Don Bosco
Kleuter- en Lagere school

Heverlee

SCHOOL REGULATIONS

Groenveldstraat 46 – 3001 Heverlee – tel.: 016 20 80 26
E-mail: basisschool@donboscoheverlee.be – http://www.donboscoheverlee.be

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Dear parent,

Our school regulations consist of different parts.
The first division contains a lot of useful information and coordinates. This division is not strictly a part of the school regulations, but it's mentioned because of its connection to the school regulations.
The second division explains the pedagogical project.
In the third division you can find the actual rules and regulations: the commitment declaration, registration information, Parental Authority, organization of student groups, absence, daytrips, certificate of Elementary education, education at home, order & discipline regulations, payment, volunteers, Well-being policy, ground rules, rehabilitation and privacy.

The registration of your child in our school means that you agree to the school regulations.
Sometimes it is necessary to adjust the school regulations. Adjustments to the first part are rather administrative changes, for this is another approval of the parents is not necessary.
Changes to the educational project and to the actual rules and procedures will be submitted for you to approve.

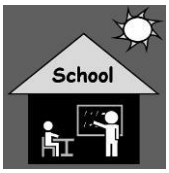
We are looking forward to a good cooperation!

The Principal and school team.

PART I: INFORMATION

1. School contacts

Our school



Vrije Basisschool Don Bosco
Groenveldstraat 46
3001 Heverlee
Tel.:016/20 80 26
http://www.donboscoheverlee.be

Principal

Carine Apers
e-mail: directie@donboscoheverlee.be

School Board

Don Bosco Onderwijscentrum VZW
Don Boscolaan 15
3050 Oud-Heverlee
President: Didier Finet
Managing Director: Bart Decancq

Secretary

Katrien Hellings
Tel: 016/20 80 26
email: secretariaat@donboscoheverlee.be

Care Coordinator kindergarten and L1
Shirley Daenens
e-mail: zorgcoordinator@donboscoheverlee.be

Care Coach L2-L3
Stefanie Janssens
e-mail : stefanie.janssens@donboscoheverlee.be

Care coach L4-L5-L6
Elisa Nobels
e-mail : elisa.nobels@donboscoheverlee.be

Mentor for trainees and buddys

Trees Spelier
e-mail: trees.spelier@donboscoheverlee.com

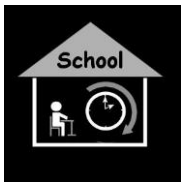
Kindergarten teachers

Miss Sara, Miss Roos/Miss Paulien of K1EEND for 2,5 en 3- year old in a co-teachingclass
Miss Hilde and Miss Ellen of K1VIS for 2,5 en 3- year old in a co-teachingclass
Miss Veerle of K2POE voor 4- year old
Miss Marieke/ Miss Liljan of K2KIK for 4- year old
Miss Suzy of K3PIR for 5- year old
Miss Tineke of K3KRO for 5- year old
Miss Paulien, Miss Liljan, miss Trees and Miss Jintsy are careteachers in Kindergarten
Miss Katrien instructs toddler gym

Primary school teachers

Miss Nathalie of L1A
Miss Malin of L1B
Miss Katrien B. of L2A
Miss Hilde of L2B
Miss Caroline of L3A
Miss Ulrike of L3B
Mister Hans of L4A
Mister Jeroen of L4B
Miss Ellen of L5A
Miss Anke of L5B
Miss Goedele of L6A
Miss Diane of L6B
Mister Arnout is gym teacher and STEM-teacher
Mister Jordy is gym teacher of the primary school
Miss Trees is Muvo-teacher of the primary school and mentor for trainees and buddys

Pre- & afterschool daycare



Preschool and afterschool daycare is organized by **VZW Ferm**
in the building of the school.
They have a separate information brochure.
New agreements will be announced in the newsletter at the end of August.

Coordinators: Hilde Brams
Phone: 0477/ 74 82 56
e-mail: bko.heverleedonbosco@samenferm.be

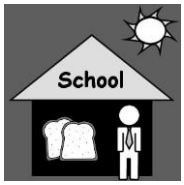
2. School organisation

School hours

- From **08.30 to 15.30** for ALL students
- Every Wednesday from 09.20 to 12.05 for everyone!

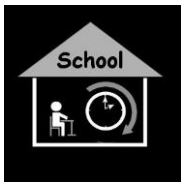
Children who leave school at noon and after school without parental supervision, need to fill in a permission document and hand it in at the secretary at the beginning of the schoolyear.

Breaks



- Mornings from 10.10 untill 10.25
- Lunch break from 12.05 to 13.23
- Afternoon from 14.25 to 14.40

Pre- & after school daycare



- Pre-school daycare: 07.00 to 08.10
  Daycare between 08.15 and 08.30 is for free
- After-school daycare: 15.45 to 18.30

Before and after these opening hours, children don't have permission to be on the playground without supervision.

Children who don't go to afterschool daycare, need to be picked up at 15.45 PM at the latest. After 15.45 PM they will be sent to the daycare and this will be billed.

On Wednesdays and school free days activities will be organized by Stekelbees together with the students.
The school also provides daycare during optional holidays, pedagogical seminars, Autumn holidays, Spring break, 1 week during Christmas- and Easter holidays.

Holidays

Autumn holidays:	01/11/2021 -07/11/2021 (daycare available all week)
Christmas holidays:	24/12/2021(from 12.05) - 09/01/2022 (daycare during 2nd week)
Spring break:	28/02/2022 -06/03/2022 (daycare available all week)
Easter holidays:	04/04/2022 –18/04/2022 (daycare during 1st week)
Summer holidays:	30/06/2022 (from 12.05) - 31/08/2022
Free days:	24/09/2021 facultative free day (**no daycare by Ferm**)
	11/11/2021 Armistice (no daycare)
	07/02/2022 facultative free day (daycare by Ferm)
	26 and 27/05/2022 Ascension Day and brugdag (geen opvang)
	06/06/2022 Pentecost Monday
Pedagogical seminar:	12/11/2021 (always daycare available by Ferm)
	26/01/2022
	21/03/2022
	12/05/2021

3. Cooperation

3.1 With the parents

You are our partner in raising your child. Good cooperation is therefore very crucial. You can always turn to us for all your questions or conversations. You can ask for an appointment with the principal or with the class teacher. We also organize Parent –
teacher meetings (see Commitment declaration).
You can also turn to the School Council or Parent Council.

School council

Parent guidance: Tine Nelissen and Maarten Burssens
Staff guidance: Shirley Daenens & Stefanie Janssens
Local community: Annick Desutter & sister Mia Schepens

Parent council

Presidents:Winnie Van Roey and Tine Nelissen
Treasurer: Christophe Debrun

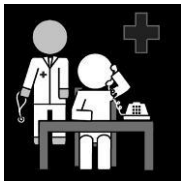
Parent – teacher meetings

- At the beginning of the school year a general information meeting will be organized for the children who attend Kindergarten and Elementary school. During this meeting you can get to know the class teacher and will be able to ask questions about the study program. Agreements can be made between teachers and parents.
- Twice a year an individual parent-teacher meeting will be organized. During this meeting the study results and the conduct of your child will be discussed. You will also have the opportunity to ask for a meeting with the principal, gym teachers, CLB, care coordinator and other therapists when necessary.
- Your presence during the individual parent-teacher meeting is a necessity for a good cooperation between school and home.
- The care coordinator, class teacher or specific gym or music teacher can invite you for an additional consultation. In the interest of your child your presence is required at this consultation

3.2. With the students

The student council exists of 4 students per grade starting from 3rd grade. 2 students are elected by their class students. The Presidents of the student board are Miss Caroline and Mr Arnout

3.3. with external people



Pupil Guidance Centre - CLB

Our school is cooperating with VCLB Leuven

Centrum voor Leerlingenbegeleiding voor Vrij en Gemeentelijk Onderwijs
Karel Van Lotharingenstraat 5, 3000 Leuven
Tel: 016/28 24 00
Fax: 016/28 24 99
info@vclbleuven.be
directie@vclbleuven.be
www.vclbleuven.be

Each school has a **Pupil Guidance Centre**. The PGC (CLB) coordinator is the contact person for students, parents and teachers and will be present at school at predetermined fixed dates. A doctor and nurse will be responsible for the medical examinations, vaccinations and all health, related questions.

The names and coordinates of the Pupil Guidance Centre staff working in our school can be found:
- On the school website;
- On the website of VCLB Leuven (www.vclbleuven.be > practical > schools);
- in a flyer which the students receive at the beginning of the school year.

With what kind of problems can I turn to the PGC (CLB)?

Hereby you find a short description what PGC (CLB) can do for you. For more detailed information, visit their website www.vclbleuven.be. During the school year parents and students will receive concrete information about medical examinations, vaccinations or other initiatives of the PGC.

The mission of the PGC is to contribute to the well-being of your child. The student is most important in our guidance. He/she has the right to information, guidance and privacy. When the student is considered mature enough he or she can also decide about the steps of his/her guidance. The age limit is mostly 12 years. The parents and school are also considered as important partners in their guidance. The PGC employees strive for a good cooperation between all partners.

At the request of students, parents or school PGC(CLB) employees offer help. This can include information, advice, diagnosis or guidance at following four domains:
- conduct, feelings and relationships: when you don't feel comfortable
- learning and studying: when you have studying problems at school.
- physical development and health: when you have questions about your physical development, healthy lifestyle or health issues.
- Study career: when you are looking for information about study directions, choice of schools and when it's difficult to make the right choice.

When necessary the PGC advisor will help you, your parents and the school to find a solution for your problem.

The PGC offers some guidance to everyone.
- In 2nd Kindergarten and 5th grade of Elementary school a thorough medical examination will be performed. In preparation of these examinations we ask the parents to fill out a questionnaire.
- A limited medical examination will take place in 1st Kindergarten, 1st and 3rd grade of Elementary school.
- The students can get free vaccinations. The PGC also gives advice concerning contagious diseases.
- Students who are absent a lot at school will get PGC guidance.

The PGC has a special assignment for pupils with special educational needs. In consultation with the students, parents and the school, the PGC advisors will look into desirable adjustments. They can, under special conditions, prepare a report giving entitlement to support from special education or an individually adapted curriculum in mainstream or special education.

How does PGC (CLB) operate?

The Pupil Guidance Center offer their services at your request or at the request of your parents or teachers. They work together with you to find a solution. You decide about the guidance steps. Your parents will be involved 100%. For children of a minor age (- 12 year) the parents decide about the guidance steps. When school asks for guidance, the Pupil Guidance Center will draw a guidance proposal. Guidance will only be continued when you (+ 12y) or your parents (- 12y) agree on it.

Parents and students are required to cooperate to medical examinations, preventive health measures in case of contagious diseases and guidance concerning absence problems.

PGC employees don't operate alone, they are part of a team of colleagues. They consult regularly with each other.

PGC guidance is free of charge.

PGC employees are bound to professional confidentiality and they respect all information they deal with.

The medical examination is performed by a PGC doctor and paramedic. In some cases you can ask for a different doctor to perform the medical examination. In this case you need to contact the PGC manager.

The PGC employees work together with other services and can refer you when necessary. For intensive forms of guidance within the integral youth assistance, such as home tutoring, the PGC can draw the application. When you are over 18 years old, the application will be filed at the Flemish Agency of Person with disabilities (VAPH). The PGC can also help you in obtaining higher child support.

When the PGC employees have concerns about the problematic life situation, or in case they suspect child abuse, they will take the initiative together with the children to start guidance or consultation.

The PGC file

The PGC submits a file for each student as soon as they are registered for the first time in a school. In the PGC file, data about systematic contacts and guidance will be noted. This is done according to established rules in which a lot of attention is paid to the protection of privacy.

When you come from a school which was cooperating with another PGC, your file will be send to the VCLB Leuven, 10 days after you have started in our school. In case of objection, you (>12y) or your parents (<12y) should appeal in writing to the PGC of your previous school.
Identification information, vaccination information and data in the context of mandatory PGC commands (medical examinations, absence problems) are being transferred in any case.
You (+12y) or your parents (-12y) can consult the PGC file. This is done in the presence of PCG employees. You don't have access to data that violate the privacy of others.

What to do in case of a contagious disease?

The PGC needs to prevent the spreading of contagious diseases to reduce the risk of infections, the PGC doctor needs to be informed as soon as possible about contagious diseases. Following contagious diseases need to be reported: food poisoning, typhoid fever, diphtheria, Escherichia coli infection, meningitis, hepatitis A and B, impetigo, polio, measles, scarlet fever, scabies, fungal infection on the skin, shigelloses and tuberculosis. In any case of doubt, parents need to contact the PGC doctor.

The notification of the PGC (016/28 24 00) can be done by the parents, the treating doctor or the school principal in case they are aware. For urgent notification of contagious diseases outside the office hours, one can contact the infection control service at 02/512 93 89.

The PGC doctor will inform students and parents through the school about the necessary measures.

Cooperation school- PGC (CLB)

The Pupil Guidance Center is a partner in guidance at school. The School and the Pupil Guidance Center draft a joint policy paper mentioning agreements and points of attention. Students and parents can share their opinion through the School council.

The Pupil Guidance advisors operate independently from school but know the school very well.

School and Pupil Guidance Center can share information about students in case this should be necessary for the guidance at school. This happens within the limits of the deontology and professional confidentiality to which all employees must adhere. The Pupil Guidance Center notes relevant information in your PGC file.

Support Network
Our school is a member of support network Oost-Brabant
0470 11 13 65
svangoidsenhoven.onwob@gmail.com

3.4. Useful addresses

Lokaal overlegplatform
Deskundige-ondersteuner: Barbara Janssens

Commissie inzake leerlingenrechten
Vlaamse Overheid
Agentschap voor onderwijsdiensten – AgODi
Secretariaat commissie inzake leerlingenrechten
t.a.v. Ingrid Hugelier
H. Consciencegebouw
Koning Albert-II laan 15
1210 Brussel
02 553 93 83
commissie.leerlingenrechten@vlaanderen.be

Commissie Zorgvuldig Bestuur
Vlaamse Overheid
Agentschap voor onderwijsdiensten – AgODi
t.a.v. Marleen Broucke
Koning Albert-II laan 15
1210 Brussel
02 553 65 56
zorgvuldigbestuur.onderwijs@vlaanderen.be

Klachtencommissie Katholiek Onderwijs Vlaanderen
Guimardstraat 1
1040 Brussel
02 507 08 72
klachten@katholiekonderwijs.vlaanderen

PART II: THE EDUCATIONAL PROJECT

You register your child in a Don Bosco school. It's a school which has its own educational project, 'In dialogue with Don Bosco'. The project defines how the school looks at your child, what they want to achieve with him/her and how they want to achieve it. It is the guideline of what you and your child can expect from the school and what the school can expect of you. We will summarize in short and ask you to sign the agreement.

You chose a Don Bosco school. This means your child will be as important in Kindergarten as in primary school. Your child not only will be able to learn and gain skills, but will also be recognized in everything: learning possibilities, sports, feelings, religion, relationships with friends...

The principal, teachers, secretary and educators treat your child in a typical Don Bosco style. They don't look at your child from a distance. They don't only impose but will also try to reason with your children about the DO and DON'T at school and about what's important to them. We expect your child to be open towards their teachers. Teachers are no outsiders who know everything and who impose but they are committed adults who want the best for your child.

They like to be around your children and they won't only be present during lessons and activities but also during breaks. They will organize outside school activities together with your children. Because of all this, they show they take the happiness of your child to heart. Your child can expect from the teachers they take into account who they are, what they succeed in and what fails.

We expect you and your children to be open to these activities and style.

The teachers hope and wish the class will be a pleasant one where your child will feel at home, where they can share life stories with other children and where they will meet good friends. All this will help in studying and acquire skills. We expect your child to contribute to the atmosphere in class and doesn't act as an outsider. The teachers know there need to be rules to organize school life, otherwise it will be a big mess. They will make certain agreements related to activities, studying, relaxation. They will discuss this with your child as much as possible. We expect your children to respect the rules and stick to the agreements which have been made.

A Don Bosco school is of course a catholic school. Just as the teachers, the child may have its own opinion in terms of religion. The child can also talk about its religion in respect to others. We would like to give your child the religious base, values and principles of our faith so it can also be happy. But we certainly expect you to listen to this belief and to let your child be part of it without any rejection.

1. Commitment declaration Parents-school

Parents have high expectations of the school for the training and education of their children. Each day our school makes an effort to have this commitment come true, but in return we expect your full support. Therefore mutual agreements are made in the commitment declaration so we know what to expect from each other. These agreements are valid for the entire period your child is registered at our school.

Parent-teacher nights

Parents and our school are partners in the education of your child. It's good to know how our school operates. Therefore we have planned an **info night on 7 September 2021 for the parents of the toddlers and on 9 September 2021 for the parents of elementary school students**. We would like to inform you on a regular basis about the evolution of your child. This is done in writing by email.
We also organize individual parent-teacher nights. People who can't attend those parent-teacher nights can make an appointment at more convenient time. In case you have concerns or questions about the education of your child, you can ask for a conversation with the teacher. This can be done through the back and forth booklet or a note written in your child's agenda. We expect the parents to engage themselves to cooperate with us and try to accept our invitations as much as possible.
We engage ourselves to communicate with you about your concerns and questions regarding the evolution of your child.

Presence at school and arrive on time.

The presence of your child has consequences for obtaining and maintaining the school tuition and for admission to first grade. Therefore we need to report your child's absence to the Education Department and the PGC.
May we ask you to engage as a parent and bring your child to school in time, as well in Kindergarten as in Elementary school.
School begins every day promptly at 8.30 hr and on Wednesdays at 9.20 hr. We expect the children to be at school at least 5 minutes before the bell rings. The PGC is responsible for guidance in case of problematic absence. You can't avoid this guidance.

Individual student guidance.

Our school has a care policy (see section 16). This includes that we follow the evolution of your child. This is done by 'a student follow-up system'. Some children may be in need of individual guidance at certain moments, other children are constantly in need of individual guidance.
Together with the parents, we will come to an agreement how to organize the individual guidance of your children. This means we will come to an agreement what to expect of each other. We expect you to accept our demands and follow and comply with the agreements we make together.
If your child has special educational needs, you can report this to the principal. We will then work with you to see which adjustments are necessary. The school can also propose adjustments based on the findings during the course of the school year. The necessary measures will depend on the needs of your child and what we as a school can offer you.
We will consult with you as a parent how he individual guidance of your child will be organized. We will indicate what you can expect from the school and what the school will expect from you as a parent. We expect you to accept our request for consultation and follow and comply with the agreements we make together.

Positive engagement towards the language of education

Not all parents raise their children in the Dutch language and not all children start their school career with the same Dutch language skills. Our school runs a language policy. We commit ourselves to help children speak and learn Dutch. We expect the parents to have a positive attitude in regard to extra initiatives and measures (language bath) the school takes to the language deficiency of their child and that they do everything to encourage their child, even in their spare time, to learn Dutch.
Feel free to ask us for information on local initiatives that can help support your commitment.

2. Registration of students

2.1. General

- Information on the practical organization of the registration can be found on our website and in this school brochure.
- Your child will only be registered in our school after the parents give their written consent for the pedagogical project and school regulations. Once registered, your child stays registered at our school. Registration only stops when parents decide to change schools or when your child is expelled from our school.
- When during his or her school career the need of adjustments for you child change, it may be that the identified educational needs of that nature can either need a report that gives access to special education or an existing report needs to be changed. In this case school will organize a consult with the class council, the parents and PGC. Based on these consultations and after a report was delivered or changed, the school will create a study progress at the request of the parents based on an individually adapted curriculum or to dissolve the registration of the pupil for the subsequent school year.
- Whenever the school regulations change, your written consent will be asked again. In case you don't agree with the change, the registration of your child will end at August 31st of the current school year.
- Your child can only attend 1st grade when all legal conditions of admission will be met. (see education scheme 3.1).
- Every student who attends 1st grade in our school has to take a language test. Based on the results of these tests, a language will be offered based on the specific needs of the child. (see education scheme 3.4)
- Toddlers can come to school the day they have reached the age of 2 years and 6 months. They can start school <u>after every school holiday, the first school day of February and after Ascension day.</u>
- At the age of 3 a toddler can start school at any time.
- In September of the year your child turned 6 years, it's compulsory to go to school and thus legally obliged to be in class. This is also the case when your child is still in Kindergarten at the age of 6 and will be submitted to control.
- When your child is registered in our Kindergarten, there is no need to register again when your child goes to 1st grade at Don Bosco Elementary School Heverlee.

2.2. *Periods of registration*

You want to register for this school year (2021-2022)

All children born in 2019 or older can register. Parents contact the school of their choice.

You want to register for next school year (2022-2023)
New registration procedure in Leuven

Students need to sign up before they will be registered. Just like before, this procedure will still use priority periods.

More info at https://meldjeaan.leuven.be/ or via the DOBO-newsflash in december

2.3. Maximum capacity

Because of material circumstances, registrations are limited to **48 toddlers per birth year and 48 students per grade in elementary school**.

Every additional student will be rejected. Every rejected student gets a note of non-registered registration and will be mentioned in the as rejected student in the registration register.
The order of rejected students will change at the 5th school day of October of the school year the registration took place. For infants the order in the registration register remains the same until June 30 of the school year the registration took place.

When your child has a registration record for special education, we will register your child under the Resolutive condition of insufficient carrying capacity. If after registration it turns out there is such a report, i twill automatically be converted under Resolutive condition. Then the school organizes a consultation with the parents, the class Council and the CLB on the adjustments needed for the pupil to be part of the common curriculum or to let the pupil make study progress based on a customized curriculum. A decision follows within reasonable time and no later than 60 calendar days.
If, after the consultation the school confirms the disproportionate nature of the adjustments, registration will be dissolved at the time this student is registered in another school and at the latest 1 month, holiday periods not included, after the notification of the confirmation of the disproportionate nature.
When during his or her school career the need for adjustments for your child change, it may be the identified educational needs of that nature require a report that gives access to special education, or an existing report needs to be amended. In that case, the school organizes a consultation with the class Council, the parents and the CLB. Based on these consultation, a report will be delivered or changed, the school will decide to let the student, at the request of the parents, make a study progress based on an individually adapted curriculum (IAC) or dissolve the registration of the student for the next school year.

3. Parental authority

3.1. Care and attention for the child

The school wants to be a listening ear, offer understanding and extra attention to children living through a divorce.

3.2. Neutral attitude towards the parents

The school will not be involved in a divorce. Both parents, living together or not, are responsible for the education of their children. As long as there is no Court order, the school sticks to the agreements which were made during registration of the child. In case of a court order, the school will stick to the agreements made by the judge.

3.3. Agreements related to the information flow to the parents

When parents are no longer living together, the school will come to an agreement with both parents about the information flow and the way decisions are taken about the child.
The weekly digital newsletter will be send to both parents. Agreements concerning parent-teacher nights will be communicated by mail and in the agenda of the child.

3.4. Co-schooling

This means having the child attend two different schools depending on where the child resides with the parents. To guarantee the connectivity with the class group and ensure the continuity of learning, the school refuses to cooperate in co-schooling.

4. Organisation of student groups within the same education level

The school decides, in consultation and in cooperating with the PGC (CLB) whether your child can pass to a next students group. When the school wants your child to redo a year, it's because she's convinced this is the best solution for your child. The motivated decision will be forwarded to the parents orally and in writing. The school also indicates which points need extra attention during the next school year. The school therefore takes this decision in the best interest of your child. For children who change schools during the school year, the school decides which student group they fit in best.
Students groups can be reclassified on the basis of a modified inflow (E.g. in Kindergarten when new infants arrive).

5. Absence (see education regulations item 4)

5.1. Illness

- when your child is ill during 3 or more consecutive calendar days, a medical certificate is required.
- When your child is ill less than 3 consecutive calendar days, the yellow note written by the parents will do. Such a note can only be used 4 times a year and it can be found in front of the school agenda
- When your child has a chronical disease, parents need to contact the school and CLB.
- Consultations (like for instance a visit to the dentist) need to take place after school as much as possible.

Parents notify the school as soon as possible and deliver the disease or doctor's note to the teacher.

5.2. Other legally legitimate absences

The absences of your child can in some situations be justified. For these absences no permission of the principal is needed. You need to let the school know in advance in case of this absence. You also give an official document or a statement that substantiates the absence, to the school. Examples are:

- the death of a person living under the same roof or a blood relative of the second degree.
- Notice or summons to appear in Court.
- Celebration of a public holiday that is related to your religion (Anglican, Muslim, Jewish, Catholic, Orthodox, Protestant-Evangelical religion).

5.3. Absence which requires the approval of the principal

Sometimes for some reason a child has to be absent. The parents discuss this in advance with the school principal. This is absence because of:

- the mourning period after a death in the family.
- actively participate in the context of an individual selection or membership in an association or cultural and/or sports events.
- Participation in time- out-projects.
- in truly exceptional cases, absence because of personal reasons.

Remark: please note it's not intended that permission is given to the parents to leave on vacation earlier or return later. Compulsory education assumes a child will be in school from 1 September until 30 June.

5.4. Problematical absence

The presence of your child is important for the school. It's in the interest of the child to be at school every day. Children who miss classes and activities are more at risk to fall behind. This has consequences for obtaining and maintaining the school tuition. As for the admission to first grade (see Commitment declaration and Education regulations).
The school will inform the parents of any non-legitimate absence. After more than 5 half days of problematic absence, the school together with the Pupil guidance Centre (CLB) will start a guidance file. The parents will be invited to a meeting.

6. Home education (see education regulations item 5)

If your child is at least five years old before January 1 of the current school year and because of (chronic) illness or accident temporarily can't come to school, then under certain conditions, your child has right to temporary home schooling, synchronous Internet education or a combination of both. For temporary home schooling, you need as a parent send a written application to the Principal and add a medical certificate showing that it's impossible for your child to go to school but can still get education.
When your child has a non-chronic disease, then temporary home schooling may be organized only after an absence of 21 consecutive calendar days. When your child after a period of temporary home schooling becomes ill again within 3 months, the condition of 21 consecutive calendar days won't count.
When you child has a chronic disease, then your child has right to 4 course times temporary home schooling during a period of 9 half school days of absence. In addition your child needs to live 10 km or less away from school. When your child is staying at a greater distance of the school, then the school can organize temporary home schooling but is obliged to. The Principal will then start looking for a teacher who can give 4 teaching courses of home schooling per week. The school makes arrangements with the teacher to adjust the lessons to the student group of the child. Temporary home schooling is free of charge.

If your child meets these conditions, we will discuss the possibility of temporary home schooling with you as the parents. We will start with temporary home schooling at the latest in the week following in which we received and could asses your request.

The school may, in agreement with you also contact Bednet vzw. This provides the opportunity to take part in the lessons from home through a live internet connection. The school makes concrete agreements with you concerning follow up and evaluation.

7. One or several day school activities (extra- muros activities)

Your child is required to participate in extra-muros activities that take less than 1 school day. These are normal school activities.

As a school we strive for all children to participate in extra-muros activities that is one day or longer. Those activities are part of the education that we give to your child.
Through these school regulations we inform you as a parent about the activities that will take place during this schoolyear. Below you can find an overview of three of those:

7.1. One day school activities

- Some toddlers will make a trip to the Petting Zoo, others to the fairy tale forest and the older children will make a day trip to Ostend. Just before the autumn holidays, all preschool children and the children of L1 will make a trip to the forest in Oud-Heverlee.
- The pupils of the elementary school will make multiple trips. All these educational, mandatory excursions are within the maximum invoice. (see contribution plan)

7.2. Multi day activities

Offer: see contribution plan

By signing the school regulations, we will assume that you are aware of the trips that are organized. If you do not want your child to participate in one of the extra muros activities, you need to report this in writing to the school one day prior to the activity.
Children who don't attend the extra muros activities need to be at school.

8. Certificate of Elementary Education (see education regulations item 7)

After June 20 the Class council decides which students will obtain the certificate of Education. The certificate of Elementary Education will be given to regular pupils who have sufficiently achieved the intended goals and objectives of education. Pupils who didn't get a certificate will get a note stating they have followed the classes on a regular basis during the last year. In this note the Class council gives their motivation why the pupil hasn't obtained the Certificate of Education.

Students with an individually tailored curriculum can obtain a certificate of elementary education on condition that the learning objectives proposed by the education inspection are considered equal to those of the special education.

8.1 Procedure for issuing the Certificate:

The school will communicate, throughout the whole school career of your child, about his/her learning evolution. Parents can get access to and obtain information about the evaluation data of their child. It's possible for parents to obtain a copy of the explanation of the evaluation data. The expenses will be passed on to the parents.

Whether a student receives the certificate depends on the decision of the Class council. The class Council examines whether the curriculum goals that aim at the achievement of the learning outcomes achieved are sufficient in number and containment level with a view to further education in the A-stream of secondary education. The growth the student made throughout the school career and his shown self-control will definitely play a role.

After June 20 the Class council decides on the basis of the following criteria whether or not your child will receive the Certificate of Elementary Education. The decision will be communicated to the Parents by June 30. The parents are considered having received the decision on the Certificate of Elementary Education by July 1st. In case of non-receipt, the Certificate shall be deemed to have been received on July 1st.

The president and all members of the class council sign the written report.

8.2. Appeal procedure:

Beware:

- When mentioning 'days 'in this topic, we mean all days (Saturdays, Sundays, legal and regulatory public holidays not included).
- When mentioning the principal, we mean the principal or his/her associate.

1. Parents who wish to start an appeal, need to request a meeting with the principal within 3 days after receiving the decision of non-issuing the certificate of elementary education.
2. This required consulting the Principal will take place no later than the sixth day after the day on which the grade cards were handed out. A report of these consultations shall be made.
3. After consulting the Principal, he/she will decide whether or not to meet with the class Council again to confirm or change the non-granting of the Certificate of Elementary Education.
4. The Principal or Class Council will notify the parents in writing about the decision.
5. Within 3 days after receiving the decision by the Principal or Class Council, parents can appeal in writing to the School Board.

   Aan de voorzitter van het schoolbestuur
   Don Bosco Onderwijscentrum vzw
   Don Boscolaan 15
   3050 Oud-Heverlee

   The appeal must meet the following criteria.

   - The appeal is dated and signed;
   - The appeal contains the subject of appeal with factual description and justification why non-issuing of the Certificate of Elementary Education is disputed.

   Persuasive documents can be added.

6. When the school board receives an appeal, they will form a professional commission. The Appeal commission who treats the appeal consists of both people who are connected or non-connected to the school or School Board.
   An independent Commission will thoroughly investigate the complaint of the parents.
7. The Commission will always invite the parents for a conversation. They can be assisted by a person of trust.
   A conversation can only be rescheduled at legitimate reasons or force majeure.
8. The members of the commission will be mentioned in the invitation letter. This composition remains unchanged during the further procedure, unless due to disease, force majeure or incompatibility it would be necessary to identify an alternate.
9. The professional Commission strives to a consensus during their meeting.
   The professional Commission will either confirm the decision by granting the Certificate of Elementary Education or reject the appeal motivated on non-compliance with the formal requirement.
   The outcome of the appeal will be communicated in writing to the parents by 15 September by registered mail.

9. Order and discipline (see school regulations item 6)

Children make mistakes now and then. This is peculiar to the growth of each child. Children can learn from the mistakes they make. Our school wants to engage by giving dialogue and restore all opportunities. In consultation with those concerned, we will look for a possible solution. In this way children can take responsibility to resolve the conflict or to make up for their error. As a school we hereby don't disclose taking disciplinary actions. This does mean that in certain cases, we consciously choose to impose a disciplinary measure.

9.1. Educational measures

When you child obstructs the proper functioning of the school or class, we can propose an educational measure to your child and possibly you. The school wants to help your child reach the desired behaviour.

An educational measure can be:

- A conversation with someone of the KIVA conversation team.
- A time out. Your child can independently of on the basis of arrangements made at the request of the teacher, go to the time-out space. So your child can relax or reflect on what has happened. Afterwards this will briefly be discussed with your child.
- A guidance plan. Here we will conclude together with you and your child, a number of appointments on which your child needs to focus. Your child will have the opportunity to propose appointments for which it will be responsible. The appointments from the guidance plan and your child will be evaluated.

9.2. Order measures

When your child interferes with the proper functioning of the school or obstructs the classes, each member of the staff can take a order measure. During an order measure your child will remain at school.

Order measures can be:

- A note in the school agenda

- Extra homework

- A temporary removal from class and report to the Principal.

Appeal against an order measure is not possible.

Children who are subject to order measures on a regular basis, will receive guidance arranged in consultation with the parents and the Pupil guidance Centre (CLB). When your child's behaviour, even with a supervision plan, is a problem for providing education or realize the educational project disciplinary actions can be taken.

9.3. Disciplinary actions

When the behaviour of a pupil in primary school is a danger or severe obstacle to the proper functioning of the school or for the physical or psychological security and integrity of fellow students, staff or others, the Principal may take any disciplinary sanction. Please note: when talking about the Principal we mean the Principal or his associate.

9.3.1. Disciplinary sanctions can be:

- A temporary exclusion of at least 1 school day and up to 15 consecutive school days.

- Final exclusion.

9.3.2. Preventive suspension as precautionary measure

In exceptional cases, the Principal or his representative can decide at the beginning of a disciplinary procedure to suspend your child preventive. This precautionary measure is to be able to determine whether a disciplinary sanction is appropriate. The decision for a preventive suspension is communicated to the parents in writing.
The Principal confirms his decision in the letter with which the disciplinary procedure is started. The preventive suspension is effective immediately and takes no more than 5 consecutive school days.
Exceptionally the suspension can be extended with 5 extra consecutive days if by external factors, the disciplinary research can't be completed within the first period. The Principal shall motivate his decision.

9.3.3. Procedure for temporary and final exclusion

Please note: when speaking about 'days' in this item, we mean all days (Saturdays, Sundays, legal and regulatory public holidays not included.)

When taking a decision to temporary and final exclusion, the **following procedure is followed**:

1. The Principal will ask the advice of the School Council and will compose a disciplinary file. In case of a final exclusion the School Council will include a representative of the PSG (CLB) who will act as an advisor.

2. The Principal invites in writing, the pupil, his parents and a counselor for an interview. The invitation must be delivered to the parents at least 5 days in advance.

3. In the meanwhile, the parents and their counselor have access to the disciplinary file including the conclusion of the Class Council.

4. After the conversation, the Principal will take a decision. This decision is motivated in writing and send to the parents by registered mail. The decision shall include the possibilities for an appeal.

If parents do no effort to register their child in another school, the final exclusion will be effective after 1 month (holidays not included). When after one month the child is still not registered in another school, the school is no longer responsible for the care of the excluded pupil. The parents are responsible their child requires to the compulsory schooling. The PSG (CLB) can help them in finding a solution.
The school board may decide not to register the student due to the final exclusion during the current or previous school year.

9.3.4. Reception at school in case of preventive exclusion and suspension (temporary or final).

When your child is preventive suspended during or after a disciplinary procedure, he or she needs to be present at school but will not take part in the activities of his/her students groups. The Principal decides whether or not reception of your child is possible. The decision of the Principal is communicated in writing to the parents.
In case of a final exclusion, the excluded pupil has 1 month to register in another school. During that period your child needs to be present at school but will not take part in the class activities of his/her students groups. However the Principal can decide reception of your child is no longer possible at school. The decision of the Principal will be communicated in writing to the parents.

9.4. Beroepsprocedure tegen tuchtmaatregelen

9.4.1 Appeal procedure after a final exclusion

Parents can appeal against the decision to final exclusion. The procedure goes as follows:

1. Within 5 days after receiving the decision to submit the final exclusion, parents can write a registered letter to the president of the School Board.

   Aan de voorzitter van het schoolbestuur
   Don Bosco Onderwijscentrum vzw
   Don Boscolaan 15
   3050 -Heverlee

   The petition must meet the following conditions:
   - The petition is dated and signed
   - the petition contains the subject of appeal with description and motivation of why 'non-issuing' of the Certificate of Elementary education is disputed.

   Persuasive document scan be added.

2. When the School Board receives an appeal, i twill form a professional Commission. The Appeal commission who treats the appeal consists of both people who are connected or non-connected to the school or School Board. An independent Commission will thoroughly investigate the complaint of the parents. Parents are invited for an interview within 10 days after the School Board has received the appeal. School holidays suspend the 10 day period. The professional Commission will either confirm or decline the disputed decision based on non-compliance with the formal requirements.

3. The professional Commission will always invite the parents for a conversation. They can be assisted by a person of trust..
   The members of the Professional Commission will be mentioned in the invitation letter. This composition remains unchanged during the further procedure, unless due to disease, force majeure or incompatibility it would be necessary to identify an alternate. The conversation happens at the latest 10 days after the School Board has received the appeal.

   Parents will be invited for a conversation 10 days after the School Board has received the appeal. Suspension of the 10 day period during school holidays.

4. The professional Commission strives in its meeting to a consensus.
   The professional Commission will either confirm the contested decision or reject due to non-compliance with the formal requirements.

5. The President of the appeals Commission will send the decision by registered mail to the parents within a period of 5 days. The decision is binding on all parties.

   The appeal doesn't suspend the decision of exclusion.

10. Contribution plan (see school regulations item 8)

Below is a list of the school expenses.
Mandatory activities are expenses parents definitely will have to make. Non-compulsory expenses are for goods you don't need to buy; in case parents want to use these goods, they need to pay for them.

The contribution plan was discussed at the School Board meeting.

Mandatory educational activities per class
Swimming forest excursion cultural excursions: library visit, theatre, museum, musical, story teller,… school excursion sports day guided city tour
Toddlers: max. € 45 **Elementary school students: max. € 90**

Parents will receive a school bill 3 times a year for the mandatory activities.
Above amounts are charged 3 times (oct.- febr.- april)

Non mandatory offer per class	**Price**
Soup by the lunchbox	€ 1/pc
Supervision lunch (3rd child only € 3/month)	€ 6/month
Weekly fruit day	€ 12/year
Warm lunch: toddlers	€ 5/day
Elementary school	€ 5/day
Averbode magazine	
Kindergarten: annual subscription	€ 36,00
Elementary school: annual subscription	€ 39,00

The fee paid for '**lunch supervision**' (middagtoezicht), is used to pay the staff who are helping the children during lunch in the dining room. You will receive an annual tax receipt to indicate in your taxes. Children who eat at home don't have to pay this fee.

All of the above mentioned goods can be bought without obligation. None of these goods are needed to fully participate in all school activities.

Outdoor classes	**Prijs**
First grade: 3 days **talentclasses** in Oost-Malle Second grade: 3 days **seaclasses** in Ostend Third grade: 5 days **sportsclasses** in Herentals	+/-€ 135 +/-€ 130 +/-€ 180
Max. € 445 per child for total duration of primary school	

10.1 Payment

Parents receive a monthly bill. We expect the bill to be fully paid on time. This means within 30 days after reception.

10.2. Who can you contact regarding payment difficulties?

In case of payment issues, you can contact the school Principal. He or she will help you in setting up a payment plan. We assure total discretion.
If we determine that the school bill remains unpaid without any financial problems or because of failure to comply with the agreements made, the school will take further steps. Even then we will initially search for a solution. If this turns out to be impossible, we can proceed to sending a registered formal notice.
From that moment on we can charge the maximum legal interest rate on the amount due.

In case of absence or annulation, costs can be charged when the school can't recover the paid amount.

11. Financial or non-financial support (see school regulations item 9)

Individuals and companies who are the school sponsors, will be mentioned during the annual feast, the prom or the musical.

12. Volunteers

There's always something to organize at school: a kids' party, remodelling of class rooms, a field trip. We are always happy to count on our volunteers. These volunteers are not paid, not because they are not valuable but because they are priceless.

The VZW DBOC has an **insurance contract** to cover the civil liability, with the exception of the contractual liability of the Organization and the volunteer. The insurance contract was concluded at AXA/IC – policy number 24000271.

An additional insurance to cover the bodily injury during the execution of a voluntary activity or on the way to and from the activity was concluded at KBC-insurance-policy number 28991250.
There is **no reimbursement of expenses**.

A volunteer needs to be discreet about the information which have been entrusted.

13. Welfare policy

13.1. Road safety

- For security reasons and because of the responsibility of the school, children are not permitted to wait for their parents outside the school gate.
- Please pick up your child(ren) personally on the playground or in the after school care.
- We ask the parents to park **correctly in the neighbourhood of the school and not in front of the green gate.**

13.2. Welfare

- Valuable and personal items should remain at home. The school is not responsible in case of loss or theft.
- School- and gym bags are placed in the provided space on the playground Make sure they are name tagged.
- Computer games, MP-3 players, tablets, dangerous objects, toy weapons are forbidden.
- **Cell phones are shut down and kept in the schoolbag both in class as after school daycare!**
- Children who go home <u>without the company</u> of their parents, must have a signed note in the agenda where the parents give their permission. They may only leave school by showing their school leavers card.

- **In case of conflicts among the children, the parents don't address their children directly.** The school addresses the conflicts between children and will inform the parents of each child.

13.3. Medication

Every time we give first aid, we note it in a registry. We want to determine which accidents happen at school, so we can prevent them in the future. At the end of the school year, the data in this registry destroyed.

When your child gets sick or has an accident at school, we notify the parents. When this is not possible, the school will ask a doctor or hospital for help.

As a school, we can't and we won't, under any circumstances, take medical actions or give medication. **In exceptional cases, a parent can ask the teacher to administer medication after filling a certificate which the treating doctor and the parents have completed and signed.**

13.4. Plan in case of an accident or illness

First aid

Who? teachers, principal, secretary.
How? Estimate the situation:

- Treatment at school; the administered treatments are registered in the first aid folder.
- contact the parents.
- When necessary consult the hospital or doctor.

Hospital: UZ Gasthuisberg te Leuven of H. Hartziekenhuis te Leuven Insurance documents

- Contact person: Katrien Hellings.
- Procedure: the secretary ensures the smooth handling of the file.

13.5. Smoking is forbidden at school!

There is a general smoking ban for everyone at school. In the event of violations of this smoking ban, order and disciplinary measures can be taken.

14. Precepts

14.1. Access to the school

- Those who are present at school before 8.10 AM, need to go to the paid preschool daycare in the Kindergarten playroom. From 8.15 to 8.30 AM daycare is free for everyone.
- Small children are taken to the playroom by their parents and handed over to the daycare staff.
- **The children are at least a few minutes before the start of the lessons at school.**
- At 8.30 AM the school door will be locked and parents can no longer take their children to the classroom. All children who arrive at school too late will be escorted to their classroom by the appointed staff member.

We specifically ask the parents:

- In the mornings parents take their toddlers and/or primary school children to school through the main entrance.
- **Both toddlers and primary school children leave the school at 15.30 PM through the green gate. This is also the entrance for daycare in the mornings and in the evenings. Call us when the school door doesn't open spontaneously!**
- The children who are still present at school after 15.45 PM (Wednesday noon at 12.05), will have to go to after school daycare (this is mandatory).

14.2. Homework policy

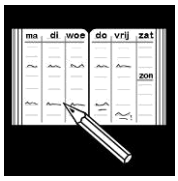
Goals:

take responsibility, take initiatives, figure out what's prompted, able to work independently, … figure out a solution.

We strive for a meaningful homework policy. This is based on quality and in a didactic responsible manner. Homework forms a bridge between the school and home and plays a large role in independent work.

"How" children learn is as important as 'what' they learn. Concluding homework in a successful way, takes a lot of skills. That's why we maintain a number of clear agreements to parents and children.

Agreements:



- The daily homework and lessons are listed in the school agenda.
- Throughout the school years we build a logical evolution. The class teachers will provide more info about tasks and studying new subjects during the first info-evening.
- On Wednesday and Friday there will be no study ability during after school care. We assume the study material will be practiced at home.

Homework guidance by *parents*

- We ask the parents to show interest, to encourage the children to work independently, to support, encourage them and check their homework.
- Agreements about time and place of homework need to be made since this provides structure and regularity.
- Check whether homework is well made doesn't mean parents do the homework.
- In case of questions or ambiguities concerning homework, parents need to contact the classroom teacher as soon as possible.

14.3. School agenda

Each school agenda contains important "forget me not" pages with the most important appointments. The school agenda (the back-and forth booklet for the pre-schoolers) is a handy tool to keep in touch with the parents.

14.4. The back- and forth booklet

This is a booklet which every parent can find in the school bag of his toddler. The back and forth booklet also has a '**forget me not appointment**' page. The Kindergarten teacher notes down the subjects which are worked on in class, the significant progress… of your child, what has happened to your child,
Parents can also note down important information about what happened to their child during the weekend or what important event took place in the family so the teacher can respond to it during activities.

14.5. Grade card and tests

The school provides written and/or oral tests. These take place according to the schedule proposed by the school. Test evaluate the child in mastering the subject matter. The parents get the opportunity to see the tests on a regular basis. The grade card is primarily for the child. It can follow the evolution of every subject and determine on which it should focus more.
When there are no **parent-teacher meetings**, elementary school organizes **child meetings**.
These conversations exceed the assessment of the results obtained and are mainly based on the functioning and well-being of the child in the classroom.
Secondly the grade card is meant for the parents. It shows the study progress and work attitude of your child at school.
Our pre-schoolers may also take home their drawings, exercises and art work on a regular basis.

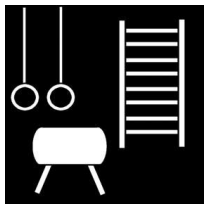
They are very proud of them.
In Kindergarten and primary school, we also use a **student follow up** system. These observation-and follow-on lists help the team to estimate even better the possibilities, the involvement and the well-being of the children. Through the IDP's L4 and L6, we keep control over the quality of our education and adapt where needed.

14.6 Sport at school

We go swimming at Sportoase swimming pool.
Starting 1st grade, the children will go swimming every 2 weeks
The swimming data will be mentioned through the digital/paper weekly newsletter.
Everybody participates. Sometimes a lesson can be skipped in case of a written note with a motivated reason is provided by the parents. Those who go swimming best wear easy clothing.

A swimming bag containing swimwear, two towels and possible swimming glasses is sufficient.
Expensive goods (watch, juwelry,…) are left at home.
Glasses will stay in the class room.
Children who forget **their swim bag** can borrow one at school maximum twice/school year.
Starting from the 3rd time a fee of 2€ will be charged for the loan of a bag.

Movement education is given 2 hours a week in the gymnasium (chalet) of our school both for the Kindergarten as for the elementary school children.
All toddlers and children of the elementary school get gym twice a week given by a specific physical education teacher.



That day all children wear sports clothes and sports shoes. Special gym shoes are allowed but NOT required!

In elementary school children wear blue sports shorts and a green T-shirt with the school logo.
These are offered for sale at good rates: **€ 12 for the T -shirt** and **€12 for the shorts** (issued by a reliable company which uses textiles that have been tested for harmful substances).
We try to promote the social aspect (everyone the same).
Pre-schoolers get a sports bag with school logo as a gift. This is initially used to keep spare clothes.
Starting first grade it will be used as a sports bag.

Parents take care of sport shoes and socks. Make sure the sportswear has a name tag and put it in the sports bag.
For good hygiene we recommend to wash the sports clothes during each school holiday so the children have clean sports clothes to start the first school day after a holiday.

There are a lot more sports activities besides swimming and gym: joint sports-day, walks, bike rides …
Also after school, your child may take part in fun sports activities, toddler dance, multi sports and play with soft-Lego blocks, given by professional teachers of Sporty.

14.7. School equipment

- **Notebooks and study books** are provided by the school free of charge and should therefore be used with due care and respect.
- Neatly covered books and notebooks keeps them clean. Make sure they are labelled with the name and class of your child.
- **When school equipment gets damaged or lost, a compensation will be charged.**
- We always use a solid school bag for our school supplies. For the toddlers, a bag for their lunch box, fruit and drinks container, their back and forth booklet that they receive from school.

14.8. Clothing

- The students come to school in neat and appropriate clothing.
- Wearing hats or other headgear is NOT allowed in the classes.
- All lost items can be found in the main entrance.

14.9. Environment and health

Our school cares about the environment (MOS). By taking part in environmental care at school, the school commits itself to make additional efforts in these areas (nature, waste, energy, water, traffic)

As an environmental care school (MOS) we ask, in context of a waste prevention policy, to take into account the following items:

- The students also care for the order and cleanliness on the playground and in the premises. Clean-up teams and recycle masters are referred to learn and take responsibility.
- Beverage cans, brick and aluminium foil are not accepted at school; This waste is given back home.
- We encourage the use of lunch boxes and refillable beverage containers or drinking bottles. Make sure they are labelled!
- Encourage your child to a healthier nutritional behaviour, therefore we ask that EVERYONE (and not only the small children) brings a **piece of fruit/vegetable** for the 10 o'clock break. On Wednesday a piece of fruit can be obtained (12 euros for 30 weeks) at school or you child can bring its own fruit/vegetable.
  Before and after those 30 weeks, everyone brings his own piece of fruit/vegetable.
- Who brings biscuits for the 4 o'clock break to school/daycare, puts them in a cookie box. Packaging waste is left at home or taken back home.
- We exclude all sweets from our school.
  Also at celebrations of Birthdays no candy is handed out. You can feel free to give a cake to eat together. Individual gifts are not welcome.
- When a student is suffering from a contagious disease, it is expected that parents notify the school as soon as possible. This also goes for lice. An effective treatment at the same time of all children is essential.

14.10 Agreements on bullying

Bullying is not tolerated at our school. When bullying is established the class teacher will act as first intermediary.
Our respect plan with tips for approach can be found on our school website.
In severe cases the care coordinator is asked to intervene and work together with the persons concerned (and the parents) on a solution. The principal will also be notified on this matter.

15. Rehabilitation/speech therapy

During elementary education, there are two distinct situations in which absences because of rehabilitation can take place during the class times.

° Rehabilitation after illness or accident (max. 150 min. per week, travel time included)
° Treatment of a disorder that is documented in an official diagnosis (max. 150 min. /week, travel time included)

Parents need to ask the Principal's permission when their child needs to be in therapy during school hours. To be able to take a decision, the school must have a file that contains at least the following elements:
- A statement from the parents stating that the rehabilitation should take place during class hours.
- A medical certificate which shows the necessity, the frequency and the duration of the therapy.
- An opinion of the PGC that motivates the reason why rehabilitation during the class hours is required.
- Permission of the principal for a period which cannot exceed the duration of the treatment mentioned in the medical certificate.

To make a decision to allow rehabilitation as treatment of a disorder that is documented in an official diagnosis (e.g. dyslexia or dyscalculia), the school must have a file that contains at least the following elements:

- A statement from the parents stating that the rehabilitation should take place during class hours.
- An opinion of the PGC that motivates the reason why rehabilitation during the class hours is required.
- A cooperation between the school and the rehabilitation centre on how the rehabilitation education for the pupil in question will complement and the way in which information exchange will expire.
- A permission of the principal which needs to be motivated and renewed annually.

The principal of the school takes the final decision, based on the collected papers, whether the rehabilitation can take place during class hours or not. The decision will be communicated to the parents by the school.

16. Privacy (see education regulations item 10)

16.1. Which information do we keep about you?

At our school we are going to respect the privacy of our students. Throughout the school career we collect a lot of information like during the registration. We only ask for your child's data when it's required by the students' administration and supervision. For some aspects of the student guidance, we need your explicit consent.

We process your child's information with the following programs: WISA, Questi, Count-e. We have an agreement with the software vendors on the use of such data. The vendors may not use the data for their own commercial purposes.

The details of your child will be digitally preserved and safely stored. We ensure that not just anyone can access the data. Access is restricted to the persons involved in the guidance of your child, such as the class Council, The CLB and a mentor.

For appropriate action in risk situations, we might also need to process data about the state of health of your child, but this only happens with your written permission. You can always revoke your consent.

16.2. Student data transfer in case change of schools

When pupils change schools, data are transferred to the new school under the following conditions: the data only relate to the pupil specific education career and transfer is done only in the interest of the person to whom the education career concerns. Parents can – on request – access this information. Parents who do not wish this information to be passed on, can resist against the transfer. They notify the Principal within 10 calendar days after the school change.
Data relating to violation of rules by your child are never transferable between schools.

16.3. Publication of multimedia (photo's, videos)

The school regularly publishes photos of pupils on its website or in a program booklet, a school calendar. The picture recordings always happen with respect for those shown in the photos. We assume that you have no objection to the publication of the pictures related to the activities of our school. If you still object, you can report to the Principal at any time of the school year. We will respect your objection and will no longer publish photos of your child.

16.4. Access rights and clarification

Parents have the right to access data and notes to the students, including the evaluation data, collected by the school about their child. If, after access of the data, parents would like to have a copy, this can be done. The school has the right to collect charges for these copies. The school can never transfer data related to fellow students.

17. Participation

17.1. School Council

A school council is compulsory in every school. It consists of 3 sections (parent member, staff representatives and local community) and has a number of powers as well as information and communication rights in relation to the school and vice versa. It is formed for a period of 4 years. The school Council defines in its internal rules the way in which new members may join during the current mandate period.

In our school the school Council is composed of representatives designated by the Staff Committee and Parent Council. The members of the local community are then chosen by the two mentioned sections.

17.2. Parent Council

The creation of a Parent Council is mandatory when at least ten percent of parents ask for it, as far as this percentage consists of at least three parents. The Parent Council has the right to inform and advise with regard to the School board.
The parent Council defines in its internal rules on which way new members may join during the current mandate period.
Our school has an active Parent Council which in a supporting way contributes to the improvement and promotion of the education of all the children in school. It organizes all kinds of meetings and activities for the parents and helps to develop projects that benefit the school by manpower and/or financial support.
Each parent can consult the summary of the meetings on the site of the school.
All other members are also motivated to commit to our school.

18. Complaints procedure

If you are not satisfied with decisions, acts or conduct of our school board or its staff, or with the lack of certain acts or decision, then you can contact the Chairman of the school board.
Together with you we will look for an adequate solution. If that is desirable, we can mutually call on a professional conflict mediator to come to an agreement through mediation.
If this informal treatment does not lead to a solution which is sufficient for you, then you can submit your complaint in a next f-phase to the Complaints Commission. This Committee is appointed by Catholic education Flanders to formally deal with complaints from parents and students. You can file a complaint by sending a letter to the secretary of the Complaints Commission at the address below:

Klachtencommissie Katholiek Onderwijs Vlaanderen
t.a.v. de voorzitter van de Klachtencommissie
Guimardstraat 1
1040 Brussel

Your complaint may also be submitted by email or via the contact form provided on the website of the Complaints Commission.
The Commission will discuss your complaint only if it is admissible, i.e. if it meets the following conditions:

- The complaint must relate to facts that happened no longer than 6 months ago. We count from the last event to which the complaint relates.

- The complaint should not be anonymous. Because the Complaints Commission deals with a complaint unbiased and objective, they involve all parties, including the school board.
- The complaint should not be about a fact or facts which the Complaints Commission has already handled.
- The complaint must first be submitted to the school board. The parents should at least have discussed their complaint with the contact person listed above and give the school board a chance to react to the given complaint.

The course of the procedure at the Complaints Committee is explained in the internal regulations.
You can't appeal against the decision or advise given by the Complaints Commission.
In case of a complaint, we expect all persons involved to treat it with the necessary discretion and serenity.

19. Info file education regulations

The school shall inform the parents at registration of the ' info file education regulations '. That document provides an overview of the relevant regulations with regard to the items contained in this school regulations
The current digital version of the document can be found on our school site www.donboscoheverlee.be. The content of the info file can be changed at any time without the consent of the parents.
At their request the parents can receive a paper version of this document.

Best regards from the DON BOSCO-team Heverlee!