

HOUSE AND BREAK RULES (VERSION FROM 10/2024)

Approved by resolution of the School Board on June 21, 2004

Amendment to points 15 - 17 by resolution of the General Conference on November 7, 2012, Amendment to point 15 by resolution of the General Conference on June 14, 2017, Annex to point 16 by resolution of the General Conference on November 8, 2018, revised August 26, 2019 (1st), Amendment to point 14 by resolution ESL round 09/2019, Amendment to points 1,2,11,14, 16 and amendment to the Annex by resolution of the School Forum on April 27, 2021, Amendment by resolution of the ESL on August 14, 2022, Amendment by resolution of the ESL on September 30, 2024

The aim of the house and break rules is to regulate coexistence in the school and only draw boundaries where it is unavoidable for the protection of students and school property and for the orderly running of the school.

The house and break rules contain rules for behavior on the school grounds and in the school buses. All students must comply with them, and all persons involved in school operations (teachers, bus drivers, facility management, administrative staff) have a duty to ensure that they are adhered to.

Basic principle:

Everyone must behave in such a way that no one else is disturbed, hindered, endangered or harmed.

1. The school grounds are generally only open to students during school hours and for school events. Admission is from 7.15 am in the morning.
Morning lessons begin at 7.40 am and end at 1.15 pm.
Afternoon lessons begin at 2.00 pm and end at 4.25 pm.
For grades 1-10, the DBSAA offers afternoon care and extracurricular activities until 5 pm. Children must be picked up by 5 pm at the latest.
Outside of opening hours, parents are responsible for supervision.

Separate regulations apply to the kindergarten:

Opening hours:

Preschool/ Kindergarten: 7.30 am - 4.00 pm

Toddler group: 7.30 am - 3.30 pm

Kindergarten children must be collected by the end of the respective opening hours at the latest.

2. Parents of kindergarten and first grade children may enter the school grounds for drop-off and pick-up only via the main gate. Parking spaces are available outside the school grounds for dropping off and picking up school children from grade 2 onwards.

School children should be accompanied to and collected from the main gate.

Kindergarten and pre-school children must be accompanied to and collected from the kindergarten building.

3. At the beginning of the lesson, students should wait in their classrooms for their teacher. Teaching materials should be made available. Subject rooms, the IT room and the gymnasium may only be entered in the presence of a teacher. Students should wait quietly in front of the classroom.
4. If the teacher has not arrived 5 minutes after the start of the lesson, the class representative must report this to the secretary's office or the teacher's room. The class will remain quiet until a teacher appears or a corresponding instruction is given.
5. The steward ensures that the blackboard is cleaned at the end of the lesson and that the classroom is tidy.
6. Economical use of light, water and heating should be a standard practice.
7. Furniture and other school property must be treated with care. Damage must be reported to the class teacher immediately.
8. The design of the classrooms and the arrangement of the furniture require the approval of the class teacher.
9. One student is responsible for keeping the class book. This person is responsible for collecting the class book from the teacher's room before class and returning it at the end of the lessons.

In primary school, the class teacher is responsible for keeping the class register.

The class teacher checks the class register weekly to ensure that it is properly kept and signs off on its completeness.

10. All primary and lower secondary school students must leave the classrooms during the long breaks and lunch break. The classrooms are locked during this time, with the exception of grades 1-5 during the supervised lunch break.
11. Games in the break area must be played in such a way that there is no risk of injury, that classmates are not disturbed and that buildings and gardens are not damaged.

Ball games are not permitted in the cafeteria area or in front of the classrooms.

12. All students are expected to keep buildings, classrooms, toilets and the playground clean. Waste and paper belong in the waste garbage cans.
13. It is strictly forbidden to leave the school grounds without permission.

Students who are over 14 years of age may leave the school grounds during the lunch break and after the end of classes.

This only applies if the parent or guardian has submitted a liability waiver form to the secretary's office. The form is available from the secretary's office.

In the event that students are late for lessons after the lunch break, a warning will be issued on the first occasion, on repeated occasions permission will be withdrawn for 2 months and can only be applied for again at the request of the parents.

14. Chewing gum is prohibited on the school premises.
15. Regulation on the use of multimedia devices - see appendix
16. Smoking and the consumption of alcoholic beverages are not permitted for students on the entire school grounds, in the school buildings and on the buses as well as during school trips.

In the event of a first offense, a warning will be issued immediately by the school management. Parents will be informed of this. In the event of a repeat offense, the class conference will issue a temporary exclusion from school. This can last a maximum of 12 days. In the event of further violations, the teachers' conference may decide to dismiss the child from school.

17. Possession or abuse of drugs generally leads to expulsion from school. Dealing and passing on drugs will result in immediate expulsion from the school.
18. Use and/or possession of weapons leads to immediate expulsion from school.
19. When using the school bus, boarding and disembarking must be carried out in a disciplined manner. Every student must be seated during the journey. Seat belts must be worn.

The driver must not be distracted. Leaning out of the windows during the journey is not permitted. Care must be taken to ensure that the bus remains clean.

20. Each student is liable for their own personal property.

Parents are liable for damage caused by their children: The school accepts no liability for students who leave the school grounds during school hours without permission.

Non-compliance with these house rules and break regulations will be punished in accordance with the principle of proportionality.

The disciplinary regulations set out the educational and disciplinary measures.

Annex to item 15: see next page

ANNEX TO THE HOUSE AND BREAK RULES POINT 15

Adopted on November 8, 2018 General Conference, amended 11/2020, adopted by school forum April 27, 2021, amended ESL August 14, 2022, amended ESL September 30, 2024

REGULATIONS ON THE USE OF MULTIMEDIA ELECTRONIC DEVICES AT THE GERMAN EMBASSY SCHOOL IN ADDIS ABABA

PREAMBLE

There is an atmosphere of mutual respect at German Embassy School Addis Ababa. We take responsibility for our actions and cultivate politeness and honesty towards ourselves and others.

Ringtones and the buzzing of a cell phone on silent interrupt every lesson and disrupt the concentration of an entire class. The diverse possibilities for keeping busy are a constant temptation not to engage with the school material.

Texts, images and videos that insult, threaten and violate the integrity of others can be easily created using electronic media and quickly disseminated via social media.

Cell phones, among other things, offer our students a private space that is rarely seen by parents or guardians and therefore has great potential for bullying.

In this context, we would like to promote the conscious and responsible use of electronic multimedia devices for everyone involved in school life.

This regulation is intended to achieve the following objectives:

- Avoiding disruptions in lessons
- Stimulating and promoting a culture of conversation during breaks
- Preventing the consumption and exchange of criminal content such as banned videos and games that glorify violence
- Protecting privacy and safeguarding personal rights (preventing cyberbullying)

OUR RULES ARE AS FOLLOWS:

1. The school assumes no responsibility for electronic devices brought to school.
2. Grades 11 and 12 may use cell phones, tablets and laptops during breaks, during lessons only if the teacher approves.

Grades 5-10 may only use cell phones, tablets and laptops after 4.25 pm.

The device in question, as well as accessories (e.g. headphones), must remain switched off until 4.25 pm, unless use is authorized by a teacher for teaching purposes.

Cell phones, tablets and laptops are generally not permitted in primary school (grades 1-4) unless their use is approved by a teacher for teaching purposes.

3. At school events, such as excursions and trips, the supervising teacher determines how electronic devices are to be used.

4. The use of the school's own equipment (computers, printers, etc.) is limited exclusively to working on topics relevant to lessons and requires the presence of a teacher or administrator. The guidelines for the use of IT equipment of DBSAA apply.
5. Playing, exchanging and recording photos, videos and sound recordings may only take place on the school premises with the prior permission of the class teacher. In cases of reasonable suspicion, the school reserves the right to view and copy information stored on electronic devices and/or cell phones to ensure that no offensive or hurtful communication, in particular pornographic material or cyber-bullying, is exchanged and/or conveyed among or by students.
6. The school assumes no liability for damage to or loss of the devices and accessories, e.g. headphones.
7. If one of these rules is violated, the device in question will be retained by the teacher or NAMI supervisor and deposited with the deputy head teacher. It can be collected there by the student at 4.30 pm. In the event of repeated violations, the device must be collected by a parent or guardian. From the third offense, the device must be collected from the Head of School by a parent or guardian.