

INTERNAL REGULATIONS FOR THE SECONDARY SCHOOL

A. General principles

Each member of our school community is expected to perform the tasks assigned to him conscientiously and with full dedication. Moreover, he is supposed to enrich school life both by his own personal efforts and by his contributions as team member.

The contact between all the nationalities represented at our school and their respective cultural traditions must be considered as an enriching experience and a contribution to a real integration.

The pupils have a right to express their opinions freely provided that in doing so they observe the utmost respect for the traditions and the religious, political and philosophical convictions of all members of the school community. Any form of propaganda for whatever ideology will be judged incompatible with the principles of the education the school provides.

Each pupil has the duty to refrain from anything that might disrupt the proper functioning of the school.

Pupils are forbidden to bring into the school any alcoholic beverages, publications of doubtful morality, weapons or any objects that might endanger people's safety or damage school property. Valuables should only be brought to school if indispensable. In this case they should never be left unattended. Use a locker or entrust them to the Pedagogical Advisers' safekeeping.

Pupils are also forbidden to put up notices or to organise sales without the Management's prior permission.

Given their parents' consent, sixth and seventh formers are allowed to smoke in a place reserved for that purpose, namely the separate area next to the "Kot" (Domus) on the side of the staff's car park. Pupils are required to follow carefully the instructions which will be given to them at the beginning of the school year.

Possessing, using, or selling drugs at school causes, in principle, the immediate temporary exclusion of the pupil concerned on grounds of Health and Safety as a precaution. This decision can be taken by the Management who may also summon the Discipline Committee in order to sanction the incident.

All pupils must comply immediately with the instructions given to them by members of the school staff. In the interest of a well ordered school life, pupils must be respectful and follow the instructions given to them inside and outside the classrooms.

B. Organisation

The following regulations are important in order to guarantee the proper functioning of the school. This does not mean, however, that “everything that is not in the regulations is allowed”. In case of doubt the Management will decide.

1.- The arrival at the school

When pupils arrive at the school, they must go to the school yard immediately. Under no circumstances should they remain in the car park or near the bicycle shelters.

Parking spaces, roads and walks

All members of the school community – teachers, pupils, parents – as well as visitors to the school, are legally obliged to drive slowly and with due care in the school grounds. In addition, the designated roads must be used. In no circumstances are drivers, cyclists or motorcyclists allowed to drive through the courtyard or make use of pathways reserved for pedestrians. The designated zebra crossings should be used by pedestrians as much as possible.

Vehicles may be parked only in the designed areas. Mopeds and bicycles may be left in the cycle stores next to the staff’s car park if they are secured with a solid lock. Pupils’ cars must always be parked in the main public car park.

As soon as it is observed that a vehicle is causing annoyance (noise, smoke, illegal parking ...) or posing a threat to others’ safety (speeding, driving carelessly, ...), the Management can decide to ban it from the school grounds temporarily or permanently.

Until the first bell pupils can stay in the courtyard or in the entrance hall, but they are not allowed to proceed to the classrooms. Pupils may stay in the courtyard or in the forecourt shelter until the first bell sounds.

Attendance and absenteeism

When the first bell rings, pupils should proceed immediately to their classrooms where the teachers will be waiting for them. The lessons start when the second bell rings. At the beginning of the first period the names of absentees are taken down as well as the number of pupils having lunch in the canteen. Afterwards the names of absentees are taken down at the beginning of each lesson.

A pupil who is late may not be admitted in the classroom by the teacher. Then, this pupil must report to the Pedagogical Adviser. When a pupil is often late, this can lead to disciplinary measures.

If a pupil cannot attend the lessons at school, he or she 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. (See also: Regulations concerning regular school attendance)

Absences of teachers are being announced on the electronic boards of the secondary school. The names of replacement teachers are being mentioned as well. Pupils must attend all the replacement lessons.

2.- Leaving the school grounds

Pupils must not leave the school grounds before the end of all the lessons. Therefore, they must remain on the premises during the breaks and the study periods. This measure is necessary due to:

- a) The school's supervisory duties required by law;
- b) The prohibition issued by VITO not to be in the woods round the school; these woods are private property belonging to the nuclear centre;
- c) The stipulations of the school's insurance policy.

However, the following **exceptions** can be made.

During the **first, fifth, sixth (lunch break), seventh and ninth period** pupils may **stay at home or go home** if they meet the following conditions:

They must live in the immediate surroundings of the school.

There must be parental supervision at home.

At the beginning of the school year (before the 15th September) the school must receive a written confirmation from the parents that their son or daughter will stay at home for one or more study periods.

Each time a pupil goes home, he must go home directly and not hang about in or near the school.

These pupils should show their school ID cards spontaneously to the security guard at the school gate.

Other special cases are decided by the Deputy-Head.

3.- Accessing the school grounds

Admittance to the school grounds is denied to all those who do not belong to the school community and cannot show a temporary permit granted by the Management.

Visitors who intend to come to the school for a long period of time or visit the school frequently will have to request a special permission from the Administrator, who will determine the administrative implications.

4.- Study periods

The pupils must spend their study periods in the study or in the library.

Exceptions:

- a) During the 5th and 6th period they can go to the sports grounds or to the canteen. During the 7th period they can go to the canteen too, but only if their timetable leaves this possibility open.
- b) See the exceptions under **2.**;

- c) In special cases they can go to the sports grounds (e.g. sport study hours during the 9th period) under the supervision of a Pedagogical Adviser;
- d) 6th and 7th formers have the privilege to spend their study periods in their own room, the “Kot” (Domus). This privilege can be withdrawn in case of abuse.

Moreover, special regulations apply to the “Kot”, which the pupils must agree to by a signed agreement at the beginning of each school year. Sixth and seventh formers who want to stay in the study rooms or in the library, must observe the rules applied there. They can only come in at the beginning of a period and must stay till the end of it.

5.- Breaks

During the breaks pupils are under the supervision of the Pedagogical Advisers and teachers in the courtyard, in the canteen, in the gyms and in the sports grounds:

The pupils **are not allowed** to be:

- On the grounds of the Primary and the Nursery School.
- In the corridors of the secondary school building.
- In the car parks and the cycle stores.
- Behind the tennis courts which are located at the far end of the sport fields.
- In the neighbourhood of the caretaker’s house.
- In the vicinity of the pond.

6.- Conduct on the school grounds

- Refuse matter, paper, etc. must be placed into the dustbins that are meant for it.
- The pupils cannot take open cans into the school building.
- Trees, shrubs and other plants must not be damaged.
- Ball games can only be played on the sports grounds.
- The use of mobile phones is forbidden during school time. All mobile phones must be disconnected during the lessons. Taking pictures and filming in the lessons is strictly forbidden.
- Personal stereos, CD-players, MP3-players, i-pods, laptop computers, PDAs and other electronic devices can only be used in the classroom with the authorisation of the teacher.

The courtyard

Dangerous toys, roller skates, frisbees, etc. are forbidden. Skateboards are allowed in the playground behind the girls’ gym, but only for those pupils who have given the Pedagogical Advisers a letter in which their parents state their permission in writing and assume full responsibility.

The sports grounds

The main sports field and the hard-surfaced playing areas can be used for all sport activities in the 5th period, during the long lunch break at noon, during sport study periods and of course during the sport lessons.

Pupils, including those of the 6th and 7th classes, are denied access to these sports grounds during any other lessons or study periods. Only the stretch of grass between the athletics track and the hard-surfaced field as well as the area behind the staff's car park and the administration building may be used for sitting on the grass.

The canteen

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.

Tickets can be bought during the short morning break. The restaurant area of the canteen is no public meeting place. Admittance is reserved exclusively for those having a meal there.

Meals are bought for personal consumption; so they cannot be shared with one or more other people.

The school canteen is a self-service restaurant. Everybody has to queue orderly for his meal. After lunch, the trays must be brought to the conveyor-belt and the dishes must be emptied in the recycling bins.

The stage can be used with the Management's permission.

7.- The school insurance

All members of the school community are insured by the school insurance during their journey to and from the school via the shortest way and during the lessons or hours of attendance.

C. Disciplinary measures

1.- Each teacher is personally responsible for the order and discipline in his/her classroom. When a pupil behaves incorrectly, the teacher can take adequate measures, possibly in consultation with the Pedagogical Advisers and/or the Deputy-Head. All forms of corporal punishment or (threatening with) are strictly forbidden. Bad marks cannot be given as a disciplinary measure.

2.- A teacher can send out a pupil whose behaviour affects seriously the normal development of a lesson.

3.- In the event of disciplinary conflicts, the following procedure is generally recommended:

a) In the first place, the teacher and the pupil try to work out together a solution for the conflict;

b) if this fails, either the teacher or the pupil contacts the class teacher, who will try to mediate. A counselling teacher may also intervene if necessary. In serious cases the Director will be informed of all the facts; he will give his opinion or make a decision. The teacher as well as the pupil can ask for such an intervention. In special cases the Director can also be involved right from the start;

c) A teacher or a class teacher can request that a pupil should be kept in for a detention period of one or two lunch breaks or on a Wednesday afternoon. Wednesday afternoon detention must always be approved by the Management, who sees to it that the pupil and his or her parents are informed of this. In any case, the teacher will provide suitable tasks for the pupil's detention period.

4.- In all matters of discipline the final decision rests with the Director. He can summon the Discipline Committee but only when a temporary or permanent expulsion is being considered.

5.- Constitution of the **Discipline Committee**

In the Secondary School, a Discipline Committee will be formed. The Discipline Committee shall be composed of the Director assisted by his/her Deputy (without voting rights), and members of the seconded staff, with one teacher from each language section in the school, with a minimum of five teachers from different nationalities. Attendance at Discipline Committee hearings shall be compulsory, unless the Director waives this obligation for duly substantiated reasons. (Article 44 of the General Rules of the E.S.)

Before a decision is taken the head of the family or the pupil's guardian has a right of audience. The head of the family or the guardian and/or the pupil can ask for the assistance of a representative of the Parents' Association or a teacher. By request of the head of the family or the guardian and/or the pupil a representative of the Pupils' Council may attend the discussions as an observer. (Article 44, 4.2., d. of the General Rules of the E.S.)

The Discipline Committee can impose the following sanctions:

- Warning or reprimand issued by the Director on a recommendation from the Discipline Committee, with or without threat of exclusion.
- Temporary exclusion from the School decided by the Director on a recommendation from the Discipline Committee.
- Expulsion from the School decided by the Director on a recommendation from the Discipline Committee. (Article 43 of the General Rules of the E.S.)

All serious sanctions (detention, warning or reprimand, temporary exclusion or expulsion) are registered in the pupil's file. (Article 43. of the General Rules of the E.S.)

The Director gives notice to the parents or the guardian of the decision made by the Discipline Committee. An appeal may be lodged with the Secretary-General against disciplinary action in the form of either temporary exclusion of more than 15 days or expulsion. The appeal must be sent to the Secretary-General within seven calendar days of notification. On the basis of a file transmitted by the school, the Secretary-General shall give a ruling within two weeks of receipt of the appeal. (Article 44, 4.5. of the General Rules of the E.S.)