

2023-2024 School year



SECONDARY SCHOOL REGULATIONS

Secondary school
AVENUE OSCAR JESPERS 75
1200 BRUSSELS

www.eeb2.eu

SCHOOL REGULATIONS EEB2 Secondary cycle

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FOREWORD

The school regulations of EEB2 are based on the [General Rules of the European schools](#).

[8 Life Skills Rationale](#)

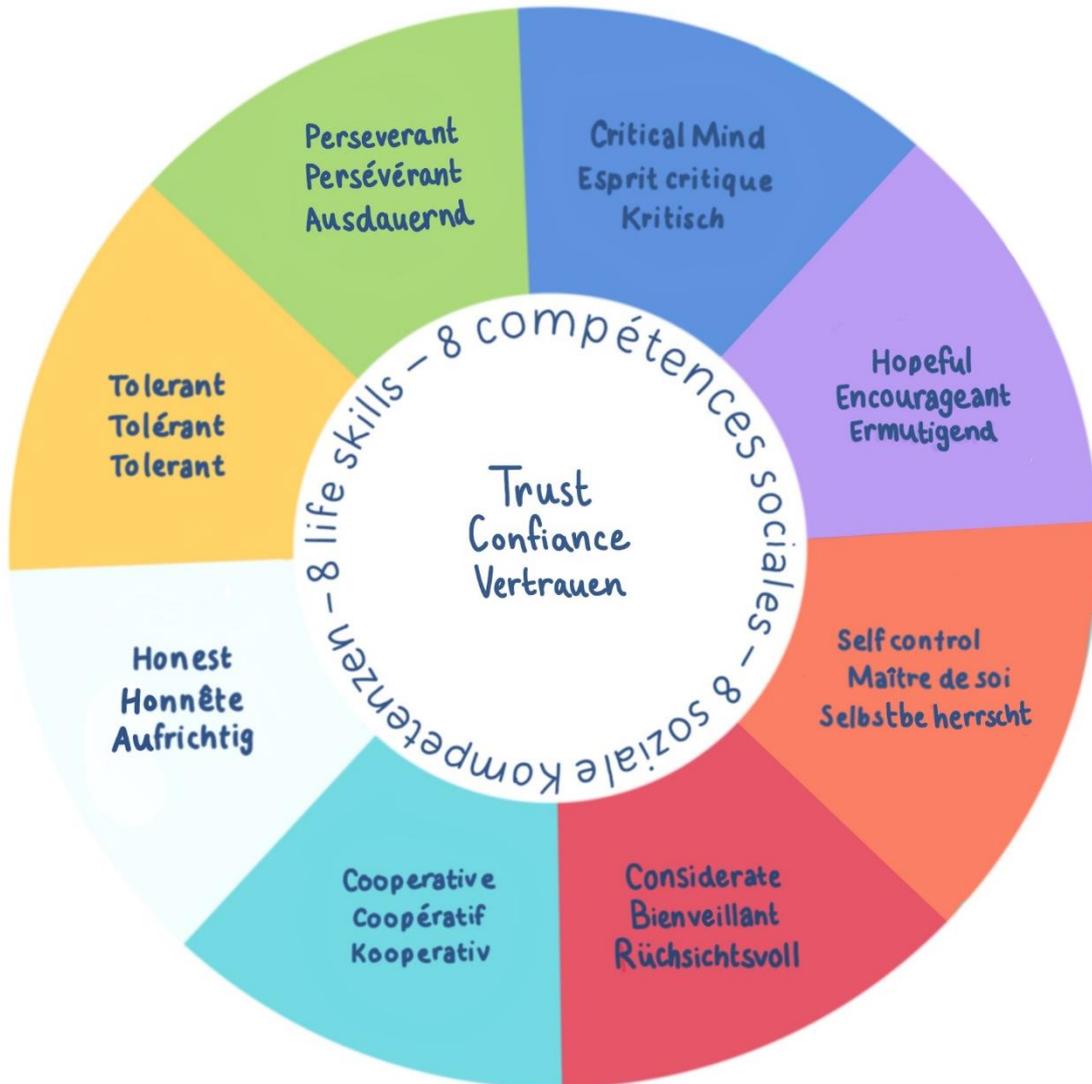
As educators we aspire to empower our students not just with the academic Baccalaureate results that will enable them to progress to the *'next stage of education'* but with the foundational life-skills that our students will employ throughout their lives. In the words of Marcel Decombis we want to equip our students with the qualifications and skills they need to be *'ready to complete and consolidate the work of their fathers before them, to bring into being a united and thriving Europe.'*

To this end a multi-disciplinary and multi-linguistic team from EEB2 was established to discuss the values we hope to instill in our pupils in order to provide them with the most successful lives - academically, domestically, socially, politically and professionally. This team identified 8 symbiotic skills that form the basis of the comprehensive education we hope to provide at EEB2. These skills are rooted in the European Schools principles.

1. **Consideration** – In line with the principles of the European schools that ask us to foster *'co-operation, communication and concern for others'* in our students. We aim to put consideration at the heart of our teaching and to encourage our students to work together productively and respectfully toward a better outcome for all.
2. **Honesty** – As guardians of the future, we hope to enable our students to be truthful and upright citizens in a modern and democratic Europe and to refrain from deceptive self-interest but to act always with integrity and toward the common good.
3. **Self-control** – We want to enable our students to develop self-control so that they are not controlled by their emotions but are able to maintain perspective on their life, work and relationships. We want them to develop emotional intelligence and thus empower them to always work towards the best democratic outcomes.
4. **Tolerance** – In line with the *'tolerance'* encouraged by the Principles for European schools, we are mandated to ensure our students are *'untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures.'* As part of a European school education we hope our students will learn *'as they mature that they belong together.'*
5. **Perseverance** – We need to equip our students with the tenacity necessary to strive toward their goals and not give up as they *'become in mind Europeans, schooled and ready to complete and consolidate the work of their fathers before them, to bring into being a united and thriving Europe.'*
6. **Co-operation** – Principles of the European school state we must *'foster tolerance, co-operation, communication and concern for others throughout the school community and beyond'*. To this end, we must teach our students to contribute to a common effort toward a shared goal.
7. **Critical Mind** – To empower our students to become the guardians of Europe and *'to prepare them for the next stage of education'* we must help them to develop critical thinking skills so

that they are cognitively reflective and capable of employing a range of reasoning skills suitable for the tasks they are faced with.

8. **Hope** – Hope is not simply wish fulfilment but it is the substance that fuels a plan. It is our responsibility as educators to help our students to develop strategies to achieve their dreams and to realise what is possible and probable.



Life Skills sessions are compulsory and aim to maintain positive class dynamics.

1. GENERAL ORGANIZATION OF SCHOOL LIFE

1.1. Start of the school day

Pupils have access to the buildings starting at 07.30. They must enter through the main entrance (avenue Oscar Jespers). Only two-wheel vehicles are permitted within the perimeter of the school

and only in the designated parking areas. Only when pupils arrive by school bus, they may use the bus entrance (rue Kleinenberg). They must proceed to their study room, their préau or playground. Students must be in possession of their student card (and key fob) when entering and leaving the school premises in order to present it to the guards.

Pupils must bring all the necessary school material.

1.2. Timetable

PERIODS	HOURS	
1	08.30-09.15	
2	09.20-10.05	
3	10.10-10.55	
	10.55-11.10	Recreation
4	11.15-12.00	
5	12.05-12.50	Lunch + recreation S1-S2
6	12.55-13.40	Lunch + recreation S3-S7
7	13.45-14.30	
8	14.35-15.20	
9	15.25-16.10	

! Pupils must consult their timetables in SMS, screens and in their email regularly since lessons and rooms can change, especially in the first weeks of the school year.

1.3. Late arrivals

1.3.1. General

Pupils must arrive on time for lessons. It shows respect for classmates and teachers.

Latecomers (except those who take the school bus) need to go to the Malala reception immediately (with an explanation/justification) and join their lessons as soon as possible. The Educational adviser present there will record the late arrival in SMS.

Parents/legal representatives are expected to inform the school as soon as possible [via Extranet Parents](#) to give the reason for the lateness.

An Educational Adviser or the Deputy Director may overrule an excuse if it is not documented or it occurs too frequently.

Sanctions will be imposed if pupils arrive frequently late without a valid excuse.

1.3.2. Late arrivals at B-Tests & exams

Late arrivals of more than 45' on the day of a B-Test or exam are considered as absences and require a medical certificate.

1.4. Free periods

1.4.1. Scheduled free periods

During their free period(s), pupils have access to the following places according to specified conditions:

- Study rooms close to the Educational Adviser's offices
- Library
- Préau and playground assigned for the level
- Sports pitch: P5 (S1 & S2) & P6 (S3-S7) free choice
- Music room

Pupils in S5 are allowed to leave the school when they have two free periods in a row whereas pupils in S6-S7 are allowed to leave the school when they have one free period (see exit authorization for these levels).

Note:

- When the school has organized special compulsory activities (e.g. workshops, debates, excursions), pupils must participate in them regardless of their possible free periods.
- From S3, when students have more than 3 official consecutive free periods in their timetable, with written official request and agreement of the parents or school, a student can receive a special authorisation to leave school premises.

1.4.2. Unforeseen free periods

Pupils of S1 to S3 must go to study room 302 on an unexpected free period during the school day, that is when a teacher is absent and there is no replacement. Being absent from study room without justification will be considered as unjustified absence.

Pupils of S4-S7 can use their study room or préau during unforeseen free periods.

[See our website – Secondary – Practical information – Study room.](#)

1.5. Lunch

Pupils can eat their lunch at the canteen (when registered for a warm meal), the chapiteau or at the cafeteria, in their préau or on the playground. Food deliveries to school are not allowed.

1.6. Permission to leave

If a pupil needs to leave school before the end of the lessons, parents must register the early leave [on Extranet Parents](#). The reason for the early departure (e.g. medical appointment) must be communicated in advance and certified with a visit attest afterwards.

If a pupil should feel ill during the day, he must go to the infirmary to be cared for as well as possible. If necessary, the nurses will contact the parents and decide jointly to give permission to send the child home.

A child who feels ill can never return home or not attend classes without the permission of the infirmary.

S5-S6-S7 students who left school with a green card during a free period or lunch feels ill must have their absence registered on [Extranet Parents](#) by their parents.

1.7. End of the school day

To ensure pupils' safety within the school premises, please take note of the following arrangements:

- **Pupils (S1-S7)** without any after-school activities have the responsibility to leave the school premises immediately.
- **Pupils (S1-S2)** waiting for the start of an **extra-curricular activity (organized by the APEEE)** should go to the canteen.
- **Pupils (S3-S7)** waiting for the beginning of an **extra-curricular activity (organized by the APEEE)** must go to the cafeteria in the sports hall where they will be supervised.
- **Pupils (S1-S7)** who are waiting for the beginning of a **school activity (organized by the EEB2)** such as choir, orchestra, mini-enterprise, etc. stay in their respective préau in P9.
- In exceptional circumstances, and if the parents have first contacted the Educational Adviser, a student may wait for his or her siblings in his préau.
- **On Wednesdays**, pupils (S1-S7) who are waiting for the beginning of a school activity must go to the S1-S2-S3 préau where an Educational Adviser is present in the office. Pupils (S3-S7) staying for an extra-curricular activity organized by the APEEE must go to the cafeteria in the sports hall.

S1-S2 students registered for the APEEE supervision or an APEEE extra-curricular activity should go to the canteen.

1.8. Student cards

The student card is an identification tool which must be carried at all times in order for the student to be able to identify themselves at the request of the staff. At the beginning of the school year, parents or legal representatives sign up for a student card for their child. Parents declare to release the Management of the European School of Brussels II from responsibility if the child leaves school against the conditions granted by his/her exit card.

The pupil may leave the school premises:		S1-S3	S4	S5	S6-S7
RED	At the end of the pupil's official schedule	v	v	v	v
YELLOW	If the teacher is absent and unreplaced in P8-P9 (Wed. P4-P5)	v	v	v	v
	In case of 3 consecutive free periods (absent and unreplaced teacher or free periods) during the pupil's office timetable		v	v	v
	<u>See yellow card +</u>			v	v
GREEN	During lunch hour			v	v
	In case of 2 consecutive free periods			v	v
	From one free period in the timetable				v

When S3 students with a yellow card have more than 3 consecutive official free periods in their timetable, they may receive special permission to leave the school premises with a formal written request and the agreement of the parents or the school.

Pupils (S1-S7) without any after-school activities have the responsibility to leave the school premises immediately. Those students with extra-curricular activities should go to the foreseen supervised area.

When the school organises special compulsory activities (workshops, debates, excursions, Life Skills sessions), students must participate even if they have one or more free periods.

! Pupils who have lost their student card or key fob must **immediately** order and buy a new one from their Educational Adviser.

1.9. Planner

Each pupil (S1-S7) must use the official school planner. This essential working tool must be carefully kept up-to-date. It serves to note homework but also acts as a means of communication between teachers and parents. For S1-S7 classes, a standardized school planner (created based on student feedback) is mandatory.

In case of loss, a new planner must be bought from the Educational Adviser.

1.10. Lockers

Pupils get a key fob from their Educational Adviser. Instructions for the payment are communicated to the parents by the school.

The locker opens with a key fob. In case of loss, the pupil must immediately report it to the Educational Adviser. Students are advised to attach their key fob to a personalised key ring for easy retrieval/identification.

For reasons of health and security the school reserves the right to open lockers at any given moment in the presence of the pupil concerned.

Pupils are not allowed to decorate their lockers.

The school cannot be held responsible for possible thefts in the lockers.

All damages caused to the pupil's locker will be paid by their parents.

1.11. Lost items

Pupils are responsible for all objects of value (student card, clothes, jewelry, wallets, bank cards, mobile phones, bicycles and motorcycles...) they bring to school. Parents are asked to mark their children's clothes, books and other school material to avoid a long search.

Any objects left on the ground, on top of the lockers or on the shelves, will be collected and deposited in the EURÊKA room at the end of the school week.

Objects lost on the school buses must be retrieved from the Transport Office (APEEE). Unclaimed objects will be sent to a charitable organization.

1.12. Visits of parents and external people to the school

Access to the school buildings is restricted (see [Meeting & visit organisation protocol](#) on the school website).

- Parents who have a meeting with a teacher or other member of staff must present appropriate identification to the security guards.

- Visitors should present appropriate identification to the guards at the entrance. They will then receive a visitor's tag that must be worn visibly during the time of their visit.

2. ATTENDANCE

2.1. Attendance at classes

- A. Acceptance of a place at the school shall imply the right and the obligation to attend all courses listed in the curriculum and to do such work as is set. Pupils are also required to take part in the Life Skills Hour and in any organized activity declared compulsory by the Management. As mentioned in the General Rules of the European Schools, Article 26, paragraph a., regular and consecutive attendance of classes 6 and 7 of the secondary cycle is a *sine qua non* for admission to the European Bacallaureate session.
- B. "Attending all courses of instruction" shall mean regular and punctual attendance at the classes indicated in a calendar and timetable produced and given to pupils at the beginning of the year.
- C. A pupil's attendance at classes is necessary to ensure his development and to enable the teacher to make a full and accurate assessment.
- D. A pupil's attendance at a course shall be considered regular if the number of periods of presence is at least 90% of the number of periods of the course in question.
- E. Programmed support lessons are mandatory. The SEN coordinator will be informed after 3 unjustified and lessons will be cancelled.
- F. On Wednesdays, lessons generally finish at 12.50 for S1 to S5. It is possible that mandatory lessons and support lessons are set for Wednesday afternoon. After three unjustified absences, support lessons may be cancelled.

2.2. Dispensations

2.2.1 Pupils with special educational needs

In cases of severe disablement (and for pupils in the Bac cycle only) and on the recommendation of the ES Advisory Group, the Board of Inspectors may grant permission for a pupil not to follow certain courses or parts of a course syllabus. Nevertheless, the Regulations for the European Bacallaureate shall continue to be applicable.

2.2.2. Physical Education

A. Inability to participate

- In the event of a short-term dispensation (up to one week), an email must be written within 48 hours by the parents to the Educational Adviser and in copy to the sports teacher.
- If the absence is longer than a week, a medical certificate is necessary and must be presented personally by the student to his Educational Adviser first, and then to his sports teacher. This certificate can stay in force for up to 6 months only and may be extended by further certificates.
- The Physical education teacher will decide how the excused student will spend their time during the lesson (passive participation in the PE class, study room with task, etc.) The PE teacher in cooperation with the Educational Adviser can decide of an alternative only in case of prolonged absence to PE classes. These rules concern all the years.
- Medical certificates must be presented at the beginning of the period concerned and cannot in any way be retroactive information.
- Absence from B-tests in sports, see chapter 3.5.1. Absences from B-tests.

B. Special medical conditions

Parents are requested to indicate at the beginning or in the course of the school year any illness, physical problem, weakness or treatment concerning their children which might render certain activities inadvisable, or even impossible. Parents must inform the Physical Education teacher, the form teacher, the Educational Adviser and the school nurse as soon as possible.

3. ABSENCES

3.1. Recording of absences & early leave

In case of absence, late arrival or early leave of their child, parents fill in the Absence form [on Extranet Parents](#).

If justified, the Educational Adviser registers the absence in SMS.

The absences are recorded in SMS and are to be consulted by parents regularly. If parents wish they can check the overview of the attendance of the past two weeks. In case of a possible error, please address the teacher and Educational Adviser concerned.

For appointments, supporting documents of the visit must be provided (medical certificate, administrative visit proof, etc.).

3.2 Absence for health reasons

In the event of a pupil's being unable to attend school because of illness, the parents must inform immediately the school by filling in the Absence form [Extranet Parents](#) (see 3.1 Recording of Absences & 3.5 Absence from B-tests & examinations). Parents have 2 days to upload the certificate on [Extranet Parents](#).

- A. Before he can be allowed to return to school after an absence of more than two days, a pupil will be required to produce a medical certificate indicating the reason for his absence. For longer absences, the medical certificate must be given to the school as soon as possible. Without production of a medical certificate, the absence shall be regarded as unauthorised.
- B. The Director may, if he considers it necessary, have the pupil examined by the school doctor.
- C. Where a pupil contracts an infectious disease, the parents must notify the Director in writing and adhere strictly to the ruling of the Administrative Board, drawn up in agreement with the school medical service, on the containment of infectious diseases, in particular as regards quarantine for him and other pupils living under the same roof. The pupil shall be readmitted to the school only on production of a medical certificate from a doctor recognized by the local health authorities or from the school doctor.
- D. All pupils shall be examined periodically by the school medical service. The costs of check-ups and of preventive measures shall be borne by the school.

3.3. Absence on personal grounds

These are **not** to be registered on [Extranet Parents](#). Please send an email according to the following rules:

- A. Only the Management may give a pupil permission to be absent from school. A request must be introduced by email to the Management (WOL-SECONDAIRE@eursc.eu and the educational adviser of the level) at least one week in advance. Failure to do so may result in the request being rejected.
- B. Except in cases of *force majeure*, the parents (or the pupil himself if he is over 18) must apply for such permission at least one week in advance.
- C. Applications shall be made by e-mail (WOL-SECONDAIRE@eursc.eu and the educational adviser of the level), indicating the period of absence and giving reasons.
- D. Permission may be granted for a maximum of two days plus reasonable travelling time.

- E. Permission may in no case be granted for the week preceding or the week following school holiday periods or public holidays, except in the case of the death of a member of the family. Disciplinary sanctions might be taken for an unjustified absence.
- F. In the case of the death of a close relative a longer absence may be permitted.

3.4. Absence from A-tests

If there is no justification **within 48 hours**, the teacher gives the student 0 out of 10 for the test/homework. If there is a justification, the test will be rescheduled. For B-tests, see 3.5.1 and for exams, see 3.5.2.

! A student with a medical certificate cannot be present on school premises and cannot sit A-Tests.

3.5. Absence from B-Tests and examinations

Parents must inform the school immediately of the absence via [Extranet Parents](#).

All absences in S4 to S7 the day before, or on the day of a B-test or exam (a late arrival of more than 45' on the day of the B-Test or exam is considered as an absence), must be immediately justified with a medical certificate (via [Extranet Parents](#)). In case no certificate is produced the absence will be considered and dealt with as unjustified.

A student with a medical certificate cannot be present on school premises and cannot sit B-tests.

3.5.1. Absence from B-tests

- Where a pupil is absent for a valid reason from one or more B-tests, he must catch up the tests on dates decided by the teachers concerned. He must therefore be ready to sit the test(s) as soon as he comes back to school. If the test(s) does not take place on his/her return, it is the student's duty to ask the teacher concerned for the new date of the B-test(s).
- During the school day, if a student gets ill, he must go to the infirmary. If the student cannot sit the B-Test or exam, a medical certificate must be given to justify the absence. If the student chooses to sit the B-Test or exam, a retroactive medical certificate is not valid.
- Where a pupil is absent without medical certificate from the B-test, he will have a score of 0.
- ! A student with a medical certificate cannot be present on school premises and cannot sit B-Tests.

3.5.2. Absence from examinations in S5 to S7

- A. Where a pupil is absent from a written examination in years 5 to 7, the parents shall inform the Director and the Educational Adviser of the reasons of his absence, immediately. Only a medical certificate will be accepted. Without production of a medical certificate the absence shall be regarded as without grounds and automatically trigger a score of zero (see also the [General Rules of the European schools](#), article 30).
- B. Concerning year 7, where a pupil is absent for a valid reason from one or more parts of examinations organized by the school at the end of the first semester, he must sit examinations conducted under the same conditions as the initial examinations, on dates decided by the Director.
- C. Where a pupil is absent without grounds from one or more parts of examinations in year 7, he will not be allowed to take the Baccalaureate examinations.
- D. All specific details for Baccalaureate exams can be found in the European [Baccalaureate Handbook](#).

3.6. Consequences of absences

3.6.1. In general

- A. Where towards the end of the school year, the number of absences seems likely to exceed the threshold of 10% of the periods actually organized for a given course, the Director will warn the parent/guardian or the pupil himself if he is over 18 of the risk of non-promotion or of being unable to take the Baccalaureate examinations.
- B. Unjustified absences will be clearly identified and severely dealt with.
- C. Should repeated unjustified absences of one or more periods continue to occur after the Director's warning, the Discipline Council may decide on the pupil's exclusion.
- D. In the event of unjustified absence for more than fifteen consecutive days, the pupil shall be deemed to have left the school.

3.6.2. Long-term absences for a valid reason

- A. If a pupil in years 1 to 6 has a long period of absence for a valid reason, with the result that A marks for classwork in the first semester cannot be awarded, the A marks for classwork in the second semester may be doubled for calculation of the final mark.

- B. If this absence means that a pupil cannot be awarded A marks for either the first or the second semester, his promotion will not be possible.
- C. If a long period of absence for a valid reason makes it impossible for a Bac candidate to be awarded A marks for the first semester, the A marks for the classwork for the second semester will be doubled and vice-versa.
- D. If this absence means that a pupil cannot be awarded A marks for either the first or the second semester, it will not be possible for him to take the Baccalaureate examinations in that year.
- E. In the event of frequent periodic absences in year 7, the Class Council shall be required to decide whether the pupil's studies conform to the rules and may, in certain cases, call into question the validity of his registration for the Baccalaureate, determination of the A mark being jeopardized.
- F. For the S7 regulations, refer to [the European Baccalaureate Handbook](#).

4. GENERAL DISCIPLINE

To ensure well-being and safety, disciplinary measures are sometimes necessary. We thank parents in advance for their support in our pedagogical approach.

4.1. Behaviour

Every pupil must behave respectfully towards all other members of the school community. Correct behaviour is equally necessary outside the school and especially in the local neighbourhood. Pupils should avoid any impropriety and respect the property and the peace and quiet of residents. Politeness, good manners, respect for others, a sense of responsibility, tolerance - these are the fundamentals of community life. This necessarily implies an absence of all forms of aggressive behavior (physical or verbal), and a striving to achieve solutions to problems through dialogue. Bullying of any kind is unacceptable in our school and every case will be treated according to school's [antibullying policy](#).

Our pedagogical project program can be consulted at pages 4 & 5.

4.2. Guidelines for behaviour in common areas

In a overcrowded school such as ours, we expect respectful and responsible behaviour from all students and a mature approach from older ones. No violence, no aggressivity, no pushing, etc. will be tolerated.

4.2.1. Rooms & equipment

Everyone must show respect for the rooms, the furniture and all school equipment. Pupils, and consequently their parents or guardians, are responsible in the case of any damage to these items. The damage must be paid and/or repaired in each case - this to be decided upon by the school. A community service at school can be planned.

4.2.2. School entrance and exit

At the school's entrance and on the pavement outside the school, pupils should behave correctly by moderating their language and the way they act. Shouting, noisy gatherings, pushing, pulling and jostling are out of place. For reasons of security and in order to keep the exit moving, pupils should avoid creating crowds or waiting for each other at the end of lessons. Pupils who don't use the school buses must leave the school gates immediately.

It is forbidden to smoke, vape, use snus and drink alcohol or energy drinks within school premises and its vicinity.

4.2.3. Passageways

During lesson time, pupils may not circulate in the corridors unless they have permission to leave the classroom. Corridors are out of bounds until 5 minutes before the start of the lessons in the morning and in the afternoon, and 5 minutes before the start of lessons. Corridors and staircases are passageways, where pupils should behave sensibly. Shouting, pushing, running and playing, leaving bags in the way and sitting on the floor is not allowed. Pupils cannot stay in the corridors and on the staircases during breaks. For security reasons and to ensure a faster flow, everyone must keep to the right in corridors and staircases. Pupils must have a written permission from the Educational Adviser if they need to use the lift.

4.2.4. Recreation areas

Pupils must be respectful and follow instructions of the persons in charge of surveillance in the recreation areas. **In the préau** pupils' personal belongings must be put in designated areas and not on the passageways. **On the school yard** violent and dangerous games with physical contact are forbidden. Only plastic footballs and basketballs are permitted. Skateboards and roller skates/blades cannot be brought to school. Areas where plants and shrubs are growing must be kept clear. Pupils are authorised to play football **on the sports field** when it's available.

Secondary students are not allowed in the Primary pupils' playgrounds, in the garage and are not allowed to stay or play in the car park.

4.2.5. Canteen, cafeteria and chapiteau

Pupils who are enrolled for the hot meal service go to the canteen on time. Pupils are expected to act politely and respectfully towards the persons in charge of the canteen. Responsible attitude in the canteen means that pupils don't waste any food, keep the place as clean as possible and put the chairs in place when they leave. Pupils who eat in the school canteen are requested to eat the complete meal, dessert included, within the confines of the canteen.

Pupils who bring their own packed lunch can eat it outside, in their préau, in the cafeteria or in the chapiteau. After having lunch, they have to tidy up their place and put the rubbish in the bin.

For Life Skills sessions taking place during the lunch hour, students must bring their own lunch. Lunch cannot be ordered during these sessions.

4.2.6. School buses

Pupils must arrive in time for the school bus and remain seated during the transportation. Eating, drinking and smoking are forbidden in the school buses. Pupils must not disturb or distract the bus driver. There should be no pushing or shoving while getting on and off the buses.

More detailed guidelines can be consulted [on the APEEE website](#).

4.3. Guidelines for behaviour in specific areas

The following areas have their own rules and guidelines to ensure their effective and safe use.

4.3.1. Sport buildings / Physical education (P.E.)

From S1 to S7, physical education classes take place in the school sports hall, but also outdoors on the football pitches and athletics track.

From September to the end of June, pupils follow a sports program established in the European Schools' curriculum.

Pupils should provide appropriate clothing for both indoor and outdoor activities (see Compulsory physical education equipment below).

For reasons of hygiene and security, the following rules apply for all physical education lessons:

- **Access to gym halls and changing rooms**
No access to these buildings is allowed unless directly authorised and/or accompanied by a teacher.

- **Compulsory physical education equipment**
T-shirt with EEB2 logo, shorts or dark sports trousers, clearly marked with owners' name. Proper sports shoes for outside (clean for inside). Canvas shoes or "All-stars" are not allowed. For outside lessons, a sweatshirt and/or a windbreaker are recommended. All pupils must change completely for their sports lesson. Long hair must be tied up.
- **Valuables**
Pupils are not allowed to bring valuables to sports lessons. Sports teachers accept no responsibility for loss or theft of articles in the sports complex. There are lockers with keys in the entrance of the sports hall. We recommend that pupils use them. In any case, and for safety reasons, all jewellery and watches must be removed prior to physical education lessons. Changing rooms will be locked during P.E. lesson-time. Mobile phones and music players (MP3, MP4, etc.) are not allowed, except if the teacher authorises it for a lesson like long distance running.
- **Punctuality**
Students, who are late and therefore unable to participate in physical education, must go to the sports hall or to the outside facilities to find their sports teacher. After the P.E. lesson the pupils have to re-join quickly their new classroom, without lingering in the corridors.
- **Discipline**
Exceptionally a student who is dismissed from the sports lesson must go to the study room with a classmate. At the end of the period the student must go back to the sports teacher with a paper signed from the Educational Adviser.
- **Reminder**
Chewing gum is forbidden during sports lessons.
- **Policies**
The [Clothing policy](#) and [Smartphone policy](#) also apply during P.E. classes. Smartphones and other electronic devices are also forbidden in changing rooms.
- **Excused pupils**
The Physical education teacher will decide how the excused student will spend their time during the lesson (passive participation in the P.E. class or study room with task) The P.E. teacher in cooperation with the Educational Adviser can decide of an alternative only in case of prolonged absence to P.E. classes. These rules concern all the years.

4.3.2. Laboratories

Procedures to follow when handling chemicals:

Body and clothing

- Use of lab coat is **mandatory**. The lab coat must always be buttoned up.
- Avoid sandals and open-toe shoes.

- Long hair must be tied back.
- Wash your hands before leaving the classroom and **always** if you spill chemicals on them.

If you spill corrosive chemical on your hand keep the hand under a running, cool water for 20 minutes.

Immediately inform the teacher.

Eyes

- Safety goggles must be worn, if the instructions so indicates and **always** when open flame is used.
- Safety goggles are worn over spectacles and the use of contact lenses in the lab is not recommended.

If you get corrosive chemical in your eye rinse the eye under a running, cool water fo 20 minutes.

Immediately inform the teacher.

Respiratory passage

- Handle all chemicals which may produce harmful gases only in the fume cupboard.
- Use pipette peleus ball with pipettes. Never suck chemicals with your mouth.

If harmful fumes are released into classroom, leave the room, and close the doors. **Immediately inform the teacher.**

Enviromental protection

- Never pour chemicals in sink or dustbins. Excess chemicals are to be collected to specific, properly marked containers following teacher's instructions.

General instructions

- All moving around in the lab is kept to minimum. **Rushing and running is forbidden!**
- You may never taste, eat nor drink anything in the lab. Sniffing of chemicals is only allowed after teacher's instructions.
- All the lab work is conducted standing and following strictly instructions.
- All passageways out of the room and to the safety equipment must always be kept free.
- Flammable materials must be kept well away from an open flame.
- Mark chemical containers properly.
- Close all the chemical bottles and containers.
- Pour liquids using the opposite side from the label.
- Extra chemicals must be discarded properly, and they are never to be poured back to the original containers.
- Point test tubes away from people when it is heated, or chemicals are added.
- Use stoppers, never your thumb or fingers when shaking a test tube.
- Clean immediately all dirty and wet surfaces.
- After the experiment:
 1. Turn of the electrical instruments.
 2. Clean your desk and return all the chemicals and glassware to proper places.
 3. Dirty glassware must be collected into washbasins in the trolleys.
 4. Waste chemicals must be discarded properly.

Teacher of S1 Integrated Sciences will distribute these rules, which must be glued to students laboratory notebook after it has been signed by the student and the guardian.

4.3.3. Library and multimedia room 442

The Secondary library (Media and Learning Centre Van Der Zee) is open from 8:25 until 16:10, and from 8:25 to 14:30 on Wednesday.

The entire collection [is listed online](#).

Pupils can freely borrow up to 3 fiction books and 5 non-fiction books at the same time for a 2-week period. If the period ends during a school holiday, the books will be brought back on the first day of school after this holiday.

If the pupil still has books outstanding from the primary school: the pupil will not be able to borrow books until the books have been returned.

It is possible to extend the loans for an additional period of 2 weeks by asking to the librarian. A fine of 0.05€ per day and per book shall be claimed in case of delay. By convenience: the total amount will be rounded up by €0.05 if necessary (rx: €0.15 due = €0.10 to pay)

A pupil who has lost or severely damaged a book, must replace it as soon as possible with an equivalent edition. At the end of the school year, all books will be returned before the end of classes (S1-S4) or before the beginning of the exams (S5-S7).

Disciplinary measures (for example: copy library regulations during a free period, blocking the student card) can be taken if despite several reminders to the pupils with a message to parents, books are not returned. This in collaboration with the educational adviser(s) of the year level.

In the library:

- You enter and exit quietly.
- You whisper to talk to your neighbours in order to not disturb other pupils.
- Bags and coats must be left in the lockers outside the library.
- Eating and drinking (soda cans, cups of coffee or tea) are not allowed, only drinks in water in a resealable bottle are permitted.
- If the multimedia room is free, you use the multimedia room computers for schoolwork and information research (no games or social networks). The material needs to be treated with the needed respect.
- Mobile phones and other personal electronic devices must be set on silent mode and they may only be used for schoolwork. If a phone rings or you start a conversation, the device shall be confiscated for the rest of the school day.

4.3.4. Chill and study rooms S1-S2-S3

A. Mandatory study room S1-S3

Pupils from S1 to S3 have a study room at their disposal in room 302. It is open from P1 to P7 on long school days and from P1 to P4 on Wednesdays. Pupils must go to this room on an unexpected free period during the school day, that is when a teacher is absent and there is no replacement. Attendance is compulsory. During the absence of sport teachers and if a pupil has already spent two periods in the study room during the same day, **the person responsible for the study room may, after having registered attendance, give the authorisation to have a free period. Without it, attendance is compulsory.** In these two cases pupils have a free choice to go to the préau, library, playground or sports field (when available). Pupils who cannot participate in sport lessons can be sent to the study room. A study room coordinator will be constantly present in this room (except for breaks) and control the attendance.

In the study room pupils are expected to organize their work independently (homework, school projects, preparing for tests etc.), when the teacher hasn't given them a specific work. Every pupil should bring a book to read in case there is no other work to do. There are a few computers and tablets at the disposal of pupils for schoolwork (no games or social media). There are also some books, magazines and newspapers to read. Use of mobile phones is forbidden unless with the authorisation of the study coordinator for school purposes. In the study room pupils must remain seated and respect each other's space to work. Wearing hoods or hats is forbidden.

The Study room can at certain moments also be transformed in a chill room where different activities are organized together with the students: window shop, theme related activities, chess tournaments, art projects, charity events, etc. This to help creating a positive atmosphere at school.

Of course, these activities take place under supervision of the coordinator.

B. Other study rooms

There are other study rooms in the vicinity of each préau. Pupils can go to these rooms on their scheduled free periods or when the study room 302 is closed or occupied. In the study rooms of S1-S3 use of mobile phones or other electronic devices is forbidden. Pupils in S4-S7 can use their mobiles for schoolwork in their respective préau and study room.

4.4. Clothing

Clothing choices should respect the school's intent to sustain a community of diverse identities. All pupils and staff are expected to dress appropriately for school or any school-related event. The primary responsibility for a student's attire lies primarily with the student and their parent(s) and/or guardian(s).

The school is responsible for determining an inclusive, tolerant and supportive environment for any vulnerable individuals or communities within the school. Differences based on ethnicity, sex, gender identity, gender expression, sexual orientation, religion, cultural observance, household income, and/or body type and size, are to be respected and celebrated. The introduction of clothing standards should contribute to an environment of acceptance and protect vulnerable individuals or communities.

Staff and students will be respected and valued despite their attire, with constructive action required for violations [...]. Any restrictions to attire must support the overall educational goals of the school and must be explained within the principles of consideration and respect, as presented in this document. See [Clothing policy](#).

4.5. Cleanliness

All members of the school community are responsible for the general cleanliness of the school.

Eating, drinking and chewing gum is forbidden in class, in the study rooms and in the library, unless eating or drinking is allowed or instructed by the teacher. Under certain circumstances (such as during written exams, on a hot day), pupils can drink water. After consuming food and drinks, pupils must recycle, leave their place clean and put all litter in the correct waste bin. Toilets must be left clean after use.

The Management, the teachers and the Educational Advisers may require individuals or groups to clean any area that has been made unusually or unnecessarily dirty. At least once a year all pupils will be given a task of cleaning up certain school areas. A list will be put on the notice board of the allocation time.

4.6. Electronic devices

In class it is forbidden to use mobile phones, MP3/MP4 players, iPods, laptops or any other electronic devices, except when used for pedagogical purposes and supervised by the teacher. All devices must be switched off.

Use of mobile phones or any connected devices (smart watches, etc.) is regulated by the [Smartphone policy](#).

Taking pictures or filming in the school building or in the school yard is strictly prohibited (as is the sharing of pictures and films), if not part of a pedagogical project done under the supervision of a teacher ([see GDPR](#)).

In case of non-respect, the teacher or other member of the staff will confiscate the device and bring it to the pupil's Educational Adviser. The pupil can collect it from the office at the end of the school

day. If it happens again, the parents will be asked to come and collect the device as from the following day (see [Smartphone policy](#)).

In case of repetitive problems, we refer to the Sanction scale (Annex 1).

Parents should not call their children during school hours. In case of need or emergency, please contact the educational adviser.

4.7. Substances

Bringing, possession, detention (notably for another), (mis)use, dealing, sharing and being under the influence of vaping, alcohol, tobacco, nicotine, misused medicines and all illegal substances is forbidden on school premises and in the immediate vicinity of the school.

If this general rule is violated or if there is a suspected violation of this general rule all members of the school community are obliged to intervene (see [Substance abuse policy](#)).

The school promotes a healthy lifestyle: enough (quality) sleep, no energy drinks, a healthy diet, etc.

4.8. Weapons and other dangerous objects

It is strictly forbidden to bring/use objects to/in school that could be considered as weapons or other items that could threaten health and safety. In the case of non-complying with this rule, a disciplinary procedure will start immediately.

Toy weapons are also not allowed at school.

4.9. Pedagogical and disciplinary measures

4.9.1. General

Given that the principal aim of the school is education, disciplinary action is only considered when other pedagogical methods have failed.

Disciplinary action may be taken to ensure the smooth running of lessons and educational activities as well as to protect people and property. It will be applied in cases where a pupil has failed to meet his obligations. Absence at a disciplinary sanction requires a medical certificate.

In cases of disrespectful behavior, as well as repetitive failure on the part of individual pupils or whole classes or groups, it is important to seek to identify the root causes and, if necessary, with the help of external specialised services.

Depending on how serious the offence may be, and having considered the general situation, one or several of the following sanctions may be imposed on a pupil by the school (teaching staff, Educational Advisers, Management):

- A verbal warning.
- A note in the pupil's planner and/or an email to parents.
- Extra work (school or “community” work).
- Being excluded from the lesson and sent to the Educational Advisers’ office: in these circumstances, it is recommended that the pupil be accompanied by another designated pupil and with appropriate tasks to be completed.
- Taking a free period away.
- Blocking of the green card.
- Detention / Official detention (Absence from an official detention must be justified by a medical certificate. A pupil refusing a detention risks an additional sanction – See Annex 1: Sanction scale).
 - **For pupils from S1 to S5** on Wednesday afternoon from 13:15 to 15:00 or two free periods.
 - **For pupils of S6 and S7** on a date and time set by the responsible Educational Adviser.
 - The parents will be informed in advance by email and requested to confirm the reception of the message.
- Following three disciplinary measures (detention, exclusion, etc.) in the same academic year, the parents will be invited to meet the Assistant Deputy Director, the Educational Adviser and the Class Teacher of their child. After five detentions or other official disciplinary measures, the pupil will attend a Discipline Council.
- Official warning letter.
- Sanction including the intervention of external agencies (police, social services).
- In a particularly serious case, the Director can exclude the student from 1 to 3 days (internal or external exclusion).
- Absence at a Discipline Council requires a medical certificate.

In addition, if the offence is particularly serious, the pupil will pass directly to the stage of a Discipline Council.

A hearing before the Discipline Council will be in accordance with article 44 of the General Regulations of the European Schools, with the following provisions:

- a) The Discipline Council meets to examine serious cases that could result in a pupil's temporary or permanent exclusion.
- b) In such cases, the parents will have the opportunity to address the hearing before and decision is taken. The parents and/or the pupil may be assisted by a representative of the Parents' Association or by a teacher. At the request of the parents and/or the pupil, a representative of the Pupils' Committee may attend the hearing as an observer.

c) Once the parents have been heard according to the provisions of part b) above, the Discipline Council will decide on the case before them. Only members of the Discipline Council may be present during this decision-making.

d) The Director must inform the parents by letter of decisions leading to an exclusion of the pupil. These decisions, if required, will be justified.

e) There is no possibility of appeal against decisions relating to temporary exclusion. The parents may make an appeal before the Board of Inspectors against decisions concerning permanent exclusion.

4.9.2. Intensive support A pupils

All children should follow the rules set out.

For children with special needs, sanctions (remedial or deprivation) are sometimes necessary, as they are for other children. All behaviours that compromise respect (for the adult, for other pupils) and safety (for the pupil him/herself, or for others) are usually subject to sanctions. Behaviour that is directly related to a disorder is not usually sanctioned.

Sanctions can help children to change their behaviour and learn new skills. The school recognises that children with special needs may sometimes need additional explanation to understand certain rules, the purpose of the sanction, and why their behaviour is unacceptable. The cognitive development of the pupil will be taken into account at all times to inform decisions about sanctions. In specific cases, behaviour plans may be put in place in consultation with parents and some staff.

See Annex 1: Scale of sanctions.

5. PUPILS' RIGHTS

5.1. Pupils' rights

Each pupil has the following specific rights:

- A. To be informed of his results and any important facts related to them.
- B. To contact the Educational Adviser and then the Assistant Deputy Director if they consider that their rights have not been respected.
- C. To be given a hearing before any sanctions are applied.
- D. In situations felt to be urgent, the school, as an institution with a responsibility towards its students, reserves the right to send a student to the school psychologist even without informing the parents beforehand.

- E. To be given encouragement at all times.
- F. To have recognition of the positive aspects of their work or for the positive contribution they make to the school.
- G. To have the best possible chance of advancement during their school career.
- H. To be treated with respect.
- I. To elect class representatives, CDE representatives, to join working groups and to be represented at the different levels at school.
- J. To participate in workshops, clubs, activities, etc. organized by the school.

5.2. The Pupils' Committee

The Pupils' Committee (PC/CDE) is the official representative organization for the pupils. The pupils elect the PC every school year. It is preferable that the PC is composed of representatives from each language section. It defends the interests of all the pupils (the statute may be consulted at the office of the Assistant Deputy Director). Each class elects a representative and a deputy and their role is to represent their class with regard to the school administration and to participate in the election of the PC, according to the rules of the European Schools. In the beginning of the school year, all pupils can vote for the president of the PC in assemblies organized by the school.

6. SCHOOL POLICIES AND DATA PROTECTION

6.1. Insurance policy

- A. Every pupil enrolled in our school is covered, under the terms of the school's insurance policy, in the event of physical injury to the pupil and in cases of "civil responsibility" (damage unintentionally caused though the pupil's actions to the person or property of a third party). This cover applies to any incident occurring in the course of official school activities, wherever and whenever these may be taking place, and also during travel in either direction between home and school, even unsupervised. Third party automobile cover in respect of journeys to or from school is not included under the terms of the school's policy. Such cover is provided by the driver's own automobile insurance.
- B. Pupils who go out of school in the course of the school day are not covered by the school's insurance policy.
- C. Pupils leaving the school during lunchtime for a destination other than the home are not covered by the school's insurance policy.

- D. Pupils who go out of school at the end of the day's lessons, subsequently returning in order to catch the school bus, are not covered by the school's insurance policy during the period spent off the premises.
- E. Pupils with a medical certificate are not covered by the school's insurance policy. They must stay home.

In case A, the parents can contact WOL-INFIRMERIE@eursc.eu for more information about the procedure. In cases B, C and D, the responsibility rests entirely with the parents or with the pupil if he or she has attained the age of majority. The exit card issued by the school does not in any way free the parents (or the pupil who has attained majority) of that responsibility.

In case of theft or damage to a pupil's property (smartphone, etc.), parents can contact WOL-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eursc.eu.

6.2. Child protection policy

[See our website – Our School – Plans, Regulations & Policies](#)

6.3. Educational support policy

[See our website – Our School – Plans, Regulations & Policies](#)

6.4. Antibullying policy

[See our website – Our School – Plans, Regulations & Policies](#)

6.5. Substance abuse policy

[See our website – Our School – Plans, Regulations & Policies](#)

6.6. Smart phone policy

[See our website – Our School – Plans, Regulations & Policies](#)

6.7. Clothing policy

[See our website – Our School – Plans, Regulations & Policies](#)

6.8. Netiquette policy for distance learning

[See our website – Our School – Plans, Regulations & Policies](#)

6.9. LGBTQIA+ Charter

[See our website – Our School – Plans, Regulations & Policies](#)

6.10. Guidelines for coping with self-harm

[See our website – Our School – Plans, Regulations & Policies](#)

6.11. Anti-sha policy

[See our website – Our School – Plans, Regulations & Policies](#)

6.12. GDPR (General Data Protection Regulation)

[See our website – Our School – Data Protection](#)

6.13. ICT Charter

[See our website – Our School – Plans, Regulations & Policies](#)

6.14. Homework policy

[See our website – Our School – Plans, Regulations & Policies](#)

Annex 1: Scale of sanctions*

	Examples of behaviour	Possible sanctions
Level 1	<ul style="list-style-type: none"> -Late arrival without justification -Running where not allowed -Ignoring preau & staircase access rules -Shouting -Bad language -No school material, no investment in schoolwork -Poor effort in class -Inappropriate behaviour -Skipping lessons or mandatory study room period by mistake -Energy drinks -Possession of matches, lighter, etc. -Gathering in toilet stalls -Refusal of identification with student card/Disrespectful behaviour towards any member of school community 	<ul style="list-style-type: none"> -Conversation with student -Oral reprimand -Parents informed by written/phone remark in school agenda or by e-mail (in cc: EA, class teacher) -Pupils fills in reflection sheet in EA's office with related restorative talk -Canteen community service
Level 2	<p>Repetitive behaviour of Level 1:</p> <ul style="list-style-type: none"> -Littering -Wasting food -Disruption -Annoying behaviour in class -Provocation -Cheating, plagiarism -Minor damage to school property (writing on desk, etc.) -Disrespectful behaviour -Late arrivals without justification -Absence the day before a B-test without medical certificate -Consequences of transgressive behaviour: Yellow Flag*** 	<ul style="list-style-type: none"> -Cancel a free period -Community task for school -Parental contact -Reflective task -Extra work from teacher -Teacher informs EA (Teams, phone) and can send student to the office during the lesson (if possible) with concrete task -One period of detention before or after official student's timetable -Consequence in marks -Sanction can be accompanied by psychological help
Level 3	<p>Repetitive behaviour of Level 2:</p> <ul style="list-style-type: none"> -Fraud (accounts, student card, key fob, etc.) -Coming late without justification after XX times (starting point/amount to be decided by EA office: consistent approach) -Unauthorized school exit -Bullying -(Verbal, physical) aggressivity -Consequences of transgressive behaviour: Yellow Flag*** 	<ul style="list-style-type: none"> -Official school detention on Wednesday afternoon or two periods in timetable if lessons at that time -Green student card blocked (S5-S7) for one week or more -Additional detention (for unjustified absence at detention)

	-Unjustified absence for a detention	
Level 4	<p>Repetitive behaviour of above Levels:</p> <ul style="list-style-type: none"> -Skipping lessons or a whole school day -Conscience-altering substances (smoking, CBD, vaping, alcohol, etc.) before coming to and at school -Vandalism -Consequences of transgressive behaviour: Red Flag*** 	<ul style="list-style-type: none"> -Official school detention on Wednesday afternoon or two periods in timetable if lessons at that time -Meeting with ADSS -Payment/compensation by parents for damage caused by their child -Management in cc in communications to parents -Internal or external exclusion (part of the day) -Guidance of psychological or medical services -Exclusion from school excursion or activity
Level 5	<p>Repetitive behaviour of above Levels:</p> <ul style="list-style-type: none"> -Refusing an official detention or disciplinary measure -Misuse of school property -Theft -Major breaches of the School regulations or Code of Conduct -Serious aggressivity/threat -Being under the influence of drugs -Consequences of transgressive behaviour: Red Flag*** 	<p>To be decided in collaboration with Management:</p> <ul style="list-style-type: none"> -Management official warning letter -Internal lessons/school days exclusion -Issue of a red card -Convocation by Management -Exclusion for full day/activity -(Internal/external) exclusion -Guidance from school -Guidance of psychological or medical services
Level 6	<p>Repetitive behaviour of Level 4/5</p> <ul style="list-style-type: none"> -Violence -Repetitive/extreme bullying -Any matter where pupil safety is threatened -Sexual harassment on school premises -Sexting on school premises -Dangerous products and objects -Possession, detention (notably for another), use or selling of drugs and/or alcohol at school -Any matter where the Discipline Council may have to be involved -Consequences of transgressive behaviour: Black Flag*** 	<p>To be decided in collaboration with Management:</p> <ul style="list-style-type: none"> -Convening of a Discipline Council -Other strategies or sanctions including the involvement of external agencies (social services, police, etc.) -Class intervention -Exclusion: one or more days

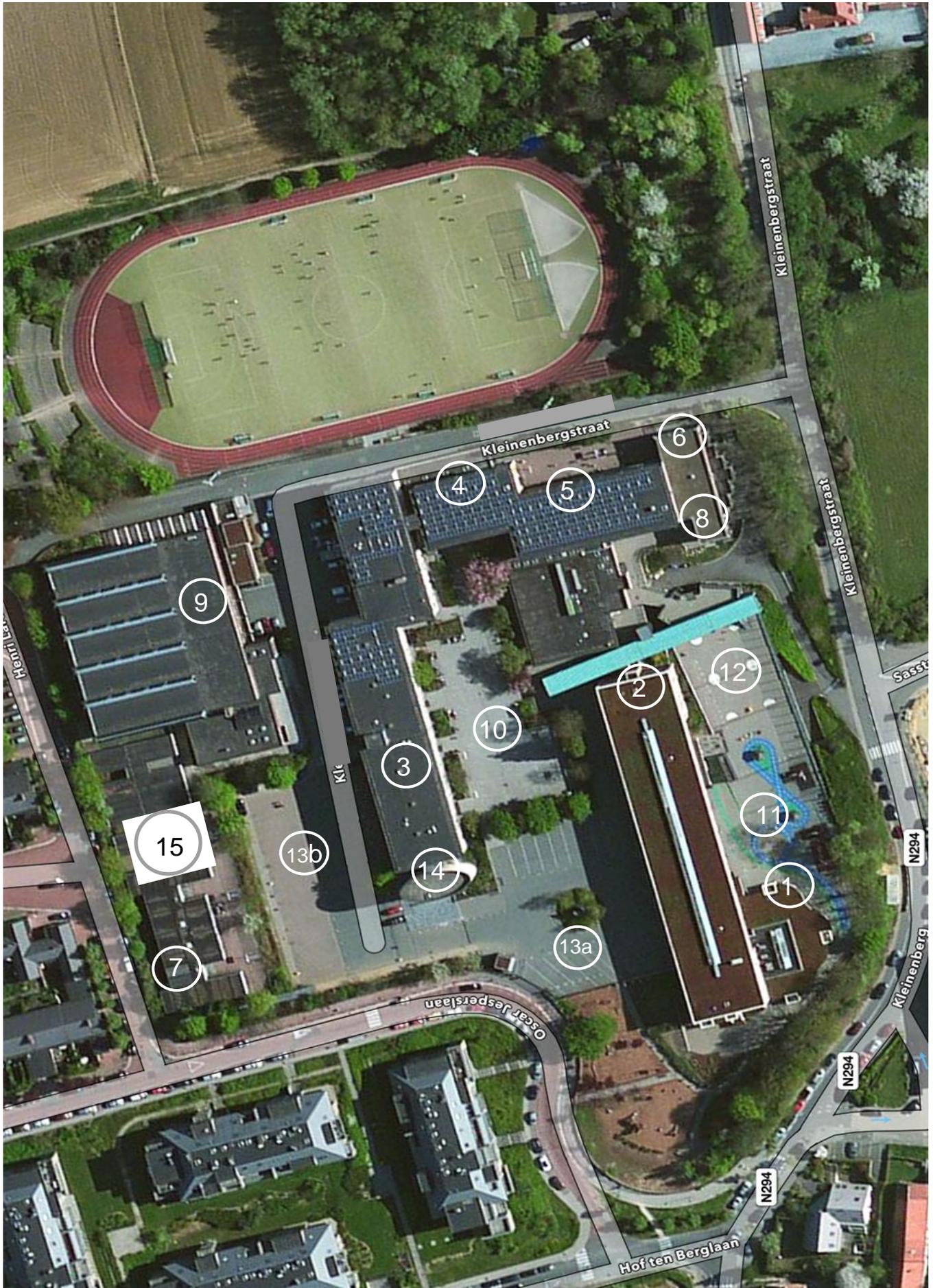
Personal device issues	Consequences** Confiscated phones will be collected in the office of the level's adviser
Use of phone where not allowed	1x= Phone confiscated 1 school day + pupil copies smartphone policy 2x= Phone confiscated 1 school day + parents informed 3x= Phone confiscated for several school days + possibility to contact parents for them to collect the phone (talk with parents) Pupils leave their phones with their advisers at 8.15am and pick them up at the end of the day.
Repetitive use of phone where not allowed	Official school detention + phone confiscated
Taking pictures/selfies on school premises Recording/Filming on school premises <i>with</i> the knowledge of people involved	1x= Phone confiscated 1 school day + pupil copies smartphone policy 2x= Phone confiscated 1 school day + parents informed 3x= Phone confiscated 1 school day + parents contacted to pick up the phone (talk with parents)
Recording/Filming on school premises <i>without</i> the knowledge of people involved – Hate speech/Cyberbullying	Depending on the situation: <ul style="list-style-type: none"> • Internal exclusion (with reflective tasks) • Official warning letter • Discipline Council
Misuse of school property using pictures/recording material on social media	2 detentions with reflective tasks
Cyberbullying on social media (no school-related platforms)	Victim's parents are advised to file a complaint at police station + guidance track at school.

*This Scale of sanctions is a basis. The school reserves the right to take disciplinary measures according to the specific situation encountered and/or for pupils with special needs.

** If the student and the Educational Adviser (EA) missed each other at the moment the phone was supposed to be picked up, the Educational Adviser will bring the phone to the security Teamleader. The pupil can collect the phone at the main security lodge afterwards.

*** See [Anti-sha policy/Clothing policy](#) for details.

Annex 2: School plan

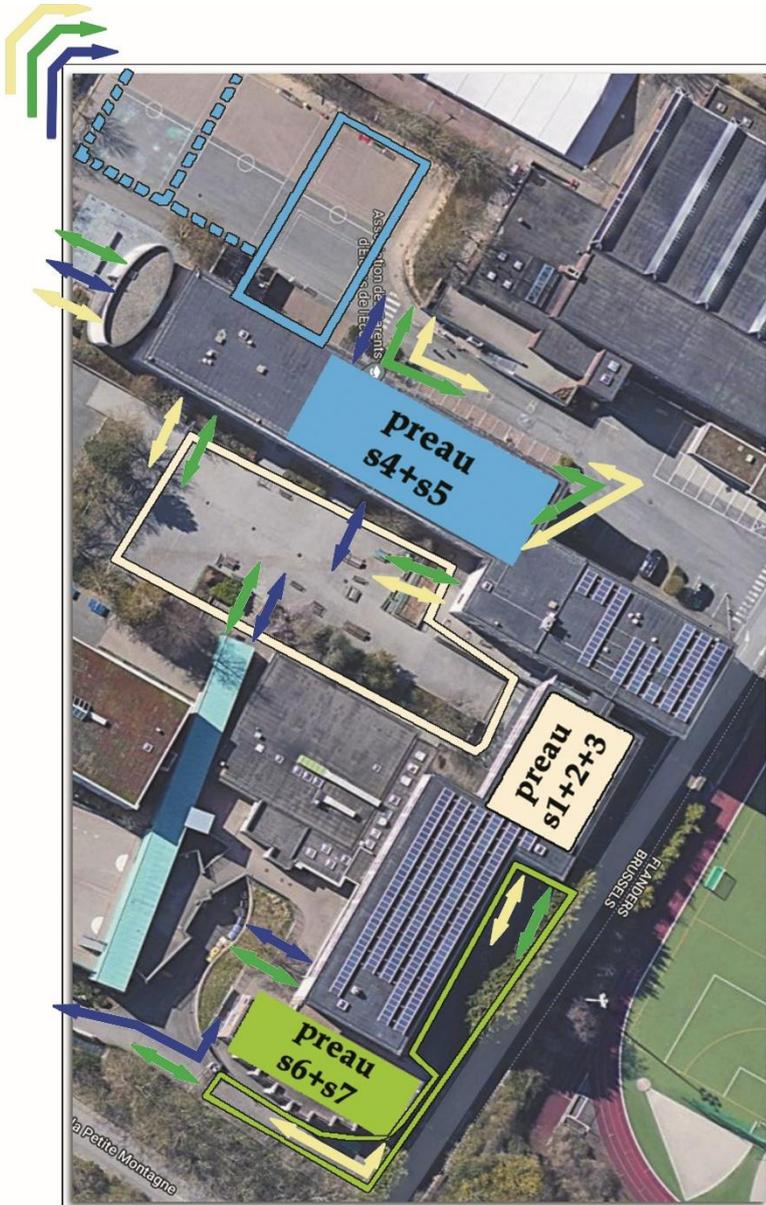


Legend of the school map

1. Nursery school
2. Primary school
3. Ground floor: préau S4+ S5
1st floor: administration
2nd -3rd floor: classes
4. Ground floor: préau S1+S2+S3
1st- 2nd -3rd floor: classes
5. Ground floor: pupils' canteen
1st- 2nd -3rd floor: classes
6. -1: préau +study S6+S7
Ground floor: canteen
1st floor: Library (Media and Learning Centre Van Der Zee)
2nd -3rd floor: classes
7. Prefabs
8. Infirmary
9. Sports hall
10. Playground Secondary school
11. Playground P1+P2
12. Room polyvalente
13. a+b: Playground Primary
b: Playground S4 + S5 outside Primary schedule
14. Centralized reception for late arrivals P1/P2
Copy room
15. Chapiteau

Préau plan

Stairs giving access to the préau cannot be used by other pupils than the ones using this préau to access them.



- ➔ S1-S2-S3: white area & signs
- ➔ S4-S5: blue area & signs
- ➔ S6-S7: green area & signs

- Staircase MALALA open for students
- Register your late arrival at reception Malala building
- You only enter and use the playground and préau of your level
- Respect the staircase priority to/from first floor to préau (signs/plan)
- Entrance S6/S7 via the school bus gate in the morning