

School and Boarding-School Rules Schloss Neubeuern

Issue: 16 July 2017

Boarding school rules

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1. Foreword

Whenever people want to do something together, they have to agree on the circumstances under which this is to happen. Whenever we want to complete a difficult task, we have to plan. When living together in a boarding school and learning together in a school, individuals cannot live according to their own personal schedules. The Protection of Young Persons Act specifies clear requirements on the extent to which children and young people (minors) have to be protected in public. We would like to point out that in the context of *Schloss Neubeuern* and its sphere of influence, the Protection of Young Persons Act does apply and no exceptions can be made to these rulings even when accompanied by a legal guardian. Even at parties and celebrations in *Schloss Neubeuern*, the rulings of the Protection of Young Persons Act shall apply even if a legal guardian is present. The regulations of the school and boarding school furthermore define rules that are necessary for trouble-free communal living. The rules of the respective valid model of privileges can extend and/or restrict various points of the school and boarding-school regulations.

2. The school day

2.1. Regulations

Classes, learning, eating, leisure and rest periods are part of communal life and require common times. Some students are not yet mature enough to plan their days. For them, a fixed sequence throughout the day helps them to find time to carry out their wide-ranging tasks and plans. Adherence to community times is an important component of our obligation to be considerate.

All students in Classes 5 - 10 get up each morning no later than 6:45. The time for communal breakfast is from 7:00 to 7:30, and students are required to

appear in the dining hall by no later than 7:20. Rooms must be tidied by 7:40 and preparations made for class.

If there is no lesson in the first period or if sports is taught in the first two periods, then there is no obligation to be present at breakfast. The same applies analogously for students in the upper school. In this case, students themselves are responsible for getting up punctually. This right may be withdrawn if students are unreliable.

We all require sufficient rest periods and sleep for concentrated work at school and active structuring of leisure activities. In order to guarantee a smooth transition from the sometimes turbulent day to peace at night, all students must be in their groups at least 15 minutes before bedtime. Group times and bedtimes depend on the age of the student in order not to disadvantage those who, for reasons for which they are not responsible, are older than their year-group average. In the case of various age groups within one room, consideration must be given to the youngest occupant. In case of difficulties in this respect, the age of the youngest occupant shall automatically be binding for the entire room.

| Age | "in the group" | "in bed" |
|-------|----------------|----------|
| 10/11 | 20.30 | 20.45 |
| 12 | 20.45 | 21.00 |
| 13 | 21.15 | 21.30 |
| 14/15 | 21.45 | 22.00 |
| 16/17 | 22.15 | 22.30 |
| 18 | 22.30 | 22.30* |
| US | 22.30 | 23.00* |

*in rooms

Individual extensions of house and group times is not possible. Exceptions can be made for undertakings arranged by the school (e.g. visits to the cinema and similar).

On Saturdays and before days without school, there is a one-hour extension of the house, group and bed times, unless an

undertaking is planned for the following day.

The boys must leave the girls' areas, and the girls must leave the boys' areas by 21:45 at the latest. In principle, visits to the groups are not allowed before breakfast. Naturally, these rules also apply to day pupils.

Pupils in the upper school must be in their groups by no later than 22:30 and will basically behave in a quiet way so that they do not disturb the night's rest of the younger pupils.

2.2.Meal times

Meal times are important fixed points in the day of the boarding school. Lunchtime is the most important time, when groups meet each day with their mentors. At lunchtime, information is exchanged and important messages delivered. The course of the meal, consideration at the table and careful handling of food are a reflection of the communal life in the boarding school. The appearance of the dining halls also contributes to the atmosphere at meal times. Coats, jackets, hats, bags and school items remain in the cloakrooms. All pupils are obliged to take part at meal times (including brunch). Pupils in the upper school do not have to take part in breakfast. Dinner is a buffet meal that takes place between 18:00 and 18:45, and pupils may sit where they please.

2.3.Lessons

School and lessons not only take up almost half of the time spent at the castle, but teaching and learning are also obviously the most important tasks of all. For this reason, full concentration is required on work in the classroom or on a course during lesson times.

Naturally, participation in all of the lessons identified on the pupil's timetable, and in additionally identified lessons (horizon program, stand-in classes, revision lessons, private coaching and instrumental lessons, external social services)

is obligatory. Even pupils that are of age must be excused by their mentors respectively their parents or guardians in the case of day pupils, if they are prevented from attending by illness or another reason. During the teaching day, excuses are only possible if addressed to the school management or their deputies.

Cancellations or sick notes regarding private tuition or revision lessons cannot be made by pupils themselves, but only either by their respective mentor or the person responsible for tuition coordination or, in case of day pupils, by their parent or legal guardian and only for good reason.

If a pupil is him/herself to blame for absence from a lesson, then he/she shall be given a school reprimand. Deliberate disturbance of lessons (frequent late arrival, incomplete homework, continuous interruption and similar) may lead to the issuing of a reprimand with its associated consequences.

In these cases, participation in detention can be given as a preliminary measure. Generally, detention takes place on the next Friday followed by a boarding school weekend. In exceptional cases, detention can also be scheduled for a Friday followed by a weekend at home and thus maybe delay or prevent any return home. Leave of absence from these detentions is essentially not possible. If a pupil received detention three times within five months, he/she will be given a school reprimand. Very good result in the work order given to the pupil for detention can be neutralized at the request of the corresponding teacher and will thus not be counted anymore. The subject teacher or mentor shall set and supervise appropriate tasks.

Pupils shall only be able to walk to the village during the school day after lunch (13:45-14:10). However, this opportunity depends on the approval of the table supervisor or mentor. Otherwise, Classes 5-10 are forbidden from leaving school grounds during official school

hours from morning quiet time/start of lessons until the end of the last respective lesson. Upper school pupils will initially be given permission on trust to leave castle grounds during free periods as well as during lunch break. However, at conferences held regularly on this subject, the question is raised whether commitment to work and individual results justify this. In negative cases, this permission is withdrawn and upper school pupils then spend their free periods on school work either in the library or in their room. Leaving school grounds by pupils not in the upper school will result in a prohibition to visit the village.

In the case of cancellation of lessons that cannot be covered, pupils will remain in the library, the day-pupil room or boarding-school rooms, where they should devote themselves to school work.

2.4.Horizons

Within the scope of our horizons project, each Wednesday afternoon during the core hours of 14:15-17:00, pupils should gain experience that is not possible during normal lessons due to the time and space required.

Each pupil is obliged to find out about the event location and time of the horizon course they selected (through the *Schloss Neubeuern* website). If a pupil does not do this as required, later booking will not be possible and the pupil will spend the time in the library or his/her room. Unexcused missing of a horizon event will always result in a school reprimand. In addition, the pupil must catch up the missed time in the form of community service.

2.5.Evening quiet time/ Study time at the weekend

In addition to the study time and practice time incorporated in the school day, there will be compulsory evening quiet time in the residential areas for all pupils from Monday to Friday from 18:45 for at least one hour. In case of weekend trips

home, this regulation does not apply on Sunday evening.

During the evening quiet time, there will be absolute silence in the rooms, corridors and on the site, in order to prevent any disturbance. For this reason, even listening to music using headphones is forbidden. The use of laptops/ computers during the evening quiet time is only allowed for pupils in *Digital Ink classes* and the upper school. The privilege level shall decide on exceptions to this rule. Violations can lead to the confiscation of equipment for one week. Evening quiet time itself is intended primarily for individual work, so learning in groups and visiting each other's rooms is not generally allowed and must take place at times outside the evening quiet time. This presupposes that each pupil is fully informed of his/her tasks. To this end, each pupil keeps a castle diary or uses the digital equivalent in *Digital Ink classes*. Continuation of work is possible in the library, the pupil's room or classroom on a voluntary basis or on the orders of the mentor or teacher. Mentors supervising the evening quiet time will carry out spot checks to see whether written and oral homework is being done completely and carefully.

No events should take place in parallel with the evening quiet time. In individual cases, the decision on participation and the setting of alternate times shall be made on the judgement of the mentor responsible. On boarding-school weekends, there will generally be a 90-minute quiet time in a classroom under the supervision of a mentor on Saturday and Sunday afternoon. Participation in these quiet times can be ordered by the mentor responsible, dependent on the school situation.

2.6.Guilds

The art-and-craft, sport and academic guilds should not only provide sensible leisure activities

but also form a counterbalance to the academic focus of the school. They are essential components of life in a boarding school.

The aim of the guilds is to learn how to deal proficiently with materials and/or technology under direction. In guild work, the needs of the house and community take precedence.

At the start of the school year, each pupil selects guilds and social duties in accordance with the respective valid rules on guilds and social duties. The selection of guilds and social duties takes place in a discussion with the respective mentor, and is then binding for at least one half of the school year and is as compulsory as attendance in lessons. Guilds take place according to a fixed timetable, which will generally not affect working times.

An application to reduce guild obligations may only be made in writing to the guild coordinator in justified exceptional cases on the agreement of the mentor responsible or in the case of day pupils by their parent or guardian. Enrolment in guilds beyond what is required can only take place if free spaces remain after all the students have made a selection.

If the pupil is responsible for missing a guild or social duty, participation in an "alternative guild" will be ordered, which will take place on a Friday at the end of school and may delay or even prevent a return home. Within the scope of "alternative guilds", sensible activities will be carried out in the castle and on castle grounds. In principle, leave of absence from these "alternative guilds" is not possible.

2.7. Evening assembly

At regular intervals, the entire boarding-school community will meet on a Tuesday evening in the chapel at 19:45 for approx. 20 minutes of peace, and to stop and think in quiet contemplation. Pupils, employees and guests can apply to organize individual evening assemblies. Each boarding-school group is responsible for one evening assembly each school year. The content, which should come from the *Schloss Neubeuern's*

teaching of values, is conveyed by the pupils involved without technical aids if at all possible. During evening assembly, silence is the rule and there will be no speaking from the moment of arrival in the chapel until the moment of departure. School clothing does not have to be worn, but clothing suitable to the environment and occasion is required.

2.8. "Examples" lecture series

Lectures are given at regular intervals in the hall, which should allow our pupils to get to know as many different life plans and professional areas as possible. Depending on the subject, participation is age dependent but always compulsory.

Naturally, we expect suitable and polite behaviour from our pupils at all times at these events.

2.9. Punctuality

If one accepts that communal life involving many people requires fixed times being set, at which people can work, learn, eat and be quiet together and at the same time, then this also requires the mutual consideration of adhering to these times. For this reason, we require punctuality initially as an expression of courtesy and reliability. Punctuality requires self-discipline, recognising that the time has now come to meet a particular task or requirement. Apart from the formal response to unpunctuality in the school area, unpunctuality in the boarding-school area (e.g. at breakfast, quiet times, house times and bed times) can be imposed by participation in a morning run at 6:30 or carrying out community service in the boarding school.

2.10. Leisure

The school day and weekends provide sufficient leisure time so that each individual pupil can essentially plan and arrange according to their own requirements. However, because of our duty of care and our responsibility for the safety

of children and young people in our care, rules must essentially be followed during leisure times.

Pupils who want to leave the castle site in the afternoons must inform the mentor responsible for them, or compulsorily enter their names on the village visiting list.

All pupils are forbidden to leave castle grounds after 18:00. Pupils older than 16 years are allowed to visit the village twice a week after having fulfilled all their obligations. Before leaving, they have to inform their mentors.

Pupils who are still minors may only go swimming without adult supervision if we have received written permission from their parents to do so. They must inform their mentor in person, and be in groups of at least three pupils.

Pupils may jog to the lake before breakfast if they are in a small group of at least three pupils and have entered their names on the village-visit list. No visits to the lake are permitted after dinner.

Bicycles may be brought to Neubeuern. For excursions by bike, all pupils require the agreement of the mentor responsible. For reasons of safety, at least three pupils will always cycle together. For pupils in the lower school, the wearing of a cycle helmet is compulsory.

3. Reporting sickness, leave of absence, guests, weekends, holidays, work experience

3.1. Reporting sickness

Sickness must be promptly reported before 7:45 in accordance with the regulations of the school rules GSO § 36 for reasons to do with insurance cover and the duty of care. Day pupils, including those of age, must be reported sick by a parent or guardian: this can be done by telephone or preferably by fax or e-mail. For boarding-school pupils, the mentor will naturally make the report. Should a pupil still be ill on the following day, then it is imperative that the

sickness again be reported on this day.

When returning to school, the pupil must present a written confirmation of the duration of the illness if he/she was ill for more than three days. For pupils who are ill for longer than three days, the school may also request a medical certificate.

For pupils, the reporting of illness during school hours (7:45-15:45) must be carried out in person by the pupil affected and this must be reported exclusively to the school management. Unexcused non-attendance at a lesson - for whatever reason - will automatically incur a school reprimand.

Boarding-school pupils with a medical certificate will stay in their rooms. Visits by other pupils and the use of laptops for entertainment purposes are not allowed during illness.

3.2. Leave of absence

Release from standard obligatory attendance in the boarding school or school is only possible for convincing reasons. In particular, in cases of doubt, it appears to be reasonable for personal wishes to be adjusted to the generally binding timetable and not vice versa. A leave of absence from obligatory times in the boarding school may be granted by the school management after discussion with the mentor responsible.

In the case of applications to leave lessons (e.g. routine visits to the doctor, visiting the authorities, driving tests, anniversary celebrations and similar), an application must be made to the school management at least three days in advance for a leave of absence. This advance notice is required to facilitate coordination between the school and boarding school and to make lesson planning easier for the teachers (e.g. in the case of projects or unannounced tests). The three day notice also applies analogously for applications for early departures for weekends at home. In the interest of the learning success of the pupil, release from lessons is only granted on a restrictive basis.

The submission of an application for leave of absence does not automatically entitle a pupil to be absent from a lesson. The pupil must make sure that the application has been approved. In this context, doctors' appointments must be made for times outside lessons if at all possible.

Leave of absence prior to the start or after the end of holidays are only possible in extremely urgent exceptional cases.

As the holiday timetable is always fixed about one year in advance, holiday travel that is not booked to coincide with school holiday dates cannot be considered to be an exceptional case.

3.3. Guests at Schloss Neubeuern

Schloss Neubeuern is a guest-friendly boarding school, in which guests are openly accommodated. In the interests of a largely uninterrupted day in the school and boarding school, we would ask our guests to adhere to certain rules. Overnight accommodation is only possible for day pupils, former pupils or siblings and at boarding school weekends. In any case, an application must be made to the school management for the visit three days in advance and approved by the mentor responsible.

The following rule always applies: essentially, unexpected visitors must not stay in the residential areas. If this rule is violated, a house ban may be issued.

Naturally, the boarding-school rules also apply to visitors. Violation of the boarding-school rules will result in an immediate reprimand by the boarding school and will lead to a long-term house ban.

The mentor committee will issue individual rules as required for parties and other events, to which former pupils and other guests are welcome.

3.4. Weekends

At weekends the various needs of our pupils and their parents

sometime compete with the demands made by *Schloss Neubeuern* that it not just be a school with a residential facility during the school week. On the one hand, some pupils and/or their parents want to spend the weekend together at home; on the other hand the weekends offer the opportunity for joint undertakings in the boarding-school community. For many young people, the urge for rest and relaxation is urgent, countered by the desire to make sensible and active use of the weekends.

A differentiation in rules for the weekends attempts to take these various needs into account. To this end, the two types of weekend alternate in a clear 14-day cycle, so that every second weekend belongs to the family.

- ♦ On *boarding-school weekends*, all pupils in Classes 7 to 12 are obliged to remain in the boarding school. After 6 hours of teaching on the Saturday, the weekend is used for various undertakings, sports tournaments and academic learning. Participation in *one* of the undertakings on offer is compulsory for all pupils in Classes 8-12. Boarding-school pupils in the lower school (Classes 5-7) will attend *two* activities. For lower-school pupils, there is also the opportunity to select one activity and one supervised learning activity instead of two weekend activities. Pupils in Classes 11 and 12 can select two times supervised learning in the classroom instead of one weekend activity. Before and during the examination week, the rule applies that pupils affected do not have to take part in any weekend activities. Pupils who do not attend compulsory weekend activities without an excuse must make up the missed time in the form of community service (at least to the extent of the missed time). As the school discotheque is normally open on Saturday night, there is a general ban on visiting the

village on these evenings (as well as on the occasion of balls and parties).

The pupils in Classes 5 and 6 must also compulsorily stay in the castle on a fixed number of weekends each year. On these weekends, we have general joint activities or large celebrations.

- ◆ On *weekend trips home*, teaching stops on Fridays after the 6th lesson so that all pupils, including those who live at a distance, can travel home. On these weekends, only those pupils who really cannot go home should remain in the castle. For this reason, an appropriate application must be made by the parents. We also assume that each pupil will travel home unless we hear otherwise from the parents. For the remaining pupils - particularly international pupils - we are happy to find host families in the neighbourhood of the school. In the case of younger international pupils (Classes 5-9), we try to organise a stay at a family of fellow pupils. Of course, there is also sufficient care and a program of activities in the boarding school on weekend trips home.

At the start of each school year, parents will receive a complete timetable of weekends at home and holidays. For departures on weekend trips home, transfers are generally offered to the station in Raubling, Munich station and Munich airport. These journeys are boarding-school journeys, which means that the school and boarding-school rules also apply here.

As far as possible, Boarding-school pupils should arrive only after 18:00 on the day of arrival. Arrival must be arranged with consideration for others, so that defined bedtimes can be adhered to. The house will be locked as usual at 22:30. An application must be made to the mentor, with justifications, for any exceptions, and approved in advance. In addition, the pupil must report to the responsible mentor immediately on arrival.

The boarding school can only carry out its duty of care if the mentor knows of the arrival of the pupil. Irrespective of the time of the actual application by the pupil to the mentor, the school and boarding-school rules shall also apply on the day of arrival regarding a ban on staying outside the boarding school area after 18:00 for pupils under the age of 16 years.

3.5. Departure by air

Separate rules apply for departures by air: on weekend trips home and before the start of holidays, flights must be booked so that lessons on the day of departure are not affected by the need to transfer and check in. This generally means that flights must not leave before 16:00. If lessons finish earlier than the official end of school, then an earlier departure is allowed. A transfer to the station or airport must then be arranged independently. Flights must be booked early by the parents according to our castle calendar. We will arrange a shuttle for the transfer to the airport. If required, pupils must enter their flight details in the weekend-app of our website in time (i.e. by Wednesday 10:30 pm at the latest, if the plane leaves on the Friday of the same week). If these deadlines are not met, transfers must be arranged independently. If flights at the start of the holidays are only possible on Saturday due to late booking, then parents are responsible for overnight accommodation and the transfer to the airport.

3.6. Holidays

The *Schloss Neubeuern* holiday timetable follows the rules of holidays in Bavaria.

Basically, it is not possible for pupils to live in the boarding school during the holidays, as no care can be given by employees and some operations are also shut down. However, during short holidays (autumn break and at carnival), the foundation offers care for pupils who live abroad upon request. The occurring costs will be charged separately.

Before departure on holiday, rooms must be left in perfect condition. This means that boarding-school pupils must themselves clear their shelves and desks, remove personal items from the bathrooms, independently remove rubbish, close the windows and switch off the heating and any electrical equipment. The mentor responsible will check this through a room inspection. If rooms are left untidy on departure on holiday or for the weekend, community service may be issued.

During the summer holidays, rooms must be completely cleared as they will be renovated during this time. In this case, pupils may store their personal belongings packed in crates in the boarding school. These crates must be collected again on the day of arrival back from the summer holidays, otherwise they will be disposed of.

3.7. End of year

For those taking the Abitur, their stay at *Schloss Neubeuern* will end on the Sunday after the Abitur ball. Any extensions must be applied for and will be approved in exceptional cases. If those taking the Abitur are given permission to stay beyond this date in *Schloss Neubeuern*, then they will remain integrated in the life of the boarding school. This may include taking on particular duties (e.g. private coaching, supervising quiet times, driving, etc.).

3.8. Work experience

The time during work experience for Classes 9 and 10 will be treated as school time, i.e. in the case of illness lasting more than three days, a medical certificate may be requested by the school. In the same way, unexcused absence will result in consequences similar to unexcused absence from lessons.

As pupils in Class 10 will start their work experience before the official end of the school year, boarding-school pupils must leave their room cleared for the holidays before their early departure.

4. Appearance, Attitude, Expression

4.1. Bullying

In a community such as Schloss Neubeuern, violence of any kind must be unacceptable. The person affected decides him-/herself if it is still fun or not. Who makes a fool or fund of others, insults or demeans others or even attacks others physically, positions him-/herself outside of our community. For this reason, the offence of bullying can result in an instant dismissal from school and boarding school even if happened for the first time. In any case, such offences all result in severe, formal disciplinary measures and, as a rule, in the threat of offence-related dismissal. This rule also applies to cyber bullying, for which the principals of school and boarding school reserve the right to themselves to check the smartphones of persons affected. Each member of our community is taught not to tolerate bullying but to have the courage to stand up.

4.2. Appearance and Behavior

Despite the fact that we approve the right to self-fulfillment and self-presentation as a general rule, we find it especially important that our pupils have an appropriate appearance for reasons, which, on the one hand, result from our aesthetic way of seeing ourselves as members of a beautiful castle and our educative convictions, but, on the other hand from the necessity of presenting ourselves towards possible applicants. Also outside of school, we expect our pupils to wear appropriate and clean clothes at any time. Extreme hairstyles (haircut and color) are just as much forbidden as piercings (ear rings and studs for boys, too) and tattoos.

We expect our pupils to wear or festive clothes or school uniform on special occasions (i.g. Fundraising Ball, Parents' etc.).

Next to the physical appearance, we expect our pupils to behave in a constructive and polite way at any time, which has to be shown both among pupils and when interacting with adults.

Refusing to meet demands from adults, especially from a mentor/teacher responsible, is considered to be disrespectful – sometimes even dangerous. Such behavior will be punished with a reprimand at least

4.3.School clothes

At *Schloss Neubeuern* all pupils of grades 5-10 wear the same school uniform from 7:45 am to 3:45 pm during school days. Details concerning school clothes are determined by the respectively current version of our dress code regulation. International students wear correct school clothes already for breakfast. Day pupils can also change their clothes at school, if they manage to do so before the school starts. Violation of the dress code regulation can result in community service or temporary exclusion from lessons. In serious cases or if happened repeatedly, the privilege of *Smart Office Wear* can even be withdrawn from pupils of the upper classes and wearing of school uniform can be mandatory again.

5. Consumption

Our pupils come to *Schloss Neubeuern* with completely different individual attitudes and formative influences. Their handling of money, property, their own appearance, media such as radio and television, computers and mobile phones is influenced by their previous

environment and their parental home.

We have to take this and general social conditions into account without sacrificing the setting of our own standards and aims, and also counteracting thoughtless adoption of short term fashion trends. Responsible and cautious dealings with the opportunities that are offered to our pupils, sometimes to excess, does require, however, the support of parents and model behaviour from adults, more so than in other areas of life. Clear and acceptable rules are therefore particularly important, as consumption in a group stimulates imitation, assimilation being seen as a simple way of being accepted in a group.

All of the rules listed below apply in the context of *Schloss Neubeuern*, even in the presence of a parent or guardian.

5.1.Smoking

Since the 2006/2007 school year, there has been a complete ban on smoking during school hours from 7:40 - 15:45 according to the order of the Cultural Ministry (single exception: after lunch from 13:45-14:10). Under the amendment to § 10 of the Protection of Young Persons Act, which since 1 September 2007 has forbidden young people under the age of 18 to smoke in public, there is a ban on smoking across the entire school and castle grounds for all pupils under the age of 18. For this age group, smoking is of course also forbidden in the community of *Neubeuern*, as well as on boarding-school excursions, hiking days and class trips. These (and all other) rules naturally also apply to day pupils, as long as they are within the sphere of influence of the school and boarding school (see. 8.1).

The ban on smoking applies across the whole castle site, in outside areas and in all buildings. It also applies outside the school site in the village area. Upper school pupils who are of age may smoke outside the castle site at the end of their respective individual lessons.

Furthermore, smoking on the castle site must be seen from the point of view of damage to health (of the individual smoker and his/her environment), annoyance of other residents in the castle and the risk of fire. These points make it natural for there to be a rule that limits smoking on the castle site beyond the regulations of the Protection of Young Persons Act. For pupils under the age of 18, the possession of tobacco, cigarettes or other smoking items (e.g. e-cigarettes bongs and the herbal mixtures required for these) is forbidden and will lead to a reprimand.

The use of nicotine gum is only allowed with a medical certificate and under medical supervision.

Generally, smoking is only allowed according to the rules mentioned and on the designated smoking areas.

Smoking by pupils below the identified age limit, and smoking within the building will basically be punished with a school or boarding-school reprimand. Pupils under 18 years of age present in the smoking area will also be given a reprimand.

Smoking of pupils over the age of 18 at unauthorised times or in areas not identified for this purpose will lead to disciplinary consequences in the form of five hours of community service for a first offence, and a school or boarding-school reprimand on a repeat offence.

Smoking is generally prohibited indoors and always leads to reprimand.

In the case of bar evenings and parties, pupils who are of age may smoke exclusively in the identified smoking areas. Smokers are responsible for keeping these places clean and tidy. The school expressly reserves the right to impose further restrictions on smoking.

5.2. Alcohol

Legal regulations also initially apply to the consumption of alcohol (particularly regarding the minimum age for alcoholic or spirituous drinks or food). Furthermore, the following additional restrictions apply: the possession of alcohol and the consumption of alcohol in the boarding school and on the castle site are strictly forbidden. Violations of possession and consumption will lead to a severe reprimand. The mere fact of being present during such violations, can lead to formal disciplinary measures. The mentor committee (and each individual mentor) furthermore has the ability to issue individual pupils with a time-limited ban on alcohol and to have adherence to this ban verified through alcohol tests.

- Exceptions for particular occasions (e.g. birthdays, Abitur) must be discussed with the respective mentors.
- Alcoholic drinks may be served in the evenings at appropriate events in the school discotheque in accordance with the standards set by the mentor committee.
- High-proof alcoholic drinks are forbidden without exception for all age groups and at all times and will be punished with a strict reprimand. For

example, in the case of visits to pubs, the rule applies that any pupil sitting at a table containing high-proof alcoholic drinks must reckon with the appropriate consequences.

- No alcohol may be consumed by any pupil before dinner, before school events or before the end of evening quiet time.
- The consumption and/or possession of alcoholic beverages in public is basically banned outside pubs (e.g. at Neubeurer See, rubble bank, sports field, etc.) and even pupils who are of age will be punished with at least a reprimand.

In the context of our efforts to make the consumption of alcohol the exception rather than the rule, a clearly defined alcohol limit shall apply on evenings before school days and boarding school weekends. Violation of this limit generally leads to a ban on alcohol for several weeks and / or to formal disciplinary consequences. If an imposed ban on alcohol is not observed, this will lead to a strict reprimand.

These rules shall apply unchanged even in the case of undertakings, excursions, class and boarding-school trips as well as for the way to school.

5.3. Drugs

The possession, passing on or sale of illegal drugs, as well as the consumption of these drugs within the sphere of influence of the boarding school, shall lead to immediate exclusion from *Schloss Neubeuern*. This also includes the consumption of new psychoactive substances and/or materials that cause a high when taken in excess or in a non-typical way (such as snorting). In this case, the protection of the community

takes absolute precedence over other considerations. In order to protect the environment and to give pupils at risk a tool to protect them from themselves and from peer pressure, we carry out continuous spot drug-screening tests at irregular intervals. In this, urine samples are tested for a broad range of narcotics. The foundation reserves the right to also order other forms of drug screening in individual cases (hair, saliva). The costs for these tests will be borne by the parent or guardian.

Positive results will lead to the judiciary committee being summoned, which will advise on whether the respective pupils can remain in school. Should they stay, and a second positive result be found, this will inevitably lead to immediate exclusion of the pupil.

5.4. Audio and video equipment

The need of many pupils to listen frequently to loud music competes with the legitimate interest of other pupils and employees to be able to read, work and relax in peace, undisturbed. Consideration for others, and the concentration necessary for school work and learning thus obviously lead to necessary restrictions. Out of consideration for lessons and the quiet necessary for pupils in the upper school in particular, this rule applies during working hours in the school day. Violations may lead to confiscation of the equipment.

The use of portable music equipment shall be reserved without exception for leisure hours. During the teaching day and during meals, violation shall lead to equipment being confiscated. Neither shall headphones be worn in rooms or corridors in the boarding school even during leisure

hours. In order to guarantee and ensure a sensible selection of programs so that television time does not exceed a sensible extent, use of generally-accessible televisions in group rooms must be discussed with the respective mentors.

5.5.Computers

Schloss Neubeuern is characterized by the availability of highly-modern computer technology, which should be incorporated as seamlessly as possible in lessons and leisure time. The iPad and Digital Ink program of Schloss Neubeuern facilitates the best-possible realization of this principle. Within the scope of this program, pupils from class 5 to 8 are equipped with iPads and pupils as of class 9 with tablet PCs. Naturally, pupils can (and must) take these tablet PCs home with them and use them privately, but they remain the property of the school. The school iPad and school tablet PC is the only computer used by pupils, as it is sufficient for all educational and relevant private needs. Therefore, bringing a second device is not generally permitted. Exceptions are defined through the system of privileges.

During lessons, the laptop should be used for learning and not for messaging or surfing. Thus, the irrelevant use of the laptop shall initially lead to a detention, and a reprimand on the second offence. Also during the evening quiet time, irrelevant use of the laptop can lead either to a boarding school detention.

For the iPads and tablet PCs of the Digital Ink-Program, a separate agreement for use applies, which must be signed by parents and pupils.

Naturally, computers and other equipment must be used sensibly and responsibly. It must be borne in mind that equipment is not to

be used primarily for games or for watching films or television, and that the legal requirements of the Protection of Young People Act and all relevant laws and standards must be upheld. In the case of improper use, confiscation of equipment must be reckoned with. Details regarding the employment or use of laptops during lessons are laid down by the full conference.

The Internet and Intranet must be used in accordance with the user rules of the school. The foundation expressly reserves the right to inspect both networks and individual computers. The consequences in the case of violations of the computer rules (particularly computer fraud, sabotage, data spying, etc.) extends from advance warnings, through blocking of network access, a ban on a pupil owning a computer of their own, to immediate exclusion from the school and boarding school. The pupil causing the damage, or their parent or guardian, may be charged to the full amount for verified damage caused. If necessary, criminal offences will be reported to the public prosecutor.

5.6.Games consoles

Games consoles (which expressly also includes portable consoles such as PSPs, Gameboys, etc.) may only be brought to school by prior arrangement with the mentor. In the lower school, the mentor will generally hold the console for safekeeping. He/she shall also basically decide on the frequency and duration of use and the selection of games.

5.7.Mobile phones

In recognition of the fact that mobile phones are today an almost obvious part of daily life, and in acknowledgement of the special circumstances of those of

our pupils, in particular, who can only rarely travel home, the possession of mobile phones is permitted in *Schloss Neubeuern*.

Phones must remain switched off or in the pupil's room during the school day from 7:45-15:45 (also as specified by the Ministry of Culture under Art. 56 (5) BayEUG), during working hours and mealtimes. If a pupil has to make an urgent phone call during the school day (e.g. regarding the collection of day pupils), he /she must first ask for permission by a teacher/ mentor. In the case of violations, the mobile phone may be confiscated. Pupils in the lower school shall give their mobile phones to a responsible mentor for safekeeping before bedtime, and can collect them again at the end of the school day. Mobile phones may not be used after bedtime. Violations against this rule will lead to confiscation of the device. For this reason, we also request that parents follow the bedtimes of their children and agree on times for telephone conversations accordingly.

5.8. Visits to pubs

Decisive in determining rules for visits to pubs are again initially the regulations of the Protection of Young People Act.

Young people under the age of 16 may only visit pubs during the afternoon.

After the end of their 16th year, young people may visit pubs in the afternoons during their leisure time. Visits to pubs in the evening are also possible from Monday to Friday (but no more than twice a week) after explicitly requesting from the responsible mentor permission to be absent. All pupils must request permission in person in the evening from the responsible mentor. A written message or a message handed in by another pupil is not sufficient.

On disco evenings, group evenings and on other special occasions in the boarding school (e.g. balls and parties), visits to pubs are essentially not allowed. Violations for pupils under the age of 16 will lead to a boarding-school reprimand. Pupils who are of age will receive a two-week ban on visiting the village. Irrespective of this rule, visits to pubs in the evening should be the exception and joint efforts to find interesting and sensible leisure-time activities within the castle should be the rule.

5.9. Money

From Class 5 to 10 inclusive, our pupils receive pocket money each week from their mentors, graded according to their age, which is charged to the parents through the private money account. Joint undertakings carried out by the school or boarding school for a group or class, and larger purchases for lessons may be charged separately through the private money account, so only small private requirements have to be paid for from pocket money. For this reason and to prevent larger inequalities between our pupils, no additional money should be given to pupils by parents or relatives. The aim is to encourage careful and thrifty dealings with money. Private accounts or tabs in shops or pubs in Neubeuern are not therefore allowed. All games for money stakes are forbidden. Lending or giving large amounts of money is not allowed.

Pupils in the upper school have a current account so that they can make regular payments and deal with other money matters themselves. *Schloss Neubeuern* accepts no liability for the loss of cash, savings books or valuable items that were not given to the school for safekeeping.

6. Obligations towards the community

Life in a boarding-school community requires commitment and a sense of responsibility from everyone. Tasks that arise in groups, in classes or in individual areas of the boarding school are community tasks which no-one can shirk. On the contrary, our pupils should do most of the work that arises themselves, ideally on their own responsibility. Employees in the house, in the pantry and in the kitchen are not responsible for those tasks that pupils can carry out easily themselves.

The obvious tasks of an individual include the daily tidying of their room, and keeping the group room and classroom clean and tidy. Furthermore, all pupils are obliged to carry out boarding-school and social duties.

6.1. Boarding-school duties

In addition to a few tasks in the group, boarding-school duties primarily include daily table duties, patrol duties and hall duties. We naturally expect pupils to lend a hand in community events.

Boarding-school duties are binding for all classes.

6.2. Social duties

Due to their age, pupils from Class 9 must take on an increased degree of responsibility for the community. They can carry out a wide range of organisational tasks or help in looking after younger pupils. For this reason, each year they will take on a social duty in the boarding school or outside that runs for an entire school year. For pupils who are preparing for their Abitur examination in the second half of Year 12, this duty is voluntary. Details are regulated in the

respective valid guild and social duties rules.

7. Consideration of, and dealing with other people's property

Pupils and employees will only feel happy in *Schloss Neubeuern* if they also have the opportunity to withdraw from the community into their rooms or apartment at times, and if this is also respected as a private area. In the same way, each of the groups in the boarding school has a right for their corridor and group room to be considered by others as someone else's living area.

Spending time in other rooms and in the communal rooms of other groups is therefore only allowed if one of the residents of the room or a member of the relevant group is present. Consideration of the other residents of the house also includes careful handling of the furnishings. Damage and dirt not only means material damage but also impairs the residents' sense of wellbeing. So it is forbidden, for example, to attach pictures, posters and stickers to furniture or doors. As damage or dirt originating through carelessness, negligence or simply as the result of an accident can hardly be avoided, everyone is at least obliged to report immediately any damage caused and to rectify it if possible. Vandalism or incidents that are not reported in the way described above will be assessed as attacks on the community, and the persons causing such must reckon with appropriate consequences, which may extend to immediate exclusion. It is not an anonymous institution that is being affected by malicious destruction but the basis of our communal life.

Naturally, the same also applies to damage to, or the theft of

someone else's property. The victim's damaged or stolen property must be replaced in full. Crimes against property will be punished depending on the seriousness of the offence, and may lead to immediate exclusion from the school and boarding school. Thefts from shops in the community will also be viewed as damage to the community and will therefore have comparable consequences.

The request for consideration applies not only to other residents in the castle and institution as a whole, but also to the village of Neubeuern and its inhabitants. Pupils that are in the village are there as representatives of their school. Perfect behaviour and appearance are therefore an obvious requirement.

Throwing objects from the south terrace towards the village represents an extremely serious violation of the boarding-school rules and endangers the property and life of residents. Violations generally lead to exclusion from the boarding school and school.

8. Safety

Schloss Neubeuern is responsible to parents and guardians for guaranteeing the safety of their child in the school and boarding school. However, in spite of this legal obligation, it is obvious that each employee and pupil must refrain from anything that may endanger the safety of the individual or a group. For this reason, the following safety regulations require no further justification, and no exceptions may be made.

8.1. Leaving the boarding school at night

Unauthorised leaving of the boarding school during lights-out

will always result in at least a boarding-school reprimand. The same applies for boys in the girls' group and vice versa after closing time.

8.2. Fire-alarm rules

Each pupil is obliged to find out about the fire-alarm rules (see the notices in each group) and to follow them strictly in the case of an emergency or an alarm. Malicious triggering of false alarms, the misuse of escape ladders or fire extinguishers or other safety facilities will essentially lead to the threat of exclusion from the boarding school and school. Naked flames are forbidden in any form in the boarding school and on the castle grounds. Violations (e.g. burning candles, playing with fire) may be punished with a reprimand.

8.3. Weapons, fireworks

The possession of any type of sporting gun or firearm, or just ammunition for such, and the lighting or even bringing into the school of fireworks is forbidden.

8.4. Electrical equipment

The use of electrical equipment is limited to kettles, coffee machines, sandwich toasters, fan heaters and small refrigerators for drinks.

Parents and guardians are responsible for the perfect condition of all electrical equipment brought into the school, and for their meeting modern safety requirements. The operation of fan heaters is only approved during the day and only under supervision. Violations may lead to the confiscation of the equipment. Changes and additions to the electrical installation are only possible with special approval and

if carried out by the school trades or a commissioned specialist.

8.5. Vehicles

Without exception, boarding-school pupils are forbidden from running or driving motorized two-wheeled vehicles as well as being a passenger. Generally, any motorized vehicles like "min-segways", "hoverboards" or similar are only to be used with prior consent of the corresponding mentor. Those vehicles must not be used on public roads or within the school and boarding school buildings. Bringing a car to school is possible in principle. Each pupil is obliged to register his/her car with the boarding-school management. Private cars of pupils must be parked in the community parking spaces and/or in the car park in front of Kollmeierhaus. A few boarding-school pupils in the upper school are issued a parking space for their private car in the Wasserberg car park as a special privilege. This parking space cannot be transferred to other pupils. The criteria for issuing and allocating these parking spaces are laid down by the mentor committee. A claim by a day pupil for a parking space can only be made with a relevant medical certificate. Pupils with a parking permit will be given a parking ID, which must be carried visibly in the car at all times. There is a total ban on pupils' cars in all other areas – especially in front of the Kronehaus and the north and south terraces. Exceptions are only made for brief loading and unloading.

The caretaker is responsible for monitoring the parking areas. Incorrectly parked vehicles are generally towed away without warning.

For reasons of environmental protection as well as equality, there is an absolute ban on

driving to school and boarding school events with the private car. In the case of violation, the parking permit for the entire castle site will be withdrawn.

Driving without a driving licence on public or private roads endangers safety and may be reported to the police. In the case of violations, a reprimand may be imposed, or community service at the very least. Furthermore, driving a vehicle at *Schloss Neubeuern* will be forbidden for an indeterminate length of time.

Pupils who are minors are forbidden to travel in private cars with other pupils. The exception to this is boarding-school drivers identified as such by the boarding school. Further exceptions to this rule may be permitted on a written application by parents (e.g. for trips home at the weekend). Violations against the rule on fellow passengers will lead to a boarding-school or school reprimand.

8.6. Hitchhiking

Hitchhiking is not permitted.

8.7. Medication

Our pupils should only take any type of medication if they are essential, necessary and prescribed by a doctor. We therefore urgently request parents only to provide medication that is regularly required, and to inform the responsible mentor of this.

Giving one's own medication to another pupil is strictly forbidden, even in the case of apparently harmless preparations.

8.8. Risks on site and in buildings

The possible risks on the extensive site (particularly at the

edge of the Wolfsschlucht or on the narrow path behind the carpenter's workshop) are particularly stressed.

Climbing up rock faces and walls, any roofs or scaffolding, sitting at open windows in the castle buildings or lingering on the path behind the carpenter's workshop and the east wing are expressly forbidden and shall incur at least a reprimand and may be punished with the threat of immediate exclusion.

The use of the fitness studio and weights room is only permitted after detailed instruction by a qualified employee and following the respective valid user rules. The use of the weights room by individuals is essentially not permitted. There are no fixed age limits for its use, but generally training using weight machines and dumbbells should not take place before the age of 16.

The throwing of snowballs is expressly forbidden on the entire castle site and in case of violations will incur a reprimand. Exceptions are possible with the supervision of teachers/ mentors.

In order to avoid theft, rooms should be locked when leaving. When being inside the room, however, it is forbidden to lock the door.

9. Disciplinary measures

Although it would be desirable to solve any problems through discussion and to do without the imposition of punishments, there must be a transparent and comprehensible system of disciplinary consequences for violations of the rules, which give pupils the opportunity to reliably evaluate the consequences of their actions. Whenever the pupils are within the influence area of the boarding school, the school and boarding school rules apply. Furthermore, this also

applies for the way to and from the boarding school.

9.1. Boarding-school and day pupils

For reasons of equal treatment in the case of disciplinary actions regarding the violation of rules, no difference can be made between boarding-school and day pupils. For this reason, the school and boarding-school rules shall also apply to day pupils, whenever they are moving in the context of *Schloss Neubeuern* and/ or together with boarding-school pupils, irrespective of the location or time of day. This applies in particular in the case of time spent in pubs in the village or otherwise meeting in public.

9.2. Community service

In the case of minor violations against the school and boarding-school rules, community service (for time periods of 45 minutes respectively) can be imposed. The extent depends on the seriousness of the violation. Service may include, for example, tidying up or rearranging furniture, collecting litter, raking up leaves, etc.

It is the pupil's own responsibility to complete this community service properly and on time (at least 2 community services per week). If community services are not worked off in time (Thursday, 18:00 at the latest), a participation in the "alternative guild" will be ordered automatically on Friday at the end of the school day. Pupils are themselves responsible for finding out about the status of their service. If a pupil cannot take part in the alternative guild due to a simultaneous detention that he/she was made aware of on the Monday of the week involved, at least 2 community

services must be worked off over the course of the week.

If a pupil fails to attend the alternative guild without an excuse, then community service will be doubled. A doubling of missed community services will be made no more than twice within any three-month period; thereafter further violations will incur a school or boarding-school reprimand.

9.3.Morning run

In the case of unpunctuality in the boarding-school area (repeated or serious late arrival at breakfast, evening quiet time, house time or bedtime), noise at night or an untidy room, participation is usually ordered in the morning run at 6:30. Late arrival at the morning quiet time will also mean a morning run for boarding-school pupils; day pupils will incur community service.

If a set morning run is missed, then this will be doubled (2x runs). If this is again missed, a reprimand will be incurred.

9.4.Detention/ Alternative guilds

For deliberate disturbance in lessons (late arrival, missing homework, interruptions and similar), detentions may be given which generally take place on Fridays (after school) followed by a boarding school weekend.

In exceptional cases, detention can also be scheduled for a Friday followed by a weekend at home and thus maybe delay or prevent any return home. Detentions are considered part of school time, i.e. school clothing must be worn. Essentially, leave of absence from this detention is not possible. If a pupil received detention three times within five months (exception for Class 5:

five times within five months), he/she will be given a school reprimand. Very good result in the work order given to the pupil for detention can be neutralized at the request of the corresponding teacher and will thus not be counted anymore.

For non-attendance at alternative guilds, social duties or private coaching without an excuse, participation in the alternative guild will be ordered. If a pupil has to attend the alternative guild for the third time in three months for this reason, he/she will automatically be given a school reprimand.

If a pupil does not attend detention or the alternative guild (imposed for missing guilds, social duties or private coaching), then this will incur a school reprimand. The missed detention or the missed alternative guild will not be cancelled by this, but must be caught up in the following week.

A relevant overview will be provided on the information screens for rules under 8.2.-8.4. It is expected that all pupils will check these lists at least once a day and speak to the responsible teacher or mentor in case of uncertainties.

9.5.Reprimands

The school or boarding-school reprimand represents the first stage in the formal disciplinary response. School or boarding-school reprimands are initially added separately.

School reprimands shall lapse at the end of each school year; boarding-school reprimands remain valid for a period of 12 months from the date of issue beyond the end of the school year. The second reprimand is automatically issued as a sharper reprimand. In the case of sharper reprimands issued for serious

violations of rules (e.g. alcohol in rooms), these correspond to two reprimands. Boarding-school reprimands are generally linked to the issuing of five community services. Sharper boarding-school reprimands incur ten community services.

9.6.Suspension

After a second (or sharper) reprimand, a three-day suspension from the school and boarding school will be given for a further serious violation of rules.

9.7.Exclusion/ immediate termination

If a school or boarding-school reprimand is given after a suspension, an immediate exclusion from the school or boarding school will follow generally. In such cases, the judiciary committee (consisting of school and boarding-school management, the responsible mentor, pastoral tutor, head of year and two selected school representatives) will be called in order to offer advice on whether unusual circumstances may offer a point in favour of the pupil's remaining in the school.

After a meeting of the judiciary committee, any further reprimand within the next three months will lead to immediate termination, irrespective of any expiring school or boarding-school reprimands.

10.The model of privileges

In *Schloss Neubeuern*, pupils only fail when they fail to really try hard. In order to be able to do justice to this statement, *Schloss Neubeuern* has introduced a system in which privileges are issued in a way that is transparent and comprehensible to all, and which is based on the efforts of the

pupil in various areas of life in the castle: school, residential group, discipline, sport, extra-curricular life, values/ social.

What is decisive is the fact that at the forefront of the assessment is not absolute measurable performance but the effort to perform. The greater the effort as a whole, the more privileges and freedoms the pupil is given; with less effort made, the pupil is subject to more regulations and direction in his/her life in *Schloss Neubeuern*.

