

Englisch

Name / address of the school (Name / Anschrift der Schule)

Dear Parents and Guardians, dear Students,

Welcome to

Name of the school (Name der Schule)

There are important rules and regulations at our school that must be adhered to so that all students and teachers can learn and teach together successfully.

Our school has students from many different nations, cultures, and religions. Peaceful, tolerant, and respectful interaction with each other is therefore the top priority! Only in a peaceful, safe, and tolerant environment can ALL students learn together successfully.

Anything that might endanger or disturb this peaceful coexistence is therefore **strictly prohibited** at our school:

- Weapons of any kind
- Verbal abuse (e.g. insults)
- Physical violence (even if this violence was provoked by insults from others!)
- Discrimination
- Stealing or damaging another person's property
- Bullying
- False statements/lies
- Smoking/alcohol

Students at our school **are obliged** to comply with and respect these rules. If these rules are violated, there will be appropriate consequences.

Furthermore, all students are required to:

- Come to class on time
- Immediately go to their classroom at the end of breaks.
- Reliably bring and have ready the right class materials
- Follow the instructions of teachers
- Behave quietly and respectfully in class
- Comply with the rules of talking
- Show respectful, helpful, and good behaviour in class, during breaks, and during extracurricular activities (trips, internships, class trip).
- Not leave school grounds during school hours.
- Keep the school grounds, premises, and toilets clean.
- Not use mobile phones or other electronic devices on school grounds

- Complete homework reliably and properly
- Manage school planner/communication notes reliably and completely
- Respectfully and prudently handle school inventory

Parents and guardians are required to:

- Support compliance with school rules by educational measures
- In the case of illness, inform the school before classes by phone no later than :
(Uhrzeit) at the following phone number: (Telefonnummer)
- Submit a written apology with the dates of the absent days after recovery (this can be entered in the school planner /communication notes)
Unexcused absence days are listed in the certificate and can result in fines! In the case of frequent absences without an evident reason, the school may request a medical certificate
- Check the school planner daily, and sign it weekly
- Maintain good communication between school and home and attend school appointments (PTA meetings, parents' evenings, parents' appointments, if possible with a translator)
- Immediately notify the school of changes of address or phone numbers
- Pay the required expenses for teaching materials or trips on time or apply on time with the district/town/municipality

Teachers are required to:

- Encourage all students equally and individually
- Provide a respectful and peaceful learning environment
- Strive for a school community in which no one is marginalised
- Guide students to be independent, responsible, and mature
- Give parents and guardians transparent information on the performance and behaviour of students and be accessible for questions or problems.
- if necessary, take appropriate action in order to influence the academic and social development of all students positively.

We acknowledge the school rules and are committed to comply with them.

Student (Schülerin/Schüler)

Guardians (Erziehungsberechtigte)

Class teacher (Klassenlehrkraft)

School management (Schulleitung)

Date (Datum): _____