

House Rules at the International Schools Niederwürschnitz

Wherever people meet, certain rules are necessary to get along well with each other. We spend a large part of the day at school and are interested in keeping it clean and tidy so that we can feel comfortable. We therefore ask all students, teachers and other guests of our school to abide by the following house rules.

International Schools Niederwürschnitz

HOUSE RULES

The house rules of the International Schools Niederwürschnitz were revised in August 2020.

Students and adults form a community at our school, which is characterized by esteem, respect and solidarity. Everyone helps and supports each other so that the mission of the school succeeds: To impart knowledge, to learn for life, and to acquire social ways of thinking and behaving.

Therefore, there are rights and duties for everyone to respect in order to live together at school.

I. Basic Rules:

1. Start of class is 7:30 a.m. All students come to class on time, that is, they are in the classroom 5 minutes before the start of class.
2. Students enter and leave the school building through the main entrance only.
3. Leaving the school grounds during scheduled classes, as well as all-day activities and the school club, is not permitted. (Cancellation of insurance coverage).
4. When learning, everyone does his or her best and does not disturb the lessons. Students will keep homework on time and treat all work materials with care.
5. Wearing the school uniform is compulsory. It represents identification with the school and is part of the school contract.
6. School property and the property of others will be respected by all students. Wilful destruction and damage will be repaired and removed by the student, if possible. If the damage cannot be repaired by the student, then parents of the student will be held financially responsible for the payment of the damage.
7. During the short breaks, the students will stay in the classroom. Disciplined behaviour must be maintained during the break. Specialist rooms are to be entered only with the authorization of the respective teacher.
8. Conflicts of any kind are to be solved without violence. Students who need help with mediation should contact their class teacher or a guidance teacher. Students who respond with inappropriate violence will have to answer accordingly accountable and will be subject to disciplinary action depending on the severity of the offense.
9. Teachers, school employees, and class representatives representing students are considered to be in charge during recess.

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10. It is strictly forbidden to bring glass bottles, cutting, stabbing and other weapons or weapon-like objects, drugs, alcohol and tobacco products to school and to school events. In case of non-compliance - depending on the disciplinary sanction- disciplinary action or expulsion from school, depending on the severity of the offense, will take place.

11. The carrying of symbols and media with anti-constitutional, violence-glorifying as well as child- and youth-endangering contents are also strictly prohibited. Violations of this nature must be reported and may result in expulsion from school.

12. The use of mobile phones and recording media (image and sound) is prohibited during the stay at school. Mobiles are turned off, only in urgent exceptional cases, with the permission of a teacher, the use of the phone to make a call is allowed.

In case of violation, these devices will be confiscated and must be collected by the parents from the school administration the following school day.

13. No liability will be assumed for money and valuables. Exchanging, passing on and demanding personal items in an extortionate manner is strictly prohibited. Violation of this rule will result in immediate disciplinary action.

14. Bicycles are to be parked and secured in the bicycle racks in front of the school building and mopeds outside the school grounds. There will be no liability on the part of the school.

II. School Specific Regulations:

Area: School building

1. Lower classes (grades 5 and 6) have lessons in fixed classrooms, which are kept in order by the respective class. Students wear school uniform in the classrooms, jackets and other clothing will be hung at the coat racks and school supplies are properly stored in the lockers provided for that purpose.

2. Upper grades (grades 7 and up) are taught in different classrooms. Students will move quickly and quietly between rooms, hanging up jackets and other clothing on the coat racks located in each room or put them in their locker in the morning.

3. Satchels and backpacks will be properly stowed in the vacant classroom during breaks or placed in such a way that they do not block the school's escape route. Backpacks and satchels will not be taken into the schoolyard during breaks.

4. Specialist classrooms will only be entered with the respective subject teacher.

5. The last class in the classroom on the given day (see room assignment plan, the room plan is to be adhered to) puts up the chairs, closes all windows, cleans the blackboard thoroughly, removes any garbage and makes sure that all electrical devices are switched off and that the locks are secured. The last teacher has to check these jobs to be done.

6. Breaks and changing of classrooms shall be carried out in a calm and unhurried manner. There will be no running, pushing or shoving.

7. Teachers, staff, and visitors of the school will be greeted in a friendly manner and offered assistance when needed.

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Area: Schoolyard

1. Students will come to the schoolyard during breaks briskly and on time.
2. Each student will behave in such a way that the break is relaxing for all.
3. Garbage is properly disposed of in the garbage cans provided in the school yard.
4. Trees and plants in the schoolyard will be treated with care. (No tearing-off of leaves or shaking of trunks).
5. Table tennis tables are for playing this sport only and are not to be walked on or otherwise used.
6. The basketball area is designed for basketball only, so other ball sports are prohibited.
7. No snowballs will be thrown or ice rinks built during the winter season as they are too much of a hazard.

Area: Instructions

1. Classes are held in blocks of 80 minutes or in individual lessons of 40 minutes.
2. At the beginning of the lesson there is a report in foreign language about the state of the class and the last lesson.
3. If a subject teacher does not show up at the beginning of the lesson, the class representative has the duty to inform the school management immediately about the problem.
4. General rules and norms for the class, such as listening, not talking unasked, and other requirements determined by the respective subject teacher, apply as a matter of principle.
5. Eating is forbidden in class. Drinking may be allowed by the teacher. But drinking is prohibited in specialized rooms, especially in the chemistry cabinet.

Area: School Lunch

School meals are served during the designated major breaks. In order to facilitate the prompt serving of food, the following points are to be observed:

1. At the beginning of the break, students should be at the food counter on time and line up in a calm, orderly, and quiet manner.
2. Food is served using the food order card. Frequent forgetting of this may be reflected in the neatness grade.
3. In a relaxed manner and in accordance with the general rules for eating, the students will eat the meal quickly.
4. Leftovers should be avoided. If there are any, they should be thrown into the appropriate containers and the plates should be wiped clean.
5. The place will be left clean and orderly and the student will briskly go back to the school yard.

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Area: School Restroom

In order for each student to complete the emergency toilet in a quiet and clean manner, the following rules are critical:

1. The school restrooms are to be used properly, that is, do not clog anything, do not tamper with, smear, or damage doors and flushing systems.
2. Toilet paper, towels, and sanitizers are used in appropriate amounts.
3. Hygiene standards are maintained. This means washing hands after using the toilet, wrapping feminine hygiene items in sanitary bags or toilet paper and placing them in the designated receptacles; flushing and, when necessary, use the flushing brush.
4. Serious soiling must be reported immediately to the service cleaner.

III. Legal instruction:

Parents are responsible for the regular school attendance of their children according to §31 of the School Act.

Reasonable leaves of absence in urgent cases must be requested at least 3 days in advance.

In case of illness, the excuse has to be given on the 1st day of absence by the 3rd lesson at the latest.

Parents can formulate an excuse themselves until the 3rd day. In case of prolonged absence from class a doctor's certificate must be presented.

Absence from events in the context of the GTA or the school club must also be excused in writing.

IV. Disciplinary Action:

Adherence to the above points of the house rules serves the community and for a harmonious cooperation. Failure to comply will result in the following:

For students who knowingly violate house rules on multiple occasions, the following educational or disciplinary measures will go into effect:

1. written warning by subject teacher or class teacher
2. reprimand by subject teacher or class teacher
3. written reprimand by the school principal
4. transfer to another class in the same grade level, if possible
5. threat of expulsion from school with appropriate time-set conditions
6. expulsion from school.

With the exclusion from school, the entitlement to schooling at the International Schools of Niederwürschnitz expires in case of the termination of the concluded school contract.

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In principle, the class and subject teachers should react immediately to the occurrence of misconduct.

In recorded conversations with the student and his/her legal guardians, changes in behaviour are discussed.

If there is no change in the student's behaviour, the recorded discussions and the disciplinary measures listed above will be used to expel the student from school.