

**Rules of Conduct and General Regulations  
Jeanne Brabants Boarding School  
2020-2021**

## Table of Contents

|  |           |
|--|-----------|
| <b>Preface</b> .....   | <b>5</b>  |
| <b>Organisation</b> .....  | <b>6</b>  |
| <i>Governing body</i> .....                                      | 6         |
| <i>Integrated boarding school</i> .....                          | 6         |
| <i>Boarding school team</i> .....                                | 6         |
| <b>Mission, vision and objectives</b> .....                      | <b>7</b>  |
| <i>Pedagogical Project of City Education of Antwerp</i> .....    | 7         |
| <b>Code of Conduct</b> .....                                     | <b>9</b>  |
| <i>BASIC PRINCIPLES</i> .....                                    | 9         |
| <i>CODE OF CONDUCT FOR BOARDERS</i> .....                        | 10        |
| 10 General rules of conduct .....                                | 10        |
| Rules of Conduct for specific cases .....                        | 10        |
| <b>Registering/Deregistering</b> .....                           | <b>12</b> |
| <i>Registering</i> .....   | 12        |
| <i>Deregistering</i> .....                                       | 13        |
| <b>Fees</b> .....  | <b>14</b> |
| <i>Fees for 2020 - 2021</i> .....                                | 14        |
| <i>Method of payment:</i> .....                                  | 14        |
| <i>Reimbursement of fees</i> .....                               | 14        |
| <i>Additional costs:</i> .....                                   | 14        |
| <b>Access</b> .....  | <b>16</b> |
| <b>Communication</b> .....                                       | <b>17</b> |
| <i>Primary education</i> .....                                   | 17        |
| <i>Secondary education</i> .....                                 | 17        |
| <i>Contact details</i> .....                                     | 17        |
| <b>Present / Absent</b> .....                                    | <b>18</b> |
| <i>Presence</i> .....  | 18        |
| <i>Absence</i> .....   | 18        |
| <b>Daily schedule</b> .....                                      | <b>19</b> |
| <b>The room</b> .....  | <b>21</b> |
| <i>Decoration</i> .....  | 21        |
| <i>Key (only for Royal Ballet School Antwerp students)</i> ..... | 21        |
| <i>Order</i> .....   | 21        |
| <i>What should you bring?</i> .....                              | 22        |

|   |           |
|---|-----------|
| <b>Common areas .....</b>   | <b>23</b> |
| <i>Restaurant.....</i>  | <i>23</i> |
| <i>Recreation area.....</i>   | <i>23</i> |
| <b>Study regulation and guidance .....</b>                              | <b>24</b> |
| <i>Study.....</i>   | <i>24</i> |
| <i>Personal guidance .....</i>  | <i>24</i> |
| <b>Relaxation.....</b>  | <b>26</b> |
| <b>Mobile phone use and other media.....</b>                            | <b>27</b> |
| <i>Mobile phone use – Electronic games.....</i>                         | <i>27</i> |
| <i>Privacy legislation: use and publication of visual material.....</i> | <i>27</i> |
| <i>Advertising and sponsorships.....</i>                                | <i>27</i> |
| <b>Information Technology (IT).....</b>                                 | <b>28</b> |
| <b>Health.....</b>  | <b>29</b> |
| <i>Meals.....</i>   | <i>29</i> |
| <i>Smoking.....</i>   | <i>30</i> |
| <i>Drugs.....</i>   | <i>30</i> |
| <b>Personal hygiene .....</b>   | <b>31</b> |
| <i>Hygiene.....</i>   | <i>31</i> |
| <b>Illness or accident.....</b>   | <b>32</b> |
| <i>Medical information sheet - Medicines.....</i>                       | <i>32</i> |
| <b>Safety policy.....</b>   | <b>33</b> |
| <i>General safety rules.....</i>  | <i>33</i> |
| <i>Fire safety.....</i>   | <i>33</i> |
| <b>Procedural and Disciplinary measures .....</b>                       | <b>35</b> |
| <i>Code of Conduct.....</i>   | <i>35</i> |
| <i>Procedural measure .....</i>   | <i>35</i> |
| <i>Disciplinary measure .....</i>                                       | <i>35</i> |
| <b>A suggestion, report or complaint?.....</b>                          | <b>38</b> |
| <b>Afterword .....</b>  | <b>39</b> |

#### Statement of references in the General Regulations

- Boarder: the pupil/student enrolled in the boarding school.
- Parents: the parents or persons with custody over the underage pupil/student, as well as the adult boarder (an autonomous individual).
- Administrator: the employee in charge of the day-to-day management.
- Educators: the persons responsible for the daily functioning of the boarding school.
- School director: delegates certain powers to the administrator pertaining to the functioning of the boarding school.

## Preface

### **Dear parents,**

This document seeks to inform you about the ins and outs of our boarding school and the rights and responsibilities of the boarders and their parents. As part of Autonoom Gemeentebedrijf Stedelijk Onderwijs Antwerpen (AGSO Antwerp), this boarding school has a mission and vision that is translated into all facets of the boarding school's functioning.

This document is therefore not a list of rules, but an instrument that sets out to create the desired climate within our boarding school, to make boarding life as pleasant as possible and simultaneously pursue our stated objectives: to support all our students in their education as happy, positive, creative and critical dancers.

You are right to expect good supervision, a respectful environment and a multi-faceted educational approach from our boarding school.

An enthusiastic team is committed to provide your child with the best possible guidance each and every day. We do this in regular consultation with Prins Dries primary school and the Royal Ballet School Antwerp, with whom we coordinate our vision.

By signing the document "Declaration of agreement with the Rules of Conduct of the boarding school", you confirm that you endorse our educational project, our priorities, our rules and code of conduct.

As a parent, you bear the primary responsibility for the upbringing of your child. We hope that you will encourage your child to live up to these agreements.

We hope to work closely with you and thank you for your trust in our boarding school. Welcome!

### **Hello new boarder,**

A very warm welcome to you!

You are stepping into our boarding school for the first time today. It is a new world with its own set of spoken and unspoken customs and obligations you must learn to negotiate with the other boarders. Fortunately, your educators also know that this adaptation can be difficult at times! They will therefore do their best to guide you as well as possible and hope to make you feel at home here as soon as possible.

We wish you a wonderful school year ahead!

And you, dear familiar face, welcome back!

This is not your first year with us and you already know the ins and outs of our boarding school. We hope you are eager to help the new boarders find their feet and know we can count on you to contribute to a positive living and learning climate!

Good luck and have a wonderful school year!

## Organisation

### Governing body

Legal entity:

Autonom Gemeentebedrijf Stedelijk Onderwijs Antwerpen (AGSO Antwerp);  
Lange Gasthuisstraat 15, 2000 Antwerp

### Integrated boarding school

Our boarding school is an integrated boarding school and is administratively affiliated with the Royal Ballet School Antwerp.

The daily management of the boarding school is in the hands of the boarding school administrator.

### Boarding school team

- the Royal Ballet School Antwerp school director
- the administrator
- the educator team
- the maintenance team

## Mission, vision and objectives

In our close-knit community, the well-being of the group takes precedence. Nevertheless, we try to pay as much attention as possible to the individual needs of each child. A listening ear is never far away.

Of course, we cannot completely replace the comfort of "being at home", but we do everything in our power to make all our young people's stay as enjoyable as possible.

Our boarding school is a safe and welcoming second home where boarders:

- learn to live together in groups
- are encouraged to stand up for their rights and for each other
- are encouraged to form their own respectful opinions
- have fun together
- are given plenty of time and quiet environments to study
- are assured of study guidance

We are firmly committed to participation, involvement and freedom of expression. Each child, regardless of their individual traits, can participate in their own way. We value every opinion.

However, community participation does not mean that everyone can do as they please.

In our boarding school, we try to involve the boarders as much as possible in making agreements about:

- leisure activities
- meals
- clothing-related agreements
- agreements on the use of mobile phones, internet, etc.

We pay attention to all aspects of each young person's personal development. Moreover, we also pursue a number of objectives that you, as a parent, will certainly value greatly and which are of great importance to your child's future.

How we do this is determined by the Pedagogical Project of City Education of Antwerp.

This constitutes the general framework of our educational vision and strategy.

Our pedagogical project opts for a dynamic human and social vision and aims at the formation of free-minded people. When assisting young people in their development, we focus on the human being as an individual and as an entity within a community.

In order to achieve our objectives, we coordinate our boarding school activities with this pedagogical project.

## Pedagogical Project of City Education of Antwerp

1. City Education is the dynamic meeting place of all educational networks established by the City of Antwerp.
2. City Education fulfils all the conditions set for Flemish education and makes additional efforts to meet the challenges of the metropolitan area.
3. Providing optimal development opportunities for everyone is the shared goal of the City Education of Antwerp.
4. The school communities of City Education of Antwerp agree on how to achieve this goal.
5. City Education is open to everyone, regardless of background and physical or personal attributes. We see this diversity as a constructive force to be actively developed.
6. People have many different reasons to want to learn something. City Education responds to this by offering a broad platform of learning opportunities.
7. With expertise, dedication, care, and commitment, City Education guides all learners. After all, learners have the right to optimal development opportunities, but also the duty to seize these opportunities.

8. When choices must be made between individual and group interests, rights and obligations apply both ways. Everyone has a right to respect to their person. The limits to each person's behaviour start and end with the freedom of others.
9. City Education works to maximise the involvement of parents, pupils, students, course participants, and staff.
10. Besides, we strive to be a welcoming, open community, where solidarity is experienced and developed every day.
11. Learning is investing in the future. City Education aims to contribute to the participation of all its learners in a democratic and pluralistic society. By offering each individual optimal development opportunities, City Education contributes to the future of the city and society.



## Code of Conduct

The youth who stay with us vary in age from just 8 years old to an average of 13 years old. The boarders and their parents are in a dependent position in relation to the boarding school staff. These employees must be aware of this dependent position and must never abuse their position of power. A code of conduct has been developed to keep the interactions between the employees and the boarders and their parents above board. With this code of conduct, we strive for a living and working environment that can be rightly described as accepting, respectful and trustworthy.

It is also important to keep interactions between boarders beyond reproach.

All employees of the boarding school are jointly responsible for implementing and 'monitoring' this code of conduct in practice.

### BASIC PRINCIPLES

In order to conduct a coherent and well-grounded policy, a vision on how to deal with transgressive behaviour is indispensable. The following basic principles should serve as an aid to this. They constitute a list of relevant principles on which our vision is based.

#### **How do we treat each other?**

- Our students have a right to well-being and a good quality of life at the boarding school.
- Our students have a right to information.
- Our pupils and students have the right to access help, support, care and services related to transgressive behaviour.
- Our students are entitled to maximum autonomy and freedom of choice in their relations and sex lives, taking their age and development into account.
- Our students have a right to privacy.
- Our students develop a socially acceptable relational and sexual morality, in other words, a morality that is (legally) valid, recognised and practicable.
- Our students are entitled to open and accurate communication about boundary-crossing behaviour so that questions, wishes, problems and differences in vision can be discussed.
- The policy pursued with regard to transgressive behaviour among students is legally correct.
- The boarding school shall take all necessary and appropriate measures to improve the quality policy in this area.

#### **How do we avoid problems?**

- Young people have a right to bodily integrity as well as to safety and health.
- In the boarding school, our pupils and students are shielded from sexual experiences that do not take place in a voluntary manner or with mutual consent, or are not equivalent in nature, that are not age or context-appropriate, or that are self-harming.
- Attention is paid to increasing the resilience of the boarders to possible risk situations.
- Pupils and students can get in touch with an easily accessible point of contact for complaints and help.
- A prevention policy against exclusion and harassment has also been established.
- The boarding school shall take all necessary and appropriate measures to reduce risks related to boundary-crossing behaviour.

#### **What action do we take when incidents have occurred?**

- Our pupils and students have the right to a discrete, careful and objective handling of a complaint.
- Measures to deal with incidents have been established.
- Attention is paid to the longer-term follow-up of incidents.
- There is a continual evaluation process of the working method following an incident.

- The boarding school takes all necessary and appropriate measures to prevent and/or correctly deal with incidents.

## CODE OF CONDUCT FOR BOARDERS

### 10 General rules of conduct

1. A boarder shall not do anything to others they would not wish on themselves.
2. A boarder shall not make sexual advances towards his/her peers.
3. A boarder shall not discriminate against another boarder.
4. A boarder shall not express themselves in a racist manner.
5. A boarder shall not speak degradingly about a person's appearance and sexual orientation.
6. A boarder shall not physically or mentally harass, threaten, attack or exclude others.
7. A boarder shall treat another person's property with caution and handle it with care. 8) A boarder shall respect another's opinion and shall not impose his/her opinion on others.
8. A boarder shall respect another person's privacy.
9. A boarder shall abide by these rules of conduct and encourage other boarders to do the same.

### Rules of Conduct for specific cases

#### **Bullying**

Bullying is taken seriously and dealt with promptly.

Bullying may be verbal or written (such as taunting, malicious teasing, insulting, swearing, religious or racist remarks, spreading rumours, manipulating social relationships, engaging in social exclusion/avoidance, coercing or intimidating, degrading gestures or public humiliation) or physical violence (such as hitting, stomping, spitting, pushing, pulling, unwanted physical contact, removing and/or damaging personal property).

Cyberbullying will not be tolerated either. This involves the use, both within and outside the boarding school, of information and communication technology such as e-mail, mobile phones, text messages, instant messaging and personal websites, to knowingly bully, threaten or harm others repeatedly and with hostile intent and behaviour.

#### **Aggression and violence**

Any form of physical violence and verbal abuse inside and/or outside the boarding school (as described above) is not accepted and is prevented whenever possible.

The boarders shall refrain from aggressive behaviour towards other boarders.

#### **Racism and discrimination**

Do not intimidate or discriminate against others or cause harm based on gender, race, colour, creed, nationality, language, sexual orientation, culture, religion or for any other reason.

#### **Dress code**

The boarding school values personal taste and beliefs, and thus, it should in no way be one's intention to provoke or infringe upon one's sense of decency or to impede the freedom of others. We expect you to be clean and presentable at all times.

Religious symbols are not permitted in the boarding school, nor during school-organised activities outside. Headgear (hats, caps, hoods, etc) shall be removed as soon as one enters the boarding school.

People shall dress appropriately on the upper floors as well. Wearing slippers is mandatory throughout the building. Bathrobes are to be worn before and after showers. No underwear are to be worn in hallways and corridors; this infringes our dress code and sense of decency.

#### **Boundary-crossing sexual behaviour**

### *Interacting with each other*

The following behaviour will not be tolerated from students:

- Jokes with sexual, degrading intent towards others.
- Sexually degrading innuendo or insinuations, whether directly or indirectly intended.
- Hand gestures experienced as degrading by others.
- Accessing sexually explicit web pages and distributing sexually explicit messages and images.

### *Changing and undressing / shower times*

Changing and undressing in the morning and evening is done in your own room with the door closed. There are separate shower times for the boys and the girls. Shower cubicles are not shared. The educator will take the boarders' privacy into account as much as possible. If the educator must actively intervene, he/she must knock on the door of the room or shower cubicle.

### *Restrooms*

There are separate restrooms for boys and girls. Entering the restrooms of the opposite sex is forbidden.

### *Touching and bodily contact*

Undesired, hostile and/or intimidating verbal or physical contact of a sexual nature does not belong in the boarding school. Such conduct may include: sexual insults, swearing, dirty jokes, harassment through words or actions, offensive touching, pressuring for sexual activity, unwelcome sexual advances, requests for sexual favours and other unwelcome verbal, visual or physical contact of a sexual nature.

Friendships and relationships require discretion. Public intimacy in the boarding school hampers the group atmosphere.

Intimacy requires its own atmosphere and place and the boarding school is not the right place.

Furthermore, no form of physical intimacy such as deep kissing, stroking or intercourse is allowed at the boarding school or during an activity organised outside the boarding school.

### **Point of contact**

If you have any reports, remarks or questions about transgressive behaviour by or in relation to boarders or other persons within the boarding school, you can first contact your educators and/or the administrator of the boarding school. If you are unable to do this, please contact the director of the Royal Ballet School Antwerp.

See also the Procedural and Disciplinary measures

## Registering/Deregistering

### Registering

The boarding school accommodates 36 children from the Royal Ballet School Antwerp and the Prins Dries primary school (ballet department).

If demand is greater than the number of available places, age will be the criterion for determining priority. The youngest children will always have priority at the boarding school.

If the number of available places has been filled, a referral will be made to the Flemish Community Education (GO) boarding school De Spits.

Registration is only possible by appointment with Daniëlle Wellens, the administrator of the boarding school:

danielle.wellens@so.antwerpen.be

Be sure to bring the following when registering:

- a copy of your valid certificate of enrolment at the school
- Social Security card
- a recent photo
- a copy of the ID cards of the parents and boarder
- fully completed registration file from the boarding school (if you have received this in advance from the administrator)

**Registration at the boarding school is valid for one school year, meaning that re-registration is required every year.**

A registration or re-registration is only definitive:

1. AFTER at least one parent or custodian has signed the registration file, which must contain the following documents:

- Registration documents
- Declaration of acknowledgement of and agreement with the Rules of Conduct and General Regulations
- Medical file
- Medical certificate from the physician regarding administering medication
- Commitment to pay the fees
- Unaccompanied travel to and from school
- Admission to administer medication without a doctor's prescription (boarding school's in-house pharmacy)

2. AFTER payment of the first month's fees

### **When will registration be refused?**

- If the costs of the previous school year have not been paid in full, unless there is a commitment to pay from the OCMW (Social Welfare Department) or youth welfare services;
- If the boarder was permanently expelled from the boarding school in the last two school years;
- If the student in question is no longer enrolled at the Royal Ballet School Antwerp or Prins Dries.

### **The boarder's file**

A file is kept on each boarder (student monitoring system). This file contains observations from the boarding school team, information provided by the parents, and information provided by the school. This file makes it possible to provide the best possible guidance to the boarder. The file is carefully maintained and stored securely.

The boarder always has the right to consult his/her own file.

The Act of 8 December 1992 on the protection of privacy is respected in the collection of personal data related to boarders.

### Deregistering

If the boarder definitively departs the boarding school, a written confirmation of deregistration that has been signed by the parents will be submitted to the administrator.

If one departs the boarding school before the end of a month, the full monthly amount will still be charged.

### **When will the registration be cancelled by the administrator?**

- As soon as the boarder has been disenrolled from the Royal Ballet School Antwerp or Prins Dries primary school (ballet department).
- If the boarder has been definitively expelled from the boarding school on the basis of disciplinary measures.
- If the administrator of the boarding school decides to terminate the agreement in the event of payment arrears of 2 months of tuition fees.
- If the parents engage in acts that undermine the authority of the staff of the boarding school, disrupt or endanger the safe environment of the boarding school or if there is a complete breakdown of trust.

## Fees

The fees include the housing and all the utilities that go with it:

- the maintenance of the infrastructure;
- meals: breakfast, lunch and dinner (including 1 hot meal), healthy afternoon snack;
- use of ICT facilities during the school year;
- use of WiFi;
- study supervision and additional support during the exams;

### Fees for 2020 - 2021

The day fee is the same for all primary and secondary school boarders and a fixed monthly fee is applied. Pedagogical study days or optional leave days have already been deducted from the total number of open days. Parents do not have to bring in any attestations for these days and the days do not need to be paid.

The fee is **€ 255 per month** and must be paid before the start of each month. A monthly invoice will be sent with your son/daughter.

Fees may be adjusted annually.

In case of registration during the school year: only the actual number of days present for that month will be charged. The following months, the fixed monthly price will be charged.

### Method of payment:

The fee is deposited monthly within 5 days upon receipt of the invoice to the following account:  
BE66 0910 2203 0143 - Jeanne Brabants Internaat  
message: the structured reference stated on the invoice

Costs resulting from the sending of (registered) reminders for late payment of fees will be charged through the provision fee.

If, after two registered written warnings, outstanding fees are not settled, a judicial recovery procedure will be initiated. The costs associated with this procedure shall be borne by the parents/custodian.

### Reimbursement of fees

Reimbursement of € 8 / day only applies in the following cases:

- in the event of absence due to illness for at least 5 consecutive days, attested by a doctor's certificate; the certificate must be submitted to the administrator or educator upon return.
- in the case of internships, school trips, forest classes or other lessons, attested by a certificate of participation from the school.

Reimbursements will be made at the end of the school trimester after presentation of the necessary attestations.

Days spent studying at home during examination periods shall not be reimbursed.

In case of disenrollment or permanent expulsion from the boarding school, the full month shall still be paid.

After 30 June, no more certificates or attestations will be accepted for the past school year.

### Additional costs:

**Boarding costs during out-of-school activities:**

The boarding school only offers board on Friday and Saturday evenings during out-of-school activities directly organised by the Royal Ballet School Antwerp or Prins Dries. The fee for these overnight stays are € 14 / night and will be listed separately on the invoice.

**Primary school provision fee:**

At the start of each school year, a provision fee of € 125 is requested to cover excursions and other unforeseen expenses. An overview of the allocation of these provision fee may be obtained on request. If required, the administrator may ask you to transfer a deposit over the course of the year (for instance, after several doctor's visits).

The provision fee are paid into the following account: BE66 0910 2203 0143  
with the following message: boarding school provision fee + boarder's surname and first name.

If anything is left, the remaining balance shall be reimbursed at the end of the school year. When departing the boarding school, the remaining balance is always refunded after the end of a trimester.

**Secondary school provision fee:**

At the start of the school year, a provision fee of € 50 is requested to cover excursions and other unforeseen expenses. An overview of the allocation of these provision fee may be obtained on request. If required, the administrator may ask you to transfer a deposit over the course of the year (for instance, after several doctor's visits).

The provision fee are paid into the following account: BE66 0910 2203 0143  
with the following message: boarding school provision fee + boarder's surname and first name.

If anything is left, the remaining balance shall be reimbursed at the end of the school year. When departing the boarding school, the remaining balance is always refunded after the end of a trimester.

**Deposits:**

Secondary school boarders receive a room key after paying a deposit of € 20.00 into the following account: BE66 0910 2203 0143  
with the following message: room key deposit + surname and first name of the boarder.

## Access

The boarding school is located at the following address:

Jeanne Brabants Boarding School  
Kleine Kauwenberg 27-31  
2000 Antwerp

The boarding school is only open during school days, from Monday morning to Friday morning.  
The boarders may return to the boarding school on the evening before the next school day.

The boarding school opens its doors at 19:00.

- primary school boarders are expected between 19:00 and 19:30
- secondary school boarders are expected to arrive between 19:30 and 20:00

If, in exceptional circumstances, you are unable to return to the boarding school on Sunday evening, school staff must always be notified via voicemail or SMS before 19:00 on the following numbers:

boarder educators Prins Dries: 0476/78.33.44

boarder educators Royal Ballet School Antwerp: 0476/78.33.14

On Friday morning, all boarders should take their luggage to school, to return home after school.  
The boarding school only offers board at the weekend during out-of-school activities organised by the Royal Ballet School Antwerp or Prins Dries.

18.



## Communication

We make every effort to keep you well informed. We also want to be accessible and approachable for individual advice and to answer questions you may have. This can take place both in-person and virtually. We prefer to reserve e-mail for business notifications only. We prefer to communicate in person about issues relating to children and content!

Between 21:00 and 22:00, parents can always contact the educator by phone to obtain information about their son/daughter. We ask parents to respect these hours so as not to interfere with the functioning of the boarding school.

Letters can be delivered to the following address:

Jeanne Brabants Internaat  
name of the boarder  
Kleine Kauwenberg 27-31  
2000 Antwerpen

## Primary education

In addition to the usual announcements (activity calendar, monthly invoices, etc.), parents are informed weekly about their child's general attitude, behaviour and academic engagement by means of a personal communication notebook.

The child takes this notebook home in their suitcase every Friday.

Parents are asked to read the notebook weekly, sign it and return it on Sunday evening.

## Secondary education

At the request of the parents, a communication notebook can also be used for our secondary school students.

## Contact details

danielle.wellens@so.antwerpen.be  
03/502.02.20

boarder educators Prins Dries: 0476/78.33.44

boarder educators Royal Ballet School Antwerp: 0476/78.33.14

! The educators can only be reached during working hours. Feel free to leave a message outside these hours. As soon as the educators are in a position to do so, they will contact you.

19.

## Present / Absent

### Presence

After the end of each school day, students are expected back at boarding school on time. This means that you must return to the boarding school immediately after the last lesson and take the shortest route - your presence is expected at the boarding school no later than 17:30.

If you must stay at school longer than expected, bring proof from the school.

When you come in, always report to the educators or the administrator.

If you start school an hour later (due to the absence of a teacher, or something else), let your educators know and proceed to the recreation room.

If lessons finish earlier than planned, you should return to the boarding school immediately and report to the administrator.

Failure to comply with these agreements will result in the loss of the right to intervention by the insurance in the event of possible accidents.

### Absence

The general rule is that your parents must always inform the boarding school when you are absent.

Unforeseen absence:

The parents will contact the boarding school as soon as possible.

#### **Foreseen absence:**

If the absence is foreseeable, the administrator will be informed in writing by e-mail or letter signed by the parents.

Multi-day school trips must be supported by an attestation from the school.

#### **Absence due to illness:**

An absence of at least 5 consecutive days must always be supported by a doctor's medical certificate. This certificate must be submitted to the administrator or to the educator on return. If the boarding school has not received a certificate, these days cannot be deducted.

#### **Legally justified absence:**

Legally justified absences (e.g. weddings, funerals, etc.) are also considered to be legitimate grounds for absence from the boarding school, with prior written notice.

20.

## Daily schedule

### **A day at the boarding school and Prins Dries: 3rd and 4th years**

- 7:15: Get up! Time to get ready for another day!  
*If ballet class at 8:00: see schedule for 5th and 6th years*
- 7:45: Have breakfast & prepare packed lunch
- 8:20: In group with the educator to  
\*\*\*\*\*
- 15:30: In group with the educator to the boarding school  
*If ballet class at 15:30, see schedule for 5th and 6th years*
- 15:45: Healthy afternoon snack and time to kick back
- 16:15 – 17:00: Under the supervision of the educators
- 17:00 – 17:30: Free recreation
- 17:30: Dinner (hot meal of the day)
- 18:15 – 19:45: phone time - stretching - showering - relaxation
- 19:45: Drop off your mobile phone and other electronic devices and get ready for bed; you are allowed to continue reading for a bit
- 20:00: Lights out and good night!

!! Deviations from the schedules are possible depending on the activities, the functioning of the school and/or due to a decision by the educator or administrator.

### **A day at the boarding school and Prins Dries: 5th and 6th years**

- 6:45: Get up! Time to get ready for another day!
- 7:15: Have breakfast & prepare packed lunch
- 7:40: In group with the educator to
- 8:00: Start of ballet class  
*If no ballet class at 8:00: see schedule for 3rd and 4th years*  
\*\*\*\*\*  
*If no ballet class at 15:30, see schedule for 3rd and 4th years*
- 16:20: In group with the educator to the boarding school
- 16:30: Healthy afternoon snack
- 16:45 – 17:30: Under the supervision of the educators
- 17:30 – 18:15: Dinner (hot meal of the day)
- 18:15 – 20:15: phone time - stretching - showering - relaxation
- 20:15: Drop off your mobile phone and other electronic devices and get ready for bed; you are allowed to continue reading for a bit
- 20:30: Lights out and good night!

!! Deviations from the schedules are possible depending on the activities, the functioning of the school and/or due to a decision by the educator or administrator.

### **A day at the boarding school with Royal Ballet School Antwerp 1st grade**

- 6:30: Get up! Time to get ready for another day!
- 7:00: Have breakfast & prepare packed lunch
- 7:30: In group to Royal Ballet School Antwerp  
\*\*\*\*\*
- 17:00: In group to the boarding school (at least in a group of 2)
- 17:30: Back at boarding school: drink and fruit + check Smartschool + relax
- 17:50 – 18:30: Dinner (hot meal of the day) + hand in your electronic devices

- 18:30 – 20:00: Compulsory study in one's room
- 20:00 – 20:45: stretching; showering; relaxation; phone time
- 20:45: Drop off your mobile phone and other electronic devices and get ready for bed; you are allowed to continue reading for a bit
- 21:00: Lights out and good night!

!! Deviations from the schedules are possible depending on the activities, the functioning of the school and/or due to a decision by the educator or administrator.

## The room

In principle, boarders sleep in pairs in each room.

Each room is equipped with a bed with a mattress, desk, chair, closet, washbasin with a mirror, bookcase, dustbin. There is wireless internet in every room.

When entering a new room, the boarder signs a document declaring that he/she has received the room in good condition. Together with the educator on duty, any defects will be noted. The room will be checked again when you leave the room for good. Deliberate damage must be repaired, otherwise repair costs will be charged.

No one should enter another's room except with the permission of the fellow boarder.

If the boarder is in the room with someone, the door of the room must remain open. The boarder is always responsible for their own room, even when they let others in. Damages (which are not part of normal wear and tear) to the rooms will be recovered from the parents.

When leaving the boarding school during the school year, the room should be cleared out immediately. At the end of the school year, the room will be vacated by 30 June at the latest. If this does not happen, the room will be cleared out by the cleaning staff and a fee of €25.00 will be charged.

Personal items that are left behind are only kept for a single school year. Thereafter, they will be removed from the boarding school.

**The administrator or the educators have the authority to enter the rooms at any time and check them for order and tidiness or have any defects rectified.**

## Decoration

The room can be decorated with posters, prints, photos that testify to developed taste.

Only the white boards in each room may be used for this purpose. Nothing is allowed to be affixed to the furniture, doors, windows, walls, mirrors etc.

## Key (only for Royal Ballet School Antwerp students)

A room key will be provided at the beginning of the school year or, if later, when entering the boarding school. In case of the loss of a key, € 20.00 will be charged.

When you leave the room, all the lights must be turned off and the room door locked.

At the end of the school year, or upon definitive departure from the boarding school, the key is returned to the administrator.

## Order

You are expected to keep your room neat and tidy every day, that means:

- opening your curtains in the morning
- airing out your bed / making your bed before going to breakfast
- opening your window
- not leaving anything lying around on the ground (not even under your bed)
- putting dirty laundry in the laundry basket
- hanging or placing your clothes neatly on a coat rack or in the closet
- making sure your sink is clean (no soap or toothpaste residue)

On arrival, one's suitcase is emptied and stored in the cupboard space provided.

The cleaning team must be able to clean your room and sanitary facilities in an efficient way without having to move things around.

On Friday morning (or the last morning before the start of a holiday or long weekend):

- clear your washbasin/washstand + shelf above the washbasin
- tidy your desk
- place your chair upside down on your bed
- clear the floor completely and make sure it is “ready to clean”

### What should you bring?

- Trolley suitcase
- mattress protector (fire retardant type)
- duvet with cover (to be changed every 2 weeks; fire retardant type)
- fitted sheet for mattress (to be changed every 2 weeks; fire retardant type)
- pillow with pillowcase (to be changed every 2 weeks; fire retardant type)
- bath towels and washcloths (to be changed weekly)
- sufficiently robust but unobtrusive clothing
- ballet clothing (can be requested from Prins Dries primary school or the Royal Ballet School Antwerp) + enough hairpins, hairspray, etc...
- swim bag + swimwear
- sufficient spare underwear (to be changed daily) + tights (to be changed daily)
- night shirt or pyjamas + spare
- toiletry bag with soap, toothbrush, toothpaste, shampoo, shower gel, comb...
- makeup remover + cotton pads or paper wipes,
- sandals or slippers are mandatory (stay at the boarding school)
- linen basket
- shoe rack
- bathrobe (obligatory to wear before and after showering)
- alarm clock
- sandwich box + drinking bottle
- books, board games...
- USB stick (for Secondary Education students)
- an extra filled pencil bag (primary school): this stays at the boarding school; it isn't taken to school
- healthy snacks are allowed (see also the “Health” part): crackers, cereal bars, fruit bars, nuts, etc.

### **! Sweets, chocolates, salted crisps/biscuits, soft drinks and energy drinks are not allowed at the boarding school**

It is imperative that all personal items (clothing, mattress protector, shoes, etc.) are identifiable with a name tag.

Devices to make the stay more pleasant or to furnish the room such as a desk lamp, radio, CD player or laptop (secondary school) may be brought along. Everyone is responsible for her/his own belongings.

The use of a radio/CD is permitted to a limited extent. The volume should be set to such a level that it is not audible to nearby residents. During the mandatory study period, radios must be switched off and mobile phones handed over.

Under no circumstances will the boarding school be held liable for the loss, theft or damage of mobile phones or other electronic devices.

Misuse of mobile phones or other electronic devices may be punished as an enforcement measure.

No pets of any kind are permitted.

## Common areas

The restaurant, recreation room and garden are communal areas.

You will have respect for all property of the boarding school.

When damage is caused to property belonging to the boarding school or a fellow boarder, the repair or replacement costs shall be borne entirely by the parents.

## Restaurant

Everyone is expected to use good table manners. The oldest boarders must always set a good example for the youngest

Coats, headgear, etc are hung on the coat racks provided.

Unless otherwise discussed with the administrator, no drinks or food will be brought to the dining hall that are not offered by the boarding school.

Apart from the packed lunch, no food or beverages from the dining hall will be taken. Mobile phones and other electronic devices are not allowed in the restaurant.

## Recreation area

TV, DVD, books, games and more are available to everyone. If you've finished using something, put it away neatly. If you've moved something, put it back in its original place.

We eat and/or drink in the dining hall, not in the recreation area.

There is a mirror wall in the recreation area with a barre for dance exercises and stretching.

Boarders are free to practice in peace and quiet and with appropriate clothing/footwear.

## Study regulation and guidance

### Study

A compulsory, fixed daily study time is set aside for both primary school pupils and secondary school students (see "Daily schedule"). During these study times, all boarders are expected to make a 200% effort to ensure good school results.

If you don't have any school assignments, you should use this time to quietly do something meaningful.

The educators will help the boarders create a climate in which they can study in the best possible conditions.

For Prins Dries pupils, the study period takes place in the dining hall under the supervision of the educators (see also Prins Dries daily schedule).

The boarders from the Royal Ballet School Antwerp study in their rooms, with the necessary self-discipline expected. The educator will organise the study period depending on the study results (see also Royal Ballet School Antwerp daily schedule).

The boarders are encouraged by the educators to carry out their school assignments with care and attention on a daily basis. The educators monitor the curriculum and school results on a daily basis, teach the boarders to plan effectively, encourage extra study if necessary or recommend remedial exercises.

No music or TV is allowed during the regular study periods.

Mobile phones are always handed in. Study is done in peace and quiet; no one leaves the study room or own room and everyone's study period is respected.

If necessary, a boarder may use a laptop from the boarding school or his/her own laptop during the study period (subject to approval).

Poor school results shall automatically lead to additional study. Each situation is examined individually by the educators, in consultation with the parents. Measures may be taken against those not studying enough – this also is always in consultation with the parents.

In order to facilitate efficient study guidance, the boarding school exchanges information with the schools of our boarders and vice versa. School reports are also delivered to the boarding school. All this with the aim of optimising the guidance.

A different study regulation applies during the examination periods. This regulation will be communicated in writing a few weeks before the examination period.

Advantages of studying at the boarding school:

- guidance: you are never alone; you are helped and mentored by your educators
- help from your fellow boarders: if you have a problem, you can ask a fellow student for an explanation
- feeling of community: studying together is motivating
- regularity: you study at fixed times
- study atmosphere: the internal motivation to study is created with a quiet study environment

### Personal guidance

• As part of the pursuit of a family atmosphere, boarders are enabled to live just as they do at home, depending on their age, their demonstrated willingness to take responsibility, their social disposition and their school achievements.



- The boarders are guided by educators in the hopes of forging a bond between the boarder and his/her educator.
- Family visits are allowed at reasonable times. Of course, prior notice should always be given. Visits by non-family members are possible, subject to prior permission from the administrator.
- As part of their general upbringing, the boarders carry out tasks as would be expected in a family household setting.
- Every boarder can contact his/her educator with any concerns and problems. They can also turn to the administrator and the director. If desired, the Centrum voor Leerlingenbegeleiding (CLB) (Centre for Pupil Counselling) of the school can be called on to assist.
- Parents can speak to the educators on duty every Sunday evening.
- If you wish to speak to the administrator, an appointment can be made.

## Relaxation

Under the motto "A healthy mind in a healthy body", the educators always provide fun side activities, in or outside the boarding school, so that there is a good balance between study and relaxation. Only activities considered worthwhile by the administrator will be organised.

On Wednesday afternoons (from 13:30 to 17:00) all boarders present take part in the planned activities. These could include workshops, films, bowling, crafts, ice skating, swimming and other activities.

The costs associated with the activities on Wednesday afternoons are covered with the provision fee paid by the parents upon registration.

As a group, you are more likely to attract attention during an excursion or an outdoor activity. During these activities, students also behave respectfully towards each other. Undesired conduct will not be tolerated.

After the recreational time, all material is neatly tidied up and stored. Any damage will be reported immediately. If something is intentionally damaged, the damage must be compensated by the culprit(s).

Pictures are regularly taken by the educators during the many activities. They will be added to the Jeanne Brabants Internaat Facebook page by the administrator. So come and have a look!

## Mobile phone use and other media

### Mobile phone use – Electronic games

Possession of a mobile phone and electronic games is allowed, but always at your own risk and responsibility.

The mobile device may only be used as a means of communication.

You may not film at the boarding school unless explicit permission has been granted by the educators or the administrator.

Agreements governing use:

#### **Primary education:**

Phone communication is allowed between 18:30 and 19:30; after that, smartphones and all other electronic devices are handed over to the educator

#### **Secondary education:**

- no phones or other electronic devices are allowed in the dining hall
- during the study period, phones and other electronic devices are handed over to the educators
- at 20:45, phones and other electronic devices are handed over to the educators; before leaving for school, the boarders get everything back

Any abuse will be sanctioned in proportion to the nature of the abuse!

By signing the Rules of Conduct, parents grant permission to the educator/administrator to confiscate electronics for a certain period of time if abuse is ascertained. Parents can always come and collect the confiscated items during office hours.

Under no circumstances will the boarding school be held liable for the loss, theft or damage of mobile phones or other electronic devices.

### Privacy legislation: use and publication of visual material

The boarding school takes pictures, shoots videos and makes television recordings of the boarders during the various events organised throughout the school year. These are used on our website and in our publications. By signing the "Protection of personal privacy" document you receive when registering at our boarding school, you give your explicit consent. You can revoke this at any time.

### Advertising and sponsorships

Advertising and sponsorships by third parties are allowed within the boarding school so long as they are compatible with the educational and pedagogical tasks and objectives of the boarding school and as long as they do not negatively impact the boarding school's credibility, reliability, objectivity and independence.

## Information Technology (IT)

All boarders are given the opportunity to use the boarding school's computers during their studies.

On these computers:

- it is forbidden to download software programs
- no form of chat is allowed
- sites containing offensive material are never visited
- illegal software is not downloaded

Please note: these computers cannot be used to store documents.

Always use your personal USB stick, so that your work remains protected and you can always take it home or to school.

Secondary school students are allowed to use their own computer or laptop.

You are expected to look after your own belongings and are personally responsible for them. Nothing should be lent to other boarders.

In case of loss, theft or damage, the boarding school cannot be held liable. Violations of these prescribed agreements are always punishable. This may include the temporary or permanent loss of all computer rights.

## Health

### Meals

We encourage healthy food and exercise. That is why we give you fruit or vegetables every day to bring to school as a 10:00 snack. Cake or biscuits is allowed only on Wednesdays.

The boarding school offers healthy balanced meals, in consultation with a nutritionist.

All meals are served in buffet form.

Serve yourself what you want, but anything on your plate must be finished.

Fresh fruit is offered daily and a raw food buffet is available.

Unless one follows a special diet prescribed by a doctor or it has been otherwise discussed with the administrator, one will only eat/drink at the table what the boarding school offers.

Salted snacks (crisps etc.), sweets, soft drinks, biscuits, chocolates, energy drinks are not allowed at the boarding school.

These may be offered by the boarding school on special occasions, but only to a very limited extent.

Parents are asked to take responsibility and strictly follow these guidelines as well.

### Breakfast

There is certainly no lack of scientific literature demonstrating the importance of a good breakfast. It is necessary to perform well. It has been shown that the utility of each nutrient is different, which advocates for taking a varied and balanced breakfast.

The nutritional profile of the “small breakfasters” is better than those who skip the meal. Even purely based on cognitive functions, those who eat breakfast score better.

That's why every boarder must have breakfast in the morning!

All boarders prepare their own packed lunches in the morning:

- brown bread with a choice of sandwich fillings.
- fruit (cake or biscuitn - without chocolate - on Wednesdays)
- drink (flat or sparkling water)

Our youngest boarders will of course be assisted!

### Hot meal (once a day)

The following points are taken into account when drawing up the weekly menu:

- a varied range of hot vegetables and starches
- fish once a week
- no deep fried dishes
- salad bar
- fresh fruit

The meals and the weekly menu are composed in a balanced way. A balanced hot meal consists of:

|                     |   |
|---------------------|---|
| Soep                | dagelijks verse groentesoep                               |
| Hoofdmaaltijd       |   |
| zetmeelproduct      | aardappelen, rijst, deegwaren of alternatieven            |
| groenten            | bereid en/of rauw   |
| eiwit- en ijzerbron | vlees, vis  |
| Dessert             | bij voorkeur een mager melkproduct, fruit of gezonde koek |
| Drank               | water (plat of bruis)                                     |

When serving the meals, attention will be paid to the food proportions in order to ensure a balanced meal.

You can always request an extra portion of vegetables/potatoes.

Preferred products such as fresh fruit are presented most attractively.

Extras such as mayonnaise and other sauces... are not offered by default but can be collected separately.

The menu is sent to the parents weekly, via e-mail.

### Smoking

Smoking is a health hazard, something proven long ago!

The decree of 06/06/2008 stipulates that from 01/09/2008 a general smoking ban shall apply within compulsory education and therefore also in all boarding schools.

### Drugs

Drugs in any form are strictly forbidden.

We strive for a drug-free boarding school and try to act preventively by fashioning a healthy living environment in which young people feel good so that they do not feel compelled to experiment with drugs.

If there is suspicion of drug dealing and if this suspicion is confirmed after an internal investigation, the police will be called in. The student will be immediately removed from the boarding school.

## Personal hygiene

### Hygiene

It goes without saying that in the morning and evening, attention is paid to personal hygiene. Washcloths, towels, soap, shampoo, toothbrushes, toothpaste, etc... are brought from home.

For hygienic reasons, each bed must be fitted with a mattress protector. These are for sale with the administrator for € 20.00 or you can bring your own.

We expect the boarders to shower daily. Shower times depend on the age group. The primary school pupils shower between 18:30 and 19:30, accompanied by an educator.

Secondary school students shower independently before 20:00.

After showering, the shower cubicles are rinsed down and the shower room left neat and tidy.

Boarders brush their teeth every morning and evening.

Boarders always wash their hands with soap and water after going to the toilet.

Sheets are changed every two weeks.

Boarders can be checked for lice. In order to prevent this nuisance from being passed to other children, treatment is started as quickly as possible and the parents and school are informed immediately.

The costs associated with the treatment are deducted from the provision fee. To ensure effectiveness, the treatment should be continued at home as well.

In principle, all registered boarders are night toilet trained. Parents of children who are sporadic bedwetters should report this to the administrator upon registration. These children must be provided with the necessary materials. If this is not done, the necessary measures will be taken by the boarding school and the costs will be passed on.

## Illness or accident

If you are ill, it is important that you do not come to the boarding school but stay at home where you can get the best care. Your parents must notify the educators.

If you fall ill during your stay at the boarding school, we will contact your parents and ask them to come and pick you up as soon as possible.

If you fall ill at school, the school will inform your parents, who will come pick you up. You can lie in sick bay at school until your parents come and get you.

Depending on the severity of the illness or accident, the parents, the doctor and/or the emergency medical service will be notified immediately.

If lice and/or nits are found, the parents and school will be informed immediately.

In order to prevent their spread, the boarding school will immediately start treatment with a comb and anti-lice shampoo. Once back home, parents are expected to carry out an intensive treatment.

Infectious diseases should be reported to the administrator as soon as possible.

## Medical information sheet - Medicines

Clear agreements are made about the administration of medicines.

Upon registration, a "medical information sheet" will be handed out to the parents. This sheet is completed at the start of each school year and submitted to the administrator.

When collecting data, the law of 8 December 1992 on the protection of privacy shall be followed.

If a boarder must take a certain medication, the administrator is informed by means of a doctor's certificate.

Under no circumstances may the boarders take medication on their own or store it in their rooms.

Any medication is given to the educators.

In case of chronic doses of medication, a recent certificate from the attending physician is required.

Under no circumstances can the boarding school team be held responsible for any side effects your child may experience after taking this medication.

If the boarding school staff are in doubt or have questions, it may be necessary to contact the general practitioner.



## Safety policy

### General safety rules

The safety of the boarders is optimally guaranteed in all circumstances. Both the boarding school staff and the boarders bear their specific responsibility.

The boarders must always pay attention to safety and must respect all safety rules when using and storing equipment.

They must actively avoid causing damage to persons, equipment, buildings and infrastructure.

The following safety rules must be followed:

- never touch electrical wires or parts of a live appliance - do not string cords across the floor: tripping hazard! - only bring electrical appliances if they have been approved by a recognised body: the restriction is necessary to prevent overloading of the electrical network
- electric kettles and heaters are not allowed in the rooms
- report defects or possible causes of accidents immediately to the educator
- never misuse the alarm systems: they are there to save lives
- make sure you know the evacuation routes blindly
- if you have to go through a smoke-filled room, crawl on all fours and keep your head down
- avoid rough play, pushing and pulling
- in case of snow: don't throw ice or snowballs
- never leave valuables unattended: the boarding school is never liable for loss, theft or damage

Infringements against these safety rules will be punished with disciplinary measures!

### Fire safety

Various evacuation exercises are practiced every school year.

The guidelines for measures to be taken in the event of a fire are specifically adapted to the boarding school and can be found in the building's evacuation plans.

A prevention contact person provides practical and theoretical help with evacuation exercises and in informing, raising awareness and following all procedures related to safety and hygiene.

When a new school year starts, the boarders receive extensive information about what to do in the event of a fire and also receive a comprehensive tour with all the necessary explanations.

Each room has clear instructions in case of fire and a diagram with the escape route to be followed.

Internal misuse of the alarm systems, fire reels or extinguishers will result in a procedural measure or even disciplinary sanction.

### Agreements:

- smoking is strictly forbidden on boarding school grounds
- heaters and heating devices are forbidden in the rooms
- electric shavers, hair dryers, straighteners, and other appliances must be unplugged immediately after use
- transformer plugs are not permitted
- the contents of one's room must not be susceptible to fire: no empty boxes, no flags or other paraphernalia
- no extra furniture should be placed without permission from the administrator
- the guidelines for the evacuation exercises must be strictly followed

- every evacuation exercise will be taken seriously and will be evaluated for each group

**In case of fire or a fire alarm:**

- warn the educator immediately
- close all windows and doors; leave lights on
- keep the fire doors closed at all times
- immediately evacuate the building in a calm manner without pushing through the emergency exits
- don't return to another floor or location to pick up personal items
- get to the assembly point as quickly as possible
- permission to re-enter the building will be given by the fire brigade, administrator or on-call educator

## Procedural and Disciplinary measures

### Code of Conduct

In order to keep the relationship between the educators and the students and their parents beyond reproach, the school has developed a code of conduct that also applies to life at the boarding school. With this Code of Conduct, we aim to create a climate of acceptance, respect and trust. Such a climate is a prerequisite for an optimal living and learning environment. The Code of Conduct can be found on the school's website. Infringements may lead to disciplinary measures.

### Procedural measure

If the boarder interferes with the proper functioning of the boarding school, any staff member of the boarding school can impose an appropriate procedural measure. In principle, the purpose of procedural measures is to persuade the boarder to improve and adapt his/her behaviour.

Procedural measures must never deprive a boarder of the essential services of a boarding school.

The basic principle is for the boarder to bear the consequences of his/her actions:

- If the boarder intentionally damages property or causes damage due to gross negligence, said damage must be compensated or repaired;
- If the boarder has soiled something, he/she must clean it;
- If the boarder leaves waste behind, he/she must clean it up;
- If the boarder does not handle material made available for entertainment appropriately, he/she may be forbidden to use it.

No appeal may be lodged against a procedural measure.

### Disciplinary measure

The purpose of a disciplinary measure is to promote education.

Disciplinary measures shall be taken when the behaviour of the boarder constitutes a hazard or a serious impediment to orderly communal living and/or when the boarder endangers the safety and the physical and/or psychological integrity of others through his/her aggressive behaviour and/or when the boarder's behaviour endangers the achievement of the boarding school's educational project.

Disciplinary measures are only taken if the procedural measures (see above) are ineffective or in case of very serious violations, such as:

- intentionally striking and/or injuring others
- intentionally violating essential safety rules
- intentionally and persistently disruptive behaviour
- causing genuine material damage
- possessing, selling or using drugs
- stealing
- smoking
- playing with fire
- intentionally evading supervision
- violating the privacy or freedom of third parties
- engaging in uncontrolled and/or intimidating behaviour that threatens the peace and freedom of third parties

Disciplinary measures are taken against the boarder to temporarily or permanently deprive him/her of access to the boarding school.

Disciplinary measures can only be taken by the school director.

In the interests of the boarder, disciplinary measures and the disciplinary file are not transferable: expulsion from the boarding school does not automatically mean expulsion from the school.

## **Types of disciplinary measures**

*A temporary removal from the boarding school* for a minimum duration of one day and for a maximum duration of 15 consecutive days.

This decision shall be made by the school director and the parents notified in writing, stating the reasons. During the temporary removal, the regular costs will be charged in full. The boarder must still be present at school. The parents will be informed by the boarding school of the disciplinary measure taken in advance by phone and in writing.

### *A permanent expulsion from the boarding school*

This decision shall be made by the school director and the parents notified in writing, stating the reasons. During the permanent expulsion, the fee for the remaining period will not be charged. Permanent expulsion from the boarding school does not mean that the boarder is excused from attending school. The parents will be informed by the boarding school of the disciplinary measure taken by phone and motivated in writing.

The permanent expulsion shall take effect immediately after the written notification.

Only permanent expulsion as a disciplinary measure can be appealed against.

## **How does the boarding school take disciplinary action?**

1. The administrator of the boarding school shall draw up a file on the boarder. The parents, the boarder and/or legal counsel always have the right to consult the file.
2. The school director shall notify the boarder and the parents by registered letter. He/she shall invite the boarder and the parents for an interview. At least 3 calendar days will always elapse between the letter and the interview date. Parents may be assisted by legal counsel during the interview.
3. Prior to the interview, the boarding school team will meet to draft a recommendation on the measure.
4. One workday after the interview and the recommendation, the school director will make a final decision on the measure.
5. The parents will receive a registered letter explaining the decision. Parents may also receive the letter at school and sign for receipt.
6. In case of permanent expulsion, the school director will send a copy of the decision to the secondary education coordinator and the company director of City Education.

The disciplinary file and disciplinary measures are not transferable from one boarding school to another, nor to the school.

## **Appeals procedure in the event of permanent expulsion**

Only permanent expulsion as a disciplinary measure can be appealed against.

If the parents do not agree with the boarding school's decision to permanently expel the boarder, the following procedure must be followed:

- 1) The parents must send a registered letter to the coordinating director of the division to which the Royal Ballet School Antwerp belongs. Or they can deliver the letter to the divisional secretariat and ask for proof of receipt. This appeal is only valid if it is submitted within 3 workdays of receipt of the letter on the measure 'permanent expulsion from the school'.

The address is:

AG Stedelijk Onderwijs Antwerpen

Divisie Secundair Onderwijs

Lange Gasthuisstraat 15

2000 Antwerpen

- 2) Within 5 workdays of receipt of the valid appeal, the coordinating director of the division will hold an interview with the parents, the boarder and the boarding school team.
- 3) The coordinating director shall decide on the measure within 5 calendar days of the interview.
- 4) The coordinating director shall send a registered letter to the parents and to the boarding school at the latest 1 workday after the decision, stating the decision and the grounds for it.

The expulsion shall apply as long as the procedure is running.

## A suggestion, report or complaint?

For a suggestion, report or complaint, the parents or the boarder should discuss this with the administrator first. If this is not possible, an interview with the school director can be requested.

This can also be done at any time via the central Contact Point of City Education:

[www.vraagenmeldpunt.be](http://www.vraagenmeldpunt.be) . More information can be found at

[www.stedelijkonderwijs.be/suggestie-melding-klacht](http://www.stedelijkonderwijs.be/suggestie-melding-klacht).

Contact Point

City Education Antwerp (Stedelijk Onderwijs Antwerpen)

Contact Point coordinator

Frankrijklei 71 – 73

2000 Antwerpen

41

## Afterword

Good, clear agreements are indispensable for creating a pleasant climate and living environment in which everyone can feel at home and develop optimally.

Of course, we are always available to explain our Rules of Conduct!

The boarding school team