



# KGS Sehnde school regulations

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## Preamble

“As the secondary school in the city of Sehnde, we live and value the cultural and social diversity of our community. ... We are curious about different ways of thinking and living and meet each other with mutual appreciation and respect.” (Mission statement of KGS Sehnde)

For successful coexistence at our school, it is important that all members of the school community know and accept their rights, obligations and the rules of coexistence. In addition to the NDS. We formulate the specific rules at KGS Sehnde in the school regulations. This also includes our “School Rules without Words”, which summarizes the most important rules in visual language.

## 1. General rules of conduct Everyone is

responsible for order, cleanliness and energy saving in our school. There are trash cans for paper, recyclables and residual waste in many places in the school building and classrooms.

Visitors to KGS Sehnde should register with the caretakers, the secretariat or the school management. The administration hallway is visited when concerns need to be resolved with the school administrators, members of the school management, the senior school coordinators or the substitution plan.

All teachers and other school employees are authorized to give instructions to all students.

The KGS Sehnde defines itself as a drug-free school. Carrying and consuming drugs and intoxicants of any kind on the KGS Sehnde premises is therefore prohibited, as is staying on the premises under their influence. Alcoholic beverages may only be served at special school events with special permission from the school management.

For safety reasons: o The

- o emergency stairs in the O wing may only be used in emergencies or in cases of danger.
- o Sitting or standing in the windows is not permitted.
- o The roofs may not be accessed.
- o Running and running in the school building disturbs others and must be avoided.
- o Throwing snowballs is not permitted.

## 2. Supervision and stay on school grounds The school

is open from 7:30 a.m. Students who arrive at this time should please stay in the leisure cellar (A0.1), in the self-study center or on Schulstrasse. Early supervision begins at 7:40 a.m. Teachers are assigned to supervise lessons before classes begin, during breaks and in the 6th and 7th periods. At all other times, students are indirectly supervised by non-teaching teachers or other educational staff at the school.

Students in grades 5 to 9 may only leave the school property before the end of class in exceptional cases with the permission of the teacher or class teacher who will teach afterwards. Pupils from year 10 onwards are allowed to leave the school grounds before the end of class or during free periods if a corresponding sticker has been affixed to their pupil ID. The respective class teacher or tutor is responsible for distributing and sticking on this plaque.

### 3. Classrooms and specialist rooms

As soon as a learning group leaves the classroom, doors and windows must be closed and the lights must be turned off. The original order must also be restored. There is an emergency plan in every classroom and specialist room. The class and subject teachers are responsible for displaying this plan.

Subject rooms can only be entered together with the teacher. Students are not allowed to remain in the classroom without supervision.

At events in the forum, the classes or groups sit together with their teachers and are supervised and supervised. You are not allowed to eat or drink in the forum. The rows of seats remain unchanged as the chairs are numbered and connected to each other.

**4. Use of information-processing electronic mobile devices** We only use information-processing electronic mobile devices in the building for school purposes. If mobile devices are not used responsibly, they may not be used until further notice upon instruction from a teacher. In these cases, the teacher informs the class teacher, who decides on further means of education.

No photography or filming of other people may be made without permission.

For class tests and other exams as well as exam-like situations, mobile devices or storage media and smart watches must either be switched off and kept out of sight, or switched off and placed in a collection box on the teacher's desk. In justified individual cases, a violation can lead to an unsatisfactory assessment.

The KGS Sehnde assumes no liability for items of any kind brought along privately that are not necessary for the fulfillment of compulsory schooling or the upbringing and educational mandate.

Any devices you bring with you should be stored safely in a rentable locker, for example.

### 5. Image and sound recordings

School events of any kind are documented by our school photographers, the local press or teachers with images or sound recordings, which can be selected for publication on the school homepage, in the KGS Sehnde yearbook, in the school building or in the local press. People, e.g. students or visitors to a school event, who also make image or sound recordings, are responsible for ensuring that consent and permission for use has been obtained from the people recorded or depicted.

### 6. Break rules

#### 6.1 Break regulations for years 5-9

Students in grades 5 to 9 generally spend their breaks outside of the classroom. Possible areas for the break are the schoolyard, the Chaussee-straße sports center (see 6.3), the self-study center, the leisure cellar or the student café/canteen. During the lunch break, the students are allowed to take advantage of the activities offered by the youth leisure center.

Weather-related exceptions will be announced via loudspeaker announcement and the classrooms will then be available as a lounge area.

### 6.2 Break regulations year 10 - Q2 Students

in years 10 - Q2 including the introductory phase (EP) can stay in their classrooms during breaks. Possible further areas for breaks and free periods are the upper school café, the school yard, the Chausseestraße sports center (see 6.3), the self-study center, the leisure cellar or the student café/canteen. During the lunch break, the students are allowed to take advantage of the activities offered by the youth leisure center.

In addition, students have access to school during breaks and in the 6th/7th grade. Room R.25 on Schulstrasse is available as a relaxation room for the hour, which is opened and closed by the supervision. If R.25 is used by teachers for meetings, these have priority. If R.25 is used for sales campaigns during breaks, mutual consideration must be given.

### 6.3 Physical education

#### a) Physical education lessons in the Feldstrasse sports hall or in the swimming pool

Unless otherwise agreed with the sports teacher, the learning group meets at the end of the break or before the lesson begins at the tree in front of the main entrance (the so-called sports tree). The sports teacher goes to the sports hall together with the learning group  
Swimming pool.

#### b) Physical education lessons in the Chausseestraße sports center

In the first sports lesson of the school year, the learning group meets at the sports tree and goes to the sports center together. This must be noted in the class register. For all subsequent lessons, the students go to the sports center independently in small groups (3-4 students) during the break.

The lunch break is generally spent on the Am Papenholz/Waldstrasse school grounds.

If physical education lessons take place in the first lesson of the day, the students meet directly at the sports center.

### 7. Dress code On the school

grounds, attention must be paid to an appropriate appearance that does not disturb the peace of the school.

### 8. Reports of illness and absence from school In the event of

illness, the secretariat must be informed by telephone (for minors by the parents) before the start of lessons (when the first report of illness) and/or the class teacher by email via IServ (parents via parent account). A sick report made by telephone or email is automatically considered excused for the period reported. Any extension must then be made by email (for minors via the parent account).

Absences can be reported to the class teacher and justified by parents for a maximum of 7 days retroactively (after returning to class).

Special regulations apply to examinations, which will be announced to the students in good time by the branch management.

### **9. Substitution plan**

The substitution plan is published on the internet and on monitors in the school building and can be accessed via the “Untis” app. In case of doubt, the displays on the monitors in the school building are binding. Students find out about current changes in good time before classes start and during breaks.

**10. Other regulations** The following other regulations also apply.

- o Class times (see homepage)
- o School regulations without words (see IServ at the beginning of the school year)
- o Complaint and conflict management (see homepage)
- o Alarm plan (see notice in the classrooms)
- o User regulations in the cafeteria/student café (see notice in the cafeteria/student café)
- o Self-learning center user regulations (see notice in the self-learning center)
- o Weapons decree (see IServ at the beginning of the school year)
- o IServ user agreement and digital devices (see IServ at the beginning of the school year)

**11. Validity and severability clause** These

school regulations were decided in the general conference on May 30, 2018, updated on March 6, 2024 and apply from April 1, 2024. Additions and adjustments can be made at any time by the entire conference following a proposal from the school board. If individual paragraphs lose their validity, they will be invalidated until a new resolution is passed. The remaining paragraphs remain valid.

Signed the school administration