

# General organisation rules

## 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). S6 S7 students can have classes on Wednesday afternoons.
- Only pupils enrolled in a class regularly organized 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. Pedestrians and cyclists should enter the school by the Opstal entrance (Until 8.15 o'clock entrance via Waterloo is also possible). Motor cyclists should enter the school by the Avenue du Vert Chasseur entrance (with prior authorization). 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 and educational advisors 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 authorized 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. Permission will not be granted for the week preceding, or the week following, school holiday periods or public holidays, Article 30.3c.iv 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. Unauthorized 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.
- Unauthorized absences may be punished by a detention which is registered in the pupil's file. Should repeated unauthorized absences continue to occur, a discipline council can be called in.
- In the event of unauthorized 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.

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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 DOCUMENT**

- Exit cards are the main school identity document. School agendas (properly completed with information on the student) can also be used as a school identity document. Students are required to carry a school ID document with them at all times, and to present it to any adult at the school on request.

- 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. EXIT CARDS**

- The colour of the school identity card indicates the exit category chosen by the parents and this implies acceptance of all conditions. (see document 'exit cards')

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

- S1 students have to go to the study room if they have a free period (weekly free period or absent teacher).
- In the event of a weekly free hour, the study room is not compulsory for S2 and S3 students. They are required to go to the cafeteria. If a teacher is absent, students of S2 and S3 are obliged to go to the study room. They may then be authorized to
  - stay in the study room
  - go to the S123 library
  - go to the S123 cafeteria
  - participate in the sports activities organized by étude team
- Students of S4 and S5, who don't have class may
  - go to the library
  - go to the cafeteria Van Houtte
- Students of S4 and S5 with a green card who don't have class will be allowed to leave the school premises during their usual lunch break.

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- Students of S6 and S7, who don't have class may:
  - go to the library
  - go to the cafeteria Van Houtte
  - with the authorization of their parents or legal representatives, leave the school premises on presentation of their school identity card according to the 'exit rules' of the card

#### **8. SCHOOL INSURANCE**

- School insurance covers all school activities, i.e., during lessons, break-times and activities authorized 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](http://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**

- Mobile phones / connected devices must be used according to the policy in force.

- Rollerblades, skate-boards and scooters are not allowed in school.
- Ball games are only permitted on sports fields and must be used responsibly to ensure the safety of others.
- For safety reasons, the throwing of snowballs is forbidden on school premises.

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 14.30 according to planning outlined at the beginning of the year. A letter is sent in advance to the parents of the pupils concerned.

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Die Zielsetzung der Europäischen Schule Brüssel I ist, den Schülern in einer stimulierenden mehrsprachigen und multikulturellen Umgebung eine qualitativ hochwertige Ausbildung zu bieten. Gestützt auf Vertrauen und Respekt, die Verschiedenheiten achtend, führen individuelle Anstrengung, Kritikfähigkeit und kollektive Arbeit zu Hochleistungen.