



Rules of Procedure Living Together

Secondary Cycle

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PREAMBLE

A school is a place for teaching and educating pupils; training and education must be understood broadly, integrating the learning of pupils into social life, its values, rights and duties. Rules for living together must therefore be defined to ensure the smooth day-to-day operation of the school.

This set of rules, inspired by the Brussels III internal rules, is based on mutual respect and solidarity between all school community members. It implies respect for the values of the individual, without distinction of function, age, skin colour, sex, *nationality, belief or philosophical conviction*. In order for life in the school to remain harmonious and pleasant for all, it is necessary for everyone to respect the clauses of the rules and to feel responsible for their observance: the pupils, but also the teaching staff, the administrative and service personnel, the legal representatives...

Although the rules are addressed to all those who attend the school, some of them (such as the application of sanctions) are essentially the responsibility and authority of those who have a pedagogical function: the management and the teaching staff.

Nevertheless, because of the complexity of social life, the rules do not provide an answer to every situation but they do specify the basic obligations of each person. More than a list of prohibitions, these rules seek to define the norms of communal life in a positive way in order to make the working conditions as favourable as possible for all.

It is important that we, as school staff, set an example for the pupils and show them the way to respect and friendliness.

It is clear that some rules will have to be followed in the same way by the whole school community, while others can be adapted on a case-by-case basis.

CHAPTER I WORKING CONDITIONS

Article 1 Observance of hours

The entire school community must adhere to the designated start and end time of classes.

Any unjustified delay of a pupil will be reported by the teacher to the Class Teacher. A pupil who arrives to class late must present a justification to the teacher. In case of late arrival without valid justification, the measures provided for in Chapter III Article 15.7 will apply.

Article 2 Going to class

After the break, pupils must wait for their teachers in the schoolyard to proceed to class together, in order to avoid noise and disturbance in the corridors.

When transitioning between classes pupils are expected to move quietly to their next classroom while respecting ongoing classes.

Article 3 Last hours of class

When the last lesson(s) of the day are not provided, pupils must, depending on whether they have an exit card or not, either go home or remain in the schoolyard or in the Kazantzakis' room (depending on weather conditions).

Pupils cannot remain in the school premises after the end of their classes.

Article 4 Pupils' material

Pupils must ensure they have all the necessary materials (diary, books, notebooks, regulation sportswear, etc.).

Article 5 Teachers' guidelines

The guidelines given by the teachers in the course of their teaching are part of the obligations that the pupils undertake to respect.

Article 6 Homework

Homework must be completed by the agreed-upon deadline to allow for effective correction by the teacher.

In the event that a pupil is absent from classes, it is their responsibility to find out both what was taught in the lesson and any possible tasks or homework assigned.

Article 7 Consumption of food during lessons

During lessons, pupils are not allowed to eat or drink anything other than water.

Article 8 Diary

The diary is a very important working tool, compulsory for years 1-3 and strongly recommended for classes 4-7. It is used to note down homework but also various communications between legal representatives and teachers (in particular remarks requiring a signature). It must therefore be kept up to date with the utmost care.

CHAPTER II IN AND OUT OF SCHOOL

Article 9 Morning arrival

In the morning, pupils are expected to arrive at school on time, between 08.15 and 08.30. Their presence at the morning gathering is considered important as announcements on issues concerning the daily program are made.

Arrival after the morning gathering is regarded as late and pupils will not be allowed to disrupt their class unless they present a valid justification. Without a valid reason for being late, pupils are to remain in the schoolyard or in the Kazantzakis' room (depending on weather conditions).

Pupils who have no lessons or activities during the first period of the day are allowed to arrive at the School either from 08.15 to 08.30 or before the beginning of the second period, from 09.05 to 09.15.

Article 10 Exit from school

Pupils cannot leave the school premises unless their daily programme is finished.

Pupils wishing to leave the school for health reasons must first report to the secretary, who will, if necessary, provide justification and/or call their legal representatives.

For a pupil to leave the school before the end of classes, their legal representatives must make a written request with a valid reason in advance and present it to the Deputy Director.

Article 11 Conditions for using the exit card

Only pupils in possession of an exit card given under the responsibility of their legal representatives may, after being checked by the teacher on duty, leave the school alone.

- The card is strictly personal
- Pupils must carry their card with them at all times while at school. Digital reproductions of the exit cards will not be accepted.
- The card must be presented to all staff members upon request
- In the event of loss of the card, pupils must inform the Secretary

Article 12 **Specifications of exit cards**

The use of the exit card provided by the school does not release the legal representatives or adult pupils from their responsibilities.

Possession of an exit card allows pupils to leave the school to go home when the last lesson(s) of the day are not assured.

CHAPTER III **ATTENDANCE**

Without prejudice to the regulations of the [Provision of Educational Support and Inclusive Education](#), acceptance of a place at the School implies the right and the obligation to attend all courses of instruction listed in the curriculum and to complete the assigned work. Pupils shall also be required to take part in any organised activities declared compulsory by the Director.

Article 13 **Regular attendance at classes**

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.

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

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 actually organised.

Article 14 **Dispensations**

14.1 **Physical education**

A pupil may be excused attendance at physical education classes in the long-term (for the entire academic year or part of it) only at the request of their legal representatives and upon the production of a medical certificate stating the reasons and duration of the dispensation.

The request should be submitted within the first five days of the school year, or at the onset of a medical condition or upon the pupil's return to school after illness. It will be examined by a committee consisting of the Director, the PE teacher and the Class Teacher.

Article 15 **Absences**

15.1 **Recording of absences**

The school shall keep a record and daily register of pupils' absences. At the end of each term, the school shall draw up a list of absences for each pupil.

Unauthorised absences will be clearly identified and will be dealt with severely.



15.2 Consequences of absences

- a) In the event of unauthorised absence for more than 15 consecutive days, the pupil shall be deemed to have left the school. The pupil's legal representatives shall be so informed by registered letter.
- b) Should repeated unauthorised absences of one or more periods continue to occur after the Director's warning, the Discipline Council may decide on the pupil's exclusion.
- c) Should the number of periods during which a pupil is absent from a course be such that there is a risk that it will not be possible for an A mark to be awarded, the Director will warn the pupil's legal representatives of the consequences outlined in paragraph 15.5 for years 4-6 and in paragraph 15.6 for year 7.
- d) If, at the end of the first term or semester, the number of absences seems likely to exceed the threshold of 10% of the periods actually organised in one or more subjects, the Director will warn the pupil's legal representatives of the risk of non-promotion or of being unable to take the Baccalaureate examinations.

15.3 Absences on personal grounds

- a) Only the Director may give a pupil permission to be absent from school.
- b) Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance. Applications must be made in writing, indicating the period of absence and giving reasons, using the designated [note for excused absences](#).
- c) Permission may be granted for a maximum of two days plus reasonable travelling time.
- d) Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.
- e) In the case of the death of a close relative, a longer absence may be permitted.

15.4 Absences on sick grounds

- a) If a pupil is unable to attend school due to illness, the pupil's legal representatives will inform the Director of the reason in writing, using the designated [note for excused absences](#), no later than the second day of absence.
- b) After an absence of more than two days, primary and secondary pupils will only be allowed to return to school upon production of a medical certificate by the pupil's legal representatives.
- c) Without written notification from the pupil's legal representatives or production of a medical certificate within the period laid down in points a) and b), such absences shall be regarded as unauthorised and punishable by the Director.
- d) Where a pupil contracts an infectious disease, the pupil's legal representatives must notify the Director in writing and adhere strictly to the rules laid down by the local health authorities, in particular as regards quarantine for him/her and other pupils living under the same roof.

15.5 Absence for a valid reason in years 4-6

- a) If a pupil in years 4-6 has a long period of absence for a valid reason, with the result that A

marks for class work in the first semester cannot be awarded, the A marks for class work in the second semester will be doubled for calculation of the final mark.

- b) If this absence means that a pupil cannot be awarded A marks for neither the first nor the second semester, their promotion will not be possible.
- c) A pupil in years 4-6 who cannot be awarded A marks for the second semester because of a long period of absence for a valid reason may not normally be promoted. In exceptional cases, the Class Council may reconsider the case of such a pupil.

15.6 Absences in year 7: A marks

Without prejudice to the provisions of Article 8 of the [Arrangements for Implementing the Regulations for the European Baccalaureate](#):

- a) Where a pupil in year 7 has a long period of absence, with the result that A marks for class work in the first semester cannot be awarded, the A marks for class work in the second semester will be doubled for the calculation of the final mark.
- b) If this absence means that a pupil cannot be awarded A marks for neither the first nor the second semester, it will not be possible for him/her to take the Baccalaureate examinations that year.
- c) 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 their registration for the Baccalaureate, determination of the A mark being jeopardised.

15.7 Unjustified delay

If a pupil arrives at a lesson five or more minutes late without a valid excuse on three occasions, it will be considered as one not reasonably justified absence.

15.8 Truancy

Truancy refers to isolated periods of absence from lessons during the day which cannot be reasonably explained and are not expressly authorised by the Deputy Director of the Secondary Cycle.

1. The legal representatives will receive a warning letter from the Director
2. In the case of repeated trancies, the Disciplinary Council may decide the exclusion from the school

CHAPTER IV TESTS AND EXAMINATIONS LEADING TO B MARKS

Article 16 Test and examination schedule

B tests and examination dates shall be communicated to the pupils by 15 October for the first semester and by 31 January for the second semester.

Article 17 Proceedings

- Pupils may only bring the permitted equipment by the teacher into the examination room.
- Pencil can only be used on graph paper, partitions, artwork, etc. as indicated by the teacher. Scripts must be written neatly and legibly with blue or black ballpoint pens or rollerball pens.

Text written in pencil will not be corrected.

- Correction fluid or erasable pens are not allowed. To correct mistakes, pupils must simply cross out neatly with the help of a ruler.
- When the examination paper provides several questions, pupils must indicate clearly which question they are answering.
- Pupils are only allowed to write on the paper provided by the School for their work, i.e., the paper for the script and the paper for rough work. Rough paper will not be corrected.

Article 18 Cheating

The following circumstances will be considered as cheating or attempted cheating (non-exhaustive list of examples):

- Obtaining, buying or selling essays, assignments or tests/examination questions
- Handing in the same piece of work in more than one course or the same course (without the permission of the teacher)
- The preparation and/or writing of an assignment by someone other than the pupil
- Allowing the essay, assignment or examination to be copied by someone else
- Copying someone else's work in class or during an examination
- Bringing materials or equipment in the examination premises that could be used for cheating
- The possession of mobile phones, watches, smart watches and technological devices during tests and/or exams

In the event of cheating or attempted cheating during tests or examinations the mark 0 (zero) will be awarded by the Director for the examination in question.

Article 19 Absences from written examinations in Years 4-6

- a) Where a pupil is absent from a written examination in years 4-6, the pupil's legal representatives shall inform the Director of the reasons for their absence, immediately or the next day. In cases of illness, a medical certificate is mandatory to justify the absence. In all other cases, the Director will decide whether or not the absence is justified.

The legal representatives should submit the designated [note for excused absences](#) attaching the medical certificate and ask for a substitute test or examination to be organised using a [general application form](#).

- b) A pupil who is absent (for a valid reason) from one or more first-semester written examinations and has not had the opportunity to take a substitute examination, but who takes the second-semester examinations in the same subjects, will have their final annual marks calculated based on the results achieved in the second semester.
- c) A pupil who is absent (for a valid reason) from one or more second-semester written examinations and has not had the opportunity to take a substitute examination shall be required to sit a promotion examination early in the new school year in the subjects they have missed unless they achieved a mark of at least 6 in these subjects in the first semester and an

A mark of at least 6 in the second semester.

- d) If a pupil is absent for a valid reason from the examinations in one or more subjects in the first and in the second semester, they shall be required to sit promotion examinations in the subjects which they have missed.
- e) In cases where there is no valid reason for the absence or absences mentioned in points b), c) and d), a pupil shall be awarded no marks (0) for the examinations missed. The pupil's legal representatives shall be notified of this decision.

Article 20 Absences from part examinations in Year 7: B marks

Without prejudice to the provisions of Article 8 of the [Arrangements for Implementing the Regulations for the European Baccalaureate](#):

- a) Where a pupil is absent for a valid reason from one or more long-part examinations organised by the school at the end of the first semester, they must sit replacement examinations conducted under the same conditions as the initial examinations, on dates decided by the Director.
- b) Where a pupil is absent for a valid reason from one or more short-part examinations, they must sit tests conducted under the same conditions as the initial tests, on dates decided by the teachers concerned.
- c) The pupil's legal representatives shall inform the Director of the reasons for their absence, immediately or the next day. In cases of illness, a medical certificate is mandatory to justify the absence. In all other cases, the Director will decide whether or not the absence is justified.

The legal representatives should submit the designated [note for excused absences](#) attaching the medical certificate and ask for a substitute test or examination to be organised using a [general application form](#).

- d) Where a pupil is absent without a valid reason from one or more part examinations in year 7, they will not be allowed to take the Baccalaureate examinations.

Article 21 Special arrangements

Pupils with special educational needs may qualify for special arrangements for the taking of tests and examinations, subject to the conditions laid down in the [Policy on the Provision of Educational Support in the European Schools](#) and on the [Provision of Educational Support in the European Schools](#).

Article 22 Viewing of written examinations in years 4-6

At their request, legal guardians of pupils in years 4-6 can view tests or examinations on the spot and in the presence of the teachers.

Article 23 Viewing of part examinations (Pre-Baccalaureate) in year 7

In accordance with Article 6.3.10 of the [Arrangements for Implementing the Regulations for the European Baccalaureate](#), the candidates, or their legal representatives if the candidates are minors, have the right to view and get a copy of:

- Their original Pre-Baccalaureate scripts
- The mark awarded, potential annotation and sub-marking
- The examination paper

- The marking scheme.

Any documentation made available to candidates will, in the case of those parts containing information about other candidates, be made anonymous.

The request must be made in writing to the Director of the School not later than 4 calendar days after the date indicated on the semester report or on any other results communication support, in case of Pre-Baccalaureate postponement.

The Director will make all documents available not later than 3 calendar days after receipt of the request. The Director may decide to make all documents available only through a secure electronic form.

A belated request for the viewing of the examination papers will be inadmissible.

CHAPTER VASSESSMENT AND PROMOTION TO THE YEAR ABOVE

Article 24 **Marks**

24.1 **Years 1-3**

In years 1-3, the semester grades and the final grades shall reflect all the observations and results available to the teacher of the subject concerned.

24.2 **Years 4-6**

In years 4-6, the semester mark shall comprise two numerical components: A mark and B mark.

- The **A mark** reflects the ongoing observations of the pupil's competences (knowledge, skills and attitude) and performance gained within the subject, which are not taken into account in the B mark of the subject. The ongoing observations require the recording of the pupils' progress.
- The **B mark** is based on the marks obtained in examination(s) or through other forms of assessment. It covers the pupils' competences acquired during an extensive period of time in certain subjects.

The final mark in a given subject shall reflect all the observations and results available to the teacher. It provides the basis to judge the progress and level of attainment of the pupil. It is not necessarily an arithmetical average of the semester marks (two A marks and two B marks) but it may not be lower than the lowest, or higher than the highest A or B mark.

24.3 **Year 7**

The marks in year 7 (European Baccalaureate) follow the specific rules established in the [Arrangements for Implementing the Regulations for the European Baccalaureate](#).

Article 25 **School reports**

25.1 **Years 1-6**

The School shall issue school reports based on a two-semester calendar

- **November** The mid-semester report contains comments and grades (in years 1-3) whole and half numerical marks (years 4-6) for every subject. It may also contain an overall comment by the class teacher.
- **January** First semester report. It contains grades (years 1-3) or numerical marks (years 4-6) and comments on every subject. It can also contain an overall comment by the Class Council

or the Class teacher. This report may be accompanied by a warning letter indicating the possible risk of failing the year.

- **March/April** The mid-semester report contains comments and grades (years 1-3) or numerical marks (years 4-6) for every subject. This report may be accompanied by a warning letter indicating the possible risk of failing the year. The fact that a warning letter is not received does not ensure promotion to the year above; nor is it considered a procedural irregularity regarding promotion deliberations. When the pupils' legal representatives receive a warning letter about the risk of failing, they are required to immediately provide any information in their possession liable to influence on the forthcoming Class Council's deliberations.
- **July** End-of-year report. It contains the grades (years 1-3) or the numerical marks (years 4-6) of the second semester and the final mark accompanied by a comment for every subject. It also contains the Class Council's decision on promotion.

25.2 Year 7

Without prejudice to the [Arrangements for Implementing the Regulations for the European Baccalaureate](#), the reports will be as follows:

- **End of February** first semester report. It contains numerical marks accurate to one decimal place. It also contains an overall comment by the Class Council or the class teacher.
- **Before the start of the European Baccalaureate written examinations** A report with the communication of the preliminary mark (numerical, whole numbers and one decimal place).

Article 26 Promotion to the year above

To be promoted a pupil needs to have the basic competences, the motivation and the maturity required to keep up successfully with the work in the year above. A pupil's promotion should not impede the academic progress of the class in the year above.

A pupil shall not be allowed to repeat the same year in the secondary cycle twice.

26.1 Promotion of pupils in years 1-3

- Pupils who have achieved a grade of E or above in each of the promotion subjects shall be promoted to the year above, without the need for deliberation.
- The decision about pupils who have not achieved the standard will be made in accordance with Article 61 of the [General Rules of the European Schools](#).

26.2 Promotion of pupils in years 4-6

- Pupils who have achieved a mark of at least 5 out of 10 in each of the promotion subjects (all subjects except for Religion/Ethics) shall be automatically promoted to the year above, without the need for deliberation.
- The situation of pupils who are not promoted automatically will undergo a thorough review and examination in accordance with Article 61 of the [General Rules of the European Schools](#).
- Pupils who have failed to attain an average of 5 out of 10 calculated on the basis of all the marks achieved in the promotion subjects and who have obtained four or more marks below 5 out of 10 in all the promotion subjects shall not be promoted to the year above.

26.3 Appeals against decisions on repeating a year

Pupils' legal representatives do not have the right to appeal against Class Council decisions except in cases of procedural irregularity or recognition of new facts as outlined in Article 62 of the [General Rules of the European Schools](#).



CHAPTER VI **SCHOOL LIFE**

Article 27 **Pupils' rights**

Pupils have the right to be respected as individuals and citizens. In the context of the school, this means that pupils have the right:

- to be protected physically and morally, as children or adolescents. They have the right to the protection of their personal data
- to be informed about the regulations applicable to them
- to be informed about their academic performance and grading criteria
- to be encouraged and valued for the positive aspects of their work as well as for their social behaviour and collaboration in school's activities
- to expect guidance from the school in order to facilitate their integration into adult life
- to expect psycho-pedagogical support and learning assistance as needed, in accordance with the respective regulations
- to participate actively in the organisation of school life through their representatives: class representatives, pupils' committee, etc.; by proposing projects directly to the management or by joining the various committees and working groups.

If a pupil feels that their rights have not been respected, they may approach a person of their choice to seek support and address their concerns. This can be a trusted teacher, a member of the Management, a member of the Class or Pupils' Committee or any other individual they feel comfortable to discuss their grievances with.

Article 28 **Participation in school life**

28.1 **Committees**

The Class Committee is the coordinating body of the pupils of a particular class and section, i.e. of each *pupil community*. The Class Committee is elected at the beginning of the school year. The five-member board coordinates the pupil community's operation and represents it by communicating the decisions of the group's general assembly to the other pupil communities, the school management and the educational team.

The Pupil Committee is the representative body of all pupils. The 15 members of the committee are elected at the beginning of the school year by the pupils. The Pupil's Committee is responsible for a) the coordination of the pupil communities, b) the representation of the School's pupils to other bodies (the pupil communities of other schools, the educational team and management, the Parents' and Guardians' Association, the local authorities) and c) the promotion of pupils' decisions on the matters that concern them.

28.2 **Civic and other participation**

Participation in civic, social, artistic, environmental or scientific education activities such as focus groups, organisation of plays, concerts, exhibitions, participation in events, etc. is strongly encouraged.

Article 29 **During school hours**

29.1 **Dress code**

All members of the school community are expected to dress in an appropriate manner suitable for school avoiding clothes that may cause disturbance, distraction or offence. This includes, but is not limited to, clothing with hurtful text towards individuals or groups, as well as scanty or inappropriate attire.



29.2 Personal belongings

Any pupil who chooses to bring valuables (clothes, jewellery, wallet, credit cards, bicycles, devices, etc.) to the school does so at their own risk and is personally responsible for the safety of these items. The School will not accept any liability whatsoever for the loss or, theft of, or damage to or vandalism of such items.

Objects that could become dangerous, such as skateboards, roller skates, balls etc. should be left at the Secretariat.

Bicycles and scooters should be parked in the designated space next to the gate.

Any objects found lying around the school, including in corridors and halls, will be stored either in the designated area for clothing on the ground floor or at the Secretariat. Unclaimed items before each school holiday will be donated to humanitarian aid organisations.

29.3 Electronic devices

Pupils are not allowed to have mobile phones or any other electronic device or game that has an image and sound recording and processing system inside the school premises¹. If such a device is found in the possession of a pupil, it will be immediately confiscated and the School Management will only return it to the pupil's legal representatives.

29.4 Cleanliness

All members of the school community are responsible for keeping the School clean. When consuming food or drink, it is your responsibility to dispose of the waste properly by using the designated bins. This helps in keeping the school clean, participating in waste recycling by sorting materials and contributing to a better environment.

The Management and teachers may request individual or collective cleaning of facilities soiled by pupils.

Article 30 The School's premises

30.1 The Primary School floor

In order not to disturb the Primary School, pupils must avoid accessing or passing through the Primary School floor.

30.2 Reserved rooms

The teachers' room, teachers' toilets and storage rooms are strictly designated for authorised personnel only.

30.3 Corridors and stairways

- Pupils will avoid walking in the corridors or loitering in the staircases without permission
- Corridors and stairways are places where people pass through during the day; shouting, jostling, school bags and clothes lying around, pupils sitting on the floor, running and playing should be avoided
- For safety and efficiency reasons, one should keep to the right when climbing stairs

30.4 Specific rooms

Specific rooms (laboratory, library, ICT room, art and music room) are subject to special regulations

¹ decree [Φ.25/103373/Δ1/22-06-2018](#)

designed to ensure the fulfilment of their specific purposes as well as the safety of the pupils and the staff.

30.5 Notice boards

Notice boards are available for the display of school-specific information as long as needed. However, it is important to keep the interior and exterior walls of the school free from posters and advertising unless prior authorisation is given by the Management.

Article 31 During breaks

During breaks, pupils need to leave classrooms and corridors and stay in the schoolyard unless otherwise instructed due to weather conditions.

Before leaving their classroom, pupils are responsible for opening the windows to ensure proper ventilation during the break.

Classrooms are locked during breaks.

In the schoolyard, pupils are expected to:

- respect the games of others
- avoid all violent or dangerous games
- respect the flowerbeds
- take care of personal belongings

Article 32 Free periods

In the event of a free period on the timetable or absence of a teacher (if not replaced), pupils should go to the schoolyard or the Kazantzakis' room (depending on weather conditions), unless they are allowed to go home at the end of the school day.

During free periods, pupils are only allowed to engage in ball games under the supervision of a member of the educational team, using their own balls. Pupils' balls should be left at the Secretariat during the rest of the school day. The School will not accept any liability whatsoever for the loss or, theft of, or damage of the pupils' balls.

Article 33 Delay of a teacher

If a teacher is not reported absent, pupils are expected to wait for him/her quietly at least 5 minutes after the bell before asking permission from the Deputy Director to go to the schoolyard or the Kazantzakis' room (depending on weather conditions).

CHAPTER VII BEHAVIOUR

As with any citizen, the protection of the rights of the pupil requires the acceptance of the rules that govern the school community. These rules are established by the Board of Governors of the European Schools, from the relevant Greek ministerial decrees or from provisions made by the School Management after consultation with the School's bodies.

Article 34 Good behaviour

Everyone is expected to behave in a correct and respectful manner towards all members of the school community within the school premises or outside. Politeness, good manners, respect for others, a sense of responsibility and tolerance are the fundamental principles of community life. This implies the exclusion of all forms of aggression and the search for solutions through dialogue.

The school encourages pupils to show solidarity and mutual assistance and to be aware of the particular needs of the youngest pupils, newly-arrived pupils or peers in difficulty.

Article 35 **Prevention of risk behaviour**

All members of the educational community (legal representatives, pupils, teaching staff and administrative staff) must collaborate to achieve a common objective, which can be summarised as follows: "Learning to respect others, oneself and the environment".

35.1 **Violent conduct**

Harmonious coexistence in the school community and its surroundings necessitates a zero-tolerance approach towards behaviour such as harassment, racketeering, theft and any other form of physical, psychological or moral violence. All members of the educational community are obliged to report such behaviour to the educational team and/or the School Management and to oppose it.

Any behaviour that is contrary to the objectives summarised in article 34 will be noticed and result in pedagogical actions or even disciplinary measures, with the collaboration of legal representatives, teachers and the school psychologist.

35.2 **Protection of privacy**

In order to protect the privacy of members of the school community, it is not permitted to take photographs or record videos without obtaining express prior permission of a member of the educational team.

Pupils are expected to use the Internet responsibly and only for educational purposes in accordance with the rules described in the IT charter.

35.3 **Harmful substances**

The use of tobacco and the possession, sale and consumption of alcohol, drugs and other substances harmful to health are not permitted in the School. Attendance at school under the influence of alcohol or drugs is prohibited. Failure to comply with these rules will result in disciplinary action. Nevertheless, every effort will be made to provide the best possible help to the pupil, in a strictly confidential manner.

In case of consumption or sale/ purchase of alcohol or other drugs in the School, the Discipline Council may decide the pupil's expulsion from the School. The Director may, as a precaution, return a pupil to the care of their legal representatives pending the convening of the Discipline Council.

As a protection measure for other pupils, in the case of drug dealing or the setting up of drug dealing networks within the School or its surroundings, and when the facts have been established by the Disciplinary Council, the pupil will be immediately and permanently excluded.

35.4 **Recall and sale**

Gambling for financial or material gain as well as the act of fencing and selling among pupils is not permitted in the school.

35.5 **Dangerous objects**

Pupils are required not to bring potentially dangerous objects onto the school premises.

35.6 **School bags**

The School reserves the right to ask pupils to empty their satchels and pockets in the presence of a designated adult if there is suspicion of carrying harmful substances or dangerous objects.

35.7 **Responsibility of Community members**

All members of the educational community are responsible for reporting cases considered to constitute risky behaviour for a pupil, a group of pupils or the school as a whole, to the School Management.

CHAPTER VIII MONITORING

Article 36 Supervision in the classroom

Supervision in the classroom is the exclusive responsibility of teachers or their substitutes.

Article 37 Surveillance in corridors and common areas

Supervision in the corridors, halls and schoolyard is the responsibility of all the members of the educational team and the School Management.

During breaks, supervision duties are evenly assigned to all members of the educational team, unless otherwise decided by the Teachers' Assembly. The teachers on duty

- ensure the safety of all pupils
- if necessary, remind pupils of the code of conduct (in the schoolyard, in the corridors and in the toilets)
- encourage games between pupils and support conflict resolutions
- report all incidents to the School Management

CHAPTER IX PEDAGOGICAL AND DISCIPLINARY MEASURES

The application of disciplinary measures is considered only when all pedagogical actions have failed to bring the desired results.

The purpose of disciplinary measures shall be to educate and train. The Director shall ensure that such disciplinary measures are coordinated and standardised.

Article 38 Disciplinary measures

All disciplinary measures starting from warning and/or sanction by the Director shall be recorded in the pupil's file (kept for a maximum of three years) and in the School's record book of actions for proper functioning.

Disciplinary measures shall be as follows (the list of disciplinary measures does not mean that they can be imposed only in the given order nor does the application of any measure exempt the application of preceding ones):

- verbal warning
- reprimand
- the pupil is asked to leave the classroom resulting in an absence
- the pupil is required to do an activity that benefits the school community during their free time
- the legal representatives are informed by email by the Class Teacher
- the Deputy Director speaks with the pupil together with the Class Teacher
- a meeting between the Deputy Director, the Class Teacher and the legal representatives is convened. Other professionals may also be invited
- Warning and/or sanction by the Director
- Warning and/or sanction by the Director on a proposal from the Discipline Council
- Temporary exclusion from the school

- by the Director, for a maximum of three working days
- by the Director, on a proposal from the Discipline Council, for a maximum of 15 working days
- Exclusion from one or more school trips organised during the current school year
- Expulsion from the school decided by the Director on a proposal from the Discipline Council

In a serious case, involving a risk to safety or health in the school, the Director may, as a precaution, return a pupil to the care of their legal representatives pending the convening of the Disciplinary Council.

Article 39 Disciplinary Council

Referral to the Disciplinary Council will be made in accordance with Article 44 of the General Rules of the European Schools, which provides as follows

- a) The Disciplinary Council meets to examine serious infringements by pupils of school rules and general rules on communal life within the school.
- b) The pupil who is alleged to have committed an offence and their legal representatives shall receive from the Director. This notice will be sent by registered letter at least one week before the scheduled date, except in cases of emergency.
- c) The pupil and their legal representatives may be assisted by a representative of the Parents' and Guardians' Association or by a teacher from the school and request that a representative of the Pupils' Committee attend the discussions as an observer. In that case, it is up to the pupil's legal representatives to invite these individuals to attend the hearing, ensuring that the Director is informed thereof.
- d) During the meeting and after reading the inquiry report, the individuals summoned will be heard, i.e. the pupil concerned, their legal representatives and, where applicable, a representative of the Parents' and Guardians' Association or a teacher from the school.
- e) The Discipline Council shall deliberate in the presence of its members. The deliberations shall be confidential.
- f) The Director shall notify the pupil concerned and their legal representatives and verbally communicate the decision taken on the basis of the Discipline Council's proposal. They shall also inform them of the appeals procedures and the deadline for submitting appeals. In the event of exclusion, the date of entry into force shall be specified.
- g) The Director's decision shall be confirmed by written notification. The decision shall come into effect on the morning after the registered letter is sent – the postmark serving as proof – or after any other form of written communication is sent to the recipient.

CHAPTER X RESPONSIBILITIES OF PUPILS' LEGAL REPRESENTATIVES

Article 40 Respect for the premises

Pupils' legal representatives shall be responsible for ensuring that pupils respect school premises and property and that books and objects made available to them by the school are returned. They shall be required to pay compensation to the school for any damage caused by a pupil, even if it is unintentional.



Article 41 Respect for pupils in the vicinity of the school

Pupils are expected to maintain the peace and quiet of people living in the vicinity of the school and avoid any intentional disturbances. Problems caused by the behaviour of pupils will be the responsibility of their legal representatives, and the school reserves the right to take pedagogical actions and/or disciplinary measures.

Article 42 Communication with the School

Pupils' legal representatives shall sign any special communication received or acknowledge email receipt concerning a pupil. They shall immediately provide any information likely to be relevant to the application of these Rules concerning family circumstances or any changes in them which may impact the pupil's administrative or educational situation or the pupil's overall development within the school.

Article 43 Test and examination scripts

Pupils' legal representatives shall be responsible for keeping B-tests returned to the pupils. In the event of loss of or damage to the original script, the mark awarded by the teacher will be considered final and binding.

Article 44 Rules and Charters

Pupils' legal representatives are required to read and make sure that pupils commit to respect the above Rules of Procedure as well as the other internal Charters of the School throughout their schooling. Year 7 pupils' legal representatives must also read the [Arrangements for Implementing the Regulations for the European Baccalaureate](#) in detail.