

Preamble

The living together at school requires the willingness of all to show consideration and respect for each other. Everybody must comport him- or herself such that no other person is endangered, injured or unnecessarily disturbed.

Therefore, each person must obey the rules about behavior at the vocational college J.P.C. Heinrich Mette Quedlinburg, district Harz:

School locations: Bossestraße 3 (school office)
 Weyhestraße 1
 Lindenstraße 60

1. General principles at school

1.1 Compulsory education

All students are of compulsory education based on the current school law or respectively due to the entering of a specific course of education.

In order to generate a successful study:

- All students have to attend the lessons regularly, have to arrive in time for lesson and have to be ready to learn.
- All students have to be equipped with the required learning materials as well as clothing for physical education lessons and practice lessons.

1.2 School safety, tidiness and cleanliness

Teachers are in charge of monitoring the school building as well as the school premises. All students are to carry out reasonable instructions given by the teachers and caretaker.

It is everybody's duty to take care that nobody's health and live is endangered or harmed. All properties – school's as well as student's properties – must be respected and may not be damaged.

All school locations are secured against break- in and vandalism by alert systems; the system always immediately informs the police.

Rules about how to behave in dangerous situations are summarized in separate alert regulations (see attachment).

Smoking is not permitted on the whole school ground with exception of separately marked smoking areas in each school location.

Drugs and alcohol are not allowed at school, either to bring or to attend lessons under influence of drugs and alcohol.

It is not permitted to carry any kind of weapons or dangerous objects, ammunition and fireworks to school.

Flyer, posters, magazines, advertising material and any other information material can only be hung out with the authorization of the headmaster or staff responsible for each school location.

Every student has to ensure tidiness and cleanliness at the workplace, in the rooms, on the floors, in the sanitary facilities as well as on the whole school premises including the green areas.

In general, students are not allowed to drive by car on the school ground. It is also not permitted to walk on the marked parking places and the car access area. The main and side entrances are to be used to access and leave the school.

Bicycles have to be pushed on the school grounds.

The marked parking places at each school location can only be used by the employees of the vocational college J.P.C. Heinrich Mette Quedlinburg.

The access for the fire brigade must be kept clear all the time.

2. Teaching- and break times

1. term	07.30 a.m. – 09.00 a.m.	break 20 min.
2. term	09.20 a.m. – 10.50 a.m.	break 20 min.
3. term	11.10 a.m. – 12.40 p.m.	break 20 min.
4. term	13.00 p.m. – 14.30 p.m.	break 10 min.
5. term	14.40 p.m. – 16.10 p.m.	

In case when there is no teacher in class ten minutes after the lesson started, the class representative has to give report in the school office (Bossestraße 3) or in the teacher's room (all other school locations):

school location	responsible person for school location	teacher's room
Wehyestraße 1	Mrs. Dr. Schmidt (room W104)	W203/204/208/209
Lindenstraße 60	Mr. Henning („Haus 2“)	„Haus 1“ L1106 „Haus 2“ L2104

All teachers and students are obliged to inform themselves about substitute plans at public notices or on the school's own homepage/app.

3. School absence

3.1 Illness

Cases of illness have to be reported initially to the class teacher, tutor or respectively the secretaries in the school office of the vocational college J.P.C. Heinrich Mette Quedlinburg either via phone (03946-2080), via fax (03946-915384) or via email (verwaltung@bbs-quedlinburg.de).

It is generally necessary to hand in an original attest from the doctor within three working days (deadline starts on the day of the occurrence). Working days are from Monday to Friday, also in school holidays. The attest has to be submitted to the class teacher, tutor, to the secretaries or via post (Bossestraße 3, 06484 Quedlinburg). To prove the three days' deadline the date and signature of the person who receives the attest is valid, in exceptional cases the postmark.

It is not permitted to take tests and exams during the time of sick leave, except there is a medical certificate that allows it.

3.2 Leave of absence

You are only allowed to miss school in well-founded exception cases. The therefore necessary written request (see school homepage → downloads: “Freistellungsantrag”) has to be submitted to the class teacher or tutor in time, that is ten working days in advance at least. Reasons have to be substantiated. However, it is not possible to have a leave of absence in cases of travel bookings, especially when school holiday extensions are planned.

You are allowed to have at least three days of school leave with permission from the class teacher or tutor. You can have up to ten consecutive days off in total, but then only with authorization from the headmaster and the class teacher or tutor.

Students with an apprenticeship contract have to take their annual leave during the school holidays.

Generally, each student is responsible to revise the subject matters immediately after school leave (3.1 and 3.2). Missed tests and exams are to be taken at the next possible date.

3.3 Unexplained and unjustified absence

When you miss school without medical certificates (3.1) or authorization (3.2) the days are registered as truancy. This warrants disciplinary action, such as tests, means of education or disciplinary measures like a report to the “BAföG”-office (financial state support for students).

Missed subject matters have to be revised independently and instantly.

4 General rules of behavior

4.1 Behavior during the lesson

It is not permitted to leave the class or practical workshops/ laboratories during lesson times. Exceptional cases and rules may depend on the teacher.

There are special rules to be considered in the workshops/ laboratories, workshops as well as in the media and computer rooms. You can only use lesson material and equipment, devices and machines with the permission from the teacher.

The use of mobile phones and other electronical devices is not allowed during the lesson. They have to be put into the bags switched off or in flight mode. Exceptional cases and rules may depend on the teacher.

4.2 Behavior during the breaks, for and after lesson

During the breaks school can only be left when you have to change the school locations (due to schedule or substitute plan). A proper behavior in road traffic is obligatory when changing school buildings. Unauthorized leaving of school is at your own risk.

After lesson end all students leave school and leave the rooms and work places tidy and clean.

After the end of the school day all chairs have to be put up and the windows have to be closed in each room under the supervision of the teachers.

5. Liability/ Insurance Cover

5.1 The student (or person entitled to custody) who causes damage of school's or student's property is liable for the damage.

5.2 The school doesn't take any liability for school materials, clothing or other kinds of valuable objects. Thefts are to be reported immediately to the class teacher, tutor, to people responsible for the school locations or to the school office (Bossestraße 3). Lost items should be handed in instantly.

5.3 At special school events outside of the school building and during location change due to schedule students are supposed to take the direct way. Otherwise there is no insurance cover. Accidents at school, during school events and on the school way are insured and have to be reported to the school office (Bossestraße 1) immediately.

6. Final clauses

These *School Rules and Regulations* come into force from 06.11.2015.

Students are to be informed on record by the class teacher on their first day at school.

These *School Rules and Regulations* must be respected by the entire school – students, teachers, employees and visitors of the vocational college J.P.C. Heinrich Mette. Old rules and regulations are therewith not valid anymore.

Appropriate disciplinary and legal measures will be taken in case of violation against the rules and regulations.

Quedlinburg, October 21th 2017

sgd. Koch

Attachment:

Alert regulation of vocational college J.P.C. Heinrich Mette

Alert regulations of vocational college J.P.C. Heinrich Mette

1. All students, teachers, employees and visitors inform themselves self-responsibly about the alert regulations of the vocational college J.P.C. Heinrich Mette, part A – C (www.bbs-qlb.de – Unsere Schule – Downloadbereich – Haus- und Schulordnung).

2. There is one signal test per half-year in all school locations, which will be announced in advance.

3. There is one alert exercise per half-year under supervision of the fire prevention officer in each school location. Each alert exercise will be evaluated afterwards and will be reported to the vice headmaster.

4. In case of fire alert you will hear the following evacuation signal:

- location Bossestraße 3:
- location Weyhestraße 1:
- location Lindenstraße 60:

4.1 The school buildings have to be left immediately using the escape routes. All people have to meet at the following assembly points:

- location Bossestraße 3: park in front of the school building
- location Weyhestraße 1: green areas at the gymnasium
- location Lindenstraße 60: open areas in front of the school garden

4.2 Each teacher has to make sure that there is no student in any of the rooms left behind. Moreover, the teacher carries the class register or course book to the assembly points.

4.3 It has to be checked that no student is left in the school building, also especially in the common room. Windows and doors have to be shut, but not locked.

4.4 At the assembly point each responsible teacher checks the attendance and reports the result to the fire prevention officer.

4.5 In case of alert during breaks the teacher who is in charge of the following lesson checks the attendance and does the report at the assembly point.

4.6 In case the escape routes are not useable anymore, all people have to stay inside in a room with the highest safety. If required, the windows and doors are to be shut. The trapped persons have to try to get their attention, e.g. at the window, in order to be rescued faster.

5. When a threat situation occurs (e.g. amok) you will hear the following signals:

- location Bossestraße 3: announcement:
„Achtung: Im Gebäude ist eine Gefahrensituation gemeldet worden. Bitte bleiben Sie ruhig und warten Sie auf weitere Anweisungen.“ (Attention: “A threat situation has been reported in the building. Please remain calm and wait for further instructions.”)
- location Weyhestraße 1: acoustic signal
- location Lindenstraße 60: Currently there is no technological possibility to have signals.

5.1 All students as well as teachers remain in the class room, which has to be locked instantly. Hide in a safe place in the room.

5.2 All mobile phones have to be switched off except of one which serves as an emergency phone. (danger of network congestion)

5.3 The assembly point in case of an evacuation is the courtyard of the headquarters of “Zweckverband Ostharzer Wasserversorgung, Lindenstraße 8 b.” It can be reached via the road Severinweg.

Quedlinburg, October 21th 2017

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