

Internal School Rules

European School Varese

Secondary Cycle

Updated: January 2026

Validation: Approved (January 2026) Management Meeting- SAC (January 2026)

Diffusion: May 2026

FOREWORD

The European School of Varese's aim is to provide high-quality education for young people; our students are equally involved in learning to live in a society with its values, rights and responsibilities. The regulations for community life need to be defined in order to guarantee the daily smooth running of the school. The school regulations are based on mutual respect and understanding between all members of the school community, and this implies respect for every person regardless of role, age, colour, religion, gender, sexual orientation, family status, disability or nationality. For school life to remain harmonious, it is necessary for everyone, not only students, but also teachers, administrative and support staff, as well as parents, to respect the rules and to feel responsible for them. Although intended for all those attending the school, certain points in the regulations (such as the application of sanctions) fall essentially within the competence and authority of those providing pedagogical services: the directors, the teachers, and the pedagogical advisers. Due to the complexity of social life, the regulations do not provide an answer to every question. They do, however, detail everyone's basic obligations. Rather than being a list of prohibitions, the regulations aim to define the rules of the school community positively, in order to create working conditions that support teaching and learning as core activities and are as favourable as possible for everyone. We are a learning organisation that values lifelong learning.

The internal rules of the Secondary School are underpinned by fairness. They respect the principles of natural justice and ensure a consistent approach to behaviour on the part of school staff. These rules are committed to providing positive support including active teaching of relevant skills for those students who are more vulnerable to behavioural problems. These rules help young people to experience the value of being responsible participatory members of our school community.

Rules are necessary to safeguard students' right to learn and teachers' right to teach in a caring, safe and respectful environment.

These internal school rules comply with the General Rules of the European Schools, found here under 'Basic Regulations': [Basic texts in English | EURSC](#)

CONTENTS

Foreword	p. 2
<u>INTERNAL RULES:</u>	
1. General	p. 4
2. Access to the School	p. 4
3. Beginning and Ending of Lessons	p. 5
4. Recreation	p. 6
5. The Canteen / Mensa and Lunch	p. 8
6. Physical Education	p. 9
7. Classwork and Exams	p. 10
8. The Library and Study / Studio Rooms	p. 10
9. Dress Code	p. 11
10. Prohibited Items	p.12
11. Emergency Procedures	p. 12
12. Lost Property and Theft	p. 13
13. Leaving the School Premises during the School Hours	p. 14
14. Dealing with Inappropriate Behaviour	p. 15
15. Use of the Lift	p. 16
16. 18-Year Old Students	p. 16
17. Rules on School Trips	p. 16
18. ESV Student Code of Conduct	p. 17
19. Declaration	p. 18

1. General

- 1 - Within all the school buildings, the behaviour of all members of the school community must be civil and respectful towards all students, all school staff, the school premises and furniture.
- 2 - Respectful behaviour is expected from every member of the school community at all times, reflecting our commitment to educating students to become good citizens and ensuring no harm is caused to anyone, including themselves.
- 3 - No form of discrimination is accepted at school. Any attitude of intolerance, or behaviour that restricts the freedom of another, will not be permitted. Self-control and the highest sense of responsibility are necessary, not only during the lessons, but throughout all moments of school life.
- 4 - All members of the school community must respect the school building, the furniture and the school equipment. Any damage caused by negligence or wilful misconduct entails an obligation to pay damages and could lead to further disciplinary measures.
- 5 - In the interests of everybody, students must be responsible for keeping classrooms, corridors and playgrounds clean and tidy:
 - Eating and drinking are not allowed in the classrooms without the teacher's permission.
 - All rubbish must be put into the correct recycling bins.
 - Graffiti is not permitted anywhere.
 - Toilets must be kept tidy. Damage of any kind should be reported immediately.
 - The property of others must be respected and not damaged in any way.

2. Access to the School

- 1 - Students arriving at school must abide by the national rules of the road along the access road and must permit the free movement of authorised vehicles along Via Mameli. In particular, students and parents must not block the entrance and exit of vehicles through the school gates.
- 2 - Students coming to school in their own vehicles must proceed with extreme caution.
- 3 - Students with their own vehicles must park outside the school grounds in a manner which will not impede the flow of traffic.
- 4 - All secondary school students must enter through the blue gate (primary school).
- 5 - At the end of the school day, students exit through the green gate (opposite Erasmus Building). Students who leave in their own vehicles must wait until the buses have departed.

3. Beginning and Ending of Lessons

- 1 - Students may enter school after 8.20 am through the blue gate in the primary.
 - a They can wait outside their respective classrooms if the lesson is in the DA VINCI building.
 - b If lessons are timetabled in the ERAMUS building, students must wait in the courtyard outside until the first bell at 8.35 am. In case of bad weather, deviations from this general rule may occur.
- 2 - Lessons begin at 8.40 am. They end at 4.15 pm, or at 12.55 pm on short days.
- 3 - In both buildings (ERASMUS and DA VINCI), students should await their teachers outside the classroom.
- 4 - The five minutes between one lesson and the next are intended solely for movement between classrooms. Playground recreation is not permitted during this time. Toilet visits are allowed only when they will not cause the student to be late for the next lesson; otherwise, permission must be obtained from the teacher of the next lesson.
- 5 - Punctuality for lessons: An unexplained late arrival to lessons is not acceptable. All late arrivals are recorded by teachers in the SMS system, including the explanation (e.g. "bus was late"). Parents can see all entries in SMS and monitor repeated lateness. Repeated lateness may lead to disciplinary measures.
- 6 - In the event of the absence of a member of staff, the student class representative or nominated student (or deputy) must advise a pedagogical adviser or the school secretary within five minutes of the second bell and all students must await instructions.
- 7 - Specific rules concerning absences can be seen on the school website:
<https://secondaria.eurscva.eu/documenti-e-links/regole-interne/> - Procedures – Absence Procedure.
- 8 - Parents are responsible for ensuring that their children attend school regularly and punctually, and for checking the SMS system weekly to monitor attendance. Any unjustified absence will be communicated to parents and dealt with appropriately. The school is entitled to a reason for every absence. Please note that students with more than 10% absence rate, whether justified or unjustified, risk school failure, see Article 30 of the General Rules, found here under 'Basic Regulations': [Basic texts in English | EURSC](#)
- 9 - At the end of the school day, students must leave school by the proper route. Use of the emergency exits is strictly prohibited at all times. Students must exit through the green gate.

10 - Truancy is regarded as a particularly serious transgression of the rules. Parents will be informed if this occurs and students will be sanctioned. Time missed is hard to recover. In serious cases, truancy will be addressed in accordance with the school's child safeguarding procedures.

4. Recreation

- 1 - During the breaks, students may go to their lockers or to the toilet (for the necessary time) and then they are expected to go to the playground.
- 2 - Students may remain in the ERASMUS courtyard only during the morning break.
- 3 - Backpacks must be put on the shelves provided and must not be left in corridors, entrances and, most importantly, not in front of emergency exits.
- 4 - At times when supervision is in place, the *cortile inferiore* may be used by the students, if not being used for team sports or Physical Education.
- 5 - In the event of rain:
 - Students in the DA VINCI building must remain in the corridors of the ground and first floor or under the shelter in the *cortile superiore*.
 - It is forbidden to stay in the classrooms, in the other corridors (e.g. 2nd & 3rd & basement) and in the school gym building.
 - In the ERASMUS building, students remain inside.
- 6 - Students are not permitted to enter the staff rooms, including the teachers' mensa.
- 7 - The library is available for silent study.
- 8 - For safety reasons, it is not permitted to:
 - play ball games in the upper playground
 - throw stones, snowballs, sticks, chestnuts, etc.
 - climb on trees, walls, fences and gates
 - carry balls without a bag or play with a ball outside the lower playground
 - climb onto any roof or shelter of any school buildings.
 - enter the private property bordering the school for any reason
 - go outside the confines of the school alone, however briefly

Students must go to a member of school staff to retrieve any ball that has crossed beyond the confines or onto the roof.

PERMITTED LOCATIONS FOR STUDENTS

Students ARE permitted:

- In the library during its opening hours (Students of S1, S2 and S3 need permission from pedagogical advisers during study hours).
- During lunch time, in studio areas, mensa areas, the *cortile inferiore* and *superiore*.
- In study rooms during timetabled study hours. The same applies to study hours in cases where no substitute teacher is assigned during a teacher's absence.
- To go to their lockers during their study hours, during recreation and during lunchtime.

Students are NOT permitted:

- In staff rooms, including the teachers' mensa.
- In the mensa/canteen outside of lunchtime hours. The Mensa is only for eating lunch.
- In the Erasmus Building during recreation, lunch time and before first bell (8:35). In case of bad weather students are allowed to enter the Erasmus Building before the first bell.
- In the second and third floor of Da Vinci Building during recreation and lunch time, as well as studio periods.
- In a classroom unattended by a teacher or school staff member. The same applies to school gyms.
- To go to their locker during the 5-minute break in between lessons **without** the permission of the teacher of their next lesson.

See table for a clear overview.

YEAR	LESSON	SMALL BREAK	MENSA BREAK	STUDIO
S1-S3	Classroom and toilet if needed.	Outside of Erasmus; studio room of Da Vinci Building; <i>cortile superiore</i> Da Vinci Building; mensa <i>macchinette</i> ; locker areas; library.	Mensa room while eating; Da Vinci studio room; <i>cortile superiore</i> Da Vinci Building; library; personal locker use.	Erasmus Building studio room; library only with the permission of a pedagogical adviser.

YEAR	LESSON	SMALL BREAK	MENSA BREAK	STUDIO
S4-S7	Classroom and toilet if needed.	Outside of Erasmus Building; studio room of Da Vinci Building; <i>cortile superiore</i> Da Vinci Building; <i>macchinette</i> ; locker areas; library.	Mensa room while eating; Da Vinci studio room; <i>cortile superiore</i> Da Vinci Building; personal locker use; library.	In the Da Vinci Building area, students can only stay in the studio rooms or upper courtyard or library.

5. The Canteen / Mensa and Lunch

- 1 - Students who wish to have a hot meal may go to the mensa:
S1-S3 – From 12.10
S4-S7 – From 13.00
- 2 - To allow a smooth and prompt serving of meals it is vital that students line up in an orderly way and follow the instructions of members of staff. It is important they bring their ID card or paper QR Code. Otherwise, they will have to wait until the queue subsides. A copy of an ID card will also suffice.
- 3 - Students with a packed lunch may eat in the canteen or in the upper or north playgrounds, but not in the corridors or in the entrance of the Da Vinci building. It is forbidden to take cutlery and trays out of the canteen.
- 4 - “COMSEV – Mensa” office (located in the Villa) is open Monday to Friday from 8.30-13.30 and from 14.30-15.30 to top up (recharge) the family account.
- 5 - If you want to order a packed lunch, please consult the website www.comsev.eu under the section “menu and special diet”. Apart from on single or the first day of school trips, the packed lunch is only available for those secondary school students who have lessons during their lunch break.
- 6 - Students who misbehave at lunch can be refused entry to the canteen for a set period by the staff of the school in charge of the supervision.
- 7 - During the lunchbreak, all students — including those not eating in the canteen — must remain in permitted lunch time areas until the five-minute bell before afternoon lessons. Access to the **Erasmus Building** is not permitted for those who do not have

lessons there. Students should leave the canteen as soon as they have finished their meal and remain in the permitted Da Vinci areas for the duration of the lunch break.

- 8 - Only students with special permission from school management can eat lunch earlier than the assigned time.
- 9 - Students are not allowed to order takeaway food to school unless approved by the school management. Prohibited takeaway food will be confiscated.

6. Physical Education

- 1 - To participate in Physical Education (P.E.) lessons, it is necessary to have a complete change of clothing, including shorts or tracksuit bottoms, T-shirt and above all, gym shoes (trainers/runners), to be used exclusively for sport.
- 2 - Students have **five minutes** at the beginning and at the end of the lesson allocated to changing clothing.
- 3 - No type of jewellery – watches, rings, necklaces, earrings or body piercings – may be worn for health and safety reasons. Items of value may be placed in a lockable cupboard in the gym. To use it, a personal padlock must be brought.
- 4 - For reasons of hygiene, it is not permitted:
 - to enter the gym in “normal” shoes
 - to enter the gym directly from outside; students must enter by the main door.
- 5 - The outside door to the building must be kept closed to make sure that items are kept safely in the changing rooms.
- 6 - Students who are unable to take part in P.E. lessons for health reasons must bring a letter from their parents. For exemptions longer than one week, a medical certificate is required and should be sent to the Medical Centre at var-medcentre@eursc.eu. Alternatively, parents can inform the relevant pedagogical adviser. Attendance at P.E. lessons remains obligatory, even for students excused on health grounds, as the teacher may ask for their assistance during the lesson.
- 7 - The sports grounds are at the disposal of the P.E. staff both during school hours and during the lunch break, if required by the “gruppo/membro sportivo”. At other times the *cortile inferiore* is available for recreation, when supervision is present. It is forbidden to leave litter. Use of school balls is only allowed during P.E. lessons and for team practice and matches.

7. Classwork and Exams

- 1 - All classwork must be marked and given back by the teacher within 14 days (excluding school holidays). In the case where students are given the classwork to allow parents to sign it, they must return it to the subject teacher within a week.
- 2 - Teachers are bound by confidentiality and cannot share the content of exams/tests in advance with any students. Cheating is strictly forbidden and will not be tolerated. Cheating or attempting to cheat will result in a zero and the student's parents will be informed. Academic honesty is an important part of a student's life.
- 3 - It is necessary that students complete their homework and bring it to class.
- 4 - Students must have all materials for their various subjects e.g. textbooks, pens, kit, materials. You can find more information in [the homework policy](#). Students' belongings should be labelled.

8. The Library and Study/Studio Rooms

- 1 - The library and study/studio rooms are for the use of all students.
 - Working in silence avoids disturbing the studies of others.
 - First, second- and third-year students wishing to go to the library must obtain a permission slip from the pedagogical advisers. During exam periods, priority will be given to students studying for their exams.
- 2 - The "study/studio hours" are part of the students' timetable and may be used for relaxation, but in the first instance they are for reading, revision, research, homework or working together. Students from years 1-3 use the Erasmus studio room, where they must register with the pedagogical adviser(s), and may not leave without permission from the pedagogical adviser(s). During study hours, students from 4-7 have at their disposal their respective 'aula studio' in the DA VINCI building. Students who prefer a more recreational space can sit at the tables in the common area outside the pedagogical advisers' office.
- 3 - Students may spend their free time in the library or under the shelter in the *cortile superiore*, provided they do not disturb the P.E. lessons, or in the *cortile inferiore* sport pitches so long as supervision is present. These areas must be treated with respect at all times; eating, drinking, and leaving litter are forbidden.
- 4 - The cubicles reserved for parent consultations may not be used.

9. Dress Code

Guiding Principles

- Wear appropriate and respectful clothing to school.
- Use common sense when choosing what to wear.
- Exceptions apply in certain situations (e.g., sportswear in P.E.).
- If unsure, ask school management before wearing it.
- Repeatedly wearing inappropriate clothing may result in being sent home.

Simple rules to follow:

- I go to school to learn and will dress in a way that supports this.
- I will use common sense when choosing what to wear.

Personal Appearance

- I will not wear:
 - Clothes unsuited to a place of learning.
 - Sunglasses, caps, or hoods inside the buildings (sign of politeness).
 - Studs or earrings in P.E. classes (safety reasons).
 - Clothes with messages promoting unhealthy habits or substances.
 - Clothes with rude language, violent, racist, xenophobic, sexist, or extremist symbols/messages.
 - Clothing that is excessively revealing (for example, visible underwear).
- I will:
 - Show self-respect by maintaining good hygiene and a neat appearance.
 - Dress appropriately for P.E. classes. (See 6. Physical Education, Point 1).

Roles of Parents and Teachers

- Ensure students understand and follow the dress code.
- Encourage and advise students to dress appropriately.
- Be mindful of how students present themselves at school.

Consequences for Non-Compliance

- First: discussion with the student to encourage change.
- If repeated: code of referral is followed to inform prof principale and pedagogical advisers. Parents/Guardians will be notified to establish constructive dialogue.
- Repeated transgressions will result in parents being asked to collect their children from school.

10. Prohibited Items

It is absolutely forbidden to bring the following items to school:

- Alcoholic beverages
- Drugs of any kind. Our school has a zero-tolerance approach. All incidents will be dealt with seriously (see Articles 42-44 of the General Rules of the European Schools, found here under 'Basic Regulations'): [Basic texts in English | EURSC](#). See also our Substance Misuse policy. <https://secondaria.eurscva.eu/documenti-e-links/regole-interne/>
- Weapons, including toys and reproductions (e.g. with 3D printers), laser pointers and fireworks, etc.
- Any kind of spray cans. For safety and environmental reasons, use of spray cans is forbidden. If they are found, they will be confiscated.
- Any item to be sold without the explicit permission and approval of school management.
- Cigarettes, e-cigarettes, vapes or lighters. Smoking anywhere on school grounds is forbidden. Any such items will be confiscated, and parents will be informed.
- Roller blades, skateboards and scooters; they are forbidden for safety reasons.

Note: Every member of the school community has a responsibility to take the greatest care in avoiding accidents or putting others at risk by thoughtless behaviour.

MOBILE PHONES

The European School of Varese has a strict mobile phone policy; you can access it here:

- <https://secondaria.eurscva.eu/documenti-e-links/regole-interne/>
- Mobile phones are **not allowed in students' possession** during school hours.
- Phones must be **switched off and stored in lockers or left at home**.

11. Emergency Procedures

In every classroom there are details of the procedures to be followed in the event of an emergency.

Students are expected to follow the instructions of school staff.

12. Lost Property and Theft

- 1 - Theft is strictly prohibited. Students found stealing will face disciplinary measures.
- 2 - In the event of a theft, a full report must be given to the pedagogical advisers as soon as possible. The school cannot reimburse students for stolen property. Students are therefore requested, in their own interest, to take the following precautions:
 - to use their personal lockers for all their belongings;
 - to only bring to school a minimal amount of money, or none at all;
 - to leave valuable objects at home;
 - not to leave ID cards or necessary money unattended;
 - to write their names on all their belongings.
- 3 - Any items found must be handed into the secretary's office and must be claimed within 15 days, after which they will be donated to charity.
- 4 - Items lost or found on the school buses are the responsibility of the Transport Service and students should go to the Transport Office, located in the Villa.
<https://www.eurscva.eu/servizio-trasporti/> (Ms Valentina Erba)
- 5 - Items found in the gym changing rooms must be handed in to, or requested from, a P.E. teacher.
- 6 - The school cannot be held responsible for any items brought onto the site (Art. 34 of the General Rules of the European Schools, found here under 'Basic Regulations': [Basic texts in English | EURSC](#))

13. Leaving the School Premises during School Hours

- 1 - Students under the age of 18 can only leave during school hours if collected by a parent or a delegated person. This should be authorised three days in advance by a pedagogical adviser.
- 2 - Students may leave the school once their timetabled lessons have finished for the day, following the regulations of student leaving school:
<https://secondaria.eurscva.eu/documenti-e-links/regole-interne/>
- 3 - No student may leave the school premises during school hours without the permission of the Deputy Director or the Assistant Deputy Director or a special exception (consult a pedagogical adviser or any member of the school management). Parents will be informed of any unauthorised departures and disciplinary measures will be taken.
- 4 - The Medical Centre: When a student feels unwell during the school day, he/she must inform the teacher of that lesson. The teacher will send the student to a pedagogical adviser, and the student is brought or sent to the Medical Centre. The nurse will contact parents if a student needs to return home before the end of the school day. Accordingly, parents are requested to provide the school with an emergency contact number. Only the Medical Centre can authorise early departures for medical reasons.
- 5 - S4-S7 students leaving at 12:55 pm on Mondays or Fridays (during exam periods) need permission to take the bus. Parents must request permission from Ms. Erba (by email or in her office at the Villa, Transport Service). Requests must come directly from parents, not students. valentina.erba@partner.eursc.eu
- 6 - Parents bear full responsibility for their children for every period of absence from school. The school is not responsible for the conduct of the students outside of the school grounds. School insurance only covers personal liability within the confines of the school and during the most direct journey possible to and from school.
- 7 - Any student who has to use crutches for a limited period, must present a medical certificate indicating that the student is able to come to school.
- 8 - When an absent teacher is replaced, students must attend the lesson.

14. Dealing with Inappropriate Behaviour

Level	Examples of Behaviour	Possible Sanctions
Level 1 (All Staff)	Poor behaviour, running/shouting in corridors, inappropriate language, physical contact, littering, improper dress code.	Reprimand, report to class teacher or pedagogical advisers.
Level 2a (Teachers)	Disruption, missing homework, poor effort, minor damage to the school property, lack of materials, insolence/rudeness. Anything that happens within the classroom.	Detention, extra work, parental contact, incident report (if necessary).
Level 2b (Pedagogical Advisers)	Repeated poor effort, missing lessons, frequent lateness, disruptive behaviour, smoking, misuse of property. Anything that happens outside the classroom.	Reprimand, detention, parental contact, community duties, daily report.
Level 3 (Assistant Deputy Director)	Persistent poor behaviour, theft, repeated lateness/absences, refusal to attend detention, serious misuse of property of the school or others.	Official detention, parental contact, community duties, incident record, compensation for damages.
Level 4 (Deputy Director)	Moderate/low level violence, vandalism, repeated provocation, systematic absences, major rule violations.	Official detention, warning from the Deputy Director, community duties, individual behaviour plan, message to parents.
Level 5 (Director)	Serious Violence, serious rule violations, threats to student safety, persistent misconduct.	Temporary exclusion, official warning, disciplinary council meeting, involvement of external agencies (police, social services).
Level 6 (Discipline Council)	Serious offences handled under Article 44 of the General Rules.	Disciplinary measures decided by the Board.

See also our Anti-Bullying policy: <https://secondaria.eurscva.eu/documenti-e-links/regole-interne/>

15. Use of the Lift

The lift must be used only by the authorised school personnel, or students authorised for justified reasons. The key must be requested from the pedagogical advisers upon leaving a deposit of €20. Students under the age of 12 must be accompanied in the lift by a member of staff.

16. 18-Year Old Students

18-year-old students who wish to have sole responsibility for communications to them instead of their parents/guardians must inform the school management in writing.

17. Rules on School Trips

- 1 - During the trip, the General Rules of the ES and Internal Rules of the ES of Varese are applicable.
- 2 - Failure to comply with the rules may result in serious sanctions (Articles 40-44 General ES rules).
- 3 - The accompanying teachers will have a list of contact numbers of all parents whose children are on the trip for emergency purposes.
- 4 - For overnight trips, parents are required to fill in and sign a form confirming they will respect the terms of the trip and the payment terms established.
- 5 - Students of S1-S3 will always be supervised by accompanying teachers.

These internal rules have been approved and issued by the management:

Assistant Deputy Director	Deputy Director	Director
Jens Steinbach	Elizabeth McDonald	Ariane Farinelle

18. ESV: STUDENT CODE OF CONDUCT

I understand and agree that:

1. I will show respect for myself, my peers, my teachers and all other members of the school community.
2. I will work to the best of my ability and allow others to do the same. I will not disturb my classmates.
3. I will arrive to class on time, with my ID card, books, materials, homework and homework diary.
4. I will dress in a manner suitable for learning, without causing offence.
5. I will behave politely and in a manner appropriate to a public place.
6. I will not use profane or vulgar language or gestures or make offensive comments.
7. I will support a school environment where everyone feels safe, valued, and respected, regardless of their background or identity.
8. I will not fight, use force against, or intimidate any member of the school community. I will not bring dangerous objects or weapons of any kind to school.
9. I will not bring, distribute, or use any drug, including alcohol, nor enter school under the influence of one.
10. I will not smoke or vape on the school site or bring in cigarettes or e-cigarettes.
11. I will not use a mobile phone or similar personal portable devices and will only use BYOD devices in accordance with school rules.
12. I will not take or share pictures or videos of anyone without consent and permission from a teacher.
13. I will complete my work honestly and will not cheat, plagiarise, or present someone else's work as my own.
14. I will read and respect our internal rules and this code of conduct.
15. I understand that sanctions may be applied in accordance with the Internal Rules. I understand that the aim of such sanctions is to improve the behaviour that led to the sanction(s).
16. I will accept any sanctions given in accordance with the Internal Rules and will improve the behaviour that led to this sanction.

19. Declaration

Complete this declaration and submit to your class teacher or pedagogical adviser as requested.

For the student:

I have read, understand and accept the ESV Code of Conduct. I understand that it is my responsibility as a student and a representative of the European School to follow this code, and I am aware of the fact that sanctions will be applied if I do not.

I, the undersigned, student (name).....
in class..... declare that I have read and understood the Code of Conduct. I undertake to respect this code throughout my schooling.

Signature:

Date:

For parents or guardians:

I/We, the undersigned(parents/legal representatives) declare that (name of the student) has read the ESV Code of Conduct in our presence and has understood it. He/she therefore undertakes to respect them throughout his/her schooling.

Signature(s).....

Date: