



Europese School Den Haag

Leerlingenstatuut Student Charter

School Year 2019-2020

A. General

1. Terminology

This charter refers to the following:

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| Students | All students registered with the school. |
| Parents | Parents, guardians, legal caretakers. |
| Support Staff | Staff members with non-teaching tasks within the school. |
| Teaching Staff | Staff members with teaching tasks. |
| Cycle Leader | Staff member of the Middle Management with teaching and/or non-teaching tasks within the school. |
| Student Supervisor | Staff member with non-teaching tasks and pupils supervision task. |
| Directorate | The overall director together with the deputy-directors. |
| Senior Management | Members of the senior management team together with the Deputy-Directors. |
| Student Council | A student-elected group, which is committed to the interests of the all students at school in the widest sense. At least one member of the student council is also on the participation council. |
| Participation Council | the representative body of the whole school, as described in article 4 of the WMS (Wet medezeggenschap op scholen |
| Mentor | a teacher, tasked with guiding a class for the entire school year. |

2. Procedure

At the request of the participation council, the directorate of the school formally establishes the student charter.

3. Period of validity

The student charter is valid for one school year. It is evaluated at the end of a school year and - if needed - adapted for the following year.

4. Application

The student charter is mandatory for:

- All students
- All staff
- All parents

5. Publication

The student charter can be found on the school website.

B. Rules about education

6. Educational process followed by students

- Students will follow the rules as set by the teaching members of staff and the school in general. Please refer to the Code of behavior (see paragraph 16).
- All students are required to endeavour in their participation in the educational process to the best of their abilities. This includes matters like:
 - Students are obliged to take note of (digital) information available, the timetable website, the virtual learning environment (ELO), etc.
 - Students are required to take note of the homework given in class.
 - Students are obliged to bring the required resources and homework to a lesson.
- In case of absence students should make every effort to find out what was covered in class and catch up on outstanding tasks (it could include consulting the relevant software and also reaching out to other peers).
- If a student severely disturbs the teaching and learning process during a lesson they can be forced to leave the lesson, which will include reporting to the Cycle Leader and/or the Deputy Director and following the instructions. Other sanctions can apply and will be incorporated in the Code of behaviour.

7. Educational process led by teaching staff

- Students have the right to a teacher who endeavours to deliver a high quality of education. This includes:
 - a reasonable division of the curriculum and homework throughout the year;
 - a good presentation and explanation of the curriculum;
 - choosing appropriate teaching material (books, online resources, etc.);
 - linking homework to the curriculum offered, so that lessons and homework link up;
 - a clear way of communicating homework in class.
- If a teacher – according to the opinion of a student or a group of students – does not carry out their teaching tasks adequately, dependent on the complaint from the student(s), together with the class representative (if needed) this can be discussed in a professional manner with the teacher, the mentor, the Cycle Leader or the directorate.
- The first step is for the student to always approach the subject teacher in question. If this proves unsuccessful then approach the mentor who can in turn involve the Cycle Leader and then the directorate.
- If (in the student's best judgment) the response of the abovementioned is not adequate, after informing the concerned member of staff, a written and signed complaint can be given following the complaint procedure as stated in the school guide.

8. Assessment and Testing¹

Summative assessments

- The grade of a summative assessment is given in a mark on a scale from A to FX for S1-S3 pupils or 0-10 for S4-S7 pupils. On the report cards, in S4-S6 half marks are awarded e.g. 6,5. In S7 are awarded grades to the first decimal.
- Summative assessments are for students in a similar program and are carried out and marked in a similar fashion. Classes of the same year across language sections should have harmonised tests over the year that assess identical skills for the same subject.
- The provisions of support as established by the European Schools apply here, as described in the Support Plan.

Formative assessments

- Formative assessments are diagnostic in nature and can be part of the daily educational process.

¹ - Grading is subject to change according implementation of the 'New Marking Scheme Policy European Schools'.

Tests/Assessments

- A test is made to revise a specific part of the subject material. This specific part has been well defined by the teacher and is announced a minimum of 5 working days in advance. These kinds of tests last a teaching period in school and have a significant weight on your report cards.
- The conditions for the test (use of a student book/computer/dictionary/calculator, how the student will be tested - writing, reading, listening) are set and explained in advance. These regulations apply to tests that last approximatively 40 minutes.
- There is also ongoing evaluation. These evaluations are a lot shorter (sometimes even only a couple of minutes) and are designed to make sure students keep track of their subject material at all times. These smaller evaluations do not need to be announced in advance, since no prior studying or preparation is required. As such they do not count towards the maximum of tests a student can have in a week.
- A day may include a maximum of two tests. The exceptions to this rule are if it's related to the repeating/ resisting of a test or during the test week.
- During a week there is a maximum of 3 timed/graded assessments for S1-S3. For S4-S5 the maximum is 4. For S6-S7 the maximum is 5. The exceptions to this are the B-test weeks & Exam weeks.
- The way the test will be taken must be made known in advance.
- When 2/3 of the class has scored at least 1 grade lower than the passing grade, the teacher is obliged to offer a repeat of the assessment in the event the contents of the test did not match with the subject matter. The highest grade then counts. The teacher needs to coordinate this with the coordinator first. If it is unclear it goes to the Cycle Leader.
- The school will provide dictionaries and atlases for exams if permitted.
- An extended piece of work (written or digital like a project) is created in- and outside of the lessons. Because of its nature, this does not follow the rules set related to tests. In advance, each subject must announce to the students how the grading will be done.
- A test can only be taken if the feedback and the grades from the previous test (in the same subject) have been given. This does not apply to students that need to catch up on a missed test.
- A-Tests should be given out to students to take home. B-Tests & Exams cannot (S4 onwards). Parents can request to see these at the parent-teacher evening or during a teacher's visiting hour.

Grading

- Each school year is divided into two semesters.
- In regard to grading the school follows the European School rules.
- The grades needed for promotion to the next school year are in compliance with the European School system (see policy on assessment for more information).
- A mark is given to a graded piece of work. These marks are anywhere between A to Fx or 0 and 10, with a E (S1 to S3), 5 (for S4 to S6), 6 (for S7) or higher being a pass-mark. Teachers can give grades for pieces of work, homework, effort and participation in class. All these grades count towards the final grades in the report card as part of the A-Mark.

Policy on re-sitting

- There is no automatic right to re-sit a test. If the grade of a test is more than two grades lower than the student's subject average, the request for retaking one summative test per semester may be allowed. The decision to re-sit is made by the subject teacher and if necessary, the mentor (unless it is the same teacher, another mentor joins). This decision is then final.
- If the decision to re-sit is positive, this will occur in the student's own time and the resulting grade will be the average of the original test and the second test.
- The request to re-sit a test must be made within a week of receiving the test result.
- The possibility to re-sit does not apply to the B-tests nor Exams.
- If a student, at the end of a term, finishes a subject with a grade of a F (S1 to S3) 3 (S4 to S7) or lower, the teacher needs to discuss the results with the student to see how the student can be supported.

Standardisation, returning work, fraud, re-sitting and catching up

- The results of tests have to be announced within 10 school days and digitally registered. This does not apply to extended pieces of work. These need to be graded, marked and registered within 15 days. The teacher has to comply to the set deadlines for B assessment weeks.
- A test must always be discussed (during or outside of lessons) where the student can see their own work and the corresponding tasks.
- If there is a significant difference between the weight of the questions and assignments, this has to be listed next to the assignment.
- If a student disagrees with the marking of the test, this is first discussed with the teacher.
- If a test is missed for a valid reason, it has to be repeated.
- The student makes the arrangements for this with the teacher involved. Until then, the mark of a Fx (S1 to S3) 0,1 (S4 to S7) is digitally registered. Once the student returns to school, they need to make contact with the teacher within a week to arrange an appointment.
- Absences of a participant in a group presentation does not lead to a delay of the test / presentation.
- If a student is caught committing fraud/cheating, the student can receive a Fx (S1 to S3) or 0,1 (S4 to S7). There will be no chance to re-sit.
- If a student is absent for a non-valid reason during a test, a Fx (S1 to S3) or 0,1 (S4 to S7) will be digitally registered and the test cannot be retaken.
- B Tests and exams remain the property of the school.

9. Repeating the year and promotion

- The rules concerning and requirements for promotion have to be clearly explained and communicated to the parents at the beginning of the school year and published on the intranet of school.
- Please refer to the *Procedure of Final Class Councils* document.

B. Rules about the school as an organisation and building

10. Dress Code

- Students have the freedom of appearance within the school.
- Everyone is responsible to dress appropriately. This excludes, but is not limited to: clothing with hurtful text towards people and/or groups, scant/indecent clothing, etc.
- It is not allowed to expose underwear in clothing.
- The school can only make certain clothing compulsory if there are certain safety measures or hygienic reasons involved.
- Students are required to visibly carry their identity card when entering and leaving the school premises. All students are issued a one-time lanyard for this purpose.
- In case of a forgotten identity card, the concierges can be asked to open a locker. This can only happen at 8:30 or at 16:00.

11. School Newspaper

- The school newspaper is intended for students.
- It is not allowed for senior management to edit or remove an issue of the school newspaper, nor is it allowed to prohibit or forbid the launch of an issue. The only exception is if certain people or groups are unjustly offended or hurt and the ethos of the school is damaged.

12. Display boards

- One of the display boards is reserved for the student council, the school newspaper editor team and other student committees to post news and announcements of a non- commercial nature.

13. Student Council

- The student council will have a lockable cupboard available.
- Activities done by the student council will have the following facilities made available to them by the senior management: copying-and-printing facilities, electronic equipment and other materials in a reasonable amount.
- The description of the student council will be available in the guidebook on the student council.

14. Student meetings

- Students have the right to hold meetings related to matters in the school and use available facilities, after consulting with the Cycle Leader and/or the directorate.
- The senior management can forbid a meeting of students, if these meetings interfere with the participation in lessons.
- Student meetings are public.
- The senior management is obliged to offer a room for a student meeting, within the actual possibilities in the school.
- Students are obliged to leave the room in a good condition and tidied upon finishing their meeting.
- The users of a room are responsible and liable for any possible damage.

15. Student registration and law on privacy

- A student has a right of knowledge and access to their data, in compliance with the data registration policy as established by Stichting Rijnlands Lyceum.

16. Order (Code of Behaviour, Anti-Bullying Policy)

- The school policy on Anti- bullying is led by the Anti Bullying coordinator in collaboration with the support department.
- Guiding principles concerning the establishment of school- and behaviour rules are fairness and equality. These are set within legal boundaries.
- Everyone is required to follow these guidelines, students and staff.
- For detailed rules on mobile phones and when to use them in school. Please check the current mobile phone policy.
- Confiscation of phones is a consequence of breaking these rules. The Behaviour Booklet has more information on this.
- Offences against the Code of Behaviour can be reported by anyone to the mentor or senior management.
- The Code of behaviour, after approval from the senior management and participation council, is a part of this student charter. The Anti-Bullying Policy is available in the Support Plan, after a similar approval cycle.
- A school day at ESH has 9 teaching periods. Since special events may be scheduled at different times, it can happen that extra activities are planned in during these 45 periods. Students should keep themselves available for these school times.
- The Social Media Protocol established by Stichting Rijnlands Lyceum is applicable at the European School of The Hague.

17. Attendance

- Students are required to follow the education as laid out in their timetable.
- During school time, no students are allowed to leave the school grounds, unless otherwise agreed between the parents and the senior management.
- For the procedures related to absences, see the School Guide.

18. Behaviour rules for teachers in relation to punishment

- Corporal punishment is not allowed.
- All members of the school community show respect for each other's property.
- When punishment is carried out there must be a certain relationship between punishment and the severity of the offence. This is outlined in the Code of Behaviour.

D. Consequences of rule violations

A pupil who fails to observe the school rules and general rules on communal life within the school shall be subject to disciplinary measures.

Serious breaches of discipline shall be immediately reported to the Director and a written report shall be submitted to the Director on the first working day following the incident.

- 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 parents/guardians
- Disciplinary measures in the secondary cycle shall be as follows:
 1. Reprimand
 2. Extra work
 3. Internal suspension only by senior management
 4. Warning and/or sanction only by the management
 5. Exclusion from one or more school trips organised during the current school year only by the senior management
 6. External suspension from the school only by the Director, for a minimum of one day and maximum of five working days
 7. Expulsion from the school only by the Director.
- Disciplinary measures do not have to be imposed following the order of the list.
- External suspension from school for more than one day will be reported to the national education inspector.
- All disciplinary measures are subject to the Complaints policy.
- The school respects the principle of adversarial process in cases of suspension and expulsion.

D. Enforcement of this policy

19. Complaints or disagreements

- In the case of a perceived mishandling or misuse of the student charter, the student and/or their parents/guardians have the right to file a complaint with the senior management.
- Our school follows the legal agreement on complaints for education. This agreement is available in the school guide for anyone to read.