

European School Munich



School Rules of Secondary School

4th revised version,
May 2011

The School Rules were produced by a working group consisting of representatives of students, parents and teachers in the period between October 2005 and October 2006. Later editions are the results of votes taken in the Education Committee.

Original version: French

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Introduction

The role of the European School Munich (ESM) is to educate its pupils. Its aim is to foster the personal development of each child and to promote the transfer and acquisition of knowledge, working methods and various ways of thinking, with the aim of providing pupils with the best possible foundation for successful integration into society and the world of work.

The pupils, teachers, school heads, administrative, technical and medical staff are all part of the school community of the ESM and, together with the parents*, all have their role to play in the smooth running of the school. The rights and obligations of each of these persons are specified in the School Rules in accordance with the democratic rules, official statutes and principles of the European Schools, which are superior to this document. The provisions of the School Rules have been laid down with the aim of ensuring harmony, confidence and cohesion within the school community and protecting each of its members.

The ESM's School Rules do not replace the General Rules of the European Schools but rather are a local supplement to them. They are based on the following principles:

- equality of opportunity
- respect and tolerance towards others and the rejection of any form of discrimination
- freedom of expression within the bounds of respect for others and for the principles of pluralism and neutrality

The School Rules are dynamic. They may be amended on a proposal of the Head or of at least a third of the members of the Education Committee.

* Please note that in this document "parent(s)" represent the legal guardians of the pupil.

The Education Committee must be consulted before any amendment to these Rules. It shall deliberate on the proposed amendment and seek to reach a consensus.

The Education Committee of the secondary school shall adopt the School Rules by a qualified majority of two thirds of the vote and then submit them to the head teacher for approval.

The present school rules, as well as the library policy, the computer rules ("Computer Nutzungsordnung") and the school trip rules can be found on the school web site: <http://esmunich.de/english/hoehereschule/hausordnung.php>. At the beginning of each school year and on enrolment, the parents and students confirm notice of these rules through their signature on page 3 of the liaison notebook.

1. ORGANISATIONAL MATTERS in the secondary school

1.1. Enrolment of pupils

The details of the enrolment procedure may be consulted on the ESM's website at www.esmunich.de

For a child to be enrolled, the parents must produce a certificate of good health issued by a medical doctor.

The School Rules will be deemed to have been accepted upon signature by the pupil and his/her parent or, where the pupil is aged 18 or over, by the pupil themselves. The final decision on the enrolment of pupils will be taken by the Head. In the event of unauthorised absence for more than 15 consecutive days, the pupil shall be deemed to have left the school.

The parents must inform the administration of the ESM in writing of any change of address, telephone number or e-mail address.

1.2. Attendance and punctuality

Regular and punctual attendance at classes is a fundamental obligation for all pupils. Pupils are required to take part in the entire curriculum.

Monitoring of pupils' absences and late arrivals

- Pupils arriving only slightly late should proceed to their class immediately; the teacher will then decide whether to report the late arrival to the absence officer or the educational adviser.
- In the event of a manifestly abusive late arrival or repeated late arrivals, a lateness slip, signed by the parents in the case of pupils aged under 18, must be sent to the educational adviser no later than the following day. If a pupil's late arrivals in a class become too frequent, the teacher concerned will take the necessary measures in consultation with the educational adviser and, if necessary, the Head.

- Following an absence of one day or more, the pupils have to register with the absence officer before returning to the classes.

The parents must inform the school as soon as possible of any absence of their child (gabi.weidel@eursc.org / Phone 089-628 16-203 / fax 089-628 16-166) and provide written justification for such absence, using the absence slips provided in the liaison notebook. The school will inform parents of late arrivals or absences without excuse. Parents may also contact the absence officer directly.

In all cases of foreseeable absence, the parents must send a written request for prior permission by post to the Head, who will decide whether to grant the request. The request must state that the parents release the Head from any responsibility during the period of absence. Permission will be deemed to have been granted tacitly if the parents have received no written reply within ten working days. However, no permission may be granted for the day before or the day after the school holidays. Absences for the day before or the day after the school holidays can only be excused upon presentation of a medical certificate.

If applicable a list of absences will be sent by post with the school reports.

Regular attendance is not taken into account for the purpose of awarding marks, but it is included in the overall assessment of the pupil.

The attention of secondary pupils is drawn to the following points:

- The European Baccaureate includes preliminary marks calculated on the basis of the class marks obtained in year 7. Repeated failure to attend classes regularly may lead to ineligibility of the pupil for admission to the European Baccaureate examinations.
- A large number of late arrivals and absences can lead to not awarding an A mark and consequently to a non promotion into next class. Students having 10 %

absences or more can only be excused by means of a medical certificate. The school management reserves the right to involve the "Schulamtsarzt".

For information on any other point not explained in these rules, please refer to: the provisions on regular attendance at secondary-level classes (General Rules of the European Schools, 2004-D-6010, Art. 31).

Pupils should also be aware that, depending on the country, the reports for the last two years of secondary school may be relevant to applications for higher education.

1.3. Organisation of the school day

1.3.1 School opening hours

Pupils have access to the building from 08.00 hrs, from which time the premises are supervised. Parents who wish their child to have access from 07.45 hrs must submit a written request to the Head.

Lessons are held from 08.20 to 16.00 hrs on Monday to Friday. The timetable may vary from year to year between these two times.

Pupils may enter the classrooms and upper floors of the building after the first bell (in the morning at 08.15 hrs, in the afternoon at 13.30 hrs). Until the bell has rung, pupils are expected to wait in the hall or outside the building.

Unless otherwise instructed, pupils are met by the teacher outside the classroom. The teacher takes a register, which is then passed to the relevant administrative department.

Any person, whether pupil or adult, may be required to prove his identity. For security reasons, pupils and non-authorized persons are strictly forbidden to enter the building by the delivery entrance.

Any opening of the school premises outside the above times must be authorised by the Head.

1.3.2 Intervals between classes

Intervals between classes are provided to allow pupils and teachers sufficient time to move between classrooms. If no lesson is due to be given in the following period in a particular classroom, the lights must be switched off, the windows closed and door locked.

1.3.3 Breaks

At break times, all pupils must leave the classrooms, make their way to the playground, the hall or go to the study rooms. The classrooms will be locked. It is forbidden to loiter

or play games in the corridors. Pupils and teachers must return to their classrooms on the first bell after the break.

1.3.4 Free periods and absence of teacher/supply teacher

(see also 1.4.1: Passes and rules on leaving the premises)

Pupils are not permitted to loiter in the corridors during free periods.

Pupils in years 1 and 2 must assemble outside the room reserved for them, unless they have permission to leave the school premises at the end of the school day. The educational advisor responsible for the room will take a register. Pupils may go to the library, the hall or the sports ground after obtaining permission from the educational adviser.

Pupils in year 3 have access to all the facilities available to years 1 and 2 and, where necessary and possible, to a different room designated by the educational advisor. They are strictly forbidden to leave the school premises.

Pupils in years 4 to 7 may choose to:

- go to a study room, the library or a recreational room
- remain in the hall or go to a sports field
- or, if they have a pass authorising them to do so, leave the school premises.

Note: Where a pupil has parental permission to leave the school buildings, this automatically relieves the Head of responsibility for the pupil as soon as they have left school premises. Such permission is valid for the whole of the school year in question. As a result of a disciplinary measure the pass can be withdrawn for a set time by the School Head. Please note, that the secondary school does not provide for any after school care club ("Hort").

1.3.5 Late arrival of a teacher

All pupils must wait for their teacher for ten minutes after the second bell. If no teacher arrives, pupils in years 1, 2 and 3 should go to the rooms provided for them (see 1.3.4).

If the teacher is not officially registered as absent, no pupil, irrespective of their year, may leave the building without the express permission of the educational adviser or, if he/she is absent, the Head. Under no circumstances may pupils in years 1 to 3 leave the school before 11.50 hrs, even if there are no classes. Pupils are asked to consult the electronic notice boards on a regular basis.

1.3.6 Timetable

(including breaks and intervals between classes)

Period 1	08.20 hrs	09.05 hrs
Period 2	09.10 hrs	09.55 hrs
Period 3	10.00 hrs	10.45 hrs
Break	10.45 hrs	11.00 hrs
Period 4	11.05 hrs	11.50 hrs
Period 5	11.55 hrs	12.40 hrs
Break (H6)	12.45 hrs	13.30 hrs
Period 7	13.35 hrs	14.20 hrs
Period 8	14.25 hrs	15.10 hrs
Period 9	15.15 hrs	16.00 hrs

1.3.7 Supervision of pupils

a) Supervision in classrooms

The supervision of pupils in the classroom is the sole responsibility of the teacher or supply teacher. In no circumstances may pupils go to the sickroom alone; the teacher will choose someone to accompany them.

b) Supervision in the corridors, halls and canteen and during breaks

The safety of pupils is the responsibility of all staff. In addition to the educational advisers and security staff, all members of the teaching, administrative and ancillary staff

must apply the provisions of the School Rules and actively take part in ensuring school security.

c) Supervision schedule

A schedule for supervision of common areas, allocating on a fair basis the times and places to be supervised, will be drawn up at the beginning of the school year. Changes to the schedule may be made in exceptional cases.

1.4. Leaving the school premises during school hours

1.4.1 Passes and rules on leaving premises

At the beginning of the school year, pupils will be issued with an identity card the colour of which indicates the extent to which the pupil has been authorised by their parents to leave the school premises.

Parental consent releases the Head automatically from all responsibility for the pupil as soon as they have left the school premises. Consent will be valid for the whole of the relevant school year. As a punishment, a pupil's pass may be withdrawn either temporarily or for the whole of the relevant school year.

Pupils may leave the school premises only on presentation of their ID card to the security staff or an educational adviser. In case of violation, the Head is released of all responsibility.

The different types of ID card:

*: colours of the identity cards change yearly

Years 1 to 3:

- Light green card*: the pupil may not leave the school premises at any time during the school day. Should the teacher be absent, even in the last period, the pupil must remain on the premises.
- Light green card with beige stripe*: the pupil is automatically authorised to leave the school premises at the end of the day where one or more teachers are absent and no arrangement for a supply teacher has been made. Under no circumstances may the pupil leave the premises to return home before 11.50 hrs.

Years 4 to 7:

- Dark green card with a light green stripe*: the pupil may leave the school premises if there is no teacher to take the first or last class or classes of the day, as well as during free periods.

Unless formally authorised to do so, no pupil may leave the premises at a time when they would normally have a class. Offenders will be punished accordingly.

1.4.2 School trips, visits and excursions

In the case of field trips, visits and other events, pupils aged under 18 in years 1 to 7 may meet at the specified meeting point on the express condition that they submit written parental consent to the teacher organising the activity no later than two days before the event. The same applies to returning home at the end of such events. If written permission is not provided, the activity will begin and end at the school.

1.5 Access to the computer rooms and use of the computers

A separate regulation applies from 1st September 2008 and is available on the school website:

<http://esmunich.de/english/hoehereschule/hausordnung.php>.

1.6. Access to the multimedia library

The separate library policy is available on the school website:

<http://esmunich.de/english/hoehereschule/hausordnung.php>

1.7. Canteen rules

The ESM is responsible for supervision during mealtimes. A room is provided for pupils wishing to have a packed lunch.

1.8. Physical education and sports

An information sheet is handed out to the pupils at their first sport lesson. The information is available on the school website:

<http://esmunich.de/english/hoehereschule/hausordnung.php>

1.9. Performance of schoolwork and testing of knowledge

In order for schoolwork to be effective, the school aims to create a climate of trust between pupils and teachers in the

class and develop a smooth and efficient flow of information (i.e. parents evening, liaison notebook, etc.) between the extended teaching staff, families and pupils.

The nature and frequency of exercises, homework, lessons and short tests for the purpose of monitoring progress are determined by the teacher. Pupils will be informed of the timetable for essays and other written tests.

In classes s1 to s6 there should be a maximum of three tests written in one week and maximum one test should be written a day.

The pupils of years s1 to s4 are allowed to take their marked tests home. However, they are obliged to return these to the teacher within one week. If this deadline is not met, the grade already given by the teacher is considered as confirmed.

2. DISCIPLINARY MATTERS

The ESM is a community of human beings with an educational purpose. Each member of this community must show tolerance and respect for the personality of others and their beliefs. Any conduct capable of interfering with the smooth running of classes or the educational aims of the school must be avoided. On the premises of the school, pupils' conduct, language and clothing must be decent. Any act which might lead to racial or religious discrimination or defamation is prohibited.

Before any disciplinary measure is imposed, consideration should first be given to non-punitive measures capable of leading the pupil to reflect on his/her conduct and its consequences.

Any disciplinary measure must be designed to encourage pupils to behave more responsibly and enable them to think about their conduct, taking account of the consequences of their actions and the needs of the school community.

In certain very serious cases, the aim of the disciplinary measure will be to protect the school community.

Disciplinary measures must be proportional to the seriousness of the offence. Whilst such measures are to be imposed on an individual basis, a group of pupils may be punished for taking part in the same offence.

Pupils and their families will be informed of disciplinary measures.

More than one disciplinary measure may be applied in relation to the same offence (e.g. a warning accompanied by work intended to benefit the school community).

Records of disciplinary measures will be removed from a pupil's file one year after notification.

Disciplinary Committee:

The procedure before the Disciplinary Committee can be consulted in the General Rules of the European Schools (article 44):

http://www.eursc.eu/fichiers/contenu_fichiers1/278/2007-D-4010-en-5.pdf

2.1. Respect for the school environment

All members of the school community must contribute to keeping the school clean. Each individual must regard him-/herself as responsible for keeping the premises clean and the equipment in good working order (e.g. by putting away tables and chairs, picking up paper, putting out lights, closing windows and curtains). Pupils will regularly be asked to participate in activities in order to keep the school clean and maintain the working environment.

The use of mobile phones and other electronic devices may not disturb other individuals and are to be switched off and put away during lessons.

Pupils shall move about the school calmly and refrain from shouting and jostling. It is forbidden to run in the buildings.

Pupils are expected to comply with instructions regarding access to the various rooms given to them by their teachers and other members of staff and displayed on the notice boards. Certain rooms are for the exclusive use of the teaching staff.

Great importance is attached to maintaining the school environment and the atmosphere prevailing there. The materials and books issued to pupils must be treated with care. Wilful damage will be punished. A pupil's parent will be liable to compensate the school for any damage caused, even if unintentional.

Everyone is required to observe proper standards of cleanliness and hygiene. Pupils contribute to the upkeep of communal areas in accordance with a rota distributed to them.

For those reasons:

- chewing-gum is prohibited in the building. It may be tolerated during tests lasting longer than one hour, subject to compliance with appropriate standards of hygiene.
- beverages other than water are prohibited on the upper floors. It is also prohibited to eat on the upper floors and in classrooms.
- Rubbish is to be disposed of in the containers provided for this purpose.

Pupils failing to comply with the above rule will be required by teachers or educational advisors to do work on behalf of the school community, including cleaning.

2.2. Addictive behaviour (tobacco, drugs, alcohol)

Smoking seriously damages health. As of 1st January 2008 smoking in school and on school premises (point 5, last paragraph) is prohibited.

It is forbidden to bring dangerous objects into the building and to act in a manner which might endanger the safety of others or be incompatible with school life.

The possession as well as the consumption and sale of alcohol and illicit or dangerous drugs in the building are prohibited. The school will, together with selected persons, bodies or organisations, organise events intended to inform pupils about tobacco, alcohol, drugs and addictive behaviour.

Failure to abide by the above rules and prohibitions will be punished, in particular in the form of work on behalf of the school community. Repeated or serious breaches may be punished more severely and lead to expulsion. The possession, consumption or sale of drugs or alcohol on the premises will be severely punished.

2.3. Theft and insurance against theft

Lockers may be used by pupils on payment of an annual fee; pupils must provide their own padlocks. The school cannot be held liable for the loss of valuables or money.

All thefts must be reported to the secretariat of the secondary school in writing. Where such thefts or any possession of stolen goods have a seriously adverse effect on the climate of trust which the entire school community is entitled to enjoy, appropriate measures will be taken once the perpetrators have been identified.

Claims may be made under the insurance policy taken out by the school to cover thefts of bicycles and objects left in the cloakrooms only in the case of theft of or damage to clothing, school bags, textbooks, MVV tickets and spectacles. This insurance policy covers only part of the loss. No payments will be made in the case of theft of mobile phones, MP3 players or other electronic devices. Theft of bicycles, mopeds and similar vehicles are only partially covered.

Pupils must fill in a declaration form available from the secretariat of the secondary school. In order for an insurance payment to be made, the parents must report the theft to the police and submit a copy of their complaint to the school.

Third-party liability insurance and school insurance policies
Please refer to the General Rules, Articles 34, 35 and 36.

3. RELATIONS WITHIN THE SCHOOL COMMUNITY

3.1 Educational advisers

The educational advisors' remit covers all aspects of pupils' lives at the school. Working closely with all other staff, they endeavour to ensure that the school is generally a pleasant and open place to be. In the school itself, the educational advisers are the chief contact persons for pupils. They are in regular contact with the heads of the school and the other teaching staff. They are, of course, also the point of contact for the parents of pupils in the classes for which they are responsible.

3.2 Relations between the school and families

3.2.1 Pupils aged 18 and over

Pupils aged 18 and over are entitled to take the actions themselves which, in the case of minors, are the sole responsibility of the parent. These include enrolment, guidance on careers or courses, formalities on leaving school, choice of courses, obtaining careers/course guidance, etc.

Correspondence concerning records of marks and assessments, invitations, etc may not be sent to the parents of pupils aged 18 and over unless the pupil has given his/her permission to the educational advisor.

3.2.2 Liaison notebook

At the beginning of the year, each pupil will be issued with a liaison notebook. This is intended to serve as a link between families, teachers and the school.

Teachers may use the liaison notebook to pass on comments on work, conduct, absences and lateness as well as information on trips, excursions, cultural and sporting events, work placements, etc.

3.2.3 School reports

The pupils of years s1 to s4 are allowed to take their marked tests home. However, they are obliged to return these to the teacher within one week. If this deadline is not met, the grade already given by the teacher is considered as confirmed.

Parents will be officially notified of their children's results through regular reports, as required by the General Rules of the European Schools. The reports are sent by regular post (not by registered mail) to the address known by the school. If the parents do not receive the report, they should contact the educational advisor. Copies of the reports are handed out to each pupil. The mailing dates can be found: <http://www.esmunich.de/english/data/termine.php>

3.2.4 Requests for meetings

Teachers will usually be available for meetings during their weekly consultation period, details of which are contained in the liaison book. Appointments should be requested using the liaison notebook.

The Head, deputy head and educational advisers will be available for meetings, preferably by appointment.

The nurse is available for consultation by pupils and families during the school day.

4. THE SCHOOL HEALTH SERVICE

In line with the school's health policy, the school nurse acts as a contact for pupils, takes preventive measures, looks after sick children and provides first-aid treatment. If a pupil is required to follow a course of medication, the school nurses must be informed.

For pupils with more serious health problems or who are disabled, an individual integration plan may, at the family's request, be drawn up by the Head, the family, the doctor and the school nurse to ensure optimum conditions for the pupil's education. Families of pupils with serious health problems or disabilities should contact the nurse as soon as possible.

On enrolment, parents will be **required** to complete a questionnaire on their child's health (diseases contracted, vaccinations received). This confidential form must be sent to the doctor and the nurse, together with a medical certificate attesting that the child is in good health. Parents must inform the nurse of any change in the child's state of health during their time at the school.

Pupils have unrestricted access to the sickroom during breaks and free periods. Pupils who have an accident or become ill during the school day must go to the sickroom, accompanied by another person, where they can obtain a certificate confirming that they are sick. They must present this certificate to the teacher on returning to class and submit it to the absence officer in the course of the day. If their state of health is such that they have to be sent home, the nurse will, with the agreement of the parents, issue a pass entitling them to leave the school premises. The nurse arranges the practicalities of a pupil having to be sent home. In certain cases parents or a person nominated by the parents should be prepared to collect the pupil at school.

If a pupil has a serious accident or falls seriously ill at school, the emergency doctor (Notarzt) will be summoned and, if necessary, the pupil taken to hospital. The parents will be informed as soon as possible.

Medical examinations

Pupils undergo periodic medical examinations carried out by the school doctor. In particular, the doctor examines the cardiovascular and locomotor systems. Hearing and eye tests are also carried out. The school doctor monitors the vaccination record and may offer advice, but will not administer any vaccinations.

5. SAFETY REGULATIONS

The safety regulations will be explained to pupils by their class teacher at the beginning of the school year. These regulations relate, in particular, to the movement of pupils within the building. Except for disabled pupils and those accompanying them, it is forbidden for pupils to use the lifts.

All members of the school community must rigorously observe the safety regulations at all times, especially in the event of an alarm. Safety equipment (extinguishers, alarms, fire doors) must be used properly. Unnecessary use of an alarm or fire-fighting equipment puts others at risk and is therefore a serious offence. In the event of damage to such equipment, the school will claim reimbursement for the cost of repair from the parent of the pupil responsible for causing the damage.

If the alarm is set off, the entire school community must observe all of the regulations in the emergency evacuation plan. Use of the lifts is strictly forbidden. It is the duty of the teacher responsible for the class at the time of the alarm to evacuate disabled or injured pupils. Their classmates must do their best to facilitate the evacuation by helping the teacher where necessary.

Meeting points after evacuation: pupils must assemble at the designated meeting points. They must stay close to their teacher so that he/she is able to inform the firemen if any pupils are missing.

Pupils who are not in class at this time but are nevertheless in the school must evacuate the building as quickly as possible and assemble at the usual class meeting point. All pupils must evacuate the building.

Chemistry and biology lessons

Pupils must observe the safety instructions set out by the teacher in the class at the beginning of the year.

Date of entry into force:

These School Rules shall replace and annul any previous school rules. They shall take effect from 1st September 2009.

In cases of doubt, the original French version will be considered as valid.

The school premises are defined as follows: the pedestrian area between the Rennertstraße and Putzbrunner Straße, and the access way from Verhoevenstraße to Elise-Aulinger-Straße. These are also public areas which are accessible to individuals and vehicles that are not part of the school community.

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