

house and school rules

The following house and school rules create conditions that enable successful learning and ensure the health of everyone. The school rules apply to the school building, gyms, and the school grounds of BbS III Halle. In addition to the contribution that everyone should personally make to maintaining order, cleanliness, and safety, the general conference of BbS III Halle has declared it binding that all students and all employees at BbS maintain respectful interactions. This includes, among other things, mutual greetings and respect for others' property. Class time is working time and requires clothing appropriate to the character of our school as a public educational institution.

The school offers all students and all employees protection from racism, violence, and discrimination in any form. Behavior that can be associated in any way with xenophobia or extremism will not be tolerated. This also applies to wearing clothing with symbols and prints whose neutrality is not clearly recognizable.

1. General

Persons who do not have official business in the school building are not allowed to stay there. All visitors must register at the secretary's office. The office hours of the secretary's office are binding: 09:30 – 10:00 and 11:30 – 12:00. Appointments can be made by phone. The principal has the house right, in her absence the deputy or an authorized person. Public announcements and posters to be displayed require the approval of the school management. The use of school rooms by external organizations must be applied for at the Department of Education of the City of Halle, and the principal must approve the permission.

2. Classes

All students are required to follow the instructions of the teachers and to attend classes regularly and punctually. Classes must not be disturbed. If no teacher has appeared 15 minutes after the start of the lesson, a class representative must report the incident to the secretary's office.

Classes follow the following schedule:

1st period: 8:00 – 8:45

2nd period: 8:45 – 9:30

Breakfast break: 9:30 – 10:00

3rd period: 10:00 – 10:45

4th period: 10:45 – 11:30

Lunch break: 11:30 – 12:00

5th period: 12:00 – 12:45

6th period: 12:45 – 13:30

Break: 13:30 – 13:45

7th period: 13:45 – 14:30

8th period: 14:30 – 15:15

Break: 15:15 – 15:20

9th period: 15:20 – 16:05

10th period: 16:05 – 16:50

Attendance in classes is mandatory. If a student does not attend classes for a day, several days, or several hours, the guardians or the adult student must immediately enter the absence in WebUntis and provide written proof of the absence (au_teilzeit@bbs3-halle.de; au_vollzeit@bbs3-halle.de) by the third day at the latest. The school may require proof of illness through a medical or official medical certificate; the costs are borne by the guardians or the trainees.

In the case of unexcused absences, the guardians and, in the part-time sector, the training companies are informed immediately. The school's duty to inform extends to the parents of adult students until the age of 21.

In the case of unexcused school absences, the school checks whether an administrative offense is present. If this is the case, the initiation of a fine procedure is requested.

Unexcused absences of more than 3 days by students receiving training support are immediately reported to the BAföG office and lead to a reduction in training assistance.

All students are required to continuously inform themselves about their absences in WebUntis and to contact the secretary's office (absence due to illness) or the class teacher (exemptions, tardiness) immediately in case of questions/problems.

3. Make-up Exams

For the possibility of make-up exams, students must submit a fully completed make-up exam application (personally or by email) to the respective subject teacher by the day before the planned make-up exam at the latest.

Make-up exams regularly take place from 13:45 to 16:05 (7th to 9th period). Dates and rooms can be found in the table (on our homepage).

If necessary, an extension until 16:50 (10th period) is possible. This requires coordination with the school management or the schedule planners. Please inform your subject teacher in case of a late/long make-up exam.

4. Order, Cleanliness, and Safety in the School Building

If students leave the school building/school grounds for personal reasons, they do so at their own risk. Insurance coverage only exists on the way to school.

Students are responsible for their personal property at school. The school assumes no liability! Lost items must be handed in at the secretary's office.

Subject teachers, together with the students, ensure that the classroom is left in an orderly and clean condition after the lesson, the board is cleaned, and the windows are closed. If necessary, chairs must be placed on the tables. Waste must be disposed of in the appropriate containers. All students are required to prevent damage and report any damage to the teacher immediately. Intentional and negligent damage – including borrowed textbooks and materials – must be compensated. When changing classrooms and after the end of the lesson, students and teachers ensure that no personal items are left behind.

The use and bringing of items and materials that can endanger or impair order, safety, and health are prohibited. This applies to items designated as prohibited under the Federal Weapons Act. (This includes, among others: knives, brass knuckles, steel rods, firearms, as well as cutting and thrusting weapons).

5. Supervision

The supervision duty of the teachers during breaks is regulated by the school's supervision plans. Incidents during breaks must be reported by the students to the supervising teacher or the secretary's office.

6. Injuries at School or on the Way to School

Injuries at school or on the way to school must be reported to the secretary's office immediately.

7. Smoking, Alcohol, and Other Addictive Substances

Smoking is prohibited throughout the school building. Smoking is only allowed in designated areas in the schoolyard. Bringing alcohol and any other addictive substances and their consumption in school and before classes are prohibited.

8. Data Collection

Students provide all data completely in the profile sheet. The data is used for internal school purposes. The email address provided by the company is also used to register the companies in WebUntis. Changes in personal data and changes affecting training and participation in vocational school classes must be reported to the class teacher and the secretary's office immediately.

9. Evacuation

The evacuation plan is part of the school rules and is the subject of regular instructions to the classes.

10. Registration Obligation

All students are required to register in WebUntis and Moodle. In case of problems, they receive support from their subject and class teachers and the responsible teachers for Moodle (ehrllich@bbs3-halle.de; mertten@bbs3-halle.de) and WebUntis (zober@bbs3-halle.de).

11. Break Rules

During breaks, all students leave the classrooms and subject rooms. In bad weather, they can use the snack room E.04, the break areas in the school building, and the auditorium for breaks.

Violations of the house and school rules result in the application of educational and disciplinary measures.

Halle, 31.07.2024

OStD Ina Zober Principal