



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

SECONDARY CYCLE

INTERNAL RULES OF THE SECONDARY CYCLE

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INTERNAL RULES OF THE SECONDARY CYCLE

The purpose of these rules is to ensure **respectful** and **courteous** relationships in the school and beyond. Setting guidelines for conduct and ensuring that they are understood by the whole school community and applied on a daily basis is therefore a priority.

1. OUR SCHOOL

EEB4 is a place where a large number of people who speak different languages, who have different cultures and habits, come together. It is therefore essential to get to know each other and to **respect these differences**.

2. OUR INTENTIONS

In establishing these rules, we have several intentions:

- ✚ To increase **self-confidence** and trust in others;
- ✚ To encourage **friendly** relationships;
- ✚ To learn to live and work **together**;
- ✚ To improve academic **performance**;
- ✚ To prevent and resolve **conflicts**, in line with the KIVA programme;
- ✚ To build a safe, respectful, sustainable and pleasant **environment**.
- ✚ To inform the school community of the **rights and obligations** of students.

3. THE FAMILY

Education is a shared responsibility. Therefore, close **collaboration** between the school and the family is fundamental and in the interest of the student.

4. THE EDUCATIONAL TEAM

The EEB4 educational team is dedicated to the intellectual, physical, emotional and social development of the students. The team advocates and practices a **dialogue** policy in a climate of benevolence, justice and listening. They favour **prevention** in order to avoid problems. When disciplinary action is required, the educational team promotes communication with the students. However, if a student's safety and well-being are at risk, strict measures are quickly taken.

5. STUDENTS' RIGHTS

All students have the right to be **respected** as a person and as a citizen.

In the context of the school, this means that:

- ✚ The student has the right to be **protected** physically and morally, as a child or adolescent; he/she has the right to the protection of his/her personal data;
- ✚ The student has the right to be duly informed of the **regulations** applicable to him/her;
- ✚ The student has the right to be informed of his/her **school results** and of the **marking scheme**;
- ✚ The student has the right to be **encouraged and valued** for his/her work and behaviour;
- ✚ The student has the right to receive **guidance** from the school for his/her integration into adult life;
- ✚ The student has the right to benefit from **psycho-pedagogical support** and **learning support** (see [EEB4 educational support policy](#));
- ✚ When a student is summoned to a Discipline Council, he/she has the right to:
 - be assisted by a representative of the Parents' Association or by a teacher from the school;
 - request that a representative of the Students' Committee attend the discussions as an observer (see Article 44.5.c. of the [General Rules of the European Schools](#)).
- ✚ Students have the right to **participate actively** in the organisation of school life through their representatives.

If a student feels that his or her rights have not been respected, he or she may approach a person of his or her choice - mediator, trusted teacher, educational advisor, member of the management, member of the Pupils' Committee or other - to air and discuss his or her complaints. If informal discussions have failed to resolve the problem, the student may also make a formal complaint in accordance with the [EEB4 complaints policy](#).

6. STUDENTS' OBLIGATIONS

For academic success

- ✚ Being punctual and attending classes regularly;
- ✚ Bringing the student card, the agenda and the necessary material for each class;
- ✚ Participating actively in lessons without disrupting them;
- ✚ Studying regularly and doing their homework to the best of their ability;
- ✚ Putting in effort to understand the subjects and to fully integrate them.

For good social relations

- ✚ Being courteous to everyone, avoiding rude gestures and language;
- ✚ Being honest;

- ✚ Respecting the different backgrounds, beliefs, genders, and cultures of the school community;
- ✚ Wearing appropriate clothing that does not offend moral convictions, beliefs and sensitivities.
- ✚ Developing mutual cooperation and support;
- ✚ Never being verbally or physically violent;
- ✚ Never stealing, extorting or bullying any member of the school community (see EEB4's [anti-bullying policy](#));
- ✚ Actively participating in the school life and staying informed about the work of the student representatives;

For the protection of everyone's health

- ✚ The consumption, possession, sharing and sale of tobacco, electronic cigarettes, alcohol, drugs and other substances harmful to health are not permitted in or around the school. Attending school under the influence of alcohol or drugs is prohibited. Failure to comply with these rules will result in disciplinary action. The procedure to be followed in the event of use, incitement to use or sale/purchase of harmful substances will be in accordance with our anti-drugs policy.
- ✚ Students are required not to bring potentially dangerous objects onto school premises.

See: [Anti-drugs policy](#).

For a pleasant and safe environment

- ✚ Keeping the school clean and safe;
- ✚ Following health and safety rules;
- ✚ Respecting the property of the school and all its members;
- ✚ Not being aggressive with gestures or speech;
- ✚ Not bringing any sharp or otherwise dangerous objects to school;
- ✚ Participating in the development of a greener and more sustainable school environment.

Our school encourages a culture in which students take responsibility for their own actions and contribute positively to the creation of a caring environment. To this end, it is important that we accept and follow a set of rules that define what is acceptable and unacceptable behavior. See our [Good Behaviour Policy](#)

7. ABSENCES / TARDINESS

Absences are covered in article 30 of the [General Rules of the European Schools](#).

In the event that a teacher is absent and not replaced, the students must go to the following rooms as soon as possible:

s1 – s2	A.013 Chill-Out Room R.201 Library / multimedia room, silent zone
s3	A.002 Chill-Out Room R.201 Library / multimedia room, silent zone
s4	R.101 Chill-Out Room R.201 Library / multimedia room, silent zone R.301 Studyhall
s5	S.004 Chill-Out Room R.201 Library / multimedia room, silent zone R.301 Studyhall
s6	S.008 Chill-Out Room R.201 Library / multimedia room, silent zone R.301 Studyhall
s7	W.425 Chill-Out Room R.201 Library / multimedia room, silent zone

Tardiness and absences are noted by teachers/educational advisors in the SMS system. Abuse will be sanctioned (see point 15: pedagogical and disciplinary measures).

If a teacher is not in the classroom at the beginning of a lesson, students must wait five minutes in the corridor before going to the study or chill out rooms.

8. STUDENT CARDS

Only the students in possession of a student card, given under the responsibility of the parents, may, after being checked by the security guards, leave the school.

- ✚ **The red card** is for students from s1 to s7. The student is not allowed to leave the school between 8.15 a.m. and the last period of class (as indicated on the timetable).
- ✚ **The blue card** concerns students from s1 to s7. The student may arrive later at school when the first period(s) is/are not covered. He/she can leave the school to go home by his/her own means when the last period(s) is/are not covered.
- ✚ **The green card** concerns students in s5, s6 and s7. The student may leave the school at times when he/she does not have classes.

The student must be in possession of his/her student card at all times. He/she must show it to any member of the educational 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.

The student may not leave school before 11:00 except for reasons of force majeure or medical reasons. Parents must inform the educational advisor in advance so that he/she can give permission for the student to leave the school.

Identity theft is a criminal offence. It is strictly forbidden to use another student's timetable or student card to leave the school. This is considered fraud and will be subject to disciplinary action (Art. 40 to 44 of the [General Rules of the European Schools](#)).

Students who feel unwell should report to the school infirmary (ground floor of building G). The medical team will decide whether to send the student back to class after giving her/him the necessary care, or to call the parents and ask them to come and collect her/him.

9. ORDER AND CLEANLINESS

- ✚ Each member of the school community must respect **the class rooms, amenities and equipment of the school** and must leave them in good condition and tidy after use. Students, and consequently their parents or guardians, are responsible for any damage caused and must therefore repair the damage in accordance with the procedures established by the school in each case.
- ✚ All members of the school community are responsible for keeping the school **clean**. Waste must be deposited in the various bins provided for this purpose. The **selective sorting** of waste must be respected. The educational staff may ask the students to participate in keeping the school clean, particularly by collecting waste.
- ✚ Students must be particularly careful to keep all areas of the school clean, toilets included. Vandalism in the toilets will be sanctioned (Art. 40 to 44 of the [General Rules of the European Schools](#)).
- ✚ Each student must be careful with his or her **school equipment and personal belongings**: the school declines all responsibility in case of theft or damage.
- ✚ It is forbidden to **drink, eat and chew in class**. During the exam sessions, s5, s6 and s7 students are allowed to drink water and/or eat silently according to the requirements mentioned in the [Baccalaureate regulations](#). On warm days, students (s1-s7) are allowed to drink water in class.
- ✚ In the **common areas**, students must respect the following rules:

9.1. Hallways and staircases

- a. During school hours, students are not allowed to move around the hallways without justification. The corridors are accessible 10 minutes before the first period in the morning and afternoon and 5 minutes before the start of the 4th period.
- b. The corridors and staircases are places of passage. Shouting, pushing, leaving school bags and clothes around, sitting on the floor, running and playing are examples of what not to do.
- c. A written authorization from the educational advisor (of his/her level) is required for the use of the lift.
- d. During the break, students are not allowed to stay in the classrooms or in the corridors.

e. For safety and efficiency reasons, it is necessary to keep to the right when using the stairs and to respect the direction of the traffic in the corridors and stairways.

9.2. Playground

Students must act responsibly:

- a. Avoiding all violent or dangerous games. Students are only allowed to play football in the bus car park and on the playground reserved for the secondary school during the short breaks and lunch breaks. It is strictly forbidden to bring balls to school. Students may borrow a ball from the designated supervisor and, in return, they must hand in their student card (deposit).
- b. Sorting the rubbish in the bins provided for them.

9.3. Canteen/cafeteria/snack shack

For the secondary school students, the opening hours are as follows:

- Canteen: from 12:40 to 14:15
- The cafeteria: from 08:00 to 14:30
- The Snack Shack: from 10:00 to 15:00

Students are expected to show good manners by

- Avoiding any waste of food;
- Putting away their chairs after use;
- By keeping the premises clean.

The [rules of the canteen](#) must be respected.

9.4. Specific rooms

These rooms are subject to special regulations, designed to guarantee their specific goal. These regulations can be consulted on the school website: <https://eeb4.be/sec-rules-policies/>

- ✚ [Rules for Physical Education rooms](#)
- ✚ [Music rooms - Rules](#)
- ✚ [Art rooms - Rules](#)
- ✚ [Library / Multimedia room rules](#)
- ✚ [Laboratory - rules](#)
- ✚ [ICT Charter](#) (in particular, point 3.3 Respect for the network and workstations)
- ✚ [Chill-Out Rooms - rules](#)

9.5. Forbidden areas

The primary school buildings, the lifts, the underground parking, the teachers' room and the teachers' toilets may not be used by students, except when given (exceptional) permission.

10. MOBILE PHONES

The use of mobile phones on school premises (classrooms, gym halls, changing rooms, corridors, staircases, toilets, in the canteen, on the playground or anywhere else in the school) is **STRICTLY FORBIDDEN**.

In the Chill-Out Rooms (A.002, A.013, R.101, W.425, S.004, S.008), the use of mobile phones in silent mode **is tolerated under certain conditions**: no calls, no photos, no videos or any other activity that could be detrimental to other students in the room or to those supervising.

Mobile phones must be switched off at all times during the school day. It is strictly forbidden to photograph and/or film on school premises, to publish these images/videos. The right to image is a recognised right for all members of the school community.

It is strictly forbidden to make or receive calls on school premises. Any use of a mobile phone outside the Chill-Out Rooms mentioned above will be sanctioned in accordance with the Policy on the use of mobile phones.

During examinations/tests, it is strictly forbidden to be in possession of a mobile phone/smartwatch (even if it is not paired with the phone) or any other similar device. Failure to comply with this rule will automatically result in the cancellation of the exam/test. The student will receive a mark of 0/10 for the said exam/test.

11. COMPUTERS / TABLETS

Students from s4 to s7 must come to school with their computer/tablet every day. They must respect the following charters:

- ✚ [BYOD Charter](#)
- ✚ [TEAMS Charter](#)
- ✚ [ICT Charter](#)
- ✚ [Anti-bullying policy](#) (section 3 - use of social networks)

All students are required to scrupulously respect the operating conditions, rules of good use and good conduct of their currencies during lessons. The use of a private digital device (telephone, tablet, laptop) does not exempt the student from respecting the school's charters and regulations.

12. PHYSICAL EDUCATION

The specific rules to be respected for the physical education class can be found [here](#).

13. SCHOOL TRIPS

School trips and long excursions are special occasions in school life when students and teachers spend a few days together, away from the classroom and the school, in a friendly and relaxed atmosphere. The program is rich and varied, educational and pedagogical, with concrete links to the school curriculum, but it also offers periods of relaxation and opportunities for free conversation and discussion.

Nevertheless, school trips and long excursions are school events. Rules established by the school apply.

Participation in a school trip or activity organized by the school is compulsory, particularly for s4-s6 trips (Art. 30, 1a [General Rules of the European Schools](#)). Payment of travel expenses is also compulsory. (Art. 29, [General Rules of the European Schools](#)). In the event of financial difficulties, the school can help families who request it to find a solution. Students respect the decisions taken by the teacher in charge. Measures to guarantee the health and safety of participants are always given priority.

14. LOST AND FOUND

Lost property can be collected from the Primary School in the Eureka room (JU1003) every Friday between 8:30 and 12:30. Parents are asked to write their children's names on their clothes to facilitate identification in case of loss.

Students are responsible for any valuables (clothes, jewellery, wallet, bank card, mobile phone, bicycle, motorbike, etc.) that they bring with them. The school declines all responsibility in case of loss or theft of personal objects.

15. PEDAGOGICAL AND DISCIPLINARY MEASURES

As the aim of the school is also to ensure the educational function, the application of disciplinary measures is only envisaged when all pedagogical actions remain without result.

Chapter VI (Articles 40 to 44) of the [General Rules of the European Schools](#) details the disciplinary measures that can be taken if the rules are not respected.

In case of fraud during an evaluation, the pedagogical sanction is the attribution of a mark of 0/10.