

# Student Handbook

SEMINAR SCHLOSS  
BOGENHOFEN

## **Imprint**

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Responsible for the content: Dr. Dr. René Gehring, MA (Head of School) as Chairman of the Pedagogical Committee (PA), which compiled the content.

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In order to facilitate the flow of reading, the following is not formulated in a gender-neutral way.

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# Foreword

*Dear pupils, students and student missionaries,*

We are delighted that you are interested in going to school or studying in Bogenhofen, or in supporting us as a student missionary! Welcome to this special place!

Bogenhofen stands for vibrant life, beautiful nature, intensive learning, encounters with other cultures, languages and generations. It is a place from which many blessings have emanated throughout the world over the decades. May your time at this school be just as blessed, changing your life for the better and allowing you to experience what God has promised us: "If you seek me with all your heart, I will let you find me, says the LORD." (Jeremiah 29:13-14)

Our Adventist pedagogy is holistic and based on the goal of promoting the development of body, mind and soul in equal measure. We believe that true education not only imparts knowledge, but also positively changes character and protects the body from bad influences. As Bogenhofen employees, we want to teach, encourage, support, be friends and spiritual parents.

Bogenhofen is characterized by its family atmosphere. In this Student Handbook you will find our "family rules", so to speak. Without sensible rules, there can be no good, blessed life together. It is very important to us as the Pedagogical Committee (PA) that you familiarize yourself with the current version before your first arrival and also before each new school year. These rules are not only formally part of the registration procedure, which is confirmed with your signature, but must be affirmed and followed from the heart.

The rules set out on these pages have evolved over a long period of time and in some cases from painful experience. Should the situation require it, they can be changed, extended or supplemented by verbal instructions at short notice, which are determined by the school management, dormitory management or the pedagogical committee.

Looking forward to our time together, on behalf of the Pedagogical Committee and all Bogenhofen staff,



*Dr. Dr. René Gehring, MA  
Principal of the Bogenhofen Castle Seminary*

*Bogenhofen, September 2019*

# 1. OUR PEDAGOGY

## 1.1 Gr and principles

The Schloss Bogenhofen seminar is about educating the whole person. That is why, in addition to educating the intellect, we also attach great importance to spiritual, physical and social education. This holistic approach promotes positive character development. Our pedagogy is based on the Bible as the Word of God and on the advice of Ellen G. White as the prophetic voice of the end-time church. The following statement comes from her:

A really good teacher is not satisfied with mediocrity. He wants to achieve the best possible results with his pupils and for them. Of course, it is a great success if a teacher can help young people to acquire specialist knowledge and become good accountants, skilled craftsmen, talented artists or successful business people. But that is not enough, because people must also be taught values such as honesty, a sense of responsibility, integrity, truthfulness, integrity and a willingness to serve. Only those who learn these lessons in addition to the necessary specialist knowledge will be able to have a truly positive impact on society.

A living relationship with Christ allows these ethical principles to become a force that shapes a person's character. Whoever decides for Christ and remains with him opens up a source of wisdom that he will not find anywhere else. He acquires the power to realize the highest ideals and to acquire the best education there is in this world, because it does not end with this life, but continues in the kingdom of God. In this sense, salvation and education belong together, because in both education and salvation, "the foundation [...] is Jesus Christ. No one can lay a different or even better foundation." [1 Corinthians 3:11] (Ellen G. White, *Education*, 27-28.)

## 1.2 Goals

We want to

- Leading pupils and students to a personal relationship with God
- support young people in their holistic development of body, soul and spirit and help them to develop a balanced personality
- Encourage young people to read the Bible daily and to pray
- To prepare pupils and students for service to God and others and to motivate them to become active and reliable workers in the church
- demonstrate a loving and forgiving attitude as a school community
- create all possibilities to lead the intellect to its highest development according to individual abilities
- stimulate independent thinking through an intellectually honest and fair presentation of different approaches and positions
- Teach students to value physical activity through healthy leisure pursuits and constructive work

- Encourage pupils and students to spend their free time creatively
- encourage them to familiarize themselves with a healthy lifestyle and to practice Christian moderation in all areas of life
- convey hope for this and eternal life through our words and actions

## 1.3 Areas

In line with our holistic approach, we want to help everyone who comes to Bogenhofen as a pupil or student to learn and grow physically, emotionally, intellectually, spiritually and socially. The family atmosphere offers many opportunities for this. As we are convinced that positive holistic development is only possible in a relationship with God, we encourage you to get to know him better and to accept and live out the principles anchored in the Bible.

This document is therefore divided into three main sections:

1. Life with God
2. Living with principles
3. Living with other people

Each of these sections deals with important principles that should be taught at our school. All areas of personality are addressed.

We expect every pupil and every student to agree to these principles before coming to Bogenhofen. We desire a trusting cooperation in the common endeavor to grow together and to become people who love God and their fellow human beings and are willing to serve.

## 2. LIFE WITH GOD

The spiritual life is at the center of our worldview because we are convinced that God is our creator and that he has redeemed us through his son Jesus Christ. In Bogenhofen we want to enable young people to get to know God and Jesus Christ better and to make a conscious decision for him. We therefore encourage every pupil and student to be open to this and to develop the willingness to witness Him to others. It is important to us to promote the following focal points of life with God on our campus.

### 2.1 Personal devotional time

Although we do not prescribe specific times for this, we encourage every pupil and student to have a personal quiet time of prayer every day. Studying the Bible and coming into contact with God in prayer provide decisive impulses for the development of a balanced personality and help to cultivate good fellowship with other people.

### 2.2 Bible studies, Bible and prayer groups

We encourage all pupils and students to study the Bible and pray together in small groups. Shared spiritual experiences motivate us to live a practical life with God and help us to be happy and content in other areas of life as well. They strengthen faith and bring people together.

Systematic Bible teaching in preparation for baptism is also an important element of spiritual growth. We encourage every pupil and student at Bogenhofen to take advantage of this opportunity or to give Bible lessons to others themselves.

### 2.3 Public devotions, church services and youth classes

For Seventh-day Adventists, contemplating the Word of God together and praying together are part of the biblical understanding of a Christian life and the church. That is why Adventist schools have public devotions to remind everyone that every day is a gift from God and that school is about more than just academic education. These devotions are meant to spiritually connect the school family and point each individual to an encounter with God. It is taken for granted that all pupils and students take part in these devotions. We would be delighted if as many pupils and students as possible were actively involved in organizing and conducting these devotions.

The Sabbath morning services also promote the fellowship of believers and an awareness of the church of God. The youth sessions in the various groups are intended to address the individual young people personally and make the meaning and relevance of the Bible clear to them. There you can experience church on a small scale.

**Please note:**

We expect you to attend the daily devotions that take place during the week in the mornings and evenings. Participation in church services, Sabbath School and youth group events is also expected.

## 2.4 Sabbath observance

The Sabbath is a day on which God wants to meet us. It is a day of joy and fellowship and the highlight of the whole week. It should be set apart from the other days of the week by not having the usual activities (Isaiah 58:13-14), but only those that promote fellowship with God.

According to biblical understanding, the Sabbath begins on Friday evening and lasts from sunset to sunset (see Nehemiah 13:19). The hours of the Sabbath are special hours because this day is sanctified and blessed by God. The Bible states very clearly in the fourth commandment (Exodus 20:8-11) that all work should rest on this day. In Bogenhofen we respect and honor God's day of rest. Therefore, all work or school tasks are completed in good time before the start of the Sabbath. In addition, arrivals and departures should not take place on this day. We want to ensure that others do not have to work for us on the Sabbath (Exodus 20:10), e.g. by shopping, using services, etc. Leisure activities should also correspond to the character of a divine day of rest by asking ourselves the question: Does what I want to do now promote or hinder my fellowship with God? Joint missionary activities to bring joy to others are encouraged.

### **Please note:**

Because God has blessed the Sabbath day, we also want to pay special attention to the beginning and end of the Sabbath. We want to consciously prepare for it and wish for activities on the Sabbath that allow us to experience the special blessing of this day. Work, including school work, is prohibited on the Sabbath.

## 2.5 Missionary activities

It is important not to keep the knowledge and experiences you have gained to yourself, but to share them with other people. A life with God also includes witnessing one's own faith to people who do not yet know God or have not yet made a conscious decision for Him. This strengthens one's own faith and relationship with God. We encourage our pupils and students to develop a missionary lifestyle and recommend participation in the activities of the mission team and the Bogenhofen Adventist Church. As a school, we also promote activities at home and abroad such as health expos, evangelistic lectures, book evangelism, student missions, etc.



## 3. LIVING WITH PRINCIPLES

### 3.1 Life orientation

We believe that God is our Creator and Jesus Christ is our Redeemer, for whose return we are waiting. We therefore want to shape our lives in such a way that they correspond to His will as revealed in the Word of God. We expect every pupil and student who attends our school to be fundamentally open to such an orientation in life.

### 3.2 Character development

The teachers and staff are committed to helping every pupil and student to experience personal development as well as a good academic education. Of course, this is primarily the responsibility of the individual. Every person, regardless of their previous history, has it in their own hands to develop their character for better or for worse if they are open to the necessary impulses.

The character traits that a stay in Bogenhofen should impart include the following: Honesty, reliability, self-control, friendliness, helpfulness, consideration, diligence, willingness to forgive, tolerance and willingness to accept one another, ability to correct and openness, self-reliance, etc.

The pedagogy at Bogenhofen is designed to provide each individual with personal support so that this process can succeed. In the following, some selected areas of personality will be discussed in more detail, which are essential for the concerns of our pedagogy and for the success of the development process mentioned above.

### 3.3 Independence

The way we live practically depends on our thinking. Therefore, our willingness to reflect and to act in a thoughtful and considered manner is of particular importance. It is important that every pupil and student reflects on their own behavior.

We try to provide concrete points of reference for this active reflection through devotions, school lessons, youth lessons, Bible studies in smaller groups, lessons and personal discussions. Today's youth culture with its many varieties tries to achieve a standardization of behaviour. Its creators are convinced that they know exactly what young people like and need. This very easily creates a vicious circle, because lateral thinking in a positive sense no longer takes place. Biblical-adventist pedagogy has set itself the goal of breaking through this and helping young people to think independently and act responsibly. We therefore urge every pupil and student in Bogenhofen not to simply imitate everything that today's culture has to offer, but to examine everything with careful consideration and to keep only what is good (1 Thessalonians 5:21).

## 3.4 Media

The Bible says that our spirit and soul should be preserved (1 Thessalonians 5:23). Media such as films, computer games, books and music play a special role here. They all have a massive influence on people's thoughts and feelings. Ellen G. White speaks very directly about the fact that we should guard the "entrances to our souls" (*The Work of the Apostles*, 517). By this she means that we should pay very close attention to what we occupy our minds with and nourish our souls with, because our world of thoughts has a considerable influence on our lives.

At Bogenhofen, we make every effort to teach our pupils and students criteria for assessing media so that they can learn to make their own decisions about what is good. In the field of music, for example, we point out that today's music scene is often incompatible with biblical-Christian principles in terms of its foundations and objectives. For this reason, we also reject the Christian rock and pop music practiced in Christian circles and do not wish it to be heard or played on our premises. We ask every pupil and student to respect this. At the same time, we encourage an open and careful examination of the principles presented in school lessons or on other occasions to see if they meet the criteria mentioned in Philippians 4:8: "Whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever has a good reputation, whether of virtue or of praise - be careful about these things." A great deal of what is offered today in the areas of film, music and literature must be excluded from the outset according to these principles.

**Please note:**

We expect careful use of media such as (cinema) films, the Internet, DVDs and print media. This means that media of dubious content (pornography, violence, crime, occultism, etc.) and music from the broad field of rock music may not be consumed. Visiting discos, bars and similar dubious venues is prohibited.

## 3.5 Communication media

As human beings, we are designed to communicate. Modern communication media can make this easier, but can also make it more difficult. We are committed to using these media responsibly, making use of the positive features (e.g. easy accessibility, fast communication channels) and avoiding the dangers (e.g. becoming immersed in electronic media, actual isolation in the midst of all the communication options).

**Please note:**

The regulations described in the appendix apply to the use of smartphones etc.

## 3.6 Healthy lifestyle

As creatures of God, we also have a responsibility for our health and our environment. Among other things, this means that we must pay careful attention to what we eat. Today more than ever, we know what influence physical well-being has on people. This involves both abstinence and moderation: we abstain from what is harmful to our body and mind: substances that lead to addictive behavior and dependency should be avoided. In addition, we are also moderate in what is good and take the advice of Ellen G. White seriously with regard to a responsible lifestyle: healthy food, sufficient water, enough sunlight, plenty of exercise and fresh air, sufficient rest and sleep, abstinence and moderation as well as trust in God (NEWSTART).

In our worldwide church, we are committed to a vegetarian diet, which we also promote on our campus. No fish or meat products may be brought into the canteen, nor may they be processed in the juice store or home kitchens. We want to handle food responsibly.

**Please note:**

We want a balanced lifestyle that is free from dependencies and addictions. Anything that is addictive should be avoided. Caffeinated drinks, tobacco, alcohol and all other types of drugs and narcotics are taboo.

## 3.7 Appearance

"Dress to impress for Christ." As a Christian-run school, we attach great importance to a well-groomed and modest appearance. As our appearance sends out signals through our clothing, hairstyle and jewelry, we want to pay particular attention to how we present ourselves as Christians. This includes upholding the principles of morality and decency at all times.

We want an appearance that is appropriate to the occasion and pays attention to decency. Emphasizing sexual stimuli and fashionable extremes should be avoided. Regular personal hygiene and tasteful clothing promote our well-being and that of our fellow human beings.

**Please note:**

When it comes to clothing and appearance, we expect the principles of morality and decency to be upheld at all times. Clothing that is too tight or too light (see-through) and sends sexual signals must not be worn (e.g. no low-cut necklines, no visible bra straps, at least knee-length clothing that does not rise more than a hand's width above the knee when seated). The stomach, back and shoulders must be covered (straps should be at least three fingers wide). This rule (with the exception of full shoulder coverage) also applies to sports lessons and physical (summer) work on campus. Hair color should appear natural and the haircut should be appropriate. The wearing of jewelry (except for a wedding ring) is not permitted. This includes imitation jewelry (precious metals, gemstones, pearls, etc.). Exceptions are friendship bracelets or similar, which are not

made of metal and are always worn discreetly. Nail polish and make-up should be used extremely sparingly (if at all) and must appear completely natural and inconspicuous.

### 3.8 Relationships

Love relationships should be characterized by emotional maturity, self-control and reason, as well as conforming to biblical guidelines. We understand when young people get to know and love each other in Bogenhofen. We ask every student to take the following advice from Ellen G. White seriously: "Affection at a young age should be withheld until the time comes when one is old and experienced enough to show it in an honorable and decent way. [...] A teenager can hardly judge whether another person who is as young as she is is suitable as a partner for life." (*Adventist Home*, 79) Furthermore, we know from decades of observation that students easily lose focus on schoolwork when they are in love and that too early friendships can lead to a decline in spiritual interest.

We encourage pupils and students to get to know each other in the various group activities and ask them to handle the subject of special friendships very responsibly. No close friendship with a person of the opposite sex can be meaningful until one's personality is fully developed and the process of finding one's identity is complete. It is always better to find yourself first before looking for another person.

Young people who are friends tend to separate themselves from the group in pairs. This changes the community and the dynamics in the group. In this context, we ask everyone who should be concerned to refrain from overly explicit displays of affection in public. Private meetings between a young man and a young woman behind closed doors are generally not permitted.

The main focus of school attendance in Bogenhofen should be on academic and character development and not on getting to know a boyfriend or girlfriend. We recommend a relaxed and companionable approach that always respects the boundaries of decency.

**Please note:**

Friendships should be very carefully considered. Overly explicit expressions of affection in public (kissing etc.) should be avoided. Visits to the dormitory rooms of the opposite sex are generally not possible. Exceptions are regulated by the home management.

### 3.9 Openness and the ability to correct

Educators have the task of educating and guiding. They are required to praise and reinforce positive behavior, but also - where necessary - to admonish and correct. We want to carry out this task in a good spirit and with a lot of love, but also with the greatest possible empathy and understanding

for the young person, taking into account their individual development. Especially in the case of minors, we strive for close and trusting cooperation with their legal guardians. We expect all those involved to approach this educational process with complete openness.

It is part of a person's growing maturity that they are willing to be told what to do, especially by parents and educators (and later also by superiors). Those who close themselves off here and go their own way are no longer willing to learn, interrupt the positive learning process and increasingly isolate themselves from the community.

**Please note:**

We ask all pupils and students to be open-minded, willing to learn and able to make corrections.

### 3.10 Diligence and perseverance

At a boarding school in particular, it is important to ensure a balance between work and free time. However, this can only be successful if the time available is well planned. We are happy to provide assistance in the allocation of time, the effective methodology of learning and a good organization of free time. Diligence and perseverance not only form the basis for academic success, but are also a character preparation for later tasks in the family, community and profession.

An essential part of the educational program in Bogenhofen is the weekly work assignment in which every pupil and student takes part. They are also accompanied and guided by staff and teachers. We are convinced that working together fosters relationships and strengthens identification with the school. Through regular work afternoons, character traits such as diligence and perseverance as well as practical skills and abilities can be taught. Well-done practical work leads to a sense of achievement. For these reasons, we expect every pupil and student to have a positive attitude towards work afternoons. For more detailed information on work afternoons, please refer to the relevant guidelines (see appendix).

### 3.11 Third-party property

The grounds, buildings and facilities must be treated properly and with care. Damage and loss must be reported immediately to the head of the class or the hostel management or administration. As every student must have liability insurance, this usually covers the damage incurred without the school or the student being charged. The desired atmosphere of mutual respect excludes willful destruction of school property.

**Please note:**

Skateboards, rollerblades, etc. may only be used outside the buildings. Ball games and the wearing of soccer boots are also not permitted indoors. Indoor shoes are compulsory when using the gym.

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## 3.12 Weapons

All types of weapons (firearms, stabbing weapons, air guns, etc.) and other combat equipment are not permitted on the school grounds.

## 3.13 Living

Living together on campus is an essential part of the education provided at Bogenhofen. For this reason, and in order to run the school in a financially viable manner, students are only permitted to live off campus with special permission. Such exceptions are made for married students or if it is possible to stay with relatives. The decision lies with the school's administrative committee.

## 4. LIVING WITH OTHER PEOPLE

"No man is an island" - this famous saying by the English poet John Donne (1572-1631) has become a popular saying and makes it clear that no man can live only for himself. We are designed for community, for encounters and for relationships with other people. The Bible sees it the same way and therefore contains many references to good and positive interaction with one another. It even says that we should "love our neighbor as ourselves" (Matthew 23:39) and that we should always treat others as we would like to be treated ourselves (Matthew 7:12). The following is about a series of basic principles that are important to us for working together in Bogenhofen. Positive coexistence not only makes it easier to live together, but is also a strong testimony for Jesus (John 17:21, 23).

### 4.1 Friendly interaction

Kindness is shown both in facial expressions and in genuine compassion and interest in others. It tries to encourage the other person. No matter who we meet, our behavior should always contribute to creating a positive and friendly atmosphere.

### 4.2 Honest dealings

We want to be honest and open with each other. Telling the truth sometimes requires courage, but above all it requires mutual trust. In Bogenhofen, we strive to create an atmosphere of trust in which you can be genuine without hesitation.

The principle of honesty applies above all to the following areas:

1. Open and transparent communication with each other and with the school staff.
2. Direct and honest communication instead of talking behind someone else's back.
3. The courage to be honest before God, who can then help us best.
4. Unconditional respect for the property of others. This applies on the one hand to what belongs to the school or other pupils and students, and on the other hand to the honest handling of data from the Internet within the framework of the legislation and Bogenhofen's computer usage regulations (see appendix).
5. Honest, personal performance in schoolwork, examinations, term papers, homework, etc. without cheating or cheating (see the plagiarism policy in the appendix).

### 4.3 Considerate handling

Consideration is part of positive behavior in a group or community. Being considerate means setting aside your own interests, preferences and (supposed) privileges in favor of another person in order to make things easier for them and also to set an example of kindness and friendliness. Our own freedom ends where the freedom and well-being of another person is restricted. The Bible also

refers to this when it says that we should have "compassion, kindness, humility, gentleness and patience" (Colossians 3:12-13).

At a school like Bogenhofen, there are countless opportunities to show consideration: in living together with roommates, in dealing with teachers and fellow pupils or students in class, in behavior off the premises, etc. We ask every pupil and student to show consideration, to respect the rights and preferences of others and, where possible, to put themselves in their shoes.

## 4.4 Respectful treatment

Paul admonishes his readers to treat each other with respect: "Let each treat the other with reverence" (Romans 12:10) and "in humility let each esteem others better than themselves" (Philippians 2:3). This should also characterize our dealings in Bogenhofen. Here, friendly interaction should make it clear that God "does not look at the person" (Acts 10:34), but accepts every person, regardless of their culture, race or country of origin.

Respectful interaction also means following instructions and taking explanations seriously. This is essential for the educational process. The necessary respect is also expressed not least in the way we communicate with each other. The language we use is very important here. We consider polite manners to be a matter of course.

## 4.5 Helpful interaction

We want to help and support each other. This is part of the Christian mission. Immediately following his advice on mutual respect, Paul writes: "... and let each one look not to his own interests, but also to the interests of others" (Philippians 2:4). In Galatians 6, he says that we should help others even when they show weaknesses or do wrong. This is what Paul means when he says (v. 2): "Bear one another's burdens."

There are many opportunities at a school to provide assistance and show others that you mean well and want to support them. This can be help with school matters as well as support in personal needs and crises. It is often enough to actively listen and show compassion to others. Praying together can also be particularly strengthening and helpful.

### **Please note:**

Pupils and students are required to be completely honest in their dealings with each other and in all their work. Cheating in exams (in any form whatsoever), copying homework from other students, plagiarism and the like are expressly not permitted.



## 4.6 Decent treatment

Decent behavior includes outward appearance (see above), relationships (see above) and also the language that is used. According to Philippians 4:8, we should only pay attention to what is pure and honorable. Bogenhofen is also said to be known for its good and positive language.

Paul says in 1 Corinthians 15:33: "Bad company corrupts good morals." That's why you should be careful who you associate with or befriend. "Tell me who you associate with and I will tell you who you are" is an old but still true saying. That's why you should choose acquaintances and friends very carefully. You can quickly and sometimes even imperceptibly come under a negative influence that inhibits or prevents your own positive character development. We welcome it when pupils and students are also encouraged in their development through their daily contact with other people and together contribute to a positive atmosphere.

## 4.7 A forgiving approach

In the Lord's Prayer, the prayer that Jesus taught his disciples, the forgiveness we ask from God is directly linked to the forgiveness we show towards other people (Matthew 6:12-15). On another occasion, Jesus calls on his followers to forgive others from the heart (Matthew 18:35). This important principle, which must determine how Christians treat each other, should also be practiced in Bogenhofen. It can happen that wrongs are thought, spoken and done against each other. We live from God's forgiveness every day - and we also need the forgiveness of our fellow human beings. In the same way, we ourselves must also be prepared to forgive others when they have done wrong to us.

We would like to see this spirit of mutual forgiveness in Bogenhofen. People can make mistakes. We strive to recognize our mistakes, put things right and ask for forgiveness. Neither position nor any personal pride should prevent us from approaching each other and apologizing. We encourage everyone to always be willing to recognize mistakes, ask for forgiveness and make things right. This reveals strength of character and courage and serves to make relationships stronger than they were before.

## 5. CONSEQUENCES OF OUR PEDAGOGY

Every family needs its rules for living together. Of course, we are not primarily concerned with ensuring that these rules are followed. We want the underlying principles to be understood and internalized. We would like everyone's time in Bogenhofen to lead them to identify with them. Our goal is not blind conformity to the rules, which stops as soon as you leave the campus, but independence and personal responsibility in thought and action (see Ellen G. White, *Education*, 15-16).

At the same time, we cannot wait for everyone to recognize and accept every rule for themselves. Our school rules therefore apply to everyone who decides to attend our school. We should be aware that everyone has a responsibility and also "sets an example" beyond the campus boundaries through their behavior and appearance.

If rules are not observed, there are also consequences. The following principle, which is also expressed in the parable of the prodigal son (Luke 15:11-32), is important to us: the attitude that the person concerned adopts is more important than the act committed or the rules broken. When the father realizes that his son deeply regrets what he has done and asks for forgiveness, it is clear to him that he will forgive him and accept him again as his legitimate son.

For us, this means that those responsible in the dormitory and school management first and foremost try to find out how the pupil or student feels about what has happened. If there is evidence of concern and remorse, every effort is made to help this person, where possible without causing a stir. The Pedagogical Committee also endeavors to act according to these guidelines.

### 5.1 Expulsion from school

However, despite all understanding for the individual and their personal problems, in individual cases a balance must be struck between the possibility of educating the individual and the well-being of the entire school community. In the case of some rule violations, immediate expulsion from school may be imposed in order to protect the entire student body. However, this measure is only taken after a thorough examination of the facts of the case and detailed discussions with the person concerned.

Expulsion from school can occur, for example, in the following cases:

- Drugs (possession, use, sale), for detailed regulations see below
- Possession of firearms, ammunition and firecrackers on campus
- Criminal activities of any kind
- Alcohol (possession, use, sale)
- Possession of cutting and stabbing weapons on campus (exception: weapon-type ADWA accessories such as pocket knives; please register with the dormitory management)

- Sexual intercourse (illegitimate)
- Bullying
- Occult activities
- Activities that go against the educational ideals of the school

## 5.2 Drug prevention and consequences

Drugs are becoming more and more widely accepted in our society. These include not only legal drugs such as alcohol, tobacco and freely available painkillers, but increasingly also illegal drugs such as cannabis or prescription drugs (narcotics, antidepressants, Ritalin, etc.).

This is also becoming an ever greater challenge for schools. In order to protect the pupils entrusted to us from such dangers in the best possible way, pupils (including underage language students) who live at the school are randomly tested for drugs at irregular intervals; external pupils and students, on the other hand, are only tested at random or in suspected cases and after consultation with their legal guardians. This can be a urine, blood or hair test; as a rule, it will be a simple urine test.

Pupils have a duty to cooperate in such a test. A breach of this obligation to cooperate is practically equivalent to drug use.

If the test is negative, the school bears the costs. If the test is positive, the pupil or their parents will bear the costs.

As a general rule, if a test is positive, there will no longer be a separate pedagogical committee (PA) on this topic unless information is available that requires an individual assessment. Whether this is the case is determined by the head teacher by informing the members of the PA in writing about each incident. If a special need to speak is registered, a PA will be convened at the next possible time.

In any case, the pupil concerned has the right to be heard personally by the principal.

### Consequences of possession or consumption of illegal drugs in Austria

**First positive test:** The consumption or possession of illegal drugs as well as their packaging or materials for their consumption are prohibited. If there is a positive test, the student will be expelled from school immediately. An application for re-admission in the next school year can be made.

**If a pupil who has been readmitted tests positive again in a later school year:** immediate expulsion. Readmission is not possible.

### Consequences of possession or consumption of drugs that are legal in Austria (alcohol, nicotine)

**First positive test in the school year:** Written warning to student and parents. From then on, close-meshed testing at the student's expense for six calendar months. The school contract expires at the end of the school year. The cost of testing is €15 per test and must be paid for six months (including vacation periods).

**Second positive test in the same school year:** Immediate expulsion from school.

An application for new admission for the new school year is possible in principle.

## 6. APPENDIX

### 6.1 Computer usage regulations

The use of computers, the Internet, printers and scanners at Seminar Schloss Bogenhofen (SSB) is subject to the following terms and conditions, which every user agrees to by signing this document.

#### 6.1.1 People

In principle, the following persons are authorized to use both computers and the Internet:

- Pupils
- Students
- Employees
- Tenant
- Guests

#### 6.1.2 User account

Every pupil, student and employee receives a user account with which they can log on to the computers on the SSB network. Guests, spouses and family members resident in Bogenhofen receive a user account on request. The user account will only be activated once the declaration of consent has been signed.

The user account remains valid for the entire duration of the educational or professional activity and is deleted in full after the end of the same.

The user account may only be used by the owner. Passing on passwords or transferring a registered computer is not permitted, nor is the appropriation of another person's password.

Any attempt to circumvent the user login or to gain access to the network components or the Internet by other means or to circumvent the filter or the website blocks is prohibited, as is the viewing and use of data material for which the user has not been expressly and knowingly authorized.

#### 6.1.3 Private storage space

Each user has a maximum of 5 GB of private storage space available on the local network (drive U:). Storing private information on local or public drives/folders is not recommended, as data in such areas is purged or removed at irregular intervals without warning.

## 6.1.4 Print

Printing is only possible or permitted via the local network for logged-in users. Each printing process is automatically registered by the system and charged according to the current fees.

## 6.1.5 Private computer

Private computers that exchange data in any form with the SSB network or other private computers at the SSB must be checked for security features and registered by the IT department before use.

Private computers may only be connected to the network connections in the apartments, to the specially marked sockets in the library or in the designated classes.

## 6.1.6 SSB computers and network access for private computers

The SSB computers are available at various locations, each with different features and at the published times:

	Info terminals MH & BH	Computer room administration	Library foyer	Library Magazine 1	Library reading room	Castle classroom	Old chapel Classroom
Local network		✓	✓	✓	✓	✓	✓
Internet access	✓	✓	✓	✓	✓	✓	✓
Printing (on site)		✓	✓	✓	✓		
Scan		✓	✓				
Internet telephony allowed				✓			✓

Who can register where?

ORG 5-6 (Laptop: NO)	✓	✓					
ORG 7-8 (Laptop: NO)	✓	✓	✓				
Language students, SMs (Laptop: YES)	✓	✓	✓	✓	✓		✓
TS & SoE students (Laptop: YES)	✓	✓	✓	✓	✓		✓

ORG 5 and 6 pupils may only use the Internet in the computer room and at the information terminals. ORG 7 and 8 students may also use the PCs in the library foyer, but only for school purposes.

### 6.1.7 General behavioral guidelines

Any modification to software or hardware is prohibited without exception. No programs may be saved, installed or started from external data carriers. The removal of cables and unauthorized repair attempts are prohibited. Malfunctions must be reported to the administrator immediately.

Every user undertakes to check their own data carriers for viruses and other computer malware before using them. Appropriate anti-virus software is installed on all computers. The user must constructively participate in the maintenance of the firewall software.

Food and drink may not be taken into the SSB computer area. The computer room and library are study areas and quietness must be observed. Internet telephony is permitted in the library's stacks 1 and the classroom in the chapel.

All PCs in the library, the computer room and all other internet-enabled communication devices on the Bogenhofen campus are intended exclusively for school use and private communication. Computers in private households are excluded. Use for other purposes (e.g. video streaming, video games, gambling, pornographic material, occult content, music streaming, darknet etc.) is expressly prohibited and will result in a temporary account block and possibly other consequences (depending on the circumstances). All network traffic is monitored internally and violations will be reported and punished accordingly.

Furthermore, it is expressly pointed out that it is not permitted to download, use or distribute copyrighted software and copyrighted data material (videos, music, images, etc.) from the Internet (unless the express consent of the copyright holder has been obtained), or to gain access to networks and other computers illegally.

### 6.1.8 WLAN

Residents and guests have the opportunity to use WLAN in Bogenhofen. Access points are available for guests in the administration building, canteen and castle. WLAN tickets are required to authenticate yourself at the access points and can be obtained from the IT department, the hostel management or housekeeping. It is not permitted to grant pupils and students of Seminar Schloss

Bogenhofen and the Bogenhofen Private School WLAN access via their own account. The use of own routers, switches, bridges or transmission amplifiers is expressly prohibited. Users of the WLAN networks offered are responsible for all network activities carried out via their connection.

Residents and tenants are entitled to have and use their own WLAN network. However, they must be checked and approved by the IT department for compliance with the terms of use. WLAN networks may only be used for personal use and may not be shared with schoolchildren and students. Children of residents or tenants are an exception to this rule. The Wi-Fi network must be clearly marked with the resident's surname in the SSID (name of the Wi-Fi network) and may only be used with secure encryption (WPA2).

### **6.1.9 Controls**

The user acknowledges that his data stored in the network, his current computer activity on public computers in Bogenhofen and his Internet traffic can be recorded and viewed and controlled by the administrator at any time. On the public PCs, the screen content can be viewed by the administrator and the pedagogical committee. Checks are carried out at irregular intervals and without prior notice and serve exclusively to check compliance with these regulations and to detect security risks. They are treated confidentially in accordance with the Data Protection Act. Incidents will only be brought to the attention of the school management.

### **6.1.10 Tenant**

Tenants undertake to monitor and enforce compliance with these terms of use at their apartment connection. Tenants are not permitted to grant access to the Internet to ORG students who are not members of the tenant's family. They will be held liable for violations and their connection may be blocked as a result. The school reserves the right to block access to certain sites for ethical reasons.

### **6.1.11 Legal consequences**

It is expressly pointed out that a violation of these provisions may under certain circumstances constitute a criminal offense within the meaning of the Data Protection Act, the Copyright Act or other applicable legal provisions of the Republic of Austria. The SSB reserves the right to press charges in such cases.

## **6.2 Communication media**

### **6.2.1 ORG and minors**

It is recommended that students purchase a non-internet-enabled push-button cell phone so that they can be reached outside of smartphone hours or reach others.



All residents of the boys' and girls' dormitories who attend the ORG must hand in their smartphones (including tablets or smartwatches with their own SIM card and all other internet-enabled devices) to the dormitory management of the respective dormitory. This also applies to all students of the DaF course who are under 18 years old.

Smartphones are registered with the residence management and stored in the assistant's office in the designated storage areas. Unregistered smartphones will be confiscated by the end of the semester. The residence management and the Pedagogical Committee reserve the right to impose additional consequences.

In principle, we consider the period up to 2 p.m. to be smartphone-free time. Smartphones are issued after 2 p.m. by the home management under the following conditions:

1. It is possible to use the smartphone during official office hours in the afternoon and evening. This use should take place in the immediate vicinity of the residence management office. The following usage time applies: pupils up to 17 years: 45 minutes; from 18 years: 90 minutes.
2. No smartphones are handed out on the Sabbath.
3. If there is a youth trip at the weekend (youth group - not meal invitations on the Sabbath) or an external school event, it is the responsibility of the organizers to inform the home management whether they wish to take the smartphone with them. If no such information is provided, the dormitory management will not issue smartphones.
4. The smartphone is given to the students when they go home.
5. Any exceptions to these principles shall be regulated individually by the home management in justified cases.

When a student re-enters the campus premises, he or she is required to return the smartphone to the dormitory management as soon as possible and without being asked (proactively), at the latest by the next office opening time (obligation to return).

The issue of smartphones beyond the regulations listed is only permitted if an emergency makes it necessary (e.g. an accident in the family). Here too, it is up to the home management to decide.

**Afternoon at work:** The smartphone is not issued in the afternoon at work.

**External students:** External students have permission to take their smartphones onto the school grounds, but must keep them muted and hidden in their pockets on campus. This applies to all school and community events on campus, including outside normal school hours. Cell phones may only be used to contact home when necessary. Failure to do so will result in the smartphone being confiscated until the end of the day (student's journey home) and deposited in the staff room.

**Summer workers:** The regulations regarding smartphones also apply to all summer workers on campus during the summer.

**Laptop:** In principle, ORG students are not permitted to bring their own laptops to Bogenhofen, nor tablets or other devices with a similar scope of use.

## 6.2.2 Adult

The following regulations apply for adult participants of the Theological Seminary, the Language Institute, the School of Education and for student missionaries:

1. The use of cell phones, smartphones, MP3 players and similar devices is prohibited during lessons and during school events (morning devotions, church services, prayer weeks, school lessons, afternoon work, etc.), except for relevant purposes (Bible app, lesson app, etc.).
2. Smartphones, tablets, laptops, etc. may not be given to ORG students.
3. There is a general internet ban during lessons. Students are required to use their laptops exclusively for teaching purposes and to refrain from other activities.

In the event of non-compliance with these rules, the responsible head of department will be informed. Where necessary, the Pedagogical Committee will decide on appropriate consequences.

## 6.3 Bicycle and car regulations

### 6.3.1 Bicycles

1. Bicycles can be brought from home. Each bicycle must be registered with the home management and given a registration number.
2. Bicycles are intended for recreational use. They should not be used for journeys between the homes and school buildings during school hours. On the school grounds, only the paths provided are to be used. Care must be taken to ride slowly on the grounds.
3. Bicycles may only be parked in the spaces provided for this purpose or at the bicycle parking area. Bicycles that are not parked in the designated places (e.g. on house walls or hedges) will be locked away and can be released for a fee of € 10.
4. Every bicycle should be equipped with a locking device. We recommend taking out theft insurance. The school accepts no liability.
5. Before leaving the school premises, minors must sign out with the hostel management and state the destination and duration of their absence.
6. We draw attention to compliance with road traffic regulations (especially when riding in a group). It should also go without saying that every bike user should ensure that their bike is in perfect technical condition (e.g. brakes and lights are working properly).
7. It is recommended to wear a (bicycle) helmet to minimize the risk of head injuries.
8. Bicycles must also be removed at the end of school attendance at Bogenhofen. Bicycles whose owners are no longer registered pupils/students at Bogenhofen Castle Seminary become the property of the school without consultation and may be disposed of.

## 6.3.2 PASSENGER CAR

1. Pupils' and students' cars must be registered with the dormitory management to enable easy allocation.
2. Pupils and students can use the parking spaces provided for cars.
3. It is generally not permitted to park in the turning area in front of the dormitories or on the access roads and paths of the school grounds.
4. When driving on the school grounds, care must be taken not to drive on the green areas and not to damage trees and shrubs.
5. The entire school grounds are a traffic-calmed area (play street)! Walking speed must be observed. This applies to all types of vehicles (cars, bicycles, etc.). Driving on the school grounds should be reduced to the unavoidable minimum.
6. It is not permitted to park vehicles that are not registered or do not have license plates on the school grounds. We do not offer parking space for caravans (or trailers) belonging to students.

## 6.4 Home and campus regulations

### 6.4.1 Home life

The residents form a community, which results in a natural obligation to mutual consideration and camaraderie.

1. Arrival and departure days are specified in the annual calendar of Seminar Schloss Bogenhofen. These must be adhered to. ORG students and all underage students must arrive by 22:00 at the latest. At the start of school, the arrival time of (at the latest) 20:00 applies to all residents.
2. Room occupancy (including room changes) takes place after allocation by the home management. A fixed deposit must be paid for keys. The rooms may not be locked when guests are present (not even during the night).
3. All rooms are furnished and can be decorated according to your own taste. Furniture may not be rearranged. Pictures and posters can only be put up on the pinboard in the room. Any damage caused to walls or room furnishings must be paid for. All utensils brought into the room must comply with biblical-Christian principles.
4. The room must be kept clean and tidy (at least weekly cleaning of room and bathroom).
5. To avoid damage to the building, drying laundry in the room or in the corridor is not permitted.
6. At the end of the school year, the room is left in a clean and ready-to-occupy condition.
7. Each resident is liable for damage caused by improper handling of the room furnishings.
8. The dormitories are closed for all ORG students during the Christmas and Easter vacations. It is not possible to stay in the dormitories during these periods. However, people who have no other home or who find it difficult to reach one, as well as adult student missionaries and

- language students, may stay in the dormitories on their own responsibility during this time. There is a charge of € 50 per vacation period. During the semester break (February), ORG 8 students as well as students of the Theological Seminary, the School of Education and the Language Institute can stay in the dormitory at no extra charge. In exceptional cases, students of ORG 5-7 can also stay in the dormitory during the semester break if they participate in cleaning and dishwashing services after prior consultation with the dormitory management.
9. Saving energy is a global issue. In Bogenhofen, too, care must be taken to use resources responsibly. This means not using energy guzzlers such as light bulbs with a wattage higher than 60 watts, not leaving lamps and electrical appliances on continuously, turning off the heating when windows are open, only ventilating briefly in winter (shock ventilation) and using hot water sparingly. Cooking, baking and heating appliances are not permitted in the rooms. Kettles (ÖVE standard) are only permitted with express permission.
  10. The use of the home kitchen is possible until 10 pm. Keys are available from the hostel management for a deposit of €20. If the kitchen is left unclean or untidy, or if the key is returned too late (after 10 pm), the deposit will be retained. This will be returned to the BH / MH fund.
  11. As the Sabbath breakfast is served on Friday evening, each resident must bring their own eating utensils (plate, cereal bowl, cup, cutlery). A food container with a lid for storing cereals, fruit, etc. is required.
  12. Access to the rooms by third parties requires the consent of all residents of the room concerned.
  13. The directors and the school management reserve the right to enter the rooms at any time (privacy is respected).
  14. For fire safety reasons, the following must be observed without exception:
    - a. Open flames or light (e.g. candles, oil lamps) and flammable or explosive substances are strictly prohibited (see Bogenhofen Fire Protection Ordinance).
    - b. The aisle doors must not be kept open permanently.
    - c. No private furniture may be placed in the corridor.
    - d. Nothing may be stored outside the shoe racks.
    - e. Fire extinguishers may only be taken down in the event of fire (misuse €100).
  15. Telephoning in the corridors of the homes is permitted until 10 pm.
  16. The keeping of animals is not permitted for reasons of hygiene and health.
  17. Common rooms (lounge, kitchen, fitness room, assembly hall, juice store, etc.) must be kept in a clean and tidy condition.
  18. The school is not liable for private items, valuables or money. We recommend depositing valuables in the school safe or locking them in the room locker or desk (BH).
  19. Residents are obliged to sort and deposit their waste according to the labeling at the waste disposal site.
  20. Guests can only stay overnight in dormitory rooms after prior consultation with the dormitory management. Residents are entitled to two free nights per semester for guests (excluding meals and bed linen; non-transferable). Further accommodation and catering costs are to be paid according to the price list.

21. The homes are equipped with an electronic locking system. This system locks the entrance doors automatically every day at 22:00, Sabbath at 23:00. In the morning, the entrance doors to the homes are open from 6:15 am.
22. From the age of 18, an electronic key (Blue-Key) can be requested for a deposit of €20. This allows individual access to the dormitories (ORG max. 23:00). Misuse or passing on of an exit key will result in confiscation. In the event of loss, the deposit will be retained.
23. No other person who does not have a key for the relevant time zone may be allowed into the home. Misuse will result in the Blue Key being removed.

### 6.4.2 Outputs

1. All departures of pupils up to the age of 18 must be reported to the dormitory management on duty. A sign-out sheet must be completed for this purpose. The school grounds can only be left with signed permission.

### 6.4.3 External overnight stays

1. Home trips are permitted on all weekends (exceptions are the final weekends of the two prayer weeks). For external overnight stays, all pupils and students (including those of legal age) are required to submit the form "Application for external overnight stay" to the dormitory management at least 24 hours before the planned departure. Departures of under 18-year-olds may only take place after approval. Trips undertaken without an approved application are tantamount to leaving the school premises without permission.
2. Pupils up to the age of 18 need prior permission from their parents or legal guardians if they wish to stay overnight.
3. The return after weekend trips must take place in accordance with the applicable home time.
4. Transportation from/to the train station or airport by school staff is generally only possible at the beginning and end of the school year, during the Christmas, semester and Easter vacations after timely notification (billing according to the list of the transport service).

### 6.4.4 Diseases

1. Residents' illnesses must be reported to the management immediately. No excuses will be issued for ORG students who are absent.
2. In the event of sickness, you may only leave the home after consultation with the home management.
3. Doctor's trips are only organized for students of the ORG (billing according to the tariff list of the transport service). Students are expected to organize themselves.
4. Medication is available in the dormitories, but only for emergencies. Regular medication or illness-related medication and dressing materials can be brought along by pupils and students or procured by the home management for a fee.
5. Medication for minors is kept with the home management. Adults must keep their medication locked away or hand it in to the management.

6. Allergies and chronic illnesses, including appropriate medication, must be reported to the home management and, if necessary (in the case of food intolerances) to the kitchen management.

### 6.4.5 Media

As media consumption has an impact on your personal life, the following rules must be observed:

1. Every cell phone (including telephone number) must be registered with the home management.
2. Televisions and DVD players are not permitted in the rooms.
3. Computers are not permitted in the rooms for ORG students. Students of the Theological Seminary, the School of Education and the Language Institute as well as student missionaries may also use computers in their rooms for study purposes. Sharing computers with students or watching movies together in the rooms is not permitted. For students under the age of 18, the same rules apply as for ORG students.
4. WLAN installation is generally prohibited on the entire school premises. Exceptions are regulated by the IT administrator.
5. Skype booths have been set up in both homes. The use of these is reserved exclusively for Skype communication. Misuse will be punished.
6. Media players are only permitted for ORG students on request and after registration (dormitory management).
7. Radios and sound carriers are permitted in the room at room volume (from 21:30 only with headphones). Headphones are generally not permitted on campus to prevent the risk of isolation. Exceptions are: your own room, library, computer room, fitness room. When working (afternoon work), they are generally prohibited for health and safety reasons.

### 6.4.6 Lifestyle issues

Christian living is also characterized by self-control over harmful behaviors and substances. Therefore, the following things must be observed:

1. Tobacco, alcohol, caffeinated drinks and all types of narcotics and drugs are taboo. Unannounced drug tests are possible in suspected cases.
2. Non-alcoholic beer (with the exception of malt beer) is undesirable both on campus and at all school events due to its close proximity to the alcoholic equivalent and the associated negative role model function. The exception is private households on campus, which are, however, encouraged to consume such drinks in private at most and to avoid them altogether when students are present.
3. All print media (e.g. books, magazines, posters), toys, websites etc. should comply with biblical-Christian principles.
4. Personal hygiene, regular changing and cleaning of clothes and bed linen is expected.
5. Bedding and bed linen can be borrowed from the school for a deposit and a small rental fee.
6. Attention should be paid to a tasteful appearance. Provocative clothing is not desired.

7. Preparation, storage and consumption of fish, meat and meat products is not permitted.

### 6.4.7 General rules of conduct

When many people live together in one place, it is important to show a high degree of consideration. The following rules of conduct are therefore binding:

1. In the home, there is an unconditional night's rest from 22:00. In general, care should be taken to avoid noise in the home.
2. The following home times apply:
  - Until the age of 17: 9:40 p.m.
  - From the age of 18: 11 p.m.
3. Visits to the rooms or corridors of the opposite sex are not permitted. This applies to all areas of the home. Exceptions are the so-called "Open Day". Brief visits by the opposite sex are possible from the second day of illness with the special permission of the home management.
4. Visits by persons from outside the home require the express consent of the home management.
5. The homes may only be entered and left through the doors and during opening hours.
6. Campus quiet hours apply from midnight, which means that no leisure facilities (gym etc.) may be used after midnight. This applies to all pupils and students, employees, campus residents and external parties.
7. There should be no more noise on campus after 10 p.m., i.e. no soccer or other games, parties etc. outside.
8. Pond throwing (throwing people into the bogi pond) is strictly prohibited.

If you have any questions or uncertainties, you are welcome to contact the home management.

### 6.4.8 Room searches

Unannounced room searches to check for drugs, weapons, pornographic or occult material, for example, are possible at any time at the discretion of the hostel management. If possible, they should be carried out in the presence of the person(s) concerned, but in urgent cases (suspected drugs, weapons, imminent danger) they can also be carried out without them.

## 6.5 Plagiarism policy

### 6.5.1 What is appropriate?

Scientific ethos demands that the intellectual creations, ideas and theories of other people are acknowledged by citing the source, even if they are only reproduced in the text. In written work, authors are therefore expected to cite the sources whose content they quote or paraphrase. This must be done in a scientific form that is customary in the subject area. As a rule, this obligation does

not apply to so-called "handbook knowledge", i.e. basic knowledge, the general knowledge of which can be assumed in the subject area.

### 6.5.2 What is considered plagiarism?

Plagiarism is the complete or partial copying of another person's work without indicating the source and the author. Plagiarism is an infringement of copyright. It is the theft of intellectual property, the unlawful appropriation of someone else's thoughts, ideas etc. in the artistic or scientific field and their publication (source: Günther Drosdowski, [ed.], *Duden: das große Wörterbuch der deutschen Sprache*, Mannheim: Dudenverlag, 1994).

Plagiarism is considered a serious academic offense. Academic misconduct also includes cheating or deceiving in examinations.

The following actions constitute plagiarism in the broader sense (see unijournal 4/2006, article by Prof. Ch. Schwarzenegger):

The author (pupil, student, teacher)

- submits a work created by another person on commission ("ghostwriter") under his name.
- submits another person's work under his own name (full plagiarism).
- submits one and the same piece of work (or parts thereof) for different examinations or coursework (self-plagiarism). The work may use the student's own previous work, which should then be indicated, and must show a development in the student's thinking.
- translates foreign-language texts or parts of foreign-language texts and passes them off as their own without citing the source (translation plagiarism).
- takes parts of text from another person's work (book, magazine, newspaper, Internet, web-based database of essays, term papers, etc.) without identifying the source with a citation. This also includes the use of text passages from the Internet without citing the source.
- takes parts of a text from another person's work and makes slight adaptations and alterations to the text (paraphrasing) without identifying the source with a citation.
- takes parts of a text from another person's work, paraphrases them at best and cites the corresponding source, but not in the context of the adopted part(s) of the text (example: hiding the plagiarized source in a footnote or bibliography at the end of the work).
- copies from the work of a colleague (also applies to exams) or presents ideas developed in collaboration with other pupils, students or colleagues without acknowledging the contribution of others.
- is an accessory to plagiarism.
- gets early access to a test, exam or exam questions.
- violates any other copyright or license guidelines.



### 6.5.3 Recognizing and preventing plagiarism

Plagiarism can often be recognized by the fact that certain parts of written work are written in a different style ("stylistic break") or that the style of argumentation does not correspond to the author's level. If an electronic version of the work is available, it can be checked using special software (e.g. AntiPlagiarism).

The student should add the following section to their paper:

I hereby declare that I have prepared this written work (coursework, dissertation, term paper, etc.) independently and have not used any aids other than those specified. I have clearly identified all passages that are taken from other works in terms of wording or meaning, in each individual case clearly indicating the source (including the Internet and other electronic data collections). This also applies to attached drawings, pictorial representations, sketches and the like. I confirm that this paper has not been submitted in any other course or subject. I acknowledge that the proven omission of the indication of origin may be regarded as attempted deception or plagiarism and may lead to measures including the withdrawal of the degree.

Place, date:

Signature:

### 6.5.4 Recommendations for dealing with plagiarism

Recent studies show that plagiarism is increasing for two reasons in particular: Students feel overwhelmed due to the specific implementation of study structures in some courses. In addition, due to vague legal regulations, they hardly have to fear any penalties. Plagiarism can be done deliberately to save time and avoid effort, or it can be done unconsciously or naively due to unscientific study methods.

The Schloss Bogenhofen seminar therefore recommends first and foremost an examination and implementation in those subjects in which scientific work can be systematically practiced. Among other things, this means

1. Students receive the plagiarism policy.
2. The basics of the topic "What is plagiarism?" are taught in the course "Study Methods" and in preparation for the pre-scientific paper.
3. Teachers and lecturers may have to reduce the learning load (attendance time, too much study work, homework) so that pupils and students can write academic papers that are appropriate in terms of content and methodology.

### 6.5.5 Procedure for scientific misconduct

In the event of an attempt to influence the result of an examination by cheating, the examination in question will be graded as "failed" at the Theological Seminary, the School of Education and the Language Institute. At the ORG, the student must take the examination again, as the examination

will not be graded. Carrying unauthorized aids after the start of the exam is always an attempt to cheat.

There are two basic forms of plagiarism in academic work (term papers):

1. Sentence fragments are given as own thoughts without appropriate labeling: Here it is at the discretion of the assessor whether the author is allowed to revise the scientific work (presentation, term paper, etc.).
2. Entire text passages and/or argumentation contexts of others are given as one's own ideas without appropriate labeling: If there is a well-founded accusation of plagiarism, the teaching commission (teaching staff of the respective department) will decide on sanctions in a disciplinary procedure.

### 6.5.6 Course of disciplinary proceedings

1. Disciplinary proceedings are initiated by means of a corresponding report by a teacher or lecturer to the respective teaching staff.
2. The teaching staff examines the case and decides whether a procedure should be rejected or carried out.
3. The pupil or student will be informed in writing of the complaint and invited to make a written statement within ten days or to appear before the teaching staff, whereby the pupil or student representative of the relevant department may also be present if the pupil or student so wishes.
4. If it turns out that plagiarism has occurred, the disciplinary measures listed below may apply.
5. The teaching staff draws up a record of the disciplinary decision. The pupil or student receives a copy of this.
6. The documentation of the plagiarism is kept in the administration (received by the registrar) and, provided that no further scientific misconduct occurs, destroyed after completion of the course.
7. If it is only discovered after graduation that a student is guilty of plagiarism, the institution can revoke the degree in question.

### 6.5.7 Disciplinary measures

The following disciplinary measures are possible:

- written reprimand without further action (e.g. for a first offense of a minor nature in the first year of study);
- a grade of 0% for the corresponding coursework with permission to repeat this coursework without a maximum grade (assessment limit) being imposed;
- a grade of 0% for the corresponding coursework with permission to repeat this coursework, so that a maximum grade of 71% can be achieved for this coursework (assessment limit);

- a grade of 0% for the corresponding coursework without permission to repeat this coursework, but with receipt of a grade for the corresponding course (in which the 0% is included);
- a grade of 0% for the corresponding coursework without permission to repeat this coursework, so that a maximum grade of 71% can be achieved for the corresponding course (grade: 3);
- a grade of 0% for the entire course, so that this course can be taken again at the earliest at the next opportunity;
- Exclusion from courses for a maximum of one trimester, so that this trimester can be repeated at the earliest at the next opportunity (suspension);
- Exclusion from studies for a period determined by the Teaching Committee (de-registration);
- Withdrawal of the degree from Bogenhofen Castle Seminary.

In determining the type and duration of the disciplinary measures, the importance of the interests of the seminary that are impaired or endangered, on the one hand, and the culpability, motives and behavior of the accused, on the other, are decisive.

### **6.5.8 Statute of limitations**

The limitation period is six months from the date of discovery of the plagiarism.

## **6.6 Guidelines afternoon of work**

### **6.6.1 Regular hours**

Every pupil and student living in the boarding school is obliged to work a total of 5 or 4.5 hours twice a week, and every pupil or student living outside the boarding school is obliged to work a total of 3 hours once a week.

### **6.6.2 Time of the work assignments**

The work afternoons take place on Tuesdays from 14:00-17:00 and Fridays from 14:00-16:00 (summer time) or 14:00-15:30 (winter time).

### **6.6.3 Exceptions**

Students who are married only have to work 3 hours.

Students who are married and have children are exempt from working afternoons.

Students who have taken the lead in one of the following areas are exempt from 2 or 1.5 working hours of the afternoon work on Friday:

- BSV President
- SK President
- Overall youth leader
- Leisure team leader
- Mission team leader

The exception for management functions in student work can only be combined with another exception (living away from home or being married). If a special constellation of exceptions (e.g. married, has children, specific task) results in a reduction in hours over and above the actual obligation, this cannot be claimed as plus hours.

If a management team is formed, the waived hours can be divided between two people in consultation with the management of the afternoon work sessions.

Further exceptions are possible on a case-by-case basis in consultation with the management of the work afternoons.

#### **6.6.4 Making up for missed work**

Missed work must be made up if necessary. Hours not completed by the end of the school year will be charged to the school account at the increased rate of €16.00 per hour. It is the responsibility of pupils and students to ensure that they contact the head of the after-school program in order to make up their minus hours. Hours worked elsewhere (without prior agreement) can therefore not be credited.

#### **6.6.5 Unexcused absences**

Pupils and students who forget to sign out and do not show up at work will have their working hours for the day counted as a double minus.

#### **6.6.6 Illness**

Absence from work due to illness is only excused if written confirmation is provided in the morning. If the case of illness is only reported shortly before the start of working hours (or after the start of the 5th lesson at 11:45 a.m.), the working hours will be counted as minus.

#### **6.6.7 Excursions and other school events**

During school events (class trips, excursions, etc.), all participating pupils and students are exempt from working afternoons. However, those who do not take part in the school event are obliged to work.

## 6.6.8 Examination times

For day pupils, the regular afternoon work ends with the last official school week. Matura students are exempt from working afternoons seven days before the start of the first written examination, during the examination week and in the week before the oral examinations. Otherwise, boarding school students work 3 hours per week between the written and oral examination weeks. Theology and language students have no afternoon work during the examination week. This arrangement ends after the last exam. Theology graduates have 7 days off before the major final examination. In special exceptional cases in connection with VWA work, individual ORG 8 students may be given afternoons off after the Christmas vacation. The principal of the ORG must be consulted in this case.

## 6.6.9 events

Preparations for school events can only be made on a working afternoon if the event takes place on the same day and the preparations cannot be made earlier or later for technical reasons.

## 6.6.10 Taster

Tasters are obliged to participate in the afternoon's work.

# 6.7 School regulations ORG

## 6.7.1 Desire for Academic Excellence

It is the aim of the Oberstufenrealgymnasium Bogenhofen to awaken in everyone the desire to develop their talents and abilities to the highest possible level and to approach the challenges of their education and later life with a positive attitude.

## 6.7.2 Lesson times

1st hour	07:30 - 8:20
2nd hour	08:25 - 9:15
Devotion	09:20 - 9:40
3rd hour	09:45 - 10:35
4th hour	10:50 - 11:40
5th hour	11:45 - 12:35
6th hour	12:35 - 13:25
Lunch break	13:25 - 14:30
7th hour	14:30 - 15:20

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8th hour	15:20 - 16:10
9th hour	16:20 - 17:10
10th hour	17:10 - 18:00

### 6.7.3 Start of lesson

Immediately after the bell rings, the students go to their respective classrooms and close the doors.

When the teacher enters the classroom, the pupils register this by standing up at their own seat.

The students bring their teaching materials for the day to the classrooms and have them ready when the teacher arrives.

If there is still no teacher in the class 10 minutes after the bell has rung, the class representative reports this to the secretary's office.

### 6.7.4 Keeping the school building and classrooms clean

In the interest of all, the school building should be kept tidy and clean. The class is responsible for cleaning in the event of heavy soiling.

Students are permitted to decorate the classroom with the consent of the management.

The tables will not be smeared. All damage must be reported immediately to the secretary's office. In the event of proven willful damage, the person causing the damage or the class association must pay the costs incurred.

The last person in the classroom or special classrooms at the end of the morning will be instructed by the teacher to tidy up the classroom and close the windows.

Books and other school items can be left in the lockers or deposited in lockers. Lounge areas are available in the dormitories and the canteen.

There is no eating during lessons, food must be cleared away at the beginning of the lesson.

### 6.7.5 Break order

During breaks, pupils may stay in their classes, in the corridors or on the school grounds. Leaving the school grounds during lesson times is not permitted.

### 6.7.6 Delays

(Unexcused) tardiness will be entered in the class register. Unexcused tardiness counts as an unexcused lesson from two minutes.

Unexcused absences above a tolerance limit of five per semester will result in the missed "teaching duties" being made up as part of a double workload. In addition, the student will only receive the behavioral grade "satisfactory" in the school report or annual report card.

If five unexcused lessons accumulate for a second time, the pupil will be sent to a meeting with the head teacher by the head of the class. The workload will be doubled again. In addition, the student will receive the behavioral grade "unsatisfactory" in the school report or annual report. This also means that the school contract is terminated. A new application for admission must be submitted. In the event of admission, this will initially only be on probation for the next semester.

### 6.7.7 Absence from class

If an oral or written examination is missed, it will be made up at the next possible date without further notice, unless the student agrees another date with the teacher in advance.

A pupil may only be absent from lessons if

- there is a justified prevention,
- permission to be absent has been granted in advance,
- there is an exemption from participation in individual subjects.

Justified prevention is deemed to be, in particular:

- Illness of the student,
- Illness of parents or other relatives if they need the student's help temporarily,
- extraordinary events in the student's life or in his or her family
- Impassability of the route to school or bad weather, if this endangers the health of the pupil.

In the event of any absences, the head of residence (internal) must be informed or an entry made in the electronic class register (external) (also for pupils who are of legal age). If a pupil's condition deteriorates during lessons and he/she wishes to be released from lessons, this is possible by means of a confirmation of withdrawal. This must be submitted to the head of the class (external) or the head of the dormitory (internal) and conditions for a future excuse for absence.

At the end of the absence, an excuse from the parent/guardian or the homeroom teacher must be submitted to the head of the class without delay (at the latest two weeks later, otherwise the lessons will be considered unexcused). It is not the task of the head of the class to remind students to submit excuses; it is the student's responsibility to do so.

Permission to be absent for up to one day of lessons is granted by the head of the class, beyond that by the management (request from the parent/guardian with justification). In these cases, the management will issue a leave of absence, which must be handed over to the head of the class.

After consultation with the head of the class, additional days off school may be granted under the following conditions:

- Two free days per school year for students (ORG 6-8, excluding lateral entrants from abroad) with excellent results or a grade point average of less than or equal to 1.5 (with max. 1x sufficient)
- One free day per school year for students (ORG 6-8, excluding lateral entrants from abroad) with good results or a grade point average of less than or equal to 2.0 (with max. 1x sufficient)

These days off may not be taken during weeks of prayer or on days when school matters prevent this (examinations, school work).

### **6.7.8 Participation in school trips**

Participation in school trips is only possible for pupils whose behavior is inconspicuous. Participation is not possible with a behavior grade of "less than satisfactory" or "unsatisfactory".

### **6.7.9 Support through homework and study time**

Our teachers endeavor to ensure that the lessons are successful through exercises that our students do on their own outside the classroom. In this way, we want to ensure learning success. We expect all students to complete these homework assignments.

In order to avoid overload, homework is entered in the electronic class register by all teachers so that the workload is visible to all pupils.

In order to prevent students from failing to achieve the class target due to negligence in this matter, supervised learning supervision (=study time) in the evenings should help them to complete their assignments. This measure applies to boarding students and is implemented according to the following criteria:

A grade point average below 2.0 exempts a student from the study period. A report card without a four can also exempt a pupil from the study period. In any case, the teachers' conference decides on participation in the study period based on the recommendation of the head of the class.

At the same time, the teaching staff will determine at the monthly meeting whether students are required to attend study time. This may occur in the event of organizational or other deficiencies on the part of the student. Study time is considered a compulsory lesson for the respective student. The study time supervisor has the task of recording attending students in the electronic class register.



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# DECLARATION OF CONSENT

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Name

I have thoroughly read the Student Handbook and agree to abide by its provisions and to contribute to a Christian atmosphere on campus and in the classroom. I agree that I may be photographed/filmed in the course of school events and that these photos/videos may be published on the school website and in other school publications.

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Place and date

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Signature of the pupil/student

We have taken note of this "Student Handbook".

I also agree that my son/daughter may be photographed/filmed in the course of school events and that these photos/videos may be published on the school website and in other school publications.

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Place and date

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Signature of the legal guardian