



INTERNAL RULES Secondary Cycle

This document should be read carefully. Please provide us with the last page signed by both parents or by the child's legal guardian(s) adding the mention "read and approved". Acceptance of these rules will validate your child's enrolment in the school.

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1. PREAMBLE

Each school is a community that includes students, school staff, and parents.

The school staff is committed to creating a school climate that encourages a spirit of camaraderie and solidarity among students and commits them to showing consideration and respect for the people with whom they come into contact.

The educational work of the school staff completes the one of the parents and requires their collaboration.

All members of the school community shall comply with the provisions made in the interests of order and safety. They shall be punctual, respectful, and well behaved.

They shall refrain from any conduct likely to disturb the smooth running of school and extra-curricular activities, as well as from any act of physical or psychological violence.

The present Internal Regulations are drafted in conformity with the « *Grand-Ducal Regulation of 7 May 2009 concerning the rules of conduct and internal order common to all schools* ».

2. HOURS

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

The school opening and closing hours are communicated each year.

3. LATE ARRIVALS AND ABSENCES

All late arrivals and absences of students must be justified either by a medical certificate or by an email from the parents.

Late arrivals are only permitted up to 09:30 a.m. and only on presentation of a proof of medical appointment issued by the physician.

The only justified reasons for pupils being absent from class are the child's sickness, the death of a close relative or force majeure.

Pupils who have been absent for three days in a row will only be admitted to class if they can provide a valid sickness certificate indicating the end of the sick leave.

On the first day of absence, parents must communicate the child's absence to the child's teacher by email by copying info@otrschool.lu before 08:00 a.m. and possibly by phone to (+352) 26094542.

In case of planned absence, parents are kindly invited to request approval by the Direction of the school at least three working days before the absence itself by filling in the "OTR Request permission of absence" form.

form (available at the reception desk, or it can be request by email to info@otrschool.lu). For planned absences, parents may request up to a maximum of 5 days in row and 15 days for an entire school year.

For an entire school year, the maximum of allowed absences (of whatever nature: planned, justified, sickness....) is 15 school days.

Exceeding this threshold of 15 school days could result in repeating the year.

4. FREE TIME

During Free time all students are requested to reach the designated room.

5. AUTHORISATION TO LEAVE DURING SCHOOL HOURS

If parents need the student to leave the school during the school day they need to fill the form “Pick-up request of a student during school hours” (available at the reception desk, or it can be request by email to info@otrschool.lu) to inform the child’s teacher by email, copying info@otrschool.lu.

Once the student is picked-up, he will leave for the entire school day.

The day following the medical appointment, presentation of a proof of attended medical appointment issued by the physician is absolutely required.

6. AUTHORISATION TO LEAVE

At the beginning of the school year parents are requested to inform the school if their children are allowed to leave school on their own (by filling in and signing the “Parental authorization” form) or if they have to be picked up. Students are provided with a card in different colour indicating whether they have permission to leave school on their own or not.

Children who have finished their lessons and who are not participating in any of the activities organised on the school premises and have not the authorisation to leave on their own, must leave the school no later than **5 minutes after the exit time**. Where applicable, charges will be applied:

- From 6 to 30 minutes: EUR 5* to be paid at the reception.
- From the 31st minute of delay: EUR 20* to be paid at the reception.

**In the event of recurrent delays, these fees may be doubled.*

The same charges will be applied also to the exit time for afternoon activities.

7. SAFETY OF CHILDREN

For safety purposes, the following are not allowed on the school premises:

- Phones are strictly prohibited in class.
- Dangerous objects (sharp, pointed, flammable, etc.).
- Toys that imitate weapons (guns, knives, swords, etc.).
- Valuable objects (jewellery, valuable toys) as the risk of loss or theft is high. (In case of loss or theft, the school cannot be held responsible).
- Chewing gum, lollipops, sweets.
- For reasons of hygiene and safety, animals are not allowed on school premises for reasons of hygiene and safety.
- Prams, bicycles, scooters must be kept in the designated outdoor area.
- Bulky and cumbersome packages must not enter the school premises.

To prevent children from bringing the above into the school, parents are invited to regularly remind them this rule.

It is forbidden to let the children play in front of school premises.

8. EXEMPTION FROM PHYSICAL EDUCATION CLASSES

Exemption from physical education classes for a valid reason (1 absence) must be notified to the principal teacher and the sport teacher by email.

The child will accompany the rest of the class to the gymnasium.

In the case of a long-term exemption (more than a week), a medical certificate is required.

9. SPORT RULES

During sports hours, students must have sport shoes (no dance shoes) and a bottle of water. In case of long hair, they will have to put on a ponytail to avoid accidents.

In case students forget their sport shoes, or they do not wear the sport uniform, they will be not able to participate in the lesson.

Each omission will be notified on the school report.

10. SURVEILLANCE

Students are always under the supervision of a class teacher or educator during school hours, morning registration, exit time, free periods and recreation time,

11. INSURANCES

All families are strongly advised to take out civil liability insurance to cover the risk of accidents or any damage caused by their child.

12. UNIFORMS

Our school uniform is compulsory from Monday to Thursday.

Our **everyday** uniform consists of:

- school blue sweatshirt or fleece or sleeveless pullover
- school white polo t-shirt (short or long sleeves)
- trousers or skirt or school dress
- everyday trousers/skirts can be dark blue, or jeans or black

The **sport** uniform consists of:

- school grey hooded sweatshirt
- school blue T-shirt
- gym pants or leggings
- sport backpack
- clean gym shoes (inside of sport backpack, ideally never used outdoors).

Students must wear the sports on the day when they have sports hours,

Roller backpacks are not allowed.

Today our school welcomes students from almost 50 different countries from all over the world and from different traditions, costumes, and religions. Therefore, to preserve the neutrality of the school in this multicultural and multiethnic environment and the respect of the ideologies of all our students, the external signs of any religion and/or political beliefs are not permitted in the school premises.

13. HYGIENE & HEALTH

Illnesses:

The school role is to provide a healthy environment designed to promote learning. To benefit fully from this, the child must be in good health. This means that a child with a fever, a cold, tiredness, or a severe cough should stay at home to rest and recover good conditions. The school is not an infirmary. The teachers are not authorised to give medicines. No medicine can be given or administered to children without a medical certificate. Please contact the nurse in case you need more info. For the well-being and respect of all (your child, the other children and the adults working at the school) any child showing the slightest symptoms of illness will be refused and will only be allowed to return to school on presentation of a certificate of non-contagion.

Allergies: Please inform our nurse emmanuelle.herbe@otrschool.lu about any allergies of your child. Our school is a nut-free area and any food products containing nuts are not allowed in school. In the case of allergies, a PAI ("*plan d'accompagnement individuel*" - *individual support plan*) is put in place with the school nurse.

Injured children: (children in plaster, with stitches or with a temporary disability)

These children will only be accepted on presentation of a medical certificate specifying that the child can take part in all group activities and on condition that they have previously drawn up a PAI ("*plan d'accompagnement individuel*" - individual support plan) with the school nurse.

14. FOOD

Snack & lunch:

Two breaks are planned during the school day: the first takes place in the morning between 10.45. and 11.15. The second recreation is scheduled after lunch, between 13.15 and 13.45.

A specialised external company oversees the lunch organisation. The meals, ordered in advance by the parents via the website of the specialised company, will be served on individual trays.

It is possible not to use our school canteen service and to provide the child with a lunch ("Lunch Box") prepared by the parents, however the students will not be able to heat their meal. In addition:

- Students will enter the school with their own lunch box. It will not be possible to provide the lunch box after the students have entered the school.
- Lunch Boxes must be carried in suitable bags for easy transportation. Plastic bags are not allowed for safety reasons.

The school accepts no responsibility for the content and storage of the Lunch Boxes.

It is also possible to opt for a mixed formula lunchbox and meals provided by the external company.

Details of the canteen services offered are available on request from our infirmary manager (emmanuelle.herbe@otrschool.lu).

No lunch will be stored to be delivered later if the pupil is absent for the day or during scheduled lunchtime for a medical appointment.

Organisation of birthdays:

On children's birthdays, cakes may be brought into the classroom to celebrate with classmates provided that:

- parents have had prior agreement from the class teacher about the date of the birthday party.
- the cake is purchased and not home-made. It is necessary to be able to identify all ingredients with certainty.
- the cake does not need to be stored in the refrigerator (even for few minutes/hours); cakes will be probably eat hours after we receive it .
- the cake does not contain nuts.

- the cake must be previously "portioned".
- should the kids bring "thank-you bags" to be distributed to their classmates, these latter must put them in their schoolbags and can be opened only outside form the school premises.

Vending machine:

There is a vending machine with snacks, sweets, water and beverages in the cafeteria area of secondary.

15. SCHOOL MATERIAL

The school provides all students with the necessary material for the whole year: books, workbooks and stationery. Students are expected to respect school material and furniture. Books are to be returned in an excellent condition at the end of each year and they are then lent to the new students. It is not allowed to write, draw or damage the books in any possible way.

In case of damaging the school material, students' parents will be responsible for the repair or replacement of the material.

Students are requested to bring their own laptop in school and use the learning platform Google classroom under their teachers' instructions. An ICT chart is signed by the students regarding the proper use of internet. In case of breach of the school rules, disciplinary actions will be imposed.

A "No sticker-on locker (in and out)" policy applies at OTR and children are requested to follow this rule strictly. Should children fail to respect it, they will be asked to clean up any trace of glue from locker.

16. USE OF MOBILE PHONES/DEVICES

The school day is a day of learning and socializing with classmates; for this reason, mobile phones, headphones (with/without cable), are not allowed in school. However, if students bring any of these devices to school, they must leave them at the reception before school starts and pick them up at the end of the school day.

In the event of a need to communicate with their parents, students may request the use of the school telephone to contact them, after obtaining permission from the school administration.

17. RESPECT

In order to ensure a satisfying working atmosphere and for the well-being of the children, mutual respect and trust are essential. This depends on the acceptance of the school rules that are imposed as part of living in a community. In addition, respect must be shown to the School as a whole (i.e. structure, materials, property, etc.). Any item belonging to the school or that is part of individual property must be respected and in no way mistreated. Any offensive or defamatory physical or verbal conduct on the part

of adults or children is strongly prohibited and will be subject to reprimand. In the case of such transgressions, these individuals must be formally notified, and all evidence will be gathered to result in termination of employment or termination of a child's enrollment.

Therefore, all members of the school community are expected to abide by the school rules. Violations of the rules by students may be punished. Any punishment must be individual and proportional to the breach. It must be explained to the student and the parents must be informed.

The purpose of punishment is to make the student aware of the consequences of his or her actions in order to take responsibility for them.

18. 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 designated 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.

19. 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.
- d. The educational measures are taken following the hereby rule breaches:
- i. acts 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.

Collective punishment is forbidden.

20. KiVa ANTIBULLYING PROGRAMME

KiVa is an antibullying program that has been developed in the University of Turku, Finland. The program is evidence-based which means that the effectiveness of KiVa has

been proven scientifically. KiVa offers a wide range of concrete tools and materials for schools to tackle bullying.

Since 2017 OTR international School is a KiVa partner school.

You may find more information about the programme and the Kiva guide for parents in:

<https://www.kivaprogram.net/>

<https://www.kivaprogram.net/parents-guide/>

You are also invited to read the KiVa procedures that we follow when bullying is suspected <http://otrschool.lu/en/kiva/>

21. ORGANIZATION OF SCHOOL OUTINGS AND TRIPS

Parents are responsible for issuing authorizations for group trips and excursions. The Directors may also authorize designated parents or certain outside interveners to provide the teachers with a contribution to the educational action during school time or during transport hours. The name, purpose, date, duration and location of the intervention requested will be specified each time.

22. CONSULTATION - PARENT/TEACHER RELATIONS

Families are required to maintain constant contact with the school. The directors and teachers receive parents by appointment.

23. IMAGES RIGHTS

Our school provides a photographic service during the traditional class photo session to publish the school's activities (artistic or cultural projects, etc.) in the press, on websites and, occasionally, on a multimedia platform with restricted access.

This allows us to:

- to provide parents with information about our activities and our educational, artistic and cultural projects and to promote events and visits (parties, games, sports events, school outings, etc.).
- to motivate children and promote their work by depicting them in a school or activity situation in a positive light.
- provide your child with a photographic memory of childhood friends and time spent at school.

The school does not authorize the use of any image or video that may offend the dignity of a child or his/her parents in any form or medium.

Therefore, unless otherwise specified, and in strict accordance with the above principles, we ask parents to give the school their written permission on how the school may use

these images of their children. In this sense, a specific form is submitted to each family at the time of the first registration and it will remain valid unless modified. Parents may, however, at any time request the removal of a photo from our website or refuse future publication of an image of their children.

24. COMPETENT COURT

These rules are not intended to be exhaustive. For any other problem inherent and relative to the internal rules and its standards, only the Court of Luxembourg will be competent in the matter.

These rules are available for consultation at the school reception desk. They are communicated to the school staff and to the parents at the time of the first enrolment and remain in force until further notice. In the event of a change in these rules, a communication will be sent to parents and school personnel to provide them with the most recent version.

ANNEX

To be returned to the school duly filled in and signed (signatures preceded by the mention "read and approved").

Luxembourg, _____

I, the undersigned, _____ Parent 1 or guardian of the child,

and

I, the undersigned, _____ Parent 2 or guardian of the child

(child's family and first name)

do certify having taken note of the **Internal Rules Secondary Cycle**.

Signature/Signatures
(preceded by the mention "***Read and Accepted***")

(Parent 1)

(Parent 2)
