



Wolfert Tweetalig

Openbare school voor tweetalig vwo en havo | Bilingual Secondary Education¹

School rules

2018-2019

Approved by the Participation Council on 16 May 2018

¹ WOLFERT BILINGUAL

Public-authority school for bilingual senior general secondary education (HAVO) and pre-university education (VWO)

Introduction

Every organisation draws up rules and agreements to ensure a pleasant working climate. If a lot of people are together in the same place every day, it's important for them to keep to the rules. The school takes a positive approach to our behaviour towards each other. That is why we – students and staff members – have reached five basic agreements that should ensure a pleasant learning and living environment. You will find these agreements at school, on the website and here below:

THE BIG FIVE WOLFERT PRINCIPLES:

1. Respect each other
2. Develop your academic potential
3. Keep agreements and appointments
4. Act responsibly
5. Keep our school clean and tidy

The Big Five Wolfert Principles form the basis for the school rules. These are described below.

1. Outside the school building

- a. The gate to the bicycle shelter is open all day. Put your bicycle in one of the racks, and lock it. Bicycles not in the racks or left unlocked will be removed, and can only be collected from the caretaker after 16.40. Mopeds and scooters should be parked in the designated places outside the bicycle shelter.
- b. If a student is outside the school building before or after school hours, they should be in the schoolyard. Students may in no event loiter on the stairs or walkways or in the fire exits of neighbouring houses and apartment buildings.
- c. Bicycles and mopeds may not be left leaning against trees, railings, walls or posts etc. within 200 metres of the school building.
- d. To avoid damage to parked cars, students are not allowed to sit on the bonnets or lean against them. For the same reason, they are not allowed to play football with cans, bottles and the like in the schoolyard.
- e. The Nenijto sports complex may only be used for P.E. lessons, or for tournaments organised by the school. It is no go area for anything else.
- f. Behaviour at tram and bus stops should not lead to any kind of trouble with public transport staff (RET, Conexxion) and other people wishing to use public transport.

- g. Each student is responsible for their own belongings. The school cannot be held liable in any way for theft, damage or loss.

2. In the school building

- a. To prevent the loss of valuable objects in the school, every student is given a locker in which they can store their belongings safely during the school day. Students are not allowed to share their lockers with another student, and/or to swap lockers without informing the secretariat or the team leader.
- b. To prevent traffic jams on the stairs, we always keep to the right. Subversive behaviour (deliberately causing hold-ups, pushing and shouting) on the stairs will not be tolerated.
- c. Students who for some reason cannot use the stairs, or are temporarily unable to use them, may ask their team leader for permission to use the lift. They may be accompanied by one other student, for example if they need help with their school bag.
- d. To protect the carpeting in the building, students may only eat and drink in the canteen or schoolyard, so not in the classrooms or corridors. Chewing gum is banned throughout the school. Bottles of water are allowed.
- e. For our own safety, we all want to know who we are talking to. For this reason, no one is allowed to wear a cap, hat or hoody in the school.
- f. Students must always have their school pass on them, which they must be able to show at the request of a member of the school's staff.
- g. Every student is expected to dress in such a way as not to cause offence to others. Any student ignoring this rule may be sent home to change. In the interests of safety, specific dress codes apply to P.E. lessons, art lessons and science practicals.
- h. Both students and staff members should behave respectfully. Rough language, swearing, insults and threats will not be tolerated, either at school or during activities organised by the school.
- i. The languages spoken at school are Dutch and English. The use of French, German, Spanish and Chinese is of course permitted during lessons in these languages.
- j. Students wait in the corridor until their teacher arrives. If the teacher has not arrived five minutes after the second bell has rung, the class representative goes to room 227 or the team leader for an explanation. The other students wait quietly in the corridor.

- k. Students ensure that they have the right text and exercise books and their charged MacBooks with them at the start of the lesson. Students are not permitted to collect these items from their locker after the lesson has started. This disrupts the lesson.
- l. If a student is told to leave the classroom, they must do so immediately. They pick up their back and report immediately to room 227. If there is no one there, the student must report to the team leader. The team leader or teacher may take disciplinary measures. At the end of the lesson, the student proceeds to their next lesson, unless the team leader decides otherwise.
- m. Because students in the lower forms have their breaks at different times than students in the upper forms (4 to 6) it is essential that they walk quietly along the corridors to the canteen and/or classrooms. During breaks and free periods, students may spend their time in the canteen, the schoolyard or the media library.
- n. Students may only leave the school when their lessons have finished for the day. Students in years 4 to 6 may leave the school during free periods. Students in years 1 to 3 must stay on the school premises. Any student breaking this rule will face disciplinary measures.
- o. We all know how much litter is left on the tables and floor in the canteen after a break. No one likes to spend time in an environment strewn with mess and leftover food. For this reason, classes take turns helping to clean up the canteen and the schoolyard after the morning and lunchtime break. If every student deposited their cups, cans, plastic bags etc. in the litter bins, the job would soon be done. The school explicitly asks every student for their cooperation. Put litter left on the table into the litter bins, even if it isn't yours.
- p. The use of mobile phones, tablets, earphones and headphones etc. is permitted in the canteen and schoolyard. For use in the media library, the media library rules apply. They may only be used in the classroom with the permission of the teacher or teachers. Unauthorised use of a phone or other gadget at school may lead to its confiscation. After the student has copied out the school rules, the gadget will be returned to them at the end of the day. The school cannot be held liable in any way for theft, damage or loss.
- q. Cheating in any form during exams will be reported to the examination committee. The committee decides on the disciplinary measure to be taken. Cheating during tests in both the lower forms and the upper forms will be reported to the team leader, who then decides what disciplinary measures should be taken. This also applies to plagiarism in any form.
- r. Lessons are planned from 8.20 to 16.40. Students may not take on any other commitments during these hours. The school timetable changes at least twice a year, so that each student's individual timetable may also change in the course of the

school year. Wolfert Bilingual organises very many activities, so it is important for students to consult Magister every day to see if there are changes to the timetable. Keep in mind that international activities may take place after 16.40, at weekends or in the school holidays.

- s. To prevent disruption to lessons, students must arrive in the classroom on time. The names of students arriving late will be recorded, and measures taken if they have no valid reason. The names of students arriving late between lessons and after the break will be noted in Magister. Public transport delays are not usually regarded as a valid reason for arriving late.
- t. Smoking is not allowed in either the school building or the schoolyard (this also applies to smoking e-cigarettes and water pipes). Wolfert Bilingual has a smoke-free schoolyard, and the area surrounding the school, including the bus stops near the school, are also smoke-free.
- u. Students are not allowed to consume alcoholic drinks or be under the influence of alcohol during school hours. This rule applies to all activities organised by the school, the student council or the recreation committee. Anyone breaking this rule may face disciplinary measures, temporary exclusion or expulsion.
- v. Students are also explicitly banned from possessing, using or dealing in hard or soft drugs during school hours or activities organised by the school, the student council or the recreation committee. If a student shows signs of having used drugs, an investigation will follow. You may not be under the influence of these substances during school hours. Students found in possession of, using or dealing in or involved in dealing in drugs, either inside or outside the school building may be expelled. The school will always lodge a criminal complaint with the police.
- w. It is forbidden to use or be in the possession or under the influence of energy drinks. Studies have shown that use of energy drinks have no place in a school and bring no added value.
- x. Misusing or causing damage to school property, or the property of fellow students or staff members will lead to disciplinary measures. Depending on the gravity of the situation, the school may even decide to exclude the student temporarily or expel them. The student and (or in some cases their parents) will be held liable for the damage, and a complaint will be lodged with the police.
- y. Since we respect school property, and the property of both students and school staff, theft will not be accepted. Depending on the gravity of the situation, the school may decide to lodge a complaint with the police.
- z. Since we firmly believe that we must respect each other, discrimination of students or members of staff on grounds including race, nationality, gender, appearance, sexual preference or religion will not be tolerated. Students discriminating others will be

excluded until the school has spoken to the parent(s)/carer(s). Repeated acts of discrimination may lead to temporary exclusion, transfer to another school or expulsion.

- aa. It is forbidden to send, post or tag indecent, threatening, insulting or racist texts through or on social media. Each computer user is responsible for the messages sent or received on their computer and/or mobile phone. Tell your team leader if you have received disturbing messages through social media.
- bb. Do not distribute recordings of or hurtful messages about your fellow students or members of staff through your mobile phone, email, Facebook, Twitter, YouTube, Instagram, snapchat, Facetime or WhatsApp, etc.
- cc. You are not allowed to use a camera or mobile phone to make audio recordings or films during lessons without the permission of your teacher.
- dd. Students who commit acts of violence on or display unacceptable behaviour towards their fellow students or members of the school staff, or who behave in such a way as to threaten the health or safety of a fellow student or member of staff will be excluded from lessons until the school has spoken to them and their parent(s)/carer(s). If the student persists in this behaviour, they will be transferred to another class or department or expelled from the school.
- ee. Possession of a knife or firearm is strictly forbidden and will lead to disciplinary measures. Depending on the gravity of the offence, a criminal complaint will be lodged with the police.

3. Absence

- a. If a student is unable to attend school, the parent(s)/carer(s) must notify the school between 07.45 and 08.15 on the same day, either by phone or by completing the online notification of absence form.
- b. When the student returns to school, it is important to report that they are better. For this purpose, click on '*betermelding*' (return after illness) above the form on the website. Only then, can the notification of absence be closed in Magister.
- c. Unauthorised absence will be recorded and the school management team and the school attendance officer notified. Students wanting to report sick during school hours should do so with the absence and attendance coordinator in room 224. If the coordinator isn't there, the student should go to room 227, or, failing all else, the reception desk. Students do not go home without telling anyone.
- d. Where possible, students should plan appointments with their doctor, orthodontist etc. outside school hours. The school should be notified of appointments with the

doctor during school hours, preferably five days in advance, through completion of the online absence notification form.

- e. Depending on the year they are in, students arriving late without a valid reason will be required to report the following morning at 07.50 and/or stay behind after lessons.
- f. Students playing truant are required to catch up on twice as many lessons as they have missed.
- g. The [school attendance officer](#) will be notified if a student is absent or late more than nine times without a valid reason.