



House Rules for Grades 5 - 12

last revised at the all-faculty conference on June 18, 2020

1. General Rules

The German International School Washington D.C. expects its students to behave in a polite and helpful manner, observe rules, and follow instructions. They must acknowledge and observe the discipline that is necessary to maintain an orderly school. All students and staff declare themselves willing to respect each other and to protect each other's dignity. This must be demonstrated through their behavior on school grounds, on the way to and from school, on field trips as well as in publications, pictures, and video and audio recordings made available to the public.

2. School Property

Every student is expected to use school property carefully, to avoid damaging the building and its fixtures and to report any damages he or she might have caused. The parents or legal guardians are liable for damages caused either by accident or negligence.

3. Hours of Operation – Building Access

The school building is open during the regular school year from Mondays to Fridays from 7:30 am to 5:00 pm.

4. Time Schedule

Classes begin at 8:10 am. Times are listed below.

GRADES 5-12 - TIMETABLE	
08:10 - 09:40	1st/2nd period
09:40 - 09:55	recess
09:55 – 11:25	3rd/4th period
11:25 – 11:35	recess
11:35 – 12:20	5th period
12:20 – 12:45	lunch break
12:50 – 1:35	6th period

1:30 – 1:40	recess
1:40 – 3:10	7th/8th period
3:10 – 3:15	recess
3:15 – 4:45	9th/10th period

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Every student is expected to be in the classroom at the sound of the bell that signals the beginning of classes unless an urgent reason (for example an assignment from a teacher) precludes them from being on time. If no teacher is present in the classroom five minutes after the beginning of the period, the class speaker must inform the reception area.

6. Use of the Recess Area during the Breakfast/Lunch Breaks (long breaks)

During the long breaks, students from grades 5-12 may use the recess area (at the east side of the building) and the sports field. The area in front of the main entrance is not part of the designated recess area and is off limits to students during breaks.

Sitting or climbing on the walls and trees, walking on the landscaped areas as well as on the steps leading to the cooling tower and the balconies is prohibited.

Ball games, with the exception of touch ball and baseball, are permitted on the sports field during the long breaks (special rules apply during construction activities).

Football may only be played without contact.

Every student is responsible for making sure that the recess area is kept clean. Trash is to be separated and disposed of in the designated containers. Activities that can lead to injuries or property damage (i.e. wrestling, throwing snowballs) are prohibited.

7. Use of the Cafeteria in the Breakfast/Lunch Breaks

The cafeteria is open to all students during breakfast and lunch breaks. Each student, who has used the cafeteria, must clean up the area he or she has used before leaving. Dishes are to be returned to the serving hatch and trash must be deposited in designated containers.

8. Remaining in the Building during the Breakfast and Lunch Breaks for Grades 5-9

Students in grades 5-9 will stay in the recess area during breakfast and lunch breaks. The Aula may be used only in the event of inclement weather. Students in grades 5-9 are not allowed on the second floor or in the classrooms during breakfast and lunch breaks. Students may not linger in the hallways or in the classrooms during breakfast and lunch breaks.

Making noise and running in the building are prohibited.

Lingering in the labs and in the auditorium is only permitted under teacher supervision. When in the cafeteria, the students follow instructions of the kitchen personnel and volunteers as well as the teachers in charge. In the event of a violation, the student may be refused permission to eat in the cafeteria or may be entirely suspended from the cafeteria.

9. Food and Drink

In general, food and drink brought from home may only be consumed during the breakfast or lunch break and only in the cafeteria or outdoors in the recess area. **Orders for delivery (i.e. Pizza) made by individual students may not be made without permission of a teacher.** Students may have a snack in the classroom during the five minute breaks. Only water may be consumed in the classrooms and in the hallways, (no soda, coffee, tea, etc.). Food from the cafeteria may not be brought into the building. Eating and drinking during class is not permitted. In certain situations (such as during a lengthy exam) the teacher in charge may allow an exception. Chewing gum is not allowed on school property.

10. Use of the Outside Balconies

The outside balconies may only be used during a fire alarm.

11. Tidiness

Each week, the homeroom teacher selects two students to be in charge of making sure that the classroom is tidy. They are called *Ordnungsdienst*. Their duties include:

- a) Organizing enough chalk for each school day
- b) Cleaning the blackboard after each period
- c) Closing and locking the door and windows and turning off the lights at the end of the school day
- d) Making sure that all chairs have been placed on the tables at the end of the school day

The students will also be responsible for completing these tasks in lab rooms the class has utilized.

The students are also responsible for completing these tasks if the class was using a different classroom than their own during the last period.

12. Leaving School Grounds

Students in grades 5-10 may not leave the school grounds during lunch breaks or during breaks in their class schedule. They may only stay in the designated recess and landscaped areas. Students who are not eighteen years old in grades 11 – 12 are required to bring a written authorization from their parents or guardians to be able to leave school grounds. School Management can however allow an exception.

Students in grades 5-9, who have a free period (*Freistunde*), remain in the library. They may not linger in the hallways.

Students in grades 10 -12 may spend their free periods either in the library, room 127 or in the seating area in the Upper School hallway.

The teacher's room is off limits to students.

13. Conclusion of the School Day

Each student is expected to keep his or her place clean and orderly at the end of the school day. School supplies and clothing may not be left in the room. Chairs are to be placed on the tables at the end of the day.

All students in grades 5-10 must leave the school grounds at the end of their scheduled classes. The permission of a member of the administration is needed for exceptions to this rule.

14. Smoking

Smoking is not permitted on school grounds. The German International School Washington D.C. is a drug-free zone.

15. Gymnasium

The school gyms may only be used with teacher supervision. The pool area may only be used when either a teacher and/or the pool operator is present.

The students remain in the dressing rooms before the beginning of class, not in the halls or the gym.

Students may leave the sports area after the bell rings.

Within the sports area the teacher decides about suitable sports clothing and the regulations of the dress code apply only in part.

16. Additional Rules

The following rules and guidelines are part of the House Rules (*Hausordnung*):

- a) Disciplinary Policy and Catalogue
- b) Regulations against Deceit and Attempted Deceit
- c) Dress Code
- d) Library Regulations
- e) Alarm Procedures (announcements in classrooms)
- f) Bus, Parking and Traffic Rules (website)

17. Internet-ready Devices

Smart devices (including smart watches) and wireless ear and headphones may be brought to school but must remain turned off in the student's bag or pocket while in the school building during business hours (07:30 am – 05:00 pm). There is an exception for grades 10, 11, and 12: During their free periods, these students may use their devices with headphones in the library, the designated room for high school students, and the couch corner designated for the high school students. Guests are welcome to use their internet-ready devices in the waiting area of the Upper School. Please observe the posted signs indicating areas in which the use of internet-ready/smart devices is permitted or prohibited.

A student may receive a reprimand if he/she uses such a device during class or during a school-sponsored event. In addition, a teacher may confiscate a student's device until the end of the school day without an additional warning. Repeated violations against these rules can lead to disciplinary action (see Student Disciplinary Policy).

Bringing audio and audio-video equipment to school is only allowed with permission by a teacher and for use in class. Social functions for which the teacher in charge has allowed use of these items are exceptions.

Laptops and other audio equipment with head phones may only be used in class with explicit permission of the teacher.

18. Weapons

Bringing any type of weapons to school (Including knives, jackknives and switchblades) is strictly prohibited.

It is also prohibited to bring laser pointers to school.

19. Roller Skates, Skateboards, Mountain Bikes

Use of scooters, rollerblades, roller skates, skateboard, Heelys and bikes on school grounds is prohibited for security reasons (this rule is also in effect when school is not in session).

20. Violations against the House Rules

Consequences for violations against the house rules will follow the guidelines of the Disciplinary Policy and Catalogue of the German International School Washington D.C. A copy of the House Rules is posted in each classroom.

21. Visitors

Visitors, including parents, must sign in at the reception and must remain in the foyer. They may not wait in front of the classrooms or in the hallways.

My signature indicates that I have reviewed and understood the House Rules, including the additional rules (see #17, page 4), of the GISW. I am aware that in the event of non-compliance, the Disciplinary Rules of the GISW will be applied. .

Signature Box

Printed Name of Student: _____

Printed Name of Parent/Guardian: _____

Signature Student: _____

Parent/Guardian Signature: _____

Grade: _____

Date: _____

Date: _____