

# School Regulations

(valid from 2010/2011 school year)

## 1 Purpose

It is important for school management, teachers and students that there is a spirit of mutual trust, honesty and “joie de vivre” in the school.

In order to ensure that all parties can enjoy a positive coexistence on the school premises and lessons are not disturbed, the school needs rules and regulations.

## 2 Lesson times

The timetables and official alterations to timetables determine the times of lessons.

Students are obliged to keep themselves informed of timetable changes and school events.

## 3 Punctuality

It goes without saying that all parties are punctual for lessons. At the first bell, students go to their classrooms; at the second bell, they are seated at their desks and are ready to start work. Students stand up for the beginning of the lesson.

## 4 Lateness

Students who arrive late for lessons are required to fill out a “late card” which is then handed in to the teacher concerned without being asked.

Students who are forced to use public transport with poor connections need to obtain special permission from school management to arrive late. This permission is valid for the entire term and can be applied for using a special form.

## 5 Absence

The “Absence Regulations” provide information regarding being excused for absence, dispensation and leaves of absence.

## 6 Classroom jobs

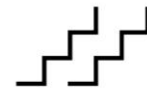
Classroom jobs are agreed on by the class and the class teacher.

## 7 Contact person

The primary contact person for the contract partner and student is the special subject teacher. Should there still be open questions, the class teacher should also be consulted. The head of department can be approached when necessary.

## 8 Smoking

Smoking is forbidden on the school premises, as well as on the neighbouring areas.



**9 Alcohol / Drugs**

The possession, supply or sale, and consumption of alcohol or drugs are forbidden. Students are obliged to come to lessons free of any influence of addictive substances.

**10 Arms / Violence**

Students are not allowed to bring weapons of any sort to school or to engage in violence.

**11 Posting information on school notice boards**

Students have the right to post information on the notice boards intended for this purpose (posters, flyers, other information). They must first obtain permission from school management.

**12 Events on school premises**

Events on school premises must be authorised by school management.

**13 Behaviour in the school building**

- With the exception of the breaks, students keep quiet during lesson times in the school buildings. This particularly applies to free lessons.
- It is forbidden for students to chew gum or carry open drinks in the school buildings.
- Skateboards, roller skates, etc., can only be used away from the school premises. They are to be kept in special cupboards in the school buildings.
- In the event of a walking disability attested by a doctor's certificate, students can obtain a key from the administration office for a stipulated period of time. This allows him or her to use the teachers' lift, with a companion should this prove necessary.
- Everybody is dressed appropriately in the school buildings.

**14 Personal electronic devices (mobile phones, iPods, etc.)**

Personal electronic devices, such as mobile phones, iPods, iPhones, etc. are to be put away during lessons.

**15 Publication of visual, sound and text material**

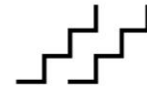
Publication of visual, sound or text material that has any connection with Freies Gymnasium Zürich, students or members of school staff requires permission from school management.

**16 Throwing objects out of windows**

It is forbidden to throw any objects out of windows.

**17 Study areas**

The library is a quiet study area where the consumption of food or drinks is forbidden.



## 18 Canteen / Food

The canteen is the assigned area for food consumption. Canteen users clear away after themselves without be asked. Sticky or oily foods may only be eaten in the canteen.

## 19 Maintaining order

- Each class is responsible for keeping their room tidy and in good condition.
- Students are responsible for the safekeeping of their valuables.
- Food is not kept or eaten in classrooms. Only plastic bottles containing water are allowed during lessons, as long as teachers agree.
- Classrooms are to be aired before each lesson and the blackboard cleaned. The floor is to be kept clean.
- At the end of the last lesson of the day, in addition to the previously mentioned rules, all school materials are to be put away and chairs are to be replaced behind desks. Students should then leave the classrooms so that the cleaning staff can do their work.
- There should be no rough play in classrooms. Playing ball or spraying water is forbidden.
- Students must adhere to the seating plan laid down with the special subject teachers.
- Should tables be moved during lessons, they are to be returned to their original place before students leave the classroom. The teacher who allowed the tables to be moved is responsible for overseeing this rule.

## 20 Classroom decoration

Classrooms also act as visiting cards for our school. The students are responsible for decorating their classrooms in consultation with the class teacher.

## 21 Apparatus and school equipment

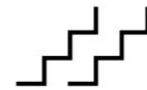
Students are not allowed to set up or use apparatus and school equipment of any kind. The teacher in charge is responsible for the use of apparatus during lessons.

## 22 Cloakroom

There are cloakroom cupboards available behind the lift for students, with special stands for umbrellas. Coats, etc. must be kept there and not in the classroom. Each student has a locker, equipped with a key, where he or she can put all other material, particularly valuables, for safekeeping.

## 23 Missing possessions

Missing objects can be retrieved from the school caretaker in return for a small charge. The money is donated to charitable organisations at home and abroad.



**24 Accidents**

Accidents must be reported immediately.

**25 Parking regulations**

Bicycles, mopeds and motorbikes must be parked in the garage provided for students. There are no parking places provided for students' cars.

Students may only drive at walking speed in the approaches to the garage; pedestrians have right of way. Students may not leave engines running in the garage. The access areas must be kept clear.

**26 Liability for damages**

Damage to equipment, installations and the building must be reported to the class teacher immediately. The person responsible is held liable for wilful damage or improper use

**27 Sanctions**

Breaches of these regulations will be met with sanctions, as laid out in the "Disciplinary Regulations".

In addition, school management reserves the right to expel students from the school for repeated or grave breaches of these regulations.

**28 Special regulations**

These school regulations are complemented by the Absence and Disciplinary Regulations, as well as other instructions.