



European School Karlsruhe – Secondary School rules

Version: June 2025

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I. 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 community 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)

II. 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 learning support, if needed, in conformity with the relevant regulations; j) to be given appropriate advice regarding careers and higher education.

(Consult chapter 6 of the General Rules of the European Schools)

III. 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).

IV. 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.

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

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.

V. 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.

1. Timetable (including breaks between classes)

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

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

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

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. 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.

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

VI. 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.

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.

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 S5-S6 are allowed to stay in the study room (C005). 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
- b.** that could cause damage to people or property;
- c.** Putting all rubbish into the appropriate containers;
- d.** Keeping clear of areas where plants and shrubs are growing;
- e.** Not bringing skateboards, roller skates/blades;
- f.** Taking care of personal belongings;
- g.** 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 (S5-S6) 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.

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.

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 fibres. 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.

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 be 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.

- 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. Claims for damages sustained as a result of viruses may not be made against the ES Karlsruhe.
- j.** 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.
- k.** 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.
- l.** 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.

- m.** 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.
- n.** 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. 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 wilful damage. Each locker is to be completely cleared before the summer holidays for the annual cleaning.

7. Use of the mobile phone or of electronic devices

The use of mobile phones and electronic devices is forbidden in all the premises of the school.

Mobile phones and electronic devices, if brought to school, must remain switched off and stored in lockers or schoolbags at all time.

Only pupils from S5 to S7, integrated in the BYOD project, may use mobile phones and/or electronic devices, in classes, in the Learning Centre, in the Permanence or in the Study Room, on condition that the use of these devices has been previously authorized by a teacher or educational advisor and exclusively to carry out pedagogical tasks, and also on condition that the pupil is always supervised by the teacher / educational advisor during the whole period of use of the device.

All S1 to S4 pupils will have access, during their lessons, to the school's digital tools to continue the digital learning.

In case of emergency, pupils will always be able to contact parents/guardians. For that, they can go to the office of the educational advisers, cycle coordinators, secretary of the secondary cycle or any staff member. Also, in case of an emergency, parents can always contact their child by emailing list-kar-osabsence@eursc.eu or calling the educational advisers or the secondary school secretary.

Failure to comply with these rules will result in the confiscation of the devices and the implementation of disciplinary measures.

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.

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.

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.

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.

VII. 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.

VIII. 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.

IX. 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.

- a. Depending on how serious the offence may be, and having considered 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

- b. A hearing before the Disciplinary Council will be in accordance with article 44.4 of the General Regulations of the European Schools: please click on this [link](#).

X. Security

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

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

- a.** 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.
- b.** 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.
- c.** Investigate all incidents of a criminal nature or serious discipline matters which are reported to them and be responsible for preparing appropriate reports.
- d.** Assist the professional staff, police, and emergency personnel in handling emergencies or disruptive situations.
- e.** 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.

XI. 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).

ANNEXES

1. Classroom Management



Guidelines for Classroom Management

Framework: From Quality Teaching in the European Schools, Ref. 2015-09-D-3-en-3 2016

The teacher...

| | |
|----|---|
| | <i>Pedagogical climate: creates a positive pedagogical climate</i> |
| 14 | Models and manages behaviour effectively to ensure a good learning environment |
| 15 | Manages resources in such a way as to create an inviting learning environment |
| 16 | Ensures a safe and pedagogical climate |
| 17 | Shows awareness of contextual factors that may affect class climate or pupils' learning |

Classroom management is the responsibility of the teacher. It is clearly stated in the European Schools Teaching Standards: *"The teacher models and manages behaviour effectively to ensure a good learning environment"*.

All general classroom behaviour is indeed expected to be handled by the teachers. They are responsible for implementing with their classes the necessary rules and for taking all the necessary measures to manage the discipline and the behaviour of their pupils. They are not supposed to send the disruptive pupils to the educational advisers, or to the Management, or to the library, or to the Permanence during classes. They are supposed, in a first step, to handle themselves the issues.

Level 1: If after having put in place several disciplinary measures during their lessons, a pupil still continues to behave in an inappropriate way, from now on, teachers are allowed to give pupils a *detention*, in the Permanence, during one of his/her free periods, with a specific task to be done.

These detentions must be organized with the person in charge of the Permanence, but only for specific pupils who misbehave, following these rules:

- Detentions should happen during a pupil's free period, but not during their lunchtime. A pupil cannot be forced to arrive sooner or leave later.
- Send the person in charge of the Permanence the work that the student should complete during detention. This may include subject-specific work, apology letter, reflecting on school or class rules, etc.
- It is up to the teacher whether she or he wishes to inform the parents of the detention, depending on the severity of the situation.
- The person in charge of the Permanence will keep a record of these detentions and will archive the work done in a folder, by classes.

Level 2: After 2 detentions, or in case of a serious misbehaviour, complete an [incident report](#) and send it to the cycle coordinator, with the class teacher and educational adviser in copy.

The cycle coordinator will analyse and discuss the situation with the teacher, the class teacher, the parents and/or other stakeholders (he/she will organize a meeting) to come up with strategies for how to better manage the pupil(s) or the class. Disciplinary measures can be taken. The cycle coordinators will keep a record of these cases and will do the follow-up.

Level 3: After 3 detentions, or in case of a very serious misbehaviour (such as violence, breaking or vandalizing school property, etc.), complete an [incident report](#) and send it directly to the management, with the cycle coordinator, class teacher, and educational adviser in copy. Exclusions from the school can be implemented. In these cases the Assistant Deputy Director will keep a record of these cases and do the follow-up.

NOTE: If the issue is related to attendance, teachers can give a detention but please contact the educational adviser.

Teachers should not hesitate to come back to the Deputy Director in case advice or intervention is needed in complicated or sensitive cases.

The school management

2. Lockers' rules



Lockers Rules

Rules:

- An individual locker is allocated to each student joining the secondary school.
- Students keep their respective locker during the whole school year.
- **Students are not allowed to change their locker code unless requested by the school and only in the presence of their educational advisor.**
- **Lockers must be kept clean and tidy.** No degradation will be tolerated. In the case of degradation (e.g. broken lock), financial compensation will be sought.
- **Lockers must be cleared before the summer break to allow cleaning and disinfection.**

Please note that general controls will take place as follows:

- Shortly before the Christmas holiday
- Shortly before the Easter holiday

Unannounced controls will also be carried on.

Lockers will be cleared for the summer break as follows:

- S1-4 + S6: Last school week.
- S5: Before the 2 work experience weeks.
- S7: During the BAC oral exams.

Infraction of the rules:

On top of potential financial compensation, if the locker is degraded or left in a messy / dirty state, disciplinary measures (such as detentions) will be taken.

The Management Team of the Secondary School

3. Absence of a teacher: rules to be followed by pupils



ABSENCE OF A TEACHER: RULES TO BE FOLLOWED BY PUPILS

Pupils must follow the instructions displayed on the screen in the FOYER.

- 1- **If a teacher is not present at the school, but is doing his lesson online**, the pupils go to the room indicated and attend the lesson, normally with a supervisor.
- 2- **If a teacher is absent and a replacement is provided**, the pupils go to the indicated room.
- 3- **If a teacher is absent, having given/sent work, and no replacement is planned**, the pupils are sent:
 - To the Permanence (priority for S1 to S4, if necessary also for S5 to S7)
 - Or to the Study Room (S5 to S7)
 - Or to the Abi Raum (only S7).
 - If necessary, pupils (S1 – S7) can also be sent to the library or to the foyer.

NOTE: S6-S7 students can leave school and carry out their tasks at home if their parents send their authorization to: LIST-KAR-OSABSENCE@EURSC.EU

- 4- **If a teacher is absent, without having given/sent work (it is written NO TASKS on the screen), and no replacement is planned:**
 - **For S1 to S3 pupils:**

Pupils who have a red card without a sticker are sent to Permanence, or Library, or Foyer, to work there independently. They are not allowed to leave the school until the end of period 9.

Pupils who have a red card with a sticker can leave school before the last period, but only to return home, and only if their teachers who are absent have not sent work and if there is no replacement planned.

However, to leave the school before the last 2 periods (P8 and P9), i.e. before 14H, a written authorization from the parents, sent to the educational advisor, is necessary.

- **For S4 and S5 pupils:**

These students can leave school before the last period, but only if their teachers who are absent have not sent work and if there is no replacement planned.

However, to leave the school before the last 3 periods (P7, P8 and P9), i.e. before 13H15, a written authorization from the parents, sent to the educational adviser, is necessary.



- **For S6 and S7 pupils:**

These students can leave school before the last period, but only if their teachers who are absent have not sent work and if there is no replacement planned.

However, to leave school before the last 4 periods (P6, P7, P8 and P9), i.e. before 12H20, a written authorization from the parents, sent to the educational advisor, is necessary.

RECORDING OF ATTENDANCE ON SMS

In situation n°3 and situation n°4 only for pupils from S1 to S3 with a red card without sticker, before going to the library/foyer/study room/Abi Raum, the pupils must identify themselves to the responsible of the Permanence, who will introduce the attendance on SMS.

All students who are in these two situations (N°3 and N°4 red card without sticker) must go to Permanence to identify themselves.

In the event of a large crowd, the responsible of the Permanence will ask the students to wait in the foyer. She will give the class representative (or, in his absence, another student) an attendance sheet with the names of all the students in the class. The class representative (or other student) will have his classmates sign and will bring the sheet back to the responsible of the Permanence.

After signing the attendance sheet, the students must go to their assigned place of work (library/foyer/study room/Abi Raum) and must remain there for the entire class period.

If a student does not identify himself to the responsible of the Permanence, or if he does not sign the attendance sheet, he will be marked absent in SMS.

The Management of the School will check regularly if the pupils who have signed the attendance sheet are working at the place they are supposed to be. If they are not, they will be marked absent in SMS and will be subject to disciplinary sanctions.

The replacement schedule will be sent every day to the SAFETY staff at the entrance of the school, for more effective control of student exits.

The Management of the Secondary School

4. Use of electronic devices

The use of mobile phones and electronic devices is forbidden in all the premises of the school.

Mobile phones and electronic devices, if brought to school, must remain switched off and stored in lockers or schoolbags at all time.

Only pupils from S5 to S7, integrated in the BYOD project, may use mobile phones and/or electronic devices, in classes, in the Learning Centre, in the Permanence or in the Study Room, on condition that the use of these devices has been previously authorized by a teacher or educational advisor and exclusively to carry out pedagogical tasks, and also on condition that the pupil is always supervised by the teacher / educational advisor during the whole period of use of the device.

All S1 to S4 pupils will have access, during their lessons, to the school's digital tools to continue the digital learning.

In case of emergency, pupils will always be able to contact parents/guardians. For that, they can go to the office of the educational advisers, cycle coordinators, secretary of the secondary cycle or any staff member. Also, in case of an emergency, parents can always contact their child by emailing list-kar-osabsence@eursc.eu or calling the educational advisors or the secondary school secretary.

Failure to comply with these rules will result in the confiscation of the devices and the implementation of disciplinary measures.

5. Functioning rules of the Learning centre

LEARNING CENTER

Functioning rules

- 1) The Learning Center is a place for **reading, study and research**. Any other activity (playing chess, cards, etc.) must be done in the Foyer/Permanence/Study Room (S5-6)/Abiraum (S7).
- 2) **Silence** is required in the LC. Noise from chairs, voices, movements, etc. must be kept to a minimum.
- 3) You can drink **water** in the LC, but not consume other hot/cold drinks, and **no food**.
- 4) Students can work **individually**, or in **groups of up to 4**. Students sent to LC due to the absence of a teacher must sit 2 by 2 maximum and do the homework assigned by their teachers. Whispering is permitted during group work.
- 5) Students can change the arrangement of tables and green/grey little seats, but they must first **ask permission** from the LC manager. Green/Grey little seats cannot be moved into hidden areas of the LC or between rows of books.
- 6) When leaving the LC, the floor and tables must be left **clean**. Tables must be returned to their original place. Chairs must be close to tables and **properly stored**.
- 7) Only students from S4 to S7 involved in the BYOD project can use their personal electronic devices (tablet, iPad, laptop, mobile phone, etc.) to carry out the work requested by the teachers. The computers of the LC can only be used by staff members, **not by students**.
- 8) Books viewed or borrowed can't be annotated, soiled, or damaged. In case of damage, the purchase of a new book or a monetary compensation will be requested to the pupil.
- 9) Students can borrow **3 books and 2 CDs or DVDs** for a maximum of **4 weeks**. An extension of an additional week is possible. After this time, if the book/CD/DVD is not returned, a reminder email will be sent to the student by the LC manager. If the book is not returned after the reminder, the name of the student will be forwarded to the Direction.
- 10) Twice a year, at the end of each semester (end of January and end of June), the LC manager will give the school management the list of students who have not returned the books borrowed from the LC.

All students, teachers and staff members must respect these rules and contribute to the proper functioning, cleanliness, and good image of the Learning Center.

BE VERY WELCOME! THIS SPACE IS YOURS!

The PEDAGOGICAL TEAM of the LEARNING CENTER

6. Rules of the Permanence

Rules of the Permanence

Who should go to the PERMA?

- Pupils from S1-S4 when indicated on the monitor (Foyer).
The supervisor will enter their attendance in SMS.

- Pupils from classes 5-6-7

Before going to the Study Room, these pupils need to go beforehand to the Permanence to give their name to the supervisor, so that their attendance can be entered in SMS and also to pick up the work given by the absent teacher.

What is the procedure to follow?

When they enter in the Permanence, the pupils need to be silent and to register immediately. Then, they need to sit down and wait for the instructions of the supervisor. They will then perform their assignments very seriously.

The supervisor plays an important role: check the activities of the pupils, help them, motivate and supervise them. He/she will wander between the tables.

The pupils can only use the computers for pedagogical uses (not to play games).
No use of YouTube, Skype, Facebook or electronic mail is allowed.

Expected behaviour

- Pupils must behave correctly and keep a serious working atmosphere.
- They may help each other in a low, whispering voice.
- It is forbidden to sit on the tables, to put feet on the furniture, to write on the furniture or more generally to damage the Permanence or any object in there.
- It is forbidden to eat or to drink (except water).
- Rubbish: Pupils need to keep the Permanence clean. 5 minutes before the end of the period, the supervisor will ask the pupils to clean the room.
- Any disruptive behaviour is forbidden. Pupils cannot disturb the others or prevent them from working.
- Disciplinary sanctions will be put in place for inappropriate behaviour.

7. Rules of the SMV room (CU05) and of the Study room (C005)



SMV Room (CU05) / Study room (C005)

Personal Commitment

Please respect the following:

- The SMV room (U05) will be available every weekday from 8:05 to 15:40 (periods 1 to 9).
- The room must be kept clean and tidy. No degradation of the school property will be tolerated.
- Pupils cannot eat or drink (except water) inside the SMV Room.
- No consumption of drugs (tobacco, alcohol...) will be tolerated.
- Noise levels must be kept low.

- **Each student using the room will complete a registration form available in a folder left in the room.**

Please note that:

- **Regular controls will take place every day.**
- Any degradation of any object of the SMV Room will result in sending an invoice to the parents so that they pay the items that have been damaged. On top of potential financial compensation, if the room is degraded or left in a messy or dirty state, it will not be accessible for a period of time, to be determined according to the damage suffered.
- If, during a control, a student (or group of students) is found present in the room without having registered, s/he will have to leave the room and will have a disciplinary sanction.

Name:

Family name:

Class:

I hereby certify I have read the SMV room rules and accept their terms.

Date and signature of the pupil

Signature of a school management member:

8. Cleanliness of the Foyer

PLEASE

1. Put the chairs away under the tables when you leave the foyer.
2. Pick up papers or anything else left on the floor (take them away or put them in the bin).
3. Put rubbish in the bin.
4. Leave tables and floors clean.

IMPORTANT: ALWAYS LEAVE THE FOYER CLEAN.

FOYER

CLEANLINESS / PROPRETÉ / SAUBERKEIT



Please keep the foyer clean. Always put your garbage in the bins. Leave the floor, tables and chairs organized and clean. This is your space, take care of it. Thanks.

Veillez à ce que le foyer reste propre. Jetez toujours vos déchets dans les poubelles. Laissez le sol, les tables et les chaises organisés et propres. C'est votre espace, prenez-en soin. Merci.

Bitte halten Sie das Foyer sauber. Werfen Sie Ihren Müll immer in die Mülleimer. Hinterlassen Sie den Boden, die Tische und Stühle aufgeräumt und sauber. Dies ist Ihr Bereich, sorgen Sie für ihn. Danke.

9. Cleanliness of the toilets



Please put all paper in the bin.

Merci de mettre les papiers à la poubelle.

Bitte werfen Sie Papier in den Mülleimer.

10. Rules at the entrances (front and back)

NO SEATING, NO EATING, NO BAGS IN THIS AREA.

THE ENTRANCE MUST REMAIN CLEAR.

**NE PAS S'ASSEOIR, NE PAS MANGER ET NE PAS LAISSER
SON SAC DANS CET ESPACE.**

L'ENTRÉE DOIT RESTER DÉGAGÉE.

**KEINE SITZE, KEIN ESSEN, KEINE TASCHEN IN DIESEM
BEREICH.**

DER EINGANGSBEREICH MUSS FREI GEHALTEN WERDEN.

11. Behaviour during school trips



SCHOOL OUTINGS / TRIPS – PARENTS' COMMITMENT

Please complete and sign the statement below and hand it in to the teachers organising the outing/trip.

I declare that:

1. My daughter/son, classhas health insurance. Insurance company (Name)..... No.
2. My child is in good health, able to participate in this trip and will inform his/her teachers of any relevant medical condition
3. My child suffers from the following illness (optional)
4. My child must regularly take the following medication: (optional)
5. My child does not eat:
6. My child is allergic to:
7. In case of illness or accident, I authorise any medical and/or surgical intervention.
8. I understand that my child is subject to the rules and regulations of the European School Karlsruhe during the entire stay. He/she must follow the instructions of the supervisors to ensure smooth running of the trip. The supervising staff will not assume any responsibility in the case of your child leaving the group without permission.
9. Violations of dormitory rules and serious misconduct can cause my child to be excluded from events or even the rest of the trip. I understand that if my child does not respect the school rules, I may be asked to come and collect him/her at my own expense to take him/her home.
10. I am aware that the possession or consumption of tobacco, e-cigarettes, alcohol and drugs by my child is strictly forbidden during the entire stay.
11. I accept responsibility for any damage caused by my child.
12. I acknowledge that I have fully informed my child of the above points.

Additionally, I allow my daughter/son to move in a group of at least 3, in a defined area without direct supervision, if the supervisors grant permission to do so.

Yes

No

SIGNATURES and DATE, preceded by the handwritten words "read and approved"

.....
Parents/guardians

.....
Pupil (minor)

.....
Pupil (adult)

Address and telephone number of parents/ guardians:

Address and telephone number of another person to contact in case of emergency:

12. Homework policy

ESK - SECONDARY CYCLE HOMEWORK POLICY

DEFINITION OF HOMEWORK:

Homework refers to any educational task that a teacher asks students to perform outside of class time.

Homework can take any form and modality of learning. Thus, it can be:

- Written work: essay, report, summary, composition, commentary, poem, etc.
- Preparation of oral contributions: speeches, presentations, recitations, argumentation...
- Researching information using digital tools
- Creation of slide shows, videos, posters, brochures, newspaper...
- Reading of various documents/books, in different formats, including digital.
- Experiments to be carried out at home.
- Self-assessment sheets.

...

Each teacher will define the type of homework he/she will give to his/her students according to their skills. Homework can be differentiated to match the abilities/needs of the students (in terms of contents, tasks, ...).

The teacher will also make sure to diversify the formats, to develop all the skills required for each level of education, including digital skills.

HOMEWORK OBJECTIVES:

Homework is given to achieve an objective. This may be:

- to introduce one or more new concepts to be discussed later with the teacher.
- to consolidate, reinforce, review or practice concepts and notions that have been covered in class.
- to study or deepen concepts covered in class on an individual basis.
- to explore new concepts and notions, in relation to the student's abilities
- to contribute to the development and assessment of cross-curricular skills.
- to implement the 8 key competences and encourage cross-curricular activities
- to motivate pupils to learn through enjoyable/interesting activities.
- to develop the autonomy and the personal organisation of the pupils (for this reason, homework should normally be performed by the pupils and not by anyone else – parents, coach, private teacher, ...).

...

The teacher should determine the purpose and necessity of each assignment. Before assigning homework, the teacher should reflect on the expected outcome and its relation to the learning objectives. The content, complexity and length of homework should always be in line with the expected outcome.

HOMEWORK FRAMEWORK:

At the beginning of the year, teachers will present to students and their parents the syllabus of their courses. They will explain to them the expected frequency and volume of homework, as well as the consequences of late or non-return of homework.

If late homework or failure to hand in homework occurs on a regular basis, teachers should inform parents immediately, by email.

Parents have an important role to play with regard to homework, especially for students in S1 to S5: to check regularly on homework and deadlines in the diary/teams, to support their children, to provide them with an appropriate and quiet work space, etc.

At the beginning of the school year, the teachers will inform which channel they will assign homework through and where they will post information (agenda only, on Teams only or both).

During the year, when a teacher assigns a task, he/she will clearly explain to the students what it is, what its purpose is, how it will be assessed, what the deadline is and in what form/channels it should be submitted or handed in. An estimate of the duration of each assignment may also be provided.

In order to respect the balance between students' well-being and their educational success, teachers will need to ensure that the assignments, their deadlines and the workload they represent do not create an overload during certain periods of the year. To this end, teachers will need to coordinate with each other on the timing of tests and the amount of homework to be given, and also adjust with their students the amount and frequency of homework to be completed.

As far as possible, the following rules and procedures should be followed by teachers for an efficient and balanced planning of homework and assessment tests:

| | |
|---------------|--|
| S1-S7 | Where possible, consult with students before setting test dates and assignment deadlines. In S1-2-3 , the time spent on homework each week can vary between 15 and 75 minutes per subject. In S4-S5 , the amount of time spent on homework each week can vary between 30 and 90 minutes per subject. In S6-S7 , the time spent on homework each week can vary between 60 and 120 minutes per subject. These times are purely indicative and vary according to each subject, the time of year and other factors such as the speed at which each student works. Make homework available to students on their return, in case of absence. |
| S1- S3 | In case of long assignments, give them at least 1 week before the deadline. |
| S4-S5 | In case of long assignments, give them at least 1 week before the deadline. Take into account the B-test schedule when planning the A-tests. |
| S6-S7 | For long assignments, give them 1 week before the deadline, ideally 2 weeks. Announce A tests at least 1 week in advance, but preferably 2 weeks before. Take into account the B-test schedule of 2-period subjects when planning A-tests. |

For exam periods and B-tests, the following rules should be observed:

| | |
|-----------------------------------|---|
| B-tests in S4 | No more than 2 B-tests per day, combining some subjects with ICT/Art/Moral/Sports Communicate the content of the B-tests as well as the assessment criteria to be used 2 weeks before the B-tests. |
| Examination periods S5 -S7 | No homework may be given or due during the examination period. |

MONITORING AND EVALUATION OF HOMEWORK:

Homework is an important part of the formative assessment. Teachers will give priority to formative assessment and will write **comments** on the corrected homework, rather than summative assessment.

Homework helps teachers to identify students' learning needs and contributes to their self-assessment, enabling them to achieve learning objectives and improve their performance.

Comments on an assignment are therefore very important.

Where assignments have a numerical grade, they should be assessed in a way that the teacher can demonstrate is valid, reliable and transparent.

Homework should, as far as possible, be returned to students within one week (7 days). This deadline may be extended by a few days during the examination marking period.

The weighting of each assignment in the final mark should be clearly communicated and explained to students and their parents. To this end, teachers draw up and keep a precise list of the assignments requested of students, with the results obtained and the weight of these assignments in the final mark.

In the event of plagiarism or cheating, a mark of 0 will be awarded to the student concerned. Disciplinary measures may also be taken.

In case of a pupil has not completed an assignment due to individual pace or differentiation needs, the parents should contact the teacher by written to inform him about the situation.

13. Pupils' belongings



PUPILS' BELONGINGS / SCHÜLERSACHEN / AFFAIRES PERSONNELLES

- 1. Please keep all your valuable belongings (money, ...) with you or inside your lockers so that they do not disappear or are lost.**
- 2. Do not bring too much money to school (i.e. not more than 20 euros) or very expensive items.**
- 3. The school declines any responsibility if you lose them/if they disappear.**
- 4. Organize your locker properly and make sure that you have the necessary material inside for your lessons every day (including sports lessons). Your belongings and your material should never be left unattended somewhere in the OS premises. It is very important to avoid stress and worry.**

The Management.

14. Pupils' ID card



Request for confirmation/modification of the student ID card

| Possibilities | Classes | Conditions |
|----------------------------------|---------|---|
| Red card | S1 – S3 | The pupil must stay on the school premises during her/his free period(s), until the last period of the school day. The pupil is not allowed to leave school, even if he/she has no lesson during her/his last period(s). |
| P1 red card (with sticker) | S1 – S3 | The pupil may leave school but <u>only to go home</u> , when the last lesson(s) of her/his day is (are) not covered. |
| Yellow card | S4 – S5 | The pupil cannot leave school during her/his free period(s). Nevertheless, he/she has the possibility to arrive later or to leave school after her/his last lesson. The yellow card is only granted to S4 and S5 pupils, with parental consent. |
| P2 yellow card (with sticker) | S4 – S5 | The pupil may leave school during lunchbreak and the <u>regular</u> free periods, which either precede or follow it, but <u>only to go home</u> . |
| Green card | S6 – S7 | The pupil may leave school during her/his free periods. This card is only made available to S6 and S7 pupils. The decision to grant it or to take it away belongs to the management of the school. |

The pupils, who feel the need to go home for medical reasons, will have to first obtain the school nurse's permission.

I take note that the school insurance only covers the pupils outside of the school for the most direct trip between school and home.

I take full responsibility if my child were not to follow this rule.

Please tick one of the 5 possibilities in the questionnaire.