

To all parents



Hohenfels, September 2019

Dear Parents,

Our School ABC's provide you with important and valuable information about our school from A to Z.

SCHOOL-ABC

A	<p>Access to the school building</p> <p>To provide the best possible protection for your child, we prohibit access to non-school related persons during school hours. For this reason, the main door will be locked after beginning of classes. Of course, the doors can be opened from inside in case of emergency. If you would like to enter the school building during school hours (e.g. for a teacher conference), we ask that you may ring the doorbell at the front entrance. In this context, we would like to ask you that if not absolutely essential, to refrain from entering the school building prior to beginning of class. We are confident, that your child is able to walk the few steps to their classroom by themselves.</p> <p>Accidents</p> <p>An accident on the way to school or home, is considered a school accident.</p> <p>Statutory insurance coverage applies to all students in the event of an accident</p> <ul style="list-style-type: none">• during school hours (class instruction)• during school events• on the most convenient and direct commute to school (without detours) <p>Means of transport is not relevant, students may ride their bike, scooter, inline skates, are transported by car, or walk to school.</p> <p>Alarm</p> <p>In case of emergency (Fire, Amok) all students must be familiar with the escape routes and emergency exits as well as the correct behavior. The alarm plan is discussed with the students of each class at the beginning of each school year and executed twice during the school year.</p>
B	<p>Bicycles</p> <p>For safety reasons, the school advises to not let your child ride a bike to school until after participation in the cycling proficiency training and passing the exam (4th grade). Responsibility for the decision lies with the parents.</p> <p>Booster club</p> <p>The existing booster club at our school provides support for different matters. For example, the booster club supports the school in areas such as education, school sports, events and celebrations, field and class trips, etc. The booster club is grateful for every new member. The annual contribution may be determined by yourself. Information regarding the booster club can be obtained at the main office.</p> <p>Bus</p> <p>To provide safe and undisturbed bus transport, all students must behave in a responsible manner. This is necessary to ensure that all students arrive at school or at home without stress or trouble. Additionally, it is imperative that all students follow the instructions of the bus driver. We ask all students to comply with our school bus rules!</p>

<p>C</p>	<p>Cars</p> <p>Most students can walk to school or ride the bus. This not only provides health education but also allows children to become more independent. For this and for safety reasons, we ask parents to bring or pick up their children to school by car only in cases of urgency. The schoolyard is no parking area and must remain free the entire morning.</p> <p>Cell phone use</p> <p>It is generally not prohibited to carry a cell phone to school, as long as it remains turned off during class and within the school building. In case that instruction is disturbed by a ringing sound of a cell phone, the phone will be confiscated until the end of the school day. Please note that a cell phone is not a necessary item during everyday school life. The school does not take responsibility for damage or loss. In case of emergency or any other urgent circumstances, you can reach your child at any time by contacting the main office. Additionally, we will contact you if necessary.</p> <p><i>Article 56 Paragraph 5 BayEUG reads as follows:</i> <i>"In the school building and on school grounds, cell phones or other digital devices which are used not for educational purposes must be turned off. The teacher or supervising personnel outside of the classroom may approve exceptions. In case of violation to this rule, the cell phone or any other digital device may be confiscated."</i></p> <p>Commute to school</p> <p>It is imperative, that your child knows the way to school and is confident in finding their way on their own.</p> <p>We recommend walking the route at the beginning of the school year numerous times with your child and explain the traffic signs along the way. Point out specific hazards or dangerous spots. The shortest route is not always the safest!</p> <p>Brightly colored clothing and fluorescent stickers on the school bag make students more recognizable for motorists and other road users.</p> <p>Please ensure that your child always leaves home on time.</p> <p>Emphasize the importance to never accompany strangers, no matter how friendly they seem. Unfortunately, we are not able to eliminate all potential hazards or threats. This is why it is important to educate your child to be independent. A self-confident child who has learned to assess danger correctly, is less vulnerable than an overprotected child.</p> <p>Contact Information</p> <p>Principal: Teresa Brey Secretary: Kathrin Mayerhöfer – Monday, Tuesday and Friday from 7.45 a.m. till 11.45 a.m. Contact: Phone: 09472/405; E-Mail: grundschule@markt-hohenfels.de Homepage: grundschule.markt-hohenfels.de</p>
<p>D</p>	<p>Data and Data protection (privacy)</p> <p>During admission to the school, you receive a declaration of consent regarding the processing of your personal data and images. The declaration is binding for the entire time of your child visiting the school and beyond that. You may revoke the declaration of consent at any time.</p>
<p>E</p>	<p>Emergencies</p> <p>For the case of emergency, we ask parents to provide a second phone number (cell phone, work phone) at which we may be able to reach you. Additionally, we ask to update your emergency contact information at least once a year and provide two additional emergency contacts (such as family member or friends) with names and phone numbers in case we are not able to reach you. Please inform the school administration immediately, if your contact information changes.</p> <p>The procedures in case of emergency (accidents, acute sickness) are specified in the safety concept of the Grundschule Hohenfels which is updated, adjusted or amended regularly and reviewed for functionality continuously.</p>

E	<p>Enrollment</p> <p>In the spring, your child will receive an invitation to our “Schulspiel”. In small groups, different school situations are played out in order to detect any potential special requirements and take appropriate measures. A first informational event for parents of future first graders is being held before summer break.</p>
F	<p>Full-day program (After school care)</p> <p>The students will be reliably supervised in the full-day program from 7:50 a.m. till 4 p.m. Students have the opportunity to purchase a lunch. Homework will be prepared in school. In the afternoon, different activity groups will be offered.</p>
G	<p>Gifts for Teachers</p> <p>Please note that teachers are only permitted to accept low-value gifts (up to 3 Euro). Everything above this value (such as a collective present from all parents) is subject to approval and must be agreed upon by the principal.</p> <p>Grade protection and grade-specific compensation for disadvantages</p> <p>Individual support, grade-specific compensation for disadvantages and grade protection serve the purpose to support students with disabilities or impairments in their academic development and should assist the students to achieve general educational and vocational qualification. The specific individual measures depend on the character and severity of the respective disability or impairment. Please contact your classroom teacher or the principal if you would like to receive additional information.</p>
H	<p>Homework</p> <p>Homework serves as supplement to class lessons. They are part of a students’ performance. Important for the preparation of homework: Your student should be able to prepare homework mostly by themselves and in a quiet work place without disturbance or distraction. During the first and second school year, the average work time for homework should not exceed 30 minutes. During the third and fourth school year, homework should not exceed 1 hour. Parents are responsible that homework is prepared diligently.</p>
I	<p>Infection protection law</p> <p>To avoid the spread of infectious disease or lice infestation, parents should seek medical advice in the event of suspected presence of a disease. In case that a student is required to remain at home or requires a hospital stay, we ask to be informed promptly in order to take the necessary action in cooperation with the health department to avoid the spread of infectious disease. In this context, it is important to know that infectious diseases are in general not related to poor hygiene and incidents are dealt with anonymously. Thus, we ask for openness and trusting cooperation at all times. During enrollment of your child, you will receive a leaflet with more detailed information.</p> <p>In case of sickness with an infectious disease, you may not send your child until providing the classroom teacher with a doctor’s note, which states that the child has recovered.</p>
L	<p>Learning materials and teaching resources</p> <p>The school supplies all students with grade specific school books on loan for their use. School books must be usable for at least five years. Of course, the loan of school books requires careful handling (book covers, no written entries).</p> <p>In the event of improper handling or loss, parents are required to pay compensation. Student materials must be purchased by the parents.</p> <p>Lost and Found</p> <p>Lost items are kept in our wooden lost and found box the auditorium. The box is accessible during school hours and from 7.45 a.m. till 4 pm. Items that are not picked up by the end of the school year will be donated. Valuables will be kept at the main office and can be picked up during our office hours.</p>

L	<p>Leave of absence</p> <p>If a student requires leave of absence for one day, it must be requested in written form with the respective classroom teacher. Reasons for a one day absence may be doctor visits, memorial or funeral services, family celebrations, etc. If a student requires leave of absence for more than one day, it must be requested in written form with the principal. Leave of absence before and after school holidays are generally not permitted.</p> <p>Leaving school grounds</p> <p>During school hours and recess, students are prohibited to leave school grounds without specific permission. Please discuss this matter with your child. If a student leaves school grounds without permission, supervisory obligations for teachers and liability of the state for personal injuries or damage to property are omitted.</p>
O	<p>Organization and Cleanliness</p> <p>Please instruct all children of careful treatment and remaining organized. Most important, particularly at the beginning of their schooling, is that children learn how to keep their work space and materials organized. In the first few school years, it may be difficult for students to self-organize. Parents can support their children by checking the school bags together with their child regularly and clean it up if necessary.</p> <p>Orientation testing in 2nd grade</p> <p>Since 2002, the state-wide Orientation testing in German for 2nd grade take place in all Bavarian Elementary schools. The tests are not only a means of early diagnosis of individual strengths and deficiencies of students, but also provide schools and individual teachers with direct feedback of the efficiency of their lessons. After implementation, parents will receive written information from the school regarding the achieved ability level of their child. More detailed information is provided on the website of the State Department for School Quality and Educational Research (www.isb.bayern.de). You will find the dates for the exams on the calendar as soon as they have been disclosed by the Ministry of Education and the Arts.</p>
P	<p>Parents</p> <p><u>Parent evenings</u> are informational events for parents and additionally serve as a communication platform between parents and teacher. General questions regarding the classroom or learning situation, the implementation of extracurricular events and the planning of the school year are being discussed. Number, weighting, and evaluation of individual grades will be disclosed to parents.</p> <p><u>Parents' council</u></p> <p>On each school, a parents' council is voted into office. The term of office is one year. The school parent council is voted into office by all parents of students attending the school. The parents' council exercises a right of proposal as well as a right of co-determination in the school and is being informed of essential matters by the principal.</p> <p><u>Parent-Teacher-Conferences</u></p> <p>The parent-teacher-conference is an important part of the cooperation between school and home. The teachers provide consultation hours which will be disclosed during the first parent-teacher conference. In general, a parent-teacher conference is being held during each semester.</p> <p>Photocopy cost</p> <p>We collect 5 cents per photocopy from all parents. The calculation of cost is done bi-annually.</p>
P	<p>Photography and Filming</p> <p>Our students will be photographed once a year by a professional photographer (portrait and class picture). The date will be announced beforehand. In order to be photographed, consent of the parents is required. Of course, parents are not obligated to purchase any photos.</p> <p>Due to data protection laws, we ask that parents do not film or photograph on school grounds. Persons appointed by the school administration will take photos during events and ensure that only students, whose parents specifically consented, will be photographed.</p>

<p>P</p>	<p>Physical Education</p> <p>Exercise and sports during daily school life are important. Please ensure that on the designated days according to the schedule, no jewelry is worn and earrings are either removed or covered with a patch or bandage, to avoid accidents. The wearing of regular glasses during physical education is prohibited.</p> <p>Time and again, students do not have a change of clothes for physical education readily available. Please understand, that we must insist, that students change their clothes for physical education for hygienic reasons.</p> <p>Students are only allowed to enter the gym wearing sturdy training shoes with light-colored soles.</p>
<p>R</p>	<p>Recess and Kiosk sales</p> <p>Our school has specific recess rules which will be discussed with the students at the beginning of each school year.</p> <p>Report cards</p> <p>Report cards are evidence of school attendance and performance of a student. The interim and end of the year report cards provide you with information regarding the social, learning and working behavior of your child in the individual subjects and are developed by the classroom teacher as well as the subject teachers. Beginning with the end of year report card in 2nd grade, the report card contains number grades. Instead of an interim report, the students of 4th grade will receive an intermediate information regarding their proficiency level and transfer grades in January. Parents are required to sign the report cards and return them to school. After checking the signature, the original report card remains with the family of the student. The school retains a copy. Since school year 2017/2018, we have substituted the interim report of grades 1 to 3 with an academic development conference.</p>
<p>S</p>	<p>Sick call</p> <p>Parents must inform the school immediately if their child is not able to attend class. Please call the school prior to beginning of classes or send a note with another student.</p> <p>Supervisory responsibilities</p> <p>Supervisory responsibilities begin 15 minutes prior to the start of classes. At this time, all students must be in their respective classroom. Each teacher has recess supervision at least one time per week. All students must follow the instructions of the supervising teacher.</p>
<p>SCH</p>	<p>School fruit program</p> <p>Again, this year, the students will participate in the school fruit program. The fruit and vegetables will be supplied by the Kommunmarkt.</p>
<p>T</p>	<p>Telephone chain</p> <p>It is of great importance to us, to be able to reach you in case of emergency. For this reason, each class in our school has a telephone chain which will be discussed and created with parents at the first parent evening of the year and subsequently handed out to all parents. Please inform us of any changes immediately.</p> <p>Testing</p> <p>Written proof of performance are obtained by tests. Type, number, extent, difficulty or weighting dare in accordance with the pedagogical requirements of each specific grade level and individual subjects. Since school year 2009/2010, all tests in 4th grade will be announced beforehand.</p>

<p>T</p>	<p>Transfer to a secondary school</p> <p>During 3rd grade, the school will host an informational event for parents regarding the school career and options for their children. During 4th grade, an informational event will take place in November or December. The transfer report card for students of 4th grade will be handed out on the first school day in May. It includes the following:</p> <ul style="list-style-type: none"> • yearly grade in all subjects • the total average grade combined from the subjects German, Mathematics, Science and Social Studies • an assessment of the student’s social behavior, learning behavior and working behavior • a combined evaluation in which the current suitability for secondary education is identified <p>The school issues a recommendation of which type of school would be appropriate for the students’ current phase of life. Doing so, the school determines the total average grade from the subjects German, Math, Social Studies and Science of 4th grade. In order to transfer to the Realschule, an average grade of at least 2,66 is required. In order to transfer to the Gymnasium, a total average grade of at least 2,33 is required. The learning ability and performance capacity a student has demonstrated throughout the school year is therefore significant for transfer eligibility. Additionally, a successfully completed trial lesson at the receiving school may also determine eligibility.</p>
<p>V</p>	<p>Valuables</p> <p>Valuables should not be brought to school. This way you may spare your child any sorrow. At no point should valuables be left unattended. Should any item get lost, please inquire at the main office about whether the item has been found and turned in. The school shall not be held responsible.</p> <p>VERA (Comparative studies in elementary school) in 3rd grade</p> <p>In May 2008, a survey of academic stage was conducted throughout all German states. The survey included the subjects German and Math for 3rd grade. The management of the project lies with the state of Rhineland Palatinate and Bavaria and the scientific project management lies with the University of Koblenz-Landau. Since, the comparative studies are being performed by all 3rd grade students. Parents will receive written information of the achieved ability level of their child from school after execution and external evaluation of the results. Detailed information regarding the comparative studies may be found on the homepage of the State Department for School Quality and Educational Research (www.isb.bayern.de). You will find the dates for VERA testing in the calendar once they have been disclosed by the Ministry of Education and the Arts.</p>
<p>W</p>	<p>Waste prevention</p> <p>Please help us with waste prevention! Appropriate lunch boxes and reusable water bottles reduce disposable packaging.</p> <p>Weather-related school cancellation</p> <p>Adverse weather conditions, in particular wintry road conditions, may require a short notice cancellation of classes in one or more regions on a case-to-case basis. The decision regarding school cancellations in public schools caused by regionally limited adverse weather conditions lies with so called local coordination groups which are basically assembled by the educational director as representative of the Education Authority of the State for primary and special needs schools and a principal as one representative for each other type of school.</p> <p>To ensure that the decision regarding school cancellation is relayed to the public as quickly as possible, radio stations will be informed through the central database of the Ministry for Education and Cultural affairs, Sciences and the Arts.</p> <p>Additionally, the school administration will be informed and relays that information to all teachers. For students who do not receive the message of a school cancellation in time and thus will be present in the school, supervision and proper engagement must be guaranteed.</p>

Respectfully,
Teresa Brey, Principal