

House Rules / School Regulations



1. General remarks

The school's main objective is to provide our students with future-oriented skills and qualifications in the general and vocational education. In order to achieve this goal, it is necessary to stick to rules and regulations which avoid any conflicts and secure an ongoing learning process. Likewise, these rules and regulations, based on legal provisions, shall create a positive and helpful learning environment.

Students and teachers alike shall be considerate, paying special attention to any social, cultural and religious peculiarities.

Everybody is responsible for a clean school building, school premises and a good condition of school property and inventory.

2. Opening hours

The school building is opened during schooltime as follows:

Monday to Friday 7.00am – 4.45pm

Secretary's office (administration):

Monday to Thursday 7.30am – 2.00pm

Friday 7.30am – 1.00pm

During school holidays, there will be restricted opening hours.

3. Lessons

Lessons start and end according to personal schedules (timetables). Please note that the first lesson begins at 7.55am. During the lessons, leaving the class room is only allowed with permission of the teacher and in urgent cases (e.g. going to the restroom due to health issues).

Eating is not allowed during the lessons. In general, mobile (Wi-Fi) devices are not allowed to be used during lessons. They have to be turned off and stored in the students' school bags. The same applies to any portable music players, head- and earphones. These devices mustn't be kept on the body. It is also generally forbidden to take photographs or record videos. If these rules are violated, the devices will be confiscated.

4. Breaks

General times:

1st break **9.25am – 9.45am**

2nd break 11.15am – 11.35am
3rd break 1.05pm – 1.35pm

5. School presence and trespassing

External (school-unrelated) people are not allowed to remain on the school premises. Staying on the premises or entering the school building is hence considered as trespassing. Students have to leave the classrooms during the breaks. Classrooms will be locked during the breaks. Students may gather and stay on the areas marked with an 'x' (cf. site plan). In case of snowfall, setting foot on not-cleared areas happens at own risk.

The school premises shall not be left during breaks since this will result in a loss of statutory accident insurance.

6. Parking

Parking one's motor vehicle, motorcycle, moped and bicycle is allowed only on the designated areas of the school premises (cf. site plan 'xx', 'xxx' and 'xxxx'). Parking on the school premises but outside these designated areas is prohibited. Fire rescue paths must be kept unblocked at any time.

7. Smoking

Smoking, no matter if conventional or e-cigarettes, is generally prohibited in the school building and on the school premises, except the designated smoking areas.

8. Liabilities

The school is generally not liable for any loss of personal items and private property. For stolen personal items, the school can only be held liable, if these items were secured properly and were demanded to be brought to school for educational reasons. **For mobile (Wi-Fi) devices, portable music players and cash money liability is excluded!**

9. Absence from school

Regardless of the twelve years of compulsory school attendance, all students are obliged to regularly attend school and the individual lessons. Violations of the compulsory school attendance, as well as other administrative offences, will be fined with financial penalties. Excused and unexcused absent days will be recorded in the school certificates. On top of that, absenteeism will significantly impact the general conduct grade 'work behavior'.

If the attendance of school lessons is not possible, the school must be informed without delay. A common acceptable conduct is the notification by phone at least 20 minutes prior to school starting time. **Tel.: 05151/989401**

For further details, please confer the info sheet 'Absence from school'.