

Linz International School Auhof

Code of Conduct

Students, parents and teachers at the Europagymnasium Auhof (Linz International School Auhof) have agreed on the following rules in order to guarantee pleasant conditions for the entire school community:

How do I behave?

I treat my fellow students and teachers with respectful courtesy, which I show through my behaviour and use of language.

Cleanliness and order:

- I will be in my classroom at the beginning of each lesson.
- On my desk are only the materials I need for this lesson.
- The classroom door will be closed after the bell rings.
- My electronic devices (mobile phone, iPad, iPod, MP3-Player, etc.) will not be used during class and are turned off or muted and in my school bag.
- I leave coats, jackets and street shoes downstairs in my locker.
- I am the only one responsible for my valuables.
- I will wear house shoes (slippers) in the school building (exception: container classrooms)
- I make sure to keep my classroom and the hallways and bathrooms clean.
 - ✓ At the end of each lesson I provide a clean desk/work area on which I or other pupils can work uninterrupted.
 - ✓ Environmental protection, separation of garbage and energy conservation are important to me. Thus I make sure to close the windows and turn off the lights at the end of the school day.
 - ✓ Upon leaving the sports grounds I will take all my belongings – including bottles and cups- with me.

Safety

- I will follow teachers' instructions.
- I must not endanger myself or others by:
 - ✓ sliding on railings
 - ✓ leaning out of windows
 - ✓ sitting on window sills
 - ✓ climbing out onto the porch roofs
 - ✓ throwing objects out of windows or doors
 - ✓ running, playing tag or ball in the school building
 - ✓ manipulating fire extinguishers, fire alarms, safety locks or any other safety equipment.
- Smoking is strictly prohibited on the school grounds.
- Due to fire safety guidelines electrical appliances cannot be allowed at school.
- I will not ride my bike, scooter, etc. on the school grounds.

Damages - Vandalism - Theft

- I will not intentionally damage school and fellow pupils' property.
- If any damage happens, I will immediately inform teachers or the secretaries.
- I will not scribble on desks, chairs or walls.

Academic Achievements of international students and Academy-Students (grade 11&12)

- In order to successfully complete the school year, Academy students will have to attend at least 75% of the lessons in each subject. Not meeting the 75% will lead to deregistering the student from school and the IB-examinations. Absences due to illness will be accepted when proved by a doctor's note (family doctor / school doctor). Should a student need to leave the school premises during the day due to illness, he or she needs to provide the homeroom teacher with a note of confirmation from the school doctor or from administration (ground floor).
- International students (grade 5-11) have to achieve positive results in all subjects. Academy students (grade 11 and 12) choose at least 6 IB Subjects, TOK and need to attend Sports, German as a foreign language, a second foreign language, Austrian culture and society (*Landeskunde*) and social studies/study hours. In case of a negative mark in one or two subjects, students have the opportunity to take make-up examinations (*Wiederholungsprüfungen*) at the beginning of the first school week in September of the following school year.
- The class teacher conference at the end of the school year decides whether the student is allowed to advance to the next higher class (grade 5-11) if the annual school report shows one negative mark ('Nicht genügend'). If the class conference does not allow the student to advance to the next class with one negative mark, the student has to sit an exam (*Wiederholungsprüfung*) in the failed subject (see above).
- In case of more than two negative marks in grade 5-11, the class has to be repeated, i.e. the student is not allowed to advance to the next higher class. Academy students cannot repeat grade 12.
- Academy students of grade 12 will receive a school report in German and a transcript (English version of the school report) with marks, a general conduct mark (*Betragensnote*) and a report of their academic performance and absences. Students of the 8N class are allowed to sit the IB exams.
- In case 8N students show bad conduct, conduct marks are given for serious offences. Conduct marks may be given when students deliberately break school rules. In case students will have more negative marks on the school report, they are not entitled to receive reference letters or they will receive reference letters that reflect their performance. Students are not entitled to any help concerning their application for university e.g. how to write a motivation letter, university advice, etc.
- Based on a 8N class conference in February, students will receive their "predicted grades" for the IB and feedback on their performance.

Administration

I acknowledge the following:

- If a teacher is more than 10 minutes late, the class representative notifies the secretaries' office.
- The substitution plan is a compulsory change of the schedule. I will inform myself in time about possible changes and notify my parents, especially about a later start or an earlier end of classes.
- Leaving school early is only allowed in urgent cases like illness or a doctor's visit. Due to legal reasons, you must notify your teacher before you leave.
- Students of compulsory school attendance age (under the age of 16) who do not have a written signed excuse from their parents have to report to the secretaries' office where they have to be picked up by a parent or another adult.
- Students of year 7 (Austrian grade 3) are allowed to spend free lessons or their lunch break in school without supervision (see Aufsichtserlass, §2 Abs.1).
- Students of year 5-8 (Austrian grades 1-4) are not allowed to leave the school grounds during a school day, neither during free lessons nor during breaks (exception: lunch break!)

If I violate this code of conduct, the following disciplinary measures apply:

1. Items (e.g. mobile phones, boots, outdoor shoes,...) which were taken away by teachers and taken to the secretaries' office for the first time can be claimed 15 minutes after the end of classes. Your name will be registered and items confiscated again can only be claimed by a parent/guardian.
2. The janitor and the cleaning personnel will randomly collect items not properly stored in your box and deposit them in a bag. After one week, the bag will be labelled with the class's name and date of confiscation and moved to the school basement. At the end of the semester/school year lost items can be reclaimed.
3. Unexcused tardiness and missing lessons without excuse are considered unexcused absences and will have disciplinary consequences (e.g. conduct mark, compensation time and possibly even having to report to the headmaster's office at 7:30 a.m.). Non-regular students have to attend at least 75% of the lessons in of each subject.

I have carefully read this code of conduct and will follow it. I acknowledge this with my signature.

Pupil's name

Pupil's signature

Parent's/guardian's signature