



## School Regulations

### International German School Ho Chi Minh City (IGS)

## **Preface**

Our school can fulfill its tasks if the school board, school management, teachers, students and guardians work together in a trusting manner. These designated school regulations aim to promote this interaction.

The International German School HCMC (IGS) is a German Foreign School (DAS) recognized by the Foreign Office of the Federal Republic of Germany.

The educational institution of the institution is the charitable foundation Education and Trade (SBH) which is based in Germany.

Under Vietnamese law, IGS is recognized as a foreign cultural institution and is licensed by the Ministry of Education and Training (MOET) and the Department of Education and Training in HCMC (DOET) as an affiliated U6 school.

IGS is part of the partner school program (PASCH) and a member of the World Association of German Foreign Schools (WDA) and the Association of German Private Schools (VDP).

## **1. General information**

### **1.1 School profile**

IGS is a coeducational, intercultural learning place and welcomes children of all nationalities with the appropriate admission requirements.

It is subdivided into the **U6 area** (nursery, kindergarten, preschool), **primary school** (1-4), **secondary level I** (5-10) with orientation level (grade 5/6) and **secondary level II** (11-12).

During orientation, it is possible to acquaint oneself with the various requirements of the school. Classes are generally inclusive in all grades.

Special emphasis is placed on: multilingualism, sciences and the promotion of creativity, independence and responsibility (see school concept).

The starting point for the pedagogical work in primary and secondary school is curricula for a foreign exchange school. Secondary level is based on the curricula of the state of Thuringia. German curricula forms the basis of educational work in both the U6 area and the school. The teaching program is bilingual (German / English), with the main instruction of the lessons being in German.

In this way, substantive prerequisites for connection to the respective education systems in Germany, Austria and Switzerland as well as international programs are guaranteed.

Grades 11/12 provide for the introduction of the mixed language IB Diploma Program (GIB).

The Vietnamese Ministry of Education for Schools with International Orientation requirements for Vietnamese learners will be taught according to the relevant guidelines.

## 1.2 School aims

The final goal is the mixed language IB-Diploma, which enables students to gain access to university and a degree. Alternatively, students can participate in the course program as IB course candidates without an IB diploma examination. Examinations in selected IB subjects are possible. In this case students receive a certificate of successful completion in the chosen subjects as well as a diploma.

Examinations for the German Language Diploma of the Conference of the Ministers of Education (DSD) are held in grade 7 or 8 (DSD I) or in grade 11 or 12 (DSD II).

## 1.3 Student`s position

In order to fulfill the educational mission of the school, it is essential that students should be given the opportunity to participate in education and school life, that they are prepared to do so and that the students should be empowered to fulfill their rights and obligations. The school develops age-appropriate forms of participation of pupils.

The students are required to attend classes and all obligatory school events punctually to fulfill the school tasks as well as to follow instructions and information set by the school principal, teachers and other authorized persons as well as to act in accordance with the school philosophy (see guiding principles).

## 1.4 Responsibilities of parents/guardians

Education is a shared task of parents and school. Friendly and trusting communication between both parties is the prerequisite for good cooperation. Parents should regularly inquire about the development of their children. The school provides suitable information services such as information on events, parent consultations, flexible office hours and parents' letters. Through the parents representatives of the class and the parents' council, parents have the opportunity to support school development in an appropriate manner.

Parents must ensure that their child's school day is compulsory, that they are ready and willing to learn and properly equipped for the lesson. They share a responsibility to ensure that school property is treated with care.

In the event of damage due to disregard of rules or instructions, the parent / guardian assumes liability for their children.

The parents / guardians undertake to pay the school fees and other fees (see fee scale), which are determined by the school authorities on time.

## **2. Abmission and deregistration of students**

### **2.1 Registration and deregistration**

Apprentices of all nationalities are very welcome at IGS. The registration of the learners can be done all year round by the guardians. There are different admission requirements for the individual grades with regard to age, language skills and the required academic education (see order to include learners).

Admission or classification is based on academic criteria, language skills, age, previous school certificates, results of admission interviews, references and if necessary, placement tests. The school principal decides on admission and grading.

A pre-registration must be made in writing by the parent or the contracting party (also school contract / fee regulation).

A certificate can only be issued if the school has been attended for at least four months of the current school year. A shorter school attendance is confirmed; possibly an informal assessment is given. The students will not receive a certificate in this case.

Certificates or school attendance certificates will only be issued if the school's loans have been properly returned and all financial claims have been met.

### **2.2 Dismissal**

The students are dismissed from school if:

- the educational objective has been attained in accordance with their educational background (diploma)
- they are signed off in writing by the parents (remittance certificate)
- they are excluded from further school attendance due to an administrative measure (leaving certificate).

The parent / guardian ensures that all obligations to the school are complied.

### **3. School visit**

#### **3.1 School clothes**

Wearing the full, clean school uniform on campus or an IGS sports kit in physical education is mandatory for students grades 1-12. This applies equally to school events, excursions and public school appearances.

Participation in lessons without school clothes is not possible. IGS holds a limited stock of uni sizes, which are provided to the students in exceptional cases for the time of the class.

Should the students repeatedly come to school or school without wearing school clothes, the school will provide a set, which will be invoiced via the bookkeeping department.

Children in the U6 area must wear school uniforms (sportswear) during excursions and official appearances.

IGS expects a style suitable for the host country, stylish and according to the occasion appropriate appearance from it's employees.

#### **3.2 Lending of teaching and learning materials (ICT, books, etc.)**

Notebooks, iPads and IT accessories can be borrowed during the school day.

By 4:30pm, all equipment in the IT department must be returned. A loan after this time is only possible with signature of the respective area manager for each individual case.

Damage or loss of school equipment or IT equipment must be reported to the IT department immediately, but not later than 4:30pm on the same day.

If equipment or supplies have not been handled with care or are left unattended, those concerned will be suspended for the remainder of the school year.

Books can be borrowed during opening hours as well as during breaks for a period of up to 2 weeks. This loan period can be extended twice.

Failure to comply will result in an overdraft fee.

Students or their guardians compensate for possible damages or losses in the amount of the expense for a new purchase. The accounting department issues an invoice for this.

### 3.3 Entering the classrooms

The students gather with the first ring of the bell in their designated class areas. The students walk together with their teachers to the classrooms (from class 5). The subject rooms (science, music, art and crafts) may in principle only be entered with the teachers. The students are not allowed to be alone in the classrooms before and after class time. Students may only be in the classrooms during breaks with the explicit permission of a teacher. Courtyard, cafeteria, garden or forecourt are provided for this time as a place to stay. Throughout the rainy season, you have to pay attention to cleanliness when entering the premises.

Outside the classroom, as well as during extracurricular activities or self-study, the students are in the playground or in the library. The library is considered a room for nursing, food and drinks are not permitted. The playground may only be entered by the students in the presence of an authorized supervisor.

To ensure supervision, it is not permitted to leave the school grounds during school hours. Exemptions can only be approved by the school management. The use of the school's own pool is only possible with an authorized supervisor and the permission of a teacher.

### 3.4 Ringing of the bell

- Start / end of lessons
- Five minutes before the end of the breaks, there is a preclearing
- Emergency ringing: continuous ringing signal (see evacuation plan)

### 3.5 School absence

If due to illness or other reasons the student is unable to attend classes or cannot attend other obligatory school events, the parents must inform the school office immediately (at the latest 30 minutes before the beginning of the lesson).

In addition, if the student is absent for more than three days, a medical certificate will be required. This needs to be submitted via the school office.

For the U6 area, a written notification from the parents is sufficient



### **3.6 Exemption from lessons/ school events**

Exemptions for more than one school day are decided by the Headmaster. Applications must be submitted in written form via the classroom teachers, via the department heads with a corresponding form.

Exemptions for a longer period of time and especially in direct connection with the holidays are only possible in exceptional cases on the basis of a particularly justified request (see also 3.7 Rules for catching up missed lessons). If, due to unforeseen circumstances, students are prevented from returning in time for the holidays, this must be reported to the school office without delay, stating the reasons. The same applies if the period of exemption is exceeded.

Parents can submit a written request for exemption from sports / swimming lessons. This can be approved by the sports teacher for recognized reasons for individual units. Exemption from participation in sports / swimming lessons over a period of one week can only be granted if it is declared necessary by a medical certificate issued by a doctor. At the request of the school, it may be necessary to consult a medical officer.

### **3.7 Catching up of missed lessons**

Missed lesson contents must be caught up independently by the students.

The responsibility to find out about missed learning material for the classmates lies with the students or their legal guardians. There is an obligation of collecting the materials.

The subject teachers support the process.

Students receive a recovery period that corresponds to the illness or duration of illness, age and content to be collected. As a guideline: 50% of the illness duration should be made available for retrieval.

(Example: Student was ill for two weeks - Student has one week to rework the content.)

### **3.8 Catching up of missed exams**

Vocabulary tests and minor performance reviews will not be rewritten.

(See overview of the services to be provided in each subject - matrix). Guideline value for the time of reworking the students write down other classwork and / or tests; Presentations or similar forms of service delivery follow this pattern. The subject teacher coordinates an appointment with the student concerned. In the elementary school, the appointment is made if necessary with the parents.

For students, who do not attend the appointment to catch up with the performance check, no extra time will be provided for the reworking. Instead, find the performance review takes place at the next possible repeat / rewriting date of the school.

### **3.9 Homework**

Homework serves as consolidation, deepening and application, extension or preparation of teaching-related aspects. Homework should be coordinated with the age and level of performance of the students and prepared in such a way that they can handle it independently within a reasonable time.

Holiday assignments and homework over the weekend serve to stabilize the foreign language in the grades. Moreover, tasks of a repetitive and practicing character or tasks for exam preparation are desired.

## **4. Performance of the students**

### **4.1 Performance evaluation**

Performance assessments should provide orientation with regard to one's own learning progress or expected standards. All competences used to determine the benefits must have been practiced in the classroom. The aim of the performance assessment is to have the most balanced possible assessment of oral, written and other achievements based on the curricula or the standards laid down in the specialist and general teacher conferences and authorized by the school administration, taking into account the type of school. Performance assessments are made well over the entire school year. Learners will be informed in advance of the respective evaluation criteria. Conclusions for the learning behavior should be derived together with the students.

The dates for exams will be announced at least one week in advance.

The duration of exams is between 45 minutes and 90 minutes. In elementary school (1-4) a maximum of 2 exams is written, in lower secondary level I the maximum is 3 exams per week. A maximum of one exam per day should be written.

The exam tasks must be confirmed by the head of department no later than three days in advance. The graded class papers are submitted to the school management before returning them to the students and must be confirmed by the school management with a signature. Exams should be returned at the latest two weeks after the writing date. Parents use the opportunity to take note of exams and confirm their knowledge with their signature.

For dealing with missed works: see Point 3.7.

From class 3, the achievements of the learners are graded according to a six-grade grading system:

Very good (1): a performance that meets the requirements in particular

Good (2): a performance that fully meets the requirements

Satisfactory (3): a performance that generally meets the requirements

Sufficient (4): a performance that has shortcomings, but as a whole still meets the requirements

Unsatisfactory (5): an achievement that does not meet the requirements, but indicates that the necessary basic knowledge is available and that the deficiencies could be remedied in the foreseeable future

Insufficient (6): a performance that does not meet the requirements and in which even the basic knowledge is incomplete, so that the deficiencies could not be resolved in the foreseeable future.

In the case of unexcused absence or attempted cheating, performance assessments are graded "insufficient".

All notes are documented at least weekly in the gradebook.

Appropriate conversion factors will be used with the envisaged introduction of mixed-language IB in grades 11/12.

At IGS, the usual certificates, learning progress and development descriptions are compiled.

#### 4.2 Fraud attempts

If unauthorized aids or attempted deception are used in the course of a performance assessment, the responsible teacher may award the grade "insufficient" or order a repeat examination.

If a student contributes to an attempt to deceive, they will be excluded from further participation in the certificate of performance. The performance is rated "insufficient" in this case. Anyone who violates the regulations during the course of performance can be excluded from further participation in the assessment by the responsible teacher. In the case of an exclusion from further participation, the grade "insufficient" must be given.

#### 4.3 Certificates

In grade 1 and 2, verbal certificates are issued to learners every six months.

From year 3, students receive grades, which are reflected in the semi-annual or final year certificates. In addition to the grades, the end-of-year report contains an assessment of learning and social behavior.

The half-year grade consists of the partial grades of the respective subjects, which are weighted in percentages. The end-of-year grades are composed of the sub-grades of the entire school year. Should students leave the IGS during the school year, a referral certificate may be issued upon request.

An electronic and printed copy of the certificate will be deposited at the school. A reimbursement fee will be charged for reissuing a certificate in the event of loss.

The transfer or promotion to the next higher grade level, as well as the issue of grades, are regulated by the transfer order.

Decisions of the competent conferences in upcoming transfer cases and in order to organize are internal matters of the school. Appeals and complaints are treated in the school in its own responsibility.

As the concerned questions are mainly of pedagogical matters, the decision on the complaint will be made by the competent conference and decided by the headmaster in the last resort.



## 5. Disturbance of regulations

### 5.1 Infringement of rules

- The possession, trade and consumption of **alcohol and drugs** is prohibited amongst students.
- **Smoking, handling of open fire and unauthorized use of electrical equipment** is prohibited throughout the school premises (exceptions can only be granted by the school administration).
- The distribution and possession of **right-wing, violent, sexist ideas** or **pornographic media** is prohibited.
- **Bullying, racism, harassment, disregard of personal rights** is not tolerated and will lead to exclusion from the school community.
- It is not allowed to bring **animals** to school. Exceptions may be authorized for educational purposes by the school administration.
- It is **forbidden to enter the school grounds for school external persons**. Exempted from this are visits approved by the school management or any person authorized by them after prior registration at the school office.
- **Vehicles** must be parked in the designated places and may not block entry and exit. The **emergency exits and access roads are to be kept clear** in any case.

### 5.2 Regulatory and educational measurements

Policies and pedagogical measurements can be applied when members of the school community violate existing rules or regulations or endanger social interaction or a problem-free teaching. Policies are taken when necessary to ensure successful teaching and educational work or to protect the persons and property involved.

Educational measurements can be, for example:

- Conversation with the learners
- Student contracts / development plans
- Joint conversation with parents and teachers
- Appointment with special tasks that are suitable to show students their wrong-doing
- Compensation tasks

Regulatory measurements can be:

1. Oral warning
2. Entry in the class register
3. Written reference by the classroom teachers
4. Exclusion of special class or school events by the school management
5. Strict reference by the school administration
6. Temporary transfer to another class by the school management
7. Exclusion from lessons for a period of up to 6 days
8. Exclusion from lessons of up to 4 weeks by the teachers' conference and the school management
9. Threat of a school referral
10. Expulsion

The school is authorized to take away items from the students that interfere with the teaching or the order of the school. The decision on when to return the objects is made by the school principal or the persons instructed by the school management.

A binding to the order of the regulation measurements does not exist. Educational measurements take precedence over regulatory measurements.

Before deciding on regulatory measurements, the students have the opportunity to give their statement. Regulatory measurements (4 - 10) must be authorized by the school administration. The parents need to be informed about the corrective measurements.

## **6. Supervisory duty and liability**

### **6.1 Supervisory duty**

Beyond the opening hours of the school or supervised school events, such as excursions, the duty of supervision lies with the parents or guardians.

On campus, at school events, during school clubs, excursions or similar the instructions of the IGS staff or other persons in charge of supervision have to be followed.

### **6.2 Liability**

For valuables which students bring to school the school takes no liability. Parents are responsible for the damage to the school property caused by the students.

## 7. Health care

The school takes appropriate measurements to promote a healthy lifestyle and prevent health hazards. Parents and students have to comply with the school's related orders. This is the case, for example, with measurements to prevent the spread of infectious diseases. If infectious diseases appear in students, the homeroom teacher and head of school must be informed immediately. This also applies if the infectious diseases are initially detected only within the community (for example, measles, chickenpox, scabies, head lice, worms, etc.) The students need to be picked up immediately by the parents if this is required in the interest of prevention by the school. As long as there is a risk of infection, schooling is not permitted. Parents / guardians are responsible for ensuring the usual vaccine protection and regular medical check-up, including with regard to dental health. Medication may only be administered by parents upon written request of the parents and only in exceptional cases approved by the school management. For first aid in an emergency, the consent of the parents applies (see registration form).

## 8. School year

### 8.1 Holiday schedule and school events

The holiday schedule of the school as well as the other school-free days are authorized annually by the school principal and announced to parents within an appropriate time. School trips, excursions, festivals and the like are a special form of school events. Participation is usually mandatory.

### 8.2. School trips

School trips and excursions are approved by the principal and declared as a school event. For their implementation, the school management determines the responsibility and supervision.

### 8.3 Publication of text, image and sound media

Text, image and sound media produced by people at the school, at school events or selected moments in everyday learning can appear in the publications of the IGS with the authorization of the school management (eg. school homepage, newsletters, brochures, newspaper articles, yearbook, school Facebook pages, bulletin boards, radio broadcasts, television). Recordings can be archived and used in the form mentioned above.



## 9. Anti-corruption

It is not permitted to receive or give gifts that give the impression of a party or benefit.

### Final provision

These school regulations were put into effect on ... and confirmed in their revised version at the suggestion of the general teacher conference by the school management on 09.07.2018.

**Dirk Thormann**

Executive principal