



ESTABLISHED by Directive No. 177 of the Head of School of 15. October 2020

INTERNAL RULES

Daily schedule

1. The school building is open from 7:30 AM until 17:30 PM.
2. Students are generally allowed to enter the school building up to 30 minutes before the beginning of their first class.
3. Lessons start at 8:30 AM. The Duration of a class is 45 minutes, recess for 10 minutes.
4. Lunch breaks are 20 minutes long.
5. In case there are two consecutive classes of the same subject, teachers may hold a 90-minute class, if the students agree with this. In this case either the proceeding or the following recess is 10 minutes longer.
6. Other changes in the daily schedule must be authorised by the school management team.
7. Directed e-learning days may be conducted by the school in accordance with the annual work plan and by the decision of the school management team.
8. Extracurricular events taking place in the school building end by 10 PM.
9. All members of the school (teachers, students and staff members) are obliged to follow generally acknowledged standards of behaviour in school and outside.
10. All members of the school greet each other.
11. All members of the school condemn both mental as well as physical violence and support those in need of help.
12. All members of the school check their Studium account for tasks and messages at least once a day. It is strictly prohibited to use the Studium account of another person.
13. All members of the school follow The Academic Honesty Policy of MHG.
14. The teachers room is a place of work and recreation.
15. A student shall leave their outerwear in the cloakroom.
16. All members of the school shall wear indoor shoes.
17. All members of the school shall keep their surroundings neat and tidy.
18. All students shall be granted permission to use school rooms and study supplies for personal use or extracurricular activities by agreement with a member of the management team.
19. A student may invite guests to school only by a previous agreement with a member of school staff.
20. Teachers answer messages and calls made by parents or students during their working hours, if not agreed otherwise.
21. Recording classes with audio and video devices is only allowed by prior agreement with the teacher or a member of the management team.
22. All subject curricula, year plans and unit plans prepared by the teachers of MHG are the property of the school and distribution and dissemination is nor permitted without the consent of the school.
23. All study materials created by the teachers (instructions, teaching notes, presentations, assessment tasks, etc.) are protected by copyright and copying and dissemination of these is prohibited without prior consent of the teacher.



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24. Students are not allowed to publish derogatory or insulting texts, photos, video or audio files on the internet or their electronic devices. Students are not allowed to use other identities to publish their own intellectual creation. Students are not allowed to take photos, record audio or video without the consent of those involved.

25. When a student leaves school (upon exclusion or graduation) they shall receive exclusion documents only after they have received formal confirmation by the library, the head of finances and the leader of the school choir that they hold no responsibilities before the school.

During class

26. All students shall attend all school events (festive gatherings, lectures, etc.) that take place during the school day.

27. Students shall not be late to class.

28. A student may leave the classroom only when the teacher allows them to.

29. Students shall inform the management team of the school when the class has not started after ten minutes have passed from its scheduled beginning.

30. All students are obliged to take their study supplies with them for each lesson.

31. All students shall behave respectfully towards their teacher and co-students and value the study process.

32. Students are not allowed to use unnecessary items during lessons. and placed in their school bags.

33. All students who are not allowed to participate in physical activities due to medical or other reasons must attend the lesson according to the orders of the P E teacher.

34. All students in grades 1.-4. have a student diary. These are regularly filled.

During recess and after class

35. During recess students leave the classroom if the teacher does not permit them to stay in the classroom. At the end of the class students and teachers make sure their workplace is clean and tidy.

36. Students must make sure that their personal belongings (e.g. school bag) do not block the movement of other members of the school. It is not permitted to sit on floors, stairs, window sills.

37. Students who stay in the school building after the end of their classes, are not allowed to disrupt ongoing lessons.

38. The sport field of the school is to be used for intended purposes only. It is not permitted to use the football field as a walking path.

Library

39. The school library is a place where other users are respected. It is a place of study and quiet. All electronic devices are to be switched into silent mode.



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40. The school library is open from 8.00 PM –4.30 AM. 41. It is not allowed to eat or drink in the library.
42. After using the books or other library materials they must be placed back in their original place.
43. All students have a right to ask the librarian's permit to use the printer and the laptops in the library.
44. All members of the school may register as readers of the school library.
45. The due dates for the issue and return of the books and other library materials are assigned by the school librarian.
46. After the due date has passed the books have to be returned or the date extended with the school librarian.
47. All members of the school shall be responsible for preserving and returning the textbooks, workbooks, books, and other materials borrowed from the school library.
48. The teachers or employees whose employment relationship with the school has ended and the students excluded from the list of students shall return the materials borrowed from the library before leaving.

Canteen

49. Students have lunch during lunch breaks specified in the daily schedule.
50. All students must register for lunch with their student card.

Field trips and excursions

51. School rules are applicable during field trips and excursions organised by school staff.
52. Field trips or excursions are supervised by the subject teacher, homeroom teacher or other member of school staff. Parents may also attend field trips and excursions but they shall not replace the member of school staff.
53. Field trips and excursions taking place outside Tartu must be supervised by at least two members of the school staff.
54. Every class has the right to use up to three school days for organising class events.
55. Field trips and excursions shall not be planned for dates and times coinciding with other school events.
56. Upper secondary classes shall not have field trips and excursions during the last week of each study period.
57. Field trips, excursions and class events are scheduled in the Stuudium calendar at least five days in advance.
58. The organiser of a field trip or excursion taking place outside Estonia shall file an official application to the Head of the School at least five days in advance.
59. Graduating classes shall not go on field trips or excursions during the second half of the school year.



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Use of smart devices

60. The use of mobile phones, laptops and other consumer electronics is permitted only for the purpose of studies and is supervised by the teachers.
61. Where necessary, teachers have the right to take custody of a connected device of a student and keep it in their custody until the end of a lesson.
62. All members of the school may only use smart devices during school events (lectures, etc) and meetings if the organiser has allowed them to.
63. Students in years 1.–4. shall not use smart devices during breaks.

Using school ICT-devices

64. Students shall use school ICT devices in a prudent way and shall not download and/or save files and software not needed for study purposes. Students use their personal accounts to log in to school computers. When a student has finished work, they delete unnecessary material from the computer and log out of their account.
65. Students shall not cause any disturbance in the everyday use of school ICT devices, school security devices nor are students allowed to change the original settings of school devices .
66. Students shall use school ICT devices for study purposes only.
 - (1) It is not permitted to play computer games on school computers, unless the teacher decides otherwise.
 - (2) It is not permitted to use social media applications (e.g. Facebook, Twitter, Instagram, etc.) on school computers, unless it is related to schoolwork or the teacher decides otherwise.
67. The key to the computer classrooms is in the school office. Only a member of school staff is allowed to hold the key.
68. It is not permitted to eat or drink while using computers or laptops.
69. After school (incl during recess) students may stay in the computer classroom only when the teacher allows them to
70. The keys of the laptop charging cabinets are located in the school office. Laptops are to be used only by prior registration in respective schedules.
71. After use laptops must be placed in their respective charging cabinet. The cabinet must be locked at all times. The member of school staff that has used the laptops is responsible for their prudent use.

Absences

72. In case of the absence of a student (illness, exceptional circumstances), the parent shall inform the school on the first day of the absence via Stuudium or other agreed means of communication.
73. Being absent from classes does not exempt the student from acquiring the study materials or from timely performance of the study assignments given during the classes missed by the student.



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74. During lessons students may leave the school only by previously notifying their homeroom teacher and/or the school nurse, subject teacher, support staff or the management team. Absences are marked in Stuudium by subject teachers on the same day by 5 PM.

75. The summary of absences can be accessed by the parents via Stuudium at the end of semester or study period.

76. The summary of being late to class is made via Stuudium at the end of semester or study period. If a student is late to class for more than 10 minutes, it is accounted for as an absence without excuse.

77. Valid reasons for being absent are:

- (1) illness, medical appointment;
- (2) self-isolation or distance learning;
- (3) appointment with the school support specialist;
- (4) exceptional circumstances;
- (5) representing Miina Härma Gümnaasium or some other organisation (competitions, olympiads, sporting events, etc).

78. Students are entitled for a day off regular studies in order to prepare for international olympiads and regional and national student competitions.

79. If a student is absent from classes without a reason the respective home room teacher contacts their parents to decide upon further course of action and the necessity to apply other penalties and measures. If necessary the homeroom teacher includes school support staff in the decision making process.

Security

80. All students of MHG, should they have any problems, questions or propositions, have the opportunity to turn to their home room teacher, school psychologist, social pedagogue, student council or the school management team.

81. All incidents influencing the mental or physical security of students or school staff must be reported immediately to a subject teacher, home room teacher, support staff, school nurse or the school management team who shall act according to the emergency plan of the school.

82. Bearing the health- and safety precautions in mind, the management team of the school has the right to initiate partial or full directed e-learning. When making the decision specialists of respective field shall be consulted (Health board, Rescue board, etc.) and the local administration shall be informed

83. In case of a problem the first contact for the student is the homeroom teacher or the subject teacher and/or the support staff.

84. In case of misconduct by a student, a member of school staff has a right to demand an oral or written explanation.

85. If the school support staff find that pedagogical deterrents are not sufficient to teach the person involved in an incident, they shall contact child care specialists or the police. Before this the student and their legal guardian shall be notified of their misconduct and rights.



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86. In case there is a suspicion of possible abuse of a student outside the school the homeroom teacher shall first contact the school support staff and thereafter the child protection services.

87. Students of MHG shall abstain from the use of tobacco products (including chewing tobacco, e-cigarettes), narcotic substances, energy drinks or alcoholic beverages at school and in the school territory and during school related events. In case of such misconduct the student concerned must be reported to the school head or substitute who will enforce the measures described in the Alcohol Act, Tobacco Act and/or Act of Narcotic Drugs and Psychotropic Substances.

88. Students of MHG are not permitted to enter the school territory or attend school related events with the following objects enlisted in the Basic Schools and Upper Secondary Schools Act §44, section 1:

- 1) a weapon as stated in the Weapons Act;
- 2) explosives, a pyrotechnic substance or product as stated in the the Act on explosives and other provisions;
- 3) any substance that can cause poisoning;
- 4) any substance the possession of which is illegal due to the age of the student;
- 5) any other object or substance that can cause harm to the student or other member of the school or damage the surrounding objects or environment.

89. If the behaviour of a child can be possibly harmful to the child's life or the health and safety of others and this cannot be avoided by talking, persuasion or oral calming, a member of school staff may according to the Children's Protection Act (§ 24, section 3) use physical force in a way that does not cause physical, mental or emotional consequences to the child and does not infringe the rights and liberties of the child. It is not allowed to use physical force to punish a child. (Children's Protection Act §24, section 4).

90. Surveillance equipment shall be used within the meaning and in accordance with the procedure specified in the Security Act, taking into account the requirements provided for in the Personal Data Protection Act.

91. The school uses surveillance equipment which records images and/or sounds to detect a threat and eliminate a danger or eliminate a disturbance. The Head of School, members of the management team and school support staff are the persons with the right of access who shall have access to the recordings at the school. If the situation requires, teachers may be included.

The imposition of sanctions in case of misconduct

Homeroom and subject teacher

92. An oral notice;
93. A written notice in Stuudium;
94. A conversation with the student;
95. A conversation with the parent;
96. Removal from class due to a series of misconduct;
(1) When a student is removed from class, they shall go work in the school library.



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(2) The student shall state the librarian their name, class and start working individually.

(3) At the end of the class the student will return to the subject teacher and present their individual work.

(4) The subject teacher shall not mark the student as absent but will add a comment as to why the student was removed from class.

97. The behavioural mark may be lowered only by the decision of the homeroom teacher or the majority of subject teachers.

98. Taking smart devices into school custody

(1) When a student in year 1.–4. uses a smart device during recess, the teacher may take it into their custody until the end of the school day or take it to the student's homeroom teacher.

(2) If a student in year 1.–12. klassi uses a smart device during class or a school event that takes place during regular class time without the prior consent of a subject teacher, the teacher has a right to take it into their custody until the end of the school day or take it to the student's homeroom teacher or a member of the school management team for safekeeping.

The Management Team

99. A conversation with the student and the management team.

100. A conversation with the student and parent and a committee that includes a member of the management team, social pedagogue/school psychologist, homeroom teacher and subject teachers if necessary.

(1) The conversation shall be recorded in Stuumium and if necessary an appropriate sanction will be enforced.

101. An oral warning shall be used as a sanction for single and lighter acts of misconduct, if other impositions have not been effective. The oral warning shall be recorded in Stuumium.

102. A written reprimand issued by the head of the school shall be used when:

(1) A student has received a warning for the same act of misconduct previously;

(2) A student has received more than two warnings for multiple acts of misconduct;

(3) A student has severely violated the internal rules of the school.

(4) The written reprimand shall be marked on the report card of the student..

103. A temporary ban to take part in extracurricular events organised by the school, such as events or excursions.

104. Temporary ban to take part in the study process which does not exempt the student from acquiring the study materials or from timely performance of the study assignments given during the classes missed by the student.

105. Taking custody of a smart device to the end of the school day.

(1) A teacher shall bring the device used by the student without the teachers consent to the school office for safekeeping.

(2) A member of the school management team shall return the device to the student at the end of the school day.



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(3) The member of the school management team shall notify the parent of the student of the misconduct.

(4) If a smart device has been taken into custody from the student on several occasions, then it shall be returned to the parent.

106. In case a student has ruined or spoilt materials or the property of the school (walls, doors, windows, plants, etc), the damage caused by a student shall be compensated by the parents.

107. In the case of violating the school rules in a serious manner (being under the influence of narcotic drugs, alcohol or other substances, providing alcohol, narcotic drugs or substances to other students, violent behaviour towards other students or school staff, or failing to pursue the § 44 of the Basic Schools and Upper Secondary Schools Act in the school building or during school events) the Miina Härma Gümnaasium Teacher's Council may decide to expel the student.

Expulsion shall be confirmed by the head of the school.

108. If measures enforced by the school are not effective or the school is unable to enforce them due to lack of contact with the student or their parent, the school shall contact the respective child protection specialist.