

# Athénée de Luxembourg



## THE INTERNATIONAL CLASSES VADEMECUM



## 1. INFORMATION AND USEFUL ADDRESSES

<b>Address</b>	Athénée de Luxembourg International Classes Office 24, bd Pierre Dupong L-1430 Luxembourg	☎ 440249-6110 <a href="mailto:ib@al.lu">ib@al.lu</a>
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<b>Deputy Head</b>  <b>Coordinator of the International Classes</b>	Ms Joanne Goebbels	Appointments have to be made via email	☎ 440249-6116 <a href="mailto:joanne.goebbels@education.lu">joanne.goebbels@education.lu</a>  <a href="mailto:ib@al.lu">ib@al.lu</a>
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<b>Diploma Programme Coordinator</b>	Mr. Thomas Halsdorf	Appointments have to be made via email	☎ 440249-6155 <a href="mailto:thomas.halsdorf@education.lu">thomas.halsdorf@education.lu</a>  <a href="mailto:ib@al.lu">ib@al.lu</a>
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<b>Secretary of the International Classes</b>	Ms Antonella Stefanetti	Opening hours: Mon-Fri: 08.30 – 14.30	☎ 440249-6110 ☎ 440249-6114  <a href="mailto:ib@al.lu">ib@al.lu</a>
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<b>Caretaker</b>			☎ 440249-6500
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<b>Service de psycho-social et d'accompagnement scolaire (SePAS)</b>			
<b>Psychologists</b>	Ms Claire Thill		
	Mr Patrick Reeff		☎ 440249-6150
<b>School social worker</b>	Ms Cindy Arendt		

<b>Social and Educational Service (SSE)</b>			
<b>Certified educational worker</b>	Ms Sabrina Leal		☎ 440249-6161
<b>Certified educational worker</b>	Ms Lindsay Rassel		☎ 440249-6161
<b>Graduate educational worker</b>	Mr Nicolas Girtgen		☎ 440249-6162

<b>School Library</b>			
Opening hours: Mondays, Wednesdays, Fridays from 07:50-17:45/Tuesdays and Thursdays 07:50-16:00			

<b>Équipe de soutien aux élèves à besoins spécifiques (ESEB)</b>			
<b>Psychologist</b>	Ms Ylenia Gambuto		☎ 440249-6150

Form teachers	
7IEC	Ms Anne Kayser ( <a href="mailto:anne.kayser@education.lu">anne.kayser@education.lu</a> )
6IEC	Ms Noémie Heymans ( <a href="mailto:noemie.heyman@education.lu">noemie.heyman@education.lu</a> )
5IEC	Ms Aisha Bové ( <a href="mailto:aisha.bove@education.lu">aisha.bove@education.lu</a> )
4IEC1	Ms Elisabeth Speyer ( <a href="mailto:elisabeth.speyer@education.lu">elisabeth.speyer@education.lu</a> )
4IEC2	Mr Christoph Broy ( <a href="mailto:christoph.broy@education.lu">christoph.broy@education.lu</a> )
3IEC1	Mr David Burg ( <a href="mailto:david.burg@education.lu">david.burg@education.lu</a> )
3IEC2	Ms Catherine Zimmer ( <a href="mailto:catherine.zimmer@education.lu">catherine.zimmer@education.lu</a> )
2IB1	Mr Thomas Halsdorf ( <a href="mailto:thomas.halsdorf@education.lu">thomas.halsdorf@education.lu</a> )
2IB2	Mr Marc Wohlfarth ( <a href="mailto:marc.wohlfarth@education.lu">marc.wohlfarth@education.lu</a> )
1IB1	Mr Thomas Halsdorf ( <a href="mailto:thomas.halsdorf@education.lu">thomas.halsdorf@education.lu</a> )
1IB2	Mr Marc Wohlfarth ( <a href="mailto:marc.wohlfarth@education.lu">marc.wohlfarth@education.lu</a> )

For standard information, please contact the switchboard (**440249-1**, from 08.00-17.00)

#### OFFICE HOURS

##### CAS Coordinators

Ms Anne Kayser ([anne.kayser@education.lu](mailto:anne.kayser@education.lu)), Ms Joanne Goebbels ([joanne.goebbels@education.lu](mailto:joanne.goebbels@education.lu)), Ms Nadia Piazzi ([nadia.piazzi@education.lu](mailto:nadia.piazzi@education.lu)) (By appointment)

##### Extended Essay Coordinator

Mr Thomas Halsdorf ([thomas.halsdorf@education.lu](mailto:thomas.halsdorf@education.lu)) (By appointment)

##### University Counselling (UCAS)

Mr Thomas Halsdorf and Mr Marc Wohlfarth (SEPAS office C.113) (By appointment)

##### Personal Project (PP) Coordinators

Mr David Burg ([david.burg@education.lu](mailto:david.burg@education.lu)) and Mr Thomas Halsdorf ([thomas.halsdorf@education.lu](mailto:thomas.halsdorf@education.lu)) (By appointment)

## 2. IMPORTANT DATES OF THE SCHOOL YEAR 2023-2024

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|---------------------------------|--|
| ➤ All Saints holidays:          | October 28 <sup>th</sup> 2023 to November 5 <sup>th</sup> 2023   |
| ➤ Christmas holidays:           | December 23 <sup>st</sup> 2023 to January 7 <sup>st</sup> 2024   |
| ➤ Carnival holidays:            | February 10 <sup>th</sup> 2024 to February 18 <sup>th</sup> 2024 |
| ➤ Easter holidays:              | March 30 <sup>th</sup> 2024 to April 14 <sup>th</sup> 2024       |
| ➤ Labour Day:                   | May 1 <sup>st</sup> 2024   |
| ➤ European Day / Ascension Day: | May 9 <sup>th</sup> 2024   |
| ➤ Pentecost Monday:             | May 20 <sup>th</sup> 2024  |
| ➤ Pentecost holidays:           | May 24 <sup>th</sup> 2024 to June 2 <sup>nd</sup> 2024           |
| ➤ Summer holidays:              | July 16 <sup>th</sup> 2024 to September 15 <sup>th</sup> 2024    |

### 3. CHARTER OF THE ATHÉNÉE

'Un bien pour toujours' (Thucydide)

#### **Innovation as Tradition**

Faithful to the motto for its four hundredth anniversary, the Athénée unites in perfect symbiosis two attitudes that are at first sight contradictory: Tradition with all that the past has left behind as a valid experience and the spirit of Innovation which, in search of new pathways and methods, resolutely tries to transcend itself.

#### **1. Humanism and openness to the world**

The founding fathers of the Athénée adopted the Renaissance vision of the accomplished man, as seen envisioned by the ancient Athenians, and the vision of universal curiosity following the example of Leonardo da Vinci.

#### **2. Critical and scientific mind**

The Enlightenment sharpened the critical mind in the face of the surrounding society and encouraged the scientific mind, releasing science from the shackles of the past to rise unhindered.

#### **3. Taste of performance and joie de vivre**

The appeal of successful performance extends to the pleasures of life and personal satisfaction.

#### **4. Ambition for success and respect for others**

The pursuit of excellence is associated with the consideration that should be given to the same momentum of others.

#### **5. Competitiveness and solidarity**

Sporting rivalry and team spirit are two complementary aspects of the same line of conduct.

#### **6. Personal commitment and tolerance**

Identifying yourself body and soul with a cause goes hand in hand with understanding the commitments of others.

#### **7. Community awareness and personal development**

The sense of belonging to a school community is both a benchmark and a source of individual development.

#### **8. Responsibility and friendliness**

Being serious and acting accordingly does not prevent good humour and empathy for peers.

#### **9. Discipline and flexibility**

Having a clear line of conduct and respecting the rules of the game does not mean getting stuck in fixed and unchanging attitudes.

#### **10. Physical balance and intellectual enthusiasm**

"Mens sana in corpore sano" is an excellent launchpad for the joys of the mind.

#### **11. Creativity and endurance**

Leaving the beaten track and working in an original way is perfectly compatible with the spirit of perseverance and tenacity.

#### **12. Know-how and soft life skills**

Intellectual skills are combined with the attitude of a perfect gentleman or gentlewoman according to the wisdom of the Renaissance.

Learning and practicing these rules of conduct represents what the school can offer its students in the best and most sustainable way, a lifestyle and, in Thucydides' words, "a good for ever"

## **4. MINISTERIAL INSTRUCTION OF JUNE 6TH 2008 ON STUDENT WORK AND EVALUATION**

### **1. The principles of assessment**

Student assessment is an integral part of the educational process. It allows the monitoring and certification of students' achievements and progress and the identification of difficulties.

It informs the student, the teacher and the student's parents or legal guardian of the progress made.

It is used to determine the school mark. The assessment focuses on the student's knowledge of the curricula of the various subjects, on the student's progress in relation to his/her previous knowledge and on the student's attitude to school work. Assessments relating to the student's discipline are not included in the determination of a school mark.

Depending on its function, assessment is formative, formative or summative.

- Formative assessment informs the teacher and the student about the learning achieved and the degree of attainment of the objectives set.

- Formative assessment allows students to assess themselves and to regulate their learning.

- Summative assessment checks the knowledge, skills and attitudes taught in accordance with the current curriculum. It serves as a reference for report card marks and promotion decisions. It also concerns the form in which learning is presented and the assessment of the student's attitude to work.

This Ministerial Instruction concerns summative assessment. The formative and formative assessments will be carried out in accordance with the provisions laid down for the various branches on the proposal of the national curriculum commissions. These provisions will be published in 'Horaires et Programmes'.

The following elements are subject to summative assessment

- In-class assignments: these may be written, oral or practical, depending on the specificities of the subject; large-scale homework assignments may also take the place of in-class assignments, as well as practical work or work done in groups;
- tests: these are written, oral or practical tests, or assessments of the student's preparation of homework and assignments as well as class participation.

Classroom assignments and tests are graded to determine marks. Any marking of classwork is part of the formative assessment process.

### **2. Classroom assignments**

Teachers are obliged to respect the programmes published in 'Horaires et Programmes', in particular the aims set out in the competences, the evaluation criteria, the marking guidelines and the setting

of degrees of difficulty, the minimum number of class assignments per subject and per class, the type of class assignments.

Classroom assignments are spread over the whole term or semester. They are announced and entered by the teacher in the class book at least one week in advance. With the exception of concurrent classes and final classes, there may be no more than one in-class assignment per school day, unless one of the two tests is a make-up test. For the final classes, there may be at most one in-class assignment per day that requires special preparation. In the lower cycle and lower division, it is recommended that in-class assignments requiring special preparation should not be given on two consecutive days. With the exception of the final year, an in-class assignment may not take place on the first day of the new school year after a school holiday of at least one week's duration. In consultation with the class teachers, the form teacher shall organise the appropriate distribution of homework. In the event of disagreement, and in particular if one of the provisions of this instruction or those published in 'Horaires et Programmes' is not respected, they will inform the Headmaster.

The teacher shall communicate precisely, at least one week before the class assignment, the type of test and the material to be prepared and revised. In full-time classes and in all subjects with more than one weekly lesson, the material to be prepared may not include new material covered in the last lesson or material covered the day before the assignment.

Written classwork is at least one lesson long. They are marked out of 60 points. For pedagogical reasons, they may be written in two parts.

The topics or questions for an in-class assignment are presented to the students in a clearly readable form. The distribution of marks is indicated to the students on the questionnaire. Students should be aware of the marking criteria. The assignment should be reasonable in scope and should allow a properly prepared student to produce and proofread the work completely within the time allowed. Classroom assignments should not be significantly more difficult than the exercises in the textbook or those covered in class.

During the assignment, the teacher or supervisor will exercise strict supervision to avoid any fraud. When fraud is detected, the teacher may decide, judging the illegal advantage that the fraudster has obtained, to mark a part of the assignment at 0 point or the whole assignment at 01 point. Any fraud will result in disciplinary sanctions as provided for in the disciplinary regulations in force. A mark of 01 will be awarded to a student who cannot present a valid excuse for not having taken part in the class assignment or for not having handed in the class assignment to be completed at home within the time limit.

In full-time classes, a student may not take a test requiring special preparation if he or she has been absent during the 24 hours preceding the in-class assignment. In individual cases, the teacher may authorise a student who has been absent to take the test. The teacher will ensure that students who are absent during the class assignment compose as soon as possible and preferably outside normal lessons. In exceptional cases, the class council may reduce the number of compulsory class assignments imposed on the student concerned.

On the proposal of the National Curriculum Committees, specific provisions concerning the modalities of homework, achievements, workshop or laboratory work may be decided. These provisions are published in the "Horaires et Programmes" and brought to the attention of the students by the teachers of the branches concerned at the beginning of the school year.

### **3. Correction of the assignment in class**

All written work must be corrected and marked by the class teacher. It is given to the students as soon as possible, but at the latest three days before the next class assignment and before the class

council deliberates. No test may be graded at less than one (01) point. Negative credit is not permitted in any form. When handing in the corrected papers to the students, the teacher specifies the application of the correction criteria and informs the students of their difficulties and progress, in particular by means of a model correction or the guidelines for an ideal paper and a written commentary given to the students with the corrected papers. The teacher ensures that students pay close attention to the marking of the assignment in class so that they benefit from it. For pedagogical reasons, the correction of the assignment in class may be considered to adjust the grade of the assignment; this adjustment may not exceed the value of 4 points, in positive or negative value.

Every student has the right and the duty to review at home his/her copy corrected by the teacher. A student who is a minor submits the assignment in class to his/her legal representative. The teacher has the right to require a signature from the minor's legal representative. If the assignment is not handed in by the student, the mark entered by the teacher in the register is valid.

For classes in the lower cycle of technical secondary education and classes in the lower division of secondary education, the marks are entered in the liaison book.

The head teacher may ask for explanations from the holder, particularly when the marks are exceptionally high or particularly low. In all cases of disagreement, students must be heard by the Principal/Vice Principal if they so request. An agreement between the parties should be sought first. The Principal/Vice Principal may seek expert advice. He/she may cancel an assignment, or take other measures he/she considers appropriate. He gives an explanation to the teachers and students concerned.

Each class teacher hands in his/her students' class work to the school for archiving. They are kept there until the end of the next school year.

#### **4. The tests**

Written, oral or practical tests can only be related to the homework required for the day of the test. The subject matter is communicated to the students in advance and entered in the class book. Such a test may not exceed half an hour in duration. The marks obtained during the various tests are communicated to the students immediately for oral examinations, within one week and at the latest the day before the next class test for other examinations.

For classes in the lower cycle of technical secondary education and classes in the lower division of secondary education, the marks awarded during tests are entered in the liaison booklet.

The teacher may substitute the average mark of several tests for a mark of a class assignment. This substitution may be applied to a single in-class assignment per term or semester provided that the number of in-class assignments is at least equal to 2 and that the teacher has informed the students at the beginning of the term or semester.

#### **5. The term or semester mark**

All grades are determined on the basis of at least one in-class assignment and at least one test. It is equal to the average, rounded up to the nearest whole number, of the marks for all the assignments, adjusted by the mark obtained in the tests. This adjustment may not exceed the value of 4 points, either positive or negative. On the proposal of the national curriculum committees, specific provisions concerning the considering of practical work and oral tests may be adopted. These provisions are published in the 'Timetable and syllabus' and brought to the attention of the students by the teachers of the branches concerned at the beginning of the school year.

#### **6. Assessment of modules**

For subjects taught in modular form, class assignments may be replaced by tests to assess the knowledge acquired in the various modules.

## 7. Homework

Students are expected to review the material covered in the course at home. In order to help them to assimilate the material taught in class, the teacher regularly imposes homework and checks its execution. The amount of homework must be adapted to the age and ability of the students, and the degree of difficulty must be in accordance with the provisions set out in the "Timetable and Curriculum". The teacher presents the imposed homework in such a way that the students can complete it without external help. It is corrected in class. In the lower cycle and lower division, the teacher ensures that students record this homework in their class diaries. Homework is recorded in the class book. Each class teacher takes into account the overall volume of all homework assigned to the students. The form teacher will ensure that the homework is distributed appropriately.

## 8. Information for teachers and students

At the beginning of the school year, the Headmaster will inform the teachers of the present service instruction and the form teacher will inform the students.

## 9. Implementation

This instruction is applicable from the school year 2008-2009 onwards.

# 5. CODE OF CONDUCT

## a) Promoting good behaviour

All the students in a school benefit from positive behaviour. High standards are important to help them feel safe and achieve their goals. Parents and guardians play a key part in this context.

## b) Learning and Studying

As a student at the Athénée you are expected to:

- Aim for excellence in all your undertakings;
- Attend all lessons [100% attendance is necessary to achieve outstanding results];
- **Report any absence by sending an email to [ib@al.lu](mailto:ib@al.lu) and [absences@al.lu](mailto:absences@al.lu) before 10 a.m. on each day of absence** and handing in a written excuse by one of your parents/guardians three working days after the first day of your absence at the latest;

Students are reminded (Art. 10. and 11. of the RGD of 23 December 2004 concerning the rules of conduct in secondary schools, amended by the RGD of 9 May 2018) that they are **strictly forbidden to leave the school grounds during school periods between 8:05 and 12:40 and between 13:55 and 15:40**, unless previously authorised. If a student, for health or another serious reason, needs to leave our school, he or she must notify the teacher, form teacher or the Deputy Head in advance. At the Athénée, the student will be registered with the **Social and Educational Service (SSE)**, where the student must present him/herself before departure. The SSE will then make every effort to inform parents or legal guardian immediately. The student will wait at the infirmary or at the reception where he will wait



until an authorized person comes to pick him up. Upon returning to school, the student will give a duly motivated written excuse to the form teacher.

→ **Unjustified absences, or absences for which no valid written excuse has been submitted, will be sanctioned (detention).**

- **If you request a special leave of absence (Art.13)**, it is imperative that you ask permission well in advance **from the subject teacher concerned (for an absence of one lesson), from the form teacher (for an entire day) or the Deputy Head of School (Ms Goebbels) (for more than one day or any absence immediately before / after holidays)**. Any excuse that is limited to informing the form teacher or the Vice Principal of a student's absence for attending any event will not be accepted. A prior request is required. If a request for exemption from classes has been submitted in advance and in due form, approval will be granted according to the student's profile (grades, behaviour in class, etc.).

- **Doctors' appointments are to be fixed outside of regular school-hours (except for emergencies); the same applies to driving lessons;**

- Be on time for all lessons;
- Bring the required coursebooks, copy books, stationery, etc., to all lessons;
- Complete all your homework on time and meet all deadlines;
- Try to make progress against any targets agreed and set;
- Collaborate with other students to achieve your goals if necessary or stipulated;
- Attend all examinations/tests you are registered for<sup>1</sup>;
- Aim to become **“inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect” (IB Mission statement)**;
- Meet the deadlines set by your teachers. Students are required to assume responsibility for their own work and organization as well as respect the deadlines. **No exceptions will be made to the deadlines**, as they are known well in advance and constitute the latest possible date for submission. Extenuating circumstances such as a protracted period of illness may be considered if notification well in advance has taken place. Short-term illness, computer problems, time management issues or personal problems, for example, will not be taken into consideration.

Failure to meet the set deadlines can include following consequences:

- No feedback on the work handed in after the deadline.
- A mark of zero on the work.
- Disciplinary measures.
- *Non-admission to the IB DP final exams*
- Reject all forms of academic dishonesty. These include:
  - Plagiarism: The adoption or reproduction of original creations of another author (person, collective, organization, community or other type of author, including anonymous authors or artificial intelligence like ChatGPT) without due acknowledgment;
  - Fabrication: The falsification of data, information, or citations in any formal academic exercise

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<sup>1</sup> In case of known absence on the day of a test, you are requested to contact the teacher in question in advance and discuss an alternative solution/test with him.

- Deception: Providing false information to an instructor concerning a formal academic exercise—e.g. giving a false excuse for missing a deadline or falsely claiming to have submitted work;
- Cheating: Any attempt to give or obtain assistance in a formal academic exercise (like an examination) without due acknowledgment;
- Bribery: or paid services. Giving certain test answers for money, or paying to obtain such answers;
- Sabotage: Acting to prevent others from completing their work. This includes cutting pages out of library books or wilfully disrupting the experiments of others.<sup>2</sup>

### **c) Behaviour**

You are expected to:

- Treat and talk to all staff, students and the local community with respect and courtesy, and behave appropriately and reasonably in all circumstances. The use of inappropriate language in and outside of the classroom will not be tolerated and will be sanctioned by management;
- Respect your environment by not littering, damaging school equipment and facilities and not smoking on the school premises;
- Appreciate the school's multicultural community and heritage;
- Switch off all mobile phones in study areas [i.e. classroom or learning resource centres] and only use them appropriately in student common areas;
- Leave the classroom during the breaks.

### **d) Sanctions**

The Athénée de Luxembourg focuses on promoting positive behaviour, self-discipline and respect for others, but may also resort to sanctions for misbehaviour.

The Athénée has the legal right to impose reasonable sanctions. These might include:

- An oral or written reprimand;
- Extra work given by the responsible teacher or the form teacher;
- A letter to parents or guardians;
- Confiscating inappropriate possessions (for example, mobile phones or music players used during school hours despite prohibitions, items susceptible of causing injury etc.);
- Detention (e.g. three inscriptions in the register for inappropriate behaviour involve a two-hour detention; if the sum of late arrivals (VTT) reaches 20 minutes, a one-hour detention will follow; any unexcused absences will be registered on reports ;
- For cases of extreme violation of the rules, a school disciplinary committee may apply sanctions up to the summary dismissal of the student.

### **e) Discipline and physical contact**

Teachers are not allowed to enforce corporal punishment but can physically restrain students when necessary to stop them from injuring themselves or anyone else, from damaging property or causing serious disruption.

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<sup>2</sup> Source : [http://en.wikipedia.org/wiki/Academic\\_honesty](http://en.wikipedia.org/wiki/Academic_honesty)

Members of the school staff can search a student and their locker if suspected of carrying a weapon, with or without their consent, or carry out a breathalyser test.

#### **f) Your child and detention**

Detentions can be set during school hours or after school. Failure to attend without a legitimate excuse will lead to extremely severe punishment.

The school administration notifies parents or guardians of detentions taking place outside normal school hours at least 24 hours in advance, so that arrangements for transport or childcare can be made. Detentions are registered in students' databases, as stipulated by the MEN. The notification specifies the reason and length of the detention and also the set work to be carried out. In exceptional cases, rescheduling may be possible.

## **6. RULES AND REGULATIONS**

### **Cell phones and audio-visual recording**

The use of cell phones during class is prohibited. It is strictly forbidden to make recordings on the school premises without prior written authorization from the Principal. Any violation will result in the measures provided for by the regulations in force.

Publication via the Internet of such recordings constitutes an infraction that may be punished by permanent expulsion from the school.

Act of August 29, 2017, relating to secondary education and amending the amended Act of June 25, 2004, on the organization of high schools and technical high schools.

### **Art. 43. Disciplinary measures**

The disciplinary council may impose the sanction of expulsion for the following acts:

- (1) assault, incitement to violence, threats and acts of violence committed against a member of the school community
- (2) serious insult;
- (3) recording or broadcasting scenes of violence or humiliation involving members of the school community
- (4) offence against public morality
- (5) carrying weapons;
- (6) incitement and discriminatory acts of a xenophobic nature or against ethnicity, sex or gender identity, disability, age, sexual orientation or religion
- (7) moral or sexual harassment
- (8) degradation or destruction of property to the detriment of the State or private individuals
- (9) theft on school premises or during a school trip or extracurricular activity
- (10) forgery, falsification of documents
- (11) refusal to observe security measures
- (12) raising a false alarm or announcing a non-existent danger with the intention of raising a false alarm
- (13) repeated attendance at the school while intoxicated or under the influence of prohibited drugs
- (14) possession or use of or trafficking in prohibited drugs on school premises
- (15) unjustified absence from classes for more than sixty lessons during the same school year or more than thirty lessons for students in concurrent classes

(16) three exclusions, during the same school year, from all classes for at least one day each time; following the second exclusion, the student of legal age or the parents of the minor student are informed in writing that in the event of a repeat offence expulsion is possible.

(17) Respect for the premises and furniture

Respect for the premises and furniture, cleanliness and politeness are part of normal behaviour in everyday school life. It is forbidden to bring or consume beverages (unless authorized by a member of the Athénée staff) or food inside the library or classrooms.

### **Other internal rules**

According to Article 6 of the Tobacco Control Act, smoking is not permitted in schools of all types and on school premises. In accordance with this law, smoking is not allowed inside our school and on the entire Campus Geesseknäppchen site.

**Dress code:** School is also a preparation for life. The school's mission is to supervise and guide the student to ensure his or her intellectual, physical and social development. In this context, the school will ensure that students dress appropriately at all times, in a manner appropriate to the weather and to the school, and **in a manner that is decent, hygienic and respectful of the sensibilities of other school partners.**

Relationship between members of the school community: The day-to-day management of classes (judicious distribution of class work, minor conflicts, discipline, etc.) is primarily the responsibility of the form teachers, teachers, students and parents. This implies that everyone should feel **concerned** and **take responsibility**. Thus, the hierarchy to be respected is as follows: students/parents teacher/form teacher Vice Principal/Principal.

## **7. REMEDIATION**

Regular tutoring for 7th, 6th and 5th grades. (please check schedule on the TV screens)

Support classes by appointment for 4th - 1st grades. (please check the information on the screens and the school website)

Start of regular support classes and support classes by appointment: week of 2.10.2023

Students in all classes may attend support classes by appointment (register with the service de surveillance at least three days in advance by downloading the registration form from <http://www.al.lu>).

### **SOS Points**

SOS Points is a service designed for students in the lower cycle (7th-5th grade) who are experiencing difficulties in a particular subject.

These students are taken care of individually and continuously (in principle once a week for the whole school year) by a strong student from the upper cycle (3e -1ère).

The role of the student teacher, assisted if necessary by a teacher, is to analyze the reasons for the difficulties (comprehension problems, lack of method in learning and in preparing lessons, need for training and in-depth exercises) and to take appropriate measures to remedy them (registration form to be downloaded from <http://www.al.lu>).

Contact person: Pia HEINRICY, teacher ([pia.heinricy@education.lu](mailto:pia.heinricy@education.lu))

## 8. ORGANIZATION OF SUPERVISION

During the course of the year, it may happen that the teacher of a class is absent (illness, continuing education, examination board ...). In principle, the class will be supervised at the Athénée. If possible, a replacement class will be scheduled.

In specific cases, a class may be released and the students may leave the Athénée, provided that the parents have given their consent. The Athénée is thus relieved of all responsibility during the lessons mentioned.

At the beginning of the school year, parents can choose between two options: agreement in principle or agreement limited to a particular case. The second option provides for a declaration form to be sent in good time.

The following table provides information on the rules to be observed in such cases.

Free Classes : General regulations					
Classes	lesson 1	lesson 5	lesson 8	lesson 1+2	lesson 7+8
7 <sup>e</sup>	NO	Yes (Parental agreement in principle)	NO	NO	Yes (limited agreement)
6 <sup>e</sup>	NO	Yes (Parental agreement in principle)	NO	NO	Yes (limited agreement)
5 <sup>e</sup>	NO	Yes (Parental agreement in principle)	NO	NO	Yes (limited agreement)
4 <sup>e</sup>	Yes (Parental agreement in principle)	Yes (Parental agreement in principle)	Yes (Parental agreement in principle)	Yes (limited agreement)	Yes (limited agreement)
3 <sup>e</sup>	Yes (Parental agreement in principle)	Yes (Parental agreement in principle)	Yes (Parental agreement in principle)	Yes (limited agreement)	Yes (limited agreement)
2 <sup>e</sup>	Yes (Parental agreement in principle)	Yes (Parental agreement in principle)	Yes (Parental agreement in principle)	Yes (limited agreement)	Yes (limited agreement)
1 <sup>e</sup>	Yes (Parental agreement in principle)	Yes (Parental agreement in principle)	Yes (Parental agreement in principle)	Yes (limited agreement)	Yes (limited agreement)
The class representative will hand in, at the appointed time, to the service de surveillance all the forms in alphabetical order.					

## 9. IMAGE RIGHTS

During school events or in connection with extracurricular activities, your child may be photographed or videotaped.

We ask you to give your consent to the taking and use of photos and videos in the situations indicated below on the "Legal Responsibility" form.

This permission can be cancelled or modified at any time for future use.

Photos

- group photos
- Individual photos (Portrait)

Videos

- group recordings
- individual recordings (Portrait)

Publication:

In addition, having parental authority, I agree to the publication of the photos and/or recordings:

- all media listed below
- on the premises of the Athénée
- in printed material (school flyer or other school publications)
- in presentations of the Athénée (e.g. film portrait of the Athénée)
- in pedagogical works of trainees within the framework of the pedagogical internship
- on the internet
- on the Athénée's website [www.al.lu](http://www.al.lu)
- on the social networks of the Athénée (e.g. facebook, Instagram, Youtube)

## 10. FURTHER USEFUL INFORMATION

### School catering

The school canteen is managed by the "Restopolis" service of the Ministry of Education, Children and Youth. Payment in the school canteens of the Geesseknäppchen Campus is only possible by "myCard", which can be charged either by credit card, by Payconiq via the "Restopolis" App or the website [www.restopolis.lu](http://www.restopolis.lu), or in cash at the canteen cash desk (outside peak hours).

You can check the current prices on the Restopolis website at any time.

Restaurant "Beim Datzemisch" in the Athénée:

Our restaurant will be open from 7:30 am to 2:00 pm or 4:00 pm.

It is exclusively reserved for members of the Athénée school community.

The myCard also gives access to the Forum restaurant.

The restaurant is equipped with four microwave ovens.

### Photocopies

The photocopy payment system will operate as follows:

At the end of each term, the form teacher will receive a total count of photocopies for his/her class.

The photocopies of the mixed auditoriums are excluded from this count. Each teacher concerned will receive an invoice for the mixed auditoriums. The money must be collected by the manager/teacher of the mixed auditorium and transferred to the account indicated on the invoice as soon as possible.

It goes without saying that each professor undertakes to limit the number of photocopies to the strict minimum.

## **Electives**

A list of the optional courses offered for the 2023-2024 school year will be published shortly and the descriptions will be available on the Athénée's intranet page. Registration forms are sent to students by email to their @school.lu address and should be left in the mailbox in front of the main secretariat. Once registered, the student's presence in class is mandatory.

## **Lockers**

To make things easier on the first day of school, we provide a locker for your child's school bag, musical instrument or sports equipment.

The school administration strongly advises students to keep only school-related items in the lockers. The administration reserves the right to check the contents of the lockers.

Each student is entitled to a standard individual locker. Lockers will be distributed during the supervision sessions by the form teachers.

Some larger lockers are also available. In such cases, the student must contact the library service (central wing, 1st floor) which will give him/her the key in exchange for the key received by the form teacher.

Please note that the replacement of a key (in case of loss, damage, etc.) is subject to a fee of 50€.

# **11. LEGISLATION**

## **References**

Laws and regulations on classical secondary education (Code de l'Éducation nationale):

[https://legilux.public.lu/eli/etat/leg/code/education\\_nationale/20190825](https://legilux.public.lu/eli/etat/leg/code/education_nationale/20190825)

## **Promotion and deferrals**

Law of June 25, 2004 (amended by the law of August 29, 2017) on the organization of high schools. (CEN 307)

Grand-Ducal Regulation of July 14, 2005 determining the evaluation and promotion of students in general secondary education and classical secondary education (amended by the Grand-Ducal Regulation of March 15, 2019). (CEN 385)

Ministerial instruction of June 6, 2008 concerning students' homework and school marks. (CEN 406)

## **Discipline**

Grand-Ducal Regulation of December 23, 2004 (amended by the Grand-Ducal Regulation of May 9, 2018) concerning the rules of conduct in high schools. (CEN 340)

## 12. MODEL WRITTEN EXCUSE

Luxembourg, September 19<sup>th</sup> 2023

To whom it may concern/ For the attention of \_\_\_\_\_ (Name of the Form teacher)

I, \_\_\_\_\_ (name of the parent, legal guardian) would hereby like to excuse the absence of my son/daughter on \_\_\_\_\_ (day and date) . My son/daughter was \_\_\_\_\_ (reason for the absence).

Thank you for your consideration and best regards,

Signature of the parent/legal guardian.