quickly as possible, but in an orderly manner, and proceed immediately to one of the two assembly points outside the school grounds. The class representatives will leave at the end of the class and close the classroom door. The respective teacher checks the completeness of his/her class at the assembly point and informs the registration office about it.

7. General

7.1 The teachers and the janitor have the right and duty to supervise in the school area. Students must comply with the instructions of the teachers, the janitor and the administrative staff.

7.2 The site gates are locked during core instructional hours from approximately 8:15 am to 12:50 pm. Leaving the premises is possible at any time via the main entrance as well as via the exit at the bicycle garage. Access during this period is only via the main entrance at the secretary's office.

7.3 The consumption of intoxicants and alcoholic beverages as well as smoking are generally prohibited for students within the school grounds. Violations will be punished at least with a reprimand.

7.4 Chewing gum is prohibited throughout the school grounds.

7.5 Baseball caps and other non-religious head coverings must be removed in classrooms.

7.6 The school has the authority to remove and secure items from students that may disrupt or interfere with the instruction or order of the school.

7.7 For school purposes, the use of tablets is also permitted outside of class. The school does not assume any liability for damage. The unauthorized use of smartphones remains prohibited on the entire school premises. Violation of this rule may result in educational or disciplinary action at the discretion of the teacher. During performance assessments, storage devices such as cell phones or smartwatches that are turned on are considered to be underage.

8. Liability of the students or the legal guardians

Any damage caused by a student is the responsibility of the student or the student's parent or guardian in accordance with school rules and legal requirements.

9. Participation

The school forum, the staff representatives and the funding agency were involved in the adoption of the house rules.

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