

RULES OF CONDUCT AT THE LYCÉE ALINE MAYRISCH: CODEX

The rules of conduct described below refer to the Luxembourgish legislation in force (Règlement grand-ducal du 23 décembre 2004 concernant les règles de conduite dans les lycées) and to the school charter. Our charter is based on four fundamental notions: respect, solidarity, communication and commitment. These rules concern students from 7th to 13th grade.

A. GENERAL RULES

1. Pupils must comply with the rules of conduct and be polite as well as well-mannered both inside and outside the school.
2. Each student must carry his/her student card at all times and show it on request.
3. Each student is expected to respect the decisions and follow the instructions of teachers, supervisors, substitute teachers as well as administrative and technical staff.
4. Students are expected to dress appropriately. Special dress codes may be applicable for physical education, art education and handicraft and practical work sessions.
5. Students must be present at the school before the time set for the start of classes. At the bell signal, at 8:00 and 12:55, respectively 13:00, they must go to their classrooms and be seated. Entry to special rooms, workshops, changing rooms, the gymnasium and the swimming pool is only allowed in the presence of the class teacher or a responsible person.
6. Punctuality is a strict requirement. If a student arrives at the school after the start of class, he/she must explain his/her lateness to his/her teacher. Repeated lateness will result in disciplinary action by the Class Teacher (Régent/e). Three unexcused tardies (or cumulative tardies of more than 50 minutes) per semester will result in a detention outside of class time unless the student has a valid reason recognised by the Class Teacher. The cumulative total of unexcused lateness will be marked on the report card as unexcused absence/s. Late arrivals may affect the student's grade of conduct.
7. Any student who has an accident on the school premises or on the way to school must inform the school board (la direction) immediately. An accident report must be submitted to the secretariat within three days of the accident.
8. Outside the lunch break, no pupil may leave the school grounds without the permission of the school board or the class teacher. If a student has to leave the school during school hours



(e.g. due to illness), he/she must report to the secretary's office who will then inform the parents.

9. Pupils are obliged to attend classes regularly, to participate in tests and homework as well as in any other educational activity organised by the school. In case of absence, parents of students in the lower classes (7th to 9th) must inform the school either by phoning the secretary's office (2604-3211) or by sending an e-mail to secretariat@laml.lu and to the Homeroom Teachers (Régent/e). Any absence (7e to 1ère) must also be excused in writing to his class teachers (co-regent(s)) within three days.

The excuse must state the reasons for the absence. After this period, the excuse may be refused. A medical certificate is required for any absence of more than three days. A medical certificate drawn up "a posteriori" is not accepted. Unexcused absences will result in disciplinary action. If they deem it necessary, the school board or the class teacher may require a medical certificate. This decision will be notified in writing to the student of legal age or to the student's parents and will apply to all future absences.

In exceptional cases, the class teacher or the school board may grant a student, upon written request, a leave of absence for a period not exceeding one full day, for good reason. Permission to leave before the start of holidays or a return after the start of courses, as well as any other leave exceeding one full day, may only be granted by the school board.

Medical appointments (except for emergencies) and driving lessons for the driving test are to be taken outside of school hours.

Absence the day before or after the holidays without the agreement of the school board must be supported by a medical certificate.

A student who is absent for fifteen consecutive school days without excuse or without a valid reason is considered to have left the school definitively, with effect from the first day of his/her absence. After an unexcused absence of five consecutive school days, the student's parents will be informed of this measure by a registered letter.

10. In exceptional cases, an exemption from physical education classes is granted by the school board upon presentation of a medical certificate.
11. Each member of the school community undertakes, according to our charter, not to tolerate any form of physical, verbal or moral abuse and to respect the of each member of the community, especially in relation to the Internet (see the charter on the LAML website).



B. ORDER AND CLEANLINESS

1. In the spirit of the “LAML goes green” philosophy (education for sustainable development), the school community makes efforts to reduce waste as much as possible by, for example, filling a water bottle at the numerous water fountains instead of buying a PET bottle, asking to have their meal served on a plate instead of a plastic tray, limiting the printing of documents to the strict minimum, etc. Everyone also participates in the sorting of waste: paper, plastic, residual waste and organic waste in separate bins. Everyone also helps to sort waste: paper, plastic, residual waste and organic waste in separate bins.
2. All students are responsible for the cleanliness of the eating areas and the cafeteria. Everyone is responsible for clearing their tables after their meal and not leaving anything lying around.
3. Pupils are responsible for their own classroom and should tidy up or sweep it if necessary. The classroom must be in a suitable state (windowsills empty, cleaned lockers, no rubbish on the floor, chairs on the benches, cables put away, windows closed...) at the end of each day. After each departure from the classroom, the lights must be switched off and the windows closed. Classrooms are locked by key (except during pandemic). For safety reasons (evacuation of the premises), it is forbidden to sit on the floor in the corridors or to move chairs or tables: free passage must be ensured. The key to the classroom gives students a great deal of autonomy but also a great deal of responsibility. The key is given to a “key holder” at the beginning of the school year. At the end of the school year, the key holder must hand over the key to the class teacher.
4. The consumption of food and drinks, except mineral water, is forbidden in classrooms and corridors. It is limited to the places provided for this purpose: the cafeteria, eating areas and the school auditorium. Drinks may only be purchased before 08:00, during the 09:50 recess or during the lunch break. Students are not allowed to buy food or drinks during the 5 minutes breaks between classes.
5. Students are expected to respect the school facilities, teaching materials and the property of the school community. Each student is responsible for any damages he/she causes to the premises, furniture and, in general, to any object inside the LAML premises. Any damage must be reported immediately to the class teacher by the student responsible for the damage or by the class reps. Any student who wilfully damages the school’s facilities, installations or building will be sanctioned and may be required to bear the cost of repairs. Serious acts of vandalism will be reported to the police. The school may refuse to issue report cards, study certificates and any other documents related to the student’s schooling



until the repair costs have been paid. This is also the case if the student does not pay due bills.

6. Each student is requested to pay attention to his/her clothes, money and other belongings. The school assumes no responsibility for the loss, disappearance or damage of students' personal belongings. The school has no insurance against theft. Therefore, no valuables are to be left in the classroom or in the changing rooms of the swimming pool or the sports hall. Lockers are available to students. Any theft committed by a student will result in a disciplinary hearing or even a complaint to the police.

C. LUNCH BREAKS

1. During the lunch break, students leave the classrooms to go and eat in the places provided for this purpose. Behaviour in the Forum canteen, the Lycée cafeteria and the swimming pool must be appropriate and respectful.
2. Access to the corridors (classrooms and lockers) is forbidden to pupils in the lower classes (7th-9th) on Mondays and Fridays from 12:00 to 12:50 and on Wednesdays from 12:00 to 13:45. The only pupils allowed are those who are following a support course or an extracurricular activity.
3. Pupils in the lower classes who want to work during the lunch break can go to the "Jacky Antoine" or the library. Students in the upper classes (4th-13th) who want to work in their classrooms, the bio-lounge or the work area near room 113 are allowed to enter the corridors. Eating is not allowed. The students themselves are responsible for this self-managed lesson which is reserved for school preparation work, in silence, so as not to disturb the work of others. The classroom door must be left open. Supervisors are present in the corridors.
Failure to comply with this condition will result in the withdrawal of permission to enter the classroom during lunch breaks.
4. During lunchtime, access to the library is only possible via the stairs near the FORUM. Access to the art, music and audiovisual departments is only possible via the stairs in the cafeteria.

D. HOMEWORK IN CLASS

Students are obligated to participate in class tests. Students who are absent from class during a test must contact the concerned teacher as soon as possible. After checking if the



absence is excused by the class teacher (régent/e) in the class book, the concerned teacher will propose a date for a re-take. A student may not take a test requiring special preparation if he/she is absent during the 24 hours preceding the test in class. In exceptional cases, the teacher may authorise the student to take the test. Since in the final year of lycée the whole year is taken into account for the evaluation and in order to avoid absenteeism, a medical certificate is compulsory for any absence on the day of a test and the 24 hours preceding the class test. When fraud is detected, the teacher may decide to mark a part of the test at 0 points or the whole test at 01 point. Any cheating will result in disciplinary action. A mark of 01 will be awarded to a student who cannot give a valid excuse for not taking part in an in-class test or for not handing in a homework assignment within the time limit.

E. ABSENCE OF A TEACHER

In the event of a teacher's absence, students remain in their classrooms and wait for the supervisor/substitute teacher to arrive. Pupils shall follow the instructions given by the supervisor/ substitute teacher.

If the teacher is absent, the students will do the work according to the instructions given.

If the teacher is absent during the last lesson of the morning or day, the class may be released. In this case, the students are informed via WebUntis.

F. CONSUMPTION AND SALE OF PROHIBITED PRODUCTS

The use of and dealing of drugs are strictly forbidden. A student who comes to school under the influence of drugs or alcohol is immediately removed from the class or the school. The management will inform the parents and the police and take disciplinary measures. The Geesseknäppchen Campus is a non-smoking area.

G. SMART DEVICES (= SMARTPHONES AND OTHER ELECTRONIC OBJECTS ALLOWING INTERNET CONNECTION)

For classes 7th - 9th grade, mobile phones must be left on aeroplane mode in the "chill box", i.e. pockets provided for this purpose inside the classroom. Pupils may only retrieve their mobile phones during the 9:50 a.m. break and at lunchtime.

For 10th grade (4^e), the rules are the same during the first semester. The class council decides, after Carnival, if the class is responsible enough to keep the mobile phones according to the "dock your device" principle: the pupil keeps the mobile phone within reach but the object is on aeroplane mode and returned to the bench.



For the upper classes (11th-13th grade), the retained principle is “dock your device”. During tests, all electronic devices (including smartwatches) with an internet connection must be placed in the “chill box” before the start of the test.

In the event of repeated non-compliance with the rules, the mobile phone or any other electronic object will be confiscated by the school board who will give it back to the parents or the student of legal age.

H. THE COPYSERVICE

The Copyservice is reserved for teachers and school staff. Students do not have access to the Copyservice premises. Students may use the copying machines in the entrance hall (préau) and in the corridors. These copiers may only be used before 08:00, during the break from 09:50 to 10:05, during lunch break and after class or if authorised by the class teacher.

I. LAPTOP AND IPAD RULES

1. The laptop remains property of the Lycée Aline Mayrisch. Any student leaving the school before the end of the school year must return the laptop and all accessories. The iPad remains property of the Ministry of Education. Its use is regulated by the contract signed between the student and the CGIE.
2. The laptop can be taken home.
3. At school, the laptop must be stored in the laptop cupboard, which must be locked when students leave the classroom.
4. The student must be aware that he/she is responsible for any deliberate damages done to hardware and software, for any intrusion into the school’s internal network as well as for any manipulation by means of software aimed at destabilising or paralysing the functioning of the computer systems.
5. Downloading and installing software, games and screensavers is prohibited.
6. It is not allowed to download and store music and films without the expressed permission of a teacher.



7. Technical problems with the laptop will be solved exclusively by the Iteam specialists (room 105). Under no circumstances should students attempt to repair their computers themselves.
8. Technical problems with the iPad are solved exclusively by the Ministry's specialists. Under no circumstances should students attempt to repair their iPad themselves.
9. When the device is not in use, it must be switched off. All laptop cables must be disconnected before the laptop, including accessories, is locked in the laptop cabinet.

Failure to comply with these rules of conduct will result in disciplinary action.