



European School Bergen

2019.09.04 House Rules, Secondary



**House Rules
Secondary Cycle**

**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, 072 58 90 160
- 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. In any case, if you have any problems or concerns, please contact the Deputy Director or any staff member you feel comfortable to talk with.

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 must make an appointment in advance with the teachers or management.
- All visitors must report to the security office at the Main Gate, to be issued with a visitor's pass.
- Visiting students must 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, tobacco, 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 – no running, pushing, etc.
- Mobile phones, laptops, tablets and other electronic devices are not allowed to use for students S1-S4; they must be stored in their locker for the entire school day.
- 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 premise; only the management can make 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 the waterfront / environment: do not throw anything into the water or leave trash in the sports field/main entrance.

Where to go during breaks and free periods.

- Students should not stay in the classrooms/gym during free periods without the teacher's permission and supervision.
- All students from S1, S2 and S3 must 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 either outside, in the entrance hall, the library, the study hall or in the aula.

Study hall & Library

- 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.
- Ask the music teacher for permission before using the piano.
- Leave the stage curtains open at all times.
- The piano should remain at 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 busses 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 at any school organised activity or function. Under 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

This policy provides a framework for what is an acceptable standard of dress which promotes a 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 should always be long enough to keep the mid-body covered during normal movement throughout the day.
- b) Shoulders should be covered.
- c) Garments with 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 PROCEDURE

Attendance at lessons is obligatory.

Please see the student absence & late procedure: <https://esbergen.eu/wp-content/uploads/2018/03/2018-03-01-Secondary-Procedure-for-Absent-and-Late-Students.pdf>

Note about 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

Educational Advisers:

Pete Spittaels	pete.spittaels@eursc.eu	072 5890162
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Deputy Director secondary:

Ulvi Soomlais	BER-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu	072 5890175
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Director ES Bergen

Steve Lewis	BER-DIRECTOR@eursc.eu	072 5890115
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School website: www.esbergen.eu