



Secondary school regulations

European School Bergen

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Foreword

Dear parents and students,

Our team has structured a new document that presents our school rules. They are thoughtfully crafted to provide an orderly, respectful, and caring learning environment. They provide explicit guidelines for the routine of daily life, attendance, well-being, behavior, absence, and students' rights—enabling a satisfactory learning experience for everyone within our school community.

These regulations are established within the framework of the General Rules of the European Schools and take precedence over the following current regulations:

- House Rules
- Guidelines on Absences and Lateness

We urge and encourage all students and parents to read these rules, as they highlight essential aspects of school life. Familiarity with these guidelines will actively contribute to a climate of respect, responsibility, and practical cooperation among students, parents, and staff.

We have ensured that the document's language is gender-neutral in the spirit of inclusivity. The generic "he" refers to all the male or female students. The term "parents" is also used to include all the legal guardians and students of the legal age.

We appreciate your cooperation with students and parents in following these rules. With cooperation, we can ensure a secure and friendly learning environment where all students can thrive.

We appreciate your support and eagerly look forward to another successful academic year.

Yours sincerely,

Mrs Cytarzynska

Deputy Director, Secondary Cycle

1st of September 2025

1. General organisation of the school day

School starts every day at 09:00 and finishes at 16:25. Students have access to the school from 8:30 onwards through the main entrance, next to the Europahal. The school week is from Monday – Friday. Younger students often opt for one free afternoon per week, often on Friday.

Students who are in S567 can exceptionally have lessons organized in Period 0 (8h10-8h55).

Students must be in possession of their school pass when entering and leaving the school premises in order to present it to security.

Bicycles, skateboards, roller-blades and scooters are to be secured in the front playground. Students are not allowed to ride bicycles or scooters on the school premises. Electronic vehicles are never to be charged on school premises due to safety concerns.

1.1 Timetable

Start	Period	Start	Period
08:10-08:55	0		
09:00-09:45	1	12:30-13:15	5
09:50-10:35	2	13:15-14:00	Lunch break (6)
10:40-11:25	3	14:00-14:45	7
11:25-11:40	Short Break	14:50-15:35	8
11:40-12:25	4	15:40-16:25	9

Students can consult their individual timetable in SMS (My School System). We advise students to check their timetables regularly in September, as changes might still occur in the first weeks of school.

1.2 Late arrivals

Students must arrive on time so that lessons can begin punctually. It shows respect for classmates and teachers.

Latecomers (with an explanation/justification) need to go to the advisers first before entering their class. An Educational adviser will record the late arrival in SMS.

In the event that the educational advisors are absent, the student needs to report to the librarian or the Assistant Deputy Director.

Parents/legal representatives are expected to inform the school as soon as possible via mail to child.absent@esbergen.org to give the reason for the lateness. An Educational Adviser or the Deputy Director may overrule an excuse if it is not documented, or it occurs too frequently. Disciplinary measures will be imposed if students arrive frequently late.

1.3. Free periods

During their free period(s), students have access to the following places according to specified conditions:

Students who are in S1, S2 or S3 need to report to the study hall in period 1 until period 4 (incl). After reporting to the Educational Advisors, students might be authorized to go elsewhere. (aula, entrance hall and/or sport field)

Students who are in S4, S5, S6 or S7 can leave the school (see 1.5), can go to the library, entrance hall or Aula. If the Sport field is not used by PE classes, students can go there as well.

In return for their school pass, students can borrow games and sports equipment at the offices of the Educational Advisors.

Please note that when the school has organized special compulsory activities (e.g. workshops, debates, concerts, orientation sessions, excursions), students must participate in them regardless of their possible free periods.

If there will be foreseen free periods due to absent teachers at the start and/or end of their school day, we will inform parents at the latest the day before. Students can then arrive later and/or leave the school earlier.

1.4 Lunch

Students can eat their lunch outside or in the Aula

On Monday, Tuesday and Thursday, the Aula is reserved for the lunch of nursery and primary students in Period 5. Secondary students can buy food in Period 5 but can't stay in the aula.

Students can bring their own lunch or can buy something from our Aula. The canteen is open from 8h30-14h. After having lunch, they must tidy up their place and put the rubbish in the bin.

Parents can subscribe their children for a hot meal delivered by an external caterer. They will be informed of this option at the start of each semester.

1.5 Permission to leave

If a student needs to leave school before the end of the lessons, parents must inform the school beforehand by mail to child.absent@esbergen.org. The reason for the early departure (e.g. medical appointment) must be communicated in advance and certified with a proof of appointment (mail or paper).

If students feel ill during the day, they must go to the infirmary. If necessary, the nurse will contact the parents and decide jointly to give permission to send the student home. The student will then be justified absent for the remaining of the day.

1.6 End of the school day

To ensure students' safety within the school premises, please take note of the following arrangements:

- Students who have finished their school day are asked to leave the school immediately.
- Students who wait for their extracurricular activities on Wednesday and Friday, must eat lunch and wait in the Aula.

1.7 School pass

The school pass is an identification tool which must be carried at all times in order for the student to be able to identify themselves at the request of the staff. Parents can choose between a normal school pass or a red school pass.

By default all students receive a normal school pass. A red school pass can be requested by the parents to the educational advisors. Students with a red school pass can not leave the school premises until the end of their school day.

S1, S2 or S3 students can't leave the school premises before their lunch break or in the afternoon, unless they no longer have any afternoon lessons.

S4 and S5 student can leave the school premises during free periods (after 12h25) and/or during their lunch break. Students need to leave their school pass at security when they leave the school and pick it back up when they return. No school pass = no go.

S6 and S7 students can leave the school premises during free periods and/or during their lunch break. Students need to leave their school pass at security when they leave the school and pick it back up when they return. No school pass = no go.

During the exam period, S567 will have an adapted schedule that will be communicated beforehand.

Parents declare to release the Management of the European School of Bergen from responsibility if the child leaves school against the conditions granted by his/her school pass.

! Students who lost their school pass, will ask their parents to send a notification to the educational advisors by mail and will pay 5 euros in cash. The received money will cover the costs necessary to provide a new pass. The rest will be donated to the Students' Committee at the end of the school year.

1.8 Lockers

All secondary students will receive a locker and an access code at the start of the school year.

For reasons of health and security the school reserves the right to open lockers at any given moment in the presence of the student concerned and with written permission of one of their guardians or parents. Students are not allowed to damage and/or decorate their lockers.

1.9 Lost items

Students are responsible for all objects of value (student card, clothes, jewelry, wallets, bank cards, mobile phones, bicycles and motorcycles...) they bring to school. Parents are asked to mark their children's clothes, books and other school material to avoid a long search.

Any objects left on the ground, on top of the lockers or on the shelves, will be collected and deposited in the lost & found closet at the concierges in the entrance hall. Students who lost something are advised to check the lost & found first. Any left lost items will be donated to charity after a notification.

1.10 Visit of parents and external guests

Access to the school premises is restricted.

Visitors must request an appointment in advance by filling in the Visitors form. All visitors must report to the security office at the Main Gate, to present appropriate identification and to be issued with a visitor's pass.

Please consult our visitors protocol in the [Visitors Guidelines](#) on the school website.

1.11 Homework

The [Homework Policy](#) for the Secondary Cycle outlines the purpose, principles, and responsibilities surrounding homework in the European Schools. Homework is designed to reinforce learning, develop skills, prepare students for future lessons, and encourage critical thinking and responsibility. Assignments should be purposeful, achievable, and relevant to students' current studies.

Homework must be balanced with students' personal lives and not overwhelm them. Teachers assess homework to gauge student progress and provide feedback, while the amount of homework assigned should be reasonable, gradually increasing as students advance. Plagiarism and misuse of AI are strictly prohibited, with clear consequences for academic dishonesty. Students and parents share responsibilities in ensuring homework is completed on time and to a high standard.

2. Attendance

2.1 Attendance in class

- Acceptance of a place at the school shall imply the right and the obligation to attend all courses of instruction listed in the curriculum and to do such work as is set. Students shall also be required to take part in any compulsory school activities and trips.
- “Attending all courses of instruction” shall mean regular and punctual attendance at the classes indicated in a calendar and timetable produced and given to students at the beginning of the year.
- As mentioned in the General Rules of the European Schools, Article 26, paragraph a., regular and consecutive attendance of classes 6 and 7 of the secondary cycle is a sine qua non for admission to the European Baccalaureate session.
- A student's attendance at classes is necessary to ensure his development and to enable the teacher to make a full and accurate assessment.
- A student's attendance at a course shall be considered regular if the number of periods of presence is at least 90% of the number of periods of the course in question.
- Programmed support lessons are mandatory. The SEN coordinator and Deputy Director for Secondary will be informed after 3 unjustified absences. Support lessons might be cancelled.

2.2 Dispensations for Physical education

In the event of a short-term dispensation (up to one week), an email must be written before the start of the school day by the parents to the Educational Adviser and in copy to the sports teacher.

Students are dismissed for participation but not from attendance. Students must be present even when dismissed by their parents. The Physical education teacher will decide how the excused student will spend their time during the lesson (passive participation in the PE class, study room with task, etc.)

If the absence is longer than a week, a medical note stating that the student is physically unable to participate and for how long, is necessary and must be presented to his Educational Adviser first and his sports teacher. This certificate can stay in force for up to 6 months only and may be extended by further certificates. The PE teacher in cooperation with school management can decide of an alternative participation and assessment in case of a prolonged, documented absence.

Parents are requested to indicate at the beginning or in the course of the school year any illness, physical problem, weakness or treatment concerning their children which might render certain activities inadvisable, or even impossible. Parents must inform the Physical Education teacher, the class teacher, the Educational Advisers and the school nurse as soon as possible. Further documentation can be requested.

3. Absences

3.1 Registration of absences

In case of absence, late arrival or early leave of their child, parents must inform the school by mail to child.absent@esbergen.org.¹ The Educational Advisers registers the absence in SMS.

The absences are recorded in SMS and are to be consulted by parents regularly. If parents wish they can check the overview of the attendance of the past two weeks. In case of a possible error, please address the teacher and Educational Adviser concerned. For appointments, supporting documents of the visit must be provided (appointment card, administrative visit proof, etc.).

3.2 Absences for health reasons

In the event of a student being unable to attend school because of illness, the parents must inform the school before 9h00 by mail to child.absent@esbergen.org for **each day of absence**.

For absences longer than 2 consecutive days and in cooperation with the school nurse, parents can be asked by management to produce a proof of a doctor's appointment.

The Director may, if he considers it necessary, have the student examined by medical staff.

Where a student contracts an infectious disease, the parents must notify the Director in writing and adhere strictly to the ruling of the Administrative Board, drawn up in agreement with the school medical service, on the containment of infectious diseases, in particular as regards quarantine for him and other students living under the same roof. The student shall be readmitted to the school only on production of medical documentation from a doctor recognized by the (local) health authorities.

All students shall be examined periodically by the school medical service. The costs of checkups and of preventive measures shall be borne by the school.

3.3 Absences on personal grounds

All absences not linked to illness, a medical appointment, driving exams or an open university visit, must be requested for approval at least 3 working days beforehand to our Assistant Deputy Director of Secondary (BER-assistant-deputy-director-secondary-cycle@eursc.eu) indicating the period of absence and giving reasons. Permission for a personal absence may be granted for a maximum of two days plus reasonable travelling time.

In the case of a force majeure or the death of a close relative a longer absence may be permitted.

¹ In case of an announced strike or problem with public transport, parents remain responsible to organize alternative transportation to school.

Permission for personal absence may in no case be granted for the week preceding or the week following school holiday periods or public holidays, unless in case of death of a family member.

Open day at university or college and driving exams

The parents of the concerned student need to request with documentation at least 3 days in advance by mail to child.absent@esbergen.org .

During B-tests and exams, these kinds of personal requests will automatically be rejected.

3.4. Absence from A-tests (all year groups)

If there is no justification from the parents within 48 hours, the teacher gives the student 0 out of 10 for the test/homework.

Where a student is absent for a valid reason from an A-test, he must catch up the tests on dates decided by the school. We expect the student who missed a test, to contact the concerned teacher(s).

A student who is reported ill by their parents on a given day can't be present on school premises and cannot sit A-Tests.

3.5. Absence from B-Tests (only for students in S4567)

- If a student is ill and can't participate in a B-test; parents must inform the school before 9h on the concerned day of the B-test by mail to child.absent@esbergen.org and must provide a medical note or proof of medical appointment within 48 hours.
- Medical appointments scheduled during a B-test, are not a valid justification for not sitting the B-test.
- Medical appointments on the day of a B-test but not during a B-test, must be announced beforehand with proof or medical note by mail to child.absent@esbergen.org .
- Only school management can decide if any other absence or lateness is justified on the day of a B-test.
- A student who is considered sick by our school nurse or with a medical certificate cannot be present on school premises and cannot sit B-tests.
- Where a student is absent for a valid reason from one or more B-tests, he must catch up the tests on dates decided by the school.
- If the student chooses to sit the B-Test, a retroactive medical certificate is not valid.
- Where a student is unjustified absent from the B-test and/or without medical certificate, he will have a zero mark.

3.6 Absence for an examination (only for S567 students)

- Where a student is absent from a written examination in years 5 to 7, the parents shall inform the Deputy Director of Secondary and the Educational Advisers of the reasons of his absence before the start of the exam by mail to child.absent@esbergen.org.
- In principle, only absences due to illness and duly documented can be considered as justified.
- Without production of a medical certificate, medical note or a proof of medical appointment, the absence shall be regarded as without grounds and automatically trigger a score of zero (see also the General Rules of the European schools, article 30).
- Where a student is absent without grounds from one or more parts of examinations in year 7, he will not be allowed to take the Baccaulaureate examinations.²

3.7 Consequences of absences

- Unjustified absences will be clearly identified and severely dealt with³.
- Where towards the end of the school year, the number of absences seems likely to exceed the threshold of 10% of the periods actually organized for a given course, the Director will warn the parent/guardian or the student himself if he is over 18 of the risk of non-promotion or of being unable to take the Baccaulaureate examinations.
- Should repeated unjustified absences of one or more periods continue to occur after the Director's warning, the Discipline Council may decide on the student's exclusion.
- In the event of unauthorized absence for more than 15 consecutive days, the student shall be deemed to have left the school. The students' legal representatives shall be so informed by registered letter.

For further details on consequences of absences, we refer to the General Rules of the European School article 30.

² See Article 30 in the General Rules of the European Schools

4. Well-being

If you don't feel well or having a hard time, you can always reach out to your class teacher. Second in line are the educational advisors or Mrs Edwards (member Care Team). We have a parttime school psychologist and a school nurse, if you feel that you need an environment of full confidentiality.

Our school has a designated care team headed by the Deputy Director, consisting of Mrs Edwards, the educational advisors, the Deputy Director, the Assistant Deputy Director and our school psychologist and school nurse. You can contact any member of the care team by passing by their offices, by Teams chat or by mail: LIST-BER-CARETEAM@eursc.eu .

5. Good behaviour

- We expect respectful and responsible behavior from all students and a mature approach from older ones.
- Everyone must show respect for the rooms, the furniture and all school equipment. Students, and consequently their parents or guardians, are responsible in the case of any damage to these items. The damage must be paid and/or repaired in each case - this to be decided upon by the school. A community service at school can be planned.
- At the school's entrance and its vicinity, all members of our school community should behave correctly by moderating their language and the way they act. Shouting, noisy gatherings, pushing and pulling are out of place.
- During lesson time or breaks, students may not circulate in the corridors unless they have permission from a staff member.
Corridors are out of bounds until 5 minutes before the start of the lessons in the morning and in the afternoon, and 5 minutes before the start of lessons.
- Corridors and staircases are passageways, where students should behave sensibly. Shouting, pushing, running and playing, leaving bags in the way and sitting on the floor is not allowed.
- Students are expected to act politely and respectfully towards the persons in charge of the Aula. Responsible attitude in the Aula means that students respect the instructions given by adults, don't waste any food, keep the place as clean as possible and put the chairs in place when they leave.
- Students who bring their own packed lunch can eat it outside or in the aula. Eating is forbidden in class, the entrance hall, in the study hall and in the library. After having lunch, they must tidy up their place and put the rubbish in the bin.
- Students are allowed to drink water in a reusable bottle. Students can fill their bottles during the breaks at the water fountain in the Entrance Hall.
- Staff may require individuals or groups to clean any area that has been made unusually or unnecessarily dirty.
- You can only use the lift if you have special permission from the educational advisers.

6. Dress code

Clothing choices should respect the school's intent to sustain a safe community of diverse identities. All students, parents and staff are expected to dress appropriately for school or any school-related event. The primary responsibility for a student's attire lies primarily with the student and their parent(s) and/or guardian(s).

Clothes must be worn in a way such that genitals, buttocks and the upper body⁴ are fully covered. Shorts and skirts should reach middle thigh.



Caps, hoods and hats must be taken off indoors. Wearing clothes that cover the face completely or cover it in such a way that only the eyes are uncovered, are forbidden.⁵

Students cannot wear:

- Violent language, symbols and/or images on clothing or the body.
- Images, symbols and/or language depicting/suggesting drugs, alcohol, vaping or paraphernalia (or any illegal item or activity) on clothing or the body.
- Hate speech, vulgarity and/or pornography on clothing or the body.
- Images and/or language that creates a hostile or intimidating environment for vulnerable individuals or communities on clothing or the body.
- Swimsuits and/or flipflop slippers (except as required in class or athletic practice)
- Extreme high heels are not allowed for safety reasons.

During the Physical Education 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.

During experiments in scientific subjects, students are obliged to wear the Personal Protected Equipments (PPE) that the teacher demands. They will be provided by the school. Examples are coats, gloves, goggles, hair ties, etc. Not respecting the PPE will exclude the student from the experiment.

In cases of non-adherence to the dress code, school members will be provided with three (3) options to be dressed more to code during the school day:

1. School members will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
2. School members may be provided with temporary school clothing (EP) to be dressed more to code for the remainder of the day.
3. If necessary, students' parents will be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

⁴ Clothing must cover the torso from the armpits down to the hips at all times

⁵ In line with the Dutch law 'Wet gedeeltelijk verbod gezichtsbedekkende kleding'

7. Electronic devices

Use of mobile phones, social media or any connected devices (smart watches, headphones, etc.) is regulated by the [Electronic Device Policy](#).

Parents should not call or text their children during school hours.

In case of need or emergency, please contact the educational advisers or the reception.

8. Substances

Bringing, possession, detention (notably for another), (mis)use, abuse, dealing, sharing and/or being under the influence of vaping, alcohol, tobacco, nicotine, snus, CBD, energy drinks, misused medicines and all illegal substances is forbidden on school premises, during school activities and trips and in the immediate vicinity of the school.

If this general rule is violated or if there is a suspected violation of this general rule all members of the school community are obliged to intervene.

9. Weapons and other dangerous objects

It is strictly forbidden to bring/use objects to/in school that could be considered as weapons or other items that could threaten health and safety. In the case of non-complying with this rule, a disciplinary procedure will start immediately involving police whenever school management or law deems necessary.

! Toy weapons and fireworks are also not allowed at school.

10. Pedagogical and disciplinary measures

Given that the principal aim of the school is education, disciplinary action is only considered when other pedagogical methods have failed.

Disciplinary action may be taken to ensure the smooth running of lessons and educational activities as well as to protect people and property. It will be applied in cases where a student has failed to meet his obligations. Absence at a disciplinary sanction requires a dully justified reason from the parents, beforehand.

All students should follow the rules set out. Sanctions can help children to change their behaviour and learn new skills. The school reserves the right to take disciplinary measures according to the specific situation encountered.

For children with special needs, sanctions (remedial or deprivation) are sometimes necessary, as they are for other children. All behaviours that compromise respect (for the adult, for other students) and safety (for the student him/herself, or for others) are usually subject to sanctions. The school recognizes that children with special needs may sometimes need additional explanation to understand certain rules, the purpose of the sanction, and why their behaviour is unacceptable.

11. Students' rights

Each student has the following specific rights:

- To be informed of his results and any important facts related to them.
- To contact the class teacher, the Educational Adviser and then the Assistant Deputy Director if they consider that their rights have not been respected.
- To be given a hearing before any sanctions are applied.
- To be always given encouragement.
- To have recognition of the positive aspects of their work or for the positive contribution they make to the school.
- To have the best possible chance of advancement during their school career.
- To be treated with respect.
- To elect class representatives, PC representatives, to join working groups and to be represented at the different levels at school.
- To participate in workshops, clubs, activities, etc. organized by the school.

12. Students' Committee

The Pupils' Committee is a group of elected students who represent the voice of students and organize fun activities for students at school.

First students will elect within their class group a class representative. The class representatives elect the members of the PC. The Pupils' Committee (PC/CDE) represents the students in the European school of Bergen in all meetings concerning different aspects of school life. Secondly, they organize fun activities like bake sales, the yearbook, Valentine roses, movie nights, etc.

13. Other policies within secondary

- [General rules of the European Schools](#)
- [Electronic Device Policy](#)
- [Plagiarism and Artificial Intelligence Policy](#)
- [Homework policy for secondary](#)