



DEUTSCHE SCHULE
HO CHI MINH CITY IGS
INTERNATIONAL GERMAN SCHOOL

INTERNATIONAL GERMAN SCHOOL HCMC

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 school regulations work 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.

IGS is recognized as a foreign cultural institution under Vietnamese law. The school 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 co-educational, inter-cultural learning place and welcomes children of all nationalities who fulfill the appropriate admission requirements.

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

From the very beginning of their school career, students are taught the various requirements of the school. School values are integrated into all phases of the school.

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

The starting point for the pedagogical work in primary and secondary school is a curriculum for a foreign exchange school. Secondary level is based on the curricula of the state of Thuringia. German curricula form 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 taught in German.



In this way, required prerequisites for a transfer 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 objective

The final goal of attending the IGS is a mixed language IB-Diploma, which enables the student to gain access to a university and therefore, a degree. Alternatively, the 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, the student receives 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 Role of the students

In order to fulfill the educational mission of the school, it is essential that the student is given the opportunity to participate in education and school life and to be empowered to fulfill his/her rights and obligations. The school develops age-appropriate forms of participation of pupils.

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

1.4 Responsibilities of parents/guardians

Education is a task shared between parents and the school. Friendly and trusting communication between both parties is crucial. Parents should regularly enquire about the development of their child. The school provides suitable information portals through school-hosted events, parent consultations (with flexible office hours) and parent letters. Parents have the opportunity to be involved through the parent representatives of each class and the parents' council.



Parents must ensure that their child attends school at all times, that they are ready and willing to learn, and properly equipped for each lesson. They share a responsibility to ensure that school property is treated with care.

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

The parents / guardians will also pay school fees and other fees (see fee scale) on time.

2. Admission and deregistration of students

2.1 Registration and deregistration

Learners of all nationalities are very welcome at IGS. The registration of a student can be done all year-round by parents/guardians. There are different admission requirements for each grade with regard to age, language skills and required academic education (see admission regulations).

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 will determine final placement admission.

Deregistrations must be submitted in written form by the parent or the contracting party (see 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. For school attendances of less than four months, a confirmation will be issued. An informal assessment might be possible. 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 Commencing school and school dismissal

The students will graduate from school if:

- the educational objective has been attained in accordance with their educational background (diploma)



The students may leave the school or be dismissed from school if:

- 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 with.

3. Attending the school

3.1 School clothes

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

Participation in lessons without a school uniform is not possible. IGS holds a limited number of extra uniforms, which may be lent to students in exceptional cases.

Should the students repeatedly come to school without the correct attire, 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.

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 the signature of the respective teacher for each individual case.



Damage or loss of school equipment or IT equipment must be reported to the IT Department immediately, but no later than 4:30pm on the same day.

If school equipment or supplies have not been properly handled with care or are left unattended, those involved will be excluded from borrowing for the rest of the school year.

Books can be borrowed from the library during opening hours, as well as during breaks for a period of up to two weeks. This loan period can be extended twice.

Failure to comply will result in a fine.

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

3.3 Entering the classrooms

The students assemble with the first ring of the bell in their designated class areas. Students wait for their teacher to walk to their classroom (from class 5). All subject rooms (science, music, art and crafts) may only be entered with a teacher. The students are not allowed to be in a classroom without a teacher before or after classes. During breaks, students are only allowed to stay in a classroom if they have the permission of a teacher. The schoolyard, cafeteria, garden or forecourt are the areas provided for students to spend their break. Throughout the rainy season, special attention must be paid to cleanliness when entering the premises.

Outside of classes, as well as during extracurricular activities or self-study time, students are expected to be either in the schoolyard or in the library. The library is considered a room for seat-work. 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 school bell

- Start / end of lessons
- Five minutes before the end of the breaks, a first bell rings
- Emergency ringing: alerted by a continuous ringing signal (see evacuation plan)

3.5 Absence from School

If for some reason a 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/event).

In addition, if the student is absent for more than three consecutive days, a medical certificate will be required. This needs to be submitted to 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, and via the department heads with a corresponding form available from the office.

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 missed lessons). If, due to unforeseen circumstances, students are prevented from returning in time from the holidays, this must be reported to the school office without delay, stating the reason. The same applies if the period of exemption is exceeded.

Parents can submit a written request for exemption from sports / swimming lessons. The P.E. teacher may approve exemption for recognized reasons and for limited periods of time. Exemption from participation in sports / swimming lessons for more than one week can only be granted if attested by a doctor. If required by the school, the student must be examined by a public health officer.



3.7 Missed lessons

Missed lesson content must be caught up by the student.

The responsibility to find out about missed learning material lies with the student or their legal guardians. There is an obligation on the part of the student to collect all necessary materials needed for learning.

The subject teachers will support the process.

The student is granted a period of time to catch up on the missed lessons that depends on the duration of illness, the age of the student and the missed content. 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 catch up the content.)

3.8 Missed exams

Vocabulary tests and minor performance reviews will not be rewritten.

(See overview of the requirements for each subject - matrix). Within the granted catch-up period (see above) the student has to take all missed exams, presentations etc. The subject teacher schedules a date with the student to do so. For elementary school students, the date may be scheduled with the parents.

If a student is absent at the scheduled re-sit exam without prior notification, he/she will not be granted any more time for catching up. Instead, the re-sit exam will be held at the next possible time.

3.9 Homework

Homework serves as solidification, extension, and preparation of teaching-related subjects. Homework should be appropriate to 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 help the students to prepare for exams.



4. Performance of the students

4.1 Performance evaluation

Performance assessments should provide orientation with regard to students own learning progress or expected standards. All competences assessed in exams 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. The level of *Realschule/ Gymnasium* will be taken into account in assessments. Performance assessments are made well over the entire school year. Learners will be informed in advance of the respective evaluation criteria. Together with the students, consequences for individual learning routines will be discussed. 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.

Tasks used in exams 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 date of writing. Parents use the opportunity to take note of exams and confirm their knowledge with their signature.

For dealing with outstanding work: see Point 3.7.

Starting from class 3, student work will be graded according to a six-level evaluation scale:

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 as "insufficient".

All marks/grades 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/ cheating

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 is involved in a cheating attempt, he/she will be excluded from taking the exam. 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 feedback is issued to learners every six months.

From grade 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 is based on the partial grades the student has received in the respective subjects. The grades are weighted according to ratios. 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.

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

The assessment of students, as well as the issue of grading, are regulated by the assessment policy.

Decisions on responsible committees in promotion cases and regulatory measures are school-internal matters. The handling of appeals and complaints lies within the school's responsibility.

The above mentioned cases are mainly of pedagogical matters. Thus, the decision on the complaint will be made by the responsible committee and the school principal.

5. Disturbance of regulations

5.1 Violation 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.
- No **animals** may be brought to school. Exceptions may be authorized for educational purposes by the school administration.
- Non-authorized individuals are not permitted **on the school premises**. Visitors must be approved by the school management or any authorized person. They must be registered by 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** at all times.

5.2 Regulatory and educational measures

Regulatory and educational measures will be taken when members of the school community violate existing rules or regulations or endanger social interaction or a problem-free teaching. Regulatory measures are taken if necessary to ensure successful teaching and educational work or to protect the people and property involved.

Educational measures can be, for example:

- Conversation with the learners
- Student contracts / development plans
- Joint conversation with parents and teachers
- Assignment of special tasks that are suitable to show students their wrongdoing
- Additional tasks/assignments to compensate for wrongdoing

Regulatory measurements can be:

1. Oral warning
2. Class register entry
3. Written reprimand by the classroom teachers
4. Exclusion of special class or school events by the school management
5. Strict reprimand 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 imposed by the teachers' conference and the school management
9. Threat of expulsion from school
10. Expulsion from school

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.

The order of the regulatory measures is not compulsory. Educational measurements take precedence over regulatory measurements.

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

6. Supervisory duty and liability

6.1 Supervisory duty

The school is not responsible for student supervision before or after the opening hours of the school, before or after supervised school events, e.g. excursions. The duty of supervision lies with the parents or guardians when the school is closed.

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

6.2 Liability

The school cannot be held liable for valuables which students bring to school. Parents are responsible for the damage to the school property caused by the students.



7. Health care

The school takes appropriate actions to promote a healthy lifestyle and prevent health hazards. Parents and students have to comply with the school's related orders. For example, this is the case with measures to prevent the spread of infectious diseases. If a student falls sick with an infectious disease, the homeroom teacher and school principal must be informed immediately. This also applies if a person living with a student has an infectious disease (for example, measles, chickenpox, scabies, head lice, worms, etc.) If required by the school for reasons of disease prevention, the students need to be picked up by his/her parents immediately. As long as there is a risk of infection, the student may not attend school. Parents / guardians are responsible for ensuring the usual vaccine protection and regular medical check-up, including dental health care. Medication may only be administered by school staff upon written authorization of the parents and only in exceptional cases, if approved by the school management. For first aid in emergency cases, a written authorization of the parents is needed (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 etc. are a special form of school events, and participation is 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 IGS, during school events or selected moments in everyday learning may appear in IGS publications 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

No teachers, management, staff or any pupils are permitted to receive or give gifts that benefit themselves or a third party.

10. Suggestions and Complaints

Suggestions and complaints should be brought to attention in a respectful way to the relevant heads of departments, division heads, school management, parent or student representatives. Suggestions should contribute to the school development in the form of constructive proposals.

Final provision

These school regulations were put into effect on 09.10.2012 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