

# **Internal School Rules Primary School**

**7<sup>th</sup> amended version  
valid as of September 2015**

## **Development of school ethos and respectful cooperation**

### **- Encouraging of mutual respect in daily school life -**

#### Philosophy:

*The European School Munich is committed to establishing partnership with all members of the school community in a tolerant and respectful atmosphere. Our aim is to promote the positive development of each child in both their personal and social areas. In case of misconduct, the school reacts immediately and deals with the individual incidents effectively. Misbehaviour is often a sign that a child needs help.*

Following this philosophy, the primary cycle of the European School Munich is committed to the initiation, promotion and development of social skills of all pupils from the very first day of school. Social interactions as well as friendly and respectful conduct are equal daily educational objectives in addition to the cognitive, motor skills and creative learning objectives of the "regular" subjects taught.

The daily (school) life of children and adults is characterised by social interaction. Based on certain types of behaviour and the reactions of the social environment, various social behaviour types are explored, learned and reinforced. Accordingly, it is important not to let this social learning run uncontrolled, but to make social interaction transparent and understandable for children by means of reflection and supervised behaviour exploration.

As part of the active and teacher-guided daily social interactions, the pupils develop solutions and an action repertoire in order to cope with the demands of their daily school life regarding communication, interaction and conflict management in an increasingly independent and socially competent manner.

The children are expected to acquire verbal means to express their thoughts and feelings as well as to learn (action) tools in order to assess (conflict) situations correctly and to then be able to act in a socially competent way.

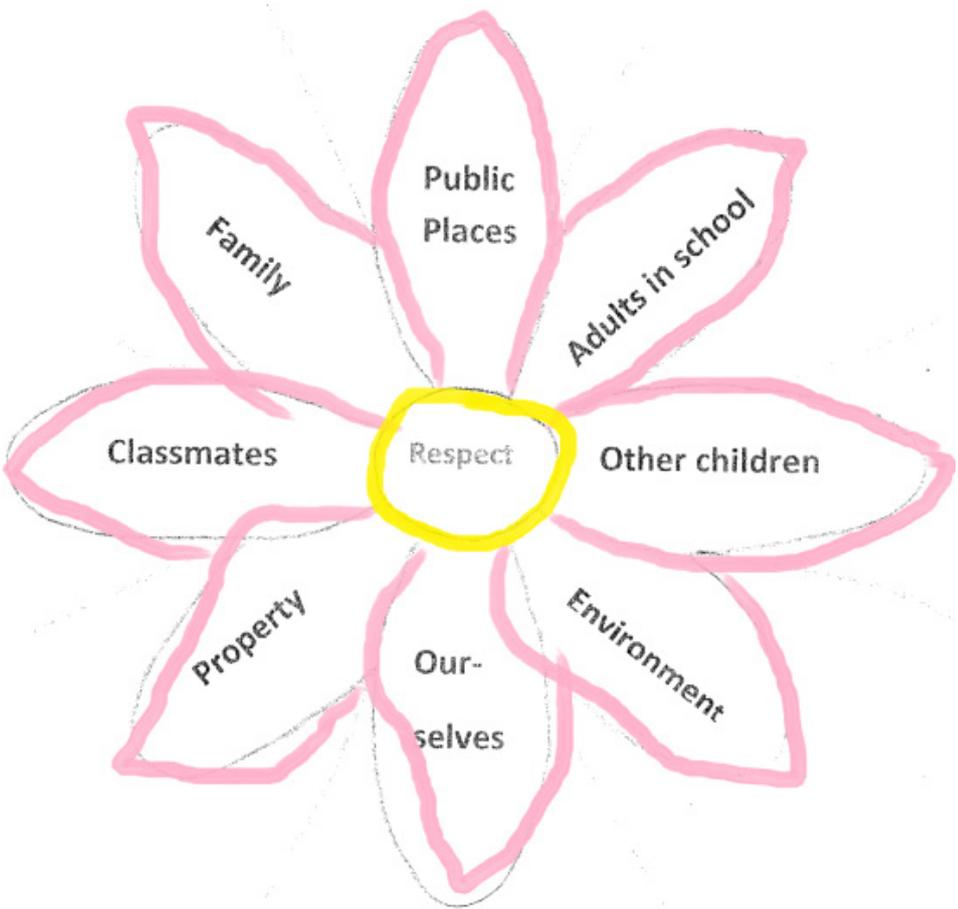
Last but not least, as a significant dimension of respect, they should learn to appreciate themselves; as only those who see them self as a friend, do not doubt them self, nor condemn them self for mistakes, nor compare them self to others constantly: *If you are happy with yourself, you can live and let live.*

To achieve these goals, it is important that social learning is removed from isolated, sporadic lessons and becomes a matter of course in everyday school life. It has to be put into practice or be controlled, whenever the real (school) life offers an opportunity.

The teaching staff of the ESM Primary School agreed on a common "basis for discussion" in the form of a "respect-flower". This should be a symbol of daily interaction, characterised by appreciation and mutual respect. The individual petals represent more significant areas of social life for the children where respectful behaviour facilitates cooperation; i.e. areas such as "classmates", "adults", "family", "environment", "public spaces and buildings" etc. Based on these petals, the children become aware of the importance of social interaction. By means of the active and guided exploration of a conflict situation

or personal misconduct and the reflection of one's own behaviour motives on the basis of the respect flower, the children experience them self as an informed member of society and recognise the connection between rules and community.

In this way, it becomes possible to, on the long run, initiate behavioural changes on the basis of insight and understanding.



Items 1 - 10 of the school rules are aimed at all pupils and are explained in detail by the class teacher at the beginning of each school year.

Item 11 is aimed primarily at teachers and parents and explains the consistency of procedure for disciplinary measures.

We want

**Everyone** to feel good and safe at the European School Munich!

**Everyone** to treat each other with mutual respect!

**Everyone** to develop well and be able to learn successfully at the European School Munich (every child at their own pace)!

To ensure this, the following rules apply to make living together a pleasant experience. They have been conceived from the practical needs and experiences of everyday school life.

It is important to point out that no kind of “bullying” is tolerated at our school.

All teachers are obliged at all times (whether during supervision or not) to consistently ensure the compliance with the instructions and rules!

All pupils agree to commit themselves to abide to the rules at all times!

At the beginning of each school year and during current events, the class teachers discuss the school rules with their pupils. In class, both teachers and pupils develop their own rules (golden rules) which are put down in writing and clearly visible in the classroom.

**If everyone sticks to the rules, each of us actively contributes to improving everyday school life and to making the “European idea” become alive.**

## **1. Before school begins**

- If you come to school by bus, underground train or taxi, do not disturb the driver or the other passengers.
- At the bus stop and on the bus, you must follow the rules to allow a safe arrival at school.
- In the case of snow fall, please do not throw snowballs!
- We want all pupils to arrive safely!
- Please go immediately to your classroom from the bus stop/ station. Do not let strangers talk or approach you; report this to your teacher immediately if it happens.
- You should not stop in the schoolyard, please go directly to the classroom. If you arrive at school before 8 a.m., please go to the assembly hall of the Primary School where there is supervision from 7.45 a.m..

## **2. Behaviour in the building**

- Walk slowly and quietly when changing rooms or locations! Other classes have lessons and you must take this into consideration! With your teacher, you walk in pairs and always keep on the right side on the stairs.

## **3. Classroom and lessons**

- Always arrive to class on time! Keep your own and the other classrooms as well as the school property clean and tidy. The rooms are used by many different groups; therefore everyone should help to ensure that working in a clean room is possible.

## **4. Breaks**

- Leave your class quickly and pay attention to clothing according to the weather before going into the schoolyard.
- Please be careful with the plants in the schoolyard. The climbing of trees and shrubs is prohibited!
- Where there are no restrictions, you can play freely.
- Playing football with hard balls and throwing rocks or snowballs is not permitted as it can lead to injuries. Please use soft balls only!
- In the schoolyard 2, 3 and 4 you must not play with any balls! Children who prefer other games can play here.
- If you have difficulties, please ask a teacher for help! Inform teachers also if you observe other children playing dangerous games.
- During the break, you must not stay in the building. Fresh air and exercise are important!
- After the recess bell has rung you should immediately go to the meeting place. Should a teacher be late, the class representative must report this to the office.

## **5. Wet weather Break**

During bad weather at break times, you must stay in the classroom. You may leave and go to the toilet but you must return to your classroom immediately afterwards. Playing with balls in the classroom is not allowed.

## **6. Toilets**

Keep the toilets clean and tidy. Clogging toilets and splashing water causes mess and is not fun. For visits to the toilet during the breaks, please use those in the Primary School assembly hall!

## **7. Canteen and lunch break**

### **For all pupils:**

- Please talk quietly in the canteen and do not play with food.
- Jackets, hats and games for the break have to remain in the cloakroom in front of your classroom.

### **Years 1 and 2:**

- You are accompanied to the canteen or the "Kaltessermensa" by your teacher. The kiosk only serves older children, so please do not bring any money to school.

### **Years 3, 4 and 5:**

- Go slowly and quietly to the canteen!
- After having eaten, go back to the schoolyard (in case of wet weather directly to the classroom).
- If you need your jacket/hat etc., please collect them from the cloakroom directly after having eaten.

## **8. End of the school day**

Your teacher will give you enough time to get ready before you go home. Therefore, only leave after the bell has rung. Remember that many children are using the stairways and exits at the same time and you must behave considerately without pushing and running!

If you have to catch the school bus, go straight to the bus stop and wait there on the sidewalk until your bus arrives. Do not climb on the wall, it is dangerous! Be particularly careful when there is snow and ice!

If a bus is late, let the supervising teacher know – he or she will accompany you to the office. If you are usually picked up by your parents and they are late, wait up to ten minutes and then report to the office.

## 9. General

- Electronic devices (such as I-Pods, Game Boys, etc.) are not allowed at school. Leave them at home!
- Mobile phones must be switched off during lessons, including breaks, and must be kept in the school bag. In case of several violations of this rule, mobile phones can be confiscated and deposited in the Primary School office. Parents will then be informed about this measure to ensure the safety on the way home.
- Bicycles, scooters or skateboards must not be used in the schoolyard!
- If there is something that makes you sad, tell your class teacher, a teacher you trust or go to the SMILE team (next to the office).
- **Everyone should feel comfortable at the European School Munich!**
- **To make this happen, we want to ensure that the pupils amongst themselves as well as the teachers and pupils treat each other with respect, kindness and trust.**

## 10. Compliance with the rules

These rules have been issued to make school life harmonious and pleasant for all. It is in your own interest to respect them. All teachers, not just your class teacher, have the right to remind you to follow the rules and to act in accordance with the discipline policy the Primary School. Thank you for always remembering the school rules and thus contributing a great deal to the well-being of the community!

## 11. Discipline Policy in the Primary School ESM

The basis for our discipline policy is the Rules of the European Schools (AZ: 2014-03-D-14-en-1 Chapter VI - Disciplinary)

### **Philosophy:**

*The European School Munich is committed to establishing partnership with all members of the school community in a tolerant and respectful atmosphere. Our aim is to promote the positive development of each child in both their personal and social areas. In case of misconduct, the school reacts immediately and deals with the individual incidents effectively. Misbehaviour is often a sign that a child needs help.*

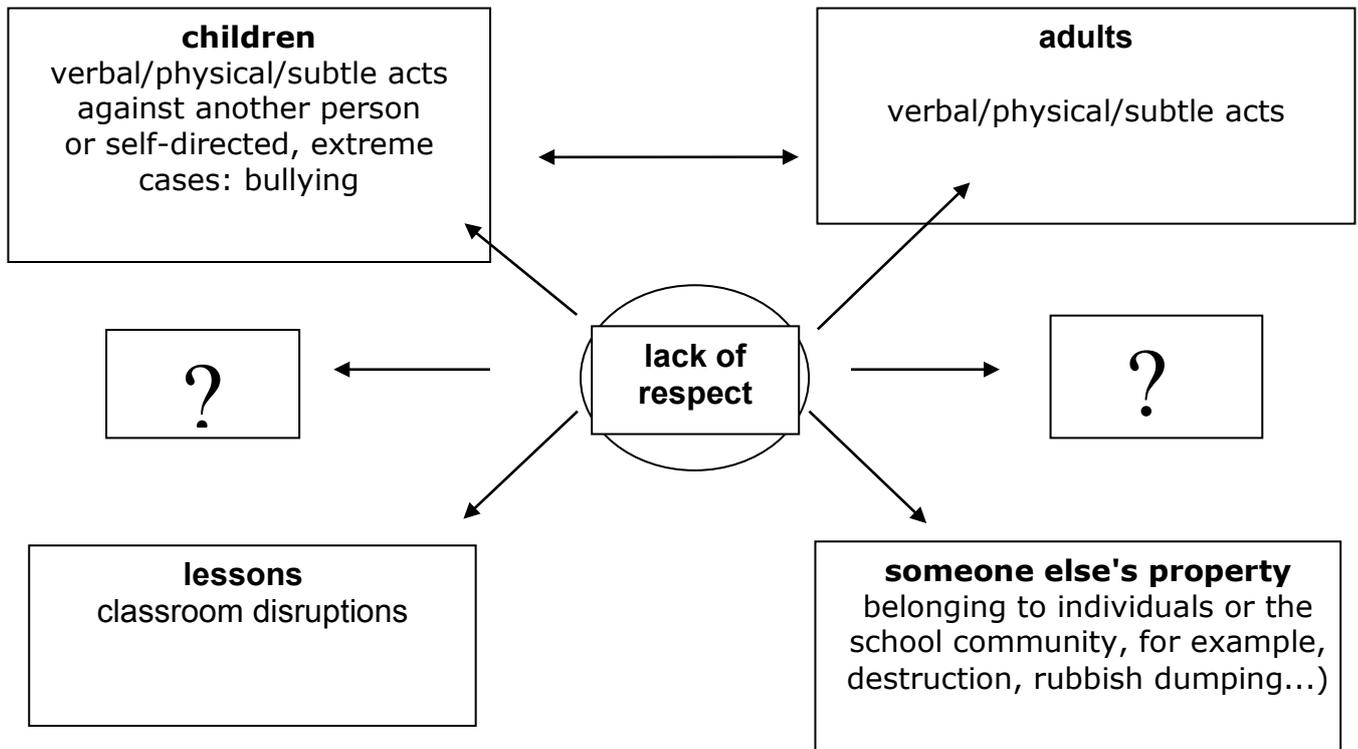
<b>Objective: Respectful behaviour</b>
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This includes:

- Individual appreciation of all members of the school community
- harmonious cooperation as the basis of a positive learning environment
- positive self-esteem
- order and discipline
- sense of community solidarity/consideration

**Each pupil's misconduct within the meaning of the overall aim of a peaceful and respectful cooperation in the school community is subject to a sanction.**

**Examples of misconduct:**



**The following stages of measures exist:**

**Stage I: Measures by (class) teachers**

- Talk with the child/talk with the entire group, finding the causes and trying to clarify them, involving the group in joint solution finding, if necessary apologies or involvement of support teacher
- Written documentation by the teacher
- Reasonable (written) assignment, which allows individual reflection of own misconduct, followed by behaviour proposal for the future, including, if necessary, parents' signature
- Compensation for damages where appropriate
- If necessary: written reflection of their own misconduct outside of school hours/during the break under the supervision of a teacher
- Conversation with parents
- Temporary exclusion from sports or swimming lessons, trips, school trips, etc. **as a logical consequence** of repeated misconduct with hazard potential (violations of safety rules)

- Work over written work in the break under the supervision of the teacher **as a logical consequence** of refusing to do work during school time

### **Stage II: Common measures of teachers, Smile Team and Director**

(in cases of serious or persistent misbehaviour of the pupil)

- Discipline sheet
- Conversation with parents
- Temporary exclusion from school by the Director in individual cases (up to 3 days)

Note: Discipline sheets are kept in the pupil's file for 2 years (for the transition), meeting minutes for 3 years.

### **Stage III: Measures of the Discipline Committee of the Primary School**

(single offense and very serious violation of school rules or constant misbehaviour of pupil)

1. First warning and/or consequences by the Director on a proposal from the Discipline Committee
2. Temporary exclusion from school on a proposal from the Discipline Committee for a maximum of 15 days

Note: All records of disciplinary conferences are kept in the pupil's file for 3 years.

### **Official documentation**

The entire evidence material (notes of the teacher, discipline sheet, minutes of meetings, discipline meetings ...) serves as the basis for the assessment of the pupil's social behaviour in the "multidisciplinary skills" section and the subject of "religion/ethics" of the pupil's annual school year report.

The report is an official document that the pupil requires when transferring to another school. The three-year evidence of minutes in the pupil's file is used for internal school purposes and in particular for the monitoring of the pupil's social behaviour.

### **Information**

- The school rules with the "concept of respectful behaviour" for social interaction in the school community can be found on the official website of the ESM. The parents must take note of this already on enrolment of their child.
- From the first week of school until the end of Primary School in year 5, the (class) teachers convey and demonstrate progressively to the children in daily interactions the importance of respect for people and the environment.
- On the first parents' evening, the class teacher discusses the Primary School's rules with the parents.

### **Parents**

The parents can view all meetings minutes of the school concerning their child. A request for this must be addressed in writing to the Director, with a copy to the class teacher and all other teachers involved.

Parents also have the right to consult with the Parents' Association. Parents may also request in writing for access to the pupil's file of their child.

See also:

**General Rules of the European Schools**

[http://www.eursec.eu/fichiers/contenu\\_fichiers1/278/2014-03-D-14-en-1.pdf](http://www.eursec.eu/fichiers/contenu_fichiers1/278/2014-03-D-14-en-1.pdf)

**Complaints board:** <http://schola-europaea.eu/cree/index.php>

## Discipline Sheet (Db-> Do better!)

Date	
Time	
Place	

Teacher	
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Name of pupil	
Description of misconduct or disrespectful behaviour	
Description of the agreement between pupil and school about desirable behaviour	
Opinion of the pupil regarding his/her misconduct and proposed solutions (notes from teacher - Director)	
Copy to	Teacher

	Parent	
	Deputy Director	

**Discipline Sheet** (according to stage II and III, discipline directive Primary School ESM)

The discipline sheet is an internal information sheet of the Primary School of the ESM regarding a misconduct of a pupil. Through the discipline sheet, the class teacher, the Deputy Director and the parents are notified of any inappropriate behaviour of the child. For the child, a discipline sheet means a strong message of lack of social behaviour in the context of school life.

The discipline sheet is kept in the pupil's file for two years and serves to monitor the pupil's future social behaviour.

**Content of the discipline sheet**

- description of pupil's misconduct by the teacher
- identification of the desirable behaviour
- agreement between the pupil and the school (Director, teacher) on future behaviour in relation to the misconduct
- Notice taken by the Director, class teacher and parents