Status 7/2018

***School rules of the elementary school in Mackenbach***

Recital clause:

During school hours, our house rules are valid throughout the school grounds to include both inside and outside the building. The rules will also apply during extracurricular programs offered by the school. These rules have been established coroporatively by parents, teachers, students and are therefore binding.

**General information:**

1. The school and it‘s inventory have to be treated with care.
2. Coats, jackets, and sports bags will have to be hung up on the hooks in front of each classroom.
3. Classrooms have to be switched before recess. Schoolbags will be placed in an orderly manner in front of the door.
4. Sliding and climbing on the banister is dangerous and therefore prohibited.
5. Students are not allowed to use their cellphones. They have to remain in the schoolbag. A student may use their phone in case of an emergency, after having spoken and being granted permission by the teacher. Valuables brought to school are the student’s responsibility. The school is not liable for theft or loss of personal belongings.
6. After the final lesson, students will place their chairs on the table and sweep the classroom floor.
7. Students leave the school building promptly after the school bell rings. Bus kids will line up orderly at the stairs in front of the school and wait for their teacher’s permission to enter the bus.

**The following rules apply to our recess times:**

1. After the school bell rings, students are allowed to leave the classroom in an orderly manner and go to the schoolyard. The supervising teacher will make a decision about recess during rainy conditions and will announce it by using the speakers.
2. Outdoor use of the lawn is approved by the supervisor. The supervisor will indicate use of play area by turning the symbol that’s hung up at the exit – changing it to a green light when outdoor use of the lawn is allowed.
3. The schoolyard borders are to be respected. Students must never walk behind the school building.
4. The approval for the opening of the playhouse depends on the weather and will be decided by the teacher in charge. 4th grade students will hand out the toys and vehicles to the other students and are therefore responsible for the order of the playhouse.
5. You may not ride your own bike, scooter, or skateboard in the schoolyard.
6. Climbing up the fire escape is not allowed!
7. Students may only balance on the wooden logs in the center of the schoolyard not on the surrounding logs.
8. No standing on the climbing wall.
9. Ping-pong will only be played with soft balls or table tennis balls.
10. Handle the bushes and trees with care.
11. Throwing snow balls is prohibited during winter times.
12. After recess, tap off your shoes (to remove excess dirt) outside before entering the building. Use your inside voice and go quietly back to your classroom after being let in by the teacher.
13. Disobeying the school rules will be disciplined with a “stand still“ recess or an extra curricular assignment about the incident.

**At the gym, we follow these rules:**

1. If you happen to forget your sports clothes, you will be given an assignment which will have to be accomplished during the sports lesson in another classroom.
2. The teacher picks up the students who are lined up in front of their classrom.
3. The equipment room cannot be entered without the teacher’s permission.
4. Students will put their school clothes nicely together and hang up their jacket on the hook in the changing room.
5. Rules on how to build up the equipment will be given by the sports teacher.
6. Students do not have to participate during a sports lesson if they are injured or have other illnesses with a written statement provided by the parent or doctor.

**Behavioral guide in the event of danger:**

In case of danger, we allude to the fire protection ordinance of the Verbandsgemeinde Weilerbach for the elementary school in Mackenbach. A contingency plan has been compiled and is at hand.

All emergencies with medical participation have to be reported to the principal immediately.

**German Ordinance:**

These house rules come into effect by the approval of the conference decision from the 8th of June 2018 on consensual terms with the school committee (parent committee) and the school boards. The house rules from the 29th of June 2009 hereby go out of force.

Mackenbach, 02.08.2018

S.Mühlenbrock  
(Schulleitung)