



EUROPÄISCHE SCHULE FRANKFURT AM MAIN • Praunheimer Weg 126 • D-60439 Frankfurt



Guidelines and Internal Rules of the Secondary School

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1 PREAMBLE

The directorate of the European School of Frankfurt (ESF) has developed and updated these rules for the Secondary School. They have been discussed and agreed by members of the Pedagogical Committee.

The Internal Rules of ESF do not replace the General Rules of the European Schools (2014-03-D-14-en-11) which can be found under this link:

[2014-03-D-14-en-11.pdf \(eursc.eu\)](https://eursc.eu/2014-03-D-14-en-11.pdf)

Definition of "school community"

The ESF "School community" refers to all students, teachers and all other employees of ESF as well as parents and guardians. The term also refers to external service providers e.g. security personnel and visitors to the school premises.

The school community comprises many different individuals who not only have different functions, but also embody different ideals and values. In this context, ESF strives to create a learning community with the students at its center.

All members of the school community are expected to uphold the values of mutual respect, self-discipline and social responsibility and to take into consideration the beliefs of others, regardless of an individual's actual or perceived race, ethnicity, sex, physical appearance, disability or sexual orientation (including gender identity and expression). Any form of physical or moral harassment and any violence are absolutely forbidden.

The school community shall accept the gender identity that each student accepts. There is no medical or mental health diagnosis threshold that students must meet in order to have their gender identity recognized and respected.

ESF values diversity and strives to develop a code of behaviour related to individuals, their work and the school environment. Our school rules have been created to enable everyone to understand their rights and responsibilities within our school community.

Every member of the school community is expected to fulfil their duties as conscientiously and responsibly as possible. The abundance of nationalities and cultures in our school and the opportunities which are afforded by living and working together are enriching for us all.

Although every member of the school community has the right to express their opinion, respect for the religious, political, ethnic and philosophical views of others should be given priority. The spreading of any particular ideology is not compatible with the educational programme of the school.

The Internal Rules of ESF do not replace the General Rules of the European Schools; they simply supplement them at a local level based on the following principles:

- Equal opportunities
- Respect and tolerance towards others: any behaviour which could lead to discrimination or insult of any kind must be refrained from

- The right to freedom of expression without infringing upon the dignity of others or the principle of plurality

The Internal Rules should not be considered as a definitive document but rather as a document which can be modified on the recommendation of the director or 1/3 of the Pedagogical Committee.

Before a modification can take place, the Education Council must be consulted. Through discussions the Pedagogical Committee will try to find a consensus.

2 ORGANIZATION OF THE SECONDARY SCHOOL

2.1 REGISTRATION AND TEACHING MATERIALS (BOOKS)

The registration procedures can be found on the website of the European School Frankfurt as follows: <https://www.esffm.org/>

Parents must notify the school in writing of any changes of address, telephone number or email.

Booklists for the coming school year are available on the school website from mid-June of the current school year. Parents are requested to purchase books before the beginning of the school year. Questions regarding books should be addressed to the Secondary School office.

2.2 THE FIRST DAY IN THE SECONDARY SCHOOL

Students of year 1 Secondary and all new Secondary students gather in the Aula. All other students proceed to their classroom at 8.25 hrs. Room numbers are displayed and members of staff are on hand to help direct the students.

The first three periods are 'class time' with the class teacher. Students receive their timetables and a number of important documents to read at home with their parents. On that day school for all Secondary School students will end at 10:50 hrs.

2.3 CLASS TEACHERS AND TEACHERS' CONSULTATION HOURS

All students are assigned to a class teacher. The class teacher is an important link between school, student and parents. 'Class time' periods will be offered whenever possible.

These give an opportunity for school-relevant questions to be dealt with and other information to be exchanged. Students are encouraged to put forward their own views and opinions about school life in these periods.

A list of the consultation hours and email addresses of all teachers is available after the start of the new school year here:

<https://www.esffm.org/en/secondary/teaching-staff>

Meetings with teachers can be arranged directly by email. Alternatively, parents may contact the school office.

2.4 SCHOOL OFFICE, CONTACT, INFORMATION

In case of questions or requests for appointments, please telephone 069 92 88 74 -13, 43 or 28. Alternatively you may use the contact link on the school website.

The website of the European School Frankfurt: <https://www.esffm.org/>

The website of the European Schools: <https://www.eursec.eu/de>

General information is available on the school website. Parents and children can find information here about the planning and organization of school activities: (school calendar, school holidays etc.), book lists, teachers' consultation times and parents' evenings. There is also information about school events and other important developments and plans relating to the school.

2.5 SCHOOL HOLIDAYS, TIMETABLES, COVER LESSONS

The general school calendar and the holiday calendar can be found on both the ESF website and the notice board in the school foyer. A detailed timetable will be given to students by class teachers at the start of the school year. Current information about cover lessons is displayed on the notice board by the staircase in the Secondary School as well as on the monitor in the foyer.

2.6 ORGANIZATION OF THE SCHOOL DAY

Lessons begin punctually at 8.25. Students are allowed to enter the school from 8.10. They should assemble in front of the Aula before going to their respective classrooms at 08.15. Students are asked to wait quietly outside their classrooms until their teacher arrives. If, after 5 minutes, a teacher has not arrived, one student should be chosen to go to one of the pedagogical advisors.

Students are not allowed to block the corridors in any way.

In very cold weather students are permitted to wait in the vestibule in front of the doors of the school. Students must have a plausible reason for any lateness. Repeated lateness will be reported to the relevant pedagogical advisor by teachers.

2.7 SCHOOL OPENING HOURS

Students have access to the school buildings from 8.10. The school's duty of supervision begins at this time. Lessons take place from Monday to Friday from 8.25 to 16.05. Within this time span lesson times can vary depending on the class.

Period 1:	08.25 - 09.10
Period 2:	09.15 - 10.00
Period 3:	10.05 - 10.50
Morning break	10.50 - 11.10
Period 4:	11.10 – 11.55
Period 5:	12.00 - 12.45*

Period 6:	12.50 - 13.35*
Period 7:	13.40 - 14.25*
Period 8:	14.30 - 15.15
Period 9:	15.20 - 16.05
Period 10:	16.05 - 16.50

*lunch break – according to individual timetable

2.7.1 REGULAR ATTENDANCE, PUNCTUALITY AND ABSENCE

Regular participation in lessons is a legal requirement and is necessary for a good education. Repeated unexcused absences lead to sanctions.

Punctuality is important at all times. It is also a question of respect towards the members of a community, e.g., a class.

All absences must be reported immediately by the parent/guardian (preferably before the 1st period of the day) directly to the respective pedagogical advisor by e-mail. The telephone number and email address of the relevant pedagogical advisor are to be found on the website under <https://www.esffm.org/en/secondary/educational-advisors>. A dated and written note or an email is required for the recording of absences. A medical certificate must be provided to the school for absences of more than two consecutive days. Any written note or medical certificate must be provided to the school within a week.

Absence during scheduled exams or B-Tests is excused only with a medical note. A re-seat will be organized in such cases.

Physical Education is an integral part of the educational programme. A medical certificate is required, if a student is unable to take part in these lessons on more than two consecutive occasions.

For any foreseen absences, parents are required to make a request in writing well in advance to the director who will reach a decision. This letter will establish that the legal guardians free the director from any responsibility in connection with the student's absence. If the parents do not receive written notification within 10 school days, the authorization is tacitly granted.

There can be no authorization for absence from school for the day immediately before or after a school holiday. Such absence can only be excused by a medical certificate.

Frequent absences (10% of lessons in one subject) can result in no A-Mark being given which can lead to a student not being promoted to the next year. Absences of more than 10% can only be excused by a medical certificate.

Detailed information can be found in the following document about regular attendance at Secondary Schools: General Rules of the European Schools 2014-03-D-14-en-11, Art. 30.

2.7.2 RULES DURING BREAKS AND FREE PERIODS

During morning and lunch breaks students are not permitted to stay in the classrooms, the Library or study rooms. At the start of all longer breaks students must move

downstairs to the ground floor and go either to the yard, the Aula or the canteen. Only students in S6 and S7 are permitted to use the study rooms during lunch break. All students must go downstairs in the morning break.

Students are not allowed to remain in the corridors during their free periods. At the start of the period they decide where they want to go:

- a. study room/common room
- b. library
- c. canteen
- d. sports fields (except between 10:00-10:30 hrs)
- e. school yard

Students are not allowed to play or to stay in the corridors. Teachers and students move to their classrooms on the first bell at the end of the break.

2.7.3 RULES FOR LEAVING SCHOOL DURING THE DAY

Students in S6 and S7 are allowed to leave the school premises during their free periods. Students in S5 are allowed to do the same, if they provide the relevant parental consent form and if they have a stamp on their school identification card.

Note: Permission to leave school at any time means that the school is automatically freed from responsibility towards the student when he or she leaves the school premises. Parental consent is only valid for the current school year. The director's responsibility does not apply when a student breaks these rules.

Students are not allowed to leave school when they have a lesson, unless they have explicit permission from the school. Contraventions will incur sanctions.

For projects, visits and events, underage students in classes S1-S7 may come to a pre-arranged meeting point if a written declaration of consent from the guardian or parent is received by the teacher in charge at least two days in advance. This also applies to the end of an event unless it begins and ends at school.

2.7.4 DELAYED TEACHERS

If a teacher is delayed, students are obliged to wait for 5 minutes after the second bell. They then shall go to the respective Educational Advisor for further assistance.

2.7.5 SUPERVISION

Supervision in the corridors, the Aula, the playground, the piazza and the canteen:

The safety of our students has top priority. Apart from the pedagogical advisors and the security personnel all members of the teaching staff as well as administrative and service personnel are directed to implement the current guidelines of the internal school rules for safety in the school.

Supervision plan:

A supervision plan is created to cover the entire school premises at the start of the school year. The periods and areas to be supervised will be distributed fairly among the teaching staff. The plan may be amended in exceptional circumstances.

2.8 HOMEWORK AND ASSESSMENT

The ESF homework policy document can be found here:
<https://www.esffm.org/en/secondary/policies-and-rules>

In classes S1 to S6 tests are usually limited to 4 per week and not more than one a day. Students in S1 to S4 take corrected tests home. These must be returned to the teacher within one school week. If they are not returned within this time, the teacher's mark is considered confirmed.

In classes S5-S7 official exams and B-tests are organized as stipulated in the General Rules of the European Schools.

Plagiarism and cheating are forbidden at all times. Reference to plagiarism is referred to in the homework policy document while the consequences of cheating are set out in the general rules of the European Schools.

2.9 ICT AND THE USE OF COMPUTER ROOMS

The use of PCs and Internet takes place in accordance with the rules https://www.esffm.org/fileadmin/pdf/ueber-uns/datenschutz/MEMO_2020-08-M-1-en-1.pdf handed out to students at the start of the school year. This document is also available on the school website.

All students are given a personal login name and a password for the use of the computers and access to the internet.

All IT and Distance Learning Regulations are stipulated in the IT Charter found on the school's website.

2.10 THE LIBRARY

The Library is available to the whole school community and is headed by our Librarian.

Opening times: Mon - Thu: 8.15 – 16.15

 Fri: 8.15 – 15.15

In the Library, students:

- can read and work quietly
- can borrow fiction, non-fiction, newspapers and magazines, DVDs, audio books and tablets
- can suggest titles for ESF to purchase

- can consult dictionaries and encyclopedia
- can work on the computers available in the Library for study purposes only
- can use laptops and tablets for study purposes only
- cannot eat or drink
- cannot talk on mobile phones
- cannot play computer games
- cannot sit on the floor

Regular author visits are arranged and Library lessons can be arranged for individual classes.

Information about the Library and its use as well as the particular rules relating to the Library is available on the website:

<https://www.esffm.org/en/secondary/Library>

2.11 THE CANTEEN

The canteen is open for Secondary School students throughout the school day. The Kiosk sells from 08.10 until 15.00. Lunch is served from 11.30 until 14:30. Daily meals are available in the ESF school canteen organized by an independent catering service. Parents should register online on the school website, if they wish their child to have school meals. Lunch is served on a free-flow service.

All students must:

- wait in the queue for their turn, without pushing
- NOT play with food, sit on the tables or leave leftovers behind on the tables and chairs
- return their trays to the designated container before leaving the canteen
- take one meal only
- NOT use their mobile phones during lunch hours (11.10-14.45)

Students may be asked to clean the litter from the canteen tables even if they have not created it.

2.12 PHYSICAL EDUCATION

Information and instructions about the rules during sports classes are given to all students at the start of the school year.

Each year the S2 go on a compulsory ski trip and the S4 go on a compulsory sports activity trip.

3 PEDAGOGICAL AND DISCIPLINARY MEASURES

3.1 BEHAVIOUR IN EVERYDAY SCHOOL LIFE

- a) All members of the school community are expected to uphold the values of mutual respect, self-discipline and social responsibility and to take into consideration the beliefs of others. Any form of physical or moral harassment and any violence are absolutely forbidden.
- b) Impolite, brazen or violent behaviour will not be tolerated at any time.
- c) Students' behaviour must not disturb activities during the school day. They must not cause any disturbance during lesson time either in or around the building by running, shouting or playing ball games. In order to ensure the smooth organization of school life, it is of great importance that all students respect the instructions of school personnel.
- d) Students must respect the decisions of teachers during lessons. During lessons teachers have complete decision-making power regarding students and the lesson itself.
- e) Students may not leave the class without the permission of a member of the school staff.
- f) There is no school uniform. It is expected that members of the school community will come to school in appropriate clothing.
- g) Students are advised not to bring valuable items or money to school. The school is not responsible for the loss or theft of items brought to school by students.
- h) Students may not display posters or messages without permission from the school. Once permission has been obtained, students must keep to the agreed conditions e.g. to remove the poster at a particular date.
- i) Members of the school community are not allowed to sell goods or refreshments without the prior agreement of the school.
- j) The personal use of mobile phones or other private digital equipment during lessons is not allowed. Students may use their mobile phones in their free periods in the study rooms and outside the school buildings. Students are allowed to use mobile phones in the School Canteen apart from the lunch hours from 11.30 - 14.30.
- k) Students are forbidden to touch the fire alarms, unless there is an emergency.
- l) Students are not allowed to park on the school premises.
- m) Special rules apply to certain classrooms: ICT rooms, laboratories or the sports hall. These rules are displayed in the respective rooms.
- n) Attention to cleanliness and hygiene applies to us all.

Consequently:

- Chewing gum is forbidden in the entire school area.
- Food is not permitted in classrooms, studyrooms or the corridor. In principle, the consumption of food is not allowed in any part of the Secondary School

except in the canteen and the schoolyard. Individual teachers may choose to allow drinking water in classrooms.

- Personal rubbish must be disposed of in the respective bins. It is forbidden to throw rubbish on the floor anywhere on the school premises: inside or outside.
- Students who do not follow these rules can be required by teachers or pedagogical advisors to carry out work beneficial to the school community.

3.2 BEHAVIOUR INSIDE THE SCHOOL BUILDINGS (CLASSROOMS AND MATERIALS)

All members of the school community are bound to contribute to the cleanliness of the school. Everyone should feel responsible for the cleanliness and smooth running of the facilities. (Tables and chairs should be tidied, paper picked up off the floor, lights turned off and windows closed.) Students will be involved regularly in activities to keep the school clean and to maintain the school 'habitat'.

Students should move calmly and quietly around the school without shouting and crowding. Running in the school building is prohibited.

In the various classrooms, students must behave according to the instructions displayed or to those of teachers and other members of the school personnel. Access to certain rooms is reserved for teachers.

The preservation of the environment and the climate that prevails in the school is an issue of crucial importance. Teaching materials and books which are provided for students to use must be treated carefully. Deliberate damage will be punished. Legal guardians are responsible to the school for all damage caused by students, even unintentionally.

3.3 BEHAVIOUR IN THE SCHOOLYARD

- Students are not allowed in the area between the Primary and the Secondary buildings during the morning break or at lunchtime.
- Secondary School students are not allowed onto the sports field between 10.00 and 10.30 as it is used by the Primary School at this time.
- It is forbidden to throw anything, this includes snowballs.
- Students in S1 to S5 must stay in the canteen or in the schoolyard during their lunchtime break.
- Students are not allowed to climb on or over the fences.
- Secondary school students are not allowed to use the primary playground instruments.

3.4 SUBSTANCE ABUSE (TOBACCO, DRUGS, ALCOHOL)

Students are prohibited from bringing or consuming alcohol on the school premises. Similarly, it is also strictly forbidden to bring into school dubious literature, weapons or other objects which could be used to injure others or damage school property.

The possession, consumption or handling of drugs, alcohol and tobacco on the school premises will lead to the immediate exclusion of the respective person or persons. If

this involves a student and the director decides on disciplinary action, then the Disciplinary Committee will be convened.

Smoking is not allowed anywhere on the school premises. Smoking near the school is not encouraged.

3.5 LOCKER AND THEFT

Secondary School students have the possibility to make use of a new, modern locker system administered by a third-party company. The costs incurred will be settled exclusively between ESF and the third-party company. Parents of children in the Secondary School are required to register for a locker.

Lockers can only be used at the beginning and end of breaks and must remain locked when they are not being used.

When using lockers, students are obliged to respect other people's property and not to jostle or push each other away. Nothing should be left lying about or on top of the lockers.

Lockers must be emptied and cleaned at the end of the school year.

No food/drink rests should be left/stored in the lockers.

The school does not accept responsibility for any valuables or other property which students bring to school. This also applies to bicycles.

All thefts must be reported to Security. Since theft and the possible receiving of stolen goods represent a serious threat to the atmosphere of trust which the school has a right to expect, thieves will face rigorous punishment.

3.6 DISCIPLINARY MEASURES

Through the imposition of consequences for inappropriate behaviour (serious misbehaviour or clear refusal to abide by the rules), the school tries to help students to understand the consequences and the effects of their actions and to take responsibility for them. These consequences are important and are accompanied by constructive dialogue with the students to help them to understand and accept the rules. A clear description of disciplinary consequences can be found in the General Rules of the European Schools Ref.: 2014-03-D-14-en-11, chapter VI, Disciplinary Articles 40, 41, 42, 43 and 44.

The disciplinary measures must be in proportion to the seriousness of the offence. Disciplinary measures are different for each student but it is possible that several students are punished for the same offence. This means that the responsibility of each individual student must be considered. Serious disciplinary measures will be communicated in writing to the student and their parents.

Several disciplinary measures can be applied for the same offence (e.g. a warning might be combined with some community service). After one year a disciplinary measure will be removed from the student's file.

Definition of "Detention" as a pedagogical measure

Detention is retention of students in their free periods when an educational advisor requests the student to show improvement of behaviour resulting from violation of the school rules. The students may be required to serve community work and/or present his/her findings of a research on a specific topic. It can vary between one and three

periods. The detention is usually served at the end of the teaching day of the student. In exceptional cases and if not otherwise possible, the student serves the detention in their free periods.

Causes, consequences prevention and goal settings are topics the student will consider during the detention period. Students serving detention may be given a task to do research on and prepare a presentation on a related topic. The findings can be presented in an appropriate way, PP presentation, poster presentation, performance or essay writing to an audience, including classmates, teachers and parents.

Examples of rule violation are repeated lateness (3 times/month), disrespect towards school staff, purposeful vandalism, eating in class, using mobile devices in forbidden areas, misbehaving in corridors, hallways, school yard etc.

If informing the parents in written form is deemed necessary, the students and their parents will be notified by the respective pedagogical advisor about the reason for the pedagogical measure imposed and the time the detention will occur.

In this case parents should confirm in writing that they were informed.

Disciplinary Committee:

The modalities of the Disciplinary Committee can be found in Article 44 of the General Rules of the European Schools.

4 RELATIONSHIPS WITHIN THE SCHOOL COMMUNITY

4.1 EDUCATIONAL ADVISORS

The educational advisors organize the communal life of the students and try, in close cooperation with everyone involved, to make the school into an open and pleasant institution.

Within the school they are the special contact people for students in educational and administrative matters as well as in questions relating to the timetable, subject choices, absences and examinations. They are in regular contact with the school directorate and with the teachers. They are, of course, also available for contact with parents of the classes for which they are responsible. Current information and contact details can be found on the website: <https://www.esfm.org/en/secondary/educational-advisors>

4.2 HOME-SCHOOL RELATIONSHIP

4.2.1 ADULT STUDENTS

Adult students can personally undertake all the formalities which can only be done by the parents of underage students: registration, subject choices, orientation. In particular, adult students can withdraw themselves from lessons but must afterwards verify the reason for their absence.

4.2.2 REPORTS AND TESTS

Parents receive official notification of their children's results in the semester and mid-semester reports according to the General Rules of the European Schools. These reports, placed in a cover, are usually distributed to the students by the class teacher and parents are required to sign and return the cover to school.

5 HEALTH IN SCHOOL

The European School nurse is available to students every day during school hours. The school nurse must be informed when a student has to take medication.

On registration, parents are **obliged** to complete a questionnaire on the health of their child (illnesses, vaccinations). The school doctor and nurse receive this highly confidential document along with a doctor's report which certifies that the child is in good health. **This document must be completed at the start of every school year.** Parents must inform the school nurse if the state of a student's health changes during the school year.

Children who become ill at school may only go home after visiting the school nurse. A student who feels ill during lesson time must first obtain permission from the teacher before going to the nurse.

Students can visit the nurse at any time during breaks and in free periods. A student who has an accident during the school day or who feels unwell can go to the nurse. The nurse certifies the student's visit. This document must be given to the teacher when the student returns to class. If the student's condition requires going home and after speaking to the parents, the nurse will issue a permission slip for the student to leave the school. In some cases, parents must be prepared to collect their child from school or to allow third parties to do so.

Visit of the School Doctor:

Students must undergo an examination by the school doctor at regular intervals. The priority in these examinations is the student's cardiovascular and musculoskeletal systems. The school doctor will not carry out any vaccinations.

6 SAFETY REGULATIONS

Class teachers will remind students of the safety regulations at the beginning of the school year. They are primarily related to the behaviour of students on the school premises. The use of the lift is reserved for disabled students and their helpers. The safety regulations are to be observed by every member of the school community in all circumstances: this is particularly true of the fire alarms. Safety equipment (fire extinguishers, alarm buttons, fire doors) must be treated with respect.

The misuse of fire alarm buttons and flammable material puts the school community in danger and is therefore a serious offence. The legal guardians will be responsible for the cost of any damage.

During a fire alarm the whole school community is obliged to follow the evacuation plan strictly. The use of the lifts is strictly forbidden.

Assembly points in an evacuation: students meet at the assembly points. They must stay with their teachers so that they can inform the fire fighters if a student is missing.

Students who do not have a lesson at the time of a fire alarm, but who are on the school premises, must leave the building as soon as possible and go to the assembly point for their class. All students must leave the building.

Science lessons/ICT

Students must obey the safety regulations which are explained at the start of the year by the teacher and which are displayed in the relevant classrooms and science labs.

6.1 CONSEQUENCES

Consequences that have to be taken when there is a breach of the Internal School Rules have been approved in the Education Council on 20.3.2019. These consequences are included in the Internal School Rules as an appendix and will be placed in the classrooms.

7 CLASS TRIPS

The internal school Rules are valid on all class trips, field trips excursion and outings or any kind of event.

Entry into force:

These revised internal school rules have been passed by the Education Council and replace and annul the previously valid school rules. They enter into force as of April 2023.

[InternalSchoolRulesForClassTrips.pdf \(esffm.org\)](https://www.esffm.org/InternalSchoolRulesForClassTrips.pdf)