



**INTERNAL RULES
SECONDARY SCHOOL**

LIVING TOGETHER

SCHOOL RULES

Index

I. Introduction

II. Working arrangements

- 2.1. Times and timetables
 - 2.1.1. The organisation of the school day
 - 2.1.2. Access times for the buildings
 - 2.1.3. Organization of the “fixed free periods” for S1 to S3
 - 2.1.4. Student lateness
 - 2.1.5. Teacher lateness
 - 2.1.6. Teacher absence
 - 2.1.7. Permission to leave the school buildings during free periods
- 2.2. Students’ equipment
- 2.3. Homework
- 2.4. Homework policy during the school holidays
- 2.5. Diary
- 2.6. Interface SMS/WebParents/WebStudents

III. The respective responsibilities towards a student of both the school and the parents.

IV. The rights and obligations of students

- 4.1. Rights
- 4.2. Obligations
- 4.3. Lockers

V. Regular attendance in class

- 5.1. The general rule applies that any and all absences must be justified
- 5.2. Absence from class
- 5.3. Recording of absence
- 5.4. Warnings
- 5.5. Consequences of absences
- 5.6. Absence for personal reasons
- 5.7. Absence caused by illness
- 5.8. Absence from physical education classes
- 5.9. Absence from tests and examinations

VI. Pedagogic and disciplinary measures

VII. Security on the campus

Annexe I: Regulations covering Physical Education classes

Annexe II: Flowcharts of the study room organization

I. Introduction

The school is a place for the teaching and education of students. The word education must be understood in its widest sense, incorporating students learning the elements of social living with its values, and the rights and responsibilities that it imposes. Rules governing how we live together must therefore be defined in order to ensure the smooth daily functioning of the school.

These regulations are based on the **mutual respect and solidarity between all the members of the school community**. It implies the respect for the values relating to each individual person with no distinction made in respect of function, age, skin colour, beliefs or nationality. For shared school life to remain harmonious and pleasant for all, everyone must respect the school rules and feel responsible for maintaining them.

Although the regulations apply to all those who frequent the school, certain elements (such as the application of sanctions) will necessarily involve the competence and authority of those involved in the pedagogic functions: the administration, the teaching body, the educational counsellors.

Because of the complexity of life in the school society, the rules and regulations may not furnish a response for each and every situation; however they do clarify the basic obligations of everyone. The regulations seek to go further than being a simple list of “not allowed” s but rather attempt to define in a positive manner the rules governing communal life so as to make working conditions for everyone as favourable as possible.

II. Working conditions

2.1. Times

2.1.1. Organisation of the school day

First bell	8.40
1 st period	from 8.45 to 9.30
2 nd period	from 9.35 to 10.20
Break	from 10.20 to 10.35
3 rd period	from 10.40 to 11.25
4 th period	from 11.30 to 12.15
5 th period	from 12.20 to 13.00
Break	from 13.00 to 13.10
6 th period	from 13.15 to 14.00
7 th period	from 14.05 to 14.50
8 th period	from 14.55 to 15.40
9 th period	from 15.45 to 16.30

The end of a class period or a break is signalled by a first bell. The next class starts on the second bell. Any student who is not in class at that moment is considered as late. There are 5 minutes between each bell to allow students to get to their next class.

Each student has one period free (5th or 6th period) to go to the cafeteria or the canteen.

2.1.2. Access to the buildings

Access is from:

- the bus parking bay zone
- the train station zone
- the bicycle access zone

Students have access to the buildings from 8.00am. They can go to room A203 (years 4 and 5), room B019 (years 6 and 7), or to the library from 8.15.

Students exit school via:

- exit towards the bus parking bays
- exit for the train station
- exit for bicycle access

2.1.3. Organization of the “fixed-free periods” for S1 to S3

- For S1 and S2 students in case of fixed-free period

The students will go to the study room C001 where the presences will be checked by the educational advisor.

If S1 students have more than one fixed-free period during the day, the first period shall be proposed in C001 in priority. For the other periods, the students shall be directed to the recreation room A202.

If S2 student have more than one fixed-free period during the day, the first period shall be proposed in C001 in priority. For the other periods, the students shall be directed to the recreation room A202, the library or the cafeteria.

- For S3 students in case of fixed-free period

The students shall come to room A202 where the presences will be checked by the educational advisor. The students will be free to stay in the recreation room or to go to the library or the cafeteria. Access to study room C001 is recommended if they wish to work in a room adapted to this purpose.

2.1.4. Student lateness

Punctuality and the respect of lesson times, beginning and end, are required of all the school community. A student who arrives late to class must always be able to present a valid reason to the teacher concerned.

As soon as a student arrives on the school campus, s/he must go directly to class and any lateness will be recorded by the teacher.

Any student who is marked “late” must furnish a justification from the **parents to his/her year education counsellor** as soon as possible.

2.1.5. Teacher lateness

If a teacher has not arrived 10 minutes after the second bell, the class representative or, failing him/her, a student designated by his/her classmates, must go and make enquiries from **the year counsellor or from room A201**. The pupils shall wait for him/her to give them the instructions given by the educational advisor.

2.1.6. Teacher absence

Information concerning the absence of a teacher (because of school trips, meetings, illness ..) will be communicated on a daily basis to the students via the screens which are in the school corridors. A teacher may be absent from school but be replaced for part or all his/her classes that day.

In the case of an absent teacher who has **not been replaced**:

- S1 and S2 students will go to the study room C001 where the presences will be checked by the educational advisor. If the student comes for the first time, the period will be spent in C001 in priority.
 - For S1 students, other periods will be spent in the recreation room A202.
 - For S2 students, other periods will be spent in the recreation room A202, in the library or in the cafeteria.
- S3 students
In all cases, they will go to room A202. The educational advisor in charge of the year will note the presences and check if the students have some work to do. If so, he/she will send the students to the study room after having checked with his/her colleague the availability of the room.
- S1 to S3 students who would have been given some work to do from the absent teacher during the two last periods in their timetable will be directed to the study room according to the above-mentioned conditions. The first period will be spent in the study room. If they have finished their work at the end of the first period, they can be freed according to their permission.
- S4 students
S4 students are free but they must mandatorily go to the rooms foreseen by the school. Access to the study room is recommended.
- S5 to S7 students
S5 to S7 students have the possibilities indicated in article 1.7 of the rules Permission to leave the secondary school during free periods.

It should be noted that study room C001 is accessible to all pupils within the available timeslots (from 8.45 to 12.45 and from 14.00 to 16.30).

Reminder: in case of a known absence of a teacher who has not been replaced, the “A” and “B” permissions apply.

- The rooms designated for use by students are as follows:
 - Study room **C001**
 - The library
 - Common room for years 1, 2 and 3 in **A202**
 - Common room for years 4 and 5 in **A203**
 - Common room for years 6 and 7 in **B019**
 - The cafeteria
- Students of the secondary cycle have access to the following outdoor areas:
 - Outdoor sports grounds, only if free from any lesson
 - Playground, except Nursery and Primary areas ,
 - Green spaces inside the school campus.
- During their free lessons or in the case of the absence of a teacher who has not been replaced, students should go to the premises or above-mentioned outdoor areas designated for their use or they may be able to avail themselves of **the following possibilities**:

2.1.7. Permission to leave the secondary school during free periods

Permission to leave the school building is reserved solely for students from years 6 and 7 during their free periods.

According to their timetables, students from years 1 to 5 may be allowed to be absent from school if a teacher is absent at the beginning of the day (authorisation A) or to leave school early when a teacher is absent at the end of the day (authorisation B).

Authorisation A only applies when students have been informed about a teacher's absence before arriving on the school site.

Students from year 5 may be allowed to leave school during the lunch break and the periods which precede or follow the lunch break on condition that the student is normally free during these periods or when there is a lesson where the teacher is absent and not replaced and this lesson precedes or follows the lunch break (authorisation C). The school's priority remains, however, to do everything possible to replace absent teachers.

For authorisation A + B + C, a form, to be completed and signed by parents, will be issued to students on the first day of the school year.

In very exceptional cases, a student may be authorised to leave school during his free time between two classes. This request for permission must be made in writing and in advance to the year counsellor or the Principal Educational Counsellor.

Students are not allowed to walk around or remain in the corridors during their free periods with the exception of certain WIFI zones (the locker areas on floors 0 and 2; the library). Use of these areas is naturally subject to a strict respect of both the places and the people.

2.2. Students' school materials

Each student must have all necessary material (books, exercise books, diary, prescribed sports clothing and equipment etc).

2.3. Homework

Homework must be completed for the requested date in order to allow the teacher sufficient time for marking.

A student who, because of absence, has not been able to hand in work on time must hand it in on his/her return to school either directly to the teacher or via the teacher's pigeon hole.

2.4. Homework policy during the school holidays

This paragraph is under development in cooperation with the subject coordinators.

2.5. Diary

All students from years 1 to 7 must have a carefully and neatly held up-to-date diary to note lessons and homework. The diary should be used to note not only homework but also various communication elements between parents and teachers (and in particular any remarks requiring a signature).

2.6. Interface SMS/WebParents/WebStudents

The school has a communication interface designed for families and students. This web portal allows the online access to the following information:

- Online student's timetable
- Information about courses
- School reports
- Work given by the teachers to the students (service left to the discretion of the teachers)
- Absences over the past two weeks
- Shared folders
- Personal data communicated to the school

Each family will receive its access codes to the web portal by e-mail, on the address given to the school.

III. The respective responsibilities towards a student of both the school and the parents.

Students are covered by an insurance policy taken out by the school in the context of school activities.

Any student who leaves the school grounds during the lunchtime break or during the day to go to a place other than his/her home is not covered by the school insurance.

The use of the exit card provided by the school in no way releases parents or adult students (over 18) from their responsibilities.

IV. Rights and responsibilities of students

4.1. Rights

Each student has the right to be respected as an individual and citizen. In a school context, this signifies that a student has the right:

1. to be protected physically and morally, as a child or an adolescent; he/she has a right to the protection of his personal details;
2. to be informed of regulations which concern him/her.
3. To be informed of his academic results and the criteria used for the evaluation.

4. To be encouraged and valorised in respect of the positive aspects of his/her work as well as in respect of his/her social behaviour and participation in the smooth functioning of school activities.
5. To expect from the school advice concerning his/her future steps into the adult world.
6. To benefit from psychopedagogic support and learning support which can be provided as necessary and in accordance with the respective regulations.

Any student who feels that his rights have not been respected can contact a person of his/her choice – mediator, teacher, counsellor, member of the school administration, member of the student committee or other – to explain his/her complaint and discuss the issues.

Peer mediation.

The peer mediation project in school aims to help students to resolve their interpersonal disputes by calling on other students, **the mediators**, who have followed a specialist training programme, for help. The aim is to encourage the resolution of the problems of the concerned parties through discussion. The mediators follow a special training programme organised by the Luxembourg Government in collaboration with the Service National de la Jeunesse. The student mediators are overseen and organised by a small number of **teacher-coaches** who have also followed training schemes organised by the Luxembourg Government.

4.2. Obligations

As is the case for all citizens, the protection of the rights pertaining to students implies on the student's part the acceptance of the rules which govern the school community.

Compliance with the directives issued by teachers in the framework of their teaching is part of the obligations that students agree to respect.

1. Students are expected in all circumstances to adopt an acceptable attitude both inside and outside the school grounds. Politeness, consideration, respect for equipment, respect for others, a sense of responsibility and tolerance are the foundations of life within a community. Problems caused by student behaviour will come under the responsibility of the parents, and the school reserves the right to take either educational measures or administer sanctions as appropriate.
2. Students must dress appropriately. Clothes or accessories with discriminating messages or promoting illegal products are forbidden. Students wearing that kind of message can be denied access to the school and their legal representative shall be informed by the Direction.

Wearing sport clothes during the Physical Education classes is mandatory as described in appendix 1.

3. The consumption of tobacco is forbidden for everyone on the school campus for reasons of public hygiene as well as the safety of people and buildings.
4. The possession, sale and consumption of alcohol, drugs or other substances harmful to health are strictly forbidden on the school premises and in the surrounding area. Any student found to be responsible for breaching this rule or acting as an accomplice in breaching this rule may be summoned to face a disciplinary council.

5. It is forbidden to bring onto the campus dangerous objects (knives, fireworks, bangers, ...). Students are not allowed to install electrical equipment in the common rooms or in the classrooms.
6. Games having financial or material winnings as well as the selling or receiving of stolen goods between students are not allowed in school.
7. Students are responsible for any and all objects of value (clothes, jewellery, wallet, bank card, bicycle, motorcycle, mobile phone, I pods, MP3, computer ...) which they bring to school. The school will accept no responsibility for loss, theft or damage.

Students are required to take any found object to a class teacher or an educational counsellor.

Any appropriation of a lost item without intention to hand it over to the people mentioned above will be considered a theft.

Objects and belongings found in the school grounds will be stored in the caretaker's office.

If the item is not reclaimed before the end of the school year, it will be given to a charitable association.

Any student who is the author of or an accessory to a theft or an act of violence may be required to appear before a disciplinary council.

8. The use of any electronic equipment (mobile phone, iPod, MP3 ...) must be conducted in a responsible manner. It must not interrupt the flow of a lesson conducted by a teacher, it must not disturb the quiet of areas designated as areas for reading and work (library ...) or create a risk of accident (movement on staircases ...). Without exception, all electronic equipment must be switched off during classes.
9. In order to maintain a high level of cleanliness and to respect the school environment, all food consumption is forbidden in the secondary school building. The consumption of water is allowed. Students must ensure that empty bottles or other rubbish is put in the bins provided.
10. For the same reason, year groups 1 to 7 will contribute to the cleanliness of the school by participating in the sessions devoted to the clearing up of rubbish. All classes will take their turn and to organise this, a list will be established at the beginning of each school year.
11. The putting up of notices, the publication of documents (texts, reviews, notices, messages and documents sent out electronically ...) are authorised provided that they have previously received the formal approval of the management team. Documents approved by the management team may only be displayed in designated areas.
The interior and exterior walls of the school must remain free of posters and any publicity, except in the case where official permission has been sought from the management team.
The displaying of approved notices and publicity must be carried out under the caretaker's supervision.
12. Access to the different car parks and other potentially dangerous areas must be avoided by students. Car parks for use by the public are accessible for a limited time at the beginning

and end of the school day or in the case of a meeting arranged between the management team or teachers.

Students who come to school with their own vehicle will submit a specific request form for parking permission. This permission is renewable each year and entails compliance with the road code and the instructions indicated by the school.

13. Moving around in the corridors, staircases , lifts and outdoor areas:

- a. During lesson times, students must remain in classrooms and refrain from moving around in the corridors without permission. For access to lockers, please refer to point 4.
- b. The corridors and the stairwells are areas of passage. Students must behave in a calm and orderly way: shouting, pushing, bags and clothing which are left lying around, students seated on the ground, races, games ... none of these is allowed.
- c. Written permission from the Principal Education Councillor is required if students need to use the lifts because of mobility problems.
- d. During all breaks, students must leave the classrooms and corridors.
- e. For reasons of security and ease of passage, everyone is asked to keep to the right when using the staircases.
- f. Students will not use their skate-boards, rollerblades or any other similar object inside the school campus. Students who come to school by bike shall hold it by hand once arrived inside the school campus.

14. Students will not leave the class without the approval of the teacher. It is forbidden to eat, chew gum and wear any kind of hat during classes. Drinking water is authorized with prior permission of the teacher.

15. The costs of any form of vandalism (breakage, damage to the buildings, equipment, furniture, graffiti, scribbling etc...) will be paid for by the student(s) responsible for the damage.

16. Trips/transport: all participation in any trip organised by the school implies the acceptance of the respect for the elementary rules of good behaviour (politeness, punctuality ...). Any serious incident involving a breach of school rules may lead to exclusion from school outings and trips – a decision which will be taken by the management team – or, if the teacher-in-charge suggests it, the student can be sent back home at the expense of the parents.

17. Students who are not part of the school and who wish to participate in a day's classes, must make the request in advance and, if the request is granted, they must pay the necessary insurance on arrival in the school and complete the appropriate form (to be collected from the office of the Principal Educational Councillor).

4.3. Lockers

1. A locker is assigned to each pupil.
2. The lockers are rented out by the school and remain the property of the school. The sum for rental is fixed and will be billed by the school.
3. The lockers are numbered. Students are not allowed to exchange numbers.
4. Students must provide their own padlock and they are responsible for the good condition of their locker. Any costs incurred to repair the locker or to clean it in the case of stickers, graffiti, written comments etc will be charged to the student.
5. Students must not use the lockers for the storage of perishable goods, dangerous products or material that may not be used inside the school. For security reasons or if a violation of the rules is assumed, the school has the right to open a locker in presence of the concerned student, to contact the competent authorities and to inform the student's legal representatives.
6. The school cannot take any responsibility for thefts from or damage to lockers. For security reasons, the school reserves the right to open a locker in the presence of the student.

V. Regular attendance in classes.

Attendance in class is ruled by the dispositions of Article 30 of the General Rules of the European Schools.

5.1 As a general rule, any and all absence must be justified

All absences are recorded. Each absence of one or several periods must be justified in writing by the parents. Adult students can provide their own justification for absence. A booklet of forms to complete in the case of absence is distributed to all students at the beginning of the school year or can be obtained from the educational councillors.

5.2 Absence from class(es)

Students are not allowed to be absent from a class or classes without the express permission of the Principal Educational Councillor. Should the councillor be unavailable, the student should seek the permission of his/her year councillor. If a student is ill, s/he is not allowed to go home but must first go to the infirmary (A223). The school nurse will give the student an excuse slip to allow him to return to class or will call the legal representatives of the student should further steps be required (return home, hospitalisation ...).

If a student needs to go to the infirmary, s/he should be accompanied by a friend selected by the teacher. He should subsequently put the excuse slip provided by the nurse into the absence box.

In order for a student to gain permission to leave school before the end of classes, the parents must request permission in writing in advance and send to the educational councillor in charge of the class.

After any absence, in order to be able to rejoin his/her classes

- a) the student must hand in a written justification completed and signed by the parents and he/she will then be dealt with by the "school life service" (office A201 or room C001).
A booklet of **permission slips/entry slips** can be obtained from the educational advisers.
- b) Absences for medical reasons are explained in paragraph 5-7.

Students are not allowed to leave school without prior authorisation.

5.3 The recording of absences

Absences and late arrivals of students are recorded each period by the teacher. Parents have a personal access the absence management system and can view their children's absences and lateness of the last two weeks. The school will regularly send to the parents a list of absences which have not been justified. Unauthorised absences will be clearly identified and will be severely sanctioned. If the number of periods during which a student is absent from a class exceeds 10%, the management team will contact the head of the family or the adult student to warn him/her of the risks s/he is running (clarified below).

5.4 Warning

If, during the school year, the number of periods during which a student is absent from a class is such that there is a risk of not being given an A mark, the management team will warn the head of the family or the adult student of the consequences detailed below.

5.5 Consequences of absences

- a. If, after one term or semester, it is noted that the number of absences risks exceeding the limit of 10% of the lessons in any subject, the management team will warn the parents or the adult student of the risk of not being promoted or of not being allowed to take the Baccalaureate examinations.
- b. If the non-justified and repeated absences of one or several periods continue after the management team's warning, the disciplinary council may decide to suspend the student.
- c. In the case of a non-justified absence of more than 15 consecutive days, the student is considered as having left the school.

5.6 Absences for personal reasons

- a. A student can only be released from the obligation to attend lessons after obtaining the express permission of the management team.
- b. Except in the case of force majeure, this permission must be requested by the parents or the adult student at least eight calendar days in advance. The request must be made in writing: it must show the length of absence and the reasons for the request.
- c. Permission can only be granted for a maximum of two days, with the addition of reasonable travel time.
- d. Except in the case of force majeure, no permission for absence from school can be given for the week preceding or following the holiday periods or the school breaks.
- e. In the case of the death of a relative up to the second degree, the length of authorised absence may be prolonged.

5.7 Absences because of illness

- a. In the case where a student cannot attend school because of illness, the parents must inform the school in writing of the reason for absence and at the latest by the second day of absence.
- b. To obtain permission to return to class after an absence of more than two days, the student must hand in a medical certificate which states the cause of absence.

- c. The Director has the right, if s/he feels it appropriate, to request an examination of the student by the school doctor.
- d. Where there is no parental declaration, or where a medical certificate has not been received within the period fixed as per points 5a and 5b, these absences will be considered as non-justified absences to be sanctioned by the management committee.
- e. Where a pupil contracts an infectious disease, the parents must notify the Director in writing and adhere strictly to the ruling of the Administrative Board, drawn up in agreement with the school medical service, on the containment of infectious diseases, in particular with regard to quarantine for him and other pupils living under the same roof. The pupil shall be readmitted to the School only on production of a medical certificate from a doctor recognized by the local health authorities or from the school doctor.
- f. All students must undergo regular check-ups by the school's medical service, in accordance with the Luxembourg regulations. The cost of the check-ups and any preventive measures will be met by the school.

5.8 Absence from physical education lessons

A student can only be excused from participation in physical education lessons if a request made by his/her legal guardians has been made, accompanied by a medical certificate stating that there is a physical problem which prevents the student from participating in the class. Unless other arrangements are made, the teacher will keep the student in the room or hall.

In the case of prolonged dispensation, **a medical certificate must be submitted to the year councillor every term/semester.**

The teacher, with the agreement of the principal councillor, can give the student permission to go to room A202 or C001. In very exceptional cases and in response to a written request by parents, the management team may give the student permission to leave the school grounds.

The year councillor will notify the teacher concerned of the existence and length of any medical certificate. The councillor will also pass on to the teacher the parents' written request and, where appropriate, the management's permission.

5.9 Absence from tests and examinations

5.9.1 Justifications:

- a) Year groups 1 to 3: an absence can only be justified in the case of illness or serious reason. A letter explaining the reason for absence and signed by the parent(s) must be presented to **the year councillor.**
- b) Year groups 4 to 6: **ANY ABSENCE THAT IS NOT JUSTIFIED BY A MEDICAL CERTIFICATE OR WHICH HAS NOT BEEN AGREED IN ADVANCE BY THE MANAGEMENT WILL AUTOMATICALLY RESULT IN A ZERO MARK.**
This measure does not apply for tests which have not been previously announced to the students.
- c) Year group 7: any absence from a test, a long test or a planned examination which is not justified by a medical certificate or which has not been agreed in advance by the management will automatically result in a zero mark.
For a non-justified absence for a pre-bac or written or oral baccalaureate examination, refer to the regulations governing the baccalaureate examinations (article 8.1).

5.9.2 Practical aspects:

- a) Year groups 1 to 3: the letter from the parents justifying any absence should be handed to the councillor who will pass it on to the teacher concerned.
- b) Year groups 4 to 6: a student who is absent from a test or examination must contact the teacher concerned to fix a date when s/he can take a replacement test. **The test will take place either in the classroom under the supervision of the teacher, or in the study room after having informed the Principal Councillor.**

According to the General Rules of the European Schools, a medical certificate must be handed in to the year councillor before the organisation of a replacement test, then the year councillor will notify the teacher concerned of the existence of the medical certificate together with the length of the absence.
- c) Year 7: refer to the regulations concerning the baccalaureate.

VI. Pedagogic and Disciplinary Sanctions

Given that the aim of the school is to maintain its educational function, the application of disciplinary sanctions is only envisaged when all other pedagogic measures have had no effect.

Disciplinary measures are taken to ensure that classes and educational activities can proceed normally as well as to protect belongings and people. They will be taken in the case where a student fails to meet his obligations.

In the case of any form of aggressivity or repeated indiscipline on the part of a student, or collective indiscipline on the part of a class or group, the causes will need to be clarified with the help, if necessary, from the competent services.

Disciplinary measures are governed by the General Rules of the European Schools and completed by the school specific rules.

1. Depending on the nature and seriousness of the incidents and a global evaluation, one or several of the following measures may be taken by the school (management, teaching staff, educational councillors) in respect of the student:
 - verbal warning
 - extra work
 - school exit card to be handed in and the student obliged to report at specific times to the designated councillor
 - free time to be spent studying
 - tasks of a community assistance type during free time
 - detention and indication of such in a written letter to the legal representatives of the student
 - verbal warning from the management followed by a written minuted account of the discussion to be signed by the student and the member of the management team concerned
 - written warning from the Head of the school
 - temporary suspension from classes by the Head of the school for a maximum period of 3 school days
 - temporary suspension from classes after recommendation by the Disciplinary Council for a maximum period of 15 working days
 - permanent exclusion from the school after recommendation by the Disciplinary Council

The above list of the various sanctions does not imply that the application of one sanction means that any of the preceding ones cannot be applied.

All detention periods are given for clear reasons and after suitable reflection. Their aim is pedagogic and educational. Each student incurring a detention period will go to room C002 to complete the work which will be set for him/her. This work will be given to the student by the educational councillor responsible for the year group. The parents and form tutor will be informed by letter.

All sanctions, including detentions, are noted in the student's school file and kept for a maximum of three years.

In more serious cases where the safety or health of students in school is put at risk, the Head may, at his discretion, require the parents to keep the student at home under their jurisdiction until a meeting of the Disciplinary Council can be called.

2. Disruption of classes or the library

- a) A student who is sent out of class must report to the principal educational councillor, accompanied by another student and with work set by the teacher.
The student must then go to the study room C001.
- b) The incident will be recorded by the educational councillor and the completed work will be returned to the teacher concerned.

VII. Safety and security on the campus

7.1 Identification of students

7.1.1 All students present on the school site must carry an identification card which has been issued by the school, after payment, at the beginning of the school year. This card (or that of the previous school year if the student has not yet received the current year's card) must be produced at the request of any member of the school staff, including the security personnel of the school.

7.1.2 This identification card shows the student's timetable, any exit permission, the locker number and the student's date of birth.

7.1.3 In addition, each student will receive a card "MyCard" allowing him/her to use the Luxembourgish public transportation free of charge for the way home to the school. This card is strictly personal. This card shows a bar code required for library book borrowing; it is also valid for all Luxembourg libraries which are part of the BibNet system (National library, municipal library of the city of Luxembourg ...).

7.1.4 All students must systematically show their badge when entering or leaving the school so that their right to be on the premises can be verified.

7.1.5 If a student loses his/her card, s/he must request a new card from the educational councillor responsible for the year group. A new card will be issued after payment.

7.2 The identification of visitors or any other person not part of the school body

All visitors must first report to the security desk to obtain the necessary badge which will allow him/her access to the site.

VIII. Bibliography

- ✓ General Rules of the European Schools
Official website of the European schools: <http://www.eursec.eu>
- ✓ Luxembourgish legislation on Youth Protection
<http://www.luxembourg.public.lu/en/vivre/famille/enfants-jeunes/droits-de-lenfant/index.html>
- ✓ Anti-smoking law of 11th August 2006, modified by the law of 18th July 2013

Regulations covering the Physical Education classes

GENERAL

1. **Sports clothes = OBLIGATORY**
 - Tights, shorts, or jogging pants (no jeans) + t-shirt
 - Pair of clean sports shoes used exclusively for the course.
 - Rubber band for long hair.
2. **At the swimming pool**
Bathing suit and bathing cap are compulsory.
3. **Sanctions in case of forgetting the sports clothes**
It is up to the teacher to choose which sanction to apply
4. **Behaviour in the gymnasium and at the swimming pool**
It is forbidden to :
 - wear watches, rings, earrings, necklaces, bracelets during the course
 - eat, drink or chew chewing-gum in the sports hall.
 - use a mobile phone, MP3 or any other object of the same kind.
 - leave the course to go to the changing rooms or the toilets without the teacher's permission.
 - enter the equipment room and/or to take material without authorization.
 - damage the sports material, **the expenses will be paid by the responsible pupil.**

EXCUSES

If a student cannot participate, he/she must give a written excuse from his parents or doctor to his PE teacher before the beginning of the class.

If a student is unable to participate for a longer period, a medical certificate (MC) must be presented at the beginning of this non-participation period.

EXEMPTIONS (MC long term)

- In case of long term medical exemption, one medical certificate per cycle is required and must be given to the counsellor. The teacher, in agreement with the counsellor may allow the student to go to room A-202 or C001. Only in exceptional cases and upon demand of the parents, the Direction may allow the student to leave the school.
- The excuse must be given to the teacher before the course.
- If a student cannot attend the swimming classes for a long period, he/she will be placed in another course.
- A student can only be exempted from PE classes upon demand of his/her legal guardians and upon presentation of a medical certificate specifying the nature of the physical inability to participate. The teacher will keep the student in the class unless another agreement has been arranged.
- The counsellor shall give a copy of the medical certificate, the parent's request and/or the authorization from the direction to the PE teacher.

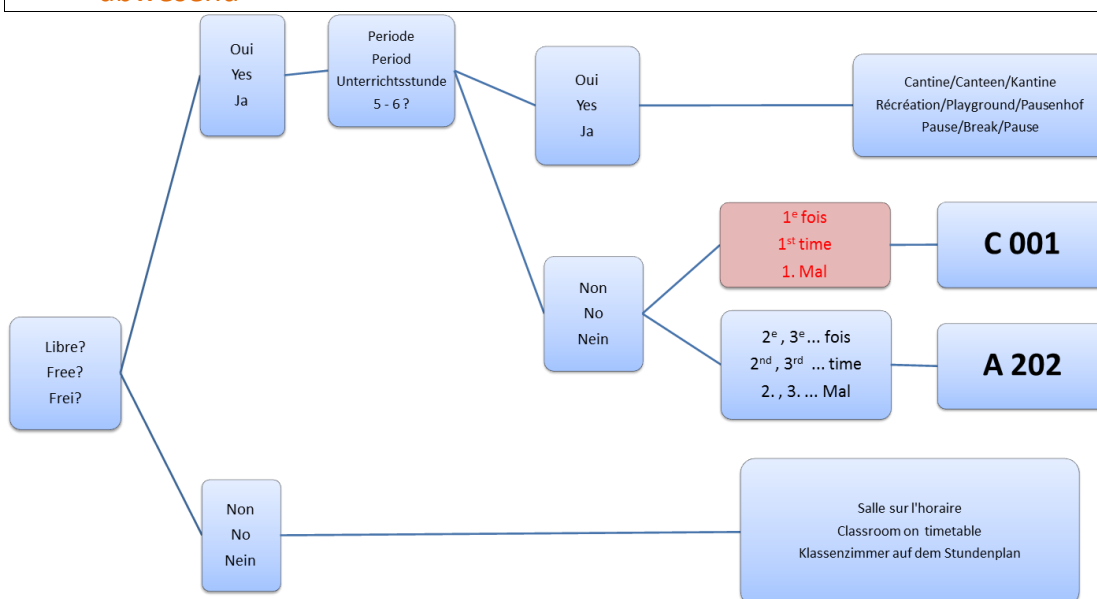
Any illness (asthma, diabetes, etc...) must be signalled by the parents to the PE teacher at the beginning of each school year.

MARKS

- Classes 1-3 Mark = Behaviour + Tests
Classes 4-7 Mark A = Behaviour Mark B = Tests
- **Note:** A pupil who does not take part in at least **80%** of the lessons of the same cycle cannot claim to have a mark higher or equal to the average in Mark A.

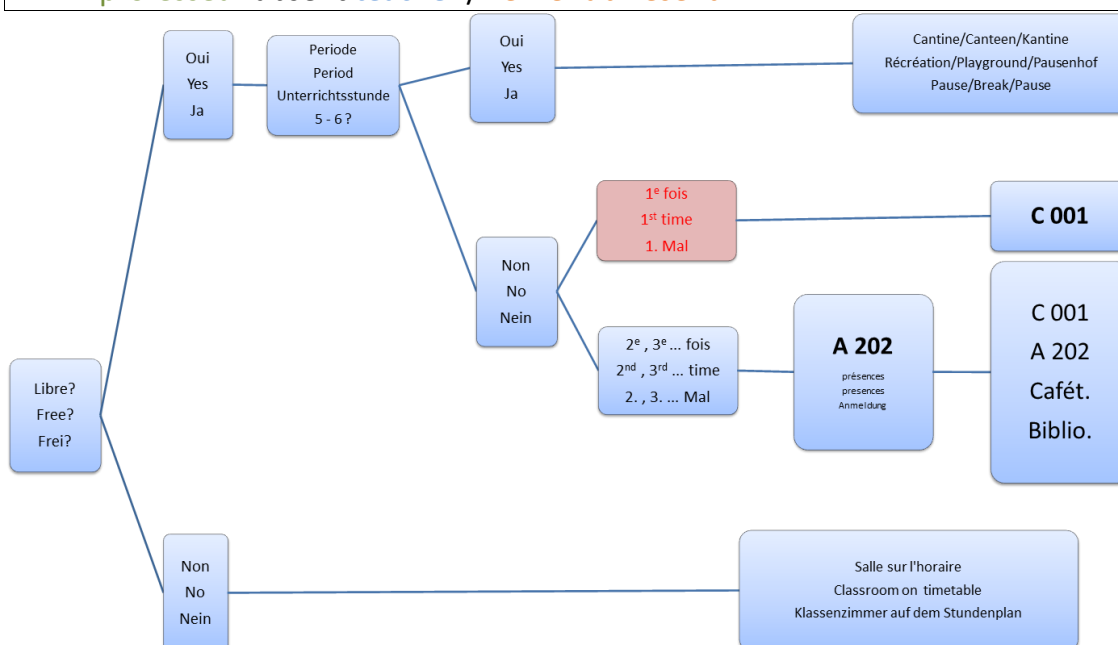
Flowcharts of the study room organisation

S 1 Libre fixe / fixed free / feste Freistunde professeur absent teacher / Lehrer abwesend



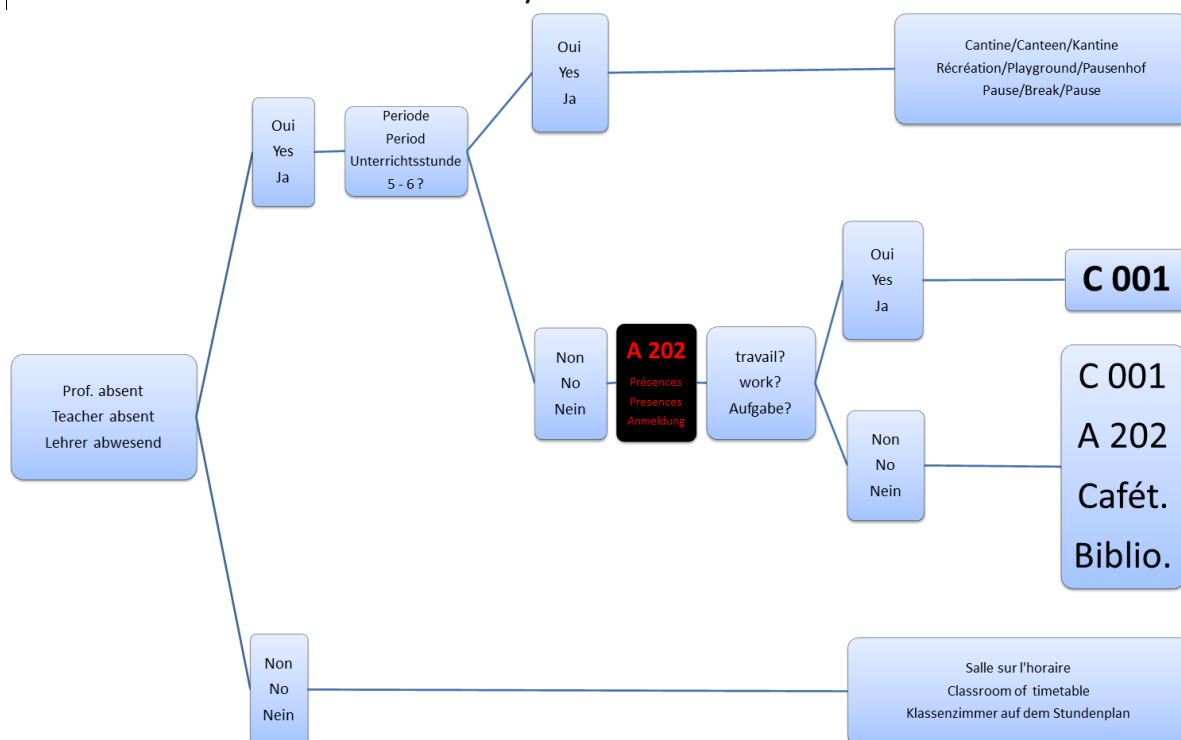
En cas de période libre, les autorisations dites 'A' et 'B' sont d'application.
 In case of a free period, the authorizations 'A' and 'B' apply.
 Im Fall einer freien Unterrichtsstunde gelten die Erlaubnisse 'A' und 'B'

S 2 Libre fixe / fixed free / feste Freistunde professeur absent teacher / Lehrer abwesend



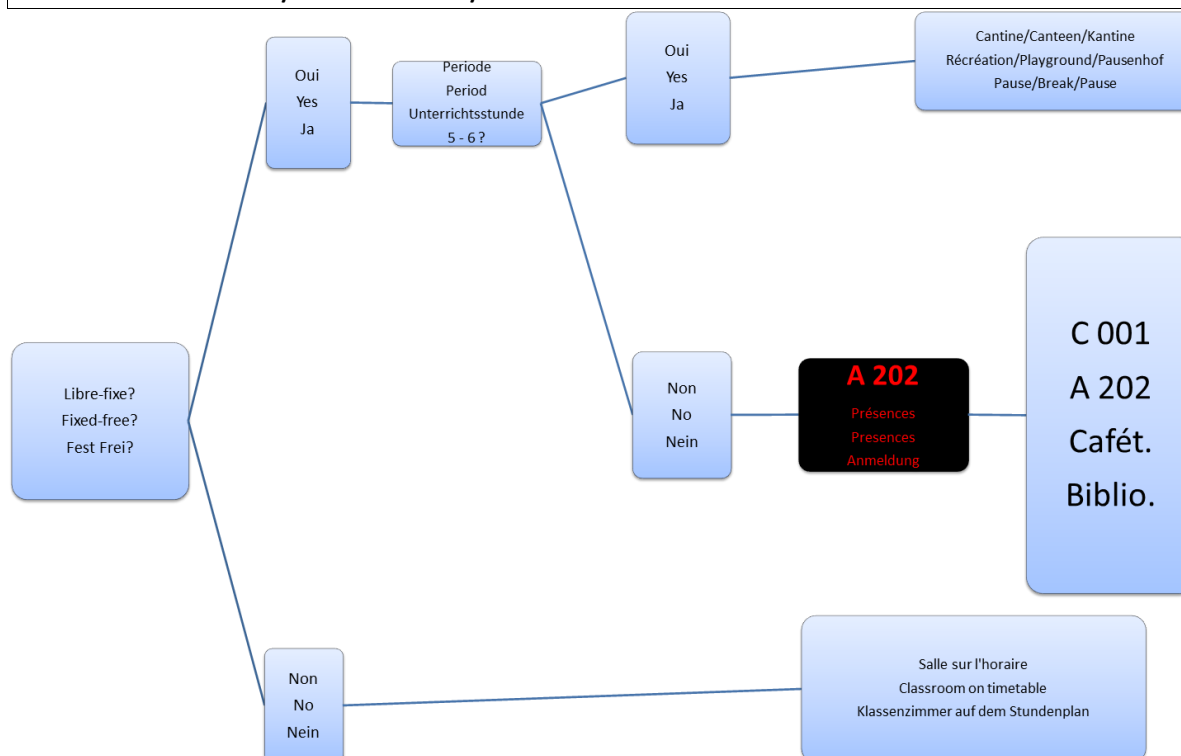
En cas de période libre, les autorisations dites 'A' et 'B' sont d'application.
 In case of a free period, the authorizations 'A' and 'B' apply.
 Im Fall einer freien Unterrichtsstunde gelten die Erlaubnisse 'A' und 'B'

S3 Professeur absent teacher / Lehrer abwesend



En cas d'absences de professeurs non remplacés les autorisations dites 'A' et 'B' sont d'application.
 In case of absence of not replaced teachers the authorizations 'A' and 'B' apply
 Im Fall eines abwesenden Lehrers, der nicht vertreten ist, gelten die Erlaubnisse 'A' und 'B'.

S3 Libre-fixe / fixed-free / feste Freistunde



En cas de libre-fixe, les autorisations dites 'A' et 'B' sont d'application.
 In case of fixed-free, the authorizations 'A' and 'B' apply.
 Im Fall einer festen Freistunde gelten die Erlaubnisse 'A' und 'B'.

