



## TIMES

1. All students must be in school by 7:55am.
2. All students should be in class before the second morning bell rings.
3. All students should be seated in class before the bell rings after the break.
4. There are no breaks between two consecutive lessons; students must proceed directly to their next class.

## OUT OF BOUNDS AREAS

1. During morning breaks, school buildings are off limits to students. Students must remain in the playground areas.
2. At lunch time, from 1.00 to 2.15pm, school buildings are closed to students. The only exceptions are school-organized events and activities during lunch hours.
3. Students are required to spend free periods working in the Exam Hall.
4. Administrative areas are off limits to all students except those given special permission.
5. Gender-specific areas are off limits to the opposite sex. (Ex. No boys in the girls' locker room and vice versa.)

## LEAVING/ABSENCE:

1. Students are not permitted, unless authorized by the Head Supervisor in **writing**, to leave school during school hours.  
This includes morning and lunch breaks as well as free periods.
2. Following any absence, students must bring a note signed by their parents explaining their absence.
3. Any student who does not participate in a physical education lesson for any reason must bring a note signed by a parent explaining the reason for non-participation.

## DISCIPLINE – CARE

1. All students must cooperate with SLO® prefects.
2. Running and playing inside buildings is unacceptable as it is dangerous and disrupts learning.
3. Students should assist in keeping the school facilities neat and clean. Use the garbage bins provided.
4. Students must respect school property. Sitting or writing on tables is not allowed.

5. Eating and drinking are forbidden in class and within school buildings.
6. Chewing gum is strictly forbidden on all school grounds at all times.
7. The school uniform must be worn for all school activities, including those on weekends.
8. Smoking by students is forbidden, both inside and outside of school. It is a harmful habit, no matter when or where one is smoking.
9. Playing cards by students is forbidden.

## EXAMINATIONS

1. Students must arrive at the examination room 10 minutes prior to the start of the exam.
2. Any student who misses an exam should bring a doctor's note explaining their absence.
3. There is no talking allowed in the exam hall.
4. Books and papers are not permitted in the exam hall.
5. Borrowing pencils or pens is not permitted in the exam hall.

## LIBRARY RULES

1. Silence is required in the library at all times.
2. Students will be held accountable for the behavior of other students seated at their tables.
3. All books should be handled with care.
4. Books should be left neatly on tables after use.
5. All books must be checked out by the librarian before being taken from the library.
6. The librarian will not supply paper, pens, pencils or other materials to any student.
7. No book bags or lunch boxes are permitted in the library.
8. No food or chewing gum is permitted in the library.
9. All students must push in their chairs before leaving the library.

*Using the library is a privilege.  
In order to keep that privilege, students  
must follow the library rules.*