

Important rules for the start of the school year 2022-23 / FAQ

Dear Parents, please note the following procedures and rules:

1. Sickness must be reported immediately by the parents/guardians to the class teachers. The written or telephone excuse **must be communicated to the school on the day of the absence.**

Please **provide a doctor's certificate** on the third day at the latest.

- If a **class test** is written on the day of the illness, a particularly strict control applies. The school must be **notified by 9 a.m. at the latest by telephone or e-mail.** In addition, the parent/guardian and the pupil are obliged to submit a medical certificate on the day of the illness, at the latest by 3 pm. **If this certificate is missing, a grade of 6 will be given for the class work.**
- If a class assignment is missed due to illness, the class assignment may be made up on the day the student returns to school. **Make-up class work does not need** to be announced.
- **Unexcused absences** from exams of any kind mean that the exam is failed. If a student is ill during an exam/final examination, this must be reported immediately by 8.30 a.m. and a medical certificate must be received in the secretary's office by 12 noon at the latest, otherwise the exam is failed.

2. Number of class tests: In main subjects such as D, Ma, E, Frz. four class tests are written per school year. In the other subjects there are two tests per school year. Up to three tests can be written in one school week. A short test can also be written if three class tests have already been written. Short tests do not have to be announced (short test: covers a maximum of the last six lessons).

3. unauthorised aids (such as mobile devices, smart-watches, etc.) must be handed in before each class test; if this is not done, it counts as cheating and will result in a grade of 6. Cheating in class tests will result in a grade of 6..

4. Mobile phone policy: Mobile phones will be switched off in the morning, collected and kept in the office. If students do not comply, parents must collect the mobile phone from the office after school (by 3.45pm).

5. In case of tardiness exceeding 5 minutes, the student will not be allowed to attend class until the next lesson. In the meantime he/she will be supervised by us on the school premises. It is strictly forbidden to leave the school premises without allowance.

6. leave of absence: The parent or guardian must submit a justified request for leave of absence at least one week in advance. The leave of absence form (routing slip) must be completed by both parents and teachers. Leave of absence before the holidays requires a proven valid reason.

18.09.2022

Siglinde Hailer / Headmistress

Date:

Parents' signature: