



At our school everyone has the right to learn and teach

Our behavior towards each other

Our school is a community.

We all want to live a peaceful school life together:

- ☒ I respect and keep an eye on everyone in our community. That is why I do not offend or insult anyone.
- ☒ I show responsibility and react when someone behaves wrong.
- ☒ I am responsible for my behavior and I take the consequences if I misbehave.
- ☒ I settle conflicts without violence and get support if I cannot manage the situation by myself.

Behavior in class

- ☒ I come to class in time.
- ☒ I let classmates learn and study peacefully.
- ☒ I turn my mobile on mute and put it into my bag.

Behavior in our buildings and on campus

- ☒ I only smoke on designated places.
- ☒ I follow class chores and follow rules of garbage disposal.
- ☒ I spend my breaks in the entrance hall or outside.

Behavior towards objects

- ☒ I handle objects with care.
- ☒ I show respect to the building and the inventory.
- ☒ I leave dangerous items (e.g. weapons, knives, drugs etc.) at home.
- ☒ I protect my own belongings against misuse and theft.

Behavior in case of illness or application for exemption

- ☒ I apply one week in advance if I need to take some time off.
- ☒ In case of illness I call the school immediately and give my teacher a written note (schriftliche Entschuldigung) within three days. In case I miss a class test I immediately get in contact with the respective teacher.
- ☒ During the internship I immediately get in contact with the company or the institution if I am ill.
- ☒ I go to the doctor's after school.
- ☒ If I fall ill during lessons I will talk to my teacher and report off duty.



Information about school live

- ☒ **Class times** will be communicated by the class teacher.

Classes begin at 8:00 am. Students can stay in the entrance hall of the school building from 7.00 am on. The students using public transportation wait for at least 30 minutes delay of any means of transport, calculated from the official departure time, at the bus stop. Later propelled transportation is used when the student can participate at least two lessons in the morning (for trade practice in commercial and home economics four teaching hours). If this rule is not observed, the day of absence is considered unexcused.

- ☒ If the **teacher** doesn't arrive in the classroom after 10 minutes, the students inform the Sekretariat and ask for a substitution.
- ☒ The **substitution plan** is displayed on the digital bulletin board in the entrance hall, and on the school's homepage www.rfes.de under "Organisatorisches".

- ☒ **Stay in the classrooms.** The classrooms are closed during the breaks to prevent thefts. The break can be spent on the schoolyard or in the entrance hall. Containers for waste are placed anywhere.

- ☒ **Work orders** for self-reliant learning will be picked up at the Sekretariat before the course starts.

- ☒ **Books** that were issued as part of the free learning material are returned when changing the school and dis-approval.

- ☒ For lost, damaged or missing **valuables and money**, no replacement can be done normally. Findings are to be handed to the caretaker.

- ☒ Since the school year 2004/05, our school has accepted a **user-service provider-agreement** with the school authorities. Classrooms, corridors, entrance halls and outdoor facilities have to be kept tidy. When leaving the classrooms - even if you only change the room - students have to

- clear the separately disposed waste in into waiting dumpsters;
- chairs site-specific set on top or tilt towards the tables;
- sweep classrooms;
- clean the blackboard;
- the cleaning service in the entrance halls and outdoor areas is done by class plans, displayed in the entrance hall. The caretaker provides the cleaning devices.

- ☒ There are assigned places on the school area for **bicycles, motor cycles and cars**. The school board shall only be liable in certain cases for theft and damage.

- ☒ An insurance is provided for **accidents** on the "direct" way to school (there and back) or on the school grounds. Immediate notification of the Sekretariat is very important for entitlement to insurance benefits.

Annex

- ☒ The **compulsory vocational education** is met by visiting the vocational school, located in the school district of the employer. Trainees have to visit the vocational school until the end of the apprenticeship.

- ☒ The **parents/caregivers, instructors and employers** are responsible for ensuring that students regularly attend school and teaching events. The lessons include the properly finished homework.

- ☒ The overview of our **school social team** and the **leaflet regarding data protection** is as well as the **"Versäumnissregelung"** with the **associated forms** on separate sheets in the annex.

- ☒ Information about the **work placement** and necessary **equipment for learning** are found in the annex as well, depending on the school-department.