

School Regulations



The **Berufskolleg Meschede** is an educational institution run by the Hochsauerlandkreis District, and is a place where we want to feel at ease as a school community. This requires, however, that everyone shows mutual consideration and fully supports these regulations.

These school regulations apply to all pupils, students, teachers and employees of the Berufskolleg Meschede as well as to those who participate in training programmes, courses and other events.

Within the scope of these school regulations, teachers and staff are authorised to give instructions. Non-compliance with these regulations will be punished in accordance with the applicable provisions.

1. Class attendance

Pupils and students are obliged to regularly attend classes and other school events and to do so punctually. Should there be no teacher in the class 10 minutes after the start of the lesson, the class representative should contact the school office. The schedule of classes set in the timetable is binding.

2. Compulsory attendance

Regular attendance of classes is governed by the School Act of the State of North Rhine-Westphalia. Attendance at the part-time vocational school meets the requirements of compulsory education at upper secondary level; this can also be fulfilled by attending a general education course at an upper secondary level school.

For young people who do not attend a vocational training college, compulsory schooling lasts until the end of the school year in which the person reaches the age of 18. For young people attending a vocational training programme, compulsory attendance continues until the end of the vocational training programme which the young person started before reaching the age of 21.

3. Failure to attend classes

Should a pupil or student miss lessons or a compulsory school event, he/she or, in the case of minors, their parents, must notify the school immediately by telephone or email and, as a rule, inform the school in writing of the reason for the failure to attend no later than on the tenth day after the absence. Class teachers are not obliged to accept excuses and/or medical certificates submitted late. A telephone notification of absence does not replace the written one.

The following is different for part-time students (vocational school):

Presentation of a written explanation within one week, for minors with the signature of the legal guardian. In addition, the company providing the training must acknowledge this with the company stamp and signature.

A medical certificate must always be presented in cases of absence exceeding 3 days of class. In the event that a pupil or student does not attend lessons, he/she is responsible for making up the missed lessons promptly and independently and for obtaining the relevant materials.

Unexcused absences may result in a grade of 6 for performance assessments.

Repeated unexcused absences will be punished with disciplinary measures in accordance with Section 53 of the School Act.

Should a pupil who is no longer of compulsory school age be absent for an uninterrupted period of 20 lessons despite several reminders, the school relationship will be terminated. (Section 47 School Act)

In case a pupil or student misses an examination due to illness, a medical certificate must be submitted immediately, otherwise the entire examination is deemed to have been failed or the missing part of the examination is graded as an unsatisfactory performance. If a candidate misses parts of the examination for reasons for which he/she is responsible, this part of the examination shall be assessed as an unsatisfactory performance.

4. Exemption from class attendance

If there are valid reasons, the pupil may be granted leave of absence during school hours within the provisions of the School Act of the State of North Rhine-Westphalia. For this purpose, it is absolutely necessary that the legal guardians, the instructors or the student of age have submitted a written application in good time (full-time students 1 week in advance, part-time students 2 weeks in advance) so that processing is still possible.

The sports teacher decides on an application for exemption from school sports for health reasons for a period of up to one week. He/she can only grant an exemption beyond one week if a medical certificate is presented. The headmaster decides on a leave of absence of more than two months on the basis of a school doctor's certificate.

The following legal provision applies to exemption from religious education: A withdrawal from classes is possible through a personal written statement to the school administration.

5. Change of address

Changes of address or other changes to personal data (relocation of the pupil / relocation of the legal guardian) as well as a change of place of training / workplace must be reported immediately to the class teacher and the school office.

6. Organisation of classes

Classes are usually divided into double lessons of 90 minutes each. Pupils and teachers are required to end their breaks in such a way that lessons can start on time.

Hours / breaks	Begin	End
1 st and 2 nd hours	8.00 a.m.	9.30 a.m.
1 st Break	9.30 a.m.	9.45 a.m.
3 rd and 4 th hours	9.45 a.m.	11.45 a.m.
2 nd Break	11.45 a.m.	11.30 a.m.
5 th and 6 th hours	11.30 a.m.	1 p.m.
3 rd Break	1 p.m.	1.15 p.m.
7 th and 8 th hours	1.15 p.m.	2.45 p.m.

7. Behaviour during lesson time

Everyone is responsible for order and cleanliness in the building and on the school grounds.

The classrooms and their furnishings are to be treated with care; compensation is to be paid for deliberate damage. The rooms are to be left clean and tidy after lessons. After the last lesson, the chairs must be put on the desks, the blackboard cleaned and the windows closed.

Food and beverages

Food and beverages in open containers may not be brought into the classroom area.

Waste disposal

To ensure cleanliness and to protect the environment, rubbish is to be disposed of separately according to type in the rubbish bins provided.

Possession of weapons

Carrying weapons (including dummies) is prohibited on the entire school premises. Anyone found in possession of weapons will be reported and must expect immediate expulsion from school by the school administration. Blunt weapons, firearms (including alarm, irritant and signal weapons) and knives with fixed or lockable blades are considered to be weapons.

Mobile phones / smartphones / smart watches during lessons

Pupils must ensure that these devices do not disrupt lessons. The teacher may confiscate appliances that ring or are used during lessons.

Making picture and sound recordings is only allowed anywhere on the school premises with the approval of the school management or the teaching staff. Personal privacy rights must be respected.

Research with the mobile phone / smartphone for teaching purposes is permitted and encouraged providing the teacher agrees.

Protective clothing

Due to the increased risk of accidents, suitable work clothing (safety shoes, safety goggles, smock, apron, etc.) must be worn in the workshops in accordance with the accident prevention regulations. The subject teacher will specify what is required.

8. Breaks

During breaks, pupils are to leave the classroom. They must go to the school yards or to the designated recreation areas. Supervision during breaks will be carried out by the teachers. The instructions of all teachers and staff must be followed. Alcoholic beverages and drugs of any kind may not be brought onto school premises and may not be consumed before, during or between lessons. In principle, minor pupils are not permitted to leave the school premises during breaks.

9. Smoking on school premises

Smoking in the school is prohibited on the entire school premises, which also includes the car parks. The smoking ban applies in the same way to the consumption of e-cigarettes, e-sisha and the like.

10. Free textbooks

Those textbooks, etc. that are provided free of charge, are only lent out by the school and are to be treated with due care. In cases of damage that exceed normal wear and tear, as well as for the loss of such materials, compensation in the amount of the cost of a replacement will be demanded.

11. Damage and liability

Pupils and students must treat the school's teaching materials and equipment with care. Anyone who damages the school's buildings, furnishings and teaching and learning equipment is liable for the damage.

12. Toilets

We all want to find the toilets in a clean and tidy condition. Damage and any contamination must be reported to the caretaker immediately.

13. Lost property

Neither the school nor the school authority is liable for personal belongings. Lost property must be handed over to the caretakers or the secretary's office without delay.

14. Insurance

All pupils attending the Berufskolleg Meschede are legally insured against accidents at school or on the way to school by the Unfallkasse Nordrhein-Westfalen [North Rhine-Westphalia Accident Insurance Fund]. In order to avoid adverse consequences for the person concerned, the attending physician must always be informed of the fact that an accident occurred at school. In addition, an accident report must always be completed in the secretary's office.

15. Parking and driving

For environmental reasons, always use public transport or form carpools whenever possible. Vehicles may only be parked in designated parking areas.

- A shelter is available for bicycles.
- Pupils are not permitted to park in the teachers' car parks or in the designated areas of the Hochsauerlandkreis.
- The Road Traffic Regulations (StVO) apply throughout the school grounds and its surroundings, i.e. no-stopping areas, fire brigade access roads and bus stops must be kept clear at all times. Vehicles parked in these areas may be towed away at the owner's cost.

16. Secretary's office

The Secretary's office is available for information and questions during opening hours. Matters should be primarily be dealt with during the break times.

17. Trespassing

Only persons with a legitimate interest are allowed on the school premises. The headmaster has the right to decide on trespassing and any exceptions.

18. Effective date

These school regulations come into effect on 1 August 2018. Pupils, students and teachers are encouraged to actively participate in the further development of the school regulations. Last changes were made by resolution of the School Conference on 26 April 2022.

Meschede, 26 April 2022



Carsten Placht
Schulleiter (headmaster)

Signature, as acknowledgement, is to be made on a separate document.