

## BOARDING SCHOOL REGULATIONS

Castle Gatehouse

Castle Main House

New Building

Rohde House

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## Preamble

The boarding school is intended to be a living environment and a place of community for every single pupil and for their mentors in which everyone involved can develop and feel safe, respected, and held in esteem.

This is only possible, when, in this community, there exist certain values, boundaries, and procedural structures which everyone feels obliged to fulfil. The Boarding School Regulations give shape to the framework conditions and the daily routines within which the relationships between pedagogues and pupils develop and are shaped in terms of personal dedication and adjustment.

In the joint life of a boarding school we expect that every pupil and every pedagogue play their part in community life in a helpful, committed and considerate way, assuming responsibility for themselves and for others, respecting the privacy of all concerned, settling conflicts in a peaceful way, and displaying readiness to use their potential in a positive fashion.

## 1. Our daily routine in the boarding school

### 1.1 Monday to Thursday

Internat	06.15 Awake and get up 07.10 Morning greeting and joint breakfast 07.30 Clearing up together, preparing for lessons 07.55 Presence in the classroom
Schule	08.00 Teaching begins 13.10 Lunch 13.40 Lunch break 14.15 Teaching Learning periods 15.45 School ends
Internat	15.45 Presence in the boarding facility 16.00 Participation in sporting or creative Guilds (5 <sup>th</sup> to 10 <sup>th</sup> Class, one compulsory participation per week) 17.15 Leisure time 18.00 Evening meal 19.00 Individual and/or joint learning period in the boarding facility, longer if

	required
	20.30 Leisure time: parlour games, sport, music Clearing up on Thursday evenings
	From 21.00 Time to go to bed, depending on age

## 1.2 Fridays on home-coming weekends

(Home-coming weekends are laid down in the plan for the year)

Internat	06.15 Awake and get up 07.10 Morning greeting and joint breakfast 07.30 Clearing up together, preparing for lessons 07.55 Presence in the classroom
Schule	08.00 Teaching starts 13.00 School ends
Internat	Up to 14.00 If necessary, tidying up rooms If necessary, packing for the journey home Journey home

## 1.3 Boarding school weekend

A journey home is also possible on boarding school weekends. In order to facilitate internal planning (programme, kitchen requirements), an application for release from the boarding school weekend must be handed in to the boarding school management/ the boarding school mentor by the previous Wednesday at the latest.

### Fridays on boarding school weekends

Internat	6.15 Awake and get up 7.10 Morning greeting and joint breakfast 7.30 Clearing up together, back to the house, off to lessons 7.55 Presence in the classroom
Schule	8.00 Teaching starts 13.00 School ends Day pupils go home
Internat	13.15 Lunch From 14.00 Participation in pedagogical group leisure activities 17.00 Individual learning period 18.00 Evening meal 19.00 Clearing up 20.00 Group evening with programme From 21.00 Time to go to bed, depending on age

### Saturdays on boarding school weekends

Internat	From 6.45 Awake and get up 7.30 Morning greeting and joint breakfast 8.00 Cleaning up together, back to the house, off to school 8.25 Presence in the classroom
Schule	08.30 Teaching starts On Saturdays the boarding school remains closed from 8.30 to 12.45 12.45 School ends

Internat	13.00	Lunch
	From 14.00	Participation in pedagogical group leisure activities
	18.00	Evening meal
	20.00	Group evening and time to go out
	From 21.30	Time to go to bed, depending on age, maturity and programme

### **Sundays on boarding school weekends**

Internat	8.30-10.00	Breakfast
	12.00	Lunch, then leisure options
	From 13.00	Participation in pedagogical leisure activities and/or individual and/or joint learning period
	18.00	Evening meal
	20.00	Individual preparation for the school week
	From 21.00	Time to go to bed, depending on age

## **2. Leisure time**

### **2.1. In the guilds**

Guilds are sporting or creative elective mandatory offers. The old term “guild” makes it clear that every guild involves a goal – a choir or theatre performance, an exhibition, the acquirement of certain skills, contributions to school-life, sports competitions, excursions. The guilds are equivalent in value to school subjects – compulsory, but without grading.

Guilds have to be firmly selected for half a year in the classes 5 to 10; certain guilds such as for example the choir or school teams must be pursued for a whole school year. As a rule, the guilds take place from Monday to Thursday between 16.00 hrs and 17.15 hrs. Pupils of the musical branch of our school are not obliged to participate in guilds because of their having to practise their instruments or singing, but they may, if they so wish.

### **2.2. On boarding school weekends**

We want to spend our free time sensibly especially during weekends. The group decides together with the pedagogues how the leisure programme is to be shaped. Excursions are one possibility, for example to markets (Christmas, Easter), to museums, to a town or city, skiing or walking tours, visits to the cinema, the theatre, to a concert, to a sporting event or a restaurant. Football on the school grounds is an option, as are games in the sports hall, reading in the library, film evenings, and simply resting in one’s room.

## **3. Learning periods in the boarding school**

Mentors guide and assist pupils throughout the school week in learning periods which are, as a rule, in the evenings and, on boarding school weekends, in the afternoon. The pupils learn to work independently and with the support of the pedagogues in their rooms or in joint learning rooms, preparing for their lessons and for performance tests. The mentors help with the planning, the organisation of school documents, and, if necessary, with specific, subject-related support. If homework is not completed or if school performance is weak, then additional learning periods are arranged. During learning periods, everyone must remain quiet. Music cannot be played loudly.

The boarding school receives from the teachers summaries of the results of tests and, where suitable, also information on homework. The school staff and the boarding school constantly exchange views on the learning behaviour and work habits of the boarding school pupils.

## 4. Times for going to bed and for leaving the grounds

### 4.1 Times for going to bed

Keeping to times to go to bed is, in our eyes, very important. Getting enough sleep is an essential precondition for the maintenance of one's performance potential. When it is time to go to bed, the lights in the room must be switched off and everyone must be quiet. From 22.00 hrs on, as a matter of principal, only an acceptable room noise level (music) is allowed. Exceptions from the rules pertaining to going to bed are possible by agreement.

The times for going to bed are based on age and are regulated as follows:

Sunday to Friday		Saturday evening/ Evening before holidays	
Age up to	Time to go to bed/ Lights-out	Age up to	Time to go to bed/ Lights-out
12 years	21.00 hrs	12 years	22.00 hrs
14 years	21.30 hrs	14 years	22.30 hrs
16 years	22.00 hrs	16 years	23.00 hrs
18 years and older	22.30 hrs	18 years and older	23.30 hrs

### 4.2 Times for leaving the grounds

Pupils are free to move around the school grounds but must report their intention to leave the grounds to their mentor and also their arrival back. In the afternoon before it gets dark, pupils of the lower classes (aged between 10 and 13) are permitted, after informing their mentor, to go to the village of Reichersbauern on their own.

The German Jugendschutzgesetz (Youth Protection Law) provides the orientation for these times for leaving the grounds; exceptions to the rules are possible in agreement with the responsible pedagogues:

Sunday to Friday		Saturday evening / Evening before holidays	
Age up to	Return to residence by	Age up to	Return to residence by
12 years	20.30 hrs	12 years	21.00 hrs
14 years	21.00 hrs	14 years	22.00 hrs
16 years	21.30 hrs	16 years	22.30 hrs
18 years	22.00 hrs	18 years	23.00 hrs

### 4.3 Presence in boarding school rooms during normal school hours

The living area of the boarders in the classes 5-12 remains closed during normal school hours 8.00 – 15.45, but during the period of the Abitur exams when normal teaching for the examinees has ceased, the residential area of those sitting the exams remains open.

At times when the boarding school is closed in the course of the school week, pupils are not permitted to visit the boarding rooms without supervision or agreement.

In cases of illness and on the advice of a doctor, bed rest in the rooms is possible by agreement with the pedagogues involved and according to their discretionary powers.

## **5. Notices of departure and arrival back**

### **5.1 Basic rules**

Owing to the duty of obligatory supervision and within the framework of a responsible education, it is necessary that boarders always give notice of their departure when they want to leave the group, the school grounds after school has ended, or at the end of a guild session.

Giving notice of departure means that the responsible mentors must be expressly informed where a pupil is going and for how long. The respective approval of the pedagogues is the precondition for a proper notice of departure. After having left the school grounds, a suitable notification of arrival back is then required on return.

### **5.2 Reporting sick**

As soon as a pupil becomes ill, he or she must immediately report sick to the responsible boarding school pedagogue, in order to guarantee that any further necessary measures can be taken (reporting the matter to the secretariat, bed rest, appointment with a doctor, etc.).

Any pupil who becomes ill during the course of the school day must report sick to the school principal, the vice-principal, or the person with special responsibility for the Upper School. The nursing staff will then decide when bed rest is advisable and whether a doctor should be consulted.

Medicine cannot be given to pupils at schools without the permission of a doctor or the express permission of the pupil's parents. Depending on the degree of maturity of the children or young people affected, they can themselves assume responsibility for safely storing and using medicines. In agreement with the parents, stronger medicines can be stored with the boarding school mentors and the medication controlled.

### **5.3 Boarding school weekends**

Parents can check out their children from the boarding weekend. In this case, it is necessary to inform the responsible mentors of this intention in written or oral form by the Wednesday before at the latest. The time of the return back must also be reliably communicated at this time so that the numbers for the evening meal can be correctly calculated.

On special weekend occasions like the Advent Bazaar or our Open Day presence in the boarding school is obligatory. This is made clear to parents and pupils in good time.

In individual cases pupils can be registered for an additional weekend (not indicated in the annual plan) on which they will be looked after together with the international pupils.

### **5.4 Meals**

As a matter of principal, all boarders participate in all meals. There are, however, individual exceptions to this obligation:

- The group decides to eat out on one evening together or to prepare a meal itself in the kitchens of the boarding houses.
- The Upper School is permitted to eat out once a week in the evening. The Middle Classes may eat out once a month in the evening. Notices of eating out in relation to other meals than the evening meal, such as for example, breakfast, are not possible. Other notices of eating out in the evening, for example on family occasions, need to be agreed upon with the responsible mentors.
- Should it be the case that on the return day of a home-coming weekend (Sunday evening) a pupil will not join in the evening meal, then this should be communicated to the respective pedagogues by the Wednesday before at the latest.

### **5.5 Mutual visits and guests**

If boarders wish to visit each other in their respective houses, then they must check out with their mentors and announce their arrival to the responsible pedagogue in the house they are visiting.

Overnight stays on the part of day pupils, former pupils and siblings are possible, but require a punctual application on the part of the parents or the guests to the school principal and/or the head of the boarding school. Visitors who have not previously announced their intention to arrive, are not permitted to enter the residential areas. Anyone acting contrary to these instructions can be asked to leave and barred from entering the premises and grounds again.

Overnight stays in rooms occupied by the other sex are expressly prohibited.

Visitors and next-door neighbours are not permitted to enter rooms whose residents are temporarily absent.

## 6. Use of media equipment

### 6.1 Mobile phones, notebooks, tablet PCs etc.

The use of media equipment shapes our time and our children and young people. Pupils should learn how to use media gadgets sensibly and in an appropriate form and to control their use.

The use of a mobile phone by every pupil in the boarding school is permitted, provided they adhere to certain rules. The use of mobile phones is expressly forbidden during the learning period, the guilds, the meals, events, and after it is time to go to bed. Any infringement of these rules leads to a temporary confiscation of one's telephone.

Urgent telephone calls can be made by agreement.

Computers in the boarding school houses and school rooms primarily serve school learning purposes. Personal notebooks can be used by agreement. The capacity of the WLAN net is configured for school learning. Beyond this, use of the Internet is only possible on private nets.

Pupils must keep notebooks, tablet PCs etc. in their own rooms. In the event of wrongful or excessive use, the equipment can be temporarily confiscated.

The use of media equipment based on age is regulated as follows in the boarding school:

Class	Mobile phone, PCs
Up to the 10th Class	Media equipment is handed over to the responsible pedagogues for safekeeping. After lessons or after the end of the guilds they can be picked up but must be handed over again when it is time to go to bed. In individual cases media equipment must be retained for longer periods as a result of undue use. By agreement with the parents, individual media consumption times per day can be settled on.
11th Class – 12th Class	Mobile phones, laptops, tablets etc. remain in the possession of the pupils. In individual cases media equipment must be temporarily surrendered owing to undue use. By agreement with the parents, individual media consumption times per day can be settled on.

Up to and including the 10<sup>th</sup> Class, every pupil must surrender his or her mobile phone, notebook and iPad before it is time to go to bed.

### 6.2 Television, game consoles, video games equipment etc.

Each boarding house has a joint TV and DVD-player for everyone.

Prior to 20.00 hrs and after 22.30 hrs watching television is not permitted. Learning periods and the times for going to bed must be adhered to. What DVDs are watched must be discussed by the group and approved by the mentor. This is then an offer for all the inhabitants of the boarding house. The film ratings must, however, be followed.

Games consoles must not be used in the boarding school.

## 7. Health and safety

### 7.1. Presence in the grounds and in the buildings

Unsupervised presence on the grounds is permitted in the public spaces and in spaces used for leisure purposes such as for example the sports ground, the sports hall, the area between the assembly hall, the castle and the halls of residence, the library etc., if the instructions of the boarding school staff are followed. The rules relating to notices of departure and arrival must be respected.

## **7.2 Fire protection and fire alarm regulations**

In the boarding school all forms of fire are strictly prohibited because of the danger of causing a fire (smoking, using matches, candles, joss sticks, tea lights, etc.). For the same reason, the possession or storage of inflammable liquids is not permitted.

Escape routes and emergency exits must on all accounts be kept clear. The escape stairways can only be used in case of alarm. In the event of an alarm, everyone must take a jacket and gather as a group round the mentor responsible in the house. Nothing else must be sought in the rooms or taken away. The group then moves together to the assembly point.

## **7.3 Smoking and alcohol**

Depending on their age, pupils are allowed to smoke and to possess tobacco products. Pupils aged over 18 are permitted to smoke in the smoking pavilions between 17.15 hrs and 7.45 hrs. Smoking is forbidden in the houses and on the balconies and in the rooms of other buildings. As a matter of principle, smoking is not permitted for those under 16. Where young people between 16 and 18 are concerned, smoking is tolerated within the framework of the boarding school after consulting the parents on the subject.

The possession and consumption of alcohol of any kind is not permitted in the boarding school. The consumption of alcohol outside the boarding school (e. g. restaurants) on occasions when pupils are allowed to leave the school or while attending internal events (e. g. Christmas market) is allowed within the framework of the Youth Protection Laws.

The possession and consumption of illegal drugs (in terms of the Controlled Substances legislation) and the use of legal substances for purposes other than what they were intended for (for example, glue) are prohibited in the boarding school.

## **7.4 The furniture and fittings of the rooms**

The rooms have a basic set of furniture and fittings: bed, writing table, writing chair, chest of drawers, wardrobe, ceiling light, curtains. Private pieces of furniture are not permitted on principle. Should boarding school furniture not be available (for example, a carpet) or should it not suit a pupil's personal needs (in relation for example to height), then bringing private items of furniture is permitted after consultation with the head of the boarding school and the school principal. At the end of the school year, private pieces of furniture and all other objects of personal use must be removed from the rooms and taken home and, if necessary, cleaned (for example, a carpet). By arrangement with the boarding school management, private items of furniture can be stored over the summer at an assigned location. If furniture is not moved back into the rooms within a month of returning to school after the holidays, it will be disposed of. If furniture is not picked up within a month after a pupil's leaving the school, the costs of its disposal will be offset against the security deposit at the expense of the contractual partner.

## **7.5 Electrical equipment**

Larger items of electrical equipment such as refrigerators, cooking plates, and coffee machines are not permitted in the rooms. Individual items of equipment can be used in agreement with the boarding school conference and the house group, provided they are placed at the disposal of all residents, for example, coffee machines in the boarding school kitchens.

## **7.6 Cars and other forms of transportation**

Cars and motorbikes are permitted as soon as a pupil is in possession of a driving licence. Their use is only possible in agreement with the boarding school mentor, with the exception of the journey home

and back. Transporting underage pupils in one's private car is not permitted unless the express written permission of the persons who have the care and custody of the child who is to be transported has been provided.

Road traffic regulations must be adhered to on the school grounds. If, despite warning, repeated infringements against these rules (for example, too high speed) have taken place, a ban on driving on the school grounds will be issued.

## **8. Basic competences**

### **8.1. The right of participation in decision-making**

The boarding school regulations define framework conditions and basic rules but it may also be necessary to change these in the light of new situations and developments. Pupils have the chance of contributing to such change via their own elected body, the "Heimmitverwaltung" (HMMV), a council comprising elected spokespersons from each house, and involved in decision-making processes, for example, in shaping the menu and the leisure programme.

### **8.2 Order and cleanliness**

Order and cleanliness in the rooms and in the buildings are important factors in ensuring the well-being of all pupils in their living area and of the mentors in their place of work.

Before lessons begin, the boarding school rooms must fulfil certain minimum requirements: the bed must be made, nothing is lying on the floor, cupboard doors and drawers are shut, the wastepaper baskets are not overflowing, the light and electronic equipment are switched off, and, in winter, the heating is fixed at level 2 - 3.

From Class 7 on, the rooms must be hoovered and mopped by the pupils at least once a week and, if necessary, more often.

Order and cleanliness must also be maintained in the common rooms and in the bathrooms.

If a room is not kept tidy, despite repeated requests to this effect, then the staff of the boarding school have the right to collect things that are lying around and put them in bags and to store them in a suitable room for a limited period. Subsequently, either the pupil concerned then tidies these things up or they are given to the pupil's parents to take home.

### **8.3 Punctuality**

In order that everyone can learn in an orderly fashion and together reliably shape their shared lives, punctuality is a basic precondition. No one wants to wait on others or to be disturbed once lessons and meals have begun.

In the event of a frequent lack of punctuality, adequate measures will be taken, as a rule in the form of sanctions.

### **8.4 Privileges and infringements against the rules**

Should a pupil attract attention as a result of his or her high social competence, reliability, exemplary learning conduct, good performances and close adherence to boarding school rules, then privileges can be granted, for example:

- Being allowed to stay out longer or to go to bed later
- Reduction of the duration of learning periods
- Reduction in social service duties.

If boarding school regulations are repeatedly broken,

- social duties can be imposed, such as for example in the kitchen, in the facility management or domestic fields, or in the houses themselves,
- a pupil must return to school earlier or go to bed sooner,
- mutual visits to other houses can be suspended,
- parents are informed,

the pupil can, in agreement with his or her parents, be excluded for a limited period of time from boarding school life and sent home.

### **Closing statement on the subject of the boarding school regulations by each individual pupil**

I live here together with other children and young people in a community in which a lot depends on solidarity, tolerance and mutual consideration, and so I therefore at all times behave towards other children and young people and towards all the members of staff of the Max-Rill-Gymnasium in a considerate, respectful and helpful fashion. This also means that I respect the privacy of others.

My mentor accompanies and supports me during my entire time in the boarding school. He or she helps me to develop in our community.

I want to feel well in our boarding school and so I treat the facilities – my room, the bathroom, the toilet, the recreation room, the computer room, the corridors, the staircases etc. – and all the furnishings with care. I see to it that my room is always kept tidy and clean.

I am aware that changes and additions to the boarding school regulations, with the intention of improving community life, are possible.

I confirm that I have read the boarding school regulations and I see to it at all times that I comply with them.

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Date and pupil's signature

