

SCHOOL RULES SECONDARY SCHOOL

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1 - General Principles

School is a place intended for the training and education of young people; training and education should be understood in a broad sense, equally involving the learning to live in a society with its values, rights and responsibilities. Regulations for community life have to be defined to guarantee the daily good running of the school.

The school regulation is based on mutual respect and the necessary solidarity among all members of the school community, and it implies respect for personal values without regard to function, age, colour, creed or nationality. For life in common in the school to remain harmonious and agreeable, it is necessary for not only for students but also teachers, parents and administrative staff to respect the spirit and tenor of the rules and feel responsible for their observation.

Although intended for all those attending the school, certain points in the regulations (such as the application of sanctions) fall essentially within the competence and authority of those providing the pedagogic services.

If, because of the complexity of social life, the regulations do not provide an answer to every question, they detail, nonetheless, everyone's basic obligations. Rather than a list of prohibitions, the regulations try to define positively the rules for communal life in such a way as to make working conditions as favourable as possible for everyone.

2 - Students' rights

Each pupil has the following specific rights:

- a)** to be respected as an individual, and protected from any physical or psychological abuse and any damage to his/her personal belongings;
 - b)** to have recognition of the positive aspects of his work or of the positive contribution he makes to the school;
 - c)** to be encouraged and valued in his/her development as a student and as an individual within the school;
 - d)** to be informed of all relevant regulations;
 - e)** to be informed of his/her results and any important facts related to them;
 - f)** to consult the Director if he considers that his rights have not been respected;
 - g)** to be given a hearing before any sanctions are applied;
 - h)** to ask for a hearing or to be accompanied by a person of his choice in the event of any problems;
 - i)** to psychological and /or leaning support, if needed, in conformity with the relevant regulations;
 - j)** to be given appropriate advice regarding careers and higher education;
- (Please see Chapter VI of the General Rules for the European Schools.)**

3 - Students' duties

a) Every pupil must behave correctly towards all other members of the school community both in and out of class. Correct behaviour is equally necessary outside the school and especially, in the local neighbourhood. Politeness, good manners, respect for others, a sense of responsibility, tolerance - these are the fundamentals of community life. This necessarily implies an absence of all forms of aggressive behaviour, and a striving to achieve solutions to problems through dialogue.

b) All pupils are expected to dress appropriately for school. Students who are inappropriately dressed in the opinion of the Deputy Director, will be provided with alternative clothing, or in extreme cases, sent home. Parents will be notified of the situation by letter.

c) The whole school community must respect the start and finishing times of lessons. In the case of a group of pupils arriving late because of a problem with a bus, the educational adviser will provide the written excuse.

d) Pupils must bring all the necessary materials (books, notebooks, diaries, regulation sports gear etc.).

e) A diary, a very important working tool, is obligatory and must be carefully kept up to date. It serves to note homework but also various communications between teachers and parents (especially comments requiring a signature).

4 – Arriving to and leaving the school premises

The arriving to and the leaving of the school premises must be carried out in a disciplined way, with respect for the others. All vehicles must be parked only in the designed areas. Motos and bicycles may be left in the cycle stores next to the administrative building if they are secured with a solid lock. Pupils with cars must use public parking spaces, not the school car park.

Pupils are obliged to carry their school identity card all the time

Red card – The pupil must remain in the school premises from the 1st to the last period of the school day. The pupil doesn't have permission to leave the school even if s/he doesn't have the last period of lessons.

Yellow card - the pupil can not leave school during the free hours on their timetable. The pupil may therefore arrive in school later or leave early after the last taught lesson.

Green card - the pupil may leave the school when s/he has no lessons. Only for pupils of years 5, 6 and 7.

5 - Regular attendance of lessons

Enrolment in the School implies the right and the obligation to attend all courses of instruction listed in their teaching programme and to do such work as it is set. Attending all courses of instruction means regular and punctual attendance at the classes indicated in a calendar and timetable produced and given to pupils at the beginning of the school year.

Pupils are also required to take part in any organized activities declared compulsory by the Director.

5.1. Timetable

(including breaks between classes)

Period 1	08.05	08.50
Period 2	08.55	09.40
Period 3	09.45	10.30
Small Break	10.30	10.45
Period 4	10.45	11.30
Period 5	11.35	12.20
Lunch Break	12.20	13.05
Period 7	13.05	13.50
Period 8	13.55	14.40
Period 9	14.45	15.30

5.2. Attendance and punctuality

Regular and punctual attendance at classes is a fundamental obligation for all pupils. Pupils are required to take part in the entire curriculum. When a pupil is often late, this can lead to disciplinary measures

a) Pupils arriving more than 10 minutes late must go directly to the educational adviser to justify the absence and ask for a justification to be given to the teacher.

b) In the event of a repeated late arrival, a lateness slip, signed by the parents in the case of pupils aged under 18, must be sent to the educational adviser no later than the following day. If a pupil's late arrival in a class becomes too frequent, the teacher concerned will take the necessary measures in consultation with the educational adviser and, if necessary, the Head.

c) Following an absence of one day or more, the pupils have to register with the educational adviser before returning to the classes.

5.3. Unexcused absence without reasonable grounds

Should a pupil be absent without an excuse for longer than 15 consecutive days, s/he shall be deemed to have left the School.

Without written notification from the parents or production of a medical certificate within the period laid down by the regulations such absences shall be regarded as unauthorized and punishable by the Director.

5.4. Absence from written examinations in year 5 to 6

a) Where a pupil is absent from a written examination in years 5 to 6, the parents shall inform the Director of the reasons for his/her absence, immediately. In case of illness only a medical certificate will be accepted. Without production of a medical certificate the absence shall be regarded as without grounds. The Director will decide as to the validity of all other reasons and shall decide whether the absence is justified or not.

b) 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 final annual marks calculated on the basis of the results achieved in the second semester.

c) 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 has missed, unless 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.

d) 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 shall be required to sit promotion examinations in the subjects which he has missed.

e) In cases where there is no valid reason for the absence or absences mentioned in point's b, c and d, a pupil shall be awarded a 0 mark for the examinations missed.

The parent or guardian or the pupil himself if he is over 18 shall be notified of this decision.

5.5. Justification of absences

If a pupil cannot attend the lessons at school, his or her parents must inform the school as soon as possible. At his or her return the pupil must inform the Pedagogical Advisers immediately of the reasons. A doctor's note is required if the pupil has been absent on account of illness for more than two days. For absences of two days and less, presenting a parents' note is sufficient. (For exceptions see also: Regulations concerning regular school attendance).

5.6 Physical Education

a) A pupil may occasionally be excused from participation in physical education classes at the request of the parents (or of the pupil if over 18). In case of a longer incapacity (2 consecutive school days or more) a medical certificate must be produced, stating that it would be inadvisable for him/her to take part.

b) Except in duly certified cases of permanent disability, dispensation may only be granted for one semester/term. It may be renewed only if a further medical certificate is produced. The Director may, if he considers it necessary, have the pupil examined by the school doctor.

c) The pupils mentioned in a) and b) must attend the lessons, even through they are not participating.

6 - Behaviour

Every pupil must behave correctly towards all other members of the school community both in and out of class. Correct behaviour is equally necessary outside the school and especially, in the local neighbourhood. Politeness, good manners, respect for others, a sense of responsibility, tolerance - these are the fundamentals of community life. This necessarily implies an absence of all forms of aggressive behaviour, and a striving to achieve solutions to problems through dialogue.

A harmonious school community implies that behaviour such as harassment or bullying, theft and all forms of violence, physical or emotional, will not be tolerated. Corridors and staircases are passageways. Pupils should behave sensibly when using them: shouting, pushing, leaving bags in the way, running and playing games that cause disruption to classes must be avoided. For security reasons and to ensure a faster flow, keep to the right on staircases.

6.1. During the recreation, in the building and on the "ROTER PLATZ"

In communal areas, during the recreation, pupils should always show a responsible attitude by respecting the following rules:

- a)** Avoiding violent and dangerous games or games that could cause damage to persons or property;
- b)** Putting all rubbish into the appropriate containers;
- c)** Keeping clear of areas where plants and shrubs are growing;
- d)** Not bringing skateboards, roller skates/blades ;
- e)** Taking care of personal belongings;
- f)** Inappropriate games using water or snow are forbidden.

6.2. During the lessons in the corridors and in communal areas

Pupils without lessons must not stay in the corridors and on the staircases during the lessons, unless they have permission to leave the classroom. The entrance of the building and the area in front of the library are the only places where it is allowed to stay

in the building during the lessons time. During the lessons pupils are not allowed to make noise in the building.

6.3. During the breaks between lessons in the corridors

Intervals between classes are provided to allow pupils sufficient time to move between classrooms. Pupils must not stay in the classrooms without supervision, during breaks. For security reasons and to ensure a faster flow, keep to the right on staircases.

6.4. Use of notice boards

Notice boards are designed to carry information specific to the school. It is forbidden to put up, without prior authorisation, any other notices, either on the notice boards or elsewhere, which are not related to school business.

6.5. In the library

- a) Users must conduct themselves calmly and maintain quiet atmosphere in the library.
- b) Users must ensure that their conduct does not disturb other users or prevent them from using the library's services.
- c) It is strictly forbidden to cause damage to the library premises in any way whatsoever.
- d) It is forbidden to eat or drink in the library.
- e) Bags and other personal belongings must be left in the lockers provided.
- f) The library shall not be liable for any damage to or loss or theft of personal items or objects left in the lockers.
- g) Students are expected to use the internet responsibly, in conformity with the specific rules and for school purposes only.

6.6. In the “PERMANENCE”

The “PERMANENCE” is a place for study or leisure activities among the pupils.

Pupils in the permanence must behave according with the rules enounced in chapter 6 Behaviour, page 8.

It is strictly forbidden to cause damage to the “permanence” premises in any way whatsoever.

6.7. Respect for the school environment

Everyone must show respect for the rooms, their fittings and all school equipment. Pupils, and consequently their parents or guardians, are responsible in the case of any damage to these items. The damage must be repaired by the best means in each particular case - this to be decided upon by the school.

All members of the school community are responsible for the general cleanliness of the school. After consuming food and drinks, everyone should collect the litter and put it into the different dustbins intended for this. The objective is to take part in recycling by separating the rubbish and thus to contribute to a better environment. The administration, the teachers or supervisors may require individuals or groups to clean any area that has been made unusually or unnecessarily dirty.

6.8. Mobile phones and other electronic equipment

The use of mobile phones, personal stereos, CD-players, MP3-players is forbidden during teaching time. Parents, who need to contact their children during lesson time, should do so through the Educational Advisors. Phones used during teaching time can be confiscated and the pupil's parents will be responsible for their collection.

6.9. Smoking in school

According with the decision of the School Council, smoking it is not permitted within the school area.

6.10. Alcohol and drugs

The possession, consumption or sale of illegal drugs, alcohol and other substances dangerous to the health are strictly forbidden.

6.11. Transport (Tram or Buses)

- a) pupils must not disturb or distract the driver,
- b) pupils should remain seated at all times,
- c) there should be no pushing or shoving while getting on and off the tram or bus.
- d) While waiting for the tram, pupils should stand behind the white line

6.12. Canteen

- a) A canteen committee is in charge of the organisation and the management of the canteen activities. The canteen staff and the Pedagogical Advisers are responsible for maintaining discipline in the canteen during the meals.
- b) The restaurant area of the canteen is not a public meeting place. Admittance is reserved exclusively for those eating there.
- c) The school canteen is a self-service restaurant. Everybody has to queue orderly for his meal. After lunch the tables must be left clean and the trays taken to the racks provided.

7. Evacuation due to emergency (alarm)

Pupils are obliged to follow the procedures as described in the official document.

- a) All students must remain with their class/group and with the teacher responsible for the class/group.
- b) Students can take with them **only** the jacket.
- c) During the alarm no student is allowed to wander about or to play ball-games.
- d) All students who are not attending lessons (permanence, library, corridors, playground) must join the Educational Advisers outside the building on the "Roter Platz"
- e) Students must inform teachers in case they notice someone missing.
- f) Students can only return to the school building after the school has been declared safe.

8. The school health service

The school nurse acts as a contact for pupils, takes preventive measures, looks after sick children and provides first-aid treatment. If a pupil is required to follow a course of medication, the school nurses must be informed.

For pupils with more serious health problems or who are disabled, an individual integration plan may, at the family's request, be drawn up by the Head, the family, the doctor and the school nurse to ensure optimum conditions for the pupil's education. Families of pupils with serious health problems or disabilities should contact the nurse as soon as possible.

On enrolment, parents will be required to complete a questionnaire on their child's health (diseases contracted, vaccinations received). This confidential form must be sent to the nurse, together with a medical certificate attesting that the child is in good health. Parents must inform the nurse of any change in the child's state of health during their time at the school.

Pupils have unrestricted access to the sickroom during breaks and free periods. Pupils who have an accident or become ill during the school day must go to the sickroom, accompanied by another person, where they can obtain a certificate confirming that they are sick. They must present this certificate to the teacher on returning to class and submit it to the educational adviser in the course of the day. If their state of health is such that they have to be sent home, the nurse will, with the agreement of the parents, issue a pass entitling them to leave the school premises. Students under the age of 16, because of insurance regulations, must be picked up by their parents. They cannot be sent home.

If a pupil has a serious accident or falls seriously ill at school, the nurse will be summoned and, if necessary, the pupil taken to hospital. The parents will be informed as soon as possible.

9. Pedagogical and disciplinary measures

Given that the principal aim of the school is one of education, disciplinary action is only envisaged when all pedagogical methods have failed.

Disciplinary action may be taken to ensure the smooth running of lessons and educational activities as well as to protect people and property. It will be applied in cases where a pupil has failed to meet his obligations.

In cases of aggressive behaviour, it is important to seek to identify the root causes, if necessary with the help of specialised services.

1. Depending on how serious the offence may be, and having taken into account the general situation, one or several of the following sanctions may be imposed by the school (administration, teaching staff, and educational advisers):

- a verbal warning;
- extra work, which parents will be told about;
- taking away of the exit card;
- service for the school community during free hours;
- being deprived of free afternoons;
- a warning from the director;
- a warning or chastisement from the Director, as proposed by the Disciplinary Council, with or without the threat of exclusion.
- temporary exclusion from the school by the Director, as proposed by the Disciplinary Council
- complete exclusion from the school by the director, as proposed by the Disciplinary Council

2. A hearing before the Disciplinary Council will be in accordance with article 44 point 4 of the General Regulations of the European Schools, with the following provisions:

a) The Disciplinary Council meets to examine serious cases that could result in a student's temporary or permanent exclusion.

b) In such cases, the parents will have the opportunity to address the hearing before any decision is taken. The parents and/or the pupil may be assisted by a representative of the Parents' Association or by a teacher. At the request of the parents and/or the pupil, a representative of the Pupils' Committee may attend the hearing as an observer. In this case it is for the student or parents to invite this person and to inform the Director.

c) Once the parents have been heard according to the provisions of part b) above, the disciplinary council will decide on the case in question.

Only members of the Disciplinary Council may be present during this deliberation.

d) The Director must inform the parents by letter of decisions taken.

e) There is no appeal against decisions relating to temporary exclusion. The parents may make an appeal before the Board of Inspectors against decisions concerning permanent exclusion.