

Extract of General Rules

Article 11

The Director shall organise the school archives. These shall include in particular:

- a) a file of all pupils on roll;
- b) a file of newly enrolled pupils and of pupils removed from the roll;
- c) the end-of-semester and interim reports;
- d) the absences file for the previous year;
- e) a complete set of the documents provided for in Article 26 for the previous three school years;
- f) as complete a set as possible of the end-of-term/semester tests and a complete set of the examinations organised in the previous three school years;
- g) a confidential personal file for each pupil;
- h) documents concerning the Baccalaureate;
- i) the minutes of Class Council meetings.

Article 16

These Councils are:

1. Class Councils
2. Subject Councils
3. General Councils
4. Education Councils
5. Discipline Councils (see Chapter VI)

Article 18

1. Class Councils shall meet,

- a) at the end of each term or semester in the secondary cycle
 - to assess pupils' academic results and behaviour
 - to propose measures to be taken where necessary.
- b) without prejudice to implementation of the provisions of the SEN (special educational needs) Regulations, at the end of the school year (in both the primary and secondary cycles), to take decisions on promotion to the year above.

Additional Class Councils may also be convened in the light of particular circumstances.

2. Meetings of Class Councils shall be attended by all staff who teach the class.

Article 19

Subject Councils

1. Subject Councils shall meet at least twice a year to coordinate teaching of the same or associated subjects.
2. Subject Council meetings shall be attended by all staff teaching the relevant subject or subjects.

Article 20

General Councils

1. General Councils shall be convened, as the need arises, to deal with matters affecting the whole school (General Council) or a particular cycle (cycle General Council). These Councils shall have an advisory role.

Article 23

Class teachers

The Director shall appoint a class teacher for each class in the secondary cycle.

In the nursery and primary cycles the teacher in charge of the class shall perform this role.

Class teachers shall be responsible for:

- centralising all information on the progress and conduct of pupils in their class,
- assisting the Director and colleagues in disciplinary matters concerning these pupils,
- preparing for meetings of Class Councils on instructions from the Director
- reporting to the Director on all questions which he/she refers to them, and in general ensuring that the Director's rules and instructions are followed.

The class teacher is the link between pupils' legal representatives (individually or representing the class), the pupil delegates of the class and all the teachers who teach the class.

Article 24

Communication with pupils' legal representatives

1. Teachers shall take all necessary steps

a) to keep pupils' legal representatives informed

- of the work set and the results achieved by pupils

- of conduct, application, class work and homework

- of regular attendance and punctuality

b) to inform them of any significant change in the pupil's academic progress.

c) to reply to any particular requests for information from pupils' legal representatives with respect to these Rules, to regulations adopted by the Board of Governors and to the general principle of the right to privacy to which all members of the school community are entitled.

2. At the beginning of the school year each teacher shall indicate a time outside teaching hours when he/she will be available to see pupils' legal representatives by appointment to discuss a pupil's situation. This timetable must be communicated to pupils' legal representatives. Teachers may also take the initiative and ask pupils' legal representatives to come and see them. They shall notify the Director should parents not respond to the invitation.

Article 26

Class work

1. Every nursery and primary cycle teacher must be able to account for the written planning of the work done in his/her class. Annual and periodic plans must be given to the Deputy Director.

2. Secondary teachers shall have a clear and transferable record of forward planning for each term or semester (depending on the school's organisation). They shall also keep a regularly updated record of material covered. In this record, the connection between planning and material actually covered must be made clear.

The record of material covered shall be placed in the school archives at the end of the school year and kept for three years.

3. These documents shall be available at all times to the Director and the Inspectors.

Article 30

Regular attendance at classes

1. Without prejudice to the SEN (special educational needs) Regulations, attendance at classes shall be organised as follows

a) 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. Pupils shall also be required to take part in any organised activities declared compulsory by the Director.

b) Attending all courses of instruction shall mean regular and punctual attendance at the classes indicated in a calendar and timetable produced and given to pupils at the beginning of the year.

c) A pupil's attendance at classes is necessary to ensure his/her development and to enable the teacher to make a full and accurate assessment.

d) A pupil'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 actually organised.

2. Dispensations

a) Physical education

i. A pupil may be excused attendance at physical education classes only at the request of his/her legal representatives and on production of a medical certificate stating that he/she is physically unable to attend.

ii. Except in duly certified cases of permanent disability, dispensation may only be granted for one semester/term, depending on the organisation of the school year. It may be renewed only if a further medical certificate is produced. The Director may, if he/she considers it necessary, have the pupil examined by the school doctor.

b) In exceptional cases and on duly certified medical grounds, a pupil may be excused part of his/her homework by the Director. Such authorisation may not be outright; it may be granted for a specified period only, at the express request of the pupil's legal representatives on the understanding that the pupil's chances of promotion at the end of the year may be jeopardised.

3. Absences

a) Recording of absences

The school shall keep a record and daily register of pupils' absences. At the end of each semester/term, the school shall draw up a list of absences for each pupil. Unauthorised absences will be clearly identified and will be dealt with severely

b) Consequences of absences

i. In the event of unauthorised absence for more than 15 consecutive days, the pupil shall be deemed to have left the school. The pupil's legal representatives shall be so informed by registered letter.

ii. Should repeated unauthorised absences of one or more periods continue to occur after the Director's warning, the Discipline Council may decide on the pupil's exclusion.

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iv. If, at the end of the first term or semester, the number of absences seems likely to exceed the threshold of 10% of the periods actually organised in one or more subjects, the Director will warn the pupil's legal representatives of the risk of non-promotion.

c) Absences on personal grounds

i. Only the Director may give a pupil permission to be absent from school.

ii. Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance. Applications must be made in writing, indicating the period of absence and giving reasons.

iii. Permission may be granted for a maximum of two days plus reasonable travelling time.

iv. Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.

v. In the case of the death of a close relative, a longer absence may be permitted.

d) Absences on sick grounds

i. In the event of a pupil's being unable to attend school because of illness, the pupil's legal representatives will inform the Director of the reason in writing, not later than the second day of absence.

ii. After an absence of more than two days, primary and secondary pupils will only be allowed to return to school on production of a medical certificate by the pupil's legal representatives.

- iii. The Director may, if he/she considers it necessary, have the pupil examined by the school doctor.
- iv. Without written notification from the pupil's legal representatives or production of a medical certificate within the period laid down in points i. and ii., such absences shall be regarded as unauthorised and punishable by the Director.
- v. Where a pupil contracts an infectious disease, the pupil's legal representatives must notify the Director in writing and adhere strictly to the rules, drawn up in agreement with the school medical service, on the containment of infectious diseases, in particular as regards quarantine for him/her and other pupils living under the same roof. The pupil shall be readmitted to the school only on production of a medical certificate from a doctor recognised by the local health authorities or from the school doctor.
- vi. All pupils shall be examined periodically by the school medical service, if possible, every year. The costs of check-ups and of preventive measures shall be borne by the school.

Article 32

Pupils' legal representatives shall be responsible for ensuring that pupils respect school premises and property and that books and objects made available to them by the school are returned. They shall be required to pay compensation to the school for any damage caused by a pupil, even unintentionally.

Article 37

- a) Pupils' legal representatives shall form 'Parents' Associations' independently. At the beginning of each school year they shall elect representatives to sit on (the Education Councils), the Administrative Board... Pupils' legal representatives of a given class may elect class delegates.
- b) Secondary pupils shall form a 'Pupils' Committee': at the beginning of each school year the pupils of a class shall elect a delegate. All the delegates shall form a committee from among whose members representatives will be chosen for (the Education Council and) the Administrative Board.
- c) Teachers shall elect two 'Staff Representatives' (nursery-primary and secondary), who shall sit on the school's Administrative Board. They shall also elect representatives to sit on the Education Councils.
- d) Administrative and ancillary staff shall elect a representative to sit on the Administrative Board.

Article 42

a) The list of disciplinary measures does not mean that they can be imposed only in the order given. All disciplinary measures from detention onwards shall be entered in the pupil's personal file and kept for a maximum of three years.

In a serious case, involving a risk to safety or health in the school, the Director may, as a precaution, return a pupil to the care of his/her legal representatives pending the convening of the Discipline Council.

b) Disciplinary measures in the secondary cycle shall be as follows:

1. Reprimand.
 2. Extra work.
 3. Detention.
 4. Warning and/or sanction by the Director.
 5. Warning and/or sanction by the Director on a proposal from the Discipline Council.
 6. Temporary exclusion from the school
 - by the Director, for a maximum of three working days
 - by the Director, on a proposal from the Discipline Council, for a maximum of 15 working days.
 7. Expulsion from the school decided by the Director on a proposal from the Discipline Council.
- A pupil's expulsion shall not in principle entitle him/her to enrol at another European School.

c) Disciplinary measures in the primary cycle shall be of the same nature, except that expulsion shall not be possible.

The pupil's legal representatives shall be informed of all disciplinary measures, with the exception of reprimands.

Article 43

Disciplinary measures shall be taken at the following three levels:

- 1.1 The offence may be dealt with directly by the member of staff who witnessed the incident: reprimand.
- 1.2 Appropriate action by the teacher concerned in conjunction with the class teacher, an educational adviser or the principal educational adviser: detention and/or extra work, both with notification of the pupil's legal representatives and information to the Director.
2. Director's intervention: on the basis of a report submitted to him/her (Article 42): the Director shall summon the pupil and may issue a warning or take disciplinary measures extending to a temporary exclusion of a maximum of three working days.
3. Director's intervention after consultation of the Discipline Council, which may propose any sanction, including temporary exclusion for more than three days up to expulsion.

If the Director decides to bring the incident before the Discipline Council, he/she shall designate a rapporteur from amongst the teaching or supervisory staff, with the exception of the members of the Discipline Council, charged with investigating the matter.

Article 44

Discipline Councils

1. In each school two Discipline Councils shall be formed: one for the primary cycle and one for the secondary cycle.
2. The Discipline Council's task shall be to examine serious infringements by pupils of school rules and general rules on communal life within the school.
3. If a SEN (special educational needs) pupil is liable to be called before a Discipline Council, the Director shall consult the Advisory Group beforehand.

4. Composition of the Discipline Council

The Discipline Council shall be composed of the Director, assisted by the Deputy Director of the relevant cycle (without voting rights) and by members of the seconded staff, with one teacher from each language section in the school, with a minimum of five teachers of different nationalities.

The list of members of the Discipline Council shall be drawn up by the Director on a proposal from the seconded teachers by language section and/or nationalities represented and shall be communicated to the school's Administrative Board.

5. Convening of Discipline Council hearings

- a) The members of the Discipline Council shall receive from the Director a notice convening the hearing, of which they must acknowledge receipt.
- b) The pupil who is alleged to have committed an offence and his/her legal representatives shall receive from the Director a notice convening the hearing sent by registered letter at least one week before the scheduled date, except in an emergency.

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6. Conduct of the proceedings before the Discipline Council.

- Checking of presences.
- Designation of the secretary to the hearing.
- Reading of the inquiry report.
- Hearing of the persons summoned. The Discipline Council shall hear all the persons summoned by the Director to appear in the case concerned. The hearing shall be held in camera.

- Deliberation and decision. The Discipline Council shall deliberate in the presence of its members. The deliberations shall be confidential.

- Voting procedures. The Discipline Council shall decide on its proposals by a simple majority of the members present. In cases where temporary exclusion or expulsion is proposed, a two-thirds majority of the members present shall be required. Abstention shall not be permitted.

Voting shall not be secret. The Director and each other member of the Discipline Council shall have one vote. If the Director is the sole representative of his/her nationality, he/she shall have only one vote. The Chair shall have the casting vote in the event of a tie.

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8. Notification of the decision

The Director shall notify the pupil concerned and his/her legal representatives orally of the decision which he/she has taken on the basis of the Discipline Council's proposal and shall inform them of the appeals procedures and the time limit laid down for the lodging of appeals. In the event of exclusion, the date of entry into force shall be specified.

The decision will be kept in the pupil's file for three years.

The Director's decision shall be confirmed by written notification.

Article 52

The Director shall issue each pupil leaving the school with a school attendance certificate.

This certificate must indicate:

1. The period (start date and end date) during which the pupil attended the school.
2. Regularity of attendance. Where the pupil has been absent for more than two months, the length of the absence and the reason therefor must be given.
3. Whether the pupil has been promoted to the year above.
4. The year ... corresponding to the year in which he/she could have continued his/her studies at the European School. The correspondence will be established on the basis of the table of equivalences.
5. Should the pupil leave the school in mid-year after following courses for a minimum of three months in the secondary cycle, the marks achieved in each subject will be given. In the case of the primary cycle, the school will hand over the school report.
6. The school attendance certificate will not be issued until all objects belonging to the school, notably borrowed library books, have been returned and any outstanding bills paid.

ASSESSMENT OF PUPILS RULES FOR PROMOTION TO THE YEAR ABOVE

A-Primary cycle

Article 55

- At the beginning of the school year, the teachers will inform pupils' legal representatives about the planned implementation of learning processes and about assessment of learning.

- In November, they will see pupils' legal representatives individually to report orally on the pupil's social activities and attitude towards the school based on cross-curricular competences. If necessary, and in a spirit of joint responsibility, they will determine a strategy to improve the pupil's attitude to learning.

- Written information will be given to pupils' legal representatives at the end of each semester in the **school report**:

a) At the end of February, the information will concern the competences being acquired. In the space provided for this purpose, the teacher may make observations about one or other competence or about the competences in general.

b) At the end of the school year, the school report must indicate the pattern of development of learning during the year and the standard of attainment. If during the second semester the teacher detects a

definite risk of a pupil's having to repeat the year, the Director shall be required to notify his/her legal representatives in writing in late April or early May at the latest.

c) In the case of SEN (special educational needs) pupils, there must be a permanent dialogue between the teachers and the pupil's legal representatives.

Article 56

ASSESSMENT

Pupils' results will be assessed on the basis of specifically defined competences for each subject. For the assessment of competences teachers will use the four boxes provided for this purpose in the school report:

- the competence has not been acquired
- the competence has been partially acquired
- the competence can be used confidently and applied appropriately
- the competence can be used confidently and applied appropriately and independently in new situations.

For each competence, in each of the subjects, and on the basis of observations and of tests done in class, the teacher will indicate the standard of attainment. The pattern of development during the year will be indicated by explicit signs on the reverse side of the cover of the school report.

The last page of the **SCHOOL REPORT**:

- summarises performance in the **four main subjects** (Mother Tongue, Mathematics, Language 2, Exploring Our World)
- gives details of the date of the meeting (November) with the pupil's legal representatives, absences and the support which the pupil has received
- indicates the Class Council's decision as to whether the pupil should be promoted or should repeat the year.

Promotion to the year above

a) At the end of the school year, the Class Council shall decide whether pupils are fit for promotion to the year above. The standard of attainment in Language 2 will not be taken into consideration in the case of SWALS pupils coming from outside the system and who have attended the European School for less than two years. The Class Council may overlook unsatisfactory results in subjects taught in a vehicular language in the case of a new pupil at the end of his/her first year in the school.

b) In exceptional cases, where the standard of attainment of the competences fails to guarantee normal progression of learning, the Class Council may decide that a pupil should repeat the year. In that case, a report shall be made setting out the grounds on which the decision is based.

c) Cases of SEN pupils with an adapted curriculum shall be considered with reference to the criteria set out in the agreement; the Advisory Group shall propose arrangements for progress and for the continuation of schooling to the Class Council. The pupil's legal representatives will receive an achievement certificate giving details of the progress made.

Article 58

Admission to the secondary cycle

Decisions on promotion from the primary cycle to secondary year 1 shall be taken by the Class Council composed of the Director or the Deputy for the primary cycle and the teachers of primary year 5.

a) Pupils shall be promoted from the primary cycle to secondary year 1 provided that they have attended school regularly during primary year 5 and that the Council has decided that they are fit for promotion. In the event of non-admission to the secondary cycle, a reasoned decision, stating the grounds on which it is based, shall be given.

b) The standard of attainment in Language 2 will not be taken into consideration in the case of pupils coming from outside the system and who have attended the European School for less than two years and whose knowledge of this subject is inadequate.

B-Secondary cycle

Article 59

ASSESSMENT

1. Marking system: For assessment purposes teachers shall use a marking scale of **0 to 10**. (Equivalences between the various marks on the scale and the pupil's performance are set out in the table)...
2. In years 1-3, the term or semester mark and the final mark shall reflect all the observations and results available to the teacher of the subject concerned. It shall be expressed in whole marks.

Article 60

SCHOOL REPORTS

1. Calendar

a) The schools should use the following information system:

- November: November report, containing comments plus numerical assessments, if considered appropriate.
- January: **First semester report**, with the Class Council's opinion, where appropriate.
- March/April: Report containing comments and numerical assessments, where appropriate, and indication of possible risk of failing the year.

The fact that such a letter is not received is not in itself a guarantee of promotion to the year above, nor a procedural irregularity within the framework of the deliberations concerning promotion to a higher class. When pupils' legal representatives receive a warning letter about the risk of failing, they are required to provide spontaneously any information in their possession liable to have an influence on the forthcoming Class Council's deliberations.

- July: **end-of-year report**, with the Class Council's decision on promotion.

2. Detailed arrangements

a) For years 1-3, the term or semester report shall deal separately with each subject in the curriculum. The teacher responsible for teaching each subject shall give a mark (see Article 59). These marks shall be supplemented by teachers' written comments and, if necessary, by a general assessment of all the results, made by the Class Council.

Article 61

Promotion to the year above

A-Competence

1. Decisions on promotion to the year above shall be taken at the end of the school year by the relevant Class Council.
2. The Class Council shall not reach a decision on the basis solely of the results achieved by the pupil in each subject but on the basis of the overall picture of the pupil as it emerges from all the information available to it.
3. Parents shall ensure that they communicate during the school year any relevant element which is likely to influence this general image of the pupil.
4. The outcome of the Class Council's assessment cannot be challenged on the basis of opinions given by psychologists, therapists, experts or any other third party external to the European Schools.

B- Criteria taken into account

1. Decisions on promotion to the year above shall be taken by the relevant Class Council, following examination of pupils' results, presented in the form of summary tables of final marks, expressed in whole marks in years 1-3 and in whole marks.

2. **The final mark** shall not be an arithmetical average of the term or semester marks. It must be a reflection of all the observations and results available to the teacher of the subject concerned, enabling him/her to judge in particular whether the pupil will be capable of keeping up successfully with the work in this subject in the year above.

3. During their deliberations Class Councils shall take account of the following considerations:

i. To be promoted a pupil needs to have the basic knowledge and skills, motivation and maturity required to keep up successfully with the work in the year above.

ii. A pupil's promotion should not impede the academic progress of the class in the year above.

4. The Class Council may disregard unsatisfactory results in Languages 2, 3 or 4 or in subjects taught in a vehicular language in the case of a new pupil at the end of his/her first year in the school. However, this derogation shall not apply to Language 3 in year 2 or to Language 4 in year 4 if the pupil has been attending the course in this subject since the beginning of the school year.

5. In fully justified special cases, notably prolonged absence because of illness, and where the pupil's interest so demands, the Class Council may waive the above rules in order to promote a pupil. Such a derogation shall be authorised only where, in view of the precise circumstances characterising it and differentiating it from other cases, a given situation requires promotion to be granted notwithstanding unsatisfactory results, in so far as it is accepted that the pupil will be able to continue his/her schooling successfully in the year above. The decision, and the reasons justifying promotion, must then be recorded in detail in the minutes of the Class Council's meeting.

6. A pupil shall not be allowed to repeat the same year in the secondary cycle twice. In special cases the Class Council may grant an exception to this rule. Before taking a decision the Class Council will hear the opinion of the pupil's legal representatives.

7. The cases of SEN pupils with an adapted curriculum shall be considered with reference to the criteria set out in the agreement; the Advisory Group shall propose arrangements for progress and for the continuation of schooling to the Class Council. The pupil's legal representatives will receive an achievement certificate giving details of the progress made.

C- **Guidelines for the promotion of pupils in secondary years 1, 2 and 3**

1. Pupils who have achieved a mark of at least 6 out of 10 in each of the promotion subjects shall be automatically promoted to the year above, without the need for deliberation.

2. The situation of pupils who are not promoted automatically shall be subject to special scrutiny. On the basis of all the information available to it, the Class Council shall decide whether or not to promote the pupil to the year above, (applying Article 61.B-5 if need be). The Class Council alone shall be competent to judge whether it is advisable to make use of that provision.

3. Without prejudice to Article 61.B-5, pupils in the following situation shall not be promoted to the year above: pupils who have failed to achieve an average of 6 out of 10 calculated on the basis of all the marks achieved in the promotion subjects and who have achieved either three or more marks under 6 in all the basic subjects or two marks under 6 in all the basic subjects and two or more marks under 6 in the other subjects.

Promotion subjects

Basic subjects

1. Language 1
2. Mathematics
3. Language 2 (called first foreign language as from year 6)
4. Human sciences
5. Integrated science
6. Language 3 (called second foreign language as from year 6)

Other subjects

1. Art
2. Music
3. Physical education
4. Latin
5. ICT
6. ONL (Other National Languages)

Religion/Ethics courses and Complementary Activities are not promotion subjects.