



School Year 2015/2016

Questions and Answers

How can I find my way around?

Use the map of the school and the website: <http://www.eeb3.eu>

What happens if I find a mistake in my timetable?

You must tell your year coordinator IMMEDIATELY !

Where can I find my year coordinator?

- ✓ Mme. Brauer (1^{ère}, 2^{ème} et 3^{ème}) Office C116
- ✓ M. Harper (4^{ème} et 5^{ème}) Office A21
- ✓ M. Blomme (6^{ème} et 7^{ème}) Office C314b

Who is my pedagogical adviser and how can I contact him or her ?

PEDAGOGICAL ADVISOR		EMAIL	TELEPHONE	ROOM
Principal Advisor: Camino CADENAS		camino.cadenas@eursc.eu	02/629.47.32	A15
Admin	Stijn COPPIETERS	stijn.coppieters@eursc.eu	02/629.47.28	C318
S1	Alexandra KLADAKI	alexandra.kladaki@eursc.eu	02/629.47.26	C218
S2	Laurent BERLAND	Laurent.berland@eursc.eu	02/629.47.71	C214b
S3	Florence JONES- NERZIC	Florence.jones@eursc.eu	02/629.47.21	B18
S4	Sylvia CHALTIN	sylvia.chaltin@eursc.eu	02/629.47.25	A29
S5	Gaetan LEYSEN	gaetan.leysen@eursc.eu	02/629.47.29	A29a
S6	Vanessa VERDONCKT	vanessa.verdonckt@eursc.eu	02/629.47.47	A14
S7	Mme HASNI	yamina.hasni@eursc.eu	02/629.47.58	C 112

Baccalaureate administration :

M. Salvatore MESSINA – Office B14 – Tel : 02/629.47.09 - E-mail : salvatore.messina@eursc.eu



What is the « carte de sortie »?

It's a student card which you must have in your possession at all times. There are four different kinds, corresponding to four different conditions which your parents decide on.

RED Card	Concerns all pupils from S1 to S7	The holder is not allowed to leave the school under any conditions.
ORANGE Card	Concerns all pupils from S1 to S7	This card allows you to leave the school during the mid-day break ONLY TO GO HOME TO EAT.
PINK Card	Concerns pupils from S4 to S7	This card allows you to leave school during the mid-day break and the periods immediately preceding and following that break IF YOU HAVE A FREE HOUR AT THOSE TIMES.
GREEN Card	Concerns pupils from S6 to S7	Allows you to leave the school at times when you do not have lessons.
D: years 1 to 7 (the letter D will be added to the card chosen)	The pupil may leave the school TO RETURN HOME when the last lesson or lessons of the day will not take place	
If the school day should end earlier because of an absent teacher, the parents can allow (by writing) their child to leave the school.		

How do I get my card?

Your parents have to fill in a form asking for the card. You will get this form with your copy of the School Rules at the beginning of the new school year. The form must be signed by your parents. You should give this form to your pedagogical adviser as soon as you can.

How can I rent a locker?

Ask Mr. Messina in office B14 for a form to fill in.

Where can I put my name down for extra-curricular activities?

At the start of the school year, you will receive a document detailing all the sporting and cultural activities. You should fill in the form and give it to M. Materna in the Administration block, level 0.
 Information: 02/629.47.75

Is there a list of School Rules?

There certainly is! These rules are necessary for the smooth running of the school. They are called "**LIVING TOGETHER**".

The document is published on the school's website. You have to know it and respect it. A summary is available in your agenda and your form teacher will talk about it at the beginning of the school year.

Don't hesitate to ask questions if you don't understand anything.



What is Psychological Guidance?

If you want to talk to an adult, you can talk to the school psychologist.

They can help you in the following ways:

- They can help you to understand a situation better
- They can share your worries
- You can express your personal or academic difficulties to her.

Members of the school psychological service will not tell anyone else about what you tell them and they have all been trained in guidance. Nothing you tell them will ever be used against you in a Disciplinary Council.

How can I make an appointment?

- You can contact the school psychologist directly (Administration Building level 0, beside the Infirmary)
- By putting a note in the letter box or slipping it under the door.
- By contacting your pedagogical adviser who will contact the psychologist for you.
- Information: 02/62.47.73.

Can I bring my mobile phone, my roller-skates ,my skateboard or my scooter to school ?

Roller-skates, skateboards and scooters are not allowed at school for safety reasons. Mobile phones are tolerated but must be switched off during lessons, in the study rooms and in the canteen (or it will be confiscated).

NOTE : The school declines all responsibility if possessions are stolen.

Can I take photographs and video in the school?

Photographs and video must not be taken in the school grounds.

Can I play ball games at school?

- ⇒ Only in the recreation areas, only during breaks, only with permission and with balls borrowed from the P.E. teachers.
- ⇒ For safety reasons, secondary pupils cannot bring their own balls or go to the Primary Yard or to the parking area during the school day.

What do I have to do if :

⇒ I am elected Class Representative

Every class elects a class representative and a deputy. This is an important role, as the pupil speaks for their class.

They will have to attend meetings which are organized from time to time by the Headmaster, the coordinator, the pedagogical adviser, the Pupils' Committee... They will have to transmit information to the class and to tell the Management and the Pupils' Committee what the class thinks about certain matters. They will have to transmit information to the class and to tell the Management and the Pupils' Committee what class thinks about certain matters.

They will have regular contacts with the pedagogical adviser for his class.



⇒ **I can't do Sport**

You have to tell the P.E. teacher and give him or her a **medical certificate** which will allow you to be exempted from sporting activity for a fixed period. Nevertheless, you must be present at the beginning of the lesson and follow the teacher's orders.

⇒ **I arrive late for school**

If you use the school bus, you will be given a lateness coupon which you give to your teacher.

If you make your own way to school and you are late, you must still go to class and it is up to your teacher to decide whether your delay has to be reported.

In this case, a note written and signed by your parents must be given to the pedagogical adviser the following day at the latest.

NOTE: Late arrival must be rare, not systematic. If it happens regularly, punishment is possible.

⇒ **I have to leave school during the day**

You can leave the school during the day for family reasons or for medical reasons, e.g. consultation with a doctor or dentist. To do this, you must provide a note written by your parents or your doctor for your pedagogical adviser.

⇒ **I've forgotten my student card**

You can contact your pedagogical adviser to ask for special permission to leave the school.

NOTE : If this happens again, or if you can't find your pedagogical adviser, you will not be able to leave school until the end of the school day.

⇒ **I've got problems with my locker**

Contact Mr. Messina at Office B14

⇒ **I have been absent from school**

As soon as you get back to school, you must give your **pedagogical adviser** a written excuse-note for your absence.

- 1 or 2 days of absence: a parental note or a medical certificate.
- 3 or more days of absence: a medical certificate.

NOTE : The medical certificate, the email or the letter from your parents must be given to the pedagogical adviser on the second day of absence. If you bring it any later, it will not be accepted.

Absences during the Exams and the B Tests can only be justified by a medical certificate.

⇒ **A teacher is absent: what happens ?**

If your teacher is absent, you must go to the study room (S1, S2 and S3) where you will be able to work or read quietly.

I have a free hour in my timetable : what happens ?

If you have a free hour in your timetable, you must go to the Amphitheatre E3 and you can ask the pedagogical adviser for permission to go to the Study Room, to the library, to the Salle de détente or to the Cafeteria if you have a free hour in your timetable (S1, S2, S3).

If you are in years 4 to 7, you can choose whether to go to the Salle de détente, the Cafeteria or to the Library.

YOU MAY NOT WANDER ABOUT THE CORRIDORS OR STAY IN THE HALLS.



⇒ **I am ill at school**

You must go to the Infirmary where you will be looked after. Only the Infirmary Staff can let you go home, and only if they think it necessary. They will give you a note to say that you have been to the Infirmary which you will show to the Security Guard on your way out.

⇒ **I've lost something in school?**

You can go to Study Room A16. If it's a non-valuable item, you can ask the Principal Pedagogical Adviser, Mrs. Cadenas, in A15.

⇒ **I want to invite a visitor to the school**

You must ask the Principal pedagogical adviser in A15 for permission and pay the insurance **(5,00 €)**.
The school does not allow visits during the months of September, December and June and the maximum visit permitted is two days.

⇒ **I have to take the lift**

You can take the lift for health reasons. You must have written permission from your parents or a doctor which you will give to the Principal pedagogical adviser.

⇒ **I have a detention**

For very serious reasons, a member of the School Staff can decide to give you a detention. Your parents will receive a mail from the School explaining this punishment and stating the date, the time and the place where it will be carried out. It will consist of written work given by the teacher or a general task.
 You must present the mail signed by your parents to the pedagogical adviser who is in charge of the detention.

NOTE : A copy of the detention and its reasons will be kept in your school file. After several detentions, a Council of Discipline may be held to decide on more severe punishments.

⇒ **I have to give a document to the School?**

Kind of DOCUMENT	Person concerned
Absence note-medical certificate	Pedagogical adviser
Medical consultation	Pedagogical adviser
Return of detention letter	Pedagogical adviser in charge of detention
Letter for the Administration	Secretary. Admin. Building, 2 nd floor)
Option choice form	Your coordinator
Insurance form after an accident	School Nurse
Students card with photo	Pedagogical adviser
Request for Canteen Card	Canteen Office-pupils
Request for cafeteria card	Kathy – Canteen cash-desk
Extra-curricular forms	M. Materna Canteen building - Level 0
Request for locker	M. Messina Office B14



Who can help me?

I have a problem	Who can help?
About the school bus	Mrs Callens / Mrs Jarvis - 02/629.47.78
With my locker	M. Messina Office – B14 – 02/629.47.09
Of a personal nature	Your pedagogical adviser, the Principal Pedagogical adviser, your class teacher, the psychologist, any teacher
Family problems	Your pedagogical adviser, the Principal pedagogical advise , the psychologist.
With tobacco or drugs	The Principal pedagogical adviser, the psychologist
With a school subject	See your subject teacher and ask their advice.
Theft, bullying, mugging	Your form teacher, your pedagogical adviser.
Work methods	Your pedagogical adviser, the teachers, the psychologist.
Various information, urgent questions	Your pedagogical adviser

To contact the school psychologist (Mrs. Nimax and Mrs. Genicot)

- You can go to their office beside the Infirmary, Canteen building Level 0
- You can ask your pedagogical adviser to get in touch with them.
- You can phone them on **02/629.47.73**.
- You can leave a note in their letter-box.