



# *Internal Regulations of the Secondary Cycle*

ES Mol – 2021/2022

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## Introduction

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

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

Everyone has a right to express their opinions freely, provided that in doing so, they observe the utmost respect for 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.

Everyone has the duty to refrain from behaviour that could disrupt the proper functioning of the school. Pupils are only allowed to put up notices or to organise sales with the Management's prior permission.

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

## 1. Arrival at School and Traffic Code

1. 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. Until the first bell rings, 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 rings. When the first bell rings, pupils should proceed immediately to their classrooms where the teachers will be waiting for them. Lessons begin when the second bell rings. The names of absentees are electronically registered on SMS at the beginning of each lesson.
2. 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 while on the school grounds. In addition, designated roads must be used. Under 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.
3. Pupils may come to school by bike, scooter, moped or car but they are not permitted to use these vehicles during the school day. Pupils can use their scooters, mopeds and cars only for their journeys from home to school and back. For the rest of the school day these vehicles must remain stationary.
4. Vehicles may be parked only in the designed areas. Mopeds and bicycles may be left in the cycle sheds next to the staff car park if they are secured with a solid lock. Pupils' cars must always be parked in the student car park.
5. As soon as a vehicle is causing annoyance (e.g. noise, smoke, illegal parking) or posing a threat to others' safety (speeding, driving carelessly, etc.), the Management can decide to ban it from the school grounds temporarily or permanently.
6. We strongly recommend that pupils riding bicycles wear helmets. This is compulsory if they are riding a scooter or moped.
7. A pupil who arrives late in class will also have their tardiness electronically registered by the teacher. They will not be excluded from class, however the teacher may decide upon this when it becomes more of a



habit than a once-off occurrence. If a pupil is regularly registered late, this can lead to disciplinary measures.

8. Absences of teachers are announced on the electronic boards of the secondary school. The names of replacement teachers are listed as well. Pupils must attend all the replacement lessons and study hours.

## 2. Accessing the school grounds

All members of the school community are insured by school insurance during their lessons or hours of attendance, as well as on the journey to and from the school on the most direct route.

Admittance to the school grounds will be denied to all those who do not belong to the school community and who have not arranged a visit. Visitors with appointments will be provided with a visitor's badge, which they must wear while on school premises.

Visitors who intend to come to the school for a prolonged period of time or visit the school frequently will have to request special permission from the Administrator, who will determine the administrative implications. They should also arrange insurance for this period with the school administration.

## 3. Student cards

Everybody on campus - staff, students and visitors - has to visibly wear an identification badge at all times.

Pupils receive one of the three types of school cards (badges) based on the agreement between their legal representatives and the school.

### **RED CARD**

Pupils are not allowed to leave the school during school hours. They are in school each day from the beginning to the end of the school day. This is a logical choice for pupils using the boarding school or the school bus.

### **YELLOW CARD**

Pupils have permission to stay at home in the morning until their first real lesson starts and return home after their last real lesson of that day. They are not allowed to leave the school grounds during lunch break or free lessons immediately before and/or after the lunch break.

### **GREEN CARD**

Pupils have permission to stay at home in the morning until their first real lesson starts and return home after their last real lesson of that day. During teaching hours immediately before and/or after the lunch break pupils may go home if they have no lessons.

This applies specifically to pupils who live in the neighbourhood (provided that parents are at home).

The management reserves the right to decide allocation of this card, based on the student's residential address and the request of the parents. If a free period falls between two lessons, the pupil is never allowed to leave the school premises.

In exceptional cases, you can contact the educational advisors to ask permission for your child to leave the school, even with a red card.



## 4. Absences and Absenteeism

The following regulations apply to our school:

1. If a pupil is absent, the parents inform the school in the morning by phone or by email:
  - a) [ped@esmol.be](mailto:ped@esmol.be)
  - b) Educational Advisors: +32 (0)14 56 31 47 or +32 (0)14 56 31 37
2. If a pupil has not been able to attend lessons for one or two days on medical grounds, he or she must present a valid letter of excuse, signed by the parents on account of illness on the day of his or her return or the parents can send an email to the Educational Advisors ([ped@esmol.be](mailto:ped@esmol.be)). For medical visits a medical certificate must be presented on return to school.
3. A pupil who has been ill for more than two days must present a medical certificate on the day of his or her return.
4. If a pupil does not comply with the regulations as specified in 2 and 3 above, the absence will be considered as unauthorised and therefore sanctions may be applied. (See 6 below.)
5. A medical certificate is always compulsory when a pupil misses a B-test (and any announced test in year 7) or an examination.
6. Truancy will be punished with a detention period at lunchtime, initially and on a Wednesday afternoon for subsequent offenses. Frequent truancy can lead to a hearing of the Discipline Committee.
7. Moreover, the Management insists that parents should not ask for exemption from lessons for their children during the week before or after the holidays. Only in fully justified cases will the school give permission to such a request, which should be sent to the Director in writing, not less than two weeks before the requested absence.
8. As stated in the general rules of the European Schools, more than 10% absence in any subject during an academic year, may have consequences for promotion and participation in examinations.
9. At the beginning of the school year, the sports teachers will inform students about the regulations for sports and swimming classes.

## 5. Free periods

Pupils must spend their free periods in the study or in the library, these can be silent study periods, open study periods (board games, comics, group study, etc.) or sports-related, based on the decision of the educational advisors.

Pupils, including those in S6 and S7, may not use the sportsgrounds during any other lessons or free periods, except under the supervision of a teacher or an Educational Advisor.

### Exceptions:

1. During the 5th and 6th period students should go to the sports grounds, the canteen or the library, and to the ICT room 213 in the 6th period only.
2. S6 and S7 students have the privilege of spending their free periods in their own room at the back of the Domus. This privilege can be withdrawn in case of abuse. They are still welcome to the library.
3. Any regulations regarding Student Card holders (see Article 3 above).



## 6. Breaks

1. During breaktime, short break, lunch break and early lunch, pupils are under the supervision of the teachers in the courtyard, in the canteen, in the gyms and in the sports grounds. During lunch breaks, they may also use the ICT rooms.

The pupils are not allowed to be:

- on the grounds of the Primary and the Nursery School,
  - in the corridors of the 2<sup>nd</sup> floor secondary school building, 1<sup>st</sup> floor only to visit the educational advisors and the library. Ground floor access is for locker use only.
  - in the car parks and the cycle sheds
  - behind the tennis courts which are located at the far end of the sport fields.
2. Pupils can only use the sports fields under supervision.
  3. Ball games are only allowed on the sport fields. No ball games, no bouncing or kicking balls in the buildings or the school courtyard is permitted.. Balls can be stored in the lockers or in the office of the Educational Advisors.
  4. Skateboards, frisbees, roller skates and other toys are only allowed in the playground behind the gym and only at times when there is supervision. The use of safety equipment is strongly recommended.
  5. Lunch break activities (period 6) will be listed on the information boards in the main hall.

## 7. Electronic Devices

All mobile phones must be on silent mode and cannot be used during the lessons, unless students receive different instructions from the teacher.

Personal stereos, (CD-players,) MP3-players, iPods, laptop computers, PDAs (portable game console) and other electronic devices can only be used in the classroom with the authorization of the teacher.

Taking photographs or making recordings of any person within the school community without their consent is strictly forbidden.

The school canteen is a device free area in the school. No electronic devices can be used inside the canteen building.

## 8. Food, drinks, smoking

1. Eating is not allowed inside the secondary school building.
2. Students that want to bring drinks to class, should have these in resealable containers. Canned drinks are not allowed in the secondary school building.
3. Packaging, wrappings, food waste and empty cans and the like must be disposed of in the correct recycling bin. Staff members will immediately reprimand the offenders. Those who litter the school grounds will be asked to clean them.
4. Hot meals and sandwiches are provided by the canteen. Please do not bring pizza or French fries to school. Ordering food from external companies is not allowed either.



5. Smoking is strictly prohibited on the school premises and in the school surroundings, except for the smokers' corner at the main gate and only at two specified times a day:
- During the morning break, between periods 3 and 4, the smokers' corner is open for pupils of 18 year and older provided that they have written permission.
  - During lunch break, 5th and 6th period unless they have a class, pupils of age with permission can also go to the smokers' corner.

The permission mentioned above must come from the parents, in writing or from the pupils themselves when they are 18 years of age or older. The person who signs the permission/request takes full responsibility for the time the student spends outside the school premises.

A green card gives pupils permission to go straight home. It DOES NOT allow them to go into the smokers' corner unless they have the permission to go there, following the rules above.

The school reiterates the health problems smoking can cause.

Energy drinks and alcoholic beverages are forbidden in the school. The possession of or use of illicit substances or any kind of drugs on the school premises will lead to severe disciplinary measures.

## 9. Coats and school bags

Blocking exits and corridors with personal belongings may cause injury or hamper evacuation of the building in emergency situations.

Therefore, we ask you to place your school bag in your locker, under the benches in the corridors or where they do not hinder people passing by. Please, also use the coat hangers provided.

## 10. Theft Prevention

### A. SECONDARY SCHOOL BUILDING

1. Use a locker in the corridors and Write your name on any valuable objects: calculators, mobile phones, etc.
2. Do not bring large sums of money to school.
3. Never leave any money or valuables in bags or unattended jackets.
4. Write your name on bags, coats and sportswear.
5. Lock up your bicycles.
6. Do not leave your bag unattended.  
If you have the suspicion that something has been stolen from you, you must inform the class teacher and/or the Educational Advisors immediately by means of a written report stating what is missing, from where, when this happened and other details. It goes without saying that pupils caught stealing will be severely punished.
7. If you lose your school badge, you must inform the educational advisors immediately as well as contact the canteen personnel in order to block your badge to prevent misuse by others.

The Management and staff will do their utmost to deal with theft and we ask pupils for their support by respecting the recommendations mentioned above.



## B. SPORTS & SWIMMING POOL

It is the sports teachers' responsibility to ensure that sports and swimming lessons are carried out in a safe environment. For this, we ask for pupils' cooperation by respecting the property of others and by observing the following rules:

1. Pupils should not wear expensive clothes or accessories (jewellery, watches, etc.) on days when they have P.E. lessons.
2. Pupils must not bring large sums of money or other valuables (mobile phones, iPods, etc.) to P.E. lessons.
3. Before the lesson starts, pupils can deposit wallets, watches, jewellery and other valuables in the Gym safes.

Immediately after the lesson, the pupils must remember to collect their valuables. They can do this only with the teacher's permission.

Neither the school nor the teacher will accept liability for damaged or lost possessions. We trust that everybody understands the importance of cooperating in the prevention of theft in our school.

## 11. Library

To ensure a quiet environment to read and study, please follow these regulations:

1. Coats and bags remain at the appropriate places near the entrance. Only bring along what you need to work inside the library.
2. Enter the room in time.
3. Do not leave the room without permission within a 45-minute period.
4. Keep quiet inside the library and do not disturb anyone.
5. Do not move tables nor chairs without permission.
6. Food, drinks and chewing gum are not allowed. Only use electronic devices for reading and studying.
7. The computers can only be used for schoolwork.
8. You can print text documents up to a maximum of 10 pages per week for school assignments.
9. Please return books and magazines to the correct place on the shelves.
10. You can find our catalogue on [readingcloud.net](http://readingcloud.net). Enter your school e-mail, date of birth and European School Mol to login.
11. You can borrow 3 books at the time for a 3-week period.

## 12. ICT Policy - Rules

ICT resources at the European School Mol are meant for educational purposes, that is, for school work. When using them users must:

### **1. Respect and protect the privacy of others**

Use only assigned accounts. Do not make your personal access details available to others. Do not view, use, copy or distribute passwords, personal information or data which you are not authorized to access.

### **2. Respect and protect the integrity, availability, and security of all electronic resources. Respect school property:**

Do not damage hardware, software or data. Do not install or remove software without prior authorisation. Report damaged or malfunctioning resources immediately to your teacher or to a member of the staff.





### **3. Respect and protect the intellectual property of others:**

Do not download or make illegal copies of copyrighted material (music, films, software, etc). Do not plagiarise.

### **4. Respect the members of school community and the school's public**

#### **Image:**

Communicate only in ways that are kind and respectful.

Do not threaten, spread lies, be deceitful, defame or spread slander about people or organisations, especially about members of our school community.

Do not search, browse or distribute material of racist, sexist or other offensive content insulting to human dignity.

Do not send spam, chain letters, or other mass unsolicited mailings.

Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Only with the permission of teachers pupils may:

- Change the computer settings (desktop, background, etc.)
- Download files
- Install software
- Use their own CDs or USB sticks
- Use e-mail, chat rooms or newsgroups.

#### **Consequences for violation of the above rules**

Violations of these rules can result in disciplinary action, including the loss of privileges to use the school's information technology resources. Furthermore, the intentional damage of hardware, or of the system, can lead to being liable to pay for the repair costs.

#### **Student Login**

At the beginning of the year students will receive login information to allow access to school computers and all necessary software applications.

**Supervision and Monitoring.** School and network administrators monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any pupil or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement if required.

#### **School website**

<http://www.esmol.eu> offers a lot of useful information about our school. If you would like to contribute with some information that you think may be relevant for the school community, please contact the Management.

## **13. Senior Pupils' Common Room ("Domus")**

The Domus has a multipurpose hall for exams, theatre and music performances, in-service trainings, career's advice office, counselling and psychologist office, learning support classroom, and the senior pupil's common room.

The use of the senior pupils' common room (Domus) is a privilege that the 6<sup>th</sup> and 7<sup>th</sup> year pupils at the European School of Mol may keep, provided they use it properly observing the following rules:

1. The Domus can only be used during free periods and breaks. If a pupil deliberately misses a lesson to stay in the Domus he/she will be forbidden from using it for the rest of the semester.



2. All the class representatives of the 6th and the 7th years will be part of the Domus committee. They will elect a chairperson from S6+S7 of the Domus committee for the school year. The chairperson of the Domus committee will check regularly if something needs to be repaired and notify the Educational Advisors.
3. It is the responsibility of the chairperson to ensure that the room is kept clean and that any damages are reported.
4. The Domus is meant for study, reading, social interaction, listening to music, relaxation and recreation. The volume of music should allow other pupils to have a quiet conversation or do some reading or studying.
5. Pupils who intentionally damage school property in the Domus will be asked for repair and / or replacement costs. They will also be excluded from the Domus for the school year and will face other disciplinary measures.
6. In case of general misbehaviour, including not keeping it clean and tidy or any serious incident in the Domus, the Management may close the Domus for as long as it is considered necessary.



## Appendix: time table

### Monday/Tuesday/Thursday/Friday

Period	Start	End
1	8:30	9:15
2	9:20	10:05
3	10:10	10:55
	break	
4	11:15	12:00
5	12:05	12:50
6	13:00	13:45
7	13:50	14:35
8	14:40	15:25
9	15:30	16:15

6<sup>th</sup> period: lunch break

### Wednesday

Period	Start	End
1	8:25	9:10
2	9:15	10:00
3	10:05	10:50
	break	
4	11:00	11:45
5	11:50	12:35