

## **BG Zaunergasse Code of Conduct**

In order to maintain collaborative and orderly school operations, consideration for and compliance with certain rules and regulations are necessary.

The present code of conduct sets out guidelines for students during their stay on school grounds.

Furthermore, special posted regulations shall apply to specially designated areas, as well as the library.

In principle, respectful interaction with one another is mandatory for everyone.

School buildings and facilities are only to be respectively used for their designated purposes. Any damage that is noticed must be reported to the secretariat. In the event of wilful damage, compensation must be paid.

Likewise, all legal provisions shall apply, in particular:

- the School Education Act [SchUG]  
<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=10009600>
- the Federal Ministry decree relating to school regulations  
<https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=10009376>

### **Class periods, staying within the school building and on school grounds**

Lessons start at 7:50 a.m.; teacher supervision begins 15 minutes before class periods start, i.e., at 7:35 a.m.

In the communal areas of the school, students shall behave in such a way that others (including lessons in neighbouring classes) are not disturbed.

**Junior-level students** are not permitted to leave school grounds until the end of the morning class periods. Between morning and afternoon class periods (during the lunch break), they shall only be permitted to remain in the school (in the school assembly area or in specially designated areas) if they are registered for mid-day supervision. In this case, they are only allowed to leave the school grounds after giving the supervising teacher prior notice of departure.

**Junior-level students** shall spend class-free periods in the morning within the school assembly area or in the library (subject to availability).

**Senior-level students** usually spend free periods and lunch periods in their class, in the school assembly area, or, if available, in the library. They are only permitted to leave the school grounds during free periods; breaks during the morning must be spent on school grounds.

### **Punctuality**

According to Section 43 of the Austrian Education Act [SchUG], punctuality is one of the obligations **students** must fulfil. They shall be in the designated classrooms at the beginning of lesson periods. If there is no teacher in the class 10 minutes after the class period starts, this shall be reported to the secretariat or administration (as a general rule, by the class representative).

## Early dismissal from classes

If **students** have to be prematurely dismissed to go home, notice of departure must be provided to the secretariat and/or the school doctor.

For **junior-level students**, the school requires verifiable consent from the student's parents or legal guardians (telephone call or pick-up).

**Senior-level students** are required to hand the appropriate consent form to the teacher of the respective lesson in order to be dismissed early.

## School behaviour

Breaks are used for recreation and exercise. During this time, your own safety and that of others must be taken into account (no running in the halls, no playing ball, no roughhousing, water pistols etc.).

In event of good weather, the fun court and the schoolyard can be used.

## Slipper obligation

For safety reasons, shoes with a non-slip sole must be worn all year round.

Between 1 October and 30 April, a general slipper obligation shall apply. Socks are prohibited as slipper substitutes.

In the interests of personal health and general hygiene, it is strongly recommended to wear healthy slippers throughout the year.

## Cleanliness and class monitors

In each class, paper, PET bottles and residual waste shall be collected in separate containers.

All **students** must ensure that classrooms, the entire school building and school grounds are kept clean.

In particular, **class monitors**, who are determined in consultation with the form teacher, shall be responsible for keeping the blackboard clean, providing chalk, ventilating and basic tidiness of the classroom, disposing of the collected waste paper and PET bottles (min. once a week) and they must ensure that soap and paper towels are available.

In order to enable cleaning to take place in a time- and cost-saving manner, chairs shall be placed on the tables at the end of the lesson. Every time you leave the class together, the windows are to be closed and the lights are to be switched off.

## Valuables and lost property

It is not recommended to take valuables to school. The school shall assume no liability for any lost or stolen items.

Found valuables shall be handed over to the secretariat and can be picked up there. Other lost property shall be collected in the lost-and-found box and can be picked up there.

## Use of electrical appliances

Use of electrical equipment must be coordinated with the school administration. This does not apply to chargers for teaching materials and plug-in power supplies.

### Electric kettle

An electric kettle may be used by **senior-level students** (in the ninth grade, only after this has been approved by the respective form teacher).

**Senior-level students** shall undertake to maintain the kettle in working order and to perform the tasks associated therewith (especially regular descaling and cleaning).

In addition, they ensure the appropriate use and safety of other fellow students. If the class in question leaves its classroom, the kettle must be unplugged, emptied and stored in such a way that it is not accessible to other classes.

In case of violation of the above tasks and duties, the class in question shall forfeit its kettle privilege and the kettle shall be permanently removed from the class.

## Stimulants, alcoholic drinks and tobacco

In the context of schools, illegal addictive substances and stimulants, alcoholic drink and tobacco as well as snus are universally prohibited.

**Junior-level students** are generally prohibited from carrying, possessing or consuming energy drinks on school grounds and within the school building. It is also not permitted for **senior-level students** to pass on such drinks to **junior-level students**.

## Bicycle parking and parking area

Bicycles and mopeds shall be parked in designated places and locked to avoid theft. The school shall assume no liability.

Bicycles, mopeds and cars of students may not be parked in the parking area and in the courtyard.

## Fire and other disasters

The alarm plan in the classroom provides information about conduct in the event of a fire alarm. In the event of an alarm signal (a long-lasting siren sound), the school building shall be left as quickly and calmly as possible via the specified escape route. School materials shall remain in the class.

All classes gather outdoors at the designated location to allow the teacher to ensure that everyone has been accounted for.

## Digital technology

The use of and fiddling with digital technology (e.g., mobile phones) is generally prohibited on all school grounds. In urgent cases, telephone calls can be made via the secretariat.

During the complete duration of stay on school grounds and within the school building, such devices shall be set to a mode in which they do not emit any noise or vibration.

In case of violation, the device shall be handed over to the secretariat. Confiscated devices can only be picked up at the end of the school day in the secretariat (or the director's office).

Exceptions to the ban on digital devices:

Exception 1: A teacher expressly permits the use.

Exception 2: Laptops and tablets may be used in the school assembly area for school purposes.

Exception 3: **Senior-level students** shall be permitted to use digital technology only in their classroom during class-free periods.

Exception 4: The **senior-level students** are permitted to use headphones on the way to their classroom before first period (before 7:50 a.m.).

Exceptions for certain groups of students (e.g., classes without a home room) can be defined separately if required.

## Appropriate use of school PCs

School PCs for students are provided in the library for class-lesson-related activities. These are to be used exclusively for class-lesson-related research and activities.