



## House rules

### **Preamble**

School is a place where many people come together. Everyone should be able to feel comfortable here. This can only succeed if we all treat each other with respect, are polite to each other and show consideration for each other. Our house rules, as a supplement to the school regulations, create a binding framework for this.

However, not all aspects of school life can be covered by rules. In case of doubt, dialogue between the school partners (students, teachers and parents) leads to clarification.

### **Lessons**

Teachers and pupils are equally responsible for ensuring that lessons start on time.

If there is no teacher in the class five minutes after the bell, the class representatives report this to the conference room.

Eating and chewing gum are distracting, so both are only allowed during breaks. Drinking from a water bottle if thirsty, is also permitted during lessons. Shopping at the buffet is prohibited during lessons.

### **Staying in the school building / on the school grounds**

Pupils have different needs. Therefore, there are designated rest, recreation and exercise areas for the Lower and Upper School (= "Unter- und Oberstufe"). The rules posted there apply.

In principle, the courtyard may be used during all breaks. However, it is closed during bad weather to keep the school clean.

The classroom serves as a retreat and recreation area where everyone shows consideration for each other. A change to another room only takes place when the bell rings.

Before the end of lessons, the school building may only be left with a valid pass (= "Passierschein"). However, students in the Upper School (= "Oberstufe") have the option of spending free periods outside the school grounds after 11:45 am.

### **Cloakroom / Lockers**

A clean school is important to us. Therefore, the school may only be entered via the central cloakroom. A notice on the entrance door indicates when slippers (these must be clearly recognisable as such) are to be worn or whether street shoes are permitted. The cloakroom can only be used during opening hours.

In order not to endanger anyone, means of transport of any kind must be stored in the bicycle storage area or in the locker.

### **Order / Cleanliness**

The pupils keep all the areas they use clean together. In the classroom, the windows are closed after the last lesson, the chairs are on the tables, the blackboard is wiped clean, nothing is lying on the floor. Only then can the school caretakers carry out the cleaning.

Beverage cans are forbidden, PET bottles should be avoided if possible. Waste separation is a given: each class agrees with the form teacher (= "Klassenvorstand") who empties the collection bins.

### **Electronic devices**

Electronic devices are often distracting. For this reason, there is a general ban on the use of electronic devices during the compulsory school hours from 7:45 am to 3:30 pm. However, urgent communication is allowed during breaks after the 3rd and 6th period.

Students in the Upper School (= "Oberstufe") are allowed to use electronic devices during breaks as long as the resting needs of others are taken into consideration. In accordance with legal regulations, picture, sound and video recordings are only permitted with the express consent of all concerned.

Electronic devices may only be used during lessons with the express permission of the teacher.

### **Safety and liability**

School must be a safe place for everyone, therefore dangerous objects may not be brought in. For safety reasons, only the skylights are tilted during break time. Only the teacher opens the large windows.

Running with regard for others is only allowed in the designated movement zones so that the risk of injury is kept to a minimum.

If school property or the property of others is damaged, the perpetrators or their legal guardians must pay for the damage.

The school cannot accept liability for items or cash brought into the school.

### **Digital learning applies to classes with digital equipment.**

We take care of our own laptops and use them responsibly. Of course, we also treat our classmates' laptops with the utmost care. We do not use the laptop at school for private use (messenger apps, surfing, playing games, ...). The school cannot accept any liability for the laptops.

We take the fully charged laptop to school every day and with sufficient free storage space. During breaks, the laptop remains closed unless it is needed to prepare for lessons. At the beginning of the lesson, we place the closed laptop on our workstation, like all other teaching materials. Exceptions: The subjects Movement and Sports, Handicrafts, KLK or if a teacher has announced that we do not need the laptop. We open the laptop only after the teacher has asked us to do so. At the end of the lesson, we close the laptop.

To avoid damaging the laptops, we make sure that there are no open bottles or cups at the workstation. For safety reasons, the laptop can be placed in the laptop box during breaks. This is locked by authorised persons. At the end of the school day, we take the laptop home.

## **School Regulations**

**The house rules serve to supplement the school rules in force at all schools in Austria.**

### **Excerpt on the duties of the pupils**

§ (1) Pupils are obliged to contribute to the fulfilment of the task of the Austrian school (§ 2 of the School Organisation Act) by their cooperation and their integration into the community of the class and the school and to promote the teaching work (§ 17). They shall regularly and

punctually attend classes (and the day care part at all-day school forms for which they are registered), bring the necessary teaching materials and observe the school rules and regulations.

(2) The pupil is obliged, on the instructions of the headmaster, a head of a department, a head of a subject or a teacher, at higher boarding schools also an educator, to remove any damage or soiling of the school property and school facilities caused intentionally by him/her, provided this is reasonable.

For more information, please visit:

<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=10009376>