

# EUROPEAN SCHOOL OF STRASBOURG

## RULES AND REGULATIONS

### Given

- the French national *Code de l'Éducation*, particularly articles L. 131-8, L. 401-2, L. 511-5, R. 421-20, R. 421-5, R. 511-13
- the legislation, *Ordonnance n° 2014-238 du 27 février 2014 relative à l'EPLE dénommé "Ecole européenne de Strasbourg"*
- the decree, *Décret n° 2015-232 du 27 février 2015 portant organisation et fonctionnement de l'École européenne de Strasbourg*
- the General Rules of the European Schools - Ref.: 2014-03-D-14-en-10
- the Regulations on Accredited European Schools - Ref.: 2013-01-D-64-en-4

### Preamble

The European School of Strasbourg is an accredited European School. As such, all members of the school community are committed to upholding the mandate given to the European Schools by one of the founders of the European Union:

*"Educated side by side, untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures, it will be borne in upon them as they mature that they belong together. Without ceasing to look to their own lands with love and pride, they will become in mind Europeans, schooled and ready to complete and consolidate the work of their forebears before them, to bring into being a united and thriving Europe."* (Jean Monnet)

These words were inscribed on parchment and sealed in the cornerstone of the new building of the European School of Strasbourg on 12 December 2013.

Worthwhile teaching and learning require not only appropriate buildings, but also a propitious community, with human beings at its centre. In referring to the words of Jean Monnet, the EES commits itself to transmitting both knowledge and values, which begin with tolerance and openness to many cultures, in order to develop a democratic spirit, the capacity to act autonomously, and a sense of mutual responsibility and solidarity.

The fundamental principles of the school are thus laid out in this preamble to the school rules and regulations:

- Members of this educational community show mutual respect and behave openly, respectfully, and loyally to one another.
- Members of this educational community behave consistently with the principles above, taking their part in the shared responsibility in care for the common good and welfare.
- Members of this educational community commit to social engagement, to respect for the environment, and to regard for health in all curricular and extracurricular contexts.
- Members of this educational community work together to achieve clear and constructive goals, for which transparency and the regular exchange of information are especially necessary.

Together, all members work in their disparate roles to continue the development of the school's spirit and to seek to improve its adherence to these principles.

# 1. General principles

## 1.1. Cycles and sections

The European School of Strasbourg is organised in three cycles:

- the nursery cycle (M1-M2)
- the primary cycle (P1-P2 / P3-P4-P5)
- the secondary cycle (S1-S2-S3 / S4-S5 / S6-S7)

The school comprises three language sections: germanophone (DE), anglophone (EN), and francophone (FR). The choice of section corresponds to the child's mother tongue or principal language of use.

## 1.2. School schedules

### 1.2.1. School year

The school calendar of the European School conforms to the academic calendar of the Académie de Strasbourg. The school year is divided into two semesters. At the end of each semester, a report card of student results will be sent to families.

### 1.2.2. Table of class hours

cycle maternel	cycle primaire P1-P2	cycle primaire P3-P5	cycle secondaire
8h00 : ouverture porte maternelle et début de l'accueil dans la classe. 8h10 : début de l'horaire officiel. <b>8h20 : fermeture du portail</b>	8h00 : ouverture des portes. 8h10 : <b>début des cours</b> , les élèves montent avec leur professeur dans les classes.		8h00 : ouverture des portes. 8h10 : <b>début des cours</b> .
-	8h20-8h50 8h50-9h20 9h20-9h50	8h20-9h05 9h05-9h50	T1 : 8h10-8h55 T2 : 9h00-9h45
10h10-10h40 : récréation	9h45-10h00 : snack 10h00-10h20 : récréation	9h50-10h00 : snack 10h00-10h45	9h45-9h55 : récréation
Fin des cours : 11h35	10h20-10h50 10h50-11h20 11h20-12h05	10h45-11h05 : récréation 11h05-11h55	T3 : 9h55-10h40 T4 : 10h45-11h30
11h35 -13h00 : Pause méridienne	12h05 – 13h30 : Pause méridienne	11h55-13h30 : Pause méridienne	T5 : 11h35-12h20 T6 : 12h20-13h05
13h00 : début des cours	13h30 – 14h00 14h00 – 14h30	13h30-14h00 14h00-14h30	T7 : 13h10-13h55 T8 : 14h00-14h45 T9 : 14h50-15h35
-	14h30 – 14h50 : récréation 14h50 – 15h20	14h30-14h45 : récréation 14h45-15h30	15h35-15h45 : récréation
15h35 : fin des cours			
Vendredi : fin des cours à 11h35	Vendredi : fin des cours à 12h05	-	T10 : 15h45-16h30 T11 : 16h30-17h15 T12 : 17h15-18h00
Mercredi : 8h20-12h20	Mercredi : 8h15-12h25	Mercredi : 8h15-12h30	

1.2.3. The weekly duration of teaching by level is governed by the decisions of the Governing Board of the European Schools.

M1 - M2	25h30
P1 - P2	25h30
P3 - P4 - P5	27h15
S1	33 periods of 45'
S2	33 to 35 periods of 45'
S3	31 to 33 periods of 45'
S4 - S5	31 to 35 periods of 45'
S6 - S7	31 to 35 periods of 45'

### 1.3. Attendance

1.3.1. Participation in all lessons is both a right and an obligation

Enrolment of a pupil in the school entails the right and the obligation to participate in all lessons for the class and to do the work assigned. This includes both required work and participation in class and required homework.

Participation consists of attending all classes regularly and punctually, according to the academic calendar and the individual timetables received by pupils at the beginning of the year. Pupils are under the responsibility of teachers during class hours.

Participation in all classes is necessary to ensure pupils' development and to allow teachers to evaluate them completely and fully.

1.3.2. Regulation of absences

Parents agree to alert the school to their child's absence, by telephone or email, no later than the actual day of such absence:

- [viesco.primaire@stras-edu.eu](mailto:viesco.primaire@stras-edu.eu) for primary,
- [viesco.secondaire@stras-edu.eu](mailto:viesco.secondaire@stras-edu.eu) for secondary.

To be considered justified, an absence must be registered by one of the legal representatives using the appropriate digital form.

All absences of which the school has not been notified will be communicated to parents, who must explain them.

Upon their return to school, secondary school pupils must present themselves to the Vie Scolaire with their home-school liaison books completed and signed by their parents. Liaison books for primary school pupils will be collected from their classroom by the Vie Scolaire.

Permission for absence for personal or family reasons must be made in advance to the school management. Such leave of absence will not be granted for more than two consecutive days. Except in case of *force majeure*, leave of absence will not be granted in the weeks preceding or succeeding school vacations.

The Head Educational Counsellors (*Conseillers Principaux d'Éducation, CPEs*) will determine whether such absences are justified, in accordance with relevant rules and legislation.

Unjustified absences constitute a breach of discipline and may be the subject of disciplinary proceedings.

Absences that are not justified by the day of the pupil's return will be considered unjustified. All absences and tardies, whether justified or unjustified, will be reported in the semester report card.

#### 1.3.3. Absence from B-tests

B-tests (beginning in S4) are the equivalent of semester examinations. In case of absence, the school will enforce the relevant article (30-3-f-i): "Where a pupil is absent from a written examination in years 4-6, the pupil's legal representatives shall inform the Director of the reasons for his/her absence, immediately or the next day. In cases of illness, a medical certificate is mandatory to justify the absence. In all other cases, the Director will decide whether or not the absence is justified." A third-party written certification will be required in all cases, to be presented before the return of the pupil (except in case of illness).

In accordance with the General Rules of the European Schools, any tests for which the absence is considered unjustified, or not justified within the time allowed, shall be sanctioned by a grade of zero.

#### 1.3.4. Regulation of tardies

Where applicable, parents must fill in the notification of the tardy forwarded to them and return it to the Vie Scolaire within 24 hours of such tardiness.

Les retards sont consignés par l'intermédiaire de l'espace numérique de travail.

In case of repeated tardiness, the school will proceed to disciplinary measures (e.g., meetings with parents, sanctions).

Any tardiness in the course of a day, outside the first period of classes of that day, can only be justified by the Vie Scolaire under the responsibility of the Head Educational Counsellors (CPE). Pupils are no longer permitted to enter classes once such classes have begun. Where appropriate, they must go to the study hall.

### **1.4. Rights and obligations of pupils**

#### 1.4.1. Self-respect, respect for others, and respect for the school environment

Respect, for others and for the environment, is a fundamental principle that includes: respect for other persons; politeness; dress suitable to work and a school environment; and respect for the environment and school equipment.

Peace and safety are rights for everyone: accordingly, everyone has the obligation to observe the rules of basic politeness. Pupils, families, and school employees are all forbidden to engage in any behaviour, gesture, or speech that would impede the school's orderly functioning or show disrespect for other people. In particular: racketeering, theft, and bullying are expressly prohibited.

If any damage is caused, whether intentionally or not, financial reparation may be asked of the families but this does not preclude reparation measures asked of the pupil causing such damage.

#### 1.4.2. Neutrality and secularism

As mandated in the French *Code de l'éducation*, "the wearing of signs or clothing publicly demonstrating religious adherence is forbidden." Families may not use religious dress to excuse pupils from compulsory subjects.

#### 1.4.3. Rights and obligations relative to freedom of expression

Freedom of expression is protected at school within the limits of French law. Hurtful, racist, or discriminatory speech is prohibited.

## 2. School organization and function

### 2.1. Entry and exit

#### 2.1.1. Nursery pupils

Children will be brought by a parent or responsible adult to their teacher or other person designated to receive them. Pupils may be brought to class until 8:30. Children may be picked up at the end of each half-day, either by their parents or by persons designated in writing to and approved by the school administration.

#### 2.1.2. Pupils in primary and secondary cycles (P1-S4)

Until reaching school, pupils are under the sole responsibility of their parents. Pupils are under school authority during all school activities, whether or not taking place within school grounds. Pupils who take lunch at home (*externe*) are authorized to leave school after their last hour of class in each half-day.

Pupils who eat lunch at school (*demi-pensionnaire*) are under the responsibility of the school from the beginning of their first class hour until the end of the last class hour of the day. They may not leave school premises before this time. Pupils in S1-S4 who have open periods between two classes must remain at school during this time. They may go the study hall, the library, or the student common room (see 3.2) during open periods.

When pupils have to leave the school under exceptional circumstances (for a medical appointment, for example) or when a teacher's absence leaves pupils unattended for more than two periods, the legal representatives must send a dispensation to the school online via Myschool, taking full responsibility for permitting their child to leave the building.

#### 2.1.3. Pupils of the secondary cycle S5-S7

Pupils S5-S7 may leave school premises during open hours. Furthermore, they shall go to any available rooms, the Common Room (see 3.2) or the Learning Center (see appendices).

#### 2.1.4. Parents and visitors

Access to school premises is restricted. Parents and visitors should apply for entry during school hours at the reception and respect all safety regulations in force. No parent or visitor may move about the school unauthorised.

#### 2.1.5. Classroom guests

Volunteers, including but not restricted to parents of pupils, must obtain authorization from the school administration before participating in class activities.

#### 2.1.6. Visits from pupils not belonging to the school

Visits by pupils not belonging to the school are permitted for former pupils and class correspondents. A written request must be submitted to the Head of Secondary or Primary and Nursery at least 48 hours prior to such visits. If authorised, the school shall inform the families of the terms and conditions governing such visits.

A visit regarding inclusion in at least one period of classes shall be subject to agreement.

All visitors are obliged to display a visitor's pass.

#### 2.1.1. School Outings

During school outings, pupils are the responsibility of the organising teacher, from the beginning of the outing to its announced finish time, from the scheduled point of departure to the point of arrival.

If, during an outing in the city of Strasbourg, they no longer have any classes for the half day (for day pupils) or the day (day boarders), pupils from S5 to S7 have the option to go straight home from the place of the outing as long as their parents give their permission beforehand and subject to the agreement of the Director.

## 2.2. Movement of pupils

#### 2.2.1. General

Movement of pupils within the school, in particular between classrooms, should take place in a calm and orderly manner, without running.

#### 2.2.2. Recess

Pupils will exit into the schoolyard. Dangerous sports or games are forbidden in the schoolyard. Large balls (e.g., footballs, basketballs) may only be used in sports activities organized under the responsibility of an adult. It is forbidden to play ball games under the eaves during rain. Only foam balls belonging to the school may be used in the schoolyard. The concrete risers are not part of the play area and are off limits to pupils except for events under the supervision of adults.

Access beyond the school railings is strictly prohibited and may be subject to disciplinary sanctions.

The study hall and the S1-S4 Common Room are closed during recess.

Movements during class times must be kept to the minimum.

#### 2.2.3. Usage of lockers

Pupils may not leave their belongings in the hallways or in the secondary school recreation area. In the secondary cycle, pupils will be assigned lockers by the Vie Scolaire. They must provide their own locks.

Lockers must be emptied each trimester, during the Christmas holidays, during the spring break and at the end of the school year.

## **2.3. Safety**

### **2.3.1. Personal safety**

Safety rules are posted and should be followed by all. In case of alert, a responsible adult will direct pupils according to the situation (internal or external evacuation). It is strictly forbidden to touch fire extinguishers and all other safety equipment.

Similarly, movements in the evacuation safe zones are strictly reserved for emergency situations and school staff.

### **2.3.2. Use of lab coat in science courses**

A lab coat is required to be worn for all chemistry experiments in both chemistry and laboratory chemistry courses (S6-7). Lab coats must be purchased by families.

### **2.3.3. Dangerous and forbidden objects**

The possession of knives, sharp tools, or any other sharp or dangerous objects is forbidden on school grounds. Likewise, dangerous projectiles (including snowballs and stones) are forbidden. Lollipops are forbidden in the nursery and primary cycles.

Smoking of any kind, including electronic cigarettes, is forbidden on school grounds. In the immediate vicinity of the school, it is expected that pupils, parents, and employees who smoke will model behaviour consonant with personal responsibility and good citizenship, for the comfort and safety of nonsmokers and younger pupils.

The possession or consumption of alcohol or any illegal product is forbidden on school grounds and in the immediate vicinity of the school. In case of infraction, pupils may be subject both to school disciplinary procedures and to referral to law enforcement.

### **2.3.4. Valuable property; non-school-related property**

Valuable property and non-school-related property should not be brought to school. Liability in case of loss, theft, or damage rests entirely with the owner.

### **2.3.5. Usage of portable telephones**

Usage of portable telephones is forbidden in the nursery and primary schools.

In the secondary cycle, the use of mobile phones or any other electronic communication terminal is prohibited in S1, S2, S3 and S4. Use is tolerated by pupils in S5, S6 and S7 in their common room only. However, school personnel may intervene to limit excess usage of electronic devices. In classrooms and the Learning Center, phones and other devices must be turned off.

## **2.4. School premises**

### **2.4.1. Respect for buildings, furniture, and material**

Pupils share with school personnel the responsibility to maintain buildings, furniture, and material clean and in good condition. They must take scrupulous care of material entrusted to them.

Teachers and pupils must take care to leave classrooms clean and tidy. In case of vandalism, parents will be required to cover the cost of replacement.

Pupils are asked to report damages immediately.

#### 2.4.2. Access to classrooms

After school hours, classrooms are not accessible to pupils. Forgotten property may be recovered the following morning.

#### 2.4.3. School toilets

The toilets are accessible between classes, during breaks, and during the lunch recess. In the interest of all, it is necessary to keep the restrooms clean.

### 2.5. Health rules

#### 2.5.1. Rules for health and hygiene

In case of illness or injury, pupils will be cared for by the school nurse. No ill or injured pupil in any year or cycle may leave school without authorisation by school management.

At the beginning of each school year, parents will complete an emergency contact form. Parents will be contacted immediately in case of illness or injury.

#### 2.5.2. Procedures in case of emergency

In case of serious accident, the school will call emergency services and inform families as soon as possible.

**SAMU telephone landline: 15**

**SAMU telephone cell: 112**

**Enfance en Danger (Child Protective Services): 119**

**Anti-bullying telephone number: 3018**

Any person witnessing an emergency situation must immediately inform the school administration.

#### 2.5.3. Protocols for individual medical needs and/or medication

Pupils suffering from allergies, chronic illnesses, or ongoing conditions requiring regular or emergency administration of medicines must file an individual medical plan (PAI—*projet d'accompagnement individualisé*) in advance with the school doctor. In the absence of a PAI, school personnel are not permitted to administer medication.

#### 2.5.4. Lice prevention at school

It is strongly recommended that families regularly check the scalps of their children for lice.

#### 2.5.5. Individual insurance

It is highly recommended that parents insure their children against injuries they may incur to themselves (personal insurance or *garantie individuelle*) or to others (liability insurance or *responsabilité civile*); both types of insurance are obligatory for all optional activities or outings

### 2.6. Canteen services

The canteen is open five days a week, with the possibility to enrol for 1, 2, 3, 4, or 5 set days/week (see the information in the appendix pertaining to the canteen. There are four different categories for lunch:



- “Demi-pensionnaire”: pupils who eat lunch in the school canteen. They shall remain on school premises for the entirety of the lunch break.
- “Lunch box” : service for pupils in M1-S4 is offered by the APE-EES. Pupils shall remain on school premises for the entirety of the lunch break.
- “Externe” S1-S4: pupils are under the legal responsibility of their parents. No “externe” pupil is authorised to eat lunch in the school or on school grounds, for reasons of safety and liability.
- “Externe” pupils in S5-S7 may eat lunch in school in their common room only, within the limits of available space.

Eating in classrooms, the Learning Center, or hallways is forbidden.

### 3. Particular regulations

#### 3.1. Physical education

Physical education is a required subject, evaluated at all levels.

Appropriate clothing is required.

Complete or partial physical inability to participate are not grounds for exemption from the course. Physical participation is not the only means of acquiring the knowledge and skills required for the discipline.

In case of physical inability to participate, a medical certificate is required. Any medical dispensation may be reviewed by the school doctor.

Pupils S5–S7 may travel to and from sports facilities on their own, including during school hours.

#### 3.2. Functioning of student common rooms (secondary cycle)

Two common rooms are available to secondary school pupils.

- The first is supervised by the Vie Scolaire, for the pupils in the first years of secondary school.
- The second is managed for themselves by pupils in S5-S7. Pupils in S5-S7 may eat in their common room only.

A charter composed by student representatives and governing their function is to be found in each common room.

Pupils undertake to keep the common rooms clean and tidy.

### 4. Organization of dialogue with pupils and families

#### 4.1. Internal administrative bodies

- 4.1.1. The European School of Strasbourg is a public school, EPLEI (*Établissement Public local d'Enseignement International*) and an independent legal entity (*personne morale de droit public*):

It is administered by an Administration Council, which constitutes its governing body, the composition of which is fixed by the *décret* of 27.02.2015. Its status further entails the following bodies:

- ❑ a Discipline Council;
- ❑ a Health and Safety Commission;
- ❑ a Bids Review Commission (overseeing external contracts);
- ❑ a Health and Citizenship Education Committee (CESC);
- ❑ an Education Commission

#### 4.1.2. Administrative bodies specific to the European School of Strasbourg:

The following bodies function in the school according to the General Rules of the European Schools:

##### 4.1.2.1. Class councils:

The composition and functioning of class councils conform to the General Rules of the European Schools. Teaching staff for each class meet at the end of each semester to evaluate the academic results and behaviour of each pupil.

##### 4.1.2.2. Education Councils:

Two Education Councils shall be formed, one for the primary and nursery cycles, the other for the secondary cycle. Each of these Councils shall meet in principle once per semester. They are composed of representatives of the teachers, the parents, and of the pupils.

The two Education Councils may hold joint meetings on issues affecting the whole school: as such, they accordingly compose the Pedagogical Council (Conseil pédagogique (Code de l'Éducation, Art. D. 421-165)).

The task of the Education Councils shall be to seek optimum conditions for effective teaching and to promote positive and stimulating human relations. In particular, they shall seek to introduce all measures likely to highlight the school's European character. They may set up working groups. They may adopt resolutions for submission to the competent authorities of the European Schools. If the Director takes a decision which does not conform to a proposal made by the Education Council, they shall give their reasons for doing so. Discussions of individual cases must be excluded.

##### 4.1.2.3. Student Committee

The pupils of the secondary school organize a Student Committee, to meet monthly. At the beginning of each school year, the members of each class will elect one representative and one substitute. The delegates will then form from among their number a committee that will choose its representatives to the various committees, councils, and commissions. A set of internal rules governing the Committee defines the election procedures.

Students aged 15 and over are encouraged to join the student association, the Student Board.

## **4.2. Rewards, punishments, and sanctions**

### 4.2.1. Recognition of student success

At the EES, the teaching staff pay particular attention to valorising the successes of pupils in academic subjects, in improving the life and spirit of the school, in fostering a sense of solidarity, and in taking responsibility for themselves and their classmates. This recognition is intended to reinforce pupils' sense of belonging to the school and to a collective community.

#### 4.2.2. School penalties

Penalties and sanctions are regulated by the French *Code de l'Education* and the *décret du 25 août 2011 (modifié par le décret du 22 mai 2014)*.

Penalties are decided in immediate response to a situation, by teaching personnel or Principal Educational Advisors (CPEs), or by suggestion from another concerned member of the school community

Penalties concern:

- minor failures to fulfil pupils' school obligations
- disruptions to classrooms or to the school life as a whole

A pupil may not be deprived of break or recess as a punishment or to finish an assignment.

Examples of possible penalties:

- message to parents in the home-school liaison book
- oral or written apology
- extra schoolwork
- *fiche de réflexion* (primary)
- exclusion from class (secondary)
- detention (secondary)

A penalty may be accompanied by a meeting of school personnel (teachers, CPEs, or administration) with parents.

It is permitted to isolate, under supervision, pupils whose behaviour is difficult or dangerous to themselves or others.

#### 4.2.3. Sanctions

In the secondary cycle, sanctions may be imposed by the Director or by the Discipline Council.

Sanctions concern:

- injuries to persons or property
- serious infractions of school rules and obligations

Disciplinary sanctions may include:

- letter of warning
- letter of censure
- community service
- temporary exclusion from class
- temporary suspension from school
- expulsion (may only be pronounced by the Discipline Council).

Other measures may be proposed.

#### 4.2.4. The Education Commission

The Education Commission is chaired by the Director or one of the Deputy Directors. Its mission is to evaluate the situation of pupils whose behaviour is incompatible with school rules, and to search for personalized solutions. It puts into place appropriate measures of protection and accompaniment, measures to foster pupils' responsibilities, and alternatives to sanctions.

### 4.3. Family-school liaison

#### 4.3.1. Parent-teacher meetings

At the beginning of the school year, teachers will communicate office hours to families when they will be available for meetings. These office hours will also be published on the school website.

#### 4.3.2. Methods of communication between teaching staff and families

##### 4.3.2.1. Home-school liaison book

The home-school liaison book is issued to each pupil at the beginning of the school year. It contains all communication between the administration and teaching staff and families, and families should consult it regularly. On occasion, signatures may be requested to verify receipt of information.

The liaison book may also be used to request an appointment with a member of the teaching staff, the Vie Scolaire, or the school administration.

Pupils must always have their liaison books with them, as they are required for access to school grounds.

Lost or damaged liaison books must be replaced at families' expense.

##### 4.3.2.2. Digital workspace and school e-mail service

School management software is online for the use of all members of the school community: pupils, parents, teachers, and administration.

Pupils' timetables, evaluations, and results are all posted online. The SMS may also be used for e-mail communication. All teachers may be contacted via their professional e-mail addresses.

##### 4.3.2.3. Website

The school website, [www.ee-strasbourg.eu](http://www.ee-strasbourg.eu), contains a wealth of information regarding school life. It should be consulted regularly.

### 4.4. Parents

Elections for parent representatives to the Administrative Council shall take place before the seventh week of the school year, in accordance with the current legislation.

I, the undersigned, confirm that I have read, understood, and accepted these rules.

Pupil's legal guardian:

Pupil: