**SCHOOL RULES**

**School rules**

The School Rules (hereinafter referred to as SR) in the Bilingual Grammar School (BGS) is a set of principles and rules for BGS pupils, who govern the system of school communication inside and outside the school during school and after-school lessons in accordance with the school's educational program and relevant legal standards. Pupils, pedagogical and non-pedagogical staff of the school shall submit the amendments to the headmistress for amendments, which shall, after discussion in the pedagogical board and with the chairman of the Board of Trustees and the founder, amend the school plan and inform the pupils and staff of the school. Every school worker and pupil must take note of the final note by handwritten signature.

1. **Pupils' rights**

All BGS pupils have the rights enshrined in the Universal Declaration of Human Rights, the UN Declaration of the Rights of the Child in 1959, the UN Convention on the Rights of the Child of 20 November1989 and other international pacts and declarations on the protection of the rights of the child. such as race, gender, religion, mentality, nationality, social origin or other status. The basic rights of pupils include in particular:

* 1. **Right to education**

Each pupil has the right to education and education on the basis of equal opportunities and conditions for all. He has the right to participate in all school-organized events and extracurricular events, gatherings, meetings, trips and excursions.

It is the right of the pupil to develop his / her personality, talents, intellectual and physical abilities and needs with regard to his / her organizational, financial and material possibilities, to form and prepare him / her for active and creative life in adulthood respecting basic human rights. its decisions, respect for its cultural identity, and recognizing the values ​​of friendship and understanding among all nations and nationalities, races, ethnic groups, ecological feeling and behavior in a spirit of peace and tolerance. It is the pupil's right to ensure order and discipline at school in a manner compatible with the child's human dignity.

* 1. **Right to freedom of expression.**

 Each pupil has the right to formulate and express freely his or her own views, and these views must be given due attention and, in particular, ensure that pupils' views can be freely presented. Each pupil has the right to freedom of expression, to disseminate information of any kind in the spirit of human rights, humanism and democracy, whether in the form of oral, written, media, artistic means of their choice. However, this right must be in accordance with the legal standards of the Slovak Republic and must not contradict or suppress the rights and reputation of another person, nor jeopardize the security, order, health, morality and fundamental rights and freedoms of others. Pupils exercise their right to self-opinion and freedom of expression mainly during lessons at school and extracurricular educational activities, on school notice boards, news articles and magazines, competitions, presentations, clubs, public appearances, in public etc. Each pupil (and his / her legal representative) has the right to make suggestions for improving the organization of teaching or other activities related to the school directly to the school or through teaching staff, at any time during the school year. Each pupil has the right to ask any responsible school employee for explanation questions and problems concerning the life of the school, but above all, its teacher in the classes. Answers to questions that may be of interest to the whole school, as well as a discussion of serious problems, may be obtained at school-wide school meetings, which are conducted on a targeted and regular basis several times a year according to the school's calendar of tasks.

**1.3 The right to assemble**

 pupils BGS and OA have the right to organize their own pupils' gatherings inside the school premises and also to cooperate with the school's pedagogical staff for a specific purpose - to develop the educational process and celebrate various anniversaries, holidays, presentations of their own creative activities. They have the right to ask pedagogical staff to help organize their own congregation at the school and invite their guests, parents and friends to these congregations if necessary. Pupils have this right as long as they do not violate the rights of others. Pupils also have the right to organize their activities in other areas of the school, provided that this is pre-organized and approved by the headmistress, and this does not interfere with other school activities and those of other subjects in the school. Pupils have the right to assemble during school lessons only in the school premises; classrooms, school corridors, gymnasiums, canteens and school vestibules.

**1.4 The right to privacy, freedom of thought, conscience and religion**

Students have the right to legal protection against interference and attacks on their private lives, their family and home, their correspondence, their honor and reputation. It is the duty of the school and all of its staff to protect school pupils from violating these rights. Pupils have the right to freedom of thought, conscience and religious feeling and expression. However, these rights must not jeopardize the rights and freedoms of others and must comply with the moral and legal standards of the Slovak Republic.

**1.5. Access to information**

Pupils have the right to free access to information through the media, both from national and international sources, especially those that have a positive effect on their social well-being, physical and mental health, at school and on computer, at meetings and in individual discussions with workers.

It is the task of the school to protect pupils from information and materials that are harmful to their healthy development and that are contrary to the legal order of the Slovak Republic and the morality of society that lead to violence, xenophobia, sexual abuse, addiction and other negative manifestations and activities.

**1.6. The right to protection from negative and health-threatening influences**

Students have the right to an environment that does not endanger their healthy mental and physical development, to an environment where their health and life are not endangered. It is the duty of the school to ensure such an environment by all possible means available, in accordance with the legal standards of the Slovak Republic, so that pupils are protected in particular:

* An illicit use of narcotic and psychotropic substances defined by relevant international treaties and abuse of pupils in production and distribution alcoholic beverages of any kind and in any quantity at school and at school events,

- smoking, whether by direct or inhalation of cigarette smoke of other smokers,

- before sexual exploitation and abuse, including prostitution and pornography or other forms of abuse and exploitation,

 - cruel punishment, torture, humiliation, bullying, restriction of their rights and freedoms, inappropriate treatment.

**1.7. The right to free time**

Pupils havethe right to leisure, play and participate in cultural life, arts, sporting activities and activities that are appropriate to their interests, physical and mental abilities.

**1.8. Disabled pupils**

Pupils with disabilities and with health limitations have the right to special care and education in order to achieve the highest degree of autonomy and to lead a full social life.

**1.9. Commission examinations and differential examinations**

Pupils have the right to commission examinations and differential examinations. If the pupil or his / her legal representative has doubts about the correctness of the classification at the end of the first or second semester, he / she may ask the principal for a commission examination, giving reasons, within three days of the day on which he / she learned of its outcome. / Evaluation and classification results are reported to the pupil in the form of a certificate in accordance with Act No. 5/1999 Coll. 13.1.1999 amending Act No. 29 Coll. About the system of elementary and secondary schools /

 If it is not possible to try and classify a pupil in due time in the first half of the year, the pupil is not classified for the first half of the year. no later than two months after the end of the first semester. If it is not possible to test and classify the pupil in due time in the second semester, the pupil is examined and graded for that period in the last week of August and on the dates determined by the principal.

Pupils, who study abroad are entitled to differential examinations or pre-agreed consultations at the end of August in order to complete the relevant year and, after successfully passing the prescribed differential examinations to be determined by the principal, start the next year.

**1.9.1. Studying Abroad**

**1.9.1.1 Choice of a foreign school.**

The foreign school must be of a similar kind, in our case, it must be a secondary school type. The foreign school must provide the student with the subjects that the student would study in our school in the given school year (the law allows for a maximum of 3 differential examinations, i.e. the deviation in the study plans may be a maximum of 3 subjects). The legal guardian of the pupil should take care to verify that the study at a foreign school can be recognized as equivalent to the study in Slovakia (possible information will be provided by the responsible staff - point 4).

**1.9.1.2. Co-operation with the parent school.**

The statutory representative submits to the headmistress of the secondary school an application for permission to study abroad. The headmistress of the secondary school makes a decision on the permit to study abroad. The pupil enters to study abroad; the legal guardian informs the original school of the commencement of study abroad within 15 days of entering the foreign school. The legal representative will deliver to the tribal school curricula and plans from a foreign school (no later than 15 May) so that the headmistress can determine the subjects from which the pupil will take the differential examinations on the basis of these pedagogical documents. The headmistress of the secondary school determines the subjects from which the pupil will take the differential examinations. Differential examination in the language of use is compulsory.

**1.9.1.3. Differential tests.**

The legal representative shall submit a certificate of study abroad upon the return of his / her child from abroad. The certificate should contain confirmation of successful completion of the study in the given year (corresponding to the year of study at the elementary school) and progress to the next year. If the report does not contain a wording on the advance to the next grade, the legal representative is also obliged to submit such confirmation from a foreign school. The student will perform the differential tests. Successful completion of the differential examinations is a prerequisite for advancing to a higher grade at a original school. Differential tests are commissional ones.

**1.9.1.4. Transfer of grades into the Slovak grading.**

 Assessment of study abroad, its recognition for completion of the relevant year of secondary school in the Slovak Republic and transfer of grades into the Slovak grading is provided by the Center for the Recognition of Documents of Education, Ministry of Education, Stromová 1, 813 30 Bratislava. The transfer of grades is particularly important because the grades are also included in the application form for university studies, and are also taken into account when passing the school-leaving examination.

**1.9.2. Interruption of study.**

The headmistress may suspend a student if he / she has completed compulsory education, at his / her request or by a legal representative, for 3 years for serious family, financial, health and other personal reasons. At the end of the study interruption period, the pupil continues in the year in which the study was interrupted. If the study was interrupted after the successful completion of the year, the pupil will enter the next year after the interruption time. If the period of interruption of study has expired during the school year, the headmistress will allow the pupil to additionally take the exam for the relevant period. In the case of a minor student, his / her legal representative also comments in a written form.

**1.9.3. Abandonment of studies.**

 If a pupil who has completed compulsory education wants to abandon his / her studies, he / she shall notify the headmistress in a written form if he / she is a minor, with the statement of his / her legal representative. The pupil ceases to be a pupil of the school on the day following the day when the school head was notified of the drop-out.
If a pupil who has completed compulsory school attendance does not take part in lessons for at least 5 teaching days and is not justified in attending the lesson, the headmistress asks the pupil and his / her legal representative to justify the unjustified absence within the prescribed time whether the student intends to continue or leave the study. If, even after being called and repeatedly warned, the situation is not redressed, this will be considered as abandonment of studies on a date announced by the headmistress in a written form to the pupil and his/her legal guardian. However, he/she may abandon her studies for other personal and health reasons, but only on written notification and consent of the legal representative.

**1.10. Right to participate in extracurricular and hobby activities.**

 Every pupil has the right to participate in and organize extracurricular and hobby activities, and thus also to represent the school in the cultural, sports and social fields. Each pupil or class has the right to organize social interest activities (parties, meetings, tournaments, clubs, etc.) for his / her classmates, teachers, parents and friends of the school, provided that the required premises are free and the pedagogical supervision and safety of the participants is ensured; that the headmistress gave its consent to such activity. If the organizer fails to comply with the agreed conditions and principles, the school head may draw appropriate conclusions from this with educational measures for the organizers, resp. those who violated the agreed terms. The organizer has the right to advise classmates and others of the event by means of posters or other appropriate announcement and is obliged to cancel the announcement at the latest the next day and to secure the original order at the event. Pupils have the right to address a school or sponsor with the school's approval to secure rewards and awards in the case of a competitive activity or to provide material to provide action.

A pupil who repeatedly violates school regulations or has a reduced behavioral grade during the school year they may not be recommended by the class teacher and the headmistress for the school event.

1. **Duties of pupils**

a) to acquire knowledge and skills, develop their skills and prepare for successful completion of study at grammar school, business academy and university and creative work in the next life

b) to acquire the principles of democracy, humanism, tolerance, responsibility, creative and active lifestyle, to be disciplined, to follow the instructions of pedagogical and non-pedagogical staff and to behave both inside and outside the school to honor themselves, parents and school children

c) to protect their own health and health of classmates and other people, school and its surroundings, to draw attention to shortcomings, to seek and propose solutions that would help to improve the educational process

d) not to throw or pour objects of different shape, type out of window / violation of this point will be severely punished by expulsion from the school or by a deteriorated grade of behavior because this can endanger functioning of the children's center under the windows

(e) to be suitably and cleanly dressed and maintained basic hygiene habits;

f) during classes a student has changed shoes, adhere to social etiquette - does not have a cap on his / her head

g) to observe teaching time, range of breaks and comply with other regulations of the school code

h) maintain the principles of safety at school and after-school events, fire and health safety and respect the instructions of pedagogical and non-pedagogical workers in this area.

1. to follow the instructions of the pedagogical supervisor during excursions and school trips, not to move away without informing him of it

j) to take note of the school notice on the notice boards signed by the headmistress, announcements by teachers and class-group teachers at the relevant lessons and designated locations.

k) not to use a mobile phone / have it turned off in the locker during classroom and other school activities /, MP3 player, small PDAs, notebooks and other electronic objects that could interfere with the flow of the course / In case of breach of this obligation, a student has to hand in his/her cell phone, MP3, PDA, notebook to the secretariat for the duration of the class and pick it up after the class. The student will be punished accordingly for breach of this obligation.

l) not to consume beverages and food during the lesson, to have food, beverages (or other things outside teaching aids) stored in the classroom or in a bag during the lessons

 m) not to disturb their classmates and school staff during the lessons, especially if some group takes a free lesson and stays in school premises,

n) use of toilet only during breaks,

 o) not to be chewing gum during class,

p) report problems, defects and failure of teacher to come to classes if he does not come within 10 minutes

r) if a student goes to school on a bicycle or on another means of transport and keeps it in the premises designated for it, he/she has to deliver the parents' consent to the school headquarters.

s) to confirm the bus-passes and other documents at the school secretariat at a specified time

t) to enter to administrative premises and to staff room according to instructions (recommended before and after the second lesson) and respect the working hours of the teachers and other school staff

 u) not to deal with private affairs during the lesson at school and report extraordinary visits and events to the school headquarters

v) to leave the classroom during the lesson, or breaks must be dealt with the teacher taking the lesson or the class teacher by signing a pass they collect from the class teacher. In the absence of a secretariat worker at school, the pupil asks for a pass at the relevant stand-in teacher. If neither of them is present, the pupil will ask for a pass from the principal. Pupils are not allowed to leave school without information from the legal guardian or doctor (in the case of medical examinations) and without notification to the relevant teacher or class teacher

w) not to smoke at school and in the vicinity of the school and to pollute the environment;

x) not to lean out of the window and not to sit on the window frame

y) It is forbidden to move on roller skates, skateboards on school premises; classrooms and corridors are not intended for sports activities, for sports activities there is a gymnasium and a sports facility for schoolchildren

z) to maintain the dining culture in the school canteen - do not enter into the canteen dressed in coat, jacket, with a school bag or a rucksack

aa) after school, the pupil is obliged to leave his / her place in order, does not leave personal belongings, books and garbage in the desk

bb) the pupil leaves the classroom and school building disciplined

 cc) the pupil is obliged to leave the school after the lessons according to class schedule alternatively after lunch

dd) the pupil is not allowed to be chewing gum in the classroom

 ee) in the computer science classroom, in laboratories / practical exercises / and video classroom, the pupil has to comply with the principles of safety and health at work and not to eat food

ff) the pupil is obliged to obtain the teaching material from his / her classmates, which was delivered to the class during his / her absence, the pupil is obliged to obtain and study this material and fulfill the assigned tasks

 gg) in the case of evaluation in any way (small exams, big tests, tasks, ...), the pupil is obliged to agree on additional term with the teacher of the given subject immediately on the first day of his arrival at school,

hh) teachers communicate with students in English (even during the breaks); it is also recommended that students communicate in English; an expression that the student can not speak in English can substitute with Slovak one.

ii) a pupil who strikes out a pupil registered before him into ´Junior Theses´ will not be accepted

jj) the pupil must not run along the corridor, cross the staircase, climb over the railing and jump down the stairs, threaten their own safety and the safety of other pupils

kk) pupil can get a small test in case of distraction

1. **Rights and obligations of parents**

Relationships between parents and children

The parents have a decisive role in raising children. Parents are supposed to be examples of their children for their personal lives, behavior and attitudes towards society. A husband who is not the child's parent, but who lives in the same household with the child, is also obliged to help in raising children.

**Parents have the right to ...**

education of their child without discrimination

 information about school such as conceptual intention of school development / variants, projects, number of pupils in the classroom, technical equipment, report on educational activities previous school year /

 ask for a commissional examination of his / her child if he / she has doubts about the correctness of the classification

complete and accurate information about the pupil's educational outcomes, his / her school attendance

participation in the educational process in agreement with the headmistress
solving suggestions, complaints

receiving a school attendance certificate, writing off a certificate, meal vouchers, etc.

to have free access to information about the school and their children in the school to be elected to the Council

to initiate changes in the school's activity

 to get their child's written work requested by the teacher

ask for a commissional examination of his / her child if he / she has doubts about the correctness of the classification in individual subjects at the end of the 1st and 2nd half of the term within three days of the day when the pupil was issued with the certificate

to testify to the court issued a final decision to resolve the complaints,

 to issue a certificate of school visit, writing off the certificate, etc.

**Parent is obliged to ...**

Excuse the absence of the pupil during taking lessons without unnecessary delay to present a medical certificate of the disease in justified cases. An offense is considered if the legal guardian endangers the minor's upbringing and education, especially if the child unjustifiably misses more than 60 lessons.

The parent should provide teachers with the conditions for individual instruction of the pupil who is exempted from the obligation to attend school.

The parent should provide the child with the type and quantity of school supplies necessary for the proper conduct of the education process.

The parent should attend the meetings of the parents' associations.

The parent should submit proposals to improve the conditions of the education process ·

 The student's statutory representative is obliged to pay the contribution in the amount and time limits stipulated in the study contract.

**4. Organization of the lessons**

4.1

 The pupil is obliged to come for lessons in time / at least 10 min. before starting the lessons /, change the shoes, taking the items to the designated areas and regularly participate in the lessons according to the approved timetable and classrooms of all compulsory, optional and non-obligatory subjects of their choice.

Classes start at 8.20 o´clock in designated areas of the school. In extraordinary cases and during classes of optional subjects and classroom lessons may also begin at 7.25, respectively continue after the last 7th and 8th lesson. The teacher determines a classroom student service that reports absence, takes care of the preparation of teaching aids, wiping the board and keeping order. If the teacher does not arrive at the lesson, the service will report the absence of the teacher to the school secretary.

4.2

The teacher agrees with the pupils in the first lessons how to:

- maintain cleanliness and order in the classroom before and after the lesson; communicate during the classes and use “classroom language”
- and when the individual teaching activities will be evaluated and classified

 - and how the subject will be taught and will inform the pupils about the content of their plan, present their requirements and will also listen to the pupils 'requirements

- presentations of pupils' work and new curriculum use of textbooks and recording of new curriculum

4.3

The classrooms that serve as vocational classrooms, students only enter with the responsible staff and follow the instructions for working in the classroom.

4.4

 During the lessons, it is compulsory to behave in accordance with the relevant standards of conduct.

During breaks, pupils must move from one classroom to another, or wait for the teacher in front of the classroom if it is locked for safety reasons.

4.5

The pupils do not leave the school unreasonably. If he / she needs to leave during the class, he / she can do so with the consent of the teacher or the class teacher and has to submit his / her departure in a written form / visit to GP, at the written request of the legal representative or long-term written request from the trainer.

4.6

If he / she has personal, health or other problems during his / her class, he / she will inform the teacher and the SS. The school provides first aid to the pupil and communicates this to the legal guardian.

4.7

 The pupil follows the instructions of the service inside the school premises. Pupils respect the school ring for teaching, come to school on time and so that they do not interfere with the teaching and the overall running of the educational process throughout the building.

4.8

Teaching is carried out according to approved curriculums and subject thematic plans. The lesson lasts 45 minutes, the lesson in the form of the exercise outside the school lasts 60 minutes. Physical education is realized in the school gym according to the timetable and also in the sports area of ​​the school during some sports activities and also outside the school area. Teaching lessons and absences are entered into the designated class books and the absence documents are collected and kept by the class teacher, respectively by the group teacher, the teacher registers the absence at his / her lesson, which he / she also announces to the class teacher. a group teacher and legal guardian. There are breaks between classes, according to the approved schedule.

4.9

the student may have a maximum of 8 lessons per class day, if there is a lunch break between them, he may take up to two major tests. At the time of the final major tests, the tests are written according to the test plan, and it is allowed to write three tests on this day unless otherwise stated. The lesson outdoors accompanied by the teacher shall be taken as the lesson, if it is planned. Field lessons can also take place unplanned if the teacher announces the reason and content of the fieldwork to the elementary school at least two days in advance and makes a pedagogical record.

4.10

**Behavior of students while writing essays, small and large tests, Big Tests:**

While writing a test, a pupil has a blue or black pen on the table and the appropriate test, and can use other aids only with the teacher's consent for the subject.

Every unauthorized attempt to help or obtain information / draw, write-off, whisper, test, turning to classmate to write off ... / is punished while writing the test.

In the case of fraud (cribs, depreciation) is not allowed to continue writing the test.

When using pullers, the student´s test is automatically canceled, that is, receives 0 points.

4.11

**Control of pupils during the lesson:**

A pupil who repeatedly interrupts even after the third warning at the lesson is sent to the headmistress and a record of his / her violation of the school rules is written about his / her behavior.

4.12

The pupil also participates in jointly planned school activities if the primary school is approved (theater, concert, other sports or social events) .

4.13

The school trip can take place once a year for the class or the grade, usually at the end of the school year and can last up to two teaching days and may be attended by other teachers and pupils' parents. Pupils who do not take part, participate in substitute learning or substitute school activities.

4.14

**Study of foreigners at school.**

The headmistress may allow the foreigner-pupil to attend the school for a maximum of one, if agreed, for several years. Such a pupil must demonstrate sufficient knowledge of at least in one language of use. The teaching languages ​​at the school are Slovak and English. It is also possible to create an individual educational program for such pupils.

4.15

**Ringtones**

0th lesson 7.25 –8.10

1st lesson 8.20 –9.05

2nd lesson 9.10 - 9.55

 3rd lesson 10.05 –10.50

 4th lesson 11.10 –11.55

 5th lesson 12.05 –12.50

 6th lesson 13.00 –13.45

Obed 13.45 –14.15

7th lesson 14.15 –15.00

8th lesson 15.05 –15.50

**5. Changing rooms**

Pupils move in the designated areas before entering classes. They keep order in the dressing room. Security of things against external theft is ensured by locking the main door, pedagogical supervision and assistance of doorkeeper. If the supervising teacher or the doorkeeper is busy, the entrance to the school is announced by a bell and problematic issues are dealt with through the school secretariat.

A teacher who starts morning lessons with zero or first lesson unlocks only the vocational classroom, the other classrooms are open / in the absence of the doorkeeper, the school is unlocked and locked by the secretary or the headmistress /.

The keys to the relevant classrooms are located in the school's staffroom and used as needed. If the school is open longer due to the organization of a particular school activity, the main organizer and the responsible teacher are responsible for overall safety, school order and the lock of the school premises.

The student reports the alienation to the secretariat, class teacher and service the day or when a pupil figured it out. It is advisable that the pupil be insured during school attendance.

**6. Care for school property and personal belongings**

The student is obliged to save and protect school property, textbooks, teaching aids and others. If, through his negligence or intentionally, he causes property damage to the school, he must remedy it or replace it financially. The student takes care of textbooks, he does not write in them. Nor does he/she write on benches, walls, glue on furniture, chew gums, and does not use gum during lessons. He saves the floor, does not use sharp objects, matches, etc., throws trash into bins, does not smoke, throws various objects.

He/she puts a chair on the desk after school, cleans up its place. Pupils can decorate and modify the class aesthetically and appropriately, grow flowers in the classroom and care for them, beautify the environment. He/She does not borrow things from his classmate without his or her consent and also does not carry unnecessarily expensive things, much money. If necessary, he / she can store valuable things for a certain period of time at the school headquarters.

Students' books, materials and documentation are available in the library.

**7. Health care**

The pupil is obliged to protect his / her health and safety as well as the safety of his / her classmates.

 It is forbidden to carry to school and use any narcotics, medicines (if not prescribed), alcohol and also distribution and instruction for their use. Any finding of a violation of this obligation is considered to be a gross violation of the school rules, with subsequent and uncompromising measures.

**8. Registration and justification of pupils**

8.1. The timetable approved by the headmistress is binding on pupils. The absence of the pupil in the lesson is recorded in the class book on each subject by each teacher on a daily basis. The pupil justifies his absence at the nearest class, but not more than 7 days after the absence, but this must be notified or confirmed to the parents in advance. The pupil submits to the class teacher an apology from the doctor and the parents in the study card - a small vocabulary with the name, address of the parents, contacts and signature and stamp of the headmistress to record and justify absence, stating the reason, date and time of absence. This absence or separate absence document or pass, or any other official and valid record of the reason for the missed hours must be signed by the parent or guardian (in specific cases also by another adult authorized to do so) and also in the case of majority signature of the legal representative. If a pupil is not excused in the above manner, his absence will be considered unjustified.

8.2. If a pupil cannot attend classes for an unforeseen reason, the legal guardian or adult shall notify the class teacher of the reason for absence at the latest within two days. If they do not, the missed lessons will be considered unjustified.

8.3. If a pupil is unable to attend classes for a reason known in advance, the parent or legal guardian of the pupil shall request a release of less than 1 to 2 days of the class teacher-more days of the headmaster in good time, especially before the end of the classification. If the parent does not notify such absence beforehand, the missed lessons will be considered unjustified.

8.4. If the absence of the pupil recurs more often for serious reasons, the teacher has the right to request a doctor's confirmation for less than 2 teaching days. A parent can only excuse a pupil in exceptional cases by personal consultation with the class teacher or the principal, and only before or during the absence. In one half year, he / she can submit a maximum of 4 family excuses, must be recorded in a glossary and signed by the parent.
In the event of a sudden nausea, a pupil staying in a youth home may be justified by his / her tutor in a written form with a signature and a stamp. Diseases and absence for health reasons cannot be justified by the legal guardian, but only by the relevant health professionals.

8.5. - excused absence / school activity - or school - not included in the total number of missed lessons.

8.6. Failure to attend compulsory military training shall be justified by a medical certificate.

8.7. Abuse, counterfeiting and self-help "excuses" will be considered invalid and evaluated as a violation of school regulations with subsequent educational measures.

8.8. Repeated late arrivals for teaching without stating a serious reason are considered by the teacher as a short-term unjustified absence. For 3 late arrivals there is 1 unjustified lesson. Late arrivals are considered within 10 minutes after ringing, late arrivals after ringing more than 10 minutes are considered to be absent from the lesson, whether justified or unjustified - within the competence of the class teacher there is a tolerance of two late arrivals.

8.9. If a student is recognized as unfit for work by a doctor, he / she cannot take part in teaching and other schooling activities on the basis of his / her own decision or that of his / her parent, in particular to protect his / her own and others' health.

8.11. If a pupil misses a disproportionately high number of lessons in the subject (over 30 percent) for whatever reason, the teacher of the subject has the right, after consideration and approval by the pedagogical council of the pupil, not to classify this pupil and make a proposal to the principal for his commissional examination.

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8.12. In serious cases, especially as regards top representation, the principal may, after individual consideration, especially in senior years, and based on requests and written recommendations from interested parties to agree an individual study plan for certain subjects