



European School Bergen

2023.02.14



House Rules, Secondary cycle

RIGHTS AND RESPONSIBILITIES OF MEMBERS OF OUR SCHOOL COMMUNITY

| Rights | Responsibilities |
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| <p>All members of the school community have the right to:</p> <ul style="list-style-type: none"> • a safe, positive and pleasant environment • open communication • an active role in the school community • feel comfortable/welcome at school | <p>All members of the school community have the responsibility to:</p> <ul style="list-style-type: none"> • conduct themselves in a lawful, ethical, safe and responsible manner that recognises and respects the rights of others • respect ideas and beliefs of others • maintain self-discipline |
| <p>Students have the right to:</p> <ul style="list-style-type: none"> • a safe, positive and pleasant environment • develop own ideas freely • a learning environment which encourages the development of self-confidence and self-esteem • open communication • input to school decision-making | <p>Students have the responsibility to:</p> <ul style="list-style-type: none"> • contribute to a positive, safe and pleasant environment (be friendly, polite, respectful, use kind language, ...) • comply with school procedures and policies (be familiar with the school guidelines and policies and follow them. They are available on the website under "Digital documents"). <p>Please pay also attention to the <i>"Health and safety measures in secondary"</i>.</p> |

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| <ul style="list-style-type: none"> • be assisted with social communication skills • positive feedback and constructive criticism • negotiate aspects of their curriculum • learning which is a preparation for the future | <ul style="list-style-type: none"> • come prepared to learn (be on time, bring all needed material, follow the instructions in class, listen when someone else is talking, do not disturb others, ...) • seek help (do not be afraid of asking for help from teachers, other students, ...) • respect ideas and beliefs of others (treat others as you like to be treated, ...) • apply feedback for improved learning (learn from feedback -what to do to perform better, ...) • maintain self-discipline (control your thoughts, emotions, behaviour, ...) • help building self-esteem and self-confidence of others (be supportive and helpful, ...) • respect the property of others (if you damage anything, you need to compensate it, ...) |
| <p>Teachers have the right to:</p> <ul style="list-style-type: none"> • a safe, positive and pleasant environment • establish expectations for behaviour and performance in their classroom in keeping with the school's values • be treated with dignity • teach • open communication • have input into school decision-making | <p>Teachers have the responsibility to:</p> <ul style="list-style-type: none"> • develop a safe environment • guide students towards self-discipline • respect individuality of students • help building self-confidence and self-esteem of others • listen to students • be positive role models • discipline respectfully • be open to learning and change • provide interesting, well prepared lessons • communicate openly with parents |

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| <p>Parents/carers have the right to:</p> <ul style="list-style-type: none"> • expect the school to support students • input into school decision-making • have an active role in the school community • feel comfortable/welcome at school • open communication | <p>Parents/carers have the responsibility to:</p> <ul style="list-style-type: none"> • always keep the school informed of their child's absences • show an active interest in their child's schooling, check SMS regularly (homework, attendance, lateness, reports, ...) • cooperate with the school to achieve the best outcomes for students • support school staff in maintaining a safe and respectful environment for all students • initiate and maintain constructive communication and relationships with school staff regarding their child's learning, lesson attendance, wellbeing and behaviour • contribute positively to behaviour support plans that concern their child |
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WHAT TO DO WHEN YOU:

Have a problem or/and you want to contact the school

- Contact class/subject teacher
- Contact the Educational Adviser 072 58 90 162, or Assistant Deputy Director 072 58 90 160
- If needed they will redirect you to the deputy director, Mrs. Cytarżyńska
- When needed, the deputy director Mrs. Cytarżyńska will redirect you to the director Mr Frithiofson

➔ To have good school organisation it is important to follow the order of these steps

Are late or absent:

- Report to Mr Spittaels, Educational Adviser, as soon as you arrived or will be in school
- Please see the ***Secondary- guidelines for absences and lates of students*** in the "Digital documents" on the school website (<https://esbergen.eu/digital-documents-3/>)

Note about free periods:

- Years 1, 2 and 3 cannot leave the school premises before the lunch break, or in the afternoon unless they no longer have any afternoon lessons.
- Years 4 and 5 can leave after 12:25 (leave your school pass with security).
- Years 6 and 7 can leave any time (leave your school pass with security).
- Students can leave school after their last time-tabled lesson.
- Do not leave school without permission.
- You must not leave the school premises for the five-minute breaks between the lessons.

➔ When leaving the school, students always need to show the pass to the security.

- If a student doesn't have a school pass, (s)he is not allowed to leave the school in his/her free periods

(NO SCHOOL PASS = NO GO)

- Students with RED school pass cannot leave the school before the end of the school day.

A Red pass needs to be requested by the parents to Mr Spittaels
(pete.spittaels@eursc.eu).

Lose your school pass:

- Report your loss immediately to security or to Mr Spittaels.

Want to check your timetable or homework?

- Consult your SMS account on sms.eursc.eu

Change name, address, phone number or family circumstances

School records must be accurate and up to date in case of emergency.

Please contact:

Email : BER-info@eursc.eu

Telephone Number : +31(0)72 5890 109

Lost property

- Retrace your steps and check where you may have been earlier
- Check the area around the lockers
- Report articles lost to concierges

Need personal help

- Our school has a designated care team headed by the Deputy Director, consisting of teachers and other professionals within the school, who are available to talk to students in complete confidence. In any case, if you have any problems or concerns, please contact the Deputy Director or any staff member you feel comfortable to talk with.

GENERAL EXPECTATIONS

- Food must be eaten in the canteen or in the entrance hall. Individual teachers can make an exception about eating in class when there is no other possibility for the students.
- Only bottled water may be brought into classrooms. Teachers will advise where safety issues prevent this.
- Paper and food scraps are to be disposed of appropriately. Each person is responsible for the correct disposal of their rubbish.
- School property should be respected. Any damage to buildings and property should be reported immediately to the concierges.
- The lockers are the property of the school and are provided as a service to the students. Management reserves the right to check the lockers without advance notice

Visitors to the School

- Visitors must make an appointment in advance with the teachers or management.
- All visitors must report to the security office at the Main Gate, to be issued with a visitor's pass.
- Visiting students must fill in a form at least a week in advance; normally the visits are allowed on Fridays.
- Students must not invite anyone who is not enrolled at the school onto the school grounds without permission.

GENERAL PROCEDURES

Behaviour

- At all times behave sensibly and show respect and courtesy to everyone in our school community. This includes not using bad language.

- Negative behaviour like using bad language, vandalism, theft, intimidation, sexual harassment, threatening behaviour, maltreatment, discrimination in and around the school premises and at any school organised activity or function is not tolerated. In the event of a serious violation the Director of the European School Bergen will take appropriate action.
- The use or possession of alcohol, tobacco, drugs, weapons and fireworks is forbidden in and around the school premises and at any school organised activity or function. The police will be informed if there is any suspicion of criminal activity; any illegal activity could result in prosecution.
- Students have access to the school ICT facilities for school work. Misuse or non-acceptable behaviour which includes use of social media that adversely affects anyone in the school community will not be tolerated.
- Always walk in the school – no running, pushing, etc.
- The security of all personal items remains the responsibility of the student.
- The Child Protection Policy outlines procedures for responding to extreme or unacceptable behaviour from students, parents, teachers and all support staff.

Use of Mobile phones and electronic devices

- Mobile phones, laptops, tablets and other electronic devices are not allowed to use for students S1-S4.
S1-4 students who bring their phone at school are requested to leave their phone in their locker during the school day.
- For pupils from S5 upwards, an electronic device can be used in the lesson if the teacher allows that for teaching and learning purposes. Mobile phones can be used during breaks and free periods.
- Mobile phones visible or audible to the teacher at any time during the school day may be confiscated and claimed back from the Educational Advisers at the end of that day. On the second occasion, the mobile must be collected by a parent.
- It is forbidden to take photos or film anywhere within the school premise; only the management can make exceptions.
- Please see the **IT charter** in the “*Digital documents*” on the school website (<https://esbergen.eu/digital-documents-3/>)

Movement in and around the School

- In order to avoid too crowded corridors, students are asked to enter the class room at the beginning of each lesson period, even when the teacher is not present yet. Classes are not locked during the school days. Take care not to leave personal belongings in the class rooms.

- At the end of each lesson students are expected to move directly from one lesson to the next and make sure they bring all their books and things needed out of the locker.
- Courtesy should be extended to all staff, students and visitors at all times.
- You can only use the lift if you have special permission from the educational advisors.
- Respect the waterfront / environment: do not throw anything into the water nor leave trash in the sports field/main entrance.

Where to go during breaks and free periods.

- Students must not stay in the classrooms/gym during free periods without the teacher's permission and supervision.
- All students from S1, S2 and S3 must go to the study hall if they don't have class in periods 1 to 5.
- During breaks the only places where you should be either outside, in the entrance hall, the library, the study hall or in the aula.

Study hall & Library

- Feel free to enter but respect others working there. Talk quietly!
- Maintain self-control.
- NO food, drinks or mobile phones.
- If you want to work in a group, you have to ask permission.
- 1 Student = 1 PC (if needed for group work, ask permission).
- No gaming (only Minecraft Education version is allowed taking into account a restricted weekly time of 2x20 min / week; before starting to play Minecraft students need to fill in a document available by the educational advisers.)
- Handle everything in the library and the study hall with respect.

Aula, Canteen, Music Rooms and the Stage

- We are lucky to have so many instruments. Show respect and look after them.
- Ask the music teacher for permission before using any instrument.
- Leave the stage curtains open at all times.
- The piano should remain at the centre of the stage, so DO NOT move the piano to the side.
- Do not drink and eat on the stage.
- If you want to use a musical instrument or get the key of the multi-media room, ask the music teacher.

Preparation for Lessons

- Be punctual. A student is responsible for being on time.
- Bring homework, books and required materials to every lesson.

No litter, no mess.

- It is the responsibility of all members of the school community to keep the school a clean and tidy place.
- We expect you to dispose all the litter into the rubbish bins, even if it is not yours.

Safety

- Bicycles, skateboards, roller-blades and scooters are to be secured in the front playground.
- Be safe – do not ride bicycles or scooters on the school premises, get off at the gates and walk in.

Travel to and from School

- Our school's reputation depends upon students' behaviour in public. A high standard of behaviour is expected whilst travelling to and from school.
- Students who catch busses are to wait in an orderly manner on the footpath.
- Everyone using the car park - be careful - REMEMBER the small people!
- Pay attention to the cars in the parking area.
- Smoking is not allowed on the school premises and around, and at any school organised activity or function. Under Dutch law people under 18 are prohibited from buying cigarettes.
- Energy drinks are forbidden during school times and at any school organised activity or function.

DRESS STANDARD

This policy provides a framework for what is an acceptable standard of dress which promotes a good image of the school in the community. In all circumstances the Educational Advisers and/or the management will have the final say in this matter.

It is important to note that these same standards also apply in connection with any school related activities (i.e. school trips).

1. Shirts/Tops

- a) Shirts should always be long enough to keep the mid-body covered during normal movement throughout the day.
- b) Shoulders should be covered.
- c) Garments with inappropriate (e.g. obscene) images or words, or promoting alcohol, tobacco or illegal substances are not acceptable.
- d) No beachwear.

2. Shorts/Skirts/Jeans

- a) Undergarments should never be overly visible. Belts should be worn to keep baggy jeans and shorts around the waist.
- b) Skirts and shorts must be long enough to maintain students' modesty.
- c) No beachwear.

3. Footwear

Sensible footwear should be worn, no beachwear. Extreme high heels are not allowed for safety reasons.

4. Headgear

No hoods or hats worn indoors. Headgear only worn with permission from management.

5. Sports

During the lessons we require the students to wear an appropriate sports outfit both for indoor and outdoor activities. This means that they need two pairs of proper sports shoes (one for indoor and one for outdoor use), a pair of shorts, a pair of jogging pants, t-shirts and a long-sleeve jumper.

DAILY ROUTINE AND LESSON TIMES

European School Bergen operates 10 x 45 minutes' periods each day.

Period 0: 08.10 – 08.55

Period 1: 09.00 – 09.45

Period 2: 09.50 – 10.35

Period 3: 10.40 – 11.25

small break

Period 4: 11.40 – 12.25

Period 5: 12.30 – 13.15

Period 6: 13.15 – 14.00 (LUNCH break)

Period 7: 14.00 – 14.45

Period 8: 14.50 – 15.35

Period 9: 15.40 – 16.25

Contacts European School Bergen, Secondary:

Educational Adviser:

Mr Pete Spittaels pete.spittaels@eursc.eu **072 5890162**

Assistant Deputy Director secondary:

Mr Jean–Philippe Ferrant
BER-ASSISTANT-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu **072 5890160**

Deputy Director secondary:

Mrs Ilona Cytarżyńska
BER-DEPUTY-DIRECTOR-SECONDARY-CYCLE@eursc.eu **072 5890175**

Director ES Bergen

Mr Per Frithiofson BER-DIRECTOR@eursc.eu **072 5890115**

School website: www.esbergen.eu