



Wolfert Tweektalig

Openbare school voor tweektalig vwo en havo | Bilingual Secondary Education

School Rules

2019 - 2020

Submitted to the MR (Participation Council) for approval in June 2019

Agreed by the MR in June 2019

Introduction

Every organisation draws up rules and agreements in order to ensure a pleasant working climate. If a lot of people spend time together in the same place every day, it is important that everyone keeps to the rules and the agreements. The school likes to take a positive approach and so we – students and staff working together – have established five simple principles to ensure a good learning and living environment. These agreements can be found in the school, on the website and here:

THE BIG FIVE WOLFERT PRINCIPLES:

- | | |
|-------------------------------------|-----------------------------|
| 1. Respect each other | Heb respect voor elkaar |
| 2. Develop your academic potential | Werk mee aan goed onderwijs |
| 3. Keep agreements and appointments | Kom je afspraken na |
| 4. Act responsibly | Zorg voor elkaar |
| 5. Keep our school clean and tidy | Houd alles heel en schoon |

The Big Five Wolfert Principles form the basis for the school rules set out below:

1. Outside the school building

- a. The bicycle shelter is open all day. Put your bicycle in a rack and lock it. Bicycles which are not in the proper place will be moved by the caretaker. Bicycles left unlocked will be locked. You can collect your key from Reception at 16.45. Mopeds and scooters should be parked in the designated area in front of the school.
- b. Any student outside the school building before or after school should be on the schoolyard. The stairwells, fire exits, walkways, entrances, etc. of neighbouring houses and apartment blocks are strictly off limits.
- c. Bicycles and mopeds may not be parked against trees, railings, walls or posts etc. within 200 metres of the school building.
- d. To avoid damage to other people's property, students should not lean against parked cars or kick cans or bottles etc. around. This also applies to the schoolyard.
- e. The Nenijs sports complex is for P.E. lessons or for tournaments organised by the school. At all other times this area is out of bounds for students.
- f. The school expects good behaviour at the tram and bus stops. Ensure that you do not cause problems for public transport staff (RET, Connexion) or for anyone using public transport.
- g. You are responsible for your own belongings. The school cannot be held liable for theft, damage or loss.

2. In the school building

- a. Every student is allocated a locker in order to be able to store belongings securely during the school day. This is to prevent the loss of valuable items. Lockers are not shared with other students. Students may only exchange lockers in consultation with the secretariat or team leader. You open your locker with your school pass. If you have forgotten your pass you may ask at Reception if they would please open your locker. This can only be done once per day, so make sure you remove everything you need for the whole school day.
- b. Keep to the right when using the stairs, so that everyone can easily go up or down. Avoid causing a hold-up, and do not push or shout.
- c. If you are able to demonstrate that you are unable to use the stairs, Reception can activate your pass to allow access to the lift. If you need help with your school bag, you may be accompanied by one other student.
- d. You may only eat or drink in the school hall. In order to protect the carpets in the classrooms and the corridors, no eating or drinking is allowed there. Chewing gum is not allowed anywhere in school. You may not bring takeaway meals (hot or cold) into school, nor may they be delivered to school. However, drinking water is allowed everywhere.
- e. For everybody's safety, we need to see who we are dealing with. For this reason, caps, hats, hoods or similar may not be worn in school. Jackets and helmets should be stored in your locker. Larger items can be stored in the cloakroom on the ground floor. The key to this room can be obtained from Reception. The school cannot accept liability for theft, damage or loss.
- f. You should always carry your school pass on you and must show it if requested to do so by a member of the school staff. Students from Years 4, 5 and 6 are expected to use their school pass to open the main door, and not to ring the doorbell.
- g. Students are expected to dress in a way that does not cause offence to others. Failure to comply with this may result in a student being sent home to change. For safety reasons, specific dress codes apply to P.E. lessons, art lessons and science practicals.
- h. Both students and staff should behave respectfully. Coarse language, swearing, insults and threats will not be tolerated at school or during school activities.
- i. The languages used at school are Dutch and English. Obviously, French, German, Spanish or Chinese are allowed during the corresponding language lessons.

- j. Students are required to wait in the corridor until the teacher is present. If the teacher has still not arrived five minutes after the lesson is due to start, one student should report this to Room 227 or the team leader. The other students should wait quietly in the corridor.
- k. Students should ensure that they have the right textbooks and exercise books with them for the lesson, as well as their MacBooks (charged up). Once the lesson has started, students are not allowed to collect things from their locker, as this disrupts the lesson.
- l. If you are sent out of the lesson, you should leave immediately. You should take your belongings with you and report directly to the team assistants in Room 227. If there is no-one there, the student should report to the team leader. You must fill in an exclusion form and hand this to the teacher at the end of the lesson. Any disciplinary measures will be imposed by the teacher or the team leader. You should then go to the next lesson, unless it is decided otherwise. If you are sent out of the class too often, you may be temporarily excluded from lessons.
- m. Because we have different break times for the lower school (Years 1 to 3) and the upper school (Years 4 to 6), it is essential to walk quietly through the corridors to the hall and/or the classrooms without disturbing the lessons. You can spend the breaks in the hall, on the schoolyard or in the media library (including in the silent area). The study areas in the corridors and the study corners are for silent study only.
- n. In principle you may not leave the school until your lessons are finished for the day. Students from Years 1 to 3 must remain on the school premises during any free periods. Students who do leave the school premises will be subject to disciplinary measures. Students in Year 4 and above may leave the school during a free period.
- o. We all know how much litter is left on the floor and the tables of the hall after a break. No-one wants to be surrounded by rubbish and leftover food. For this reason, classes take turns to help keep the hall and the school environment clean at the end of a break. These activities should not take more than an extra five minutes after the end of the break. All students are responsible for putting their own cups, cans, plastic bags etc. in the litter bins when they have finished. All students are explicitly asked to cooperate by doing this. If there is any rubbish left on the table, put it in the bin, even if it is not your rubbish.
- p. During breaks and free periods, students are allowed to use mobile phones, tablets, laptops, headphones and similar devices. The use of such devices in the media library is governed by the house rules of the media library. During lessons devices may be used with the permission of the teacher. If you use a device at a time or in a place where this is not allowed, the device may be confiscated. It will be returned at the end of the day, once the student has copied out the school rules. The school cannot accept liability for theft, damage or loss.
- q. Any form of cheating during exams will be reported to the Exam Committee. The committee will determine the sanction to be applied, as defined by the exam regulations. Cheating during tests in either the lower or the upper school will be

reported to the team leader, who will decide on the measures to be taken. This also applies to any form of plagiarism.

- r. In principle, the school is open on weekdays from 08:00 to 18:00. During that time, students must be available for school/school activities and must not take on any other regular commitments for those hours. The school timetable changes at least twice during the year, which may affect an individual student's timetable. Given the large number of activities that take place at Wolfert Bilingual, it is important to check Magister every day for possible timetable changes. International activities may also be scheduled outside school hours, at weekends or during school holidays.
- s. To avoid disturbing lessons, students must be present on time. All late arrivals will be registered. If there is no valid reason for a late arrival, disciplinary measures will be taken. Public transport delays are not usually considered a valid reason for being late.
- t. Smoking is not allowed in the school building or on the schoolyard. This also applies to e-cigarettes and water pipes. Wolfert Bilingual has a smoke-free policy for the schoolyard and the area surrounding the school, i.e. the Bentincklaan and the Van Aerssenlaan, including the bus stops.
- u. During school hours students are not allowed to be in possession of alcohol, to drink alcohol or to be under the influence of alcohol. This rule also 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. During school hours or during activities organised by the school, the Student Council or the Recreation Committee, possessing, using or dealing hard or soft drugs is strictly prohibited. If a student shows signs of having used drugs, this will be investigated. Students must not be under the influence of drugs when at school. During school hours or during school activities, any student found in possession of, using or dealing or involved in dealing drugs, either inside or outside the school building, will be reported to the police. The student may also be expelled.
- w. During school hours students are not allowed to be in possession of energy drinks, to consume energy drinks or to be under the influence of energy drinks. If this rule is broken, the energy drink will be taken away and not returned.
- x. Misuse of or damage to property belonging to the school, fellow students or members of staff will result in disciplinary measures being taken. Depending on the seriousness of the situation, these measures may include temporary exclusion from school or expulsion. The student (or students) involved will be held liable for the damage. The matter will also be reported to the police.
- y. Students must show respect for property belonging to the school, fellow students or members of staff. Theft will not be tolerated. Depending on the seriousness of the situation, it may be reported to the police and disciplinary measures will be taken.

- z. The school accords great importance to the principle of respect for everyone. Discrimination of students or staff on the grounds of race, nationality, sex, appearance, sexual orientation, religion or other grounds will not be tolerated. Anyone guilty of discrimination will be temporarily excluded pending a discussion of the matter. Repeated instances of discriminatory behaviour may lead to exclusion or expulsion from the school.
- aa. The school views bullying as wholly unacceptable. We take bullying very seriously and act to stop it. We believe that punishment is not the immediate solution. We know that bullying is bad for the victim, the bully, the hangers-on and for the school. It is therefore in everyone's interest to tackle the problem of bullying, also with preventive action. (See the school's bullying protocol.)
- bb. It is forbidden to send, post or tag indecent, threatening, insulting or racist texts on any form of social media. Every computer user is responsible for the messages sent or received using that computer or mobile phone. Any inappropriate messages received via social media should be reported to the team leader or mentor.
- cc. Audio or video recordings of fellow students or staff members must not be circulated via mobile phone, e-mail, Facebook, Twitter, YouTube, Instagram, Snapchat, FaceTime, WhatsApp, etc.
- dd. Students are not allowed to take photos or make audio or video recordings during the lesson unless the teacher gives express permission to do so.
- ee. Anyone displaying violent, unacceptable or dangerous behaviour towards fellow students or members of staff will be temporarily excluded pending a discussion of the matter. Repeated instances of such behaviour may lead to exclusion or expulsion from the school.
- ff. Possession of a knife, firearm or any other weapon is strictly forbidden and will lead to disciplinary measures. Depending on the seriousness of the offence it may be reported to the police.

3. Absence

- a. If a student is unable to attend school, the student's legal guardians must notify the school between 07:45 and 08:15 on the same day, either by phone or by using the notification of absence form on the website. See articles 11.14, 11.15 and 11.17 of the Student Charter for how to proceed if illness causes the student to miss a test.
- b. When the student returns to school, it is important that the student is registered as better. This should be done using the option '*betermelding*' (return after illness) at the top of the form on the website. The notification of absence can then be closed in Magister.

- c. Unauthorised absence will be registered and reported to the school management team and the attendance officer. Students wanting to report sick during school hours should speak to the absence coordinator at Reception. If the absence coordinator is not available, the student should speak to the receptionist. Students must not leave school without informing someone.
- d. Whenever possible, students should plan appointments with doctors, orthodontists, etc. outside lesson times. Medical appointments during school hours must always be notified in advance – preferably five days’ notice – to the absence coordinator or by using the notification of absence form on the website.
- e. Students who arrive late with no valid reason will be required to report early the following day, or to remain after school. If a student is more than 10 minutes late, the ‘late report’ will be changed to a ‘truancy report’.
- f. Students who miss lessons through truancy will be required to make up for double the number of lessons missed, under supervision in the media library or in a specially designated classroom.
- g. The school attendance officer will be notified if a student is absent or late more than nine times without a valid reason.

Objection

An objection to disciplinary measures imposed by the school may be submitted in writing to the Head of the school. The preferred solution in such a case is for parties to discuss this as soon as possible. The Complaints Procedure of the Rotterdam Education Board sets out the steps to be taken.