

European School Karlsruhe School rules Secondary  
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## **1. General Principles**

School is a place intended for the training and education of young people; training and education should be understood in a broad sense, as equally involving learning to live in a society with its values, rights and responsibilities. Regulations for communal life have to be clearly defined in order to guarantee the smooth running of the school every day.

The school rules are based on mutual respect and the necessary solidarity amongst all members of the school community, and they imply respect for personal values without regard to function, age, colour, creed or nationality. For communal life in the school to remain harmonious and agreeable, it is necessary not only for pupils, but also for teachers, parents and administrative staff, to respect the spirit and tenor of the rules and to feel responsible for their observation.

Although intended for all those attending the school, certain points in the regulations (such as the application of disciplinary measures) fall essentially within the competence and authority of those providing pedagogical services.

If, because of the complexity of social life, the regulations do not provide an answer to every question, they detail, nonetheless, everyone's basic obligations. Rather than a list of prohibitions, the rules try to positively define the regulations for communal life in such a way as to make working conditions as favourable as possible for everybody.

*(where the masculine "he" etc. is mentioned in the following rules it does, of course stand for "she" too)*

## **2. Pupils' rights**

Each pupil has the following specific rights:

- a) to be respected as an individual, and protected from any physical or psychological abuse and any damage to his personal belongings;
- b) to have recognition of the positive aspects of his work or of the positive contribution he makes to the school;
- c) to be encouraged and valued in his development as a pupil and as an individual within the school;
- d) to be informed of all relevant regulations;
- e) to be informed of his results and any important facts related to them;
- f) to consult the Director if he considers that his rights have not been respected;
- g) to be given a hearing before any sanctions are applied;
- h) to ask for a hearing or to be accompanied by a person of his choice in the event of any problems; i) to psychological and/or leaning support, if needed, in conformity with the relevant regulations; j) to be given appropriate advice regarding careers and higher education;

### **3. Pupils' duties**

- a) Every pupil must behave correctly towards all other members of the school community both in and out of class. Correct behaviour is equally necessary outside of school and especially in the local neighbourhood. Politeness, good manners, respect for others, a sense of responsibility, tolerance - these are the fundamentals of community life. This necessarily implies an absence of all forms of aggressive behaviour and a striving to achieve solutions to problems through dialogue.
- b) All pupils are expected to dress appropriately for school. Pupils who are inappropriately dressed, in the opinion of the Deputy Director, will be provided with alternative clothing or, in extreme cases, sent home. Parents will be notified of the situation by letter or e-mail.
- c) The whole school community must respect the beginning and end of lessons. In the case of a group of pupils arriving late, because of a problem with a bus, the educational adviser will provide a written excuse.
- d) Pupils must bring all the necessary materials (books, notebooks, diaries, sports kit etc.).
- e) A diary, a very important working tool, is obligatory and must be carefully kept up to date. It should be used to note down homework but also as a means of communication between teachers and parents (especially comments requiring a signature).

### **4. Arrival and departure**

Arrival at, and departure of, the school premises must be carried out in a disciplined way, with respect for the others. All vehicles must only be parked in the designated areas. Motorcycles and bicycles may be left in the cycle racks, next to the administration building, if they are secured with a solid lock. Pupils with cars must use public parking spaces and not the school car park, which is only to be used by staff members. Skateboards etc.

The school issues three types of identity school card:

**Red card** - Red card holders must remain on the school premises from the first to the last period of the school day. They do not have permission to leave the school even if they do not have the last period(s) of lessons.

**Yellow card** - Yellow card holders may arrive in school for the first scheduled lesson or leave earlier after the last taught lesson. However, they cannot leave school during the free hours on their timetable. The card is issued only with the agreement of parents or guardians and only for pupils of **years 4 upwards**.

**Green card** - Green card holders may leave the school when they do not have lessons. The card is issued only with the agreement of parents or guardians and only for pupils of **years 6 and 7**. Parents of pupils in **year 5** may apply in writing for a green card for their child. The decision to grant such a request lies with the Director and may be revoked.

Pupils are obliged to carry their school identity card at all times

### **5. Regular attendance of lessons**

Enrolment in the School implies the right and the obligation of pupils to attend all courses of instruction listed in their timetable, given to them at the beginning of the school year, and to do such work as it is set. Attending all courses of instruction means regular and punctual attendance of the classes. Pupils are also required to take part in any organised activities declared compulsory by the

Director or his Deputy.

### 5.1. Timetable

(including breaks between classes)

<u>Period 1</u>	<u>08.05</u>	<u>08.50</u>
<u>Period 2</u>	<u>08.55</u>	<u>09.40</u>
<u>Period 3</u>	<u>09.45</u>	<u>10.30</u>
<u>Small Break</u>	<u>10.30</u>	<u>10.45</u>
<u>Period 4</u>	<u>10.45</u>	<u>11.30</u>
<u>Period 5/Lunch Break</u>	<u>11.35</u>	<u>12.20</u>
<u>Period 6/Lunch Break</u>	<u>12.25</u>	<u>13.10</u>
<u>Period 7</u>	<u>13.15</u>	<u>14.00</u>
<u>Period 8</u>	<u>14.05</u>	<u>14.50</u>
<u>Period 9</u>	<u>14.55</u>	<u>15.40</u>

### 5.2. 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.

- a) Pupils arriving more than 10 minutes late must explain the reasons for their delay to the teacher and ask for permission to attend the lesson. When a pupil is often late this can lead to disciplinary measures.
- b) In the case of being absent for one or more periods, a note, preferably via email, 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

### 5.3. Justification of absences

If a pupil cannot attend lessons his legal guardian, or the pupil himself if he is over 18, must inform the school on the first day, and if applicable, also on the second day, of absence by sending an e-mail to the relevant educational adviser. For absences due to illness lasting longer than two days a medical certificate must be presented to the educational adviser

### **5.4. Absence from written examinations in years 4 to 7**

- a) When a pupil misses a planned written examination in classes 4-7, he must submit a doctor's certificate to the appropriate educational adviser as soon as possible, but no later than two days after returning to school and also give a copy to the teacher whose exam he missed. Without production of a medical certificate the absence shall be regarded as without grounds and a zero mark will be assigned. The Director will decide as to the validity of all other reasons and shall decide whether the absence is justified or not.
- b) A pupil who is absent (for a valid reason) from one or more first semester written examinations and has not had the opportunity to take a substitute examination, but who takes the second semester examinations in the same subjects, will have his final annual marks calculated on the basis of the results achieved in the second semester.
- c) A pupil who is absent (for a valid reason) from one or more second semester written

examinations and has not had the opportunity to take a substitute examination shall be required to sit a promotion examination early in the new school year in the subjects he has missed, unless he obtained a mark of at least 7 in these subjects in the first semester, and an A mark of at least 7 in the second semester.

- d) If a pupil is absent for a valid reason for the examinations in one or more subjects in the first **and** the second semester, he shall be required to sit promotion examinations in the subjects which he has missed.
- e) In cases where there is no valid reason for the absence or absences mentioned in points b, c and d, a pupil shall be awarded a 0 mark for the examinations missed.  
The parent or guardian, or the pupil himself if he is over 18, shall be notified of this decision.
- f) The regulations for the Baccalaureate exams are applicable for the Bac exams.

### **5.5 Physical Education**

- a) A pupil may occasionally be excused from participation in physical education classes at the request of the parents/guardians (or of the pupil himself if he is over 18). In case of a longer incapacity (2 consecutive school days or more) a medical certificate must be produced and handed to the teacher concerned, stating that it would be inadvisable for him to take part.
- b) Except in duly certified cases of permanent disability, dispensation may only be granted for one semester. It may only be renewed if a further medical certificate is produced. The Director may, if he considers it necessary, have the pupil examined by the school doctor.
- c) The pupils mentioned in a) and b) must attend the lessons, even though they are not participating.

(Chapter IV, Article 30, General Rules for the European Schools.

<https://www.eurisc.eu/BasicTexts/2014-03-D-14-en-4.pdf>

## **6. Behaviour**

Every pupil must behave correctly towards all other members of the school community both in and out of class. Correct behaviour is equally necessary outside the school and, especially, in the local neighbourhood. Politeness, good manners, respect for others, a sense of responsibility, tolerance - these are the fundamentals of community life. This necessarily implies an absence of all forms of aggressive behaviour, and a striving to achieve solutions to problems through dialogue.

An harmonious school community implies that behaviour such as harassment or bullying, theft and all forms of violence, physical or emotional, will not be tolerated.

Corridors and staircases are solely passageways. Pupils should behave sensibly when using them: shouting, pushing, leaving bags in the way, running and playing games that cause disruption to classes must be avoided. For security reasons, and to ensure a faster flow, please keep to the right on staircases.

### **6.1. Respect for the school environment**

Everyone must show respect for the rooms, their fittings and all school equipment. Pupils, and consequently their parents or guardians, are responsible in the case of any damage to these items. The damage must be repaired by the best means in each particular case - this to be

decided upon by the school.

All members of the school community are responsible for the general cleanliness of the school. After consuming food and drinks, litter must be collected and put into the appropriate dustbins. The objective is to take part in recycling by separating the rubbish and thus to contribute to a better environment. The administration, the teachers or supervisors may require individuals or groups to clean any area that has been made unusually or unnecessarily dirty.

## **6.2. Inside the buildings**

Corridors and staircases serve as pathways as well as emergency exits. For this reason pupils are **not** allowed to remain in the corridors or on the staircases at any time.

Pupils having no lessons are not allowed to remain in the building during lunch breaks (Period 5/Period 6). Nevertheless pupils of years S4-S7 are allowed to stay in the study room (C025). In the case of harsh weather conditions permission may be granted to stay indoors, specifically in the foyers on the ground floor and on the first floor in front of the library. In communal areas pupils should always show a responsible attitude by respecting the following rules:

- a. Avoiding games which are noisy (e.g.. cards), violent and/or dangerous games or games that could cause damage to people or property;
- b. Putting all rubbish into the appropriate containers;
- c. Keeping clear of areas where plants and shrubs are growing;
- d. Not bringing skateboards, roller skates/blades;
- e. Taking care of personal belongings;
- f. Games using water or snow inside and outside the buildings are forbidden.

Those with a free period (period 1-4 & 7-9), for whatever reason, and who wish to remain in the building, are permitted to stay in the permanence, the library, in the study room (S4-S7) and the foyer on the ground floor. They must behave quietly. Alternatively they may go to the cafeteria.

Notice boards are designed to carry information specific to the school. It is forbidden to put up, without prior authorisation, any other notices, either on the notice boards or elsewhere, which are not related to school business. Pupils should remove posters put for advertising an event after the event has taken place.

## **6.3. Library and permanence**

- a) Pupils must conduct themselves calmly and maintain a quiet atmosphere in the library and in the permanence.
  - b) Pupils must ensure that their behaviour does not disturb other pupils or prevent them from using the library's services or from working in the permanence.
  - c) It is strictly forbidden to cause damage to the library and permanence premises in any way whatsoever.
  - d) It is forbidden to eat in the library.
  - e) Users of the library and permanence must leave bags and other personal belongings on the shelves provided. In the library coats etc. must be hung up in the wardrobe.
  - f) The school shall not be liable for any damage to, or loss or theft of, personal items or objects left on the shelves.
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#### **6.4.Science laboratories**

a. Pupils may only enter the laboratories if a teacher is present. It is prohibited to enter the preparatory room for any reason (only exception the students of years s6 and s7 attending the laboratory courses under the supervision of their teacher.)

b. Pupils should remain calm, avoiding violent gestures, provoking violent reactions or passing their hands in front of their classmates' eyes or hair.

c. All bags or personal items should be placed beneath the bench or other dedicated place out of the way (e.g. closets) to allow the free movement of others in the laboratory.

d. Attention should be paid to the composition of clothes and especially to those composed of flammable fibers. It is not recommended to wear loose clothing. Long hair should be tied back. Wearing scarves etc. is forbidden. Wearing jewellery, sandals or open shoes should be avoided. Use protective goggles and / or gloves whenever required.

e. No food or drinks should be brought into the laboratory. Pupils must never try chemical substances used in the laboratory nor drink out of test tubes, cylinders, beakers, etc.

f. Parts of the body that come into contact with chemicals should be rinsed immediately with water and the teacher informed at once. If any liquid comes into contact with your eyes, rinse as soon as possible using the special device and immediately inform the teacher.

g. Instructions given before and during the execution of the experiment by the teacher must be precisely followed. No other experiment or trial other than that instructed by the teacher should be carried out.

h. Pupils must ask the teacher to check the connections and / or assemblies of equipment before you start working with them. Make sure the material is in order and that the glassware is not broken or cracked. Pupils must notify the teacher immediately in case of breakage of glassware before, during or after handling.

i. Fluids must not be sucked by mouth; the pipette filler must be used instead. Do not mix products whilst leaning your face on the rim of the pot. Breathing in when opening a bottle, a vial or a test tube or turning the opening of a bottle, a vial or a test tube towards you or towards someone else must be avoided. Products must not be mixed in a test tube by closing the tube with your thumb or fingers.

j. During the heating or mixing of a substance the tube should not pointing in a direction in which the drops ejected from the liquid could reach somebody. Heated objects should have cooled down before been used.

k. Work areas should be kept clean and tidy at all times. After the practical exercise the workbenches should be cleared up and cleaned. All vials or bottles should be carefully closed after use. Used instruments and materials must be correctly put back in place after use. Electrical equipment must be disconnected and tidied up. Water and gas supply must be turned off. No tube, cylinder or bottle containing an unknown solution should remain on the bench. Leftovers must be labelled in order to allow lab technicians to correctly dispose wastes.

l. The scientific material available must be used properly. Destruction or loss of material will be punished. Penalties are also foreseen for any damage to school equipment (graffiti, disconnecting the taps etc.)

m. The teachers must inform the pupils on where to find the safety equipment in each class (fire extinguisher, fire blanket, eye wash device ...) and instruct them on how to use them. They must also instruct students about emergency exits and alarms.

## **6.5 Using the computer facilities**

- a. The hardware and software must be used according to the instructions. Users shall observe supervisors' instructions when in the computer rooms, the library or the permanence. Eating and drinking are prohibited in rooms with computer facilities.
- b. Copying data, changing the set-up and configuration of the workstations and network, as well as tampering with the hardware, are strictly forbidden.
- c. Data produced while using a workstation may be saved on the user's allocated memory space on the network. Data that are saved locally on the computers will be deleted automatically.
- d. Only software that has been approved by the school management and/or the network administrator can be installed and used on the school computers. The software installed on the workstations and network is owned by the manufacturer and may not be copied or sold. Applications may only be downloaded with the school's approval. Copyright and rights of use, in particular, shall be observed when working with data downloaded from the internet. Users who make unauthorised copies of the software on the workstations or network shall be liable to prosecution under civil or criminal law. The installation of unauthorised hardware and software is not permitted. In such cases, disciplinary action will be taken according to severity of the action.
- e. External devices may connected to the computer or network only if it is absolute necessary. The use of personal CD ROMs, USB or other data carriers should be minimum. Increasing the data traffic unnecessarily by sending or downloading large files (e.g. graphics, videos) is to be avoided. Should users illegitimately save larger amounts of data in their allocated memory space, the school shall be authorised to delete said data.
- f. Any breakdowns or damage are to be reported to the person in charge of the computers immediately. Anyone who damages the equipment deliberately shall be liable for its replacement.
- g. Pupils will not be able to work on the computers without a password and must log off when they have finished. Pupils shall be held responsible for all actions carried out under their user ID. Passwords must therefore not be disclosed to third parties. Logging on with another user's password is forbidden. In the event that a pupil learns of another user's password, he/she shall inform the school immediately.<sup>1</sup>
- h. In carrying out its supervisory obligations, the school is authorised to save and monitor a user's data traffic profile. The school will only use its right of inspection in cases of suspected misuse, and for spot checks. All data (including personal data and e-mails) saved on the workstations or network can be accessed by the network administrator at the ES KARLSRUHE.
- i. A user's right to the protection of personal data on the network from unauthorised access by third parties does not apply with respect to the ES KARLSRUHE. The secrecy of data transmitted via the internet cannot be guaranteed.
- j. Claims for damages sustained as a result of viruses may not be made against the ES KARLSRUHE.
- k. The provisions of, in particular, criminal law, copyright law and youth protection law shall apply. Downloading of pornographic or racist material is forbidden. In the event that such material is downloaded by mistake, the application should be closed and the supervisor notified.
- l. Chatting, playing games, sending pornographic, violent or racist material is forbidden is not allowed and in such cases, disciplinary action may be taken according to the severity of the action. Users may only use the internet access for school-related



purposes. This includes an electronic exchange of information, which can be seen to be school-related from its content and address list. Owing to the way such information is disseminated, it is not filtered internally. Its sources are situated around the globe and are circulated by technical and not content-related procedures. Should anyone be offended, degraded or feel abused in any other way by such information, he/she should discuss this with the originator.

- m. The ES KARLSRUHE shall not be responsible for material downloaded via the internet. Users may not use the school's name to enter into a contractual relationship or to register for fee-based online services without permission. It is therefore strictly forbidden to use the Account at the ES KARLSRUHE to distribute information that may tarnish the reputation of the school. Information may only be published on the school's website upon approval by the school Director.
- n. Copyright law, in particular, shall apply to external material. For example, digital texts, pictures and other information may only be used on the website with the permission of the originator. In such cases, the originator shall be named if he/she so desires. The originator's right to have his/her own picture published on the website shall also be observed.
- o. Infringement of this code of practice may result in the loss of user authorisation for the network and workstations as well as disciplinary action.

#### **6.6. Lockers**

Every pupil will be assigned a locker for his personal belongings. Each pupil is personally responsible for keeping his locker clean and tidy (no leftover food, no graffiti etc). The pupil and his parents will be held responsible for any willful damage. Each locker is to be completely cleared before the summer holidays for the annual cleaning.

#### **6.7. Use of electronic devices**

Electronic devices should be used in a responsible way. The use of electronic devices, with the exception of calculators, is forbidden inside the school buildings (including secondary courtyard and canteen during non-cafeteria hours). Computers, laptops and tablets may be used in the working areas (classrooms, library permanence or study room) under the supervision of teachers or other suitable staff. Electronic devices used outside the permitted areas will be confiscated and may only be picked up by their owners at 15:40, or on short days at 12:20. Disciplinary measures will be taken against repeat offenders. Pupils using electronic devices in an improper (e.g. photographing or filming without permission) or illegal way (e. g. for illegal downloads, 'sexting' or cyberbullying) will face disciplinary measures immediately.

#### **6.8. Smoking in the school grounds**

According to German law smoking is not permitted in the school grounds . When a member of staff catches a pupil smoking or vaping, or in possession of smoking materials (including electronic cigarettes, e-liquids or liquid fuels), in the school grounds, or suspects them of the same, he must immediately report the situation to the pupil's educational adviser. Parents will be sent a letter to inform them of the incident and to remind them that smoking is not tolerated at ESK and persistent offenders will face disciplinary action.

#### **6.9. Alcohol, drugs other unauthorized items**

The possession, consumption or sale of illegal drugs, alcohol and other substances or items dangerous to the health are strictly forbidden. The school will investigate any incident involving

drugs usage, noting appropriate details in writing. The school will inform parents/guardians immediately. If any member of staff discovers that a pupil is "dealing drugs" in school, the school management must be informed immediately and they will also inform the police. Any use of illegal drugs or the offer to supply illegal drugs on or near the school premises or on school trips or events will always result in disciplinary measures. ESK reserves the right to exclude permanently any pupil who is placing himself/herself or others at risk.

In cases of alcohol consumption or sale parents will be sent a letter to inform them of the incident. Disciplinary measures will be applied based on the seriousness of the incident and the age of the pupil concerned. In serious incidents the school will suspend or expel pupils involved. If pupils in the care of the school are involved in an incident related to the abuse of alcohol involving or resulting in criminal activity, the Police must be informed.

In order to avoid cases of pupils carrying unauthorised items (for example, alcohol or dangerous objects) members of the school security may randomly ask pupils, in the presence of a second adult witness, to turn out their pockets or bag or ask them to open their lockers. In the unusual event of a pupil, or a pupil's locker or bag, being searched, the school ensures the rights of the pupil will be respected and German law upheld. Any suspicious items found must be deposited in a plastic bag & sealed. If a search reveals any offensive weapons or knives, or evidence in relation to an offence, the item or items must be removed to a place of safe-keeping. The member of staff must inform the deputy director. The deputy director must report the finding of any weapons to the Police. If items related to tobacco, alcohol or other substances *are* found in a pupils' possession, they must be confiscated by the member of staff and taken to the deputy director's office where the confiscation and treatment of the items will be recorded in writing.

#### **6.10. Transport (Trams or Buses)**

Pupils using both school and public transport must behave according to the rules set out in the introduction to chapter 6 - "Behaviour".

- a) pupils must not disturb or distract the driver,
- b) pupils should remain seated at all times,
- c) there must be no pushing or shoving while getting on and off the tram or bus.
- d) whilst waiting for the tram, pupils must stand behind the white line

#### **6.11. Canteen**

- a) A canteen committee is in charge of the organisation and the management of the canteen activities. The canteen staff and the educational advisers and teachers supervising are responsible for maintaining discipline in the canteen during mealtimes.
- b) The restaurant area of the canteen is not a public meeting place. Admittance is reserved exclusively for those eating there.
- c) The school canteen is a self-service restaurant. Everybody has to queue orderly for their meal. After lunch the tables must be left clean and the trays, crockery and cutlery taken and stacked properly as required.
- d) The canteen is used as a cafeteria from 8:30-11.00 and from 13.10-15.40.

### **7. Evacuation in an emergency**

Pupils are obliged to follow the procedures as described in the official document which may be found in communal areas and in the classrooms.

- a. All pupils must evacuate the building with their class/group and with the teacher responsible for the class/group and proceed to the assembly area in the front of the football pitch.
- b. Pupils may only take a jacket with them.
- c. During an alarm nobody is allowed to wander about or to play ball-games.
- d. All pupils who are not attending lessons (permanence, library, corridors, playground) must also join their groups at the assembly area in front of the football ground.
- e. Pupils must immediately inform teachers in case they notice someone is missing.
- f. Pupils may only return to the school building after it has been declared safe.

## **8. The school health service**

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 nurse 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 Director, 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 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 educational adviser 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. Students under the age of 16, because of insurance regulations, must be picked up by their parents. They cannot be sent home.

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

## **9. Pedagogical and disciplinary measures**

Given that the principal aim of the school is one of education, disciplinary action is only envisaged when all pedagogical methods have failed.

Disciplinary action may be taken to ensure the smooth running of lessons and educational activities as well as to protect people and property. It will be applied in cases where a pupil has failed to meet his obligations.

In cases of aggressive behaviour, it is important to seek to identify the root causes, if necessary with the help of specialised services.

1. Depending on how serious the offence may be, and having taken into account

the general situation, one or several of the following sanctions may be imposed by the school (administration, teaching staff, and educational advisers):

- a verbal warning;
- extra work, which parents will be told about;
- withdrawal of a yellow/green school identity card;
- service for the school community during free hours;
- being deprived of free afternoons;
- a warning from the director;
- a warning or chastisement from the Director, as proposed by the Disciplinary Council, with or without the threat of exclusion.
- temporary exclusion from the school by the Director, as proposed by the Disciplinary Council
- complete exclusion from the school by the director, as proposed by the Disciplinary Council

2. A hearing before the Disciplinary Council will be in accordance with article 44.44 of the General Regulations of the European Schools:

(Chapter VI of the General Rules for the European Schools. <https://www.eursec.eu/BasicTexts/2014-03-D-14-en-4.pdf>)

## 10. Security

The security service shall provide assistance in maintaining a safe and orderly environment on the school premises as well as in the entrance and the parking area.

In order to fulfill this goal the security staff, amongst others, will be responsible for the following:

- Monitor all school grounds and buildings throughout the day in order to ensure the safety and well-being of students and staff and the security of the facility.
- Immediately notify appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, drugs or other forbidden substances on the school premises
- Investigate all incidents of a criminal nature or serious discipline matters which are reported to them and be responsible for preparing appropriate reports.
- Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
- In the framework of these duties the security personnel are entitled to check bags and search lockers and rooms. In the face of danger they may use restraint until the arrival of the emergency services or other responsible persons.

Pupils are requested to respectfully follow any instructions given by the security staff.

## 11. Activities and events organised outside the school

Rules concerning behaviour of pupils are also valid for any school activity or school event organised outside the school (e.g. transport, school trips).