



O.T.R. A.s.b.I. International School

SECONDARY SCHOOL INTERNAL RULES

This document should be read carefully. Please provide us with the last page containing the words "Conditions Read and Accepted" signed by both parents or by the child's legal guardian(s). The acceptance of these rules shall complete the enrolment of your child at the School.

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ATTACHED – Form to be signed and returned to School

1. PREAMBLE

In addition to the Internal Regulations, the Luxembourg regulations actually in force require us to draw up and inform parents and students about the rules of conduct specific to secondary education.

Chapter 11 of the law of August 29th, 2017 on secondary education dictates the educational measures to be implemented and enforced by all students of the school. Within the hereby document some rules already mentioned in the Internal Rules chart and applying to students of secondary are also included.

2. SCHOOL ACCESS HOURS

Students are admitted to school from 8.15 a.m. to 8.30 a.m. Upon arrival, they are requested to go to the classroom of their head teacher, with whom they shall stay from 8.30am to 8.45.

At 8.45am students shall be requested to go to the classroom related to their first lesson of the day.

3. FREE TIME

During free time all students are requested to reach the school study room located on the third floor.

4. RIGHT TO EXIT THE SECONDARY SCHOOL

Students are requested not to leave the school grounds during the whole school day. However, if necessary, parents can pick up their children from school or send a written authorization to allow relatives to pick up their child by sending an email to the following address: info@otrschool.lu

5. SCHOOL DIARY

All high school students shall receive a personal diary to use to better organize their school days.

6. GENERAL DISCIPLINE

Both inside and outside the school, students should behave in a correct, sociable manner and with respect for their peers and adults.

During the lessons, they must be attentive, active and respectful towards their teacher and classmates.

Students can only eat their lunch in the school canteen or in the cafeteria area.

During daily breaks, they are required to go out into the yard, unless weather conditions do not allow it.

Each student will have a locker with his key which he must keep clean and tidy. Objects found in the school must be left at the reception. However, at the end of the school year, the school reserves the right to offer unretrieved items to a charity. Students are asked to wear indoor shoes for school. Students are not allowed to wear the same shoes outside and inside the school.

7. EDUCATIONAL MEASURES

In the event of breaches of the rules of conduct, the student may be subject to educational measures which shall be proportionate to the gravity of the breach and therefore take into account the student's age, maturity, general behavior as well as, where appropriate, the recidivism of his or her alleged acts.

- a. The following educational measures may be taken by a teacher, a member of the school Direction or a supervisor:
 - i. a call to order or verbal censure;
 - ii. a punitive assignment of pedagogical interest;
 - iii. detention outside of school hours, under supervision and with the obligation to do a duty imposed by the teacher or supervisor;
 - iv. the temporary confiscation of an object whose detention is prohibited on school grounds or in the classroom. The object shall be returned after the lesson to the pupil concerned or given to the Directors who shall then return it to the parents or to the adult student personally coming to the Direction's office to get it back.

- b. The following educational measures can be taken by the Direction, the Class Council being possibly requested to provide its opinion:
 - i. an activity in the interest of the school community, in relation to the rule breach;
 - ii. a temporary or permanent transfer to another class of the same establishment;
 - iii. the exclusion from all courses for a period of one day to two weeks. For minor pupils, the same sanction shall be accompanied by specific measures intended to guarantee the normal continuation of the sanctioned student's schooling, during his or her routine school classes' timetable.

- c. Any educational measure or sanction is filed and recorded in the student's personal file. An educational measure decided by the Direction as well as any detention assigned outside of school hours are notified, by written means and duly motivated by the Directors, to the adult student or to the parents of the minor student and, if necessary, to the trainer work boss and to the student's concerned professional chambers.

- d. The educational measures are taken following the hereby rule breaches:

- i. actes of incivility and impertinence towards members of the school community;
 - ii. refusal of obedience;
 - iii. refusal to attend classes, exams or assignments;
 - iv. the unjustified absence of lessons for at most sixty lessons in the same school year or at most thirty lessons for students in the concurrent classes, together with any repeated delays as well as unjustified absences or the non-completion of any schoolwork previously assigned to him or her;
 - v. attending school while intoxicated or under the influence of prohibited drugs;
 - vi. the possession or consumption of alcohol within the school grounds;
 - vii. tobacco use inside and around the school;
 - viii. fraud;
 - ix. incitement to disorder or failure;
 - x. the organization, within the School premises, of events not authorized by the Direction;
 - xi. offenses referred to in Article 43 which do not justify removal.
- e. The Direction can fix an appointment in the interest of the sanctioned pupil with the psycho-social service and the school support together with a competent external service. Adult pupils or the parents of the minor pupils shall be informed in writing. The pupil and the parents of the minor pupil are required to attend.

ANNEXE – Exemple à remettre signé à l'école



O.T.R. A.s.b.I. International School

Luxembourg, le ___/___/___

I, the undersigned, Mrs/Ms., _____

Mother or guardian of the child,

and

I, the undersigned, Mr. _____

Father or guardian of the child

Do certify having taken note of the School's internal rules.

Signature/Signatures

(Conditions Read and Accepted)

(mother)

(father)
