



Lycée Privé

**Emile Metz**



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# CODE OF CONDUCT



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The Code of Conduct is an essential tool for the smooth running of the school and aims to create a social climate favourable to learning. All members of the school community are therefore obliged to familiarise themselves with the Code of Conduct, respect it and correctly interpret it.

If, for the sake of simplicity, the text is limited to the singular masculine, this Code of Conduct remains binding for the entire school community without distinction of gender.

The lower classes (7<sup>th</sup>, 6<sup>th</sup>, 5<sup>th</sup>) are equipped with tablets (I-Pad) as an additional teaching tool. The conditions of use of these tablets are set out in a separate charter ('I-Pad Charter').

This charter, which is communicated to the pupils of the classes in question has the same binding force as the Code of Conduct.

*The consequences for the pupils of not respecting the rules are indicated in a staggered manner after each article of the Code of Conduct.*

## 1 SELF-RESPECT

### 1.1 LANGUAGE

I address every member of the school community in a respectful and polite manner.

*Consequences of non-compliance:*

*warning - punishment - informing person in charge of education - detention - temporary exclusion - expulsion.*

### 1.2 CLOTHING, HAIRDRESSING AND HYGIENE

Clothing, hairdressing and hygiene must be correct, as they reflect the working environment and the character of a school.

- 1.2.1 I refrain from wearing indecent clothes:
- which let you see the underwear,
  - which do not cover the torso, back, buttocks or abdomen well,
  - leggings without miniskirts or minishorts,
  - untidy jogging trousers,
  - clothes which are excessively torn or frayed,
  - visible and provocative clothing and/or tattoos with messages or connotations of racism, sexuality, violence, religion, sect, political tendency and/or promoting illicit or offensive objects.
- 1.2.2 I refrain from wearing sunglasses, caps, etc. in classrooms, corridors, offices and in the school canteen.
- 1.2.3 My head is not covered inside the buildings.

1.2.4 Jewellery and piercing must be limited and discreet. They are forbidden in practical classes (workshops) if they represent a danger to the student.

1.2.5 Hairstyles will not be excessively eye-catching.

1.2.6 During the practical training courses, I wear the adequate clothing indicated at the beginning of the year, i.e.:

- for 7<sup>th</sup> grade pupils: work coat purchased at the beginning of the year and sturdy leather shoes. In summer, shorts are not allowed during these classes.
- for 6<sup>th</sup> and 5<sup>th</sup> grade pupils: overall or work gown/coat from the 7th grade, as well as sturdy leather shoes.
- for pupils in DP1, DP2 and DP3 as well as 4TP, 3TP, 2TP and 1TP classes: overalls and safety shoes (provided by the secondary school).

This uniform is compulsory.

1.2.7 During physical education classes, I wear the uniform prescribed by the teachers.

*Consequences of non-compliance:*

*exclusion from the course - punishment - detention.*

1.2.8 I am committed to perfect personal hygiene; I wash and change my clothes regularly.

*Consequences of non-compliance:*

*warning and/or change of clothes - informing person in charge of education - detention - temporary exclusion - expulsion.*

1.2.9 It is forbidden to bring aerosol cans to school.

Only roll-on deodorants are allowed.

*Consequences in case of non-compliance:  
warning - punishment - detention.*

### 1.3 APPLICATION

Application and assiduity are the conditions for educational success. An accumulation of unexcused absences can lead to permanent dismissal. As a result, I attend all my classes and prepare conscientiously for them.

1.3.1 I take my work to heart and I regularly do my homework at home and I prepare my lessons properly. If this is not the case, teachers may initiate the 'compulsory supervised study' (ESO) procedure.

Corrected assignments handed over to pupils are to be signed by the person in charge of education - even if the pupil is adult - before being returned to the teacher in due time.

*Consequences if homework is not done and in case of laziness:  
warning - punishment - interview with the principal if the situation persists - detention - information of the person in charge of education - temporary exclusion - expulsion.*

1.3.2 During the lessons I am attentive and applied, I participate in the work done in the classroom.

*Consequences of non-compliance:  
warning - punishment - entry in the class book for 'refusal of work'.  
The person in charge of education is informed.*

### 1.4 FRAUD

I am honest, so I don't cheat.

1.4.1 I do not copy during class assignments.

*Consequences in case of fraud:  
withdrawal of points from the assignment mark.*

1.4.2 I do not falsify any documents (e.g. falsification of signature).

*Consequences:  
warning - punishment - detention - information of the person in charge of education - temporary exclusion - expulsion.*

1.4.3 For classroom assignments or written assignments to be handed in to the teacher, I do not use a 'frixion ball' type pen that can be erased by warming up and which is prohibited for this type of work.

The ink in these writing tools is not photocopyable.

1.4.4 The use of artificial intelligence is forbidden during certification tests.

### 1.5 ABSENCES

Punctuality is one of the bases of politeness and it prepares me for the demands of professional life.

I am punctual in my classes and in all school activities.

*Consequences of non-compliance:  
registration for ESO or detention - interview with the principal.*

1.5.1 When I am absent from classes due to illness or any other reason, the person in charge of my education communicates it to school before 9 am.

1.5.2 In the event of absences due to illness or “force majeure”, the pupil’s parents or the legal guardian and, where applicable, the pupil of full age must inform the Principal or the class teacher in writing, within three calendar days, of the reasons for the absence.

From the 3<sup>rd</sup> day of absence, only a medical certificate will be accepted by the class teacher.

The pupil must submit the medical certificate to the class teacher within 5 days.

1.5.3 For any delay of less than 20 minutes, the class teacher will decide whether or not to excuse the delay. He/she will take into account cases of “force majeure” (e.g. bad weather, etc.).

If a pupil is late by 20 minutes or more, he/she will be considered absent for the whole lesson. The parents or the legal guardian must therefore provide the class teacher with an excuse.

1.5.4 If I feel unwell or ill at school, I will inform a teacher or the secretariat, who will then inform the people in charge in the infirmary (first-aiders): Mr. Mayer or Mr. Troes. They will inform my parents or the person in charge of education in case I have to leave the school. I am not allowed to leave the school without their permission.

The school infirmary **cannot** replace a medical examination. In the event of illness or injury before class, I consult my doctor.

1.5.5 When I have to leave the school during the day for any other reason I request prior authorisation from the class teacher by presenting a documentary proof drawn up by the person in charge of my education.

*Consequences for an unmotivated absence:  
detention - information of the person in charge of education - temporary exclusion - expulsion.*

1.5.6 In order to obtain exceptional leave, I must first make a request at the principal.

## 2 RESPECT FOR OTHERS

### 2.1 HARASSMENT

Respect for others is a priority in our school.

Any form of written, verbal, digital or physical harassment is therefore unacceptable. Any discrimination on the grounds of race, nationality, culture, religion, sexual orientation, language, disability is **NOT ACCEPTABLE**.

No one shall be despised, humiliated, offended, let alone hit or injured in any way.

2.1.1 It is therefore important and obvious that any pupil who feels harassed has the right to complain to the class teacher, the Psycho-Social and Support Service from school (SePAS) or any other teacher.

If I witness harassment, I report it to the class teacher, the Psycho-Social and Support Service from school (SePAS) or any other teacher as a sign of solidarity and respect.

2.1.2 Any threat made as a result of a notification will be considered as further evidence of harassment.

2.1.3 Once the complaint has been resolved, regular follow-up will be done to ensure that the harassment has stopped.

*Consequences in case of harassment:  
interview with those involved - involvement of the person in charge of education and the principal - police involvement - temporary exclusion - expulsion.*

## 2.2 AGGRESSIVENESS

2.2.1 In order to live daily in a climate of trust favourable to work and well-being, I never resort to violence to solve my problems.

Also, being provoked by other pupils is in no case an excuse for using violence. If I am unable to solve my problems verbally and on my own, I turn to my teachers or to the SePAS.

2.2.2 Fighting, jostling or any type of gesture or “violent play” will not be tolerated.

*Consequences of non-compliance:  
warning - punishment - detention - information of the person in charge of education - interview with the principal / SePAS.*

## 2.3 DEMONSTRATION OF AFFECTION

Demonstrating affection is a private matter and has no place in public life and therefore not in the school community either. For this reason, no excessive demonstration of affection will be tolerated in the school context.

*Consequences in case of non-compliance:  
call to order - punishment.*

## 2.4 TRAFFIC IN CORRIDORS AND STAIRCASES

2.4.1 Since respect for others is a priority in our school, I do not obstruct or block the passage in corridors and staircases, which will allow a serene and safe flow of traffic in our school.

2.4.2 In the mornings before class and during the lunch break, I do not stay in the corridors until the first bell rings.

2.4.3 I do not chew gum, eat or drink in the classrooms or corridors (except on the 1<sup>st</sup> floor of the B and C buildings and in the “Jugendtreff” lounge) or stairwells.

I do not consume drinks in the classrooms and corridors, so I keep any food or drinks in my school bag.

2.4.4 Classrooms and workshops are closed during the long breaks (09.50-10.05 and 14.25-14.35). I therefore leave my classroom or workshop, as well as the corridors, to go to the courtyard, the school canteen or recreation rooms.

2.4.5 I take advantage of the break to settle my affairs at the secretariat of the school or to possibly see a teacher at his or her office.

2.4.6 The breaks (08.55-09.00, 10.55-11.00, 13.35-13.40) allow teachers and students to change buildings or classrooms without wasting time. I don't circulate unnecessarily and I don't stay in the corridors during these breaks.

It should also be noted that toilets are not meeting places, so I do not stay there and I leave them as soon as possible.

*Consequences of non-compliance:  
call to order - punishment - detention.*



## 2.5 BEHAVIOUR IN THE SCHOOL CANTEEN

The school canteen is a place of conviviality and relaxation.

- 2.5.1 In the school canteen, as elsewhere in the school premises, I respect others; I queue up politely waiting for my turn to be served.
- 2.5.2 I pay for my meal and drink using my MyCard only. I am not allowed to pay with someone else's card, even in exceptional cases.
- 2.5.3 In the school canteen I only use my mobile phone briefly and sporadically to send or receive SMS messages. Electronic games are not tolerated.
- 2.5.4 In the school canteen, as in all the school buildings, the head is not covered and therefore I do not wear a cap.
- 2.5.5 It is much more pleasant to eat in a clean and healthy environment - I help to keep the canteen and recreation rooms in immaculate condition. I respect the instructions of the supervisors and the school canteen staff and clear my table before leaving.

In the school canteen, I give up my place after the meal, if necessary. I do not sit there in my work clothes or on the tables. In the school canteen, I eat the dishes I have ordered myself. I don't waste food.

- 2.5.6 I clean up and properly dispose of the waste, packaging paper etc. that I have produced. Of course, I also clear my tray.

*Consequences of non-compliance:  
warning - punishment - detention - information of the person in charge of education and/or the principal.*

## 2.6 USE OF TOBACCO, ALCOHOL AND NARCOTICS

- 2.6.1 The law is formal: it is forbidden to smoke in the school. I therefore do not smoke, neither inside the buildings nor in the courtyard nor in the immediate surroundings of the secondary school, i.e. on the pavements adjacent to the school.

*Consequences of non-compliance:  
warning - punishment - detention - interview with the principal / SePAS.*

- 2.6.2 All types of substances or nicotine substitutes are prohibited at the school, for example electronic cigarettes and "snus"-type sachets.

*Consequences of non-compliance:  
warning - punishment - detention - interview with the principal / SePAS.*

- 2.6.3 Across the Alzette, near the exit of the secondary school in the direction of Dommeldange train station, the LPEM has a smoking area for pupils in the upper grades and for staff. The smoking area is forbidden to pupils in the lower classes.

- 2.6.4 I do not drink alcohol at school and I do not attend school under the influence of alcohol. Therefore, I am not allowed to consume alcohol during the lunch break.

*Consequences of non-compliance:  
immediate phone call to of the person in charge of education - detention - interview with the principal / SePAS - temporary exclusion - expulsion - alcohol test if alcohol consumption is suspected.*

2.6.5 The LPEM has, in collaboration with the Service de Prévention de la Police Grand-Ducale and the Service IMPULS de l'a.s.b.l. Solidarité Jeunes, drawn up an 'Intervention Guide' which regulates the conduct of all members of the school community in order, firstly, to ensure the prevention of the consumption of tobacco, alcohol and drugs and, secondly, to react in the event of doubt about such consumption.

I undertake to respect the rules laid down in the 'Intervention Guide' and to follow the steps detailed therein. I also undertake to follow the injunctions that may be given to me by the teaching and/or administrative staff of the LPEM in case of doubt about the use of the substances listed above.

2.6.6 I do not use, possess or traffic drugs. I am not under the influence of drugs.

*Consequences of non-compliance:  
immediate call to the person in charge of education - urine test - detention - interview with the principal / SePAS - compulsory therapy - police involvement - temporary exclusion - expulsion.*

2.6.7 In case of doubt as to the use of drugs and/or alcohol, the principal may impose a detection test under the conditions described in the LPEM 'Intervention Guide'.

### 3 RESPECT FOR THE ENVIRONMENT

Pupils and teachers are aware that the school is a school institution and an important part of the community.

For this reason, it is important to maintain the school infrastructure in impeccable condition and to respect all working materials.

#### 3.1 CLEANLINESS

3.1.1 I don't leave any rubbish lying around and I use the rubbish bins in particular to put the food packaging (drinks and food) I eat.

I am thinking of using the (yellow) Valorlux bins for sorting recyclable waste because I respect both the environment and the work of others (women in charge).

I am also thinking of using special bins for 'Old Papers' in the classrooms.

3.1.2 Out of politeness and respect for others, but also out of self-esteem, I respect the absolute prohibition of spitting on the school grounds, as well as on the pavements adjacent to the secondary school and neighbouring houses.

3.1.3 It is forbidden to defile places; either by spitting or by depositing or throwing rubbish on the pavements bordering bus stops and those of the school's neighbours (Police Regulations of 26.03.2001 VDL as amended on 23.11.2015).

*Consequences of non-compliance:  
pick up - clean the place - punishment - detention - temporary exclusion.*

### 3.2 PERSONAL LOCKERS AND CUPBOARDS

The locker and cupboard are the property of the school:

- 3.2.1 I don't display anything on it or in it.
- 3.2.2 I am responsible for my locker (cupboard), I always keep it closed and clean.
- 3.2.3 Anything that is not allowed to be brought to school cannot be put in the lockers or cupboards.
- 3.2.4 In general, it is not advisable to bring money or valuables to school and leave them in lockers or cupboards; the school is not responsible in case of theft.
- 3.2.5 The school reserves the right to check the contents of lockers and cupboards.

*Consequences of non-compliance:  
warning - punishment - detention - temporary exclusion.*

### 3.3 DANGEROUS OBJECTS

The school environment has to be safe and free of violence, so I commit myself to:

- 3.3.1 not carrying or using firearms, non-firearms regardless of the kinetic energy produced, or other weapons or imitations of weapons such as pocket knives, knives, pistols, rifles, knuckledusters ... ,
- 3.3.2 not bringing or using flammable or dangerous products,

- 3.3.3 not making fire or burning any object in the school premises which is strictly forbidden,
- 3.3.4 not wearing or using objects that may incite violence or accessories with points or parts that may cause damage or wounds,
- 3.3.5 not bringing or using firecrackers or stink bombs.

*Consequences of non-compliance:  
the object is immediately confiscated - the principal is informed - the police are informed - the person in charge of education is informed - temporary exclusion - expulsion.*

### 3.4 THEFT AND VANDALISM

- 3.4.1 I refrain from participating in any theft or vandalism, both inside and outside the school.
- 3.4.2 I am not an accomplice in a theft or an act of vandalism, even passively, by attending without intervening or reporting it to a teacher or to the principal.
- 3.4.3 I bring found items to the reception desk.

*Consequences of non-compliance:  
warning - punishment - detention - temporary exclusion - information of the person in charge of education.*

## 4 SCHOOL GUIDELINES

### 4.1 EXTRA-CURRICULAR ACTIVITIES

I respect the Code of Conduct at school and during extracurricular activities wherever they take place.

*Consequences of non-compliance:  
warning - information of the person in charge of education -  
exclusion from activities.*

### 4.2 ELECTRONIC DEVICES

4.2.1 Electronic devices such as mobile phones, Mp3 players or connected watches ("Apple Watch", etc.) are switched off during the lesson.

**It is strictly forbidden to take photographs, make films or audio recordings inside the buildings or in the school yard.**

*Consequences of non-compliance:  
warning - confiscation - complaint to the police.*

4.2.2 In order to allow a calm teaching and a full attention of the pupils to the lessons, the classrooms of the lower grades are all equipped with storage cabinets that can be locked by the teachers for the storage of mobile phones or smartwatches.

As soon as I enter the classroom, I must leave my mobile phone or smartwatch switched off in the cupboard provided for this purpose before taking my seat.

My mobile phone and my smartwatch will remain in the cupboard during the whole lesson and will be retrievable at: 09:50; 11:50; 14:25 and 16:05 or in case I have to change room in the meantime.

In case I do not change room I am not allowed to take my mobile phone or my smartwatch back during the 'short' breaks (8:55-9:00; 10:55-11:00; 13:35-13:40).

### 4.3 PETS

Animals are also entitled to respect, so I leave them in their usual environment (at home).

*Consequences of non-compliance:  
information of the person in charge of education and punishment - if  
necessary: temporary confiscation of the animal - detention.*

### 4.4 INTERNET AND COMPUTER NETWORK

The school computer network contributes to the educational mission of the school. The Internet is an interesting tool to foster it. However, this use is accompanied by duties which imply respect :

- of people's private life,
- of the proper functioning of the equipment and the network,
- of copyrights.

4.4.1 For any communication by electronic correspondence relating to teachers in particular, or to the secondary school in general, only email addresses from the IAM system are allowed, namely :

- @ education.lu for teachers,
- @ school.lu for students and
- secretariat@lpem.lu for the school administration.
- Teams

*Consequences of non-compliance:*  
warning - for pupils: no correspondence sent from any other address will be taken into consideration.

4.4.2 If I am a pupil in an iPad class and I am provided with an iPad, I respect the obligations of the 'iPad Charter' to which the person in charge of education and I have committed ourselves by signing.

*Consequences of non-compliance:*  
see the 'iPad Charter' and the guide to educational measures concerning the 'iPad'.

4.4.3 I report any ethical or technical problem related to the use of the network.

*Consequences of non-compliance:*  
warning - punishment - detention - temporary exclusion - information of the person in charge of education.

#### 4.5 CIRCULATION IN THE COURTYARD

4.5.1 As a pupil, I take advantage of free public transport.

If I come by car, I park it outside the school grounds.

4.5.2 Bicycles, motorbikes and scooters can be parked at the locations provided and marked in the courtyard. I drive very slowly and respect the traffic regulations.

*Consequences of non-compliance:*  
punishment - prohibition to park the motorbike in the yard - detention.

4.5.3 Access to the courtyard is forbidden to self-propelled vehicles between 9:50am and 10:05am.

4.5.4 Access to the school car park is strictly forbidden to parents or legal guardians, except in the event of an appointment with the class teacher, a member of the teaching staff, the management or the SePas.

#### 4.6 CROWDS ON THE PAVEMENT AND IN THE COURTYARD ENTRANCE

I don't stay, neither alone nor in a group without a valid reason on the pavements along the school and the surrounding area, either before, during or after classes. Given the provision of a smoking area, it is now strictly forbidden to smoke on the pavement in front of and adjacent to the secondary school.

For security reasons and above all for my own safety, I do not obstruct the entrance to the courtyard.

*Consequences of non-compliance:*  
punishment - detention.

#### 4.7 LEAVING THE SCHOOL GROUNDS

I do not leave the school grounds during school hours, including breaks. All extra-curricular activities are considered as school time.

*Consequences of non-compliance:  
punishment - detention - interview with the principal.*

#### 4.8 DISPLAY AND DISTRIBUTION OF LEAFLETS

I only put up posters on the boards provided for this purpose and after obtaining authorisation from the school. I do not distribute leaflets either.

*Consequences of non-compliance:  
punishment - detention.*

#### 4.9 SECURITY INSTALLATIONS

The security installations are designed to protect us, so I don't damage them in any way. I do not set off a fire alarm without a valid and relevant reason.

*Consequences in case of non-compliance:  
punishment - detention - temporary exclusion - payment of fees.*

#### 4.10 EVENTS

The school is a place for discussion and exchange of ideas, nevertheless I refrain from participating during lessons in any kind of event both inside and outside school, unless previously authorised by the principal.

*Consequences of non-compliance:  
non-exused absence.*





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