

Boarding School Rules of Berlin

1. Position and duties of the boarding school

The boarding school is part of the Berlin State Ballet and Artistic School.

The boarding school provides accommodation and educational care.

Living in the boarding school ensures that the student has an optimal connection between school education and athletic/artistic development - in line with §1 school law Berlin - and support and living.

2. Enrolment into the boarding school

After being accepted at the Berlin State Ballet and Artistic School, students have the possibility to live in the boarding school. Students or parents, if the student is under the age of 18, need to apply in a written form for the enrolment into the boarding school. The eligibility for a placement in the boarding school will be decided by the principal of the school in consultation with the head of the boarding school. The conclusion of the boarding school contracts includes the acknowledgment of the rules and regulations of the boarding school.

The enrolment into the boarding school excludes tenancy.

3. Boarding school constitution

3.1 School management, head of boarding school

The management of the boarding school is subject to the school board. The school board delegates the management of the boarding school to the head of the boarding school, who operates the boarding school under the guidelines of the state school law.

The boarding school applies the domiciliary right on behalf of the Berlin State Ballet and Artistic School. The head of the boarding school is within the framework of its assigned administrative tasks, authorized over the carers and other staff members of the boarding school. The pedagogical functions of the head of the boarding school are to further improve the care and educational work within the boarding school and to promote a close cooperation between parents and the school. The school board enacts, in accordance with the head of the boarding school, house regulations. Separately from the established guidelines in this house regulation, the following rules are considered as higher legislation

- Youth protection legislation
- fire protection legislation
- Berlin School law

3.2 Functions of the carer

Students who are living in the boarding school are assigned to a carer. In case of an under-aged student, the parents transfer personal custody in accordance with the boarding school

contract, to the carer in regards to boarding school matter. The carer is known to the parents and performs in their behalf the custody of the child and stays in touch with the parents. The carer has the supervision over the entrusted under-aged child.

3.3 Legal guardian

The legal guardians of the students transfer, in accordance with the boarding school contract, the child custody to the carers of the boarding school. The legal guardians have the right to be involved in matters concerning the boarding school and within this framework can make use of their parental education right. In case of a change concerning the boarding school, parents need to be informed immediately. Furthermore, they can obtain information upon request at any time.

3.4 Collaboration between school, boarding school and parents

The school board, the head of the boarding school, carers, teachers and parents of under-aged students work together on matters concerning education and care taking.

3.5 Rights and duties of the students living in the boarding school

With the enrolment into the boarding school, the student obtains the right to live in his/her assigned room. The students have the right to participate in the fulfillment of educational and supportive work within the framework of the boarding school (analog 3.paragraph of the school law constitution). The students are expected to treat other students and staff members within the boarding school with respect. The boarding school and its facilities are expected to be left clean and to be used according to its purpose. Particular attention is paid to hygiene and cleanliness.

3.6 Representatives of the boarding school

The students choose a class representative and a substitute out of their own grade. All the class representatives together make up the representatives of the boarding school, who take part in the organization concerning living on campus. They acknowledge and act in the interest of the students of the boarding school. Their decisions are treated as recommendations. The members of the boarding school representatives choose for the duration of one year one representative for the boarding school and one substitute. He or she presents the interests of the students in front of the heads of the school and boarding school. He or she is the president of the representatives of the boarding school. The council of the representatives of the boarding school is summoned by the president of the boarding school at least once a month or if requested by the school or boarding school heads.

4 Regulations of the boarding school

4.1 Registration and de-registration of residence

Students who are moving in/ out are being registered /de-registered at the municipality within one week by their assigned carer. After moving out, the certificate of registration will be handed to the student or their legal guardians.

4.2 Illness

In case of illness or accidents, the carer in charge needs to be informed immediately. The care taking of severe or long lasting diseases usually takes place at the parental home. If the student is not able to return to the boarding school due to illness, the school and also the carer in charge need to be informed. If the sick student is under-aged, the assigned carer informs in written form, according to §28 section 3 Berlin school law, the school.

4.3 Arrival

In case of a non or delayed arrival of the student, the boarding school needs to be informed as soon as possible.

4.4 Boarding school rooms

It is not allowed to access the room of the students without their permission. The entry of the room can generally not be prohibited for the assigned carer, since he or she has the obligatory supervision of the students and is responsible for making sure that the rules and regulations of the boarding school are followed by the student. Inspections for evaluating the general conditions of furniture, facilities and installations by the assigned carer, the head of the boarding school and the janitor are permitted. In case of suspected or acute problems, which endanger the health or safety of the student, the room can be accessed in absence of the student and entry cannot be prohibited if the student is present (e.g. assumption of alcohol abuse or drug consumption).

4.5 Educational- and disciplinary measures

Living in the boarding school is based on the promotion of school, sports / artistic development and cohabitation in boarding school, taking into account the privacy rights of each boarding-school resident.

In the event of violations against the boarding school regulations or disturbances affecting the boarding school live, measures are taken against the boarding school resident.

Education measures take precedence over regulatory measures (analogous to AV "educational and orderly measures" No. 2 (2)).

Violations of the boarding school contract, the boarding school regulations or the the house rules can be punished accordingly.

1. Admonition from the carer, head of the boarding school or the school management
2. Written reprimand by the school management in accordance with the head of the boarding school and the carers
3. Threat of expulsion from school by the school management in accordance with the head of the boarding school and the carers. The person concerned and the boarding school spokesman must be heard.
4. Expulsion from school by the school management in accordance with the head of the boarding school and the carers

The regulatory measures must be justified and need to be communicated in written form to the resident of the boarding school and the parents.

4.6 Liability

The liability carrier is the state of Berlin.

The liability of the boarding school, the school management, the persons they have appointed to carry out tasks, the residents of the boarding school and their parents is based on the general legal provisions.

For the loss of money and the loss or damage of all types of items, in particular valuables and vehicles, the boarding school shall not be liable.

5 Data Collection

5.1 Boarding school record

The boarding school as part of the school collects personal data of students and legal guardians (§ 5a (1) SchulVerfG), as far as is necessary for the educational purpose. A boarding school record is created for each boarding school resident, which contains the following information:

- surname, name, date of birth, nationality, address, telephone number, health insurance data
- dates/ time of availability of the parents
- Documents on extracurricular activities resulting from the profile of the training (e.g. notes on consultation with sports clubs, etc.)
- Proof of certain measures in the event of diseases, special events and events, regulatory measures
- correspondence or proof of contacts between parents and boarding school
- contracts with guardians; if necessary storing of data in the administration
- separate declarations and proof of signatures (including fire safety rules, boarding school rules, house rules)

The boarding school record is managed by the carer and is checked by the head of the boarding school on behalf of the school management and is stored at the boarding school.

The educational documents and information can be viewed by the legal guardians. In the case of a change between boarding schools, same procedures as for the student record need to be done.

5.2 Inspection rights, data transfer

The boarding school residents and their guardians have the right to inspect the boarding school documents according to §16 of the Berlin Data Protection Act and Section 5a (4) of the School Act for Berlin. The inspection is permitted in accordance with § 9 of the school DatVO.

The boarding school regulations must be announced and handed over to boarding school residents and parents upon admission.

The handing over and acknowledgement of the boarding school regulation must be confirmed in written form.