2026-2027 School year



SECONDARY SCHOOL REGULATIONS

Secondary school
AVENUE OSCAR JESPERS 75
1200 BRUSSELS

www.eeb2.eu

SCHOOL REGULATIONS EEB2
Secondary cycle

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FOREWORD

The school regulations of EEB2 are based on the General Rules of the European schools.

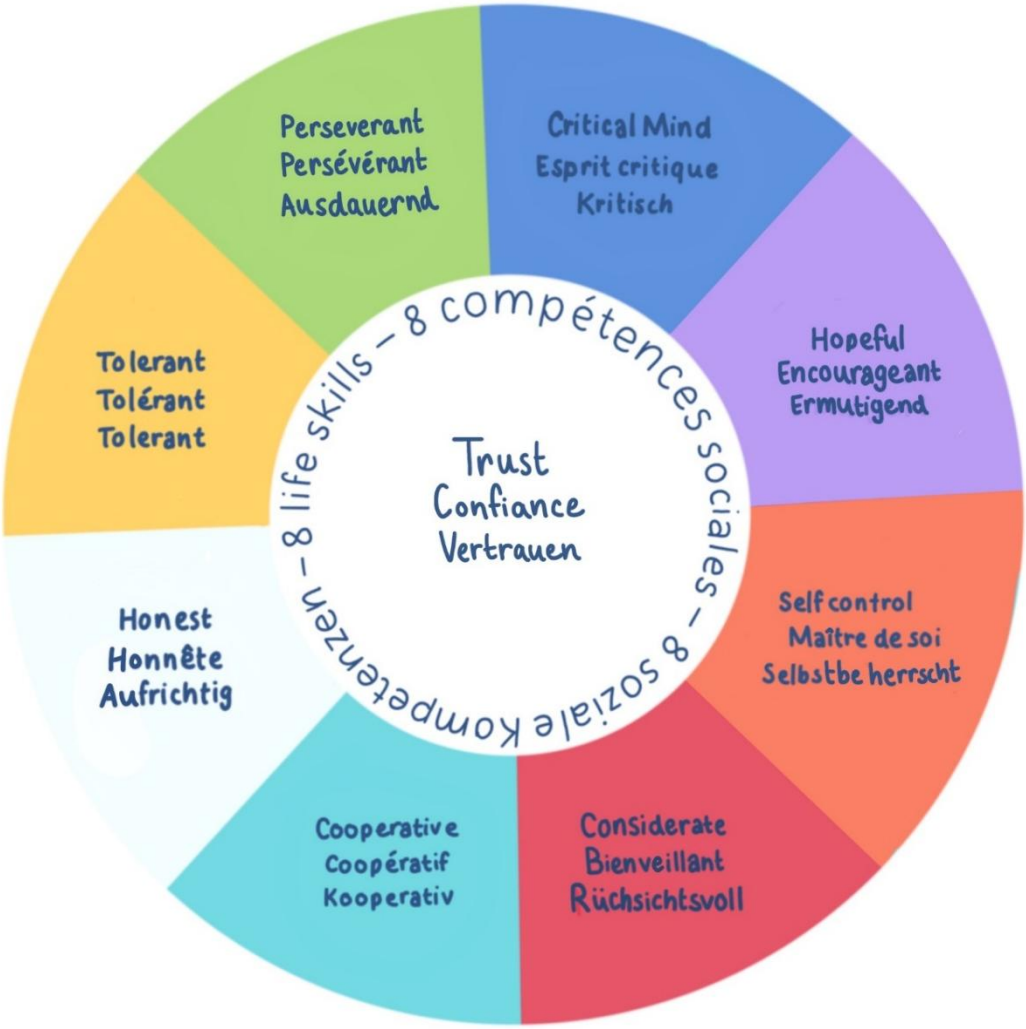
As educators we aspire to empower our students not just with the academic Baccalaureate results that will enable them to progress to the '*next stage of education'* but with the foundational life-skills that our students will employ throughout their lives. In the words of Marcel Decombis we want to equip our students with the qualifications and skills they need to be *'ready to complete and consolidate the work of their fathers before them, to bring into being a united and thriving Europe.'*

To this end a multi-disciplinary and multi-linguistic team from EEB2 was established to discuss the values we hope to instill in our pupils in order to provide them with the most successful lives - academically, domestically, socially, politically and professionally. This team identified 8 symbiotic skills that form the basis of the comprehensive education we hope to provide at EEB2. These skills are rooted in the European Schools principles.

8 Life Skills @ EEB2

1. Consideration – In line with the principles of the European schools that ask us to foster '*co-operation, communication and concern for others'* in our students. We aim to put consideration at the heart of our teaching and to encourage our students to work together productively and respectfully toward a better outcome for all.
2. Honesty – As guardians of the future, we hope to enable our students to be truthful and upright citizens in a modern and democratic Europe and to refrain from deceptive self-interest but to act always with integrity and toward the common good.
3. Self-control – We want to enable our students to develop self-control so that they are not controlled by their emotions but are able to maintain perspective on their life, work and relationships. We want them to develop emotional intelligence and thus empower them to always work towards the best democratic outcomes.
4. Tolerance – In line with the '*tolerance'* encouraged by the Principles for European schools, we are mandated to ensure our students are '*untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures.'* As part of a European school education we hope our students will learn *'as they mature that they belong together.'*
5. Perseverance – We need to equip our students with the tenacity necessary to strive toward their goals and not give up as they '*become in mind Europeans, schooled and ready to complete and consolidate the work of their fathers before them, to bring into being a united and thriving Europe.'*
6. Co-operation – Principles of the European school state we must '*foster tolerance,* ***co-operation, communication and concern for others*** *throughout the school community and beyond'*. To this end, we must teach our students to contribute to a common effort toward a shared goal.
7. Critical Mind – To empower our students to become the guardians of Europe and *'to prepare them for the next stage of education'* we must help them to develop critical thinking skills so that they are cognitively reflective and capable of employing a range of reasoning skills suitable for the tasks they are faced with.

8. Hope – Hope is not simply wish fulfilment but it is the substance that fuels a plan. It is our responsibility as educators to help our students to develop strategies to achieve their dreams and to realise what is possible and probable.



Class Time Moments

Class Time Moments are compulsory and aim to maintain positive class dynamics and to keep the finger on the pulse.

1. GENERAL ORGANIZATION OF SCHOOL LIFE

1.1. Start of the school day

Pupils have access to the buildings starting at 07.30. They must enter through the main entrance (avenue Oscar Jespers). Only two-wheel, non motorised vehicles are permitted within the perimeter of the school and only in the designated parking areas. Only when pupils arrive by school bus, they may use the bus entrance (rue Kleinenberg). They must proceed to their study room, their préau or playground. Motorised vehicles (motorcycles, electric scooters, cars, etc.) are not permitted on school grounds. These vehicles must be parked in an appropriate location outside the school premises.
Students must be in possession of their valid student card and key fob when entering and leaving the school premises in order to present it to the guards.

Pupils must bring all the necessary school material and their school planner.

1.2. Timetable

PERIODS	HOURS	
1	08.30-09.15	
2	09.20-10.05	
3	10.10-10.55	
	10.55-11.10	Recreation
4	11.15-12.00	
5	12.05-12.50	Lunch + recreation S1-S2-S4
6	12.55-13.40	Lunch + recreation S3-S5-S6-S7
7	13.45-14.30	
8	14.35-15.20	
9	15.25-16.10	

! Pupils must consult their timetables in SMS, Extranet, screens and in their email regularly since lessons and rooms can change, especially in the first weeks of the school year.

1.3. SMS / Extranet

SMS - https://sms.eursc.eu/login

MySchool SMS is an online management software system used by our school community to **record and consult attendance, homework, notes, …**

Extranet - https://extranet.eeb2.eu/Parents - https://extranet.eeb2.eu/Students/login.php

On Extranet Parents, parents must notify pedagogical staff about their child's absence, late arrival, early leave (the same day at the latest), study choices and other pedagogical purposes. They can also

check their child's disciplinary reports or mobile device use reports. On Extranet Students, students can check their timetable, absent teachers and change their password.

You will find more information regarding these two platforms on our website (www.eeb2.eu – Secondary – Practical Information – SMS-Extranet)

1.4. Late arrivals

1.4.1. General

Pupils must arrive on time for lessons. It shows respect for classmates and teachers.

Latecomers (except those who take the school bus) need to go to the Malala reception immediately (with an explanation/justification) and join their lessons as soon as possible. The educational adviser present there will record the late arrival in SMS.

Parents/legal representatives are expected to inform the school as soon as possible via Extranet Parents to give the reason for the lateness.

An educational adviser or the Deputy Director may overrule an excuse if it is not documented or it occurs too frequently.

Sanctions will be imposed if pupils arrive frequently late without a valid excuse. The sanctions differ according to the year group and a follow-up will start after 5 late arrivals.

1.4.2. Late arrivals at B-Tests & exams

Late arrivals of more than 45' on the day of a B-Test or exam are considered as absences and require a medical certificate.

1.5. Free periods

1.5.1. Scheduled free periods

During their free period(s), pupils have access to the following places according to specified conditions:

- Study rooms close to the educational adviser's offices
- Library
- Préau and playground assigned for the level
- Sports pitch
- Music room: P5 & P6
- Chapiteau

Pupils in S5 are allowed to leave the school when they have two free periods in a row whereas pupils in S6-S7 are allowed to leave the school when they have one free period (see exit authorization for these levels).

Note:

- When the school has organized special compulsory activities (e.g. orientation, CTM, workshops, debates, excursions), pupils must participate in them regardless of their possible free periods.
- From S3, when students have more than 3 official consecutive free periods in their timetable, with written official request and agreement of the parents or school, a student can receive a special authorisation to leave school premises.

1.5.2. Unforeseen free periods

Pupils of S1 to S3 must go to Chill & Study room 302 (P1-P7 / Wednesday: P1-P3) on an unexpected free period during the school day, that is when a teacher is absent and there is no replacement. Being absent from study room without justification will be considered as unjustified absence.

Pupils of S4-S7 can use their study room or préau during unforeseen free periods.
See our website – Secondary – Practical information – Study room
or point 4.3.4 for the practical information concerning the study room.

1.6. Lunch

Pupils can eat their lunch at the canteen (when registered for a warm meal & in possession of a valid student card), the chapiteau or at the cafeteria, in their préau or on the playground. Food deliveries to school are not allowed.

1.7. Permission to leave

If a pupil needs to leave school before the end of the lessons, parents must register the early leave on Extranet Parents. The reason for the early departure (e.g. medical appointment) must be communicated in advance and certified with a visit attest afterwards.

If a pupil should feel ill during the day, he must go to the infirmary to be cared for as well as possible. If necessary, the nurses will contact the parents and decide jointly to give permission to send the child home.

A child who feels ill can never return home or not attend classes without the permission of the nurses. It is the nurses, not the parents, who make the final decision based on their examination of the child. If parents overrule this decision and insist on their child leaving the school, the absence will be considered as unjustified.

S5-S6-S7 students who left school with a green card during a free period or lunch, feel ill must have their absence registered on Extranet Parents by their parents.

1.8. End of the school day

To ensure pupils' safety within the school premises, please take note of the following arrangements:

- **Pupils (S1-S7)** without any after-school activities have the responsibility to leave the school premises immediately.
- **Pupils (S1-S7)** waiting for the beginning of an **extra-curricular activity (organized by the APEEE)** must go to the cafeteria in the sports hall where they will be supervised. They cannot stay in the préau after P9.
- **Pupils (S1-S7)** who are waiting for the beginning of a **school activity (organized by the EEB2)** such as choir, orchestra, mini-enterprise, etc. stay in their respective préau in P9. After this they must go to their activity.
- In exceptional circumstances, and if the parents have first contacted the educational adviser, a student may wait for his or her siblings in his préau.
- **On Wednesdays,** pupils (S3-S7) staying for an extra-curricular activity organized by the APEEE must go to the cafeteria in the sports hall. S1-S2 students registered for the APEEE supervision or an APEEE extra-curricular activity should go to the canteen. They cannot stay in the préau.

1.9. Student cards

1.9.1 Overview

The student card of the current school year is an identification tool which must be carried at all times in order for the student to be able to identify themselves at the request of the staff. At the beginning of the school year, parents or legal representatives sign up for a student card for their child. Parents declare to release the Management of the European School of Brussels II from responsibility if the child leaves school against the conditions granted by his/her exit card.

	The pupil may leave the school premises:	**S1-S3**	**S4**	**S5**	**S6-S7**
RED	At the end of the pupil's official schedule	v	v	v	v
YELLOW	If the teacher is absent and unreplaced in P8-P9 (Wed. P4-P5)	v	v	v	v
	In case of 3 consecutive free periods (absent and unreplaced teacher or free periods) during the pupil's office timetable		v	v	v
GREEN	See yellow card +			v	v
	During lunch hour			v	v
	In case of 2 consecutive free periods			v	v
	From one free period in the timetable				v

When S3 students with a yellow card have more than 3 consecutive official free periods in their timetable, they may receive special permission to leave the school premises with a formal written request and the agreement of the parents or the school.

Pupils (S1-S7) without any after-school activities have the responsibility
to leave the school premises immediately. Those students with extra-curricular activities should go to the foreseen supervised area.

When the school organises special compulsory activities (orientation, CTM, workshops, debates, excursions, Life Skills sessions), students must participate even if they have one or more free periods.

! Pupils who have lost their student card or key fob must **immediately** order and buy a new one from the person in charge (maria.zampetti@eursc.eu) at the printing office between 10am and 3pm.

1.9.2. Yellow & Red student card permissions in S1-S2-S3

If a teacher is absent during the last two periods (P8-P9), the following rules apply:

- Students with a yellow card may leave from 14:30 at the earliest, provided they return home using their own transport.
- Students with a red card must remain at school until the end of the official timetable.
- Students who take the school bus must remain on the school premises, even if the last lesson is cancelled.
- If the teacher is absent and not replaced in period 8 and 9 and a student with a yellow card has a after-school activity, there are 2 options:
    1. They remain at school (supervision by surveillants) and go after P9 to their APEEE activity or supervision.
    2. They go home and return the moment the activity starts.

1.10. School planner / Agenda

Each pupil (S1-S7) must use the official school planner. This essential working tool must be carefully kept up-to-date. It serves to note homework, tests and to plan school work. The use of the standardized school planner (created based on student feedback) is part of our pedagogical project. In case of loss, a new planner must be bought immediately from the educational adviser.

Teachers are not the secretaries of students and SMS does not replace the planner. Students must therefore also register what is needed in their own school planner, in line with the homework policy.

The school planner is also a source of information for helplines, practical information, etc.

1.11. Lockers

Pupils have a key fob to open their personal locker. Instructions for the payment are communicated to the parents by the school via Extranet Parents.

A change of locker can be granted in exceptional cases only.

The locker opens with a key fob. In case of loss, the pupil must immediately report it to the educational adviser. Students are advised to attach their key fob to a personalised key ring for easy retrieval/identification. They cannot share their locker with someone else.

For reasons of health and security the school reserves the right to open lockers at any given moment in the presence of the pupil concerned.

Pupils are not allowed to decorate their lockers.

The school cannot be held responsible for possible thefts in the lockers.

All damages caused to the pupil's locker will be paid by their parents.

1.12. Lost items

Pupils are responsible for all objects of value (student card, clothes, jewelry, wallets, calculators, bank cards, mobile phones, bicycles, etc.) they bring to school. Parents are asked to mark their children's clothes, books and other school material to avoid a long search.
Any objects left on the ground, on top of the lockers or on the shelves, will be collected and deposited in the EURÊKA room at the end of the school week.

Objects lost on the school buses must be retrieved from the Transport Office (APEEE). Unclaimed objects will be sent to a charitable organization.

1.13. Visits of parents and external people to the school

Access to the school buildings is restricted (see Meeting & visit organisation protocol on the school website).

- Parents who have a meeting with a teacher or other member of staff must present appropriate identification to the security guards.
- Visitors should present appropriate identification to the guards at the entrance. They will then receive a visitor's badge that must be worn visibly during the time of their visit.
- In line with the Meeting & Visit Organisation Protocol, former students cannot visit nor join school classes.

2. ATTENDANCE

2.1. Attendance at classes

A. Acceptance of a place at the school shall imply the right and the obligation to attend all courses listed in the curriculum and to do such work as is set. Pupils are also required to take part in the Class Time moments, orientation sessions, excursions, school trips and in any organised activity declared compulsory by the Management. As mentioned in the General Rules of the European Schools, Article 26, paragraph a., regular and consecutive attendance of classes 6 and 7 of the secondary cycle is a *sine qua non* for admission to the European Baccalaureate session.

B. "Attending all courses of instruction" shall mean regular and punctual attendance at the classes indicated in a calendar and timetable produced and given to pupils at the beginning of the year.

C. A pupil's attendance at classes is necessary to ensure his development and to enable the teacher to make a full and accurate assessment.

D. A pupil's attendance at a course shall be considered regular if the number of periods of presence is at least 90% of the number of periods of the course in question.

E. Programmed support lessons are mandatory. The SEN coordinators will be informed after 3 unjustified absences and lessons will be cancelled.

F. On Wednesdays, lessons generally finish at 12.50 for S1 to S5. It is possible that mandatory lessons and support lessons are set for Wednesday afternoon.

G. In case of a breach: we will apply the measures foreseen in our Sanction scale (see Annex 1).

2.2. Dispensations

2.2.1 Pupils with special educational needs

In cases of severe disablement (and for pupils in the Bac cycle only) and on the recommendation of the ES Advisory Group, the Board of Inspectors may grant permission for a pupil not to follow certain courses or parts of a course syllabus. Nevertheless, the Regulations for the European Baccalaureate shall continue to be applicable.

2.2.2. Physical Education

A. Inability to participate

- In the event of a **short-term dispensation** (maximum one week), an email must be written within 48 hours by the parents to the educational adviser and in copy to the physical education teacher.
- If the absence is **longer than a week**, a medical certificate is necessary and must be presented personally to his physical education teacher. This certificate can stay in force for up to 6 months only and may be extended by further certificates.
- The physical education teacher will decide how the excused student will spend their time during the lesson (passive or alternative participation in the PE class, etc.) The PE teacher will decide of an alternative only in case of prolonged absence to PE classes. If the regular assessment is not possible due to a prolonged exemption due to a medical certificate or for justified highly talented pupils in sports, pupils who are exempted from participation in PE activities can be assessed on alternative forms of assessment decided by the teacher (e.g.: written assignments, acting as a referee, active presence during the class, etc.).
- In S6-S7, **for A & B marks**, in the event of a full-semester medical exemption, an oral examination will be arranged to determine the marks.
- Medical certificates must be presented at the beginning of the period concerned and cannot in any way be retroactive information.
- **For absence from B-Tests** in physical education, see chapter 3.6.1. Absences from B-Tests.

B. Special medical conditions

Parents are requested to indicate at the beginning or in the course of the school year any illness, physical problem, weakness or treatment concerning their children which might render certain activities inadvisable, or even impossible. Parents must inform the physical education teacher, the class teacher, the educational adviser and the school nurse as soon as possible (WOL-INFIRMERIE@eursc.eu).

3. ABSENCES

3.1. Procedure in case of illness during a school day

If a pupil should feel ill during the day, he must go to the infirmary to be cared for as well as possible. If necessary, the nurses will contact the parents and decide jointly to give permission to send the child home.

A child who feels ill can never return home or not attend classes without the permission of the infirmary. It is the nurses, not the parents, who make the final decision based on their examination of the child. If parents overrule this decision, the absence will be considered as unjustified.

3.2. Recording of absences, early leave and late arrivals

In case of absence, late arrival or early leave of their child, parents fill in the Absence form on Extranet Parents.
The educational adviser registers the absence in SMS, under the relevant category.
The absences are recorded in SMS and are to be consulted by parents regularly. If parents wish they can check the overview of the attendance of the past two weeks in SMS. In case of a possible error, please address the teacher and educational adviser concerned.

For appointments, supporting documents of the visit must be provided (medical certificate, administrative visit proof, etc.).

3.3. Absence for health reasons

In the event of a pupil's being unable to attend school because of illness, the parents must inform immediately the school by filling in the Absence form Extranet Parents (see 3.2 Recording of Absences & 3.6 Absence from B-Tests & examinations).

A. Before he can be allowed to return to school after an absence of more than two consecutive days (weekends/holidays do not interrupt the consecutiveness), a pupil will be required to produce a medical certificate indicating the reason for his absence. For longer absences, the medical certificate must be given to the school as soon as possible. Without production of a medical certificate, the absence shall be regarded as unauthorised. Parents have 2 days to upload the certificate on Extranet Parents. A maximum of two consecutive school days can be justified by parents.

B. The Director may, if he considers it necessary, have the pupil examined by the school doctor.

C. Where a pupil contracts an infectious disease, the parents must notify the Director in writing and adhere strictly to the ruling of the Administrative Board, drawn up in agreement with the school medical service, on the containment of infectious diseases, in particular as regards quarantine for him and other pupils living under the same roof. The pupil shall be readmitted to the school only on production of a medical certificate from a doctor recognized by the local health authorities or from the school doctor.

D. All pupils shall be examined periodically by the school medical service. The costs of check-ups and of preventive measures shall be borne by the school.

E. Pupils under medical certificate cannot be present on school premises and cannot sit tests and/or exams.

3.4. Absence on personal grounds

These are NOT to be registered on Extranet Parents. Please send an email according to the following rules:

A. Only the Management may give a pupil permission to be absent from school. A request must be introduced by email to the Management (WOL-SECONDAIRE@eursc.eu and the educational adviser of the level) at least one week in advance. Failure to do so may result in the request being rejected.

B. Except in cases of *force majeure,* the parents (or the pupil himself if he is over 18) must apply for such permission at least one week in advance.

C. Applications shall be made by e-mail (WOL-SECONDAIRE@eursc.eu and the educational adviser of the level), indicating the period of absence and giving reasons.

D. Permission may be granted for a maximum of two days plus reasonable travelling time.

E. Permission may in no case be granted for the week preceding or the week following school holiday periods or public holidays, except in the case of the death of a member of the family. Disciplinary sanctions might be taken for an unjustified absence (See Annex 1 – Sanction scale). The school regrets the consequences for the child, based on parental decisions in terms of unjustified absences.

F. In the case of the death of a close relative a longer absence may be permitted.

3.5. Absence from A-Tests, assessments & assignments

If there is no justification within 48 hours, the teacher gives the student 0 out of 10 for the test/homework. If there is a justification, the test will be rescheduled.
! A student with a medical certificate cannot be present on school premises and cannot sit A-Tests.
A retroactive certificate is not valid.

3.6. Absence from B-Tests and examinations

Parents must inform the school immediately of the absence via Extranet Parents.

All absences in S4 to S7 the school day before, or on the day of a B-Test or exam (a late arrival of more than 45' on the day of the B-Test or exam is considered as an absence), must be immediately justified with a medical certificate (via Extranet Parents). In case no certificate is produced the absence will be considered and dealt with as unjustified.
A student with a medical certificate cannot be present on school premises and cannot sit B-Tests.
Retroactive certificates are not valid.

A student who is ill cannot sit a B-Test. With a medical certificate, the B-Test will be rescheduled.

3.6.1. Absence from B-Tests

- Where a pupil is absent for a valid reason from one or more B-Tests, he must catch up the tests on dates decided by the teachers concerned. He must therefore be ready to sit the test(s) as soon as he comes back to school. If the test(s) does not take place on his/her return, it is the student's duty to ask the teacher concerned for the new date of the B-Test(s).
- During the school day, if a student gets ill, he must go to the infirmary. If the student cannot sit the B-Test or exam, a medical certificate must be given to justify the absence. If the student chooses to sit the B-Test or exam, a retroactive medical certificate is not valid.

- Where a pupil is absent without medical certificate from the B-Test, he will have a score of 0.

- ! A student with a medical certificate cannot be present on school premises and cannot sit B-Tests.

- A retroactive medical certificate is not acceptable. Furthermore, a medical certificate covering only part of the day is not acceptable: either the student is fit to attend school and is therefore present at the start of the day, or the student is ill and stays at home.

3.6.2. Absence from examinations in S5 to S7

A. Where a pupil is absent from a written examination in years 5 to 7, the parents shall inform the Director and the educational adviser of the reasons of his absence, immediately. Only a medical certificate will be accepted. Without production of a medical certificate the absence shall be regarded as without grounds and automatically trigger a score of zero (see also the General Rules of the European schools, article 30). If the student chooses to sit the B-Test or exam, a retroactive medical certificate is not valid.

B. Concerning year 7, where a pupil is absent for a valid reason from one or more parts of examinations organized by the school at the end of the first semester, he must sit examinations conducted under the same conditions as the initial examinations, on dates decided by the Director.

C. Where a pupil is absent without grounds from one or more parts of examinations in year 7, he will not be allowed to take the Baccalaureate examinations.

D. All specific details for Baccalaureate exams can be found in the European Baccalaureate Handbook.

E. A retroactive medical certificate is not acceptable. Furthermore, a medical certificate covering only part of the day is not acceptable: either the student is fit to attend school and is therefore present at the start of the day, or the student is ill and stays at home.

3.7. Consequences of absences

3.7.1. In general

A. Where towards the end of the school year, the number of absences seems likely to exceed the threshold of 10% of the periods actually organized for a given course, the Director will warn the parent/guardian or the pupil himself if he is over 18 of the risk of non-promotion or of being unable to take the Baccalaureate examinations.

B. Unjustified absences will be clearly identified and severely dealt with (See Annex 1 – Sanction scale).

C. Should repeated unjustified absences of one or more periods continue to occur after the Director's warning, the Discipline Council may decide on the pupil's exclusion.

D. In the event of unjustified absence for more than fifteen consecutive days, the pupil shall be deemed to have left the school.

E. The School regrets the consequences for the child, based on parental decisions in terms of unjustified absences.

3.7.2. Long-term absences for a valid reason

A. If a pupil in years 1 to 6 has a long period of absence for a valid reason, with the result that A marks for classwork in the first semester cannot be awarded, the A marks for classwork in the second semester may be doubled for calculation of the final mark.

B. If this absence means that a pupil cannot be awarded A marks for either the first or the second semester, his promotion will not be possible.

C. If a long period of absence for a valid reason makes it impossible for a Bac candidate to be awarded A marks for the first semester, the A marks for the classwork for the second semester will be doubled and vice-versa.

D. 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 to take the Baccalaureate examinations in that year.

F. 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 registration for the Baccalaureate, determination of the A mark being jeopardized.

G. For the S7 regulations, refer to the European Baccalaureate Handbook.

4. GENERAL DISCIPLINE

To ensure well-being and safety, disciplinary measures are sometimes necessary. We thank parents in advance for their support in our pedagogical approach.

4.1. Behaviour

Every pupil must behave respectfully and in line with European values towards all other members of the school community. Correct behaviour is equally necessary outside the school and especially in the local neighbourhood. Pupils should avoid any impropriety and respect the property and the peace and quiet of residents. 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 behavior (physical of verbal), and a striving to achieve solutions to problems through dialogue. Bullying of any kind is unacceptable in our school and every case will be treated according to school's antibullying policy.

Our pedagogical project, policies, program and school rules can be consulted on our website.

4.2. Guidelines for behaviour in common areas

In an overcrowded school such as ours, we expect respectful and responsible behaviour from all students and a mature approach from older ones. No violence, no aggressivity, no pushing, etc. will be tolerated.

4.2.1. Rooms & equipment

Everyone must show respect for the rooms, the furniture and all school equipment. Pupils, and consequently their parents or guardians, are responsible in the case of any damage to these items and any acts of vandalism. The damage must be paid and/or repaired in each case - this to be decided upon by the school. A community service at school can be planned.

4.2.2. School entrance and exit

At the school's entrance and on the pavement outside the school, pupils should behave correctly by moderating their language and the way they act. Shouting, noisy gatherings, pushing, pulling and jostling are out of place. For reasons of security and in order to keep the exit moving, pupils should avoid creating crowds or waiting for each other at the end of lessons. Pupils who don't use the school buses must leave the school gates immediately.

It is forbidden to smoke, vape, use snus and drink alcohol or energy drinks within school premises and its vicinity.
By entering the school, school policies are in place and to be respected.

4.2.3. Passageways

During lesson time, pupils may not circulate in the corridors (unless they have permission to leave the classroom), gather in the toilet areas and cabins. Corridors are out of bounds until 5 minutes before the start of the lessons in the morning and in the afternoon, and 5 minutes before the start of lessons. Corridors and staircases are passageways, where pupils should behave sensibly. Shouting, pushing, running and playing, leaving bags in the way and sitting on the floor is not allowed. Pupils cannot stay in the corridors and on the staircases during breaks. For security reasons and to ensure a faster flow, everyone must keep to the right in corridors and staircases. Pupils must have a written permission from the educational adviser if they need to use the lift.

4.2.4. Recreation areas

Pupils must be respectful and follow instructions of the persons in charge of surveillance in the recreation areas. In the préau pupils' personal belongings must be put in designated areas and not on the passageways. On the school yard violent and dangerous games with physical contact are forbidden. Only plastic footballs and basketballs are permitted. Skateboards, scooters, and roller skates/blades cannot be brought to school. Areas where plants and shrubs are growing must be kept clear. Pupils are authorised to play football on the sports field when it's available. Sports shoes are mandatory, playing barefoot or only wearing socks is strictly prohibited.

Secondary students are not allowed in the Primary pupils' playgrounds, in the garage and are not allowed to stay or play in the car park.

Bags and jackets must be stored in the foreseen areas in the préau (and therefore cannot be left on tables, blocking exit doors, etc.).

4.2.5. Canteen, cafeteria and chapiteau

Pupils who are enrolled for the hot meal service go to the canteen on time and take their student card. Pupils are expected to act politely and respectfully towards the persons in charge of the canteen. Responsible attitude in the canteen means that pupils don't waste any food, keep the place as clean as possible and put the chairs in place when they leave. Pupils who eat in the school canteen are requested to eat the complete meal, dessert included, within the confines of the canteen.

Pupils who bring their own packed lunch can eat it outside, in their préau, in the cafeteria or in the chapiteau. After having lunch, they have to tidy up their place and put the rubbish in the bin.

4.2.6. Toilet cabins

To prevent issues, students cannot gather in a toilet cabin and must leave their bags outside of it.

4.2.7. School buses

Pupils must arrive in time for the school bus and remain seated during the transportation. Eating, drinking and smoking are forbidden in the school buses. Pupils must not disturb or distract the bus driver. There should be no pushing or shoving while getting on and off the buses.
More detailed guidelines can be consulted on the APEEE website.

4.3. Guidelines for behaviour in specific areas

The following areas have their own rules and guidelines to ensure their effective and safe use.

4.3.1. Sport buildings / Physical education (P.E.)

From S1 to S7, physical education classes take place in the school sports hall, but also outdoors on the football pitches and athletics track.

From September to the end of June, pupils follow a physical education program established in the European Schools' curriculum.

Pupils should provide appropriate clothing for both indoor and outdoor activities (see Compulsory physical education equipment below).

For reasons of hygiene and security, the following rules apply for all physical education lessons:

- **Access to gym halls and changing rooms**
  No access to these buildings is allowed unless directly authorised and/or accompanied by a teacher.
- **Compulsory physical education equipment**
  T-shirt with EEB2 logo, shorts or dark sports trousers, clearly marked with owners' name. Proper sports shoes for outside (clean for inside). Canvas shoes or "All-stars" are not allowed. For outside lessons, a sweatshirt and/or a windbreaker are recommended. All pupils must change completely for their sports lesson. Long hair must be tied up.
- **Valuables**
  Pupils are not allowed to bring valuables to the changing rooms and to sports lessons. Physical education teachers accept no responsibility for loss or theft of articles in the sports complex. Students must leave their valuables in their locker. In any case, and for safety reasons, all jewelry and watches must be removed prior to physical education lessons.
  Mobile devices are not allowed, except if the teacher authorises it for a lesson like long distance running.
- **Punctuality**
  Students, who are late and therefore unable to participate in physical education, must go to the sports hall or to the outside facilities to find their physical education teacher.
  After the P.E. lesson the pupils have to re-join quickly their new classroom, without lingering in the corridors.

- Discipline
  Exceptionally a student who is dismissed from the sports lesson must go to the study room with a classmate.
  At the end of the period the student must go back to the physical education teacher with a paper signed from the educational adviser.
- Reminder
  Chewing gum is forbidden during sports lessons.
- Policies
  Students must wear their PE outfit. The Clothing policy , Mobile devices policy and Flag policy also apply during P.E. classes. + enlever Excused pupils in french

4.3.2. Laboratories

Procedures to follow when working in a laboratory classroom:

Body and clothing

- Use of lab coat is **mandatory**. The lab coat must always be buttoned up.
- Avoid sandals and open-toe shoes.
- Long hair must be tied back.
- Wash your hands before leaving the classroom and **always** if you spill chemicals on them.

If you spill corrosive chemical on your hand keep the hand under a running, cool water for 20 minutes. Immediately inform the teacher.

Eyes

- Safety goggles must be worn, if the instructions so indicates and **always** when open flame is used.
- Safety goggles are worn over spectacles and the use of contact lenses in the lab is not recommended.

If you get corrosive chemical in your eye rinse the eye under a running, cool water fo 20 minutes. Immediately inform the teacher.

Respiratory passage

- Handle all chemicals which may produce harmful gases only in the fume cupboard.
- Use pipette Peleus ball with pipettes. Never suck chemicals with your mouth.

If harmful fumes are released into the classroom, leave the room, and close the doors. Immediately inform the teacher.

Enviromental protection

- Never pour chemicals in sinks or dustbins. Excess chemicals are to be collected to specific, properly marked containers following teacher´s instructions.

General instructions

- All moving around in the lab is kept to minimum. **Rushing and running is forbidden!**
- You may never taste, eat nor drink anything in the lab. Sniffing of chemicals is only allowed after teacher´s instructions.
- All the lab work is conducted standing and following strictly instructions.
- All passageways out of the room and to the safety equipment must always be kept free.
- Flammable materials must be kept well away from an open flame.
- Mark chemical containers properly.
- Close all the chemical bottles and containers.
- Pour liquids using the opposite side from the label.
- Extra chemicals must be discarded properly, and they are never to be poured back into the original containers.
- Point test tubes away from people when it is heated, or chemicals are added.
- Use stoppers, never your thumb or fingers when shaking a test tube.
- Clean immediately all dirty and wet surfaces.
- After the experiment:
    1. Turn off the electrical instruments.
    2. Clean your desk and return all the chemicals and glassware to their proper place.
    3. Dirty glassware must be collected into washbasins on the trolleys.
    4. Waste chemicals must be discarded properly.

Teacher of S1 Integrated Sciences will distribute these rules, which must be glued to the students' laboratory notebook after it has been signed by the student and the guardian.

4.3.3. Library and multimedia room 442

The Secondary library (Media and Learning Centre Van Der Zee) is open from 8:25 until 16:10, and from 8:25 to 14:30 on Wednesday.

The entire collection is listed online.

Pupils can freely borrow up to 3 fiction books and 5 non-fiction books at the same time for a 2-week period. If the period ends during a school holiday, the books will be brought back on the first day of school after this holiday.

If the pupil still has books outstanding from the primary school: the pupil will not be able to borrow books until the books have been returned.

It is possible to extend the loans for an additional period of 2 weeks by asking to the librarian. A fine of 0.05€ per day and per book shall be claimed in case of delay. By convenience: the total amount will be rounded up by €0.05 if necessary (rx: €0.15 due = €0.10 to pay). The loans or delays must be paid before borrowing another book.

A pupil who has lost or severely damaged a book, must replace it as soon as possible with an equivalent edition. At the end of the school year, all books will be returned before the end of classes (S1-S4) or before the beginning of the exams (S5-S7).

Disciplinary measures (for example: copy library regulations during a free period, blocking the student card) can be taken if despite several reminders to the pupils with a message to parents, books are not returned. This in collaboration with the educational adviser(s) of the year level.

In the library:

- You enter and exit quietly.
- You whisper to talk to your neighbours in order to not disturb other pupils.
- Bags and coats must be left in the lockers outside the library.
- Eating and drinking (soda cans, cups of coffee or tea) are not allowed, only water in a resealable bottle is permitted.
- The computers in ICT room 442 are available for students to use for school-related work and information research when no lessons are scheduled. No games or social networks are permitted.
- Students participating in the BYOD project may bring their own laptops (NO mobile phones, iPads, etc.) to the library for academic purposes.

4.3.4. Study rooms

A. Mandatory study room S1-S3

Study rooms that pupils can use during their free periods are available next to each préau. S1-S2-S3 students have access to two study rooms: one next to the educational adviser's office and the Chill & Study room 302.

The large Chill & Study Room 302 is reserved to pupils from S1 to S3. It is open from P1 to P7 on long school days and from P1 to P3 on Wednesdays (except breaks). A coordinator or their replacement will always be present. If the room is unexpectedly closed, students should wait at least 10 minutes in the hall before notifying their educational adviser.

S1 to S3 pupils are obliged to go to the Chill & Study Room 302 during every unforeseen free period (From P1 until P3 Wednesdays and P1 until P7 the other school days), this when a teacher is absent and not replaced. Attendance is taken by the coordinator or a person in charge. Any absence will be considered as an absence from class and will therefore be treated as an unjustified absence.

Students of S1 to S3, unable to participate in PE lessons may be sent by the PE teacher or the advisor to Chill & Study Room 302.

In the study and relaxation room, students are expected to organise their work independently (homework, course-related tasks, reading books, etc.). Laptops are available for school work (no video games or social media). Students should give priority to homework and exam preparation, especially if homework has been given by an absent teacher. All other activities must be carried out

in silence when studying. Mobile phones are prohibited and students may borrow computers in exchange for their student card, which will allow them to obtain the key to the cupboard where the computers are kept. Computers must be returned with the key. Computers may not leave Chill & Study Room 302, except at the request of an educational adviser. Games and social media are not permitted.

Students can relax and enjoy a comfortable and relaxing atmosphere in this room, provided they behave appropriately and respectfully in accordance with the school's rules and policy. Music (unless students need to study) can be played, a corner with a sofa and footstool is available, and art materials, board games and comic books are also available to students. Events are organised on a regular basis (charity events, educational workshops, chess, etc.). Finally, the Window Shop is occasionally organised for and by students, usually during the short breaks and lunchtimes.

Students must stay in Chill & Study Room 302 for the entire period unless authorised to leave by the coordinator under the following conditions:

- No homework was assigned by the absent teacher.
- They were scheduled for a PE class.
- The Chill & Study Room 302 is overcrowded.
- They have already attended the Chill & Study Room 302 for a prior period.

Once authorised to leave, students may go to the préaux, the school Library and its multimedia space or available playgrounds and sports fields. Students should leave quietly to avoid disturbing other classes. Failure to do so may result in being called back to stay in Chill & Study Room 302 for the entire period.

If a teacher is absent and not replaced in the first period(s):

The S1 to S3 students who are arriving before the start of the first lesson (for example by school bus) must, in case of an absent teacher, attend the study room 302 (also during the first period). Students who come to school by their own means of transportation can arrive later.

B. Other study rooms

There are other study rooms in the vicinity of each préau. Pupils can go to these rooms on their scheduled free periods or when the Chill & Study room 302 is closed or occupied. In the study rooms of S1-S5 the use of mobile phones or other electronic devices is forbidden. Pupils in S5-S7 can use their BYOD device (laptops, etc.) for schoolwork in their respective préau and study room. It is not allowed to eat in the study rooms.

4.4. Clothing

Clothing choices should respect the school's intent to sustain a community of diverse identities. All pupils and staff are expected to dress appropriately for school or any school-related event. The

primary responsibility for a student's attire lies primarily with the student and their parent(s) and/or guardian(s).

The school is responsible for determining an inclusive, tolerant and supportive environment for any vulnerable individuals or communities within the school. Differences based on ethnicity, sex, gender identity, gender expression, sexual orientation, religion, cultural observance, household income, and/or body type and size, are to be respected and celebrated. The introduction of clothing standards should contribute to an environment of acceptance and protect vulnerable individuals or communities.

Staff and students will be respected and valued despite their attire, with constructive action required for violations [...]. Any restrictions to attire must support the overall educational goals of the school and must be explained within the principles of consideration and respect, as presented in this document. See Clothing policy.

4.5. Cleanliness

All members of the school community are responsible for the general cleanliness of the school.

Eating, drinking and chewing gum is forbidden in class, in the study rooms and in the library, unless eating or drinking is allowed or instructed by the teacher. Under certain circumstances (such as during written exams, on a hot day), pupils can drink water. After consuming food and drinks, pupils must recycle, leave their place clean and put all litter in the correct waste bin. Toilets must be left clean after use.

The Management, the teachers and the educational advisers may require individuals or groups to clean any area that has been made unusually or unnecessarily dirty. At least once a year all pupils will be given a task of cleaning up certain school areas and their own locker.

4.6. Electronic devices

In school it is forbidden to use and carry mobile phones, headphones, smart watches, MP3/MP4 players, iPods, laptops or any other electronic devices, except when used for pedagogical purposes starting in S4 and supervised by the teacher. All devices must be switched off before entering the classroom.

Use of mobile phones or any connected devices (smart watches, etc.) is regulated by the Mobile devices policy.

Taking pictures or filming in the school building or in the school yard is strictly prohibited (as is the sharing of pictures and films), if not part of a pedagogical project done under the supervision of a teacher (see GDPR).

In case of non-respect, see Annex 1 – Sanction scale.

Parents should not call their children during school hours. In case of need or emergency, please contact the educational adviser.

Please consult the regulations for BYOD via the following link.

4.7. Substances

Bringing, possession, detention (notably for another), (mis)use, abuse, dealing, sharing and/or being under the influence of vaping, alcohol, tobacco, nicotine, snus, CBD, energy drinks, misused medicines and all illegal substances is forbidden on school premises and in the immediate vicinity of the school.

If this general rule is violated or if there is a suspected violation of this general rule all members of the school community are obliged to intervene (see Substance abuse policy).

The school promotes a healthy lifestyle: enough (quality) sleep, no energy drinks, a healthy diet, etc.

4.8. Weapons and other dangerous objects

It is strictly forbidden to bring/use objects to/in school that could be considered as weapons or other items that could threaten health and safety. In the case of non-complying with this rule, a disciplinary procedure will start immediately.
Toy weapons are also not allowed at school.
Classroom material (notably cutters, liquids, scalpels, etc.) is the property of the school. It can only be used under supervision of the staff and must remain in the classroom.

4.9. Pedagogical and disciplinary measures

4.9.1. General

Given that the principal aim of the school is education, disciplinary action is only considered when other 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. Absence at a disciplinary sanction requires a medical certificate.

In cases of disrespectful behavior, as well as repetitive failure on the part of individual pupils or whole classes or groups, it is important to seek to identify the root causes and, if necessary, with the help of external specialised services.

Depending on how serious the offence may be, and having considered the general situation, one or several of the following sanctions may be imposed on a pupil by the school (teaching staff, educational advisers, Management):

- A verbal warning
- A note in the pupil's planner and/or an email to parents
- Registration of a disciplinary report or mobile phone issue via Extranet
- Extra work (school or “community” work)
- Being excluded from the lesson and sent to the educational advisers’ office
- Taking a free period away
- Blocking of the green card
- Detention / Official detention (Absence from an official detention must be justified by a medical certificate. A pupil refusing a detention risks an additional sanction – See Annex 1: Sanction scale).
  - For pupils from S1 to S5 on Wednesday afternoon from 13:15 to 15:00 or two free periods.
  - For pupils of S6 and S7 on a date and time set by the responsible educational adviser.
  - The parents will be informed in advance by email and requested to confirm the reception of the message.
- Following three disciplinary measures (detention, exclusion, etc.) in the same academic year, the parents will be invited to meet the Assistant Deputy Director, the educational adviser and the class teacher of their child. After five detentions or other official disciplinary measures, the pupil will attend a Discipline Council.
- Action Plan or individualised roadmap
- Official warning letter
- Sanction including the intervention of external agencies (police, social services)
- In a particularly serious case, the Director can exclude the student from 1 to 3 days (internal or external exclusion).
- Absence at a detention, internal exclusion, Discipline Council, etc. requires a medical certificate.

In addition, if the offence is particularly serious, the pupil will pass directly to the stage of a Discipline Council.

A hearing before the Discipline Council will be in accordance with article 44 of the General Regulations of the European Schools, with the following provisions:

a) The Discipline Council meets to examine serious cases that could result in a pupil'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.

c) Once the parents have been heard according to the provisions of part b) above, the Discipline Council will decide on the case before them. Only members of the Discipline Council may be present during this decision-making.

d) The Director must inform the parents by letter of decisions leading to an exclusion of the pupil. These decisions, if required, will be justified.

e) An appeal against exclusions and expulsions by the Director on a proposal from the Discipline Council may be lodged with the Secretary-General, in accordance with the procedures laid down in Chapter 44, paragraph 9 of the General Rules of the European Schools. The time limit, during which an administrative appeal to the Secretary-General may be lodged by the pupil or the pupil's legal representatives in conformity with Article 44.10 of the General Rules of the European Schools (https://www.eursc.eu/BasicTexts/2014-03-D-14-en-17.pdf), which is two weeks, shall start to run from the date of this notification. The appeal shall be sent to the Secretary-General by registered letter, the postmark being taken as proof or by email, and a copy sent to the Director of the school in question, who shall be responsible for forwarding all documents relevant to the handling of the case to the Secretary-General.

4.9.2. Action Plan

An Action Plan may be issued by the Class Council, Management, or the Disciplinary Council following repeated academical issues or disciplinary measures during the same school year. This guidance measure is implemented in accordance with our schools pedagogical project, the school's 8 Life Skills: perseverance, honesty, hope, cooperation, self-control, consideration, critical mindset, and trust (details, see page 4).
The purpose of the Action Plan is to support and motivate the student in demonstrating the expected positive attitude, respecting all members of the school community, and always complying with the academic mindset, school rules and policies.
The Action Plan may be the starting point, after request of the Class council or disciplinary council, as a preventive measure to help the student focus on expected behaviour, academic engagement, punctuality, attendance, and respectful conduct.

The Action Plan includes personalized (academic) objectives and behavioural expectations tailored to the student's needs. The plan is discussed with the student, the educational adviser, and the class teacher to ensure that the student clearly understands the expectations and objectives set out.
Following this meeting, the Action Plan is communicated to the student's teachers and parents/guardians to ensure transparency and consistency in supporting the student. The primary aim of this communication is to create a positive and supportive framework that helps the student avoid potential difficulties and encourages constructive progress in both behaviour and academic engagement.
Follow-up meetings may be organised by the educational adviser and/or the class teacher to review the student's progress, provide guidance, and offer additional support where necessary.

The non-respect of the personalised action points, school regulations, or commitments outlined in the Action Plan may result in immediate disciplinary measures, in accordance with the School's disciplinary sanction scale.

We trust in the student's willingness to cooperate with teachers, educational advisers, and all school staff to develop the recommended mindset for behavioural improvement, personal growth, and academic progress.

4.9.3. Intensive support A pupils

All children should follow the school rules set out.
For children with special needs, sanctions (remedial or deprivation) are sometimes necessary, as they are for other children. All behaviours that compromise respect (for the adult, for other pupils) and safety (for the pupil him/herself, or for others) are usually subject to sanctions. Behaviour that is directly related to a disorder is not usually sanctioned.
Sanctions can help children to change their behaviour and learn new skills. The school recognises that children with special needs may sometimes need additional explanation to understand certain rules, the purpose of the sanction, and why their behaviour is unacceptable. The cognitive development of the pupil will be taken into account at all times to inform decisions about sanctions. In specific cases, behaviour plans may be put in place in consultation with parents and some staff.

See Annex 1: Sanction scale

5. PUPILS' RIGHTS

5.1. Pupils' rights

Each pupil has the following specific rights:

A. To be informed of his results and any important facts related to them.
B. To contact the educational adviser and then the Assistant Deputy Director if they consider that their rights have not been respected.
C. To be given the possibility to ask for a hearing when any sanctions are applied.
D. In situations felt to be urgent, the school, as an institution with a responsibility towards its students, reserves the right to send a student to the school psychologist even without informing the parents beforehand.
E. To be given encouragement at all times.
F. To have recognition of the positive aspects of their work or for the positive contribution they make to the school.
G. To have the best possible chance of advancement during their school career.
H. To be treated with respect.
I. To elect class representatives, CDE representatives, to join working groups and to be represented at the different levels at school.
J. To participate in workshops, clubs, activities, etc. organized by the school.

5.2. The Pupils' Committee

The Pupils' Committee (PC/CDE) is the official representative organization for the pupils. The pupils elect the PC every school year. It is preferable that the PC is composed of representatives from each language section. It defends the interests of all the pupils (the statute may be consulted at the office of the Assistant Deputy Director). Each class elects a representative and a deputy and their role is to represent their class with regard to the school administration and to participate in the election of the PC, according to the rules of the European Schools. In the beginning of the school year, all pupils can vote for the president of the PC in assemblies organized by the school.
The Pupils' Committee has its own website.

6. SCHOOL POLICIES AND DATA PROTECTION

6.1. Insurance policy

A. Every pupil enrolled in our school is covered, under the terms of the school's insurance policy, in the event of physical injury to the pupil and in cases of "civil responsibility" (damage unintentionally caused through the pupil's actions to the person or property of a third party). This cover applies to any incident occurring in the course of official school activities, wherever and whenever these may be taking place, and also during travel in either direction between home and school, even unsupervised. Third party automobile cover in respect of journeys to or from school is not included under the terms of the school's policy. Such cover is provided by the driver's own automobile insurance.
B. Pupils who go out of school in the course of the school day are not covered by the school's insurance policy.
C. Pupils leaving the school during lunchtime for a destination other than the home are not covered by the school's insurance policy.
D. Pupils who go out of school at the end of the day's lessons, subsequently returning in order to catch the school bus, are not covered by the school's insurance policy during the period spent off the premises.
E. Pupils with a medical certificate are not covered by the school's insurance policy. They must stay home.

In case A, the parents can contact WOL-INFIRMERIE@eursc.eu for more information about the procedure. In cases B, C and D, the responsibility rests entirely with the parents or with the pupil if he or she has attained the age of majority. The exit card issued by the school does not in any way free the parents (or the pupil who has attained majority) of that responsibility.

In case of theft or damage to a pupil's property (smartphone, etc.), parents can contact WOL-DEPUTY-DIRECTOR-FINANCE-AND-ADMINISTRATION@eursc.eu.

6.2. Policies, charters and regulations

Learn to learn

Secondary school regulations
Mobile devices policy
NETiquette for remote learning and live meetings
Homework policy
Educational support policy
Clothing policy

Learn to live

Class Time & 8 Life Skills Program
Good behaviour policy
FLAG policy (policy against sexually transgressive behaviour)
Anti-bullying policy
Mental health policy
Guidelines for coping with self-harm
Guidelines for suicide prevention
Substance abuse policy
LGBTQIA + charter
Child protection policy
Meeting & visit organisation protocol
Policy for communication between teachers and students and parents
Complaints policy

Learn to choose

Options and choices in S4-S5
Options and choices in S6-S7
Baccalaureate choices
Career guidance

Annex 1: Sanction scale*

	Examples of behaviour	Possible sanctions
Level 1	-Late arrival without justification -Running where not allowed -Ignoring préau & staircase access rules -Shouting -Bad language -No school material, no investment in schoolwork -Poor effort in class -Inappropriate behaviour -Skipping lessons or mandatory study room period by mistake -Energy drinks -Possession of matches, lighter, etc. -Gathering in toilet stalls	-Conversation with student -Oral reprimand -Parents informed via Extranet Parents/by phone, remark in school agenda or by e-mail (in cc: EA, teacher) -Pupils fills in reflection sheet in EA's office with related restorative talk -Community service
Level 2	-Repetitive behaviour of Level 1: -Littering -Wasting food -Disruption -Disturbing behaviour in class -Provocation -Cheating -Minor damage to school property (writing on desk, etc.) -Late arrivals without justification -Absence the day before a B-Test without medical certificate -Consequences of transgressive behaviour: Yellow Flag**	-Cancel a free period -Community service at school -Parental contact -Reflective task -Extra work from teacher -Teacher informs EA and can send student to the office during the lesson (if possible) with concrete task -One period of detention before or after official student's timetable -Consequence in marks -Sanction can be accompanied by psychological help
Level 3	-Repetitive behaviour of Level 2: -Plagiarism -Fraud (accounts, student card, key fob, etc.) -Changing marks -Coming late without justification after XX times (starting point/amount to be decided by EA office: consistent approach) -Attempt to exit school -Skipping a lesson or unjustified absence -(Verbal, physical) aggressivity -Refusal of identification with student card/Disrespectful behaviour towards any member of school community -Unjustified absence for a disciplinary measure	-Official school detention on Wednesday afternoon or two periods in timetable if lessons at that time -Student card blocked for one week or more -Additional detention (for unjustified absence at detention)

	-Consequences of transgressive behaviour: Yellow Flag**	
Level 4	-Repetitive behaviour of above Levels: -Leaving the school through an unofficial exist -Skipping lessons or a whole school day -Consequences of transgressive behaviour: Red Flag** -Unauthorised school exit	-Official school detention on Wednesday afternoon or two periods in timetable if lessons at that time -To be included in a working group at school -Meeting with ADSS -Management in cc in communications to parents -Internal or external exclusion (part of the day) -Guidance of psychological or medical services -Exclusion from school excursion or activity
Level 5	-Repetitive behaviour of above Levels -Vandalism -Creating a dangerous situation -Refusing an official detention or disciplinary measure -Unauthorised sales at school for personal benefits -Misuse of school property -Theft -Diffamation -Major breaches of the School regulations or Code of Conduct -Serious aggressivity/threat -Possession, detention (notably for another), use of conscience-altering substances (smoking, nicotine pouches, snus, smelling salts, vaping, alcohol, etc.) before coming to and at school & school outings -Hate speech -Bullying -Consequences of transgressive behaviour: Red Flag**	To be decided in collaboration with Management: -Management official warning letter -Payment/compensation by parents for damage caused by their child -Internal lessons/school days exclusion -To be included in a working group at school -Issue of a red card -Convocation by Management -Exclusion for full day/activity -(Internal/external) exclusion -Guidance from school -Guidance of psychological or medical services
Level 6	-Repetitive behaviour of Level 4/5 -Violence -Repetitive/extreme bullying -Any matter where pupil safety is threatened	To be decided in collaboration with Management: -Convening of a Discipline Council

	-Sexual harassment on school premises / outings -Sexting on school premises / outings -Dangerous products and objects -Possession, detention (notably for another), use or selling of drugs (CBD, soft & hard drugs) on school outings -Any matter where the Discipline Council may have to be involved -Consequences of transgressive behaviour: Black Flag** -Identity theft / Forbidden visiting or hacking of an account of any school member / Using another person's account	-Other strategies or sanctions including the involvement of external agencies (social services, police, etc.) -Class intervention -Exclusion: one or more days -Being sent back home at the parents' expenses (school trips)

In case of non-respect of the Mobile devices policy, the following measures will be taken:

Personal device issues	Consequences *Staff member confiscates student card and asks student to identify*
Use of phone where not allowed	1x= Message to parents to inform + request to keep phone at home/Pupil copies mobile device policy 2x= Message to parents to inform + request to keep phone at home/Pupil must come earlier to school or stay longer at school 3 & 4 & 5x= Message to parents to inform + request to keep phone at home + pupil receives official school detention (or blocking of the student card)
Repetitive use of phone (6 or more) where not allowed	Depending on amount of breaches: Internal or external exclusion (half of full day)
S6-S7 students (6 or more)	Mobile device policy S1-S5 applied (no use of phone at school anymore)
Repetitive use of phone (10 times or more) where not allowed	Disciplinary council
Refusing to give student ID/name Refusing to put the device away when asked	Detention / Blocked student card
Taking pictures/selfies on school premises Recording/Filming on school premises *with* the consent of the people involved	1x= Message to parents to inform + request to keep phone at home/Pupil copies mobile devices policy 2x= Message to parents to inform + request to keep phone at home/Pupil must come earlier to school or stay longer at school 3 & 4x= Message to parents to inform + request to keep phone at home + pupil receives official school detention

Recording/Filming on school premises *without* the consent of the people involved – Hate speech/Cyberbullying	Depending on the situation: • External exclusion • Official warning letter • Discipline Council
-Identity theft / Forbidden visiting or hacking of an account of any school member / Using another person's account	Depending on the situation: • External exclusion • Official warning letter • Discipline Council
Misuse of school property using pictures/recording material on social media	Internal exclusion
Cyberbullying on social media (no school-related platforms)	Victim's parents are advised to file a complaint at police station + guidance track at school.

*This Scale of sanctions is a basis. The school reserves the right to take disciplinary measures according to the specific situation encountered and/or for pupils with special needs.
** See FLAG policy/Clothing policy for details.

Annex 2: School plan



Legend of the school map

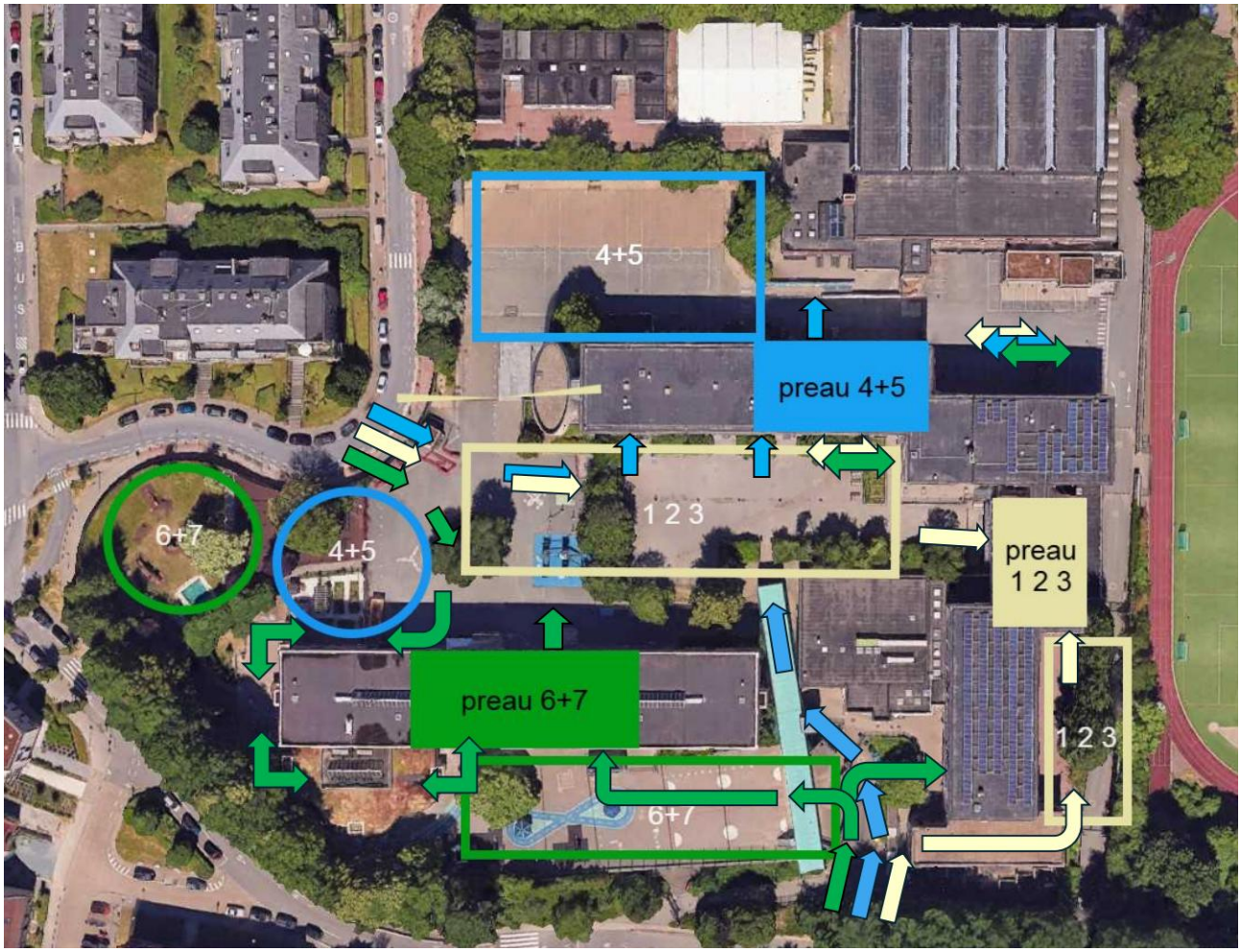
1. Reception, late arrivals and copy room
2. Malala building – Classrooms +
    a. S4+S5 préau (ground floor) – Admin offices (1st floor)
    b. Préau S1-S2-S3 préau
    c. Ground floor : student canteen

3. Mutimedia Centre / Library (1st floor)
4. Infirmary
5. Staff canteen
6. S1-S2-S3 playground
7. Aristotle building – Classrooms +
    a. S6-S7 préau (-1)
    b. S6-S7 playground

8. Salle polyvalente
9. S4-S5 playground
10. Prefabs
11. Chapiteau – Eating & relax zone
12. Sports hall
13. APEEE offices
14. Sports bubble
15. Sports field

Annex 3 : Préau plan

Stairs giving access to the préau cannot be used by other pupils than the ones using this préau to access them.



➔ S1-S2-S3: white area & signs
➔ S4-S5: blue area & signs
➔ S6-S7: green area & signs

- Staircase MALALA open for students
- Register your late arrival at reception of Malala building
- You only enter and use the playground and préau of your level
- Respect the staircase priority to/from first floor to préau (signs/plan)
- Entrance S6/S7 via the school bus gate in the morning