

School regulations

as agreed upon by the school conference on 06.03.2018

1 Together

- a) Our school is a community of people with different cultural, national and social backgrounds. Tolerance, fairness and solidarity are basic elements of our being together. The members of our school community contribute to keeping and fostering these elements. We meet one another with mutual respect.
- b) These school regulations are rules for orientation and support in daily school life and apply to all members of the school community.

2 Presence and absence and stay

- a) Leaving the campus during lesson time is only allowed to students of Y5-9 Gym, Y8-10 HR and Y10 SISS in their lunch break. Students in senior classes may also leave the campus in their free periods.
- b) The students stay outside in the breaks. Separate rules might be agreed on for individual buildings.
- c) Work spaces and common rooms are provided for free periods.

3 Health/Illness/Injuries

- a) In case of absences, the school has to be notified **on the first day** by the legal guardians – in case of majority age by the students themselves (note to class teacher/secretary). In case of a longer illness, the sick note signed by the legal guardian has to be handed in to the class teacher **on the third day** of absence at the latest.
- b) Further rules according to year groups (Y1-4, Y5-9/10, Gymnasium senior classes, SISS 11/12) can be obtained from the respective school branch head teacher.
- c) In case of an injury or sickness during lesson time, contact the respective admin office (accident report etc.). Exception: Gymnasium senior classes E-Q4, SISS 11/12

- d) Drugs are forbidden. This includes nicotine (e-cigarettes, too) and alcohol.

4 Traffic

- a) Generally, motorised vehicles are banned from the campus. Exception: direct access to parking lots; further exceptions have to be granted by the school administration.
- b) Bikes have to be pushed on campus between 7am and 4pm, around SISS Primary from 7am to 6pm. This time limit does also apply to sports equipment like scooters, skateboards, inline skates etc.
- c) All vehicles may only use the designated parking areas.

5 Buildings/campus

- a) Buildings and campus belong to the managing body of the school and have to be treated carefully.
- b) All buildings are learning areas – therefore, loud noises have to be avoided.
- c) Special regulations apply to computer and Science rooms as well as sports halls.
- d) Fenced in areas on campus must not be entered (protection of the dune).
- e) Ball games are only allowed with soft balls. It is not allowed to throw stones, pine cones, snow balls etc. Objects which might endanger or hurt someone must not be brought along.

6 Use of smartphones, tablets etc.

- On the whole campus, students may only use smartphones, tablets and other small digital devices in the following places:
- a) in the administration offices to call parents
 - b) in the common rooms in the canteen Oase (until 12.30pm) and Snack Attack, in the learning centre Oberstufe and in the library of building 41.
 - c) in lessons after consulting and under supervision of teachers (own rules for lessons of senior classes as of E/11).
- Teachers are role models. Further staff members supervising in the canteen Oase, at Snack Attack, in the learning centre Oberstufe building 8 and the library in building 41 are authorized to give instructions. If students disobey these rules, the respective device will be confiscated temporarily by the supervising person and handed in to the administration

office together with the name of the student. It can be picked up after the end of lessons during the opening hours of the office. In case of recurrence, the parents will be notified.

7 Damages/lost property/theft

a) Materials, especially books and devices provided by the school, have to be treated carefully. Books have to be covered. Damaged, wilfully destroyed or lost items have to be replaced.

b) Lost property has to be handed in to the administration office. Furthermore, there are lost-and-found boxes in the entrance areas of the German primary school branch (building 15) and SISS Primary (building 40).

c) Loss or theft of items are reported to the administration office.

8 Emergency/alarm

a) Contact the administration office in case of medical emergencies (for example minor sports accident, cardio-vascular problems). In case of severe medical emergencies (major sport accident, unconsciousness) the present teacher has to call 112 and inform the administration office as well as the principal/school branch head teacher immediately.

b) In case of an emergency that requires evacuating everybody to the Christian-Stock stadium, the sirens will go off or a telephone tree will be initiated.

The „Golden Rules“ in SISS Primary and the German primary school branch apply in addition to these school regulations.

The school regulations are handed out to every student.

- We treat each other respectfully. Nobody gets hit, pushed, insulted or picked on.
- Everybody is allowed to say what they think. Nobody gets laughed at.
- We listen to each other.
- We handle problems as soon as possible. We talk to each other, use the STOP sign and, if necessary, ask an adult for help.
- We treat animals and plants with respect. We take good care of our own belongings and those of others.
- We look after our school and keep it clean and tidy.
- We respect the dining hall rules.
- We respect the toilet rules.
- Inside the school building we keep our voices down.
- We walk the stairs slowly and with care.
- For running, playing, jumping etc we use the playground.

12 goldene Regeln

für unsere Schulgemeinschaft

(Vorlage Grundschulzweig – wird derzeit überarbeitet)

Wir, die Kinder und Lehrer/innen der Grundschule im Schuldorf Bergstraße leben, lernen und spielen zusammen. Wir wollen freundlich und friedlich miteinander umgehen, damit sich alle wohlfühlen können.

Jeder behandelt die anderen so,
wie er selbst behandelt werden möchte.

1. Wir helfen uns gegenseitig.
2. Beim Lernen gebe ich mein Bestes. Ich bringe das nötige Material mit und mache regelmäßig meine Hausaufgaben.
3. Ich lache niemanden aus.
4. Ich nehme niemandem etwas weg und mache anderen nichts kaputt.
5. Ich gehe sorgfältig mit unserem Schulhaus, den Büchern, Spielen und Möbeln um.
6. Ich störe niemanden beim Spielen und schließe niemanden aus.
7. Ich halte meine Wut zurück und löse Streit durch Reden.
8. Ich beleidige andere nicht mit Schimpfwörtern.
9. Ich tue niemandem weh und werfe nicht mit Steinen, Stöcken, Kiefernzapfen oder Schneebällen.
10. Ich spiele nur auf dem Schulhof vor dem Schulgebäude.
11. Ich gehe achtsam mit den Pflanzen um.
12. Ich werfe Müll in die Abfallkörbe.