

## **Rules during breaks and free periods**

**All teachers are responsible for ensuring compliance with the rules, supporting the supervisors, confronting misbehaviour and taking appropriate action.** In the case of misbehaviour by students, a warning may be given, the student's ID card may be confiscated and an educational advisor may be informed or consulted, or, in consultation with the educational advisors, further measures may be taken in accordance with the disciplinary regulations.

### **Respectful treatment**

There are different nationalities, cultures and needs at our school. Respectful interaction helps all members of the ESM! Community life requires rules in dealing with each other, especially during breaks and free periods when students have more opportunities for community experiences and can move more freely.

In the event of a conflict, a peaceful solution through communication will always be sought. Verbal or physical violence, bullying, threats or insults will not be tolerated. In serious and repeated cases, measures will be taken.

### **Security and order**

All members of the school community should take care not to endanger anyone with their behaviour and to keep the school building clean.

It is not allowed to run in the building, push or shove on stairs, throw objects or do other dangerous things. It is not permitted to use skateboards, scooters or roller skates or to throw snowballs or splash water anywhere in the school area. Food and drinks are not allowed in the classrooms, corridors and staircases. Only water may be drunk. Rubbish is always disposed of properly. Painting on walls, doors or lockers is strictly prohibited.

### **Entering and leaving the school grounds**

Students must always show their student card when entering and leaving the school building. Pupils from s1-s3 are not allowed to leave the school grounds during school hours. Only the way across the courtyard in front of the main entrance (Brunnenhof) to the sports field or Europabau is allowed. It is not allowed to play ball in front of the main entrance.

**Students are allowed to be at school during the following times: 7:45 a.m. - 5:00 p.m.,** except when participating in extracurricular activities, choir, orchestra, theatre, etc.; **exceptions must be announced to the security three days in advance.**

## Rentrée / rules during breaks and free periods

ESM - Secondary School

Status: September 2022



### Where the pupils can stay

#### Permitted:

- "Free period room" (GS13/14): The door is marked if it is open. Pupils from S1-S3 have priority. Balls and other sports equipment for the playground can be borrowed here.
- Breaktime playground: Pupils are allowed to be in the playground at any time. However, lessons in the adjacent classrooms must not be disturbed. Ball games are only allowed in the large courtyard with light or soft balls and basketballs. **Leather balls are not allowed**, shooting basketballs is not allowed, basketball may not be played directly next to classrooms during lessons.
- Library: Use is only in silence for reading, working or borrowing (see library regulations).
- Cafeteria: Buy and consume food and drinks.
- Aula: Possibility to do homework. Own drinks and meals can be taken there.
- Silentium: Doing homework and lesson preparations in silence

#### Not allowed:

- Locker area: The locker area may not be used for free periods! Students are only allowed to visit their lockers briefly during free periods to put something in or take something out.
- Corridors and corridors: Staying in the corridors and corridors should only take place during the short break or under the supervision of a teacher. Running and playing in the stairways and corridors is strictly prohibited.
- Classrooms: Classrooms may only be used under supervision.
- Brunnenhof: The Brunnenhof is not a staging area for s1-s3 during school hours.

### **Unforeseen cancellations of lessons for s1 - s3 - report to the AULA office!**

Unplanned cancelled lessons are not free lessons! In order to ensure supervision, the following rule applies: Pupils in S1 - S3 whose lessons are cancelled according to the substitution screen or whose designated teacher has not turned up after 10 minutes should report to the Aula office to the Aula manager (usually an educational advisor). The aula manager informs the pupils about the further procedure, registers the pupils in the attendance system and organises the division of students into groups, and where they should go. Students who are not registered will be noted as truant. The first and last lesson only need to be registered if the pupils are already or still on the school premises.