



EUROPEAN SCHOOL OF BRUSSELS III
EUROPEAN SCHOOL BRUSSELS III

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RULES OF PROCEDURE - SECONDARY SCHOOL

LIVING TOGETHER

Approved by the School Advisory Committee at the meeting of 18/09/2012

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PREAMBLE

The school is a place for the teaching and education of pupils; training and education must be understood in a broad sense, also integrating the learning of pupils to social life, its values, rights and duties. Rules for living together must therefore be defined in order to ensure the smooth day-to-day running of the school.

These rules are based on mutual respect and solidarity between all members of the school community. It implies respect for the values of the individual, without distinction of function, age, skin colour, *sex, nationality, belief or philosophical conviction*. In order for life in the school to remain harmonious and pleasant for all, it is necessary for everyone to respect the clauses of the rules and to feel responsible for their observance: the pupils, but also the teaching staff, the administrative and service personnel, the parents...

Although the rules are addressed to all those who attend the school, some of them (such as the application of sanctions) are essentially the responsibility and authority of those who have a pedagogical function: the principal, the teaching staff, the educational advisers.

Although, because of the complexity of social life, the rules do not provide an answer to every situation, they do specify the basic obligations of each person. More than a list of prohibitions, these rules seek to define in a positive way the rules of common life in order to make the working conditions as favourable as possible for all

It is important that we, as school staff, set an example for the students and show them the way to respect and friendliness.

It is clear that some rules will have to be followed in the same way by the whole school community, while others can be adapted on a case-by-case basis.

CHAPTER I: WORKING CONDITIONS

Article 1 Observance of hours

Respecting the start and end times of classes is a must for the whole school community.

Any delay of a student will be reported by the teacher to the educational advisor. A student who arrives late must go to class and present a justification to the teacher. In case of late arrival without valid justification, the measures provided for in Chapter V Article 20 will apply.

If a group of students is late due to a bus problem, the Transport Service Manager will provide them with a justification.

Article 2 Last hours of class

When the last lesson(s) of the day are not provided, pupils must, according to the exit card signed by the parents, either go home or go to the study **or the library**.

Article 3 Pupil's material

The student must have all the necessary material (books, notebooks, diary, regulation sportswear, etc.).

Article 4 Homework

Homework must be completed by the agreed date to allow for effective correction by the teacher.

Article 5 Agenda

The diary is a very important working tool and is compulsory for classes 1, 2 and 3 and strongly recommended for classes 4 to 7. It must therefore be kept up to date with the utmost care. It is used to note down homework but also various communications between parents and teachers (in particular remarks requiring a signature).

CHAPTER II RESPECTIVE RESPONSIBILITIES OF THE SCHOOL AND THE PARENTS

Article 6 Insurance policy

The insurance policy taken out by the school covers children for personal injury and liability (unintentional damage to others) during school activities (wherever and whenever) and on the way to and from school (even unsupervised). However, motor vehicle liability is excluded on the way to and from school, as this is covered by the motor vehicle liability insurance.

- a) Pupils who leave the school premises during the school day (free time or time off due to the absence of one or more teachers) are not covered by the school insurance.
- b) Pupils who leave the school during the lunch break to go to a place other than their home are not covered by the school insurance.
- c) Pupils who leave school in the afternoon after school hours and return to school to catch the school bus are not covered by school insurance outside the school premises.

In cases B, C and D, the parents or the student of legal age are responsible.

The use of the exit card provided by the school does not release the parents or the adult student from their responsibilities.

Article 7 Respect for pupils in the vicinity of the school

Pupils are expected to respect the peace and quiet of people living in the vicinity of the school, not to disturb them, nor to consume, in and outside the school, unauthorised products: see Chapter V, point 17.3). Problems caused by the behaviour of pupils will be the responsibility of the parents, and the school reserves the right to take educational and/or punitive measures.

Article 8 Personal belongings

Pupils are responsible for valuables (clothes, jewellery, wallet, credit cards, bicycles, motorbikes, mobile phones, iPods, MP3 players, PCs, etc.) which they bring to school. In no case will the school be responsible for its loss or theft. Objects lying around the school, i.e. in the corridors, halls, above or below the lockers will be stored in the study. Unclaimed items before each school holiday will be donated to humanitarian aid organisations. Parents are asked to mark their children's clothes to avoid long searches when an item of clothing is found without any indication.

Pupils are allowed to use mobile phones, iPods, MP3s and other devices in the recreation rooms, provided that their activities do not cause a noise nuisance to the surroundings. Only the school staff on duty is entitled to judge whether there is a noise or other nuisance.

If such a device is turned on during class time, in the library, the study room or during other school activities, the school staff may confiscate it and return it to the Principal Education Advisor who will give it back to the parents or to the student of legal age, depending on the particular circumstances of the case and possible repetitions. In the latter case an email will be sent to the parents.

CHAPTER III STUDENTS' RIGHTS

In particular, the student has the right to be respected as a person and as a citizen. In the context of the school, this means that:

Article 9 Physical and moral protection

The student has the right to be protected physically and morally, as a child or adolescent; he/she has the right to the protection of his/her personal data;

Article 10 Information on the Regulation

The student has the right to be informed of the regulations applicable to him/her;

Article 11 Information on academic performance

The student has the right to be informed of his/her academic performance and grading criteria;

Article 12 Valuation of work

The pupil has the right to be encouraged and valued for the positive aspects of his or her work as well as for his or her social behaviour and collaboration in the school's activities;

Article 13 Policy Board

The pupil has the right to expect guidance from the school with a view to his/her integration into adult life.

Article 14 Psycho-educational support

Psycho-pedagogical support and learning assistance may be provided as necessary in accordance with the respective regulations

Article 15 Student participation

Students have the right to participate actively in the organisation of school life through their representatives: class representatives, student committee, etc.; by proposing projects directly to the management or by joining the various committees and working groups.

If a student feels that his or her rights have not been respected, he or she may approach a person of his or her choice - ombudsman, trusted teacher, counsellor, member of the management, member of the Students' Committee or other - to present and discuss his or her grievances.

CHAPTER IV: STUDENTS' OBLIGATIONS

Article 16 Behaviour

As with any citizen, the protection of the rights of the pupil implies that he or she accepts the rules governing the school community, rules which the school community has established after a process of democratic consultation. These rules emanate from the Board of Governors of the European Schools, or from the School's Education Council, or from provisions made by the Management, after consultation with the School's bodies.

The guidelines given by the teachers in the course of their teaching are part of the obligations that the students undertake to respect.

Everyone is expected to behave correctly and respectfully towards all members of the school community, both on and off school premises. Correct behaviour is also required outside the school and in the neighbourhood. Politeness, good manners, respect for others, a sense of responsibility and tolerance are the foundations of community life. This implies the exclusion of all forms of aggression and the search for solutions through dialogue.

16.1 Violent behaviour

Harmonious coexistence in the school implies that behaviour such as harassment, racketeering, theft and any other form of physical, psychological or moral violence cannot be tolerated in the school or in its surroundings. All members of the educational community are obliged to report such behaviour to the Management and to oppose it.

16.2 Protection of privacy

In order to protect the privacy of members of the school community, it is not permitted to take photographs or record videos without the express permission of the management. If a pupil does not respect this rule, *the school staff may confiscate the equipment used and give it to the Principal Education Advisor who will return it to the parents or the pupil of legal age, depending on the particular circumstances of the case and any repeat offences.*

16.3 Respect for the premises

Everyone must respect the school premises, facilities and equipment. Pupils, and consequently their parents or guardians, are responsible for any damage they may cause and must repair it in accordance with the procedures laid down by the school in each case.

16.4 Cleanliness

All members of the school community are responsible for keeping the school clean. When consuming food or drink, it is your responsibility to pick up the rubbish and put it in the different bins set up for this purpose. The aim is to keep the school clean, to participate in recycling by sorting waste and to contribute to a better environment.

The management, teachers and educational advisors may request individual or collective cleaning of facilities soiled by pupils and used in a manner not in keeping with their normal use.

16.5 Consumption of food during lessons

"Pupils are not allowed to drink anything other than water, they are not allowed to eat or chew gum during lessons. chewing gum during lessons. However, students are allowed to eat a cold lunch during the 6th period.

16.6 Notice boards

Notice boards are provided to receive, as long as necessary, information specific to the school. The interior and exterior walls of the school must remain free of posters and advertising, unless prior authorisation is given by the management.

16.7 Consumption of harmful substances

The use of tobacco and the possession, sale and consumption of alcohol, drugs and other substances harmful to health are not permitted in or around the school. Attendance at school under the influence of alcohol or drugs is prohibited. Failure to comply with these rules will result in disciplinary action. The procedure to be followed in case of consumption or sale/purchase of alcohol or other drugs in the school is foreseen in Annex II of these rules.

16.8 Dangerous objects

Students are required not to bring potentially dangerous objects onto the school premises.

16.9 Balloons

Pupils are required not to bring balls on school premises. They will be made available by the Physical Education teachers and/or the educational advisors.

16.10 Personal affairs

Everyone should take care of their personal belongings and avoid leaving them lying around.

16.11 Recall and sale

Gambling for financial or material gain as well as fencing and selling among students is not permitted in the school.

16.12 Absence of a teacher

In case of a free period on the timetable:

- Pupils in Years 1, 2 and 3 should report to the E3 Recreation Room unless they are allowed to go home at the end of the school day. An attendance check will be carried out by the educational adviser in charge of the room and students will then be able to choose where they want to go: study room, B05 relaxation room, library or cafeteria.
- Pupils in Years 4 to 7 should go to the S4 - S5 or S6-S7 Recreation Room, the library, the study room, the cafeteria, the A-B hall on level 0, the recreation ground if it is not occupied by EF classes, or leave the School if the map allows.

In case of absence of a teacher (if not replaced) :

- Pupils in the first, second and third classes must attend the study hall unless they are allowed to go home at the end of the school day. Attendance will be checked by the educational adviser in charge of the room. In certain cases, and with the permission of the educational advisor, students may go to the recreation room, the library or the cafeteria.
- for students in grades 4 to 7, a period of absence of a teacher is considered a free period, unless the teacher concerned or another member of the school staff gives the students other specific instructions.
 - The following rooms are available to students:
 - The study room
 - The library
 - The recreation room (room B05) for classes S1, S2 and S3

- The cafeteria
- The recreation room for classes S4 and S5
- The foyer located on the ground floor, right side of the amphitheatre for classes S6 and S7.

16.13 Delay of a teacher

If a teacher is not reported absent, students are expected to wait for him/her at least 10 minutes after the second bell before going to the study hall or to other rooms if they have permission to do so.

16.14 Circulation in the primary school buildings

In order not to disturb the nursery and primary schools, secondary school pupils will avoid going to or through the primary school buildings or yard.

16.15 Garage and parking

Access to the garage and car park, which are potentially dangerous places, should be avoided by pupils.

16.16 Reserved rooms

The teachers' room, the teachers' toilets, the preparatory rooms, as well as the workshop and the mecanography are strictly reserved for authorised persons.

16.17 Common areas

In the common areas, students must respect the following rules:

A. In corridors, halls and stairwells

- a) During school hours, students will remain in the rooms and avoid walking in the corridors or staying in the halls without permission. Lockers are accessible 10 minutes before the start of morning and afternoon lessons and during the short break.
- b) Corridors, halls and stairwells are places where people pass through during the day. During breaks you can stay in halls A, B and A-B. The attitude will be correct and appropriate: shouting, jostling, school bags and clothes lying around clothes, pupils sitting on the floor, running and playing should be avoided.
- c) Written authorisation from the Principal Education Advisor is required for the use of lifts by students with reduced mobility.
- d) During break times, pupils must leave the classrooms and corridors.
- e) For reasons of safety and efficiency, one should keep to the right when climbing stairs.

B. In the playground

Demonstrate responsibility:

- a) respecting the games of others
- b) avoiding all violent or dangerous games
- c) by putting the waste in the bins provided
- d) respecting the plantations
- e) not bringing skateboards, roller skates, balls or other objects that could become objects that could become dangerous
- f) taking care of personal belongings

C. In the Canteen: See canteen rules

D. On the bus: See school transport regulations

- E. **The more specific premises** (sport, study, laboratory, library, multimedia room multimedia room) are subject to special regulations designed to guarantee their specific mission.

16.18. Dress code

Students are expected to dress appropriately and behave decently.

Pupils are responsible for valuables (clothes, jewellery, wallet, credit cards, bicycles, motorbikes, mobile phones, iPods, MP3 players, PCs, etc.) which they bring to school. In no case will the school be responsible for its loss or theft. Objects lying around the school, i.e. in the corridors, halls, above or below the lockers will be stored in the study. Unclaimed items before each school holiday will be donated to humanitarian aid organisations. Parents are asked to mark their children's clothes to avoid long searches when an item of clothing is found without any indication.

Article 17 Prevention of risk behaviour

Citizenship education and health education, both physical and psychological, are the pillars of the integral formation of students and of our educational project. All members of the educational community (parents, students, teaching staff, administrative and service staff) must work together to achieve the objectives, which can be summarised as follows "Learning to respect others, oneself and the environment".

The prevention of risk behaviour and the adoption of behaviours that promote quality of life are two priorities among others that require educational and protective measures for students:

17.1 Violent conduct

The school will encourage pupils to show solidarity and mutual aid and to be aware of the particular needs of the youngest pupils, new arrivals or peers in difficulty. Any behaviour contrary to solidarity will be noticed, as will any violent or discriminatory behaviour such as harassment, racketeering, physical or verbal aggression both in and around the School, will trigger a procedure with the opening of a file followed by an investigation, aiming to protect the victims and to identify those responsible and the circumstances in which the facts occurred. All educational and disciplinary measures will be initiated with the collaboration of parents, teachers, educational advisors, the school psychologist and the students concerned.

17.2 Internet

Students are expected to use the Internet in a reasonable manner in accordance with the rules distributed to students by their computer teachers. rules distributed to students by the computer teachers.

17.3 Use of objectionable products

The school's educational policy aims to promote healthy lifestyles among students and will and will encourage their initiatives in this direction. Any unjustified use of tobacco, drugs drugs, alcohol or medication is reprehensible. Nevertheless, every effort will be made to Nevertheless, every effort will be made to provide the best possible help to the student, in a strictly strictly confidential.

17.4 Drug trade

As a protection measure for other students, in the case of drug dealing or the setting up of drug dealing networks within the School or its surroundings, and when the facts have been established by the Disciplinary Board, the student will be excluded immediately and definitively.

17.5 Specialised services

The School reserves the right to ask students to empty their satchels and pockets in the presence of an adult designated by the School. The School also reserves the right to request the assistance of specialised services if there is any suspicion that drugs are present on the school premises. This rule also applies to the possession of any object and/or weapon that may be dangerous to others.

17.6 Responsibility of Community members

All members of the educational community are responsible for communicating to the school management cases considered to constitute risky behaviour for a pupil, a group of pupils or the school as a whole. The attached protocols are provided for this purpose and should be given to the Principal Education Advisor (see annexes).

CHAPTER V EXIT PERMIT

Article 18 Regular attendance at courses

18.1 Law and obligations

A pupil's enrolment in the School implies the right and obligation to participate in all the lessons in the curriculum and to carry out the prescribed work. The student must also participate in all activities organised and declared compulsory by the Director.

18.2 Course attendance

Participation in all courses consists of regular and punctual attendance according to a school and punctually according to a school calendar and timetable communicated to the communicated to the student at the beginning of the year.

18.3 Participation in courses

The student's participation in the course is necessary to ensure his or her development and to enable the teacher to make a full and accurate assessment.

18.4 Participation in courses pt. 2

A student's participation in a course is considered regular if the number of periods of attendance is at least 90% of the number of periods actually taught. attendance reaches at least 90% of the number of periods actually taught.

Article 19 Exemptions

19.1 Pupils with special needs

In the case of severe disabilities and on the proposal of the Board of Governors' Group for Students with Special Needs, the Board of Inspectors may exempt a student from certain courses or parts of a course programme. The General Rules of the Baccalaureate nevertheless remain applicable.

19.2 Physical education

- a) A pupil may only be excused from attending physical education classes at the request of the parents or the pupil being of age and on production of a medical certificate attesting to the physical contraindication of attending the class. In this case, the pupil must go to the class and wait for the teacher's instructions.
- b) Except in cases of permanent disability duly certified by a doctor, exemption may only be granted for the duration of a semester/quarter. It may only be renewed on presentation of a new certificate. The Director is authorised, if necessary, to have the pupil examined by the School's doctor.
- c) In exceptional cases, and for reasons of health duly substantiated by a medical certificate, a pupil may be authorised by the Director to do part of their work at home. Such authorisation may only be given on a revocable basis and for a specific period, at the express request of the parents or the pupil who has reached the age of 18 and subject to any reservations regarding the pupil's chances of promotion at the end of the year.

Article 20 Absences (Art. 30 General Rules of the European Schools)

20.1 Recording of absences

Absences and lateness of students will be recorded by the teacher at each class period. Within the second day of absence at the latest, the parents or the pupil of legal age must present a written excuse for the pupil concerned, and after more than two days of absence, they must present a medical certificate. The School will regularly send parents a list of absences that have not been justified. Unauthorised absences will be clearly identified and dealt with severely. If the number of periods *during which a pupil* is absent from a lesson exceeds the 10% threshold, the Director will notify the head of the family or the pupil of legal age and make him/her aware of the risks involved (set out below)

20.2 Warning

If, during the school year, the number of periods during which a pupil is absent from a lesson is such that there is a risk of not being able to establish an A grade, the Headmaster will warn the head of the family or the pupil of legal age of the consequences detailed below.

20.3 Consequences of absences

- a) If, at the end of the first term or semester, it appears that the number of absences may exceed the threshold of 10% of the courses given in a discipline, the Director will warn the parents or the pupil of legal age of the risk of not being able to be promoted or not being able to take the Baccalaureate exams.
- b) If repeated unjustified absences of one or more periods continue to occur after the Director's warning, the Discipline Council may decide to exclude the pupil.
- c) In the event of unjustified absence for more than fifteen consecutive days, the pupil is considered to have left the school.

20.4 Absences on personal grounds

- a) A pupil may only be excused from regular attendance with the permission of the Director.
- b) Except in cases of force majeure, this authorisation must be requested by the parents or the pupil of legal age at least seven calendar days in advance. The request must be made in writing; it must indicate the duration of the absence and its justification.
- c) Permission can only be granted for a maximum of two days plus reasonable travel time.
- d) Permission to be absent from classes cannot be given for the week before or after school holidays or holidays, except in the case of the death of a family member.
- e) In the event of the death of a relative up to the second degree, the period of authorised absence may be extended.

20.5 Absences due to illness

- a) In the event that a pupil is prevented from attending the School for health reasons, the parents shall inform the Headmaster of the reason for the absence, in writing and no later than the second day of the absence.
- b) In order to be allowed to return to school after an absence of more than two days, the student must present a medical certificate attesting to the cause of the absence.
- c) The Director is entitled, where appropriate, to have the pupil examined by the School doctor.

- d) Without the parents' declaration, or without a medical certificate within the period set out in points 5.a and 5.b, these absences will be considered as unjustified absences and will be sanctioned by the Director.
- e) When a pupil is suffering from a contagious disease, the parents must make a written declaration to the Director and comply strictly with the prescriptions laid down by the Board of Directors in agreement with the school medical service for the prophylaxis of contagious diseases, in particular as regards the duration of the eviction of the pupil and of the pupils living in the same household. The pupil will only be allowed to return to class after being certified by a doctor approved by the local health service or by the school doctor.
- f) All students will undergo a periodic inspection by the School's medical service, if possible once a year. The cost of examinations and preventive measures will be borne by the school.

20.6 Absence justified for classes 4 to 6

- a) If a student in classes 4 to 6 is absent for an extended period of time for an acceptable reason, the class A marks for the first semester will be counted twice in the calculation of the final mark.
- b) If this absence also does not allow for the establishment of Class A marks for the first semester or the second semester, the student cannot be promoted.
- c) If a pupil in classes 4 to 6 is absent for a long period of time with good reason, his or her A grades cannot be established in the second semester, the pupil cannot be promoted. In exceptional cases, the class council may reconsider the case of this student.

20.7 Justified absence for the 7th

- a) If a student's long absence due to illness in the 7th grade does not allow for an A grade to be established for the first semester, the A grades of the second semester will be counted twice in the calculation of the final grade.
- b) If this absence does not allow the A grade for the first semester to be established, nor that of the second semester, the student will not be able to take the Baccalaureate exams that year.
- c) In the event of frequent periodic absences in the 7th year class, the Class Council is called upon to judge the regularity of the student's studies and may, if necessary, question the validity of the student's registration for the Baccalaureate, the fixing of the A mark being compromised

20.8 Unjustified absences

- a) In the event of unjustified absence for more than 15 consecutive days, the student is considered to have left the School.
- b) Unjustified absence - "brushing" - from isolated hours in the timetable will always be the subject of communication to parents and disciplinary action by the School:

Any unexcused absence will result in the withdrawal of the exit card.

Each hour 'brushed off' up to the fourth grade will be recovered immediately from free time spent in study or by extra hours

The pupil will be punished with a detention if he/she has a fifth unjustified period of absence and he/she will be deprived of his/her exit card for four consecutive weeks of classes.

If the "brushing" continues and a sixth period of unexcused absence occurs, the pupil will receive a second detention, will be deprived of his or her exit card until the end of the year and will be warned by the Headmaster of the risk of being brought before the Discipline Council.

If repeated unjustified absences of one or more periods continue to occur, the Disciplinary Board may decide to exclude the pupil.

The accumulation of 3 unjustified delays will be considered as brushing.

All voluntary and unexcused failures will be sanctioned when the A grade is established.

20.9 Absences from written compositions for classes 4 to 6

- a) When a pupil in 4th, 5th or 6th grade is absent from a composition, the parents must immediately, or the next day, inform the Director of the reason for the absence. In case of illness, only a medical certificate will be taken into consideration. Without a medical certificate, the absence is considered unjustified. The Director will decide on the validity of all other excuses and whether or not the absence is justified.
- b) A student who is absent (justified absence) from one or more first-semester compositions and who has not had the opportunity to take a replacement test but who participates in the same subjects in the second-semester compositions will have his or her final annual marks calculated on the basis of the results obtained in the second semester.
- c) A student who is absent (with good reason) from one or more second semester compositions and who has not had the opportunity to take a replacement test will have to take a passing examination in the first few days after the start of the school year in the subjects in which he or she did not compose, unless he or she obtained a mark of at least 7 in the first semester and a mark A of at least 7 in the second semester.
- d) If a student is absent for the composition of one or more subjects in the first and second semesters and this absence is justified, the student will have to take passing examinations in the subjects in which he/she did not compose.
- e) If the absence(s) mentioned in points 9.b, 9.c, 9.d are not justified, the pupil loses all the points for the compositions not taken (mark 0). This decision is notified to the head of the family or to the pupil of legal age.

20.10 Absences from written compositions for 7th

- a) In the event of justified absence, a student who is absent from one or more partial tests organised by the School at the end of the first semester must take tests on the dates set by the Director, which will be held under the same conditions as the initial tests.
- b) In the event of justified absence, a pupil who is absent from one or more of the B-tests must take tests on the dates set by the teachers, under the same conditions as the initial tests.
- c) In the event of unjustified absence, a student who is absent from one or more partial examinations in Year 7 will not be allowed to take the Baccalaureate.

CHAPTER VI PEDAGOGICAL AND DISCIPLINARY MEASURES

As the purpose of the school is also to provide the educational function, the application of disciplinary measures is considered only when all pedagogical actions remain without result.

Disciplinary measures are taken to ensure the smooth running of classes and educational activities as well as to protect property and persons. They will be applied in the event of a student's failure to meet his or her obligations.

In the event of aggression of any kind, as well as repeated breaches by a pupil or collective breaches by a class or group, the causes should be sought with the possible help of the competent services.

Article 21 Seriousness of the facts

Depending on the seriousness of the incidents and an overall assessment, one or more of the following measures may be taken by the school (management, teaching staff, counsellors, etc.) against the student:

- oral warning
- additional work, in relation to the fault, with communication to the parents in the form of a letter written by the teacher and sent by the level advisor
- withdrawal of the exit card
- free time for study
- community service during free time
- sending to the study during certain school periods and notification of parents
- Wednesday afternoon detention (1.30 - 3.00 pm). Parents having been informed by
- The student reports to the education counsellor in charge of the school at the appointed time by e-mail.
- After three detentions in the same school year, parents are invited to meet the Director or Deputy Director. The following are invited to this meeting the principal educational advisor, the level advisor and the class teacher
- warning by the Director
- warning or reprimand by the Director on the proposal of the Disciplinary Board with or without or without threat of exclusion
- temporary exclusion from school by the Director, on his/her own initiative or on the proposal of the *temporary exclusion from school by the Director, on his own initiative or on the proposal of the Disciplinary Board, for a maximum of three working days.*
- Permanent exclusion from school by the Director on the proposal of the Disciplinary Board

The ranking of the various sanctions does not mean that the application of any of them exempts from the application of the preceding ones.

From detention onwards, sanctions are recorded in the pupil's individual file.

In the most serious cases, involving the safety or health of pupils in the school, the

The Director may, as a precautionary measure, release a pupil into the custody of his parents pending the meeting of the Disciplinary Board.

Article 22 Disciplinary Board

Referral to the Disciplinary Board will be made in accordance with Article 44 point 4 of the General Rules of the European Schools, which provides as follows

- a) The Disciplinary Board meets to examine serious cases that may result in a proposal for temporary or permanent exclusion;
- b) In these cases the parents will be heard, before the decision is taken. The parents and/or the pupil may be assisted by a representative of the Parents' Association, by a pupil representative or by a teacher of the school. At the request of the parents and/or the pupil, a representative of the Pupils'

Committee may attend the discussions as an observer. In this case, it is up to the student or parents to invite these persons and to inform the Director;

- c) after having heard the parents in the manner provided for in b) above, the Discipline Council shall deliberate on the case submitted to it. Only the members of the Discipline Council are present during the deliberation;
- d) the Director, by letter, shall inform the parents of decisions leading to exclusion. Reasons for decisions shall be given, where appropriate;
- e) Decisions concerning temporary exclusion are final. Decisions concerning permanent exclusion from the school may be appealed by parents to the Representative of the Board of Governors.

Community service may be imposed on the student.

CHAPTER VII TESTS

Article 23 Cleanliness

Tests and examinations must be written neatly and legibly. Tests written in pencil are not accepted.

Article 24 Special conditions

It is strictly forbidden to be in possession of a mobile phone, iPod, MP3/4 or other devices during the examination or test. Failure to comply with this condition will automatically result in the cancellation of the examination and consequently a zero mark.

Article 25 Fraud

Any fraud or attempted fraud during a test or examination will automatically result in a zero mark for the entire test.

For pupils in classes 4 to 7, only a medical certificate can be considered as a valid excuse for absence from a B-test or an examination.

In the absence of a medical certificate, the student will automatically receive a zero mark for that B-test or examination. If the student has produced a medical certificate, a make-up B-test will be organised. Alternative examination sessions are organised by the School Administration.

Article 26 Absences

If the problem has been notified in advance and in writing by the parents, special attention will be given to pupils with a disability, such as dyslexia. This request must be made annually and must be duly justified.

Article 27 Consultation Test B

At their request, parents can consult the B-tests on the spot and in the presence of the teachers or the educational advisor.

CHAPTER VIII PARTICIPATION IN SCHOOL LIFE AND ASSISTANCE PUPILS

Article 28 Pupils' Committee - CDE

The Students' Committee (CDE) is the representative body of all students. The CDE is elected each school year by the students. It defends the interests of all students. Each class elects a class

representative and his/her deputy. Their role is to represent their class to the CDE and the school administration.

Article 29 Civic and other participation

Participation in civic, social, artistic or scientific education activities such as focus groups, organisation of plays, concerts, exhibitions, participation in events, etc. is strongly encouraged.

Article 30 Psychologist, guidance & counselling centre

A psychologist is available at the request of parents and students. He/she works in the framework of the Guidance, Orientation and Information Centre.

CHAPTER IX MONITORING

Article 31 Supervision in the classroom

Supervision in the classroom is the exclusive responsibility of teachers or their substitutes.

Article 32 Surveillance in corridors

Supervision in the corridors, courtyards, playgrounds and Canteen.

In addition to the educational advisers, supervisors and security staff, any member of the teaching staff or administrative and service staff is obliged to enforce the school rules.

Article 33 Surveillance in common areas

Monitoring of common areas is organised by the school; a notice board is displayed and is also available from the Principal Education Advisor.

CHAPTER X RESPECTIVE RESPONSIBILITIES OF THE SCHOOL AND PARENTS - EXIT CARDS

The insurance policy taken out by the school covers children for personal injury and liability (unintentional damage to others) during school activities (wherever and whenever) and on the way to and from school (even unsupervised). However, motor vehicle liability is excluded on the way to and from school, as this is covered by the motor vehicle liability insurance.

Pupils who leave the school premises during the school day (free time or time off due to the absence of one or more teachers) are not covered by the school insurance.

Pupils who leave the school during the lunch break to go to a place other than their home are not covered by the school insurance.

Pupils who leave school in the afternoon after school hours and return to school to catch the school bus are not covered by school insurance outside the school premises.

In the cases described under points 2, 3, and 4, the responsibility of the parents or the student of legal age is engaged.

The use of the exit card provided by the school does not release the parents or the adult student from their responsibilities.

Pupils are expected to respect the peace and quiet of people living in the vicinity of the school, not to disturb them, nor to consume unauthorised products inside and outside the school. Problems caused by the behaviour of pupils will be the responsibility of the parents, and the school reserves the right to take educational and/or punitive measures.

- **Any exit card gives all the** discounts outside the school (theatre, cinema, etc.) (theatre, cinema, etc.)

Article 34 Conditions for using the exit card

Only pupils in possession of an exit card given under the responsibility of the parents may, after being checked by the security staff, leave the school.

- * The card is strictly personal.
- * The student must carry his/her card with him/her at all times while at school.
- * The card must be presented to all staff members upon request of school staff.
- * In the event of loss of the card, the student must inform his or her Education Advisor **and recommended one at its own expense, at cost price**

Article 35 Specifications of the different types of exit cards

Specification of the different types of output cards:

Red card	1 à 7	the student is not allowed to leave the school; except on request of the parents for a specific day and time.
Orange card	1 à 7	the pupil may leave the school during lunchtime only to go home for lunch (see III C) The orange card will only be issued to pupils who live in the vicinity of the School.
Pink card	4 à 7	the pupil may leave the school during the lunch break and the hours preceding or following it only during free time on the timetable or caused by an absent teacher(*)
Green Card	6 à 7	the pupil may leave the school at times when he/she does not have classes (*)

The Letter D added to the various cards, allows the pupil to leave the school to go home when the last lesson(s) of the day are not assured. If the student does not go home, he/she must go to the study.

(*) For the 5th grade this provision will be applied from the 2012/2013 school year.

The parents or the adult student will choose the card at their convenience.

The School reserves the right to remove the exit card from students who, having been given permission to leave the school, are clearly "misusing" this right:

- by disturbing local residents,
- by consuming alcohol or drugs,
- participating in the sale or purchase of alcohol or drugs,
- by participating in fights,
- by damaging the environment
- behaving in a way that is considered disrespectful by the School's management

In addition, the procedures set out in Chapter V will be applied where appropriate.

- Pupils who have no lessons or activities during the first period of the day are allowed to arrive at the School for the second period if they do not use school transport. If they arrive by transport, S1, S2 and S3 pupils must go to the Study.

Article 36 Exit permit

36.1 If a pupil wishes to leave the school for health reasons, he/she must first report to the infirmary, which will, if necessary, provide justification and/or call his/her parents.

36.2 In order for a student to leave school before the end of classes, the parents must make a written request in advance and present it to the education advisor in charge of the class.

36.3 Pupils in classes S1 to S4 who use school transport cannot leave the school and then return to catch the bus home

CHAPTER XI APPLICATION OF THE REGULATION

An ad hoc committee for the school rules will be responsible for monitoring their implementation and ensuring that they are periodically updated.

The Education Council will have to decide on any substantive changes that are necessary.

The internal regulations cannot in any way contradict or override the texts of the General Rules of the European Schools or any other official legal text which are the reference texts and which must be applied as a priority in all cases (<http://www.eeb3.eu>).

ANNEXES

Annex I: Procedure for dealing with harassment, intimidation, extortion, blackmail
 moral or psychological violence

Annex II : Procedure in case of use or sale/purchase of alcohol or other drugs

Annex III Procedure to be followed in case of knowledge or suspicion of a child in danger