



ECOLE EUROPEENNE DE BRUXELLES III  
EUROPEAN SCHOOL BRUSSELS III  
EUROPÄISCHE SCHULE BRÜSSEL III

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# **RULES OF PROCEDURE SECONDARY SCHOOL**

# **LIVING TOGETHER**

**Approved by the School Advisory Committee at the meeting of 30 June 2023**



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## PREAMBLE

EEB III is one of the 13 European Schools that provides education for over 3,300 pupils from nursery to the secondary cycle. Our school is a place for teaching and learning and our philosophy of education is to offer each pupil a holistic education, not solely academic, but also one based on European principles and values. We see education in the broadest sense possible, integrating a pupil's academic journey to social life, its values, rights and duties. It is clear that in such a large institution, we need to have a framework of rules and regulations.

This document explains the rules for living together in the secondary cycle to ensure the smooth day-to-day running of the school. This document supports and goes hand in hand to the [Good Behaviour Policy for the Secondary Cycle](#)

These Rules of Procedure 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 these Rules of Procedures and to feel responsible for their observance. This applies to all members of our school community, pupils, staff and parents/legal representatives.

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 management team, the staff including the Educational Advisers.

Due to the complexity of our personal and social lives, the rules do not provide an answer to every situation, but 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 our common life at school in order to make the working and studying conditions as favourable as possible for all.

It is important that we, as school staff, set an example for the pupils and show them the way to respect and friendliness. This should be further supported by the example given by parents/legal representatives.

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.

The rules of procedures are also based on the [General Rules of the European Schools](#)



## CHAPTER I: PRACTICAL INFORMATION

### Article 1. Observance of school timetable

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

Any delay of a pupil will be reported by the teacher in SMS and followed up by the Educational Advisor. A pupil who arrives late must go to class and present a justification to the teacher. In the case of a late arrival without valid justification, the measures provided for in Chapter V - Article 19 will apply.

If a group of pupils is late due to a bus problem, the Transport Service Manager will provide them with a justification. This justification needs to be presented to the teacher concerned and then to the Educational Advisor. Parents/legal representatives can also find absences/tardiness registered in SMS.

### Article 2. Last lesson(s) of the school day

When the last lesson(s) of the day are not provided, pupils must, according to the permission allowed in the exit card signed by the parents/legal representatives, either go home or go to the study or the library or working room. Pupils are also expected to leave the school premises at the end of the school day unless they have authorized permission to leave earlier.

### Article 3. Pupil's possessions

The pupil must have and bring to school 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. Assignments will be uploaded to SMS or Teams by teachers in accordance with the SMS and Teams school policy (<https://www.eeb3.eu/en/sms-microsoft-teams-2/>).

The school will work on an EEB III Homework Policy which must be adhered to by all stakeholders.

### Article 5. Agenda

The agenda (diary) is a very important working tool and is compulsory for all classes. It must therefore be kept up to date with the utmost care. It is used to note down homework but it also facilitates communication between parents/legal representatives and teachers and/or SEN Assistants (in particular for remarks requiring a signature). The agenda is one tool that can be used for planning work, for registering homework to be done and for communication between school and home.

## CHAPTER II RESPECTIVE RESPONSIBILITIES OF THE SCHOOL AND THE PARENTS/LEGAL REPRESENTATIVES

### 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.

- 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 cases A, B, and C the parents/legal representatives/legal representatives or the pupil of legal age are responsible.

The use of the exit card provided by the school does not release the parents/legal representatives or the adult pupil 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 IV, point 16.4).

Problems caused by the behaviour of pupils will be the responsibility of the parents/legal representatives, and the school reserves the right to take educational and/or disciplinary measures when needed.

It is to be remembered that neighbours who believe their rights have been disrespected in some may by a pupil will reserve the right for any legal action that they may consider.

### Article 8. Personal belongings

Pupils are responsible for valuables (laptops, clothes, jewellery, wallet, credit cards, bicycles, motorbikes, mobile phones other mobile devices 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, if found valuable objects will be kept in the office of the Assistant Deputy Director for the Secondary Cycle (ADDS).

Unclaimed items before each school holiday will be donated to humanitarian aid organisations. Parents/legal representatives are asked to mark their children's clothes to avoid long searches when an item of clothing is found without any indication. It is to be clearly noted that any item which does not belong to the school is not covered by the school's insurance policy if it is damaged or lost.

The rules about the use of mobile phones in the school premises are elaborated in a separate document the EEBIII Mobile Devices Policy which will be reviewed in the future.



### CHAPTER III PUPILS' RIGHTS

In particular, the pupil 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 pupil 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 (please find information about data protection on our school website on <https://www.eeb3.eu/en/policies-and-rules-4/data-protection-policy/>

#### Article 10. Information on the Regulation

The pupil has the right to be informed of the regulations applicable to him/her. The school commits itself to disseminating major policy documents to all staff, secondary cycle pupils and parents/legal representatives/legal representatives when the issue in discussion is a whole cycle issue. All major policy documents are uploaded on the school website (<https://www.eeb3.eu/en/>).

#### Article 11. Information on academic performance and use of SMS and TEAMS

**SMS** is our school's online School Management Solution, which allows one to access, view and manage pupils, staff and classes (personal information, timetables, absences).

New parents/legal representatives will receive their access code at the end of August (before the start of the school year).

**Microsoft Office 365** is an online platform which the school uses to allow pupils and teachers to communicate, collaborate and create and share documents.

Pupils will receive their access code to O365 during the first week of school.

In case of lost or for further information regarding SMS and O365:

- ⇒ For pupil accounts (SMS & O365): see this link: <https://www.eeb3.eu/en/our-services/ict-service/>
- ⇒ For parents/legal representatives'/legal representatives' accounts (SMS): send an email request to [IXL-EXECUTIVE-ASSISTANT@eursc.eu](mailto:IXL-EXECUTIVE-ASSISTANT@eursc.eu)

The pupil has the right to be informed of his/her academic performance and grading criteria. A and B marks are to be found on SMS. Certain homework tasks are also placed on SMS:

#### Use of SMS

##### **For ALL years:**

At the beginning of the school year in September, parents/legal representatives will be informed, via SMS, of the following:

- ⇒ Who is the teacher, their reception times and how they can be contacted?
- ⇒ The main topics to be covered in class over the course of the year
- ⇒ Textbooks being used in class
- ⇒ Mandatory events during the school year
- ⇒ An overview of what parents/legal representatives/pupils should expect for the upcoming school year. This is the course description which is a short description of the course content.



### **For S1-S2-S3**

- ⇒ Attendance and absences, including late arrivals
- ⇒ Key criteria for grading
- ⇒ Key tasks and their due date (main works and their deadlines, including dates of all tests, exams and important assignments. These will be uploaded prior to the assigned date.)
- ⇒ Grades for main tasks/assignments (grades for main works given)

### **For S4-S5-S6-S7**

- ⇒ Attendance and absences, including late arrivals
- ⇒ Key criteria for grading
- ⇒ Key tasks and their due date (main works and their deadlines, including dates of all tests, exams and important assignments. These will be uploaded prior to the assigned date.)
- ⇒ Key dates for exams, tests, submissions deadlines
- ⇒ Grading for B Tests and Examinations (once approved by Class Councils)

## **Article 12. Assessment 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.  
The pupil has the right to receive feedback on tasks completed including homework.

## **Article 13. Orientation**

The pupil has the right to expect guidance from the school with a view to his/her integration into young adulthood including further and higher education.

## **Article 14. Psychological and Educational Support**

Psychological and-educational support may be provided as necessary in accordance with the respective regulations. Information on the EEBIII Educational Support Services can be found on <https://www.eeb3.eu/app/uploads/2023/01/EEB3-Educational-Support-Guidelines-Version-EN-15.12.2022.pdf>.

Contacts for the school's psychologists are also found on the school's website.  
<https://www.eeb3.eu/en/school-psychological-service/>

## **Article 15. Pupil Participation**

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

If a pupil feels that his or her rights have not been respected, he or she may approach a person of his or her choice – Educational Advisor, class teacher, another trusted teacher or other educator, member of the management team, member of the Pupils' Committee or other - to present and discuss his or her grievances.





## CHAPTER IV : PUPILS' OBLIGATIONS

### Article 16. Behaviour

As a school, EEB III generally enjoys a healthy atmosphere when it comes to behavior. As a school community we celebrate and promote good behavior and commit ourselves to addressing instances of bad behavior in an educational manner that becomes a learning experience for all concerned. Behaviour management is an integral part of teaching and learning.

The guidelines and instructions regarding behaviour given by the teachers and other educators in the course of their teaching are part of the obligations that the pupils undertake to respect in class and within our school, as well as, when pupils are on school activities outside the school premises.

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 for oneself and each other, and a sense and attitude of tolerance are the foundations of good community life. This implies the exclusion of all forms of aggression and the search for solutions through dialogue and respect.

For further information about how the school manages behavioural issues in the secondary cycle, please consult the [Good Behaviour policy for the Secondary Cycle](#).

For further information about how the school addresses bullying, please consult the [EEB III Anti-Bullying Policy](#).

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. The school's ICT charters clearly explain that it is not permissible to take photographs and/or record any person without their consent. If a pupil does not respect this rule, the school staff may confiscate the equipment used and give it to the Assistant Deputy Director for the Secondary Cycle who will return it to the parents/legal representatives or the pupil of legal age, depending on the particular circumstances of the case and any repeat offences.

For further information about the use of ICT equipment on school premises and other issues related to the use of devices, please consult with the [EEB III ICT Charter for Pupils](#).

### 16.1 Respect for School Premises

Everyone must respect the school premises, facilities and equipment. In the few incidents where damage is caused parents/legal representatives/legal representatives are informed of the incident by the school.

Pupils, and consequently their parents/legal representatives/legal representatives, are responsible for any damage they may cause and can be asked to reimburse any damage caused to school premises and equipment. If an action of vandalism or destruction is voluntarily committed, disciplinary measures will be taken. Repair to damage may also be done in a physical format (eg repainting, repairing etc) if requested by the school. All members of the school community are responsible for keeping the school clean.

When consuming food or drink, it is our 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. This is in line with our pedagogical objective of sustainability.

The school 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.

## 16.2 Consumption of food and drink during lessons

Pupils are not allowed to eat or drink during lessons, unless authorized by their teachers and/or if there is a valid reason to do so (e.g. medical reason).

Pupils are encouraged to drink water while they are at school as this is the healthy option.

Pupils are not allowed to chew gum during lessons. Pupils are allowed to eat a cold lunch when they have a lesson during their scheduled lunch period (p6 or p7).

## 16.3 Notice boards/Screens

Notice boards and screens are provided to receive, as long as necessary, information specific to the school. For example, screens in the atriums indicate important information such as teacher absences. The interior and exterior walls of the school must remain free of posters and advertising, unless prior authorisation is given by the management.

## 16.4 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 school's [Good Behaviour Policy](#) gives more information on disciplinary actions.

The school has a zero tolerance to harmful drug possession and consumption and will involve the police where necessary. In any drug related (harmful substance) issue the parents/legal representatives/legal representatives are informed.

Any situation involving the consumption of alcohol and/or harmful substances on school premises or on a school activity is reported to the Assistant Deputy Director of the Secondary Cycle who will in turn inform the Deputy Director of the Secondary Cycle and the Director is also informed. Together, they will decide on the course of action to be taken in each case in accordance with the necessity of the situation and the pupil/s involved. Together, they will also decide on the involvement of the police and any other third parties.

The parents/legal representatives/legal representatives are involved and often a meeting is held to discuss the situation and also the way forward. A Disciplinary Council is normally put in place.

The School reserves the right to ask pupils to empty their bags and pockets in the presence of two adults 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.



### 16.5 Dangerous objects

It is prohibited for anyone, including pupils to bring potentially dangerous objects onto the school premises.

The School reserves the right to ask pupils to empty their bags and pockets in the presence of two adults designated by the School.

The School also reserves the right to request the assistance of specialised services if there is any suspicion that dangerous objects are present on the school premises.

### 16.6 Balls

Pupils are required not to bring balls on school premises. They will be made available by the Physical Education teachers. Soft balls are available from Vie Scolaire (office above Amphi-theatre).

### 16.7 Gambling and Sale and re-Sale of Items

Gambling for financial or material gain as well as sale and re-sale of items or provision of services for a fee among pupils is not permitted in the school.

## Article 17. Absence of a teacher

### In case of a free period on the timetable:

- Pupils in S1, S2 and S3 have to report to the Working Room for S4 to S7 pupils 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 pupils will then be able to choose where they want to go: study room, Cervantes Hall library or cafeteria.
- Pupils in S4 to S7 should go to the Working Room for S4 to S7 pupils, the library, the study room, the cafeteria, the A-B hall on level 0, the recreation ground if it is not occupied by PE classes, or leave the School if the parents/legal representatives/legal representatives have given their permission and this is recorded on the pupil exit card.

### In case of absence of a teacher who is not replaced:

- Pupils in S1, S2 and S3 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, pupils may go to the recreation room, the library or the cafeteria.
- for pupils in S4 to S7, 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 pupils other specific instructions. The following rooms are available to pupils: the S4-7 Working Room, the cafeteria, the A-B hall on level 0, the recreation ground if it is not occupied by PE classes.
- In no case pupils are allowed to wander in the corridors while lessons are taking place.



### 17.1 Delayed arrival for a lesson of a teacher

If a teacher is not reported absent, pupils 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. Pupils are expected to wait quietly near the classroom so as not to disturb other lessons next door or close by that may have already started.

### 17.2 Circulation in the primary school buildings

In order not to disturb the nursery and primary classes, secondary school pupils are forbidden to go to or through the primary school buildings or yard. For those classes situated in the primary school building, it is important for pupils to act responsibly and maturely especially as they are giving an example to younger pupils who frequent the same area.

### 17.3 Garage and parking

Pupils cannot enter the garage and car park as these are potentially dangerous places. Pupils can only enter if they are accompanied by a parent/legal representative who is employed at the school.

### 17.4 Rooms which are not out of bound for pupils

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

### 17.5 Common areas

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

#### **A. In corridors, halls and stairwells**

- a) During school hours, pupils will remain in the classrooms and avoid walking in the corridors or staying in other areas without permission
- b) Corridors, halls and stairwells are places where people pass through during the day. During breaks pupils can stay in halls A, B, A-B and C1. Behaviour should be correct and appropriate: shouting, jostling, school bags and other clothes lying around, pupils sitting on the floor, running and playing roughly is not allowed.
- c) Written authorisation from the Education Advisor is required for the use of lifts by pupils with reduced mobility.
- d) During break times, pupils must leave the classrooms and corridors unless authorized by teachers or other staff members
- e) For reasons of safety and efficiency, one should keep to the right when going up or down stairs. The arrows need to be followed.

## **B. In the playground**

Demonstrate responsibility by:

- 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 plants.
- e) not bringing skateboards, roller skates, balls or other objects that could become objects that could become dangerous
- f) taking care of personal belongings
- g) not filming and/or taking photos/films of others.

## **C. In the Canteen:**

The APEEE offers a canteen service and has rules in place. These rules can be found on:

[https://apeeeb3.be/sites/default/files/uploads/HORECA%20rules%20EN\\_rev23\\_ed\\_June\\_0.pdf](https://apeeeb3.be/sites/default/files/uploads/HORECA%20rules%20EN_rev23_ed_June_0.pdf)

## **D. On the Bus:**

The APEEE offers a bus service and has rules in place. These rules can be found on:

[https://apeeeb3.be/sites/default/files/uploads/HORECA%20rules%20EN\\_rev23\\_ed\\_June\\_0.pdf](https://apeeeb3.be/sites/default/files/uploads/HORECA%20rules%20EN_rev23_ed_June_0.pdf)

## **E. Specialised rooms**

(gym, study, laboratory, library, multimedia room, etc are subject to special regulations designed to guarantee their specific mission.

## **17.6 Dress code**

Pupils are expected to dress and behave in an appropriate manner to a school setting. While each person has their fashion style, an important competence in life is to learn how to dress in accordance with the activity or event we are going to or attending.

**Pupils are expected to wear clothing which is suitable for school and to be dressed decently and appropriately.**

The school management reserves the right to advise any person who enters the school inappropriately dressed (for example revealing clothing or clothing with offensive messages on) to return home for a change of clothing so that access to school can be allowed.

## **Article 18. Prevention of risk behaviour**

Citizenship education and health education, both physical and psychological, are the pillars of the integral formation of pupils and of our educational project.

All members of the educational community (parents/legal representatives/legal representatives, pupils, 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 pupils.



### 18.1 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 in accordance with the school's Anti-Bullying Policy and Good Behaviour Policy for the Secondary Cycle.

### 18.2 Internet

Pupils are expected to use the Internet in a reasonable manner in accordance with the rules established in the ICT Charter for Pupils. (<https://www.eeb3.eu/app/uploads/2023/02/B3-Good-Behavioural-Policy-Secondary-Cycle-EN-Final-06.02.2023.pdf> and <https://www.eeb3.eu/app/uploads/2021/11/B3-IT-Charter-EN-Pupils.pdf>)

### 18.3 Responsibility of School Community

All members of the school 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.

## CHAPTER V ATTENDANCE AND PARTICIPATION

### Article 19 Absences - (Art. 30 General Rules of the European Schools)

#### 19.1 Recording of absences

Absences and lateness of pupils will be recorded by the teacher at each class period. The recording of absences is a crucial and very important task that needs to be undertaken by the teacher for many reasons, primarily safety and security. Through the absence registration, it is known who is on school premises and who is not.

A parent/legal representative or a pupil who is of legal age must inform the Educational Advisor immediately if there is to be an absence of a pupil and to justify this absence with a reason. The Educational Advisor will decide if the absence is justified or not.

Solely with a written reason for absence (from the parents/legal representatives or pupil who is of legal age) the absence can be justified for a maximum of two days. If a written reason for absence is sent covering only one day, the parent/legal representative or pupil who is of legal age must send another written reason for absence covering the second day. After two days, a medical certificate is mandatory.

The School will regularly send parents/legal representatives 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 (refer to General Rules), 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).

#### 19.2 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 Director or his/her delegate will warn the head of the family or the pupil of legal age of the consequences detailed below.

#### 19.3 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/legal representatives or the pupil of legal age of the risk of non-promotion or not being able to take the Baccalaureate exams (Article 30.3) General Rules of the European Schools)
- b) If repeated unjustified absences of one or more periods continue to occur after the Director's warning, the Discipline Council may decide to suspend or 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 and unenrolled from the school (Article 30.3.b.i. of the General Rules of the European Schools). If the pupil wishes to re-enrol, a new enrolment process must be made in accordance with the Enrolment Policy at that given time.

#### 19.4 Absences on personal grounds

- i. Only the Director (or his/her delegate) may give a pupil permission to be absent from school.
- ii. Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance. Applications must be made in writing, indicating the period of absence and giving reasons.
- iii. Permission may be granted for a maximum of two days plus reasonable travelling time.
- iv. Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.
- v. In the case of the death of a close relative, a longer absence may be permitted.

#### 19.5 Absences on sick ground

- i. In the event of a pupil's being unable to attend school because of illness, the pupil's legal representatives will inform the pedagogical advisor of the reason in writing, on the first day of absence.
- ii. After an absence of more than two days submission of a medical certificate is mandatory.
- iii. The Director may, if he/she considers it necessary, have the pupil examined by the school doctor. Without written notification from the pupil's legal representatives or production of a medical certificate within the period laid down in points i. and ii., such absences shall be regarded as unjustified and punishable by the Director or his/her delegate.
- iv. Where a pupil contracts an infectious disease (please refer to article 19.6).
- v. All pupils shall be examined periodically by the school medical service, if possible, every year. The costs of check-ups and of preventive measures shall be borne by the school.

#### 19.6 Containment of Infectious Disease

When a pupil is suffering from a contagious disease, the parents/legal representatives/legal representatives 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.

Further information about the procedure on the containment of infection diseases is found on:

<https://www.eeb3.eu/app/uploads/2022/02/EEB3-Procedure-Containment-of-Infectious-diseases-EN.pdf>.

It is obligatory for pupils to undergo a regular periodic medical visit by the School's medical service. The cost of examinations and preventive measures will be borne by the school.





#### 19.7 Absence justified for classes S4 to S6

- i. If a pupil in years 4-6 has a long period of absence for a valid reason, with the result that A marks for class work in the first semester cannot be awarded, the A marks for class work in the second semester will be doubled for calculation of the final mark.
- ii. If this absence means that a pupil cannot be awarded A marks for either the first or the second semester, his/her promotion will not be possible.
- iii. A pupil in years 4-6 who cannot be awarded A marks for the second semester because of a long period of absence for a valid reason may not normally be promoted. In exceptional cases the Class Council may reconsider the case of such a pupil.

#### 19.8 Justified absence for S7 pupils: A Marks

Without prejudice to the provisions of Article 8 of the Arrangements for implementing the Regulations for the European Baccalaureate:

- i. Where a pupil in year 7 has a long period of absence, with the result that A marks for class work in the first semester cannot be awarded, the A marks for class work in the second semester will be doubled for calculation of the final mark.
- ii. 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/her to take the Baccalaureate examinations that year. **Local rules or practice take precedence over this provision (2014-03-D-14-en-12 24/62)**
- iii. 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/her registration for the Baccalaureate, determination of the A mark being jeopardised.

#### 19.9 Justified Absence for S7 pupils: B Marks

Without prejudice to the provisions of Article 8 of the Arrangements for implementing the Regulations for the European Baccalaureate:

Where a pupil is absent for a valid reason from one or more long part examinations organised by the school at the end of the first semester, he/she must sit replacement examinations conducted under the same conditions as the initial examinations, on dates decided by the Director.

- i. Where a pupil is absent for a valid reason from one or more short part examinations, he/she must sit tests conducted under the same conditions as the initial tests, on dates decided by the teachers concerned.
- ii. Where a pupil is absent without grounds from one or more-part examinations in year 7, he/she will not be allowed to take the Baccalaureate examinations.



## 20. Truancy (Skiving)

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

### The consequences of truancy or skiving lessons are:

1. Extra hours in the study
2. Loss of exit card
3. Detention
4. Detention and loss of exit card
5. Repeated detentions may lead to other disciplinary action including Disciplinary Council.

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

The accumulation of 3 unjustified tardy arrivals to a lesson will be considered as an act of truancy/skiving.

All voluntary and unexcused failures will be sanctioned when the A grade is established since presence in class is one of the criteria when establishing the A grade.

## 20.1 Absences from written examinations for S4 to S6

- i. Where a pupil is absent from a written examination in years 4-6, the pupil's legal representatives shall inform the Director of the reasons for his/her absence, immediately or the next day. In cases of illness, a medical certificate is mandatory to justify the absence. In all other cases, the Director will decide whether or not the absence is justified.
- ii. A pupil who is absent (for a valid reason) from one or more first semester written examinations and has not had the opportunity to take a substitute examination, but who takes the second semester examinations in the same subjects, will have his/her final annual marks calculated on the basis of the results achieved in the second semester.
- iii. A pupil who is absent (for a valid reason) from one or more second semester written examinations and has not had the opportunity to take a substitute examination shall be required to sit a promotion examination early in the new school year in the subjects he/she has missed, unless he/she achieved a mark of at least 6 in these subjects in the first semester and an A mark of at least 6 in the second semester.
- iv. If a pupil is absent for a valid reason for the examinations in one or more subjects in the first and in the second semester, he/she shall be required to sit promotion examinations in the subjects which he/she has missed.
- v. In cases where there is no valid reason for the absence or absences mentioned in points ii., iii., and iv., a pupil shall be awarded no marks (0) for the examinations missed. The pupil's legal representatives shall be notified of this decision.



## Article 21 Exemptions

### 21.1 Pupils with special needs

EEB III is a school that prides itself in its inclusive practices. Each pupil is unique and each pupil can learn. EEB III offers a variety of educational support so as to help all pupils develop to their full potential. More information about educational support can be found in the [EEB III Educational Support Guidelines](#)

**Dispensations** (Article 30, General Rules of the European Schools)

#### a) Physical education

- i. A pupil may be excused attendance at physical education classes only at the request of his/her legal representatives and on production of a medical certificate stating that he/she is physically unable to attend.
- ii. Except in duly certified cases of permanent disability, dispensation may only be granted for one semester/term, depending on the organisation of the school year. It may be renewed only if a further medical certificate is produced. The Director may, if he/she considers it necessary, have the pupil examined by the school doctor.

#### b) Talented pupils

- i. Highly talented pupils in sports, music or the arts, may exceptionally be excused regular attendance at classes by the Director, only upon request of their legal representatives (or themselves if the pupils are 18) and on production of certificates and/or formal requests from the relevant institutions stating that they need to be absent.
- ii. In case of request for repeated absences, dispensation may be granted only on a termly basis, renewable on production of (an) additional certificate(s) and/or formal authorisations from the relevant institutions.

#### c) Exceptional cases

In exceptional cases and on duly certified medical grounds, a pupil may be excused part of his/her homework by the Director. Such authorisation may not be outright; it may be granted for a specified period only, at the express request of the pupil's legal representatives on the understanding that the pupil's chances of promotion at the end of the year may be jeopardised.



## CHAPTER VII TESTS and EXAMINATIONS

Pupils and teachers work very hard all year and tests and examinations are moments where we can show how hard we have worked and studied. The aim of any test or exam for a pupil is to prepare well, try their best and attempt to stretch themselves as much as possible to develop to their full potential.

### Article 22. Neatness and propriety

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

### Article 23. Special conditions

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

### Article 24. Cheating (acts of cheating are considered as fraudulent actions)

Any fraud or attempted fraud (cheating) during a test or examination will be treated as a disciplinary situation and dealt with in accordance with the school's [Good Behaviour Policy](#) and in accordance with the General Rules of the European Schools, as well as, the regulations for the European Baccalaureate, depending on the situation that arises.

### Article 25. Absences from B-tests or examinations

For pupils in classes S4 to S7, 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 pupil will automatically receive a zero mark for that B-test or examination. If the pupil has produced a medical certificate, a make-up B-test will be organised. Alternative examination sessions are organised by the School Administration.

### Article 26. Special Arrangements

Pupils with special educational needs may require special arrangements for tests and examinations. Further information can be found in the EEB III Educational Support Guidelines

### Article 27. Consultation of B Tests and Examinations

At their request, parents/legal representatives/legal representatives can consult the B-tests and/or examinations and in the presence of the teachers or the Educational Advisor.

The Director shall organise the school archives. (Article 11 general rules) These shall include ...a complete set of the end of secondary 5 harmonised examinations and of the end-of-semester secondary years 6 and 7 examinations organised in the previous three school years.



## CHAPTER VIII PARTICIPATION IN SCHOOL LIFE AND ASSISTANCE PUPILS

### Article 28. Pupils' Committee - CDE

The Pupils' Committee (CDE) is the representative body of all pupils. The CDE is elected each school year by the pupils. It defends the interests of all pupils. 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. Psychological Services

Our school offers pupils a psychological service.

Pupils may request to meet a psychologist for an appointment.

- GENICOT Anne-Sophie [anne-sophie.genicot@eursc.eu](mailto:anne-sophie.genicot@eursc.eu)
- GUEDJ Margaux [margaux.guedj@eursc.eu](mailto:margaux.guedj@eursc.eu)

Discussions with a psychologist are kept confidential unless there is a threat of harm to self, harm to others or harm being done to you.



## CHAPTER IX MONITORING

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### Article 31. Supervision in the classroom

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

### Article 32. Supervision

EEB III has a supervision provision in key areas in the school such as corridors, courtyards, playgrounds, common areas and canteen. This supervision is carried out by school staff and they are obliged to enforce the school rules so that we are all acting appropriately to create a harmonious environment.

## CHAPTER X RESPECTIVE RESPONSIBILITIES OF THE SCHOOL AND PARENTS/ LEGAL REPRESENTATIVES - 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/legal representatives or the pupil of legal age is engaged.

The use of the exit card provided by the school does not release the parents/legal representatives or the adult pupil from their responsibilities.

### Article 33. Conditions for using the exit card

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

- \* The card is strictly personal.
- \* The pupil 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 pupil must inform his or her Education Advisor and order one at their own expense, at the cost price of 5 Euro.
- \* Any exit card gives all the discounts outside the school (theatre, cinema, etc.) (theatre, cinema, etc.)

### Article 34. Specifications of the different types of exit cards

Specification of the different types of output cards:

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 lunch break only to go home for lunch. This card will only be provided to pupils living near the school.
PINK Card	Concerns pupils from S4 to S7	This card allows you to leave school during the lunch break and the hours immediately before or after it (only free periods in timetable)
GREEN Card	Concerns pupils from S6 to S7	The pupil may leave school when he / she does not have lessons.



**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 pupil does not go home, he/she must go to the study or other indicated rooms.

The parents/legal representatives or the adult pupil will choose the card at their convenience.

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

- by disturbing local residents,
- by consuming alcohol or drugs,
- by participating in the sale or purchase of alcohol or drugs,
- by participating in fights,
- by damaging the environment
- by behaving in a way that is considered disrespectful by the School' 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/s of the day are allowed to arrive at the School for later periods if they do not use school transport. If they arrive by transport, S1, S2 and S3 pupils must go to the Study room if no replacement is organized.

#### Article 35. Exit permit

- 34.1 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/legal representatives.
- 34.2 In order for a pupil to leave school before the end of classes, the parents/legal representatives must make a written request in advance and present it to the education advisor in charge of the class.

## CHAPTER XI APPLICATION OF THE REGULATION

The Living Together document has been developed by the Good Behaviour Policy Working Group consisting of pupil, teacher, parent and management representation.

The document will go under review every two years by an especially set up working group with the same representation as explained above.

The Secondary 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>).