

RULES FOR THE SECONDARY SCHOOL

1-The school day

1- 1- Timetable

Bell	08.40
1 st lesson	08.45 - 09.30
2 nd lesson	09.35 - 10.20
3 rd lesson	10.25 - 11.10
Break	11.10 - 11.25
4 th lesson	11.30 - 12.15
5 th lesson	12.20 - 13.00
Break	13.00 - 13.10
6 th lesson	13.15 - 14.00
7 th lesson	14.05 - 14.50
8 th lesson	14.55 - 15.40
9 th lesson	15.45 - 16.25.

The end of one lesson and the start of the pause is signalled by a first bell. The following lesson starts on the second bell; a pupil who is not in the classroom at this moment is considered late. Each pupil is allowed a free period (5th or 6th) which allows him or her to go to the canteen.

1-2- Late arrivals

- a) A pupil who is late because of school transport must present the written justification, issued by a person responsible, to the teacher. (up until 09.00)
- b) For other late arrivals the pupil must:
 - i) obtain a "**late slip**" which will be given by a counsellor up until 09.30 in room C007, E009 or in T building. This slip must be presented to the teacher on arrival in the classroom.
 - ii) **and** present an excuse written by parents as soon as possible.
- c) All late arrivals will be recorded in a file. Two non-justified late arrivals may be punished (see article 43 – a1/a2).

1-3- Opening times of buildings

Pupils may enter the buildings as from 08.00. They can go to room E009 (supervised study), B002 (free study) or to the library as from 08.15. Access to upper floors is forbidden until 08.35 except for pupils who have lockers there. Pupils may remain in the "common room" until 16.45.

1-4- Free periods

During free periods or in the case of the absence of a teacher who cannot be replaced.

- pupils in years 1, 2 and 3 go to room C007
- pupils in years 4 and 5 go either to room E009 (supervised study), or to the library, or to B013 or to room B002.
- pupils in years 6 and 7 go to room B002, or to the library, or to E009 or to B012, or to room B-013 or can leave school.

Pupils are not allowed to be in the corridors or to remain in the locker areas during free periods.

2- Absences

Attendance in lessons is governed by the rules established by the Governing Body in March 2005: "Justified absences are those correctly notified for illness and those agreed to by the Director for personal reasons (the request must be made 8 days before). It is not, however, possible to liberate a pupil just before or after a holiday period." Article 30 of the General Rules; see also www.euroschool.lu.

2-1- All absences are recorded. For pupils under 18, each absence of one or several school periods must be justified in writing by parents. Pupils over 18 may justify their own absences.

2-2- Absences from Lessons

Pupils are not allowed to be absent from lessons without having first asked the principal counsellor and obtained his/her agreement. If the principal counsellor is not available, a pupil should see the counsellor responsible for his/her year.

In case of illness, a pupil cannot go home directly: (s)he must first report to the infirmary (C002).

After any absence, in order to return to class:

- a) The pupil must present an excuse form, completed and signed by parents, which will then be examined by the counselling service (office B001 or room E009) before the pupil can return to class. (S)he can then present an entrance slip to teachers who ask for it.
- b) After two days of absence, in order to be allowed back into class, the pupil must present an excuse form accompanied by a **medical certificate**. A booklet of excuse forms/entrance slips can be obtained from the counsellors.

Pupils cannot leave the school without prior permission.

If a pupil needs to go to the infirmary, (s)he must be accompanied by a fellow pupil chosen by the teacher. (S)he must then place the excuse slip, which will be given by the nurse, in the absence box.

2-3- Absences from Physical Education

Permission not to participate in a Physical Education lesson must be requested in advance from the teacher concerned. The teacher will keep the pupil in the gymnasium. For long-term exemption, **a written request addressed to the director and accompanied by a medical certificate is required for each term/semester**. The teacher, in agreement with the head counsellor, may give the pupil permission to go to room C007 or E009 or, in very exceptional cases and after a written request from the parents addressed to the director, to leave the school. The principal counsellor will give copies of the medical certificate, the parents' request and, where relevant, the permission to leave to the teacher.

2-4- Absences from tests and examinations

2-4-1- justifications:

- a) Classes 1-3: an absence can be justified only in the case of illness or another very serious reason. A note signed by parents giving the reason must be given to the school.
- b) Classes 4-6: **ABSENCES NOT JUSTIFIED BY A MEDICAL CERTIFICATE WILL LEAD TO A ZERO MARK.**
- c) Classes 7: **Any absence to a test, a long test or an announced exam which is not justified by a medical certificate or the director's prior permission leads to a zero mark. For a non justified absence to a part examination or a written or oral exam, see the Arrangement for Implementing the Regulations for the European Baccalaureate (Article 8.1.).**

2-4-2- practical measures:

- a) Classes 1-3: the parents' note should be given in to the counsellor who will pass it to the teacher concerned.
- b) Classes 4-6: the pupil who has missed a test or exam should contact the teacher concerned to agree on a date for a replacement test. As foreseen in the General Rules of the European Schools, a medical certificate must be given to the principal counsellor **before the organisation of the replacement test**; a copy of this certificate will be sent by the principal counsellor to the teacher concerned.
- c) Classes 7: see "Règlement d'application du baccalauréat."

2-4-3- Work to hand in after an absence. A pupil who has not been able to hand in a piece of work on time because of an absence must give it in immediately on returning to school, either directly to the teacher or via his/her pigeon-hole.

2-5- Absence or late arrival of teacher

If a teacher hasn't arrived by ten minutes after the official beginning of the class, the class representative should inform the Conseiller responsible for the year or go to B-001 to inform staff there.

If the teacher is absent

- students in years 1-3 should go to C-007.

- Students from other years (4,5,6,7) will be free, BUT should remain within fixed areas of the school – the Library, Workrooms E-009 and B-002, the cafeteria and the schoolyard. Failure to observe this rule could result in a class punishment.

3- Identification of pupils

3-1- Every pupil present on the school premises must carry the identity card given out by the school, against a payment, at the start of the school year. This card (or the card from the previous year if the new one has not yet been issued) must be presented on demand by any member of staff, including the security guards.

3-2- In case of loss of this card, the pupil must ask for a new one from the counsellor responsible for his/her year. The new one will be issued in return for a payment.

3-3- This identity card shows the timetable of the pupil, the type of permission to leave the premises (if any), the locker number, the pupil's date of birth and a bar code necessary for borrowing books from the library. It is also valid in all libraries in Luxembourg belonging to the network BibNet (Bibliothèque nationale, bibliothèque municipale de la ville de Luxembourg...)

3-4- In order to monitor and prevent the presence of undesirable people in the School, students in 6th and 7th year should automatically show their identity card badges upon entering and leaving the school in order to confirm their right of access or egress.

4-School diaries:

4-1- Every pupil in years 1 to 7 must have a diary, kept in good order, and in which lessons and set work are recorded.

4-2- This diary serves as a preferred means of communication between parents and teachers.

5- Pupils' security

5-1- Arrival and departure.

a) Access to the campus:

See also point 1-3

– **Between 09.00 and 16.00 access to the campus is via the main entrance.**

– For those who arrive or leave by school bus, the gate near the bus stop is open.

– Pupils who have a Physical Education lesson in the Centre Sportif (la Coque) can use the bus stop gate

b) Leaving the campus: Basic rules:

– Pupils in years 1-5 are not allowed to leave the school between 08.40 and 16.25.

– Pupils cannot leave the school without prior permission.

– A pupil can be authorised to arrive later in the morning when (s)he has no lessons and/or leave earlier when (s)he has finished lessons for the day in order to return home. Parents must request permission using the relevant form.

5-2- Security on the campus:

a) Bicycles, motor bikes and cars must not circulate on school grounds. Vehicles may be parked only on designated parking places.

b) Dangerous objects (knives, fireworks, firecrackers,...) must not be brought onto the school grounds. Electrical domestic appliances must not be installed in the common rooms or classrooms.

c) It is strongly recommended that pupils do not wear rings, bracelets, watches etc. during Physical Education lessons. These can be left in lockers before the lesson, at the pupil's own risk.

d) Physical violence, insulting behaviour and intimidation will not be tolerated, whatever form they might take.

e) A pupil found in possession of drugs, responsible for a theft or an act of violence can be summoned before the Discipline Committee. (see point 7: disciplinary sanctions)

