



POINTS TO REMEMBER

- Only go to your locker before the beginning of classes and during the breaks.
- Leave any valuable objects at home or in your locker.
- Take off your mobile phone, iPod, etc. during the lessons, in the Study Room, in the Library and in the Cantine.
- Hand in the explanation for your absence on the second day of your absence at the latest, otherwise the explanation cannot be accepted.
- Go to the Study Room (A16) if your teacher doesn't show up in class (s1, s2, s3).
- Go to the Relaxation Room E3 (Amphi) if you have a free lesson during the day so that you can choose where you want to go (s1, s2, s3) : Study room, Relaxation Room B05, Library or Cafeteria.
- Go to the Relaxation Rooms S4 – S5 or S6 – S7, to the Library, to the Study room, to the café, to the playground if there isn't a Gym lesson taking place there, or leave the school grounds if your school card allows you to when you have a free period in your timetable.
- Don't walk along the corridors or stay in the halls during the free time.
- If you are going to consume food go to the café, to the canteen or to the hall of the canteen.
- If you have to leave school during the lessons bring a note from your parents in advance in order to get permission.
- Speak to your pedagogical advisor if you have lost or forgotten your exit card.
- Do not bring your own footballs on to the school premises.
- Photographs and videos must not be taken on the school grounds.
- Do not play truant, otherwise:
 - your exit card will be taken from you immediately
 - you will have a detention
 - you will have a second detention and a warning letter from the director
 - you will have to appear before the Discipline Council

Note: truancy refers to isolated periods of absence from lessons during the day which cannot be reasonably explained and are not expressly authorised by the pedagogical advisor or the director of the school. Arriving at a lesson 5 or more minutes late on 3 occasions will count as one absence which is not reasonably justified.