



## House and Break Time Rules

Approved by board decision dated 21. 06. 2004; Amendments to points 15- 17 by the general committee on 07.11.2012, change of point 15 - decision of "Gesamtkonferenz" 14.06.2017,

change point 16 - decision of " Gesamtkonferenz" 08.11.2018, adopted 26.08.2019-SL, PQM

It is the aim of the house and break time rules, to regulate the social existence at school and only to draw borderlines, where it is inevitable for the protection of the students, the school property as well as an orderly function of the school.

The house and break time rules consist of regulations for the conduct on the school compound and in the school buses. All students have to obey them, all persons involved in daily operations of the school (teachers, bus drivers, caretakers, administrative staff) have to observe that they are kept.

**Basic Rule:** Each one has to behave in a way that no other is disturbed, hindered, endangered or damaged.

1. The school compound is principally open for students only during class times and school events.  
Entrance in the morning starts from 7.15 am.  
The morning classes start at 7.40 am and end at 1.00 pm.  
The afternoon classes start at 1.55 pm and end at 4.15 pm.  
DBSAA offers afternoon care and afternoon classes until 4.15 pm for grades 1-10. Subsequently the students who are neither picked-up nor use the shuttle bus will be supervised until 5.30 pm.  
Separate rules apply for the kindergarten:  
Opening hours are from 7.30 am – 4.00 pm. Out of the opening hours, the obligation to supervise lies within the parents.



2. For bringing and picking up the children, parking lots are available outside of the school compound. The children should be accompanied to the main gate and picked up there respectively. Kindergarten children have to be accompanied to the kindergarten building and picked up from there.

Within the school compound, the orders of the guards have to be obeyed.

If this regulation is not followed, the entry permit for cars will be withdrawn.

3. At the beginning of class, the students have to wait for their teachers in their classrooms. The door should be closed and the materials for class prepared. Subject rooms, IT room and sports hall are only allowed to enter in the presence of a teacher. The students wait in front of the classroom.
4. In case the teacher has not appeared 5 minutes after beginning of the class, the class representative or his deputy reports it to the secretary office or the teacher's staff room. The class stays quiet until a teacher appears or respective instructions are given.
5. The pupil in charge of cleanliness has to make sure that the board is cleaned after class and the classroom being left in a tidy manner.
6. Economical handling of light, water and heating should be taken for granted.
7. Furniture and other school property have to be handled with care.  
Damage has to be reported immediately to the class teacher and administration.
8. The decoration of the classroom and the setting of the furniture have to be approved by the class teacher.



9. One student is instructed to handle the class register. He/she has the task to get the class register before class in the secretary's office and to bring it back after class.

For elementary school the class teacher is in charge of the class register. The class teacher checks the class register weekly for correct handling and initials its completeness.

10. During the long morning break all students have to leave the classroom. The respective teacher locks the room when leaving.

11. The recreation areas for the long breaks can be seen from a separate plan (map break plan). Games in the recreation areas have to be played in a way, that there is no danger of injury, fellow students are not disturbed and buildings and garden areas are not damaged.

12. Drinks can only be bought during break time; it is not allowed to carry them to class. Empty bottles have to be returned.

13. It is expected from all students to keep buildings, class rooms, toilets and the school yard clean. Garbage and paper belong into the waste bin.

14. It is principally forbidden to leave the school compound without permission.

15. Chewing gum is prohibited on the entire school compound.



16. see Annex "Regulation for the usage of multimedia electronic devices at the German Embassy School Addis Ababa"

17. Smoking and the consumption of alcoholic drinks for students all over the school premises, in the school buildings, in school busses and on school excursions is strictly prohibited.

At a first violation, a warning is issued through the school administration. Parents will be informed. In the case of repeated offence the class conference of teachers issues a limited exclusion from school admittance. This could extend up to 12 days. Further violations will be discussed in the general committee and can lead to the dismissal from the school (see disciplinary regulation point 2.3).

18. Drug possession and abuse usually leads to the expulsion from school. Trafficking and handing over of drugs will result in immediate expulsion from school.

19. Use and/or possession of weapons can result in immediate expulsion from school.

20. Students using the school bus will go to their bus immediately after class time. Getting on and coming off the bus has to be in an orderly manner. During the journey each student has to sit down. Available safety belts have to be used.

The driver shall not to be distracted. It is not allowed to lean out of the window while in motion. The bus has to be kept clean.

21. Each student is liable for his/her property. Parents are liable for damages done by their children. The school does not assume liability for students who leave the school compound during class time without permission.



Non compliance with these house and break rules is punished according to the principle of proportionality.

**The disciplinary regulations lay down the educative and regulatory measures.**

Annex to the house and break rules; point 16:

## Regulation for utilization of multimedia-based electronic devices at the German Embassy School Addis Ababa

(Attachment regarding house and recess rules paragraph 16)

### *Preamble*

At DBSAA there is an atmosphere of mutual respect. We carry the responsibility of our actions; maintain politeness and honesty regarding ourselves and others.

Ringtones and also other vibration noises of muted phones disrupt every classroom and thereby disturb the focus of the entire class. The diverse possibilities of occupation pose a constant temptation to not engage with what is taught at school.



Text, pictures and videos that insult other people, threaten and hurt their integrity are easy to generate with electronic media and are rapidly shared via social media.

Specifically cell phones offer students a private setting which can barely be supervised by a parent or legal guardian and as a result has a large potential for mobbing.

In this context we would like to convey a conscious and responsible use of multimedia-based electronic devices for all that take part in school life.

Following Targets should be achieved by this regulation:

- Avoidance of disruption in class
- Vitalization and promotion of conversation culture during recess
- Prevention of consumption and exchange of criminal content such as prohibited videos and videos that promote violence
- Protection of privacy and ensuring of personal rights (prevention of cyber-bullying)

## Our regulations are:

1. The respective device can be brought to school at your own risk, but can only be used during lunch break and after school. Generally, after school means after 10th period, at 04:15 PM, when afternoon care has also ended (closure of library).

2. The respective device, as well as gadgets (e.g. headphones), remains in the school bag and is switched off for the entire duration of class unless the utilization is allowed by a teacher for school purposes or in an emergency situation.



3. During school events, e.g. excursions and trips, the supervising teachers determines how to deal with the electronic devices.

4. The utilization of school devices (computer, printer, etc.) is limited to handling subjects relating to class and demands the presence of an administrator or teacher. The guidelines for utilization of IT equipment at DBSAA are applicable.

5. The playback, exchange and recording of pictures, videos and voice recordings on school grounds are only permitted with a prior approval by the head of school. In cases of reasonable suspicion, the school reserves the right to review and copy information that is saved on electronic devices and/or cell phones to ensure that there is no offensive or hurtful communication, specifically no pornographic material or cyber-bullying exchanged and/or conveyed between students.

6. The school is not liable for the damage or loss of devices including gadgets, e.g. headphones.

7. The respective device will be withhold by a teacher if a violation of one of the regulations occurs and deposited at the school secretary's office. It can be picked up there by a parent or legal guardian. In case of repetition (3x), the device has to be picked up at the head of school.

The listed rules apply to secondary school. In primary school, mobile phones and iPads are not allowed at all.