

Boarding school rules

The boarding school is a place to live, study and feel comfortable. Respect, tolerance and understanding are the basis of living together peacefully.

The following rules apply to all boarding school residents:

1. Coming and going

Students must leave the boarding school in time for their lessons. They are required to tidy up their rooms before leaving in the morning, make their beds, close the windows and turn off the lights. Students are not allowed to stay in the boarding school facilities during regular lessons at school. That also applies to the breaks.

During free time the boarding school can be left according to the current **regulations of going out** (to be found at the bulletin board) and in agreement with the boarding school teachers. Students must inform their supervisors personally before they leave the building and they must return punctually at the agreed time. Should students be delayed for any reason they have to contact their supervisors immediately via phone.

If students under 18 want to **stay overnight outside the boarding school** they need their parents'/their legal guardians' permission (written or by telephone). The following day the student is not allowed to return before breakfast and on his/her return must immediately report to the supervisor.

For visits of parents/legal guardians the following applies: if the parents/legal guardians would like to take their child to activities such as visits, day trips, eating out, staying overnight at the hotel and the like, which change the daily routine of the student, the supervisors must be notified in writing or by electronic means (SMS, WhatsApp) without delay.

1.1. Visitors: students

Visitors may stay in the common rooms until 9 pm (except for study hours). Students have to inform their supervisors about any visitors they have, and the guests are subject to the boarding school rules. Pupils may visit students of the opposite sex in the common rooms only with the permission of the supervisors.

1.2. Visitors: residents in the guest rooms, parents, relatives, tutors/tutoressees

In order to ensure a considerate and harmonious cooperation in the boarding school, free of conflicts, guests are expected to keep their stay in the students' rooms and the common rooms (living rooms, study rooms) as short as possible (max. 10 minutes).

For longer visits the common room downstairs ("Aquarium") or the rest areas at school as well as the second common room downstairs ("Oase") may be used (regulations must be complied with).

The request of the people in charge to leave the rooms must be obeyed immediately.

Children are allowed to visit rented guest rooms during the day. The supervisors must be informed.

Visitors who have not rented a guest room in the boarding school must inform the supervisors of their presence.

The rest periods of the students have to be respected by all means. Therefore it is not possible to visit after 9pm.

Staying in the boarding school before midday is not permitted due to security reasons (fire protection), cleaning and due to possible repair work, except for the guest rooms.

2. Living together and common areas

Between 9 pm and 6.15 am special attention must be paid to the needs of others so that nobody is disturbed in his/her night's sleep. In general the volume (room, doors, music...) should not exceed a reasonable level.

Showers are allowed between 6 am and 10 pm. During the quiet hours taking a shower is strictly prohibited. In case of a violation of this rule the student must pay for the possible expenses. (During the night the ventilation in the bathrooms is turned off in order not to disturb the students' sleep. Therefore, the steam of a hot shower might trigger the fire alarm. In case of an alarm the fire brigade is automatically summoned and the resulting attendance charge must be paid by the responsible person.)

To guarantee quiet hours at night we reserve the right to retain entertainment media if it serves an educational aim.

All the rooms in the boarding school as well as the garden area have to be kept **clean** and tidy. Attention to hygiene and cleanliness should include the personal as well as the common areas.

Rubbish generally must be separated.

Washing machines and drying devices are to be used according to the current regulations.

Every resident is required to treat the rooms and their inventory with care.

The costs of **damages** will be charged to the person responsible.

In the entire boarding school and the corresponding premises it is forbidden to take **pictures** or sound recordings or film using mobile phones or other electronic devices without the person's consent. Publication of pictures, films and sound recordings also require the concerned person's consent.

Secret recordings (pictures, film and sound) of people as well as the **distribution** of unauthorised recordings via internet (for example through social media like WhatsApp, YouTube, etc.) or other communication systems is strictly forbidden.

3. Food

Cooking is exclusively allowed in the **kitchen**. That facility must be left in a clean and tidy condition. While cooking the students must not leave the kitchen. Groceries must be neatly packaged and labelled. Expired food is to be disposed of immediately.

The **dining hall** has its own regulations. Due to the hygiene standards food and drinks cannot be brought to or taken out of the dining hall. The same applies to dishes. Jackets and bags have to be placed in the designated space outside the dining hall. The use of electronic devices is forbidden during meals.

4. Health

In case a student cannot return to the boarding school as planned due to illness the supervisors have to be informed in time. In this case it is the parents' responsibility to inform the school. If a student falls ill in the boarding school a supervisor must be informed without delay. In case of a longer-term therapy with medication, injections or a physiotherapy the supervisors must also be informed.

Smoking is prohibited in the entire boarding school area including the school premises.

5. Security

In **case of fire or any other disaster situation** the instructions of the person in charge must be obeyed.

Dealing with **open fire** (candles, fragrance lamps...) is strictly forbidden.

For **fire protection** reasons it is prohibited to use the following or similar private devices in the room or in other boarding school areas: refrigerator, hotplates, toaster, water cooker, coffee maker, microwave oven, mini oven, rice cooker etc.

It is strictly forbidden to sit or stand on the window sills or to lean out of any window. Furthermore objects (such as bottles, food, shoes...) must not be placed outside on the window sills.

Possession of dangerous objects like for example laser pointers, soft guns, knives and any kind of weapon is forbidden.

6. Drug and alcohol abuse

In case of a reasonable suspicion of alcohol consumption or any other delirious condition of a student the supervisors in charge are unexceptionally obligated

- to have the affected student admitted to the nearest hospital and
- to let the medical personnel there run a test and diagnose the student.

Should the suspicion of alcoholisation or consumption of illegal drugs and/or the distribution of illegal drugs (also when it concerns students over 18) be confirmed, the head of the boarding school reserves the right to decide on further consequences. If the distribution of illegal drugs involves large quantities of narcotics, criminal charges will be filed.

This procedure applies to all the residents of the boarding school.