

*The mission of the European School Brussels I: To provide a quality multilingual and multicultural education in a safe and nurturing learning environment. Based on trust and respect, our school celebrates diversity and recognizes the value of effort, critical thinking and cooperation to achieve excellence.*

# General organisation rules

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## 1. ACCESS TO SCHOOL

### 1.1 The pupils

- Pupils have access to school from 7.45 onwards. They must leave the school campus in accordance with their exit card, taking into account any extra-curricular activities in which they take part.
- Lessons begin in the morning at 8.10 and finish at 15.50. On Wednesdays, lessons finish at 12.30 (S1-5).
- Only pupils enrolled in a class regularly organised by the school, a CESAME activity or orchestra rehearsals are allowed to remain in school after lessons.
- In the event of an accident, the school insurance policy does not cover pupils who do not comply with this rule.
- For obvious safety reasons, pupils coming to school by moped or bicycle should comply with the signs on site and always give way to pedestrians. Cyclists and motor cyclists should enter the school by the Avenue du Vert Chasseur entrance. Vehicles - only those belonging to school personnel may enter the site - must limit their speed to 15 km/h. Bicycles and mopeds should be left in the designated areas.
- Travelling to school by bus is managed by the Transport Committee whose manager is Mr Herinckx (tel: 02/374 70 46).

### 1.2 The parents

Parents are requested to enter the site on foot upon presentation of an invitation or documentary justification. Unless otherwise mentioned on the invitation, access to parking is limited to parents with reduced mobility (please put in a request to the secretariat in advance).

## 2. PUNCTUALITY

### **Pupils must arrive on time for lessons.**

- Latecomers must go straight to class and the teacher will record the late arrival. Parents should send an e-mail or a letter of explanation to the educational advisor by the following day at the latest.
- Disciplinary measures will be taken if a pupil is repeatedly late.

## 3. ABSENCES

### **Pupils must attend lessons.**

Teachers monitor absences closely. The number of absences (justified or not) are recorded in SMS.

- Parents and guardians must explain the reason for their child's absence to the educational advisor.
- Parents must inform the educational advisor by e-mail of the absence of a child. After an absence of two days, a medical certificate must be provided.
- After an absence of any length, the pupil must go to the educational advisor's office with written justification from his/her parents, specifying the reason for the absence.
- For a pupil to leave school before the end of lessons, the parents must send a written request to the relevant educational advisor.

A pupil who does not feel well should go to the school infirmary (ground floor of the Breughel building). After giving them the necessary treatment, the nurse will decide whether the pupil should return to class or whether to contact the parents to ask them to fetch their child.

- Requests for an authorised absence of a whole day or part of a day should be submitted in advance in writing by parents to the educational advisor.
- For longer absences due to personal reasons, permission must be sought from the Deputy Director eight days in advance. Please put the educational advisor in cc. Permission will not be granted for the week preceding, or the week following, school holiday periods or public holidays, Article 30.3c of the General Rules of the European Schools.
- Pupils are not allowed to be absent for the days, half days or lessons which precede tests or exams.
- The school compiles a list of absences for each pupil. Unauthorised absences will be identified and may lead to disciplinary measures, according to article 30.3 b) of the General Rules.
- In case of repeated and frequent absence in the 7th year, the class council will be called upon to judge the validity of the studies and may, if necessary, question the right of the student to be entered for the Baccalaureate.
- Unauthorised absences may be punished by a detention which is registered in the pupil's file. Should repeated unauthorised absences continue to occur, the discipline council may decide to suspend the pupil.
- In the event of unauthorised absence for more than 15 consecutive days, the pupil is deleted from the enrolment list.

## **4. ABSENCES FROM WRITTEN EXAMINATIONS \***

### **• S4 to S6:**

When a pupil is absent from a written examination, the parent/legal representatives, or the pupil if over 18, should immediately give the reason for this absence to the subject teacher as well as to the relevant educational advisor. Without a medical certificate being provided by the deadline given, the absence shall be considered unjustified. The Deputy Director will decide on the validity of any other reason.

A pupil who is absent from one or more first semester examinations may sit an alternative exam providing the absence is justified within the time limit set and providing it is feasible. If s/he is unable to take alternative exams, his/her final marks for the second semester will be calculated on the basis of the exam results from the end of the year.

A pupil who is absent from one or more second semester examinations may sit an alternative exam providing the absence is justified within the time limit set and providing it is feasible. If s/he is unable to sit alternative exams, s/he will be required to sit promotion

exams in the relevant subjects at the start of the new school year (unless s/he obtained a mark of at least 7 in these subjects in the first semester and an A mark of at least 7 in the second semester).

In case of non-justified absences, a pupil shall receive no marks for the examinations missed; his/her mark will be zero (0). The parents/legal representatives, or the pupil him/herself if over 18, shall be notified of this decision.

*\*written examination: any written exam which makes up the B mark*

• **S7:**

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

When a pupil is absent for a valid reason from one or more B tests, s/he must sit tests conducted under the same conditions as the initial tests, on dates decided by the school Management and teachers concerned.

When a pupil is absent without a valid reason from one or more part examinations, s/he will not be allowed to take the Baccalaureate examinations.

## **5. SCHOOL IDENTITY CARDS**

- Pupils must always keep their school identity card on them and be prepared to show it at any time to any member of staff who asks to see it. (See the document 'exit cards').
- Photos will be taken by the school photographer at the beginning of the school year; the cost is included in the price of the identity card.

## **6. SCHOOL EXIT CARDS**

- The colour of the school identity card indicates the exit category chosen by the parents and this implies acceptance of all conditions.

## **7. FREE TIME BETWEEN TWO CLASSES**

The colour of the card determines the exit regime.

- Pupils in the 1st, 2nd and 3rd year have to go to the study room (salle d'étude) if their teacher is absent and not replaced. Students who have a regular free period in their schedule can:
  - a) study at the library
  - b) go to cafeteria S123
  - c) participate in the sports activities organized by the Etude team.
- S4 and S5 pupils who don't have a class may:
  - a) go to the library
  - b) go to the Van Houtte cafeteria.
- S6 and S7 students who don't have a class may:
  - a) go to the library
  - b) go to the Van Houtte cafeteria
  - c) with the authorisation of their parents or legal representatives, leave the school premises on presentation of their school identity card during lunchtime and the preceding or subsequent period if free in their timetable.

## **8. SCHOOL INSURANCE**

- School insurance covers all school activities, i.e., during lessons, break-times and activities authorised by the management (sports, cultural activities, extra-curricular activities etc.), as well as travelling the most direct route to and from school. During lunchtime, the insurance covers a reasonable distance in going to get something to eat (e.g. to a sandwich place). Going off for walks or shopping is not covered. (See section 10 of the General Information Brochure).

## **9. PHYSICAL EDUCATION AND SPORT**

- A gym kit, identical for all pupils, is compulsory. Information on the internal rules including correct sportswear will be provided by the physical education teachers at the beginning of the school year.
- Pupils excused from physical education classes with a medical certificate valid for three months must remain at school, unless otherwise agreed by the management in writing.

## **10. PERSONAL ITEMS**

- Pupils are strongly advised not to bring large sums of money or valuable objects to school. Mobile phones, i-Pods, various games etc. should be looked after by the owner. The school cannot be held responsible for the loss or theft of personal belongings. Each pupil may have a locker in which to put his/her personal items (www.eeb1>CESAME>-casiers).
- Lost and found objects are kept in the Eureka office, on the underground level of the Erasmus building. Opening hours are posted on the parents association website.

## **11. VARIOUS**

- GSMs/i-Phones/i-Pods etc must be switched off during lessons and study time.
- Rollerblades, skate-boards, scooters and rugby balls (except for soft balls) are not allowed in school.
- Ball games are only permitted during break times. Hard footballs may only be used during break times on the fenced playground next to the Van Houtte car park.
- For safety reasons, throwing snowballs is forbidden within school.

N.B. If these rules are not respected, Article 43 Chapter 6 of the General Rules of the European Schools will be applied. Detentions are organised on Wednesday afternoons from 13.00 till 15.00 according to planning outlined at the beginning of the year. A letter is sent in advance to the parents of the pupils concerned.