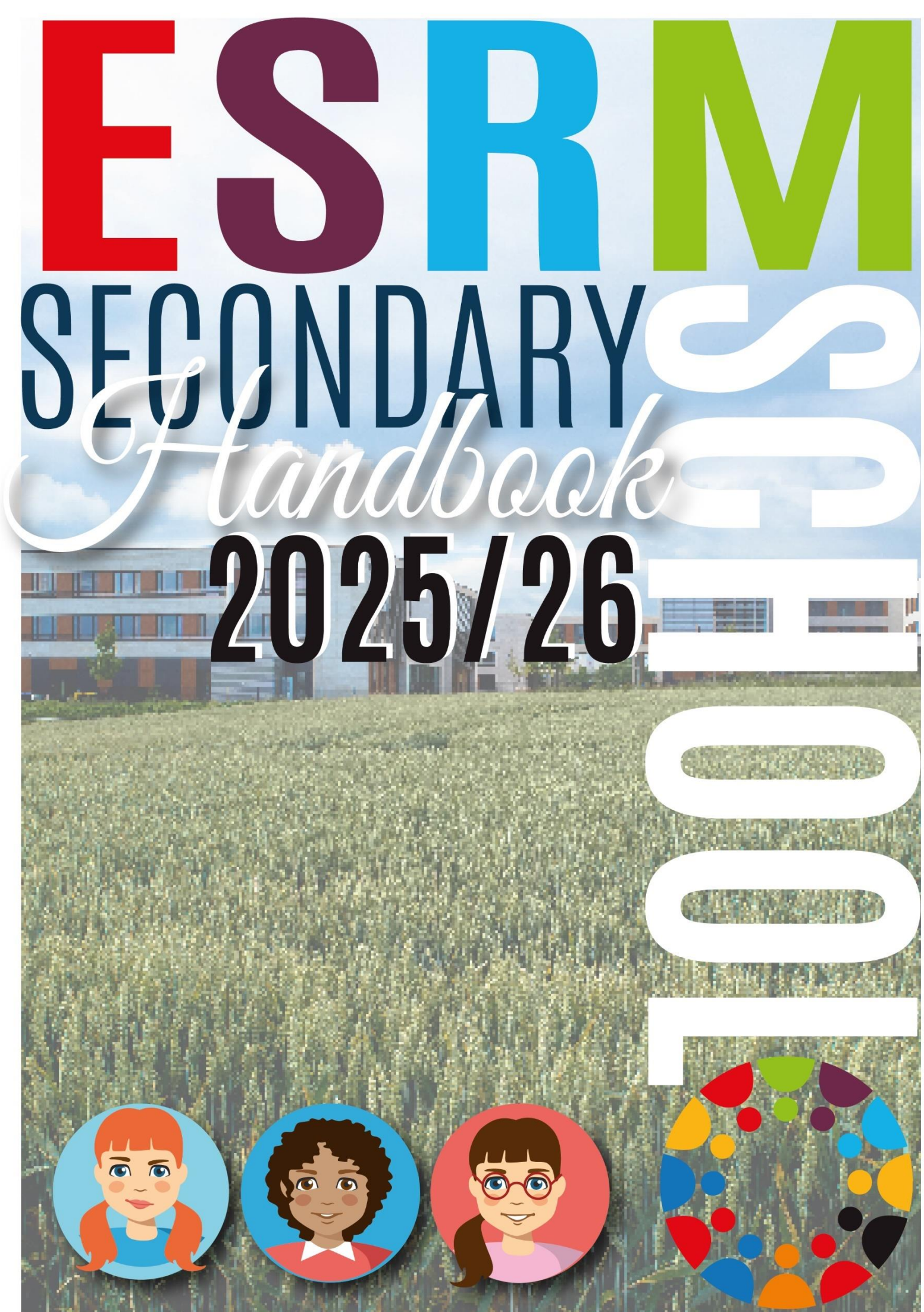




ESRM

SECONDARY

Handbook

2025/26

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1 Vision

Through **creativity, resilience, empathy** and a **positive attitude** we become innovative lifelong learners. We have **integrity**, act with **respect** and accept **diversity** in our daily lives. These ideals are the cornerstones of our common **European** and global identity.

Dynamic Cooperation

Positive Mindset

Innovative Instructions

We are one united school and offer an IB curriculum and EB track. We share the same facilities and same common rules and expectations.

In this handbook when referring to a year group, we include all students in that grade level from all language sections and both tracks, e.g. S1 = S1DE/S1EN/MYP1.

2 Contacting the School

You can reach the school during school hours as follows:

Phone: 06101 - 50566 – 0

E-Mail: info@es-rm.eu

PERIOD	TIME
Period 0	07:55 – 08:35
Period 1	08:40 – 09:25
Period 2	09:25 – 10:10
Period 3	10:14 – 10:59
Break	10:59 – 11:19
Period 4	11:19 – 12:04
Period 5	12:08 – 12:53
Period 6	12:53 – 13:38
Period 7	13:42 – 14:27
Period 8	14:31 – 15:16
Period 9	15:20 – 16:05
Period 10	16:05 – 16:50



3 Important Links and Contacts

European School RheinMain

(holiday/school calendar, booklists, curricula, download area, etc...)

www.es-rm.eu

European Schools

(curricula, General Rules, contacts of other Europeans Schools, etc...)

www.eurisc.eu

General Rules of the European Schools

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

particularly important are:

- Article 30 "Regular attendance at classes"
- Article 60 "School reports"
- Article 61 "Promotion to the year above"

iServ

e-mail system that is used by teachers and students to communicate

<https://es-rm.net/iserv/>

Timetable

timetable or subject choices-related questions

timetable@es-rm.net



Questions / Queries about...:

... permission to leave (not medical)	}	Director t.zijlstra@es-rm.eu
... to inform about student absences*		abwesend.sekundar@es-rm.net
... appointment with Co-Director/Director	}	Front Office info@es-rm.eu , ext.: -0
... new student IDs		
... appointments with Deputy Directors: Dr. Daniella Schmitt (S5-S7/DP) Alexandra Bebb (S1-S4/MYP4-5)	}	Mrs. Bustillos-Heuer (i.heuer@es-rm.eu, ext.: -35)

... absences	}	Pedagogical Advisors (pa@es-rm.net)
... administrative		
... cover		
... general enquiries		
... lockers		
... subject-related	}	Subject Teacher (name.surname@es-rm.net) list of all teachers in download area www.es-rm.eu
... homework		
... assessments		
... marks		
... general behaviour		
... class-related	}	Class Teacher (name.surname@es-rm.net)
... student's behaviour		
... student's well-being		
... daily school life		
... medical	}	School Nurse (health.centre@es-rm.eu) 06101 - 50566 - 16 (Mo-Thu: 08:00-15:30 / Fr.: 08:00-13:00)

*** IMPORTANT:** If a student is absent for more than two days, a medical certificate is required, which must be submitted at the Fish Tank when returning to school.
For students of S4 and above a doctor's note must be provided on the same day if a B-Assessment/exam/oral is missed due to an absence/illness.



If a student has an appointment out of school during the school day, a parent /guardian must write to abwesend.sekundar@es-rm.net. The student must let the Fish Tank know they are leaving. Only students on security's official list may leave by presenting their school ID card.

4 School Rules

Disciplinary Process

Behavioral incidents are dealt with on a case-by-case basis taking into account the whole situation, the students' reflection and previous behavioral incidents of a similar manner. Cases are handled by the PA Team and consequences are decided after discussion. Note that the consequences of other students will never be discussed. There is an escalation system if repeated behavioral incidents occur.

Understanding Consequences

When students break rules or refuse to follow them, consequences are given to help them learn to make better choices. The school uses these moments to encourage responsibility and reflection. Through respectful conversations, students are helped to understand how their actions affect others and why it's important to follow school rules. A clear description of disciplinary consequences can be found in the [General Rules of the European Schools - 2014-03-D-14-en-13.docx \(eursc.eu\)](#) in Articles 40, 41, 42, 43, 44. This does not replace our local school rules.

1. Respectful Behaviour

- Show respect to teachers, other students and all school staff.
- Use appropriate language; no rude or indecent behaviour.
- No discrimination, bullying, or abuse of any kind—zero tolerance.

2. Preparedness, Punctuality & Attendance

- Be prepared with materials and meet all deadlines.
- Carry your student ID and attend all lessons (including Learning Support).
- Skipping class or arriving late (more than 5 minutes) = detention.
- 3 unexplained lates = detention.
- Absences must be excused by parents through the appropriate channel (18+ may excuse themselves in writing).



3. Electronic Devices

- **Phones/Smart Watches:** Must be in the “PhoneLocker” during the school day. Any phones/smart watches discovered in the school will lead to decisive disciplinary measures.
- **Headphones:** Not allowed unless teacher gives permission during lessons.
- **Laptops/Tablets:** Only for learning in designated zones (S5/MYP5 and up). No social media.
- **MS Teams:** For school use only—misuse = possible ban.

4. Respect for Property

- Keep lockers secure; do not share PINs.
- Damaging lockers or stealing = detention or further consequences.
- Handle all school equipment with care—vandalism = suspension and cost of repairs.

5. School Grounds Conduct

- No use of primary playground by secondary students.
- Stay out of off-limits areas (e.g., stairwells, emergency exits).
- Leave eating areas (Mensa, outside in the school yard, around the fishtank area) clean or face community service.
- Scooters, skateboards, bikes: park only in designated areas; not allowed inside or on school grounds.
- No eating in classrooms or corridors—only in designated eating areas.
- No school bags in corridors or stairways—will be removed.
- No parking in staff car park; no walking through staff car park; no long-term parking in Drop & Go zone.

6. Study Periods & Areas

- Use study areas for quiet academic work, not socialising
- S6/S7: use study lounge responsibly or access will be removed/restricted

	Area
S1–S3	behind Fish Tank
S4	above Fish Tank
S5	outside Art rooms
S6/S7	study lounge



7. Dress Code

- No uniform
- Avoid revealing clothes, visible underwear, short skirts/shorts, belly/back-baring tops, and offensive prints.
- No hats inside
- Clothes should be shorter than length of fingertips - students may be asked to cover up or sent home.

8. Prohibited Items/Actions

- No littering, chewing gum, energy drinks, water pistols.
- No smoking, vaping, alcohol, or drugs—on or near school property.
- Posters/displays need management approval.
- Banned items: weapons, harmful objects, dubious literature.
- Possession of illegal drugs = **immediate expulsion**.

5 Good to Know

Library

- Library opening hours are posted on the door
- Use your student ID to borrow books
- Late returns = fines. Check return dates!
- Stay quiet and respectful during library lessons
- Updates from the library will be posted on the secondary students MS Teams channel

Materials

- Your teachers will tell you what materials you need for each subject at the start of the year
- Tipp-Ex is not allowed, especially in all assessments
- Use only black or blue ink in assessments, unless told otherwise
- For assessments/exams, you may need special school assessment paper (buy at the front office).

Nurse

- If you feel unwell, you must see the school nurse before going home.
- You need a permission slip from the Fish Tank to visit the nurse.
- No note = no nurse visit (you'll be sent back).
- Tell the nurse about any medicine you need to take.
- Known medical conditions must be reported at the start of the school year.



Teacher Absences / Cover Lessons

- Absences and cover lessons are posted on the Fish Tank screen by 08:30.
- Known absences are communicated on the Secondary Students MS Teams channel the evening before
- If a teacher has not arrived after 5 minutes, inform the Fish Tank.
- First lessons will only be covered if the school knows in advance
- You **cannot leave campus** during the day unless your parents have given written permission.
- Religion, Ethics, SEL, and Learning Support are not covered—go to the study area or Fish Tank.
- Period 9 is not covered unless told otherwise.

S6–S7

- No cover lessons—teachers send assignments via email or MS Teams.
- It's your responsibility to check the screen and your messages and complete the work.
- Contact your teacher if you have any issues.
- Use only laptops/tablets (not phones) in designated areas.
- You may leave campus during study periods or lunch.

School Restaurant

- Snacks are available at the Melomi lounge during breaks and lunch.
- No buying food during class time / consequences
- If you have booked a meal, use your student ID to collect it.
- Lost your ID? Ask for a replacement at the front office.
- Sign up for meals: www.melomi.de

Subject Choices

The subject choices are done **online** with the **deadline: 01.03.2026**.

Information about subject choices for all grade levels is communicated at various points in the school year to your parents.



Subject Choices Change Requests by the 26.09.2025

If you need to change a course at the start of the year (**by the communicated deadline at the end of September!**), please use the QR code for the change request. Only requests via QR code will be considered. Changes are processed based on time of submission. Queries/Questions, contact: timetable@es-rm.net



Valuables

- The school is **not responsible** for lost or stolen valuables.
- Leave valuables at home or locked in your locker.
- Do not leave phones, bags, laptops, or wallets in open areas.
- During exams, bags must go in your locker—not the sports hall.

6 General Information: Curriculum, Assessment and Report Cards

6.1 Curriculum

S1-S3 Observations Phase

- Most subjects are taught in the student's mother tongue (L1).
- In S1, students start learning a third language (L3) as a working language.
- In S3, Human Science is taught in the second language (L2).
- Latin is an optional subject starting in S2.
- There are no B-tests or long assessments during this phase.

S4-S5 Pre-Orientation Phase

- Compulsory subjects: Languages: L1, L2, L3; Sciences: Physics, Chemistry, Biology, Geography and History, Maths: Students choose between basic (4 periods) or intensive (6 periods)
- Optional subjects: Economics, Latin, L4 (a third foreign language), Art, Music, ICT

S6-S7 Orientation Phase – leads to the European Baccalaureate

- Students take compulsory subjects:
L1, L2, a science subject, Philosophy, Sport, Religion or Ethics, History, and Geography.
- Wide range of electives to choose from.
Many subjects can be taken as 2-period, 4-period, or advanced courses, depending on the student's interests and future plans.

Assessment and Promotion

- Students are assessed regularly
- Report cards with grades and learning targets are given four times a year.
- Evaluation is based on class performance and test results.
- Promotion rules are set by the Board of Governors.
- Students who do not meet the requirements may have to repeat the year.



6.2 Assessment

S1-S3 = grades (A-FX)

S4-S5 = numerical (half) marks

S7 = numerical (decimal) marks

	Grade	Numerical Mark	Numerical mark	Numerical mark	Performance
			1 decimal	2 decimals	Indicator
	S1-S3	S4-S5	S7	S7	
			preliminary mark	final mark	
Excellent though not flawless performance entirely corresponding to the competences required by the subject	A	10	9.0-10	9,00-10	Excellent
		9.0-9.5			
Very good performance almost entirely corresponding to the competences required by the subject	B	8.0-8.5	8.0-8.9	8.00-8.99	Very good
Good performance corresponding overall to the competences required by the subject	C	7.0-7.5	7.0-7.9	7.00-7.99	Good
Satisfactory performance corresponding to the competences required by the subject	D	6.0-6.5	6.0-6.9	6.00-6.99	Satisfactory
Performance corresponding to the minimum of the competences required by the subject	E	5.0-5.5	5.0-5.9	5.00-5.99	Sufficient
Weak performance almost entirely failing to meet the competences required by the subject	F	3.0-4.5	3.0-4.9	3.00-4.99	Failed
					(Weak)
Very weak performance entirely failing to meet the competences required by the subject	FX	0-2.5	0-2.9	0.00-2.99	Failed
					(Very weak)



6.3 Report Cards

Report Cards (see General Rules of the European Schools, Article 60,
<https://www.eurasc.eu/BasicTexts/2014-03-D-14-en-14.pdf>)

S1 - S6

- November: Report with grades and comments
- January/February: Semester report, if necessary with statement of the class conference.
- March/April: Report with grades and comments, possibly with reference to the existing danger of non-promotion.
Even if no warning is given about the risk of repeating the year, this does not guarantee that the student will be promoted, nor does it mean there was a mistake in the final promotion meeting.
If the student's legal guardians receive a warning about possible repetition, they must share any relevant information with the school that could affect the year-end class conference—without needing to be asked.
- July: annual report with the decision to promote.

S7

- The reports given to S7 students in October/November and April/May are indicative and are not officially part of the overall S7 grade.
- End of February: semester certificate
- Before the start of the written exams of the European Baccalaureate: notification of the preliminary grade

6.4 Promotion

Information on the Promotion in the European School System can be found in Article 61 of the general rules <https://www.eurasc.eu/BasicTexts/2014-03-D-14-en-14.pdf>. If there are any circumstances that could lead to a “special case”, they need to be communicated to the Deputy Directors of Secondary at least two weeks before the class councils takes place. Praise is issued at the class conference if all teachers agree unanimously.



7 IB Curriculum at ESRM

7.1 Middle Years and Diploma Programme

In depth, general information about the IB is found on the IBO website. School specific information about the DP and MYP is found on the general school website.

7.2 IB Assessment

Middle Years Programme Assessment Criteria

There are 8 MYP subjects that receive grades, which each have their own specific criteria as listed in the table below. For each assessment, students receive a clear rubric for guidance. Each criterion is assessed and assigned points. The points are added up and converted into a final grade from 1 (lowest) to 7 (highest).

The MYP e-assessment is optional.

Subject Group	A	B	C	D
Language & Literature	Analysing	Organizing	Producing text	Using language
Language Acquisition	Comprehending spoken and visual text	Comprehending written and visual text	Communicating	Using language
Individuals & Societies	Knowing and understanding	Investigating	Communicating	Thinking critically
Sciences	Knowing and	Inquiring and	Processing and	Reflecting on the
	understanding	designing	evaluating	impacts of science
Mathematics	Knowing and understanding	Investigating patterns	Communicating	Applying mathematics in real-world contexts
Arts	Knowing and understanding	Developing skills	Thinking creatively	Responding
Physical and health education	Knowing and understanding	Planning for performance	Applying and performing	Reflecting and improving performance
Design	Inquiring and analysing	Developing ideas	Creating the solution	Evaluating
Personal Project	Investigating	Planning	Evaluating	Communicating



7.3 DP Assessment

DP assessments measure how well you meet subject goals, including knowledge and skills.

Two types of assessments:

- **Internal Assessments (IAs):** Marked by teachers (e.g. orals, labs, projects, portfolios, presentations).
- **External Assessments:** Marked by IB examiners (e.g. final exams, Extended Essay, TOK essay, HL language essays).
- Terminal exams for the Diploma are centralised and produced by the IB and marked by independent examiners.
- The schedule is listed online on the IBO website.
- Each subject is graded from 1 (lowest) to 7 (highest).
- You take six subjects: usually 3 Higher Level (HL) and 3 Standard Level (SL).
- You can earn up to 3 extra points from the Extended Essay (EE) and Theory of Knowledge (TOK).
- The highest total score is 45 points. You need at least 24 points (plus other conditions) to earn the IB Diploma.

Report Cards

Students will receive one report card at the end of each semester (total 2 per year). The final report cycle results in a class conference of which the following promotion policy is applied:

7.4 Promotion Criteria

At the end of MYP5, students meeting the following criteria will be awarded the IB curriculum certificate of achievement and will be allowed to progress to the DP phase.

- All subjects must have a passing grade (above 3)
- A minimum of 15 points across Language and Literature, Math and Language Acquisition,
- Completion of personal project, IDU (Interdisciplinary Unit) and Service as Action (Duke of Edinburgh Award).



7.5 IB DP Promotion Criteria

Assessment in the DP

All students in DP 1 and DP 2 are assessed with grades from 1 to 7, with 7 representing the highest mark.

At the end of each semester in DP1 and the first semester of DP2, students complete assessments modelled on the official IB examination papers and marked using IB Grade Descriptors. DP teachers evaluate performance and assign a best-fit Exam Mark for each subject. Final grades of the second semester of DP2 are based exclusively on the official DP examinations in May.

In addition to the academic guidelines stated below, students must not have an absence rate higher than 10% to be promoted from DP1 to DP2 or to be awarded the IB Diploma. Exceeding a 10% absence rate for any reason may result in ineligibility for promotion to DP2 or for the awarding of the IB Diploma.

Promotion from DP1 to DP2

Promotion from DP1 to DP2 is contingent on meeting the following academic criteria, which are closely aligned with the official IB Diploma Award conditions:

- The student's total points are 24 or above.
- No grade of 1 has been earned in a subject (HL or SL).
- No more than two grade 2s earned (HL or SL).
- No more than three grade 3s or below earned (HL or SL).
- The student has gained 12 points or more on HL subjects (for candidates with four HL subjects, the three highest grades count).
- The student has gained 9 points or more on SL subjects (candidates with two SL subjects must gain at least 5 points at SL).
- The student has not received a penalty for academic misconduct from school or the IB.
- The student's absence rate is not greater than 10%.
- The student is on track to meet the Creativity, Activity, Service requirements.
- The student is on track to meet the requirements of Theory of Knowledge and the Extended Essay.

Students who do not meet the promotion criteria at the end of DP1 may be required to repeat DP1. The same conditions for promotion apply at the end of the first semester of DP2.



Diploma Programme Award Eligibility

To achieve the IB Diploma Programme Award at the end of DP2, students must meet specific IB criteria. Students must meet the following conditions to achieve the diploma:

- Meets the Creativity, Activity, Service requirements.
- Earns 24 or more total points.
- Is awarded a grade in all subjects, Theory of Knowledge, and the Extended Essay.
- Earns at least a grade 2 in all subjects (HL or SL).
- Earns no more than two grade 2s or below (HL or SL).
- Earns no more than three grade 3s or below (SL or HL).
- Earns at least 12 points on HL subjects. (For students with four HL subjects, the three highest grades count).
- Earns at least 9 points on SL subjects. (Students who register for two SL subjects must be awarded at least 5 points at SL).
- Has not received a penalty for academic misconduct from the school or IB.

Further details on the official IB Diploma requirements can be found [here](#) on the IB website. Further details about the recognition of the IB Diploma from the German Conference of the Ministers of Education and Cultural Affairs (*Kultusminister Konferenz*) can be found here in [DE](#) or in [EN](#).



8 Policies and Guidelines

8.1 Digital Devices

Digital Life / Social Media Apps / What's App/Use of Digital Devices

Mobile phones are not allowed to be used on the school grounds. Mobile phones must remain in the school bag or locker until the end of the school day. Unauthorised use of mobile phones will be sanctioned.

Students of S5 and above are allowed to use their own devices (laptops and tablets) in their study areas for educational purposes only. However, should this privilege be misused, this may be revoked. Should there be an emergency, the Fish Tank or school nurse will reach out to you.

Where parents allow their child to have a smart phone and access to Apps such as Whats App, it is important that they inform themselves of the legal rules and regulations and are aware of the age restrictions to use these apps, e.g. WhatsApp / TikTok, etc. We as a school cannot be responsible for what students do online outside or within our premises on their private mobile phones. Thus parents and students must exercise caution, due diligence and integrity. Parents have to accept that they have the legal and moral responsibility to supervise, inform and manage their children's use of digital media and communication. This includes the provision of mobile phones and relevant apps which they can use.

As with any serious bullying, discrimination, verbal or sexually motivated abuse within context of the school, a realistic option could also be permanent expulsion.

8.2 Educational Use of Artificial Intelligence in the Secondary School Policy

Purpose of the Policy

This policy outlines how Artificial Intelligence (AI) tools may be used responsibly in our school community. It ensures ethical use, academic integrity, and data protection, copyright and privacy

rights protection in accordance with German and EU regulations¹. This policy foresees collaboration between students, parents and teachers to ensure that AI principles are understood and used in the same way.

Guiding Principles

¹ Currently German Data Protection laws foresee that a minimal amount of data is shared on online platforms – AI works against this as it uses a lot of data digitally. Based on this principle, the use of AI in school/ during class is discouraged. According to German law only humans can possess copyright law on the content they have generated. The generation of content via the use of AI even when an own text/pictures/code/music is used as input deprives the content of copyright as it is machine-generated and not humangenerated. The use of AI can be a threat to privacy rights due to data-mining, deepfakes and impersonation, fake AI platforms, rise of dark AI models and illegal corporate use of private data. For further information see: HKM 2023 and AI Data Security Report 2025.



- Future-oriented: students need to be prepared on how to be successful in a digitalized world that uses AI.
- Transparency: All use of AI tools must be declared.
- Integrity: AI cannot replace independent student work in assessments.
- Data Protection: Tools that process personal data must comply with German/ EU General Data Protection Rules (GDPR).
- Pedagogical Value: AI use must support, not hinder, learning and critical-thinking.

Permitted Uses of AI

Students are discouraged from using AI in school, if AI is used, then closed AI systems are recommended (e.g. Copilot on MS Teams) and ethical guidance of teachers is necessary to ensure GDPR is followed. The European Schools acknowledge that students use AI at home to

deepen their learning. AI tools can be used to:

- Brainstorm ideas for essays or projects.
- Get explanations on academic material.
- Practice languages, digital and math skills.
- Practice problem-solving and critical-thinking skills.
- Draft codes or technical solutions (with citation).

Prohibited Uses of AI

Students and staff may **not** use AI to:

- Submit AI-generated content (text, images, codes, projects, presentations, music, videos) as their own work without disclosure.
- Use AI during exams.
- Use AI in assessments, unless clearly asked to do so by the teacher.
- Bypass learning activities or plagiarize.
- Process or share personal data of others without consent.

AI Use in Homework/ Assignments

- Students must clearly label any AI-generated content in the following way: In the creation of the following content (text/image/code/music/ video), (name of AI, e.g. ChatGPT) was used. I gave the following prompts/questions to navigate AI: 1._____, 2._____, 3._____.
- Teachers may ask for drafts or process documentation to establish the burden of proof of knowledge. Teachers may ask questions to assess further the independent work of students in projects. Teachers need to clearly state when homework/ assignments are given whether the use of AI is allowed or not.
- Unauthorized and/or undisclosed use of AI in assignments will be treated as academic dishonesty.

Teacher Responsibilities



- Teach students about responsible AI use.
- Raise awareness about the opportunities and risks of AI use.
- Design assessments that discourage AI use.
- Encourage critical thinking and verification of AI-generated content.

Data Protection

- Only tools that comply with GDPR may be used.
- No sensitive student data (grades, health, identity) may be entered into AI systems without legal basis and consent.

Violations and Consequences

Violations will be addressed in line with existing disciplinary and plagiarism policies.

Review and Updates

This policy will be reviewed regularly by the AI Working Group.

8.3 ICT Rooms Policy

To maintain the integrity of our equipment and ensure the best educational experience for all students, the following rules and guidelines are in place for all ICT Rooms in ESRM:

No Eating or Drinking in ICT Rooms

Eating and drinking in ICT Rooms is strictly prohibited to protect the equipment from damage. Students may drink water outside the classroom with explicit permission from the teacher.

Fixed Seating Arrangement

Students must sit at their assigned seats. Changing computers or switching seats is not allowed. The fixed seating arrangement ensures accountability and minimizes disruption.

No Playing of Computer Games

The use of computers in ICT Rooms is strictly for educational purposes. Playing computer games is not allowed.

Handling of Equipment

Students must not shift or move computer screens, keyboards, or mice from their designated positions. Exchanging or tampering with equipment is strictly prohibited to avoid damage and ensure proper functionality. If something is not working as it should, please raise your hand and inform the teacher.

General Conduct



All students are expected to treat the ICT equipment with care and report any malfunctions or issues immediately. Any intentional damage or misuse of equipment will result in disciplinary action as well as an invoice sent to the student's guardians to repair the damage. By adhering to these policies, we can create a safe, efficient, and productive learning environment for everyone.

Thank you for your cooperation in helping to maintain our ICT Rooms at ESRM.

8.4 Lab Safety Guidelines

To keep everyone safe in the lab, follow these important guidelines

General Rules

- Always act responsibly in the lab.
- Follow all instructions. If you are unsure, ask your teacher.
- Never work alone—your teacher must be present.
- Do not touch lab equipment or materials without permission.
- Only do experiments your teacher has approved.
- No eating, drinking, or gum in the lab.
- No running or pranks.
- Keep your workspace clean and tidy.
- Stay alert and report anything unsafe to your teacher.
- Never pour chemicals down the sink unless told to.
- Read all labels and equipment instructions carefully.
- Wash your hands after all experiments.
- Do not distract others or interfere with their work.
- Know where safety equipment and emergency exits are.
- If there is a fire drill during a lab, turn off equipment and close containers.

Protection

- Always wear safety goggles when working with chemicals, heat, or glassware.
- Do not wear contact lenses in the lab.
- Tie back long hair and avoid loose clothing or jewellery.
- Wear closed-toe shoes—no sandals.
- A lab coat or smock is recommended.
- Do not touch broken glass—use a broom and dustpan.
- Do not use cracked or dirty glassware.
- Ask your teacher if you are unsure how to use something.
- Do not put hot glass in cold water—it might break.



Accidents

- Tell the teacher about any accident or injury—right away.
- If someone is hurt, call the teacher immediately.
- If chemicals get in your eyes or on your skin, rinse with water for 20 minutes and get help.

Handling Chemicals

- All chemicals can be dangerous—handle them carefully.
- Do not touch, taste, or smell chemicals.
- Read labels twice before using anything.
- Only take what you need. Do not put unused chemicals back.
- Never take chemicals or materials out of the lab.

Heating Safety

- Only use a hot plate when your teacher is there.
- Keep hair, clothes, and hands away from heat.
- Hot glass can look cool—use tongs or gloves to be safe.
- Do not look into containers while heating.
- Let hot equipment cool on a heat pad before touching.

8.5 Guidelines in Physical Education (PE)

Sport Clothes

- Wear clean indoor sports shoes and appropriate sports outfit at a suitable length for PE.
- No watches or jewelry allowed
- Not following these rules or not changing clothes may lower your participation or grade.

Attendance and Absences

- Attendance is taken at the start of class.
- Students not participating must stay with the class (except for long-term cases).
- Bring a note if you cannot join PE:
 - Parent notes are valid for 2 lessons.
 - Doctor's notes are valid up to 4 weeks.
- No excuse or missing sports gear may lead to consequences according to school rules (General Rules of the European Schools, article 30).



8.6 Home Time Consent / Permission to Arrive Late or Leave Early

Secondary Students are expected to be in school for the whole school day, irrespective of the individual timetable. The only exception to this rule is described below.

Students who have permission from their parents will be allowed to arrive later or leave early if the student's timetable contains a regular (fixed on the timetable) free period or in case of a cancelled lesson at the start or the end of the school day.

The permission is given by parents via the parent portal.

Students do not have permission to leave if there is a free or cancelled period in the middle of the school day.

Students in S6 and S7 may additionally leave when they have a free period or lunch break by scanning (at Security) their student ID exclusively (no ID = no leaving school premises). Students must be on time for any lessons and events. This privilege may be withdrawn by the management should students:

- not be on time for lessons or events,
- loiter around the neighbourhood smoking and littering or being disruptive
- bring fast food or food for others into school.