

## SCHOOL RULES

### SECONDARY CYCLE

The following rules are specific to the the European School of Varese and complement the general rules which apply to all European Schools.

#### Foreword

The school is a place intended for the training and education of young people; training and education should be understood in a broad sense of word, equally involving learning to live in a society with its values, rights and responsibilities. The regulations for community life need to be defined in order to guarantee the daily good running of the school.

The school regulations are based on mutual respect and understanding between all members of the school community, and this implies respect for every person regardless of role, age, colour, religion or nationality. For school life to remain harmonious and agreeable, it is necessary for everyone to respect the rules, and also to feel responsible for them; not only pupils, but also teachers, administrative and personnel staff as well as parents.

Although intended for all those attending the school, certain points in the regulations (such as the application of sanctions) fall essentially within the competence and authority of those providing the pedagogic services: the directors, the teachers, and the educational counsellors.

Due to the complexity of social life, the regulations do not provide an answer to every question. They do, however, detail everyone's basic obligations. Rather than being a list of prohibitions, the regulations try to positively define the rules of the school community in such a way as to make working conditions as favourable as possible for everyone.

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Also refer to : [www.eurisc.eu](http://www.eurisc.eu) « New General Rules of the European Schools » (Rules and Statutes)

## A – ACCESS TO THE SCHOOL

- 1- Students arriving at school must abide by the Highway Code along the access road and must allow free movement of authorised vehicles along Via Mameli.
- 2- Students coming to school on mopeds and motorbikes must proceed with extreme caution.
- 3- Students with cars must park outside the school grounds in a manner which will not impede the flow of traffic.
- 4- Students must park their mopeds and motorbikes in the covered area inside the school grounds. They must proceed at walking pace without crossing the grass and must abide by the safety regulations of the Highway Code, including the **wearing of a crash helmet**. Those who drive or behave in a dangerous fashion will not be permitted to park within the school grounds.

## B- BEGINNING AND ENDING OF LESSONS

- 1- Students may enter school **after** 8.20 AM.
  - a They can wait outside their respective classrooms if the lessons are held in the DA VINCI building.
  - b If lessons are timetabled in the ERSAMUS building, students must wait in the courtyard outside until the first bell at 8.35 AM.
- 2- **Lessons begin at 8.40 AM** and end at 4.15 PM on long days, and at 12.55 PM on short days.
- 3- Students should wait for their teachers outside the classroom.
- 4- **Five-minute breaks between one lesson and the next are for changing between classrooms** and must not be used for recreation in the playground.
- 5- **Late arrival for lessons is not acceptable.**  
Late arrival will be marked by the teacher as LATE in the MySchool system. Excessive accumulation of unjustified delays may result in disciplinary measures.
- 6- In the event of absence of a member of staff, the class monitor must report an educational adviser or Mrs. Amic no later than five minutes after the second bell and all students must wait for instructions as to what they have to do.
- 7- Specific rules concerning **absence** can be found on the site : [www.eurscva.eu](http://www.eurscva.eu) .
- 8- **will remain unjustified if they fall before or after a holiday, even if the school has been notified of the absence.**At the end of the school day students must leave school **by the proper route and not use the emergency exits.** are

## C – RECREATION

- 1- During the breaks, students can go to their locker or the bathroom only for the time necessary and then go to the playground.
- 2- Pupils may remain in the ERASMUS courtyard only during the morning break.
- 3- Backpacks must be put on the shelves provided and **must not** be left in corridors, entrances and, most importantly, not in front of emergency exits.
- 4- The lower playground may be used by the students, if not being used for team sports.
- 5- In the event of rain :
  - Pupils in the DA VINCI building must remain in the corridors of the ground and first floor or under the shelter in the “cortile superiore”. It’s forbidden to stay in the classrooms, in other corridors and the gym hall.
  - In the ERASMUS building, pupils remain inside.
- 6- Students are not permitted to enter the Staffroom.
- 7- The library is available for silent study.
- 8- For safety reasons it is not permitted to :
  - play ball games in the upper playground
  - throw stones, snowballs, sticks, conkers, etc...
  - climb on trees, walls, fences and gates
  - carry balls without a bag
  - enter the private property bordering the school for any reason
  - go on the roof/shelter.
- 9- The Da Vinci study room is open to all pupils during recreations, but it is strictly forbidden to have lunch in this room.

## D – THE CANTEEN AND LUNCH

- 1- Students wishing to have a hot meal may go to the canteen after the 12.55. PM bell at the following locations:
  - years 1-3 outside entrance 1
  - years 4-7 outside entrance 2
- 2- Pupils of S4-S7 who have the studio in the 5<sup>th</sup> period, may go to the canteen after 12.30.
- 3- Students with a packed lunch may eat in the canteen or in the upper or north playgrounds, but not in the corridors or in the colonnaded courtyard. It is forbidden to take cutlery and glass bottles out of the canteen.

Mensa card

- 4- Pupils who misbehave at lunch can be refused entry into the canteen for an agreed period of time by the Staff of the School in charge of the supervision.  
lower next to the Staffroom following topping up your Mensa card.
- 5- During the lunch break all students, including those not eating in the canteen, must remain in the playgrounds of the DA VINCI building until 13.35 PM. Access to the ERASMUS building is not allowed. During the lunch break, all the pupils must stay in the DA VINCI precinct.

## E – PHYSICAL EDUCATION

- 1- In order to participate in P.E. lessons, it is necessary to have a complete change of clothing, including shorts or tracksuit bottoms, T-shirt and above all, **gym shoes**, to be used exclusively for sport.  
To change clothing, pupils have five minutes at the beginning and at the end of the lesson.
- 2- No type of jewellery – watches, rings, necklaces, earrings and “body piercings” - may be worn for obvious health and safety reasons.  
In the Gym there is a lockable cupboard in which items of value may be stored and which must be kept locked during lessons. To use it a personal padlock must be brought (see point K).
- 3- For reasons of hygiene it is not permitted :
  - to enter the Gym in “ normal ” shoes
  - to enter the Gym directly from outside; students must enter by the main door.
- 4- Students who do not participate in P.E. lessons for health reasons must bring a letter from their parents. If lessons cannot be undertaken for more than a week, a medical certificate is required. This must be given **to the counsellors** who will send a copy to the relevant teacher.  
**Attendance at P.E. lessons is obligatory** even for those students excused on health grounds as the teacher may seek their assistance during the lesson.
- 5- The sports grounds are at the disposal of the P.E. Staff both during school hours and during the lunch break, if required by the “gruppo sportivo”. At other times the lower playground is available for recreation. However, it is forbidden to go to the lower playground with glass bottles and to leave litter there.  
Use of school balls is only allowed during P.E. lessons, for team sports and matches.

## F – CLASSWORK AND EXAMS

All classwork must be marked and given back by the teacher within 14 days. In the case that pupils are given the classwork to allow parents to sign it, they must return it to the subject teacher within the following week.

## G – THE LIBRARY AND STUDY ROOMS

- 1- The Library and Study Rooms are for the use of all students.  
Working in silence avoids disturbing other students.  
First, second and third year students wishing to go to the Library must obtain a permission slip from the educational advisers.

During exam time, priority will be given to students who are studying for their tests.

- 2- The “ study hours” are part of the students’ timetable and may be used for relaxation, but they are primarily for reading, revision, research, homework or for working together. Pupils in years 1, 2 and 3 have room 209 and room 210 at their disposal for 'studio' and may not leave these rooms without permission of the educational advisers.

During study hours, pupils in years 4, 5, 6 and 7 have the 'aula studio' at their disposal in the DA VINCI building. Students may not stay in the corridors. They are allowed to be in the Library or the 'cortile superiore', without disturbing the P.E. lessons.

All students who occupy these rooms, are asked to keep them clean and tidy. i

## H – BEHAVIOUR

Within all the school buildings, the behaviour of the students must be civil and respectful towards all classmates, School Personnel, all rooms and also the School furniture.

Good behaviour is expected of every student at all times so that nobody will not cause any harm to anybody.

Within the School any form of political, ideological and religious discrimination will not be accepted. Any attitude of intolerance, or behaviour that restricts the freedom of another will not be permitted. Self control and the highest sense of responsibility are necessary, not only during the lessons, but also in every moment of the School life.

Every child must respect the School building, the furniture and the School equipment. Any damage caused by negligence or willful misconduct entail an obligation to pay for any damages occurred.

- 1- In the interests of everybody, students must be responsible for keeping classrooms, corridors and playgrounds clean and tidy:
  - It is forbidden to consume drinks in the classrooms and leave tins, bottles, etc ...; unless authorised by the teacher- All rubbish must be put into the rubbish bins provided for the **recycling collection**;
  - Blackboards, desks, walls, etc. ... must not be scribbled;**strictly** forbidden in all areas- lavatories must be kept clean;
  - Bathrooms must be kept clean;
  - The property of others must be respected and not damaged in any way.
- 2- Over and above any punishment given, students and their parents will be liable for the cost of any repairs, even if damage was unintentional, in accordance with the General Rules.

## I – EMERGENCY PROCEDURES

- 1- In every classroom there are details of the procedures to be followed in the event of an emergency. A summary of the rules is as follows:
  - Alarm: the alarm is given by a siren.
  - Leaving the building: at the sound of the alarm, students must remain calm, put their chairs under their desks and leave the classroom without any personal belongings.

The teacher will leave last, closing windows and the classroom door.

- Students must follow the directions to stairs and exits indicated on the emergency exit signs which are found in every corridor. It is important not to run.
  - Having left the building, students and members of staff must gather at the muster points indicated in the information sheets which are to be found in every classroom.
  - End of emergency: a bell signals the end of the alarm and students may return to their classrooms, accompanied by their teachers.
  - The Secretary's Office will act as the centre of information.
  - Beware that emergency drills will be carried out without prior warning.
  - By law, Emergency exits must be accessible during the School day.
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## **J – LOST PROPERTY AND THEFT**

**1- In the event of a theft, a full report must be given to the pedagogical advisors as soon as possible.** The School cannot reimburse students for any stolen property. Students are therefore requested, in their own interest, to take the following precautions:

- to use their personal lockers;
  - to bring to school only a minimal amount of money, or none at all;
  - to leave valuable objects at home;
  - not to leave lunch badges or necessary money unattended;
  - to write their names on all of their belongings.
- 2- Any items found must be handed into the Secretary's Office and must be claimed within 15 days, after which they will be donated to charity.
- 3- Objects found on buses must be requested from the transport service responsible (Mrs. Contini).
- 4- Items found in the gym changing rooms must be handed in to/or requested from the P. E. teacher.
- 5- The School cannot be held responsible for any items brought onto the school premises (Art. 35 of the General Rules ).

## **K – LEAVING THE SCHOOL PREMISES DURING THE SCHOOL HOURS**

- 1- No pupil may leave the school premises during school hours without the express permission of the Deputy Director or the Chief Educational Adviser. For pupils of 4 ° -5 ° -6 ° -7 ° an exit permit is necessary - see [www.eurscva.eu](http://www.eurscva.eu) - Documents and Links.
- 2- For exits on request see [www.eurscva.eu](http://www.eurscva.eu) - Documents and Links - Internal Rules.**Rup with**
- 3- The Infirmary  
When a student feels unwell during the school day he/she must go, or be taken, to the Infirmary, having first informed the class teacher and having teachers inserted "sent to infirmary" in the sms school system.  
When they are dismissed by the medical staff, students must hand the medical form to their

current teacher.

The nurses will contact parents and the Direction if a student needs to return home before the end of the school day.

Accordingly, parents are requested to provide the School with an emergency contact number.

A student who has been granted permission to return home at 12.55 PM must ask Mrs. Contini from the Transport Service for permission to take the bus.

- 4- Parents must understand that they bear full responsibility for their children for every period of absence from school. The School is not responsible for the conduct of the students outside of the School grounds.

The School Insurance only covers personal liability within the confines of the School and during the most direct journey possible to and from School.

which justifies the pupil's presence at

- 5- When an absent teacher is replaced, pupils must be present for their lessons.

## **L – PROHIBITED ITEMS**

It is absolutely forbidden to bring to School alcoholic beverages, drugs, weapons, including toy guns, laser pointers and fireworks, etc... For safety and environmental reasons, it is also forbidden to use any kind of spray cans. If these items are found, they will be confiscated.

## **M – MOBILE PHONES**

Mobile phones must be switched off during lessons, study periods (classes 1-2-3), meetings with teachers and other school personnel and in the Library.

Each student is responsible for his/her own mobile phone and must not leave it where it can be lost or stolen. If a mobile phone is misused it will be confiscated and handed over to the relevant parents.

## **N – DISCIPLINARY SANCTIONS**

The School hopes that it will not be necessary to take disciplinary action prescribed in the General Rules. However, if the gravity of situation demands it, punishment will be administered according to the sanctions laid out in the General Rules of the European Schools (see Appendix 1- art. 43).

## **O – PHOTOCOPYING**

Photocopying cards may be purchased at a cost of € 5 for 100 copies plus € 1 as a deposit for the card.

## **P – LIFT**

The lift must be used only by the authorized school personnel. Only the pupils, authorized for justified reasons, can use it. The key must be requested from the Counsellors upon leaving a deposit of 20€. Pupils under the age of 12, must be accompanied.

## **Q – 18-YEAR-OLD PUPILS**

18-year-old pupils who do not wish to maintain the communication between school and family have to inform the management in written form.

## **R - PEDAGOGICAL RULES SCHOOL TRIPS**

- 1 - During the trip the rules of the SE and the European School of Varese are applicable.
- 2 - Failure to comply with the rules will be sanctioned in accordance with the same and always after consultation with the management (agg.a / general), which must be contacted immediately by the teachers responsible for the trip.
- 3 - The accompanying teachers will ask for the cell phone numbers of the parents.
- 4 - For overnight trips, parents are required to fill and sign a form and with their signature they confirm to respect the terms of the trip and the payment terms established.
- 5 - Students of S1 - S3 will not be left alone, but will always be supervised by the accompanying teachers.

The Deputy Director

M. Maas