

## School Rules of the German School Shanghai

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## 1. General

### 1.1 Scope

The School Rules of the German School Shanghai follow the guidelines of the Federal Government's "Framework Programme for Foreign Cultural Policy in the School Sector" of 14 September 1978 and the "Position of the Standing Conference of the Ministers of Education and Cultural Affairs on the Framework Programme for Foreign Cultural Policy in the School Sector" of 18 January 1979, in their respective current versions. These Rules were enforced by the Board of the German School Society Shanghai on 23 January 1996.

### 1.2 School Mission and Educational Goals

The School teaches students the German language, content based on German curricula and transmits an updated image of Germany in its manifold aspects. Furthermore, the School commits to familiarising its students with the culture and language of the People's Republic of China and, to the extent possible, fostering personal and cultural ties and mutual understanding through extra-curricular activities.

The School should be able to offer students an educational path that is suited to their individual abilities. It therefore has the responsibility to impart knowledge and skills that will allow each student to think independently, and will encourage the student's sense of personal achievement and social development.

It is the School's role to educate students to assume their responsibility toward others, to help them recognise ethical norms and values, to be tolerant, and to respect the opinion of others. Imparting educational content and values corresponds to the School's educational goals. Learning goals and lesson organisation is based on rules set by the Federal Republic of Germany and the host country. Teaching in Orientation Level (classes 5 and 6) and Secondary School I (classes 7 to 10) is structured around Gymnasium guidelines. There is an internal differentiation of teaching for Realschule and Hauptschule students. Their performance is also evaluated differently.

### 1.3 Purpose of the School Rules

The School can only fulfil its duties, if the School Authorities, the School Director, teachers, students and guardians/parents (hereinafter "parents") work together with mutual trust. Acceptance of the School Rules reflects this cooperation.

### 1.4 Additional Rules

The School also has other rules (e.g. House Rules, Rules for Student Participation, Rules for Parental Participation, Kindergarten Rules).

## 2. Position of Students at the School

In order to fulfil the educational and social duties of the School, it is vital that students have the opportunity to participate in the structuring of lessons and in general school life, that they are prepared for the same, and that they are made capable of assuming their rights and duties within the School context.

## 2.1 Students' Rights

Through their participation in classes and their cooperation in structuring lessons and school life, students (depending on their age and abilities) contribute to putting their right to an education into action. In particular, students have the right:

- to be informed about any matters concerning them,
- to be taught according to their potential and to be advised on questions they might have regarding education,
- to complain if their rights are restricted,
- to be heard before any disciplinary action is taken.

## 2.2 Students' Duties

It is only possible for the School to achieve its educational goals and fulfil its function if students participate regularly in all lessons and compulsory School events.

Students are obliged to follow the instructions and orders of the School Director, teachers and others with authority within the framework of lessons and in the interest of the smooth running of the School. In this way, students contribute to creating and maintaining the order needed to achieve the School's goals and to ensure harmony all around.

## 2.3 Student Participation

As part of its role in raising a child, it is the School's task to make students capable of sharing the responsibility of structuring lessons depending on their age, and to promote their participation in school life. The School creates the conditions to make this possible and has developed ways for students of all age groups to participate. The publication of the Student Newspaper is a collaborative effort between students and the School Management.

## 3. Parents and the School

### 3.1 Cooperation between Parents and the School

Raising and educating a child is a common task shared by parents and the School. It is therefore key that parents and the School work closely together and duly agree upon matters, so that difficulties that threaten to interfere with the child's school development can be avoided.

The School advises parents on educational and pedagogical issues. It provides insight into rules and guidelines, arranges consultation sessions and organises Parent-Teacher Nights and Parent Meetings.

Parents support the School in educating their child. Therefore, they must work in conjunction with teachers and the School Director, and must take an interest in their child's behaviour and academic performance.

Parents must ensure that their children fulfil their obligation to attend classes, that they are properly equipped for lessons and that they respect School property.

Parents commit to paying school fees and any other fees that may be decided upon by the School Authorities punctually.

Applications for school fee waivers or reductions together with an explanation of the relevant circumstances should be submitted to the School Director, who will then present the same to the School Authorities for a decision.

### 3.2 Parental Participation

Parents are required to join the School Society. This makes it possible for them to influence the decisions of the School Authorities and to participate in the Society's work. Further details are included in the Society's Articles of Association.

In addition to collaborating in the School Society, parents will also be given the opportunity to participate in practical School activities where possible. The creation of the Board of Parents per class and the Joint Board of Parents contributes significantly to the same (see Point 1.4).

## 4. Registration and Deregistration of Students

### 4.1 Registration

Students must be registered by parents or a representative. The documents requested by the School must be submitted at the time of registration.

### 4.2 Admission and Deregistration

The School Director decides whether a student shall be admitted and to which class. If an entrance exam is required, this decision shall be made together with a committee of teachers from within the School. German proficiency is a prerequisite for students to be admitted. Exceptional cases are decided by the School Director together with the School Society Board.

The rules of the Standing Conference of the Ministers of Education and Cultural Affairs must be considered with regards to the admission of students who wish to receive a German diploma.

As a rule, German students whose parents do not live in the host country shall not be admitted. This applies to students of legal age as well. In justified cases, the School Director decides together with the School Society Board with respect to students of classes 1 to 8. For students of class 9 and above, the parent's application, together with the opinion of the School Director, is presented to the Central Office for Overseas Schools for a decision.

In addition to German proficiency, students seeking admission to class 1 must have compulsorily attended a Kindergarten for both pre-school years before admission to Primary School. These admission conditions can only be waived in cases where satisfactory justification is provided. The decision is taken by the School Director based on approval by the School Society Board. These guidelines for student admission were stipulated by the School Authorities in conjunction with the School Director and were approved by the Federal Foreign Office.

Parents shall receive a copy of the School Rules at the time of registration. They accept these Rules by providing a written confirmation of receipt.

Students wishing to leave the School must be deregistered in writing by the parents. Students shall receive a School Leaving Certificate if they leave the School during the school year.

#### 4.3 Leaving

Students shall leave the School when:

- they have achieved the educational qualification that concludes their school career;
- they are deregistered in writing by their parents;
- they are expelled due to disciplinary measures. In the first case, students receive a Qualification Certificate; in the other cases, a School Leaving Certificate.

### 5. School Attendance

#### 5.1 Attending Lessons and School Events

The obligation to attend lessons also requires students to adequately prepare for lessons, participate in them, complete assigned tasks, and have the necessary text and exercise books at hand. Students who decide to join an optional subject or a club must participate regularly for the period of time determined by the School. Exemptions are left to the discretion of the School Director.

#### 5.2 Absence

If a student is sick or is unable to attend classes or any other compulsory School event, it is necessary for parents to inform the School. On resuming attendance, students must provide a signed note from their parents explaining the length of and the reason for the absence.

In special cases, parents may be requested to provide a doctor's note.

#### 5.3 Absence from Lessons and other School Events

Permission for absence from individual lessons can only be granted by the subject teacher concerned. The Class Teacher may grant permission for a single day of absence; the School Director must be contacted in all other cases. Absences for longer periods, especially immediately before or after school holidays will only be granted in exceptional cases. Parents assume all responsibility for a student's possible drop in academic performance due to long periods of absence. If a student is unable to return from holidays due to unforeseeable circumstances, the School Director should be informed immediately.

#### 5.4 Exemption from Physical Education

Students can only be exempt from participating in Physical Education if a written request for the same is made by their parents. A longer exemption from participating in Physical Education or part thereof (e.g. swimming lessons) can only be considered if it is justified by a doctor's certificate. The School Director approves all exemptions.

### 6. Student Performance, Homework and Promotion

#### 6.1 Performance and Work Methods

It is a teacher's pedagogical responsibility to assess a student's academic performance. Teachers must thereby consider the relevant instructions and assessment methods determined in the Departmental

and Joint Conferences. Several skills based on oral, written and practical work shall be considered when determining the final grade. All skills that are considered while determining the final grade must have been practised in class. The Joint Conference sets the rules regarding assessment techniques and dealing with cheating attempts (Annex I).

## 6.2 Homework

In all subjects, the major part of the work is done in class. Homework is an extension of the work covered in class, and serves as revision, practice and preparation. The scope and difficulty of homework shall be adapted to the age and academic abilities of students.

Homework must be prepared and set such that students are able to complete it individually and in an appropriate amount of time.

In order to push students without overburdening them, all subject teachers of a particular class shall agree upon the amount of homework to be assigned amongst themselves. The Class Teacher or the School Year Director ensures this coordination. Homework will normally be checked and discussed in class.

## 6.3 Promotion

Promotion to the subsequent school year and the distribution of certificates is determined according to the Promotion and Certificates Rules, which are adopted by the Joint Conference and communicated to the School Authorities. These Rules are then presented to the Federal Government-Länder Committee for Schools Abroad for approval.

## 7. Violating School Rules and its Consequences

School life and lessons require a degree of order to allow the educational process to continue uninterrupted. Disciplinary measures can be taken against students when they knowingly break School Rules or legal norms. Disciplinary measures should only be taken when they are necessary for educational reasons or to protect the integrity of persons or property.

It is the teacher's pedagogical duty to explain the necessity and use of rules and to thus help strengthen students' sense of social responsibility. The Rules, therefore, do not apply independent of the School's educational duties and pedagogical responsibility toward each and every student.

Educational measures have priority over all other disciplinary measures. Their use must be proportionate to the misdemeanour in question. The Teachers' Conference compiles an up-to-date list of relevant educational and disciplinary measures (see Annex II).

Collective measures, corporal punishment or any other measure that may be considered degrading is not allowed.

## 8. Supervisory Duties and Liability of the School

### 8.1 Supervisory Duties

The School is obliged to supervise students during lessons, breaks and free lessons, during participation in School events, as well as for a period of time before and after lessons. This supervision

is done by teachers or other individuals entrusted with this responsibility. They can include parents who have volunteered for the same, individual students who have been assigned special responsibilities by the School or other School employees. All students must follow the instructions given by these individuals.

## 8.2 Insurance Protection and Liability

The School Authorities take out liability insurance for their teachers, employees and staff. The amount of this liability insurance is based on the conditions for public liability in the People's Republic of China.

Parents are therefore required to take out their own insurance to cover accidents and liability for the travel to School, the time in School and other risks.<sup>1</sup>

The School is not responsible for the loss of valuables brought to School by students.

## 9. Health Care at the School

The School takes measures to guarantee healthy conditions on the School premises. Parents and students are also expected to follow the School's instructions in this regard. Should a student contract a contagious disease or should there be a breakout at home, the School Director must be informed immediately, who shall then take necessary action.

## 10. Academic Year and School Trips

### 10.1 Academic Year

The academic year begins on 1 August and ends on 31 July.

Holidays as well as any other non-instructional days are determined annually by the School Director together with the School Authorities, and are communicated to parents in a timely fashion. Regulations of the host country and German guidelines must be taken into consideration in an appropriate and school-related way when setting these dates.

### 10.2 School Trips

School excursions and trips, which are considered School events, are governed by rules laid down by the School and approved by the School Director. Responsibilities and supervision duties during such trips must be determined beforehand.

## 11. Rules for Students of Legal Age

Within the School Rules, the School can put in place special regulations for students who are of legal age, especially if these regulations are provided for in the host country.

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<sup>1</sup> Due to existing rules in the People's Republic of China, insurance applications by the German School Shanghai to foreign insurance companies have been rejected to date. If offered other options, the School Authorities shall undertake liability for the travel to School as well.



The School assumes that parents still have the right to act on behalf of their child of legal age, unless the student expressly informs the School of the contrary. In this case, the copy of the School Rules bearing the parent's signature shall be countersigned by the student who has attained legal age.

## 12. Treatment of Objections and Complaints

1. Decisions made in the various Conferences with respect to academic promotion and disciplinary cases are, in principle, internal matters of the School. The School will deal with objections and complaints at their own discretion.
2. If a parent raises an objection against the decision of the Promotion Conference, the Joint Conference shall decide whether the objection shall be considered. If the objection is admitted, the decision of the Promotion Conference shall be replaced by the decision of the Joint Conference.
3. The same procedure shall apply to objections raised by parents against decisions of the Class Conference.

This amended version of the School Rules was deliberated by the Joint Conference and adopted by the Board of the School Society of the "Deutsche Schule Shanghai" on 24 September 2001. It replaces the School Rules of 23 January 1996.

After approval by the Federal Government-Länder Committee for Schools Abroad (BLASchA) in March 2002, these Rules have been enforced by the Board as of 21 May 2002.



Shanghai, 21 May 2002

For the Joint Conference

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School Director

For the School Society Board

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Chairperson

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Deputy Chairperson

## Annex I

### Academic Assessment, Academic Certificates, Cheating

#### 1. Academic Assessment as a Pedagogical Task

Academic assessment is a pedagogical task. The School guides its students to ensure that they are conversant with the curriculum requirements, the evaluation and assessment of their performance, and the necessity for the same.

Performance is essentially assessed on the degree to which a student has met the requirements of a task. In addition, and especially in Secondary School I, individual performance in relation to peer performance, individual progress as well as motivation will also be considered while assessing the student's performance.

Academic assessment helps students recognise their personal achievements and allows them to compare their performance against that of their classmates. It also allows teachers to evaluate the success of their methods and to take the ensuing results into consideration in future planning.

#### 2. Grades and Points System

As long as the School is not bound by rules in the host country, students' performance is assessed based on the six-grade system, with the grades very good, good, satisfactory, average, below average and unsatisfactory. The grades are defined as follows:

Very good	1	A performance that expertly meets all the requirements of the task
Good	2	A performance that meets all the requirements of the task
Satisfactory	3	A performance that meets the general requirements of the task
Average	4	A performance that has some deficiencies but meets the requirements of the task as a whole
Below average	5	A performance that does not meet the requirements of the task but the basic knowledge has been acquired and the deficiencies could be overcome in the foreseeable future
Unsatisfactory	6	A performance that not does not meet the requirements of the task and is lacking basic knowledge to an extent that it would be impossible to overcome these deficiencies in the foreseeable future

The term “requirement” in these definitions refers to the scope of the task, the student’s independent and correct application of knowledge as well as presentation skills.

In the new Gymnasium Senior Level, a points system is also used alongside the grades system.

The following key applies for the conversion of the six-grade system to the fifteen-point system:

15 / 14 / 13	Points based on grade trend	Grade 1
12 / 11 / 10		Grade 2
9 / 8 / 7		Grade 3
6 / 5 / 4		Grade 4
3 / 2 / 1		Grade 5
0		Grade 6

### 3. Oral Presentation Skills

Alongside written work, different types of oral presentation carry their own weight in the assessment of how school work is prepared and the extent to which lesson goals are achieved. Oral presentation skills shall be considered appropriately during the assessment of academic performance.

The details of the same shall be determined by the Joint Conference.

### 4. Written Presentation Skills

Written assessments (class or course assignments, written tests, written compositions) must be conducted periodically over the academic year based on the progress of the learning process. They shall underpin the requirements of the curriculum, shall be based on what is taught in the class room, and shall not be unrealistically difficult.

The number of class assignments for each class in each subject over the course of the academic year, depending on the curriculum and number of lessons for the subject, shall be determined by the Joint Conference.

Students shall be informed about the number of written assessments at the beginning of the academic year. Dates for these assessments shall be decided in advance jointly by teachers of all subjects.

As a rule, students shall be informed about class or course assignments in advance. Should more than one third of a class get a below-average grade, the School Director shall decide, in consultation with the subject teacher, if the assignment is considered valid or invalid.

### 5. Conditions based on School Year

In the Lower and Middle Level, the teacher can ask for the subsequent late submission of a written assignment when the deadline has been missed, or the resubmission of a written assignment if a proper performance assessment would not be possible otherwise.

If a student in the Senior Level misses the deadline for submission of a written assignment without valid justification, that part of the performance assessment shall be graded 'unsatisfactory.' In the case of absence due to unavoidable circumstances, the student should be given the possibility to resit the written assessment. A doctor's certificate is required for absences due to illness.

## 6. Cheating during Written Examinations

If a student cheats, tries to cheat or helps in cheating, the teacher invigilating the examination or the subject teacher shall decide upon the measures to be taken, depending on the severity of the cheating.

For comparison purposes, the Joint Conference has put in place disciplinary measures and rules which will be consulted when a case of cheating arises.

The following can be considered:

- A warning coupled with one of the measures described below;
- Confiscating the written assessment without evaluation, where the student can also be given the possibility to repeat the assignment with another topic or task from the same teaching unit;
- Confiscating the written assessment and evaluating only the part of the assignment not affected by the cheating;
- Confiscating the written assessment and grading it 'unsatisfactory'.

Should the student refuse to repeat the assignment or attempt to cheat once again, the assignment is automatically graded 'unsatisfactory'.

Provisions in the Exam Rules about cheating remain unchanged.

## Annex II to the School Rules of the German School Shanghai

### Possible Educational and Disciplinary Measures

Educational measures can include:

1. Oral admonishment
2. In-depth discussion with student or parents
3. Assigning specific tasks that are suited to show students the error of their ways.

Disciplinary measures include:

1. Note in class book
2. Written warning
3. Warning of suspension from classes or other School events
4. Temporary suspension from attending School, where the maximum length of the suspension period is decided by the Joint Conference (maximum 12 school days recommended)
5. Suspension from specific School events
6. Warning of expulsion from the School
7. Expulsion from the School.

Before deciding on a disciplinary measure, the student – for measures 4 to 7, together with a teacher of his/her choice and his/her parents as well – shall be allowed to provide an explanation.

### Deciding on Disciplinary Measures

- 1 and 2 by the teacher concerned
- 3 to 5 by the Class Conference or the School Year Conference
- 6 and 7 by the Joint Conference together with the School Authorities

All measures, except 1 and 2, must be recorded in the student's file and communicated to the parents.

Conditions can be attached to admonishments and warnings.