



ΕΥΡΩΠΑΪΚΟ ΣΧΟΛΕΙΟ	EUROPÄISCHE SCHULE
ESCUELA EUROPEA	EUROPEAN SCHOOL
SCUOLA EUROPEA	ECOLE EUROPEENNE
ESCOLA EUROPEIA	EUROPESE SCHOOL
ŞCOALA EUROPEANĂ	EUROOPPA-KOULU
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## APPENDIX IV

**Version 1.4**

In force as of 1<sup>st</sup> September 2017  
To be presented to the Secondary  
Education Council of 19<sup>th</sup> October 2017

# European School of Brussels IV School Outing Regulations

### SCOPE

1. These regulations apply to school trips and excursions.

A ‘trip’ is the term given to any outing of pupils accompanied by teachers outside School in order to carry out either pedagogical, cultural or social learning objectives as part of the curriculum, which is longer than one day and involves a temporary change of residence for participants.

An ‘excursion’ is the term given to any outing of pupils accompanied by teachers outside School in order to carry out either pedagogical, cultural or social learning objectives as part of the curriculum, which is no longer than one day.

### PARTICIPATION

2. Participation in work done in preparation of the outing as well as participation in the entire outing is compulsory for all pupils, except for pupils with written authorization from the School's senior management given due to exceptional circumstances.

3. Before the outing, the School, the teacher in charge and the pupil will sign an agreement by which the rights and obligations of the parties are determined in accordance with these regulations.

In addition, parents/legal guardians must submit to the School's senior management a written statement that they accept the participation of and payment for their child in the outing, without reservation or exception, including repatriation costs of the child for disciplinary reasons, as well as those of the teacher that accompanies her/him. By signing this document, parents undertake to pay the costs before the deadline(s) announced by the Coordinator/Management.

Parents/legal guardians must, on behalf of their child, purchase travel insurance that covers risks arising from any outing as well as risks specific to their child (illness, hospitalisation, etc.).



ΕΥΡΩΠΑΪΚΟ ΣΧΟΛΕΙΟ	EUROPÄISCHE SCHULE
ESCUELA EUROPEA	EUROPEAN SCHOOL
SCUOLA EUROPEA	ECOLE EUROPEENNE
ESCOLA EUROPEIA	EUROPESE SCHOOL
ŞCOALA EUROPEANĂ	EUROOPPA-KOULU
	ЕВРОПЕЙСКО УЧИЛИЩЕ

4. Parents/legal guardians must notify the teacher in charge of the outing of any medical condition their child has as well as informing her/him fully of any relevant treatment that must be followed. They must also ensure that the child is in possession of the required medication.

## **ORGANIZATION**

5. The execution of School outings is the responsibility of the Schools. The principles of the general organization of outings will be set out by the Board of Education after consultation with teachers and parents.

6. Any financial difficulty of parents should not be an obstacle to the participation of their child in a School outing, which is compulsory. The School will seek to help organizers and parents find the financial means to participate in the outing.

Parents should be notified of the outing together with its costs in sufficient time to enable them to meet these costs. An evaluation of costs will be given as soon as possible.



ΕΥΡΩΠΑΣΚΟΛΕΝ	ΕΥΡΩΠΑΪΚΗ ΣΧΟΛΗ
ΕΥΡΩΠΑΪΚΟ ΣΧΟΛΕΙΟ	EUROPEAN SCHOOL
ESCUELA EUROPEA	ECOLE EUROPEENNE
SCUOLA EUROPEA	EUROPESE SCHOOL
ESCOLA EUROPEIA	ΕΥΡΩΟΡΡΑ-ΚΟΥΛΥ
ȘCOALA EUROPEANĂ	ΕΥΡΩΠΕΪΚΟ ΥΧΙΛΙΣΤΕ

7. The proposed outing is subject to the approval of the Director of the School.

8. All arrangements necessary for the outing will be executed by the School.

The Director of the School will designate a teacher in charge for each outing.

The timely sourcing and provision of valid and adequate travel documents for the outing is the responsibility of the parents – bearing in mind that legal requirements may at times be complicated – for example (a) for children of diplomatic status; (b) travel outside the Schengen zone; (c) travel authorization stamped by the commune/commission. The parents must also make sure that their children may travel in a group together with other children, supervised by teachers who are not the parents.

9. The teacher in charge of the outing will be responsible for its organization and discipline and will stay in constant contact with the School's senior management to which s/he will report regularly. S/he will immediately report to management any serious breach of these regulations.

S/he is also required to notify the School's senior management of any event likely to burden the budget of the School, to hinder the progress of the outing, or to damage the reputation of the School, its pupils or its staff.

Except in an emergency, s/he cannot, without the consent of the School's senior management, make an agreement with any third parties from the host country that would increase the financial burden of the outing.

The school management reserve the right to cancel the proposed outing at any stage in the case of a force majeure. In the case of such a cancellation, it should be clearly understood that a full refund of costs may not be possible.

## **SUPPORT**

10. Without prejudice to the application of laws and regulations which may be more demanding in the host country, pupils must be accompanied by teachers in a ratio of at least one teacher for every fifteen pupils.

## **DISCIPLINE**

Important: If a student has had discipline issues at School in the year of the excursion or trip, their participation to the School outing could be denied. This would not constitute a suspension. In this case, the student would attend school joining the lessons of another year group.

11. The outing does not suspend the application of the School's discipline rules which, without prejudice to any necessary modifications because of the provisions listed below, continue to apply *mutandis mutandis* to pupils throughout the duration of the outing.

The following regulations will apply from the start of the outing.

12. Each pupil will ensure that throughout the outing they:



EUROPASKOLEN	EUROPÄISCHE SCHULE
ΕΥΡΩΠΑΪΚΟ ΣΧΟΛΕΙΟ	EUROPEAN SCHOOL
ESCUELA EUROPEA	ECOLE EUROPEENNE
SCUOLA EUROPEA	EUROPESE SCHOOL
ESCOLA EUROPEIA	EUROOPPA-KOULU
ȘCOALA EUROPEANĂ	ЕВРОПЕЙСКО УЧИЛИЩЕ

- behave in such a way as to ensure the health and safety of others participants as well as the reputation of the Schools, their pupils and staff.

- behave in a respectful manner towards the habits, customs, laws and regulations of the host country and to refrain from any act likely to offend the sensitivity of local people.

13. The consumption of tobacco is prohibited.

14. The consumption of electronic cigarettes is prohibited.

15. The possession, custody, purchase, sale, exchange, free distribution, import, export and consumption of alcoholic drinks is prohibited.

16. The consumption of energy drinks is prohibited.

17. The possession, custody, purchase, sale, exchange, free distribution, import, export and consumption of any commonly illegal drugs are forbidden.

18. The possession, custody, purchase, sale, exchange, free distribution, import and export of any sharp, barbed, or blunt object which can be used as a weapon is forbidden.

19. Sexual relations are forbidden.

20. All acts likely to undermine the person or property of pupils or third parties are prohibited.

21. After consultation with other teachers, the teacher in charge may organize free-time, adapted to the pupils' age, the outing's location and other relevant circumstances to ensure pupil safety and respect for the area and local customs.

Parents are advised of the possibility of free-time being organized. They must authorize in writing the participation of their child in this activity and exonerate the teacher in charge from any responsibility in case of accident during free-time.

During free-time, pupils are required to travel in groups of at least three and each one must carry: her/his identity papers, other documents required by the host country's law or local regulations, a copy of the teacher in charge or another teacher's mobile phone number, the complete address and telephone number of the accommodation, as well as means to return there (e.g. a transport ticket).



ΕΥΡΩΠΑΪΚΟ ΣΧΟΛΕΙΟ	EUROPÄISCHE SCHULE
ESCUELA EUROPEA	EUROPEAN SCHOOL
SCUOLA EUROPEA	ECOLE EUROPEENNE
ESCOLA EUROPEIA	EUROPESE SCHOOL
ȘCOALA EUROPEANĂ	EUROOPPA-KOULU
	ЕВРОПЕЙСКО УЧИЛИЩЕ

If free-time occurs after dark, the teacher in charge will arrange a fixed time to return to the accommodation. Parents are advised of the possibility of free-time being organized after dark.

During free-time the teacher in charge or his/her delegate must be constantly contactable by phone.

22. It is forbidden at night for pupils to leave the group's accommodation when not free and in a manner not prescribed by the teacher in charge.

23. Phone, head-phone, i-phone, devices, etc. are allowed but at your own responsibility. Neither the school nor the teachers are responsible for the loss or theft of these devices.

It is prohibited to use them during tour activities; or only with the permission of the teacher.

Parents and students are aware of the agreements on ICT use you can find in article 16.2 , school rules, school website.

The privacy policy concerning publication of photographic material on the internet has to be respected.

## **SUPERVISION**

24. Supervision will be carried out by all teachers under the direction and authority of the teacher in charge.

This supervisory power means that there is a possibility that the teacher in charge may carry out investigations in the rooms and belongings of pupils if there is a reliable, accurate and consistent serious breach of these regulations. A second teacher or adult must be present during this search.

The teacher will make all necessary arrangements for the safety of students and will immediately notify the parents or tutors in case of problem.

25. Pupils must obey the instructions of the teacher in charge and other teachers in order to comply with these regulations.

## **SANCTIONS**

26. Violations of these regulations may be punished by the teacher in charge, after consultation with other teachers and hearing the pupil's defense.

Without prejudice to disciplinary action which may be undertaken if necessary after the return of the group, the teacher in charge may exclude the pupil from all or part of her/his free-time;

In the event of serious infringement (drug use, unlawful conduct, etc.) and without prejudice to judicial procedures in the host country, disciplinary action will systematically be convened when returning from the outing to determine sanctions (including potentially banning the student from all other excursions or trips during that school year)



ΕΥΡΩΠΑΪΚΟ ΣΧΟΛΕΙΟ	EUROPÄISCHE SCHULE
ΕΣΧΟΛΕΙΑ ΕΥΡΩΠΕΑΣ	EUROPEAN SCHOOL
ESCUELA EUROPEA	ECOLE EUROPEENNE
SCUOLA EUROPEA	EUROPESE SCHOOL
ESCOLA EUROPEIA	EUROOPPA-KOULU
ȘCOALA EUROPEANĂ	ЕВРОПЕЙСКО УЧИЛИЩЕ

27. In case of serious violation of these regulations, the teacher in charge will immediately notify the senior management of the School and in consultation with it and other teachers and after hearing the pupil's defense, may decide on her/his immediate repatriation.

The pupil repatriated will be accompanied by a teacher, at the expense of the parent/legal guardian. The return of the teacher to the outing will also be at the expense of the parent/legal guardian.

Irrefutable violation of Articles 4, 13, 14, 15, 16, 17, 18 paragraph 3 or 19 of these regulations are considered to be serious enough to justify the automatic repatriation of a pupil.

Other infringements of these regulations may be considered as serious, either by reason of special circumstances or their repetition, if there have been enough warnings.

### **INSURANCE\***

28. The students are covered by Ethias accidents insurance during all school activities. This insurance does not cover repatriations, for which you should use your own insurance via RCAM or other.

The school does not have a civil insurance covering damages outside of the school. For these damages, it is advised to have a family insurance.

Cancellation of school trips are not covered by the school if the booking has already been made by the agency or if the organizer has not taken cancellation insurance with the agency, activity, establishment.

In certain cases, cancellation due to bankruptcy of the trip organizer may be covered, according to the national transposition ruling of the European directive 90/314/CEE. (The conditions for this cover include: reservation by a travel agency, package holidays including the travel, the stay, etc.)

Brussels,

August 2017

\* Original version: FR