

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

1. ACCESS TO SCHOOL

1.1 The pupils

- Pupils have access to school from 7.40 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 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. 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).

Motorcyclists must comply with traffic and parking rules.

Travelling to school by bus is managed by the Transport tel: 02/374 70 46).

• 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.

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.
- An early departure authorization will ONLY be given in case of emergency or medical appointment, upon express request by email from the parents to the Education Advisor at the student's level. The application must be submitted **at least** one working day before the early departure date.
- 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. 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 School **e.g. students are not allowed to take off during the days, half-days or periods preceding the school holiday periods.**
- 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, a discipline council can be called in.
- In the event of unauthorised absence for more than 15 consecutive days, the pupil is deleted from the enrolment list.

3. ABSENCES FROM WRITTEN EXAMINATIONS *

See rules article 30.3 of the general regulation of the European Schools.

4. 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.

5. 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').

6. 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

7. 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).

8. 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.

9. PERSONAL ITEMS

Pupils are strongly advised not to bring large sums of money or valuable objects to school. Mobile phones, headphones, jewels, 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.

10. 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.

The sports balls must imperatively be in a bag.

For safety reasons, the throwing of snowballs and water games are 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 can be organised on Wednesday afternoons from 13.00 till 14.30 according to planning outlined at the beginning of the year. An email is sent in advance to the parents of the pupils concerned.