



School rules of the KGS Sehnde

preamble

"As the secondary school of the city of Sehnde, we embrace and value the cultural and social diversity of our community. ... We are curious about different ways of thinking and living and treat each other with mutual appreciation and respect." (Mission statement of KGS Sehnde)

For successful coexistence at our school, it is important that all members of the school community know and accept their rights, responsibilities, and the rules of coexistence. In addition to the Lower Saxony School Act, we formulate the specific rules at KGS Sehnde in our school regulations. This includes our "School Regulations Without Words," which summarize the most important rules in visual language.

1. General Rules of Conduct Everyone is

responsible for maintaining order, cleanliness, and energy conservation in our school. Trash cans for paper, recyclables, and general waste are available in many locations throughout the school building and in the classrooms.

Visitors to KGS Sehnde should report to the caretakers, the school office, or the school administration. The administration corridor is used for matters that need to be addressed with school administrators, members of the school administration, the upper school coordinators, or the substitute teacher schedule.

All teachers and other school staff are authorized to give instructions to all students.

KGS Sehnde defines itself as a drug-free school. Therefore, the possession and consumption of drugs and intoxicants of any kind on KGS Sehnde premises is prohibited, as is staying on the premises under the influence of such drugs. Alcoholic beverages may only be served at special school events with special permission from the school administration.

For safety reasons:

- o The emergency stairs in the O-wing may only be used in emergencies or in cases of danger.
- o Sitting or standing in the windows is not permitted.
- o The roofs are not permitted.
- o Walking and running in the school building disturbs others and must be avoided.
- o Throwing snowballs is not permitted.

2. Supervision and Staying on School Grounds The school opens at

7:30 a.m. Students arriving at this time are asked to remain in the recreation room (A0.1), the self-study center, or on Schulstraße. Early morning supervision begins at 7:40 a.m. Teachers are on duty before classes begin, during recess, and during periods 6 and 7. At all other times, students are indirectly supervised by non-teaching teachers or other school staff.

Students in grades 5 to 9 may only leave the school grounds before the end of classes in exceptional circumstances and with the permission of the teacher or class teacher who is teaching the class afterward. Students in grade 10 and above may leave the school grounds before the end of classes or during free periods if a corresponding sticker is attached to their student ID card. The respective class teacher or tutor is responsible for distributing and affixing this sticker.

3. Classrooms and specialist rooms

As soon as a learning group leaves the classroom, doors and windows must be closed, and the lights turned off. Likewise, the original order must be restored. An emergency plan is posted in every classroom and subject room. Classroom and subject teachers are responsible for posting this plan.

Specialized classrooms may only be entered with the teacher. Students are not permitted to remain in the classroom unsupervised.

During events in the Forum, classes or groups sit together with their teachers and are supervised and supported. Eating or drinking is not permitted in the Forum. The rows of seats remain unchanged, as the chairs are numbered and connected.

4. Use of information-processing electronic mobile devices The mobile phone regulations apply (see appendix).

No photographs or filming of other people may be taken without permission.

During class tests and other exams, as well as exam-like situations, mobile devices, storage media, and smartwatches must either be turned off and stored out of sight, or turned off and placed in a collection box on the teacher's desk. In justified individual cases, a violation may result in a failing grade.

KGS Sehnde assumes no liability for privately brought items of any kind that are not necessary for the fulfillment of compulsory schooling or the educational mission.

Any equipment you bring with you should be stored safely, for example in a rentable locker.

5. Image and sound recordings

School events of any kind are documented by our school photographers, the local press, or teachers with images or audio recordings, which may be selected for publication on the school website, in the KGS Sehnde yearbook, in the school building, or in the local press. Individuals, such as students or visitors to a school event, who make additional image or audio recordings are responsible for ensuring that the consent and permission to use the images have been obtained from the individuals photographed or depicted.

6. Break rules

6.1 Break schedule for grades 5-9

Students in grades 5 to 9 generally spend their recess outside of the classroom. Possible break areas include the schoolyard, the Chausseestraße Sports Center (see 6.3), the Self-Study Center, the Recreation Room, or the Student Café/Canteen. During lunch, students may participate in activities offered by the Youth Center.

Weather-related exceptions will be announced via loudspeaker and the classrooms will then be available as common areas.

6.2 Break schedule Year 10 – Q2

Students in grades 10–Q2, including the introductory phase (EP), may remain in their classrooms during breaks. Other available areas for breaks and free periods include the upper school cafeteria, the schoolyard, the Chausseestraße sports center (see 6.3), the self-study center, the recreational basement, or the student cafeteria/canteen. During lunch breaks, students may participate in activities offered by the youth center.

Additionally, room R.25 on Schulstraße is available to students as a quiet room during recess and during periods 6 and 7. It is locked and unlocked by the supervisor. If R.25 is used by teachers for meetings, they have priority. If R.25 is used for sales during recess, mutual consideration must be shown.

6.3 Physical education

a) Physical education classes in the Feldstraße sports hall or in the swimming pool

Unless otherwise agreed upon with the physical education teacher, the learning group meets at the end of recess or before the start of class at the tree in front of the main entrance (the so-called sports tree). The physical education teacher walks the learning group to the sports hall or swimming pool.

b) Physical education classes at the Chausseestraße sports center

During the first PE lesson of the school year, the learning group meets at the sports tree and walks together to the sports center. This should be noted in the class register. For all subsequent PE lessons, the students walk to the sports center independently during recess in small groups (3-4 students).

The lunch break is generally spent on the school grounds at Am Papenholz/Waldstraße.

If physical education takes place during the first lesson of the day, the students meet directly at the sports center.

7. Dress Code Students

must dress appropriately on school premises and not disturb the peace of the school.

8. Sickness Reports and School Absences In the event

of illness, the school office must be notified by phone (or, in the case of minors, by the parents) before the start of class (for the first sickness report) and/or the class teacher by email via IServ (parents via their parent account). A sickness report submitted by phone or email is automatically considered excused for the reported period. Any extension must then be submitted by email (in the case of minors, via their parent account).

Parents can report absences to the class teacher and provide reasons for them up to 7 days retroactively (after returning to class).

Special regulations apply to examinations, which will be communicated to students in good time by the branch management.

9. Substitution Plan

The substitution plan is published online and on monitors in the school building and can be accessed via the "Untis" app. In case of doubt, the displays on the monitors in the school building should be

building is mandatory. Students will inform themselves about current changes in good time before the start of classes and during breaks.

10. Other regulations In addition, the following other regulations apply.

- o Mobile phone regulations (see IServ at the beginning of the school year)
- o Class times (see homepage)
- o School rules without words (see IServ at the beginning of the school year)
- o Complaint and conflict management (see homepage)
- o Alarm plan (see notice in the classrooms)
- o User regulations for the cafeteria/student café (see notice board in the cafeteria/student café)
- o Self-Learning Center User Regulations (see notice board in the Self-Learning Center)
- o Weapons decree (see IServ at the beginning of the school year)
- o IServ and digital device usage agreement (see IServ at the beginning of the school year)

11. Validity and Severability Clause These school regulations were adopted at the general conference on May 30, 2018, updated on June 4, 2025, and are effective from August 14, 2025. Additions and adjustments may be approved by the general conference at any time following a proposal from the school board. Should individual paragraphs become invalid, they shall be suspended until a new resolution is passed. The remaining paragraphs remain valid.

Signed The School Management