



## **MHG House Rules**

### **Daily Agenda**

1. The front doors of the school building at Tõnissoni 3 and access to the student changing room will open at 7.30 in the morning of the school day and close at 17.30 in the evening. The access to Näituse building is open for students between 7.45 and 16.00.
2. Pupils are generally allowed to enter the school building up to half an hour before the start of their lessons.
3. Classes start at 8.30 a.m. Lessons last 45 minutes, with a break of 10 minutes.
4. The lunch break is 20 minutes.
5. In the case of paired lessons, by mutual agreement between the teacher and the pupils, a 90-minute lesson is allowed, the preceding or following break being 10 minutes longer.
6. Other changes to the timetable may be made only with the permission of the administration.
7. In accordance with the school's overall work plan or at the discretion of the management, guided e-learning days may be organised.
8. Extra-curricular activities in the school building shall normally end no later than 22.00.

### **General rules, communication and respect**

1. Members of the school family (teachers, students, school staff) respect generally accepted standards of behaviour both inside and outside school.
2. Members of the school family greet each other.
3. Members of the school family condemn mental and physical violence and support those in need.
4. A member of the school family monitors the Stuudium platform at least once a working day. Use of another person's account to log into Stuudium is not allowed.
5. A member of the School Family will abide by the MHG Academic Honesty Policy.
6. The Teachers' Room is the teacher's work and rest room.
7. Students will leave their outdoor clothing in the wardrobe.
8. A member of the school family wears a change of footwear on school premises.
9. A member of the school family keeps the school premises clean.
10. The pupil are allowed to use the school premises and facilities for extra-curricular activities with the prior agreement of a member of the school administration.
11. The pupil may invite guests to school only with the permission of a member of staff.



12. Unless otherwise agreed, teachers will respond to letters and calls from pupils and parents during working hours.
13. Taping and filming of lessons and conversations at school is only allowed with the permission of the teacher or the management.
14. MHG syllabuses, year plans and schemes of work prepared by teachers are the property of the school and may not be distributed or copied without the consent of the school.
15. Teachers' teaching materials (workbooks, lesson plans, presentations, summative papers, etc.) are protected by copyright and may not be distributed or copied without the teacher's consent.
16. The student will not publish derogatory or offensive texts, images, audio or video files on the Internet or on smart devices. Students will not use the names and identities of others to share their work. The student will not take pictures, make audio or video recordings without the consent of the parties concerned.
17. Students who leave the school will be issued with an expulsion document after confirmation from the library, the head of finances and the choir director that the student has no debts to them.

### **During lessons**

1. Students are obliged to attend lessons and school events (ceremonies, lectures, etc.).
2. The student is always on time, not late.
3. The student may leave the classroom during the lesson only with the permission of the teacher for a valid cause.
4. The pupil informs the school administration if, for any reason, the lesson has not started within 10 minutes.
5. The pupil is obliged to bring the necessary school supplies and materials for each lesson.
6. During the lesson, the student behaves in a manner that is respectful of his/her fellow students and the learning process, complies with the teacher's instructions and does not sidturb the lesson.
7. During the lesson, the student shall not use any extraneous objects. Electronic devices are on silent mode and placed in the school bag.
8. Students who are excused from physical activity will participate in PE lessons as directed by the teacher.
9. Students in grades 1 to 4 have a student diary, which they complete regularly and correctly.



### **During recess and after the lessons**

1. The student leaves the class for the recess. Students are only allowed to stay in class with the consent of the teacher of the following lesson. When leaving the classroom, the student and the teacher leave their workplace in order.
2. The student must ensure that he/she and his/her belongings (e.g. school bag) do not obstruct the movement of others. Sitting on the school floor, stairs or windowsills is not allowed.
3. Pupils staying in the school building after school hours must behave in a respectful manner and will not disturb the learning process.
4. The school sports field is for sports purposes and may not be used as a walking path.

### **Library**

1. Above all, the library is a place for learning, where people are quiet and respect each other. Mobile phones should be put on silent mode.
2. The library is open from 8.00 to 16.30 on weekdays.
3. Eating and drinking are not permitted in the library.
4. Books and periodicals used on the premises of the library must be put back in the same place.
5. Students may use the library's printer and laptops with the permission of the librarian.
6. The library is open to all members of the school family.
7. Check-out times are set by the librarian.
8. When the loan period expires, the reader is obliged to return the item or extend the loan period.
9. A member of the school family is responsible for the preservation and upkeep of textbooks, workbooks, books, etc. borrowed from the school library.
10. Students and staff leaving school must return all borrowed items to the library.

### **Canteen**

1. The student eats school lunch at the time fixed in the MHG timetable.
2. The student must register his/her school lunch at the card reader using the student card.



### **Field Trips**

1. The rules of the MHG Internal Rules must be respected on field trips, outings, excursions, etc. organised by school staff.
2. On field trips, students must be accompanied by their subject teacher or Homeroom teacher or by another member of school staff. A parent may accompany students on a field trip, but is not a substitute for a member of staff.
3. In the case of field trips and excursions outside Tartu, at least two teachers must accompany the group of pupils.
4. A class is entitled to use up to three school days during the school year for class activities.
5. Field trips and excursions are not scheduled during school events.
6. School trips and excursions do not take place in the last weeks of terms/study periods.
7. Field trips and class events will be recorded in the Studium calendar at least five days before they are due to take place.
8. In the case of a field trip or excursion abroad, the organiser of the event must submit a written request to the Head of School no later than five days before the event.
9. Excursions for final year students are not scheduled for the second semester.

### **The Use of Personal Digital Devices**

1. The student will only use smart devices in lessons with the permission of the teacher.
2. The teacher has the right to collect students' smart devices at the beginning of the lesson and keep them in his/her possession until the end of the lesson.
3. At school events (performances, guest lectures, etc.) and meetings, the use of smart devices by a member of the school family is only allowed with the permission of the organiser.
4. Pupils in grades 1 to 4 do not use smart devices during recess.

### **Using School's Digital Devices**

1. Students use the school's ICT resources responsibly, not downloading unnecessary files and software. Pupils log on to the computer with the account they have been given. On completion of work, the student deletes unnecessary material from the computer and logs off.



2. Students are not allowed to interfere with the normal operation of the school's ICT facilities, school security equipment and facilities, or to change the default settings of the equipment.
3. Students must use school ICT resources for educational purposes only.
4. No computer games must be played on school computers except with the permission of the teacher.
5. School computers are not used for social media (e.g. Facebook, Twitter, Instagram) except for school-related purposes or with the permission of the teacher.
6. The key to the computer classrooms is located in the school office. It will be issued to school staff only.
7. There is no eating or drinking in the computer classroom or when working with laptops.
8. Outside the lesson times (including break time), the computer classroom may only be used with the permission of the teacher.
9. The keys to the mobile laptop lockers are kept in the school office. Laptops may be used by school staff only in accordance with the laptop booking schedule.
10. Laptops must be placed in the correct locker at the end of the lesson, the computers charged and the locker locked. It is the responsibility of the member of staff who has used the laptops in class or borrowed them for any other reason to ensure that they are returned correctly.

## **Absences**

1. Parents must inform the Homeroom teacher of the reasons for the absence on the first day of the absence (in the Studium messages or by any other means of communication agreed).
2. Absence for any reason does not excuse the MHG student from learning the material.
3. In the middle of the school day, MHG student may leave school only with the permission of the Homeroom teacher, the medical staff, the subject teacher, the support staff or the administration. Absences will be noted by the subject teacher in the Studium no later than 17.00 on the day of the lesson.
4. Absences are summarised by semester or period.
5. Being late to classes without a reason is counted per semester or period. If a student is more than 10 minutes late for a lesson, this will be counted as an unexcused absence.
6. An excused absence is considered to be:
7. sickness or a doctor's visit;



8. absence for reasons of self-isolation or distance learning;
9. a needed visit to the Pedagogical Counsellor;
10. domestic reasons;
11. representing MHG or other institution in student competitions and olympiads;
12. With the permission of the subject teacher, the pupil has the opportunity to use one day to prepare for international olympiads and to take part in the city and final rounds of an olympiad.
13. In the case of unexcused absences, the class teacher will contact the parent to apply sanctions to prevent further unexcused absences, involving support structures where necessary.