



European School Bergen

2016.09.11.CPP House Rules Secondary



House Rules Secondary Cycle

**Approved by the Secondary Education Council - 26.09.2015
Amended 23.09.2016**

**RIGHTS AND RESPONSIBILITIES OF MEMBERS
OF OUR SCHOOL COMMUNITY**

Rights	Responsibilities
<p>All members of the school community have the right to:</p> <ul style="list-style-type: none"> • a safe, positive and pleasant environment • open communication • an active role in the school community • feel comfortable/welcome at school 	<p>All members of the school community have the responsibility to:</p> <ul style="list-style-type: none"> • conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others • respect ideas and beliefs of others • maintain self-discipline
<p>Students have the right to:</p> <ul style="list-style-type: none"> • a safe, positive and pleasant environment • develop own ideas freely • a learning environment which encourages the development of self-confidence and self-esteem • open communication • input to school decision-making • be assisted with social communication skills • positive feedback and constructive criticism • negotiate aspects of their curriculum • learning which is a preparation for the future 	<p>Students have the responsibility to:</p> <ul style="list-style-type: none"> • contribute to a positive, safe and pleasant environment • comply with school procedures and policies • come prepared to learn • seek help • respect ideas and beliefs of others • apply feedback for improved learning • maintain self-discipline • help build self-esteem and self-confidence of others • respect the property of others'
<p>Teachers have the right to:</p> <ul style="list-style-type: none"> • a safe, positive and pleasant environment • establish expectations for behaviour and performance in their classroom in keeping with the school's values • be treated with dignity • teach • open communication • have input into school decision-making 	<p>Teachers have the responsibility to:</p> <ul style="list-style-type: none"> • develop a safe environment • guide students towards self-discipline • respect individuality of students • help build self-confidence and self-esteem of others • listen to students • be positive role models • discipline respectfully • be open to learning and change • provide interesting, well prepared lessons • communicate openly with parents
<p>Parents/carers have the right to:</p> <ul style="list-style-type: none"> • expect the school to support students • input into school decision-making • an active role in the school community • feel comfortable/welcome at school • open communication 	<p>Parents/carers have the responsibility to:</p> <ul style="list-style-type: none"> • always keep the school informed of their child's absences • show an active interest in their child's schooling • cooperate with the school to achieve the best outcomes for students • support school staff in maintaining a safe and respectful environment for all students • initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour (account for their child's absences) • contribute positively to behaviour support plans that concern their child

WHAT TO DO WHEN YOU:

Have a problem or/and you want to contact the school

- Contact class/subject teacher
- Contact one of the Educational Advisers 072 58 90 162
- If needed they will redirect you to the deputy director; Mrs. Soomlais
- When needed, deputy director Mrs Soomlais will redirect you to the director Dr. Lewis
- To have good school organisation it is important to follow these steps

Want to check your timetable or homework

- Go to the website of the secondary school and log into SMS
www.esbergen.eu

Change name, address, phone number or family circumstances

School records must be accurate and up to date in case of emergency.

Please contact:

Email : BER-info@eursc.eu

Telephone Number : +31(0)72 5890 109

Lost property

- Retrace your steps and check where you may have been earlier
- Check the area around the lockers
- Report articles lost to concierges

Lose your school pass

- Report your loss immediately to security

Need personal help

- Our school has a designated care team headed by the Deputy Director, consisting of teachers and other professionals within the school, who are available to talk to students in complete confidence. If you are not sure, please contact the Deputy Director

GENERAL EXPECTATIONS

- Food must be eaten in the canteen or in the entrance hall. Individual teachers can make an exception about eating in class when there is no other possibility for the students.
- Only bottled water may be brought into classrooms. Teachers will advise where safety issues prevent this.
- Paper and food scraps are to be disposed of appropriately. Each person is responsible for the correct disposal of their rubbish.
- School property should be respected. Any damage to buildings and property should be reported immediately to the concierges.
- The lockers are the property of the school and are provided as a service to the students. Management reserves the right to check the lockers without advance notice

Visitors to the School

- Visitors have to make an appointment in advance with the teachers or management.
- All visitors have to report to the security office at the Main Gate, to be issued with a visitor's pass.
- Visiting students have to fill in a form at least a week in advance, normally the visits are allowed on Fridays.
- Students must not invite anyone who is not enrolled at the school onto the school grounds without permission.

GENERAL PROCEDURES

- At all times behave sensibly and show respect and courtesy to everyone in our school community. This includes not using bad language.
- Criminal behaviour is forbidden. This includes vandalism, theft, intimidation, sexual harassment, threatening behaviour, maltreatment and discrimination.
- The use or possession of alcohol, drugs, weapons and fireworks is forbidden in and around the school premises and at any school organised activity or function.
- The police will be informed if there is any suspicion of criminal activity; any illegal activity could result in prosecution.
- Students have access to the school ICT facilities for school work. Misuse or non-acceptable behaviour which includes use of social media that adversely affects anyone in the school community will not be tolerated.
- Always walk in the school –
- Mobile phones, laptops, tablets and other electronic devices are not allowed to use for students S1-S4, they should be stored in their locker.
- S5-S7 students are not allowed to use them during the lessons except at the teacher's discretion.
- Mobile phones visible or audible to the teacher at any time during the school day may be confiscated and claimed back from the Educational Advisers at the end of that day. On the second occasion, the mobile must be collected by a parent.
- It is forbidden to take photos or film anywhere within the school premises, only the management can allow exceptions.
- The security of all personal items remains the responsibility of the student.
- The Child Protection Policy outlines procedures for responding to extreme or unacceptable behaviour from students, parents, teachers and all support staff.

Movement in and around the School

- Students are to enter classrooms only with the permission of a teacher – if no teacher is present, students are to wait quietly outside the room without blocking the passageway.
- At the end of each lesson students are expected to move directly from one lesson to the next and make sure they bring all their books and things needed out of the locker.
- Courtesy should be extended to all staff, students and visitors at all times.
- You can only use the lift if you have special permission from the educational advisors.
- Respect neighbours
- Respect the waterfront / environment: do not throw anything into water.

Where to go during breaks and free periods.

- You are expected to leave the classrooms, the corridors, locker area and the gym during the breaks, except in special cases and under supervision.
- All students from S1, S2 and S3 have to go to the study hall if they don't have class in periods 1 to 5.
- During breaks the only places where you should be are outside, in the entrance hall, the library, the study hall or in the aula.

Study hall & Library

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- Feel free to enter but respect others working there. Talk quietly!
- Maintain self-control.
- NO food, drinks or mobile phones.
- If you want to work in a group you have to ask permission.
- 1 Student = 1 PC (if necessary for school work, ask permission)
- Handle everything in the library and the study hall with respect

Aula, Canteen, Music Rooms and the Stage

- We are lucky to have so many instruments. Show respect and look after them.
- Feel free to play the piano if you can, just check that you don't disturb any lessons.
- Leave the stage curtains open at all times.
- The piano should be standing more or less in the centre of the stage, so **DO NOT** move the piano to the side.
- Do not drink and eat on the stage.
- If you want to use a musical instrument or get the key of the multi-media room, see the music teacher.

Preparation for Lessons

- Be punctual. A student is responsible for being on time.
- Bring homework, books and required materials to every lesson.

No litter, no mess.

- It is the responsibility of all members of the school community to keep the school a clean and tidy place.
- We expect you to dispose all the litter into the rubbish bins, even if it is not yours.

Safety

- Bicycles, skateboards, roller-blades and scooters are to be secured in the front playground.
- Be safe – do not ride bicycles or scooters on the school premises, get off at the gates and walk in.

Travel to and from School

- Our school's reputation depends upon students' behaviour in public. A high standard of behaviour is expected whilst travelling to and from school.
- Students who catch buses are to wait in an orderly manner on the footpath.
- Everyone using the car park - be careful - REMEMBER the small people!
- Pay attention to the cars in the parking area.
- Smoking is not allowed on the school premises or to any school organised activity or function. By the Dutch law people under 18 are prohibited from buying cigarettes.
- Energy drinks are forbidden during school times and at any school organised activity or function.

DRESS STANDARD POLICY

This policy provides a framework for what is an acceptable standard of dress which promotes the good image of the school in the community.

In all circumstances the Educational Advisers and/or the management will have the final say in this matter.

It is important to note that these same standards also apply in connection with any school related activities (i.e. school trips).

1. Shirts/Tops

- a) Shirts are always long enough to keep the mid-body covered in the course of normal movement throughout the day;
- b) Shoulders are covered.
- c) Garments carrying inappropriate (e.g. obscene) images or words, or promoting alcohol, tobacco or illegal substances are not acceptable.
- d) No beachwear

2. Shorts/Skirts/Jeans

- a) Undergarments should never be overly visible. Belts should be worn to keep baggy jeans and shorts around the waist.
- b) Skirts and shorts must be long enough to maintain students' modesty.
- c) No beachwear

3. Footwear

Sensible footwear should be worn, no beachwear. Extreme high heels are not allowed for safety reasons.

4. Headgear

No hoods or hats worn indoors. Headgear only worn with permission from management.

5. Sports

During the lessons we require the students to wear an appropriate sports outfit both for indoor and outdoor activities. This means that they need two pairs of proper sports shoes (one for indoor and one for outdoor use), a pair of shorts, a pair of jogging pants, t-shirts and a long-sleeve jumper.

ATTENDANCE POLICY

Attendance at lessons is obligatory.

It is in the interest of all concerned that student absences are kept to a minimum. The European Schools apply the 10% rule. The latest information can be found on the website of the European Schools <http://www.eurisc.eu>

If a student is absent from school

Parents/ guardians have to notify the school by 9:00 am by email child.absent@esbergen.org or by calling the Educational Advisers on 072 5890160.

Requests for an authorised absence of a whole or part of a day should be submitted by parents in advance to the Educational Advisers.

For longer absences, permission must be requested from the Deputy Director one week in advance. Permission may not be granted for the week preceding or the week following school or public holidays.

Parents/guardians have to justify their child's absence to the school. Failure to do this results in an **unexcused** absence. If it is not sure how long the child will be absent, the school must be informed daily.

At the end of each term the school will draw up a list of absences for each student. Unauthorized absences will be clearly identified and sanctions will be imposed, according to the article 32 of the General Rules.

If a student is late to school

- Students are expected to arrive at school before 08:55 so that they can get to their class on time.
- If the student is late, report to the **Educational Advisers Office – Study Hall**
- Absences are registered and sanctions will be imposed in the event of repeated absences.

If the student wishes to leave school during the day

a) *the student is sick or injured*

- Visit the nurse or the First Aider; an Educational Adviser or the nearest teacher.
- School personnel will contact your parents/legal guardians or an ambulance, or both as the situation demands.
- Do not leave school without permission.

b) *the student has an external appointment (doctor/ortho/dentist/official appointments)*

- Parents or student when 18+, send an email the day before or at the earliest opportunity to child.absent@esbergen.org
- Students can give a note from the parents to the Educational Advisers before 9:00 am.
- Do not leave school without permission.

c) *free periods*

- Years 1, 2 and 3 cannot leave the school premises before the lunch break, or in the afternoon unless they no longer have any afternoon lessons.
- Years 4 and 5 can leave after 12:25 (leave your school pass with security).
- Years 6 and 7 can leave any time (leave your school pass with security).
- On short days students can leave school after their last time-tabled lesson.
- Do not leave school without permission.
- You must not leave the school premises for the five minute breaks between the lessons

⇒ **NO school pass = NO go**

DAILY ROUTINE AND LESSON TIMES

European School Bergen operates 10 x 45 minute periods each day

Period 0:	08.10 – 08.55
Period 1:	09.00 – 09.45
Period 2:	09.50 – 10.35
Period 3:	10.40 – 11.25
	small break
Period 4:	11.40 – 12.25
Period 5:	12.30 – 13.15
Period 6:	13.15 – 14.00 (LUNCH break)
Period 7:	14.00 – 14.45
Period 8:	14.50 – 15.35
Period 9:	15.40 – 16.25

European School Bergen, Secondary

Absent

Mail to child.absent@esbergen.org

Educational Advisers:

Pete Spittaels	pete.spittaels@eursc.eu	072 5890162
Carol Seymour	carol.seymour@eursc.eu	07 2 5890160

Deputy Director secondary:

Ulvi Soomlais	ulvi.soomlais@eursc.eu	072 5890175
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Director ES Bergen

Steve Lewis	steve.lewis@eursc.eu	072 5890115
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Address:

Molenweidtje 5, 1862 BC Bergen N-H

Postal address:

Postbus 99, 1860 AB Bergen N-H

School website: www.esbergen.eu