



École européenne de Bruxelles IV (Laeken)
European School of Brussels IV (Laeken)

SECONDARY CYCLE

GUIDELINES: FREE PERIODS – WEARING THE STUDENT CARD – ACCESS TO THE TOILETS

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1. FREE PERIODS OUTSIDE

Students are expected to go to one of the designated rooms when they do not have class during the day.

In case of overcrowding in those rooms (6 chill-out rooms, 1 study hall, 1 library), the school will organise extra supervision to allow students to stay in a limited area of the playground.

Students are only allowed to stay in the playground during:

- the morning break (10:40-11:00)
- periods 6 and 7 (during which teachers and supervisors ensure that students can eat, play or spend time outdoors in complete safety)

For safety reasons, no student is allowed to remain in the playground at any other time and unsupervised.

2. WEARING THE STUDENT CARD

For safety reasons, each student must be identifiable by any member of the school staff at all times.

The student must be in possession of his/her student card at all times. He/she must show it to any member of the school staff, including supervisors, who may ask to see it. The student must inform his/her educational advisor if the card is lost or damaged and order a new one.

Students are not required to be in possession of their student card during the physical education lessons.

Failure to comply with this rule will result in disciplinary action, as indicated in the document *Policy for managing inappropriate behaviour*.

3. ACCESS TO TOILETS

In order to reduce vandalism in the toilets, students are not allowed to leave their classrooms to go to the toilets during lesson time.

However, a teacher can decide to derogate to this rule on a case by case basis.

In case of a health problem or a specific need, **families must inform the school with the appropriate documents** so that teachers can automatically allow the student to leave their classroom.