

School rules and regulations of the Oberschule Apensen

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General school rules and regulations

- It is prohibited by law, to bring weapons, pyrotechnic articles, and dangerous objects to school.
- We only play ball outside; cycling is not permitted on the school grounds.
- We treat bushes, trees and the lawn with care.
- We take care to leave the toilets clean and tidy.
- We throw rubbish into the rubbish bins.
- We keep all rooms tidy and in order. Chairs will be put up on the tables if the room is not used anymore.
- We treat the possessions of others and our own with care. Everybody watches out that nothing gets damaged or lost.
- We are in the classroom on time for the beginning of the periods (lessons).
- During regular school time in the morning, pupils are not allowed to leave the school premises without permission.
- Due to safety concerns we do not run and jump about inside the school.
- During periods it is not permitted to use the table top football ("Kicker").
- During the 10-minute-break pupils have to remain in their classrooms.
- During the 20-minute breaks pupils have to leave the classrooms and the rooms will be locked. If you need to store any bags you can use the racks next to the library.
- During the long breaks pupils are only permitted to be in the designated areas. For the outside these are indicated in red on the school grounds plan, on display in your classroom. Within the building these are comprised of the entrance hall and the hallway in front of the library.
- However, there is a deviating rule in case of rain. A gong will announce the so called "Regenpause" (break, during which it is raining). In this case you are allowed to use the upper floors as well.
- Smoking is strictly prohibited anywhere on the school premises.

Regulations A – Z

Computer rooms (rules of conduct)

- The computers at school are only used for school-related purposes.
- Eating and drinking is prohibited in the computer rooms.
- Leave your bag and jacket outside the room.

- Do not change cables and keyboard keys.
- Do not upload software or alter the settings of the computers without permission.
- However, you are allowed to personalise settings like the desktop or the screen saver.

IServ-rules

- With the set-up of an iserv-account each user will receive a preliminary password (given name. surname). This should be changed immediately into a password with at least eight (8) characters (letters and numbers e.g.). The user is responsible for keeping the password to himself or herself. In any case, the user is responsible for his or her account.
- Iserv provides every user with the possibility to save e-mails, and school related data. Other uses, especially the saving of music, videos and games are prohibited. Also you are not permitted to use your account for Facebook-mails.
- With the account you receive your own e-mail address, which will look like this: given name.surname@sz-apensen.de.
- The publishing or sending of contents, which are illegal or contradictory to moral conventions will lead to the immediate withdrawal of the account and will possibly entail further actions by the school.
- Additionally everybody has to make sure that no copyrights are infringed.

Rules for the school caf eteria

- Food is served Tuesdays and Wednesdays:
 1. lunch time: 12.00 – 12.20 am
 2. lunch time: 13.20 – 13.40 am
- Forms 5 to 7 will take their lunch together. There is no obligation to attend.
- The organisation of the cafeteria duties is worked out by each of the forms themselves.

Rules for the breaks

- Year 5 to 7 take their meals together in the school’s cafeteria. They are not allowed to leave the school grounds during lunch break.
- For year 9 lunch will be offered on “company day” (Monday). On this occasion Year 9 is not allowed to leave the school grounds either.
- Other pupils participating in voluntary or obligatory school events are permitted to leave the school grounds during lunch break.
- During free periods at the beginning and the end of the school day the school grounds may be left.
- This permission doesn’t include break times in the morning, a free second period, and SAL .

No-smoking-rules

- Anywhere at our school we adhere to a strict ban on smoking.
- Any violation of this ban will be prosecuted. Each step will be documented in the pupil's file:
 1. The parents or legal guardian will be notified in writing. The pupil will document the violation in his/her own statement.
 2. The pupil will receive a written task, which he/she will have to work on in an extra period.
 3. The pupil will have to do extra duties (service to the school or public) in the afternoon for two hours.
 4. A class hearing, consisting of all teachers involved with the education of the pupil, will decide about necessary educational measures and sanctions (e.g., exclusion from special class or school events).
 5. Repeated violations of this no-smoking rule will lead to a degrading evaluation of the social behaviour documented on the school report (normally after the 3. time).

mobile phones

The use of mobile phones during school (periods, breaks, free periods) is banned on the entire school grounds. Exceptions have to be authorised by teachers. Violation of this ban will lead to temporary confiscation of the mobile phone. It can be retrieved in the school office after the end of the school day. After violation of this ban for three times the parents will be notified.

SOS-files Oberschule Apensen - Measures for violation of the school regulations

Violations of the school regulations are being documented in files, the so called SOS card index.

- Parents have the right, in accord with the form teacher, and on assigned parent-teacher meetings to inspect the file of their child.
- Each teacher who discovers that the school regulations have not been followed, will issue a caution which will be put on the child's file card.
- The entry will be signed by the pupil. The pupil can make a written statement.
- Should the pupil have accumulated three entries within half a year, the parents will be notified. Contact with the parents will be put on record.

- Repeated violation of rules and regulations will lead to a class hearing in which educational or regulatory measures will be decided, such as:
 - extra social chores
 - exclusion from school events
 - exclusion from class ... etc.

Rules for class

- It is permitted to drink during class. Energy-drinks and coca cola are not allowed. It is not permitted to eat during class.
- It is not permitted to wear headgear like caps or hats. Exceptions (e.g., in case of lice or illness,...) have to be decided by the teacher.

Ban-catalogue

What is not allowed to be used or consumed on the premises of the school?

• mobile phones	• scooters
• inline skates	• any kind of skateboard
• mp3-players	• e-cigarettes/ e-shishas
• handhelds	• eddings
• combat boots	• spray cans (deo spray or hair spray, e.g.)
• energy drinks/ coca-cola	