



## **INTERNAL SCHOOL RULES SECONDARY CYCLE**

### **EUROPEAN SCHOOL OF VARESE**

#### Foreword

The following rules are specific to the European School of Varese and complement the general rules which apply to all European Schools. These rules have been drawn up in consultation with all stakeholders to ensure that we fulfil our vision in partnership with parents/guardians, staff, students, the wider European School community and the local community. These rules were submitted to the Education Council and should be reviewed annually as part of the European School of Varese's ongoing development and annual plan. Our school is student-centred and democratic. Establishing a solid learning environment at the school and classroom level is critical to effective teaching and learning. We aim to provide the highest standard of education for all our students.

This policy applies to the whole secondary school community in their relationships with students – students, teachers, management, Administration Board, Parents, administrative and ancillary staff. The role of our school is to provide the highest possible standard of education for all its pupils. A secure and safe learning environment is an essential requirement to achieve this goal.

The European School of Varese's aim is to provide high-quality education of young people; our students are equally involved in 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 smooth 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, gender, sexual orientation, family status, disability or nationality. For school life to remain harmonious, it is necessary for everyone to respect the rules, and to feel responsible for them, not only for pupils, but also for 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 pedagogical services: the directors, the teachers, and the pedagogical advisors. 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 define positively the rules for the school community in such a way as to make working conditions with teaching and learning as core activities, as favourable as possible for everyone. We are a learning organisation that values life-long learning.

The internal rules of the Secondary School are underpinned by fairness. It respects the principles of natural justice and ensures a consistent approach to behaviour on the part of school personnel. These rules are committed to providing positive support including active teaching of relevant skills for those students who are more vulnerable to behavioural problems. These rules help young people to experience the value of being responsible participatory members of our school community.

Rules are not invented to torment students, some common sense will show they are there to safeguard students' right to learn and teachers' right to teach in a caring, safe and respectful environment.

## **CONTENTS - Internal Rules Secondary School – ESV/SEV**

<b>Foreword</b>	<b>Page 1</b>
<b>Contents</b>	<b>Page 2</b>
<b>A- Access to School Page</b>	<b>Page 3</b>
<b>B- BEGINNING AND ENDING OF LESSONS</b>	<b>Page 3-4</b>
<b>C– RECREATION</b>	<b>Page 4-5</b>
<b>D – THE CANTEEN/MENSA AND LUNCH</b>	<b>Page 5</b>
<b>E – PHYSICAL EDUCATION</b>	<b>Page 6</b>
<b>F – CLASSWORK AND EXAMS</b>	<b>Page 6</b>
<b>G – THE LIBRARY AND STUDY ROOMS</b>	<b>Page 7</b>
<b>H – BEHAVIOUR</b>	<b>Page 7</b>
<b>Prohibited Items</b>	<b>Page 8</b>
<b>– MOBILE PHONES</b>	<b>Page 9</b>
<b>(See also the ICT CHARTER of the EUROPEAN SCHOOLS)</b>	
<b>I – EMERGENCY PROCEDURES</b>	<b>Page 9 &amp; 10</b>
<b>J – LOST PROPERTY AND THEFT</b>	<b>Page 10</b>
<b>K – LEAVING THE SCHOOL PREMISES DURING THE SCHOOL HOURS</b>	<b>Page 11</b>
<b>L – DISCIPLINARY SANCTIONS</b>	<b>Page 11</b>
<b>M – LIFT</b>	<b>Page 11</b>
<b>N – 18 YEAR-OLD PUPILS</b>	<b>Page 12</b>
<b>O – Pedagogical Rules School Trips</b>	<b>Page 12</b>



Also refer to <https://www.eursc.eu/BasicTexts/2014-03-D-14-en-10.pdf> [www.eursc.eu](http://www.eursc.eu)

General Rules of the European Schools (Ref. : 2014-03-D-14-en-10)

## **A – ACCESS TO THE SCHOOL**

1- Students arriving at school must abide by the national rules of the road along the access road and must permit the free movement of authorised vehicles along Via Mameli. In particular students and parents must not block the entrance and exit of vehicles through the school gates.

2- Students coming to school in their own vehicles must proceed with extreme caution.

3- Students with vehicles must park outside the school grounds in a manner which will not impede the flow of traffic.

4- All students of the Secondary School enter through the blue gate (primary school). Students may not enter on foot to Via Mameli between 8.20-8.40 in the morning due to the arrival of the school buses.

## **B- BEGINNING AND ENDING OF LESSONS**

1- Students may enter school after 8.20 AM through the Blue Gate in Primary.

a They can wait outside their respective classrooms if the lesson is 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- In both buildings (ERASMUS and DA VINCI) students should await their teachers outside the classroom.

4- The five minutes between one lesson and the next is for movement between classrooms and must not be used for recreation in the playground nor going to the toilet without a teacher's permission (if you are going to be late for class).

5- An unexplained late arrival for lessons is not acceptable. Students who arrive late must go to an educational adviser who will give them a "late arrival form" to be taken to the lesson. Parents will be informed of repeated lateness and disciplinary steps may be taken. All lates must be entered into SMS with the explanation e.g. bus was late etc.

6- In the event of the absence of a member of staff, the student class representative or nominated student (or deputy) must advise an educational adviser or the school secretary no later than five minutes after the second bell and all students must await instructions as to what they must do.

7- Specific rules concerning absences can be seen on the site: [www.eurisc.eu](http://www.eurisc.eu)

8- Parents will be informed of any unjustified absence which will be dealt with appropriately. Absences that remain unjustified, even though they will have been already notified, will appear on the report as unjustified. The school is entitled to a reason for your absences.

9- At the end of the school day students must leave school by the proper route and not use the emergency exits. Students must exit through the Blue Primary Gate. Students using Via Mameli Pedestrian exit at 16.15, can only leave once the busses have left.

10-Truancy is regarded as being a particularly serious transgression of the rules. Parents will be informed when this occurs. Time missed is hard to make up.

### **C – RECREATION**

1- During the breaks, students can go to their lockers or to the bathroom (for the necessary time) and then they are expected to 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 or Physical Education.

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 the other corridors and the school gym building.

- In the ERASMUS building, pupils remain inside.

6- Students are not permitted to enter the Staff Rooms.

- The Library is available for silent study.

8- For reasons of safety 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 in the private property bordering the school for any reason
- Climb onto any roof or shelter of any school buildings.

#### **D – THE CANTEEN/MENSA AND LUNCH**

1- Students who wish to have a hot meal may go to the Mensa at:

S1-S3 12.15 - Please follow the indicated times on the posters for students.

S4-S7 – From 13.00

2 In order to allow a smooth and rapid serving of meals it is vital that students line up in an orderly way and follow the instructions of members of staff in charge of the supervision. It's important to bring their BADGE. Otherwise, they will have to wait until the queue subsides.

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 entrance of the Da Vinci building. It is forbidden to take cutlery and trays out of the canteen.

4- "COMSEV – Mensa" office (located in the Villa) is open from Monday to Friday from 8.30-13.30 and from 14.30-15.30 to top up(recharge) the family account.

If you want to order a picnic bag, please consult the [www.comsev.eu](http://www.comsev.eu) under the section "menu and special diet" – "packed lunches": the packed lunch service is only available for secondary school students who have lessons during their lunch break.

5- 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.

6- During lunch break all students, including those not eating in the canteen, must remain in the playgrounds of the DA VINCI building until the five-minute bell rings before their lesson after lunch. Access to the ERASMUS building is not allowed. During the lunch break, all the pupils must stay in the DA VINCI area. Students must leave the canteen as soon as they have finished their meal.

7- Only students with permission from the school direction can eat lunch earlier than the assigned time.

8. Students are not allowed to order takeaway food to school unless approved by the school management.

## E – PHYSICAL EDUCATION

1- In order to participate in Physical Education (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 (trainers/runners), 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 placed 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.
- the outside door to the building must be closed to make sure that items are kept safely in the changing rooms.

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 responsible pedagogical advisor 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/membro sportivo”. At other times the lower playground is available for recreation. However, it is forbidden to leave litter. Use of school balls is only allowed during P.E. lessons and for team practice 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.

Teachers are bound by confidentiality and cannot share the content of exams/tests in advance with any students. Cheating is seriously forbidden. Academic honesty is an important part of a student’s life.

It is necessary that students complete their homework and bring it to class.

It is necessary for all students to have all materials for their various subjects e.g. textbooks, pens, kit, materials etc. All must be clearly labelled with the student’s name.

## **G – THE LIBRARY AND STUDY/STUDIO ROOMS**

1- The Library and Study/Studio Rooms are for the use of all students.

Working in silence avoids disturbing the studies of others.

First, second-and third-year students wishing to go to the Library must obtain a permission slip from the Pedagogical advisers. During exam periods, priority will be given to students studying for their exams.

2- The “study/studio hours” are part of the students’ timetable and may be used for relaxation, but in the first instance they are for reading, revision, research, homework or working together. Pupils from years 1-2-3 have the Erasmus studio room available and may not leave this room without permission from the educational advisers. During study hours, pupils from 4-5-6-7 have at their disposal their respective ‘aula studio’ in the DA VINCI building. Students who wish for more recreational areas can sit at the tables in the common area outside the Pedagogical Advisor’s office.

Students are allowed to be in the Library or under the shelter on the ‘cortile superiore’, without disturbing the P.E. lessons. Students may not use the cubicles reserved for parent consultations. All students who occupy these rooms, are asked to keep them clean and tidy. It’s forbidden to eat and drink and not tidy up after oneself. These areas should be treated respectfully.

## **H – BEHAVIOUR**

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

-Respectful behaviour is expected from every student at all time so no harm is caused to anyone including themselves,

-Within the School any form of 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 wilful misconduct entails an obligation to pay damages and could lead to further disciplinary measures.



1- In the interests of everybody, students must be responsible for keeping classrooms, corridors and playgrounds clean and tidy:

- eating and drinking is not permitted in the classrooms;
- all rubbish must be put into the correct recycling bins.
- graffiti is not permitted anywhere;
- lavatories must be kept tidy;
- the property of others must be respected and not damaged in any way.

2-Appropriate and respectful clothing is worn to school. Please apply common sense when dressing yourself for school. School management may need to send a student home if a student's clothes are also repeatedly inappropriate.

#### **– PROHIBITED ITEMS**

It is absolutely forbidden to bring to School:

- alcoholic beverages
- drugs of any kind. Our school has a zero-tolerance approach. All incidents will be dealt with seriously (See Articles 42-44 General European School rules).
- weapons including toys and reproductions, laser pointers and fireworks, etc.
- For safety and environmental reasons, it is also forbidden to use any kind of spray cans. If they are found, they will be confiscated.
- It is forbidden to sell anything at school without the permission and approval of the school management.
- Smoking anywhere on school grounds is forbidden. Any student found with cigarettes, e-cigarettes or lighters will have them confiscated and parent will be informed. Smoking is unhealthy.
- Roller blades, skateboards and scooters are forbidden at school for safety reasons.
- Every member of the school community has a responsibility to take the greatest care in avoiding accidents or putting others at risk by thoughtless behaviour.

## – MOBILE PHONES (See also the ICT CHARTER of the EUROPEAN SCHOOLS)

Mobile phones must be switched off during lessons, meetings with teachers and other school personnel and in the Library (Unless the student has the teacher's permission to use their mobile phone). Phones must be switched off and in students' bags or in their lockers (All valuable items should be locked in a student's locker or left at home. The school is not responsible for lost or stolen items).

During exams students should leave their mobile phones/smart watches at home or in their lockers or must hand their mobile phones/smart watches in to supervisory staff (students found with mobile phones in their possession during an exam will be treated as attempting to cheat).

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.

Taking photos without permission, posting any images or videos on social media, recording images or sounds of staff members or other students is strictly prohibited and will be reported to the school management. School staff and students are entitled to courtesy and respect.

Mobile phones and devices are powerful tools to support learning, but if they are misused, they can disrupt education.

Students who are in the BYOD project must come to school with their device 90% charged plus, their device should have a protective cover. Students should have their device insured.

## 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:

- An Alarm: the alarm is given by a siren e.g. Fire alarm etc.
- 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, without running, the directions to stairs and exits indicated on the emergency exit signs which are found in every corridor.
- Having left the building, students and members of staff must gather at the emergency 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.

- Emergency drills will be carried out without prior warning.
- By law Emergency exits must be accessible during the School day.
- By Law it is prohibited to use the emergency exits unless there is an emergency.

#### **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 stolen property. Students are therefore requested, in their own interest, to take the following precautions:

- to use their personal lockers for all their belongings;
- to only bring to school a minimal amount of money, or none at all;
- to leave valuable objects at home;
- to not leave lunch badges or necessary money unattended;
- to write their names on all 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- Items lost or found on the school buses are the responsibility of the Transport Service and students should go to the Transport Office, which is to be found in the Villa. <https://www.eurscva.eu/en/home/services/school-transport/> (Ms Valentina Erba)

4- Items found in the gym changing rooms must be handed in to/or requested from a P. E. teacher.

5- The School cannot be held responsible for any items brought onto the site (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 permission of the Deputy Director or the Assistant Deputy Director or for pupils of 4 ° -5 ° -6 ° -7 ° with an exit permit - see [www.eurscva.eu](http://www.eurscva.eu) - Documents and Links. Parents will be informed of any unauthorised departures and

disciplinary measures will be taken. Students once they are finished their **normal** lessons may leave school grounds.

2- Special exception: requests to leave lessons for medical appointments will only be granted if an appointment cannot be made outside school hours. Such requests must be made to relevant VAR-ASSENZE email addresses no later than one day prior to the appointment which must be followed by a certificate of attendance.

3- The Infirmary/Medical Centre: when a student feels unwell during the school day he/she must go, or be taken, to the Medical Centre, having first informed the class teacher and having obtained the necessary permission slip from the pedagogical advisors. When they are dismissed by the medical staff, students must hand the medical form to their 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 on Monday or on Friday (S4-S7), their parent must ask Ms Erba (by email or in her office in the Villa) of the Transport Service for permission to take the bus. This can only happen during the times of exams and requests must come from the parents of the student.

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.

5- Any student, who due to an accident has to use crutches for a limited period, must present a medical certificate from which it is possible to see that the pupil is allowed to come to School.

6- When an absent teacher is replaced, pupils must attend the lesson.

#### **L – 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 A – Based on Article 42 of the General European School Rules).

#### **M – LIFT**

The lift must be used only by the authorized school personnel, or pupils authorized for justified reasons. The key must be requested from the Pedagogical Advisors upon leaving a deposit of 20€. Pupils under the age of 12, must be accompanied in the lift by a member of staff.

#### **N – 18 YEAR-OLD PUPILS**

18 year-old pupils who wish to have sole responsibility for communications to them instead of their parents/guardians must inform the school management in writing.

#### **O – Pedagogical Rules School Trips**



- 1- During the trip General Rules of the ES and internal rules of the ES of Varese are applicable.
- 2 – Failure to comply with the rules may result in serious sanctions (Articles 40-44 General ES rules).
- 3 – The accompany teachers of the trip will have a list of contact numbers of all parents whose children are on the trip for emergency purposes.
- 4 – For overnight trips, parents are required to fill and sign a form with their signature they confirm to respect the terms of the trip and the payment terms established.
- 5- Students of S1-S3 will always be supervised by accompanying teachers on a school trip.

Deputy Director

Director

Elizabeth McDonald

Ariane Farinelle