

**DEUTSCHE BOTSCHAFTSSCHULE TEHERAN
GERMAN EMBASSY SCHOOL TEHRAN**

SCHOOL REGULATIONS

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I. GENERALITIES

For the purposes of readability, only the male gender form is used in this document.

The Deutsche Botschaftsschule Teheran (the German Embassy School Teheran) is known below simply as the School and the Verein Deutsche Botschaftsschule Teheran (the German Embassy School Teheran Association) as the school board. Parents means birth parents, step-parents or other legal guardians.

Section 1

Remit and educational objectives of the School

- (1) The School teaches pupils the German language, German education curriculum and a realistic image of Germany in its manifold aspects, as well as the language and the culture of the home state. In this way, it enables them to have a fertile encounter with other cultures and educates them in the principles of cosmopolitanism, international understanding and the ethos of peace.
- (2) The school aims to offer its pupils an educational path commensurate with his abilities. It therefore has the responsibility to impart knowledge and skills to allow each pupil to achieve independent thinking, and to encourage his personal and social development.
- (3) Lessons will be taught in a classroom setting, irrespective of nationality or the gender of the pupils. The option of participating in the voluntary afternoon programme is performed half-yearly, and remains binding for this period.
- (4) Refer to the mission statement of the School for further details.

Section 2

Structure of the School and the purpose of the School Regulations

- (1) The School comprises a kindergarten, a primary school, lower secondary level ("Sekundarstufe I"), upper secondary level ("Sekundarstufe II", or upper "Gymnasium" level), with the "Sekundarstufe I" split into the educational courses "Hauptschule" (basic general secondary education), "Realschule" (more extensive general secondary education) and "Gymnasium" (intensified general secondary education). It operates according to the principle of partially compulsory day school, according to the list of definitions of the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany - Statistics Commission - from 2011. An international department is attached to the School.
- (2) The School can only fulfil its remit, if the school board, the school principal, pupils and parents work together on the basis of mutual trust. These School Regulations are intended to serve this purpose.



Section 3

Pedagogic quality management and support measures

- (1) All those persons involved in the arrangement of the School shall continuously keep up to date with new pedagogic and didactic knowledge and experience, transferring tried and trusted aspects into their daily work, allowing the changes necessary in this respect, thereby seeking a continuously positive development of the School.
- (2) For pupils with deficits, especially in German or foreign languages, the School shall offer remedial lessons to the necessary extent, in order to facilitate the integration of these pupils into the relevant subject. The School may demand a reasonable fee for remedial lessons. The details are set out in the School's Remedial Plan.

II. POSITION OF THE STUDENTS IN THE SCHOOL

Section 4

Generalities

The fulfilment of the educational and social duties of the school essentially depends on the pupil be able to take part in the structuring of the teaching and the life of the school life, and that he is ready for this, and that he is made capable of recognising his rights and duties in line within the remit of the School.

Section 5

Rights of pupils

By taking part in lessons, and their involvement in structuring lessons and the life of the school, pupils contribute — in line with their age and abilities — to the realisation of their right to an education. Pupils have the right, in particular,

- a) to be completely and promptly informed about any matters concerning him,
- b) to be kept informed about their performance, and to be advised about issues connected with their time at the school,
- c) to be allowed to complain about any infringement of their rights,
- d) to be heard prior to the application of any disciplinary measures.



Section 6

Duties of Pupils

- (1) Pupils are obliged to regularly attend lessons, and to take part in the School's other compulsory events. Through this, it is possible to achieve the educational objective and to fulfil the academic tasks.
- (2) The pupil is obliged to follow the instructions and orders of the school principal, the teaching staff and other persons in positions of authority. In this way, they contribute to the establishment and maintenance of the order necessary for the fulfilment of the School's objective and co-existence within it.

Section 7

Pupils' involvement

- (1) One aspect of the School's educational goals is the remit to make pupils become co-responsible, and in particular, to enable their participation in lessons in accordance with their age, and to encourage their involvement in the life of the School. The school establishes the conditions for this, by designing methods for all years, by which pupils can become involved. By working together in special committees and work groups, pupils can participate in activities that are meaningful to them and the School, and which have effects over and beyond the narrow framework of the School (e.g. in social assistance activities).
- (2) The pupils' involvement as per (1) is realised, particularly through the election of class representatives, year representatives and the pupils' representative (head boy/girl). The further details are regulated by the rules on the pupils' involvement in the school.
- (3) At the start of each school year, all the pupils in the secondary levels shall elect a trusted teacher to act as their counselling teacher. This individual shall provide advice and support to the pupil participation bodies in the fulfilment of their tasks.
- (4) A school newspaper or sixth-form magazine may be published following consultation between the pupils and the school administrators.

III. PARENTS AND THE SCHOOL

Section 8

Co-operation between parents and the school

- (1) The teaching and raising of the pupils is the common task of the school and parents. The most important thing therefore is that parents and the school work together closely, and reach agreement in good time, to prevent difficulties that threaten to interfere with the educational



development of the pupil.

- (2) The school advises parents on school-related and pedagogical issues. It affords the right to inspect rules and guidelines, arranges consultation periods with teachers, and organises parents' open days and parents' nights.
- (3) Parents support the school in its educational remit. Therefore they work together with teachers and the school principal, and seek out information concerning their child's behaviour and academic performance.
- (4) Parents undertake to ensure that the child fulfils his obligation to attend school, that he is properly equipped for the lessons and that he respects school property. Parents also undertake to punctually pay school fees, as well as any other such fees set by the school board.
- (5) Unless provided with a written notice to the contrary, the School shall assume that it may equally turn to either of the legal guardians.

Section 9

Parents' involvement

- (1) Parents are called upon to join the School Association and take part in the life of the association. They provide them with the opportunity to take part in the decision-making of the school board. The details are set out in the Association's Constitution.
- (2) In addition to being members of the School Association, parents are also given the chance to participate in the School's practical activities, howsoever appropriate. This is supported, first and foremost, by the establishment of parents' councils for each school year, together with a Parents' General Committee. The parents' council is the representative body for the parents, and it actively participates in the life of the school, by submitted requests, proposals or suggestions to the school administrators or the school board. The parents' council will draft a constitution for itself.
- (3) The school principal will report to the parents' council on all matters of general importance to the School.

IV. ADMISSION AND DE-REGISTRATION OF CHILDREN

Section 10

Admission

- (1) The school is open to pupils of every nationality and gender, provided this is not contrary to the law of the Islamic Republic of Iran.
- (2) Every pupil in the German department must be able to follow lessons largely conducted in the German language. Admission is therefore conditional on knowledge of German commensurate with the relevant age and the entry level. The school principal may allow exceptions, if it may be



anticipated that the shortcomings identified in each case, can be rectified through suitable remedial measures within the reasonable period of time.

- (3) Pupils without at least one parent or other such legal guardian resident in the area in and around Tehran or its surroundings are not eligible for admission. The school principal is responsible for ruling on exceptions in accordance with the resolution of the 239th BLASchA (Federation-Länder Commission for Schools Abroad) of 28/29. 3. 2006.
- (4) After hearing the competent head of year, the school principal shall decide on the admission, the assignment to a grade level and the classification within a course of education. Admission may be made dependent on the prospective pupil taking an admissions test; the decision rests with the school principal. The school principal may set a probationary period, following which the panel of tutors will decide on whether the School will retain the pupil, and into what grading he will be assigned. Admissions of pupils seeking to gain a German school-leaving qualification must be based on the regulations of the Standing Conference of Ministers.
- (5) (2) correspondingly applies to the International Department with regard to the English language.

Section 11

Registration and deregistration

- (1) A pupil is registered by his parents or a representative, by completing the forms provided by the School. Original copies of the following proofs must be presented at this time:
 - a) the pupil's passport
 - b) proof of the father's nationality, if necessary
 - c) the two most recent references, as a minimum requirement and, where relevant, the leaving certificate of the last school attended; with a certified translation, where necessary
 - d) the approval of the Iranian General State Department for Schools, if necessary
the School shall make copies of these proofs, to keep for its records. Pupils will only be provisionally admitted if these proofs are submitted out-of-time.
- (2) A fee is charged for the enrolment.
- (3) The registration is legally effective following payment of the enrolment fee and, at the very least, the first instalment of the school fees.
- (4) Parents will receive a copy of the School Regulations at the time of the registration. Their written confirmation of receipt constitutes their acknowledgement of these regulations.
- (5) A pupil may leave the school following a written deregistration made by the parents.



Section 12

Leaving school

A pupil will be removed from the School's enrolment,

- a) once he has reached the educational objective corresponding to his educational path,
- b) if he has exceeded the specified maximum permissible time for his educational path,
- c) if the parents have deregistered him,
- d) if he is expelled from school as a disciplinary measure ,
- e) if the school fees are not paid when due.

The pupil will receive a graduation certificate in the first instance, and a school-leaving certificate in all others.

V. ATTENDANCE

Section 13

Mandatory attendance and period of stay

- (1) The mandatory school attendance means that pupils must be punctually present in the relevant classroom, be prepared for the lesson, perform the tasks assigned to them and have the necessary teaching and working materials ready to hand. A pupil's enrolment in an elective subject or a work group obliges him to regularly attend for the period stipulated by the school. The school principal will decide on possible exceptions.
- (2) The pupils' mandatory school attendance also extends to the School's extracurricular events, insofar as the school administrators have declared that their attendance is mandatory.
- (3) The obligation to attend the primary school is usually for a period of four years. The transfer to the secondary level Sekundarstufe is permitted, if the target of the final year of the primary school has been achieved.
- (4) The obligation to attend the secondary level is five years. The School may extend the mandatory attendance of those pupils who have not achieved the target set for the Hauptschule.
- (5) The maximum time permitted to stay in classes 5 to 9 is eight years; pupils in the upper Gymnasium level are subject to the provisions set out in the Guidelines on the German International Abitur Examinations, as may be amended from time to time.



Section 14

Absence

- (1) The parents must inform the school, inform, if their child is unable to attend classes or any other compulsory school events due to illness or some other reasons. This applies particularly if a pupil is unable to return punctually to school from his holidays, due to unforeseen circumstances. If a pupil is absent from school due to a contagious disease, or an infestation of pests, this reason must be stated when submitting the notice pursuant to the 1st sentence. Absences will be noted in the class register.
- (2) Upon returning to school, the pupil must, no later than the third school day, present a written notice from the parents detailing the reasons for and the length of the absence. If this notice is not provided, or is provided out-of-time, the absence shall be deemed as not excused and will be noted in the class register.
- (3) Presentation of a medical certificate may be demanded in special cases; the parents will bear the necessary costs this entails. The School may demand that the medical officer of the German Embassy Teheran be called upon.
- (4) Certificates issued for the primary school and the secondary level I will set out the number of excused and unexcused teaching periods missed. This does not apply to graduation certificates.
- (5) Upon a special resolution adopted by the report card conference, the information pursuant to (4) 1st sentence may be omitted from a school-leaving certificate.

Section 15

Leave of absence

- (1) The relevant teacher may grant a leave of absence from individual teaching periods. The class tutor may grant a leave of absence up to one day of class, the head of year up to five days of class, with the school principal having the final decision in all other cases. Leaves of absence for longer periods of time or directly connected to the school holidays are only possible in particularly justified exceptional cases.
- (2) A written application accompanied by reasons must be submitted at least five days in advance for leave of absence that fall under the competence of the head of year or school principal. A written decision will be issued to an application submitted in writing. The written documents described in the 2nd sentence and 3rd sentence will be entered in the file.
- (3) The applicant assumes the responsibility for any possible drop in results connected with the leave of absence. This consequence will be noted in the letter of approval.
- (4) In the case of longer leaves of absence, the panel of tutors may decide not to issue grades for individual subjects or, in exceptional cases, to suspend the decision to transfer the pupil to the next level.



Section 16

Exemptions

- (1) A pupil may only be exempted from attending sports classes if this is beneficial to the pupil's state of health and this is proven by way of a medical certificate.
- (2) Pupils may only be wholly or partially exempted, temporarily or permanently, from attending a class in individual subjects, or from other compulsory school events in particularly justified exceptional cases. An exemption can be only granted in response to an application submitted by the parents in good time. If the reasons given are health-related, a medical certificate must be presented in the case of an exemption for more than five days of class. A verbal application may be in urgent cases.
- (3) The exemption will, in each case, be granted for no longer than one school half-year, and may come with conditions attached.
- (4) Section 14 (3) and Section 15 apply accordingly.

VI. STUDENT PERFORMANCE AND TRANSFER

Section 17

Student Achievement and Assessment

- (1) The teacher has the pedagogic responsibility of assessing a pupil's academic performance. In doing so, he takes into consideration the applicable regulations and the benchmarks determined by the competent committees. The assessment of performance will be based on a wide range of oral, written and practical types of work. In general, all the work performed by pupils in connection with a class will be used for the assessment of that subject.
- (2) Performance assessment enables the pupil to identify his performance level and compare it to the performance of others. It enables the teacher to verify the effectiveness of his teaching, and to take this into account for his future planning.
- (3) The School will assist the pupils to become familiar with the requirements of the syllabus, and with the determination and assessment of their performance, and to be aware of the necessity of this assessment.
- (4) The assessment will take into account the type of school (Grundschule, Hauptschule, Realschule, and Gymnasium) and the pupil's age group.



Section 18

The grading system

- (1) Pupils' performance will be assessed up to and including class 10, on the basis of a six-level system with the following grades

<i>Very good</i>	Performance meets and exceeds all requirements.
<i>Good</i>	Performance meets all requirements.
<i>Satisfactory</i>	Performance generally meets requirements.
<i>Adequate</i>	Performance exhibits some shortcomings, but still meets the requirements overall.
<i>Deficient</i>	Performance does not meet requirements, but shows that the necessary basic knowledge has been acquired, and that the deficits can be rectified within a foreseeable period of time.
<i>Inadequate</i>	Performance does not meet the requirements, and in which even the necessary basic knowledge is missing, and that deficits cannot be rectified within a foreseeable period of time.
- (2) The term "requirements" as used in (1) primarily refers to the level of the achievement of a learning requirement, i.e. the central themes, competencies, objectives and contents defined in the curriculum, especially to the relevant extent, the independent, accurate and process-based application of the required knowledge, abilities and skills, as well as the nature of the presentation. The assessment also includes, particularly in Sekundarstufe I, the relationship to the learning group within which the performance is delivered, the pupil's individual academic progress and his attitude to work.
- (3) Provisional grades are permitted - except in certificates
- (4) In Classes 11 and 12 of the Gymnasium, instead of using the grading system described in (1), pupils' performance will be assessed on the basis of the points system defined in the Regulations for the German International Abitur Examinations, as may be amended from time to time.

Section 19

Homework

- (1) In all subjects, the major part of the work will be done in class, of which homework is an extension. Its purpose is to reinforce the knowledge learned in class, and for the practice, consolidation and application of the abilities and skills acquired by the pupil, as well as to encourage an independent and self-reliant method of working.
- (2) Homework must be directly connected with the lesson, and will be adapted in accordance with the scope and the level of difficulty of the performance capacity of the class. It will be prepared



and set so that the pupils can complete it independently within a reasonable period of time.

- (3) The teachers of a class will agree on the extent of homework set, in order to encourage the development of pupils, but so as not to overextend them. The class tutor and the head of year will ensure agreement is reached on this aspect. As a general rule, homework will be reviewed and discussed during the class. Up to and including Class 9, pupils will use exercise books to enter their homework; these will be regularly checked by the relevant teachers.

Section 20

Oral assessment work

- (1) Alongside written work, oral forms of academic work have their own role in engaging with the subject matter and ensuring the efficiency of the teaching. Oral assessment work will be appropriately taken into account as part of the overall performance assessment.
- (2) Presentations delivered orally are deemed to be oral assessment work, even if these are based on prepared written work.
- (3) To provide a basis for issuing a certifiable grade, all oral assessment work will be appropriately combined into one oral grade.

Section 21

Written assessment

- (1) Written assessment work comprises class work and written tests or written compositions not presented orally. They will be distributed evenly across the school year in accordance with the progress of the learning process, and be based on the requirements of the syllabus. They are based on the taught lesson, and will not entail any artificial increase in the level of difficulty.
- (2) Prior to the return and discussion of written work, new written work may not be assigned in the same subject; nor may it be assigned on the same day as the prior work is returned.
- (3) To provide a basis for issuing a certifiable grade, all written assessment work will be appropriately combined into one written grade.

Section 22

Class tests

- (1) Class tests provide an indication of the effectiveness of the teaching and the level of knowledge of a class or individual pupils, and point towards necessary remedial measures. These are therefore usually set following the elaboration, consolidation, practice and application phases. They should be returned and discussed within ten class days following their completion.
- (2) The subject committees will determine the number of class tests to be written in the relevant



subjects during the school year, taking into account the grade level, the syllabus and the number of teaching periods in the subject.

- (3) Pupils will be informed of the number of class tests at the start of the school year. The teachers will coordinate all the dates as part of the pre-planning; the class tutors are ultimately responsible. The maximum number of class tests written per day is one, and no more than two class tests within the same week. At least one week's advance notice will be given of pending class tests and course week.

Section 23

Tests

The contents of a test will generally be based on the teaching period immediately preceding it, or will provide an indication of the degree to which homework (see Section 19) has been effectively completed. The time allocated for the completion of a test is usually up to twenty minutes; 30 minutes is permissible in exceptional cases.

Section 24

Procedure in the case of absences

- (1) If a pupil is excused from completing a written work, the relevant teacher will decide if the pupil should subsequently complete a corresponding work, or if the pupil's performance can be determined and assessed by another method.
- (2) If a pupil refuses to complete a written work or is absent without excuse at the time such work is being performed, an "inadequate" grade will be awarded.

Section 25

Procedure in the case of cheating

- (1) If a pupil is found cheating, attempting to cheat or aids cheating, the invigilating teacher or the subject teacher will decide upon the measures to be taken; the following may be applied (among others):
 - a) Warning and threat of the imposition of the one of the measures described below;
 - b) The written work is ended without a grade, whereby the pupil may be afforded the opportunity to resit the work with a new set of topics and tasks from the same teaching unit;
 - c) The written work is ended and proportionate assessment of the part completed, to which the cheating does not relate;
 - d) The written work is ended and an "inadequate" grade issued.

The pupil will be awarded an "inadequate" grade, if he refuses to resit the work, or if he is found cheating during it.

- (2) The provisions concerning cheating, as set out in the examination regulations remain unaffected.



Section 26

Certificates and transfer to the next grade level

The transfer to the next higher grade level and the issue of certificates is regulated by the transfer regulations.

VII. DISRUPTION OF PROPER ORDER WITHIN THE SCHOOL

Section 27

Basic principles

- (1) Educational and disciplinary measures support the realisation of the School's educational and development remit, the fulfilment of the mandatory school attendance requirement, the maintenance or proper order within the School, as well as the protection of persons and property within the School.
- (2) Part of the teacher's educational remit is to explain the necessity for and the purpose of school regulations, thereby helping pupils to concur with the need for proper order within the School and to act accordingly.
- (3) Educational measures have priority over other disciplinary measures.
- (4) Educational or disciplinary measures may be taken when a pupil infringes a rule applicable to him. Such measures should be designed to strengthen the pupils' sense of social responsibility. Their use must be in proportion to the infringement. Collective measures, corporal punishment, or any other degrading measures are strictly prohibited.

Section 28

Educational measures

- (1) Educational measures may include a verbal warning, a meeting between the teacher or the class tutor or the head of year or the school principal, and the pupil and his parents, in order to have a detailed discussion, a target agreement is made concerning the pupil's change in behaviour,
 - (2) or the pupil is assigned a special task designed to help him understand the nature of his misconduct.
- (2) The warning may be accompanied with conditions.
- (3) A memo on the content and outcome of the meeting with the parents will be entered into the



pupil's file. The same applies to the target agreement, if this is made in writing.

Section 29

Disciplinary measures

- (1) Possible disciplinary measures include:
 - a) Detention lasting up to two teaching periods in length
 - b) A reprimand is entered in the class register
 - c) Written reprimand
 - d) Threat of exclusion from lessons or other school events
 - e) Exclusion from individual school events
 - f) Exclusion from lessons for a maximum of ten school days
 - g) Threat of expulsion from the school
 - h) Expulsion from the school
- (2) Measures set out in (1) b) to g) may be accompanied by conditions.
- (3) Any two of the measures described in (1) a) – c) may be combined with one another.
- (4) One of the measures described in (1) e) – h) is especially permitted or advisable if a pupil has infringed his duties through serious or repeated misconduct, and this endangers the fulfilment of the School's remit or the rights of others. The pupil may only then be expelled from the School, if the pupil's continued presence in the School would raise concerns about a risk to education and teaching, health or safety within the School.
- (5) In particularly serious or urgent cases, the school principal may expel the pupil with immediate effect from a particular School event or from lessons for a maximum of six school days; the class tutor and the head of year should be heard first. A decision in accordance with Section 30 must be taken no later than by the fifth school day. Any opposition to a measure described in the 1st sentence will not have any suspensory effect.
- (6) There is no obligation to adhere to the sequence of measures as listed in (1).

Section 30

Procedure in the case of disciplinary measures

- (1) The individual teacher, the class tutor, the head of year or the school principal may decide on measures pursuant to Section 29 (1) a) – c), possibly in conjunction with Section 29 (2). The decision concerning measures pursuant to Section 29 (1) d) – h) shall be taken by the panel of tutors.
- (2) The pupil should be heard before any decision is taken regarding a disciplinary measure. In case described in Section 29 (1) e) – h) and concerning minors, the pupil must be accompanied by his



parents and, if he so chooses, by an adult adviser. This individual must be identified to the school principal at least two school days prior to the committee meeting pursuant to (1) 2nd sentence; the principal will then decide if the adviser will be admitted to the proceedings. The decision as described in the 2nd sentence is final.

- (3) Measures pursuant to Section 29 (1) c) – h) will be recorded on file and, in the case of minors, notified to the parents. Pupils of adult age will be personally informed by way of a letter sent by recorded delivery.
- (4) In the case of measures pursuant to Section 29 (1) e), f) and h), the written decision must be accompanied by a notice on legal remedies, with a filing period of five school days.
- (5) Objections shall have no suspensory effect, unless explicitly permitted by the committee pursuant to (1) 2nd sentence.

VIII. DUTY OF SUPERVISION AND ACCOUNTABILITY OF THE SCHOOL

Section 31

Duty to supervise

- (1) The school must supervise its pupils during class, breaks and free periods, during school events and for a reasonable time before and after the beginning of lessons.
- (2) The supervision will be performed by teachers or other persons entrusted with the task. Pupils are bound to follow the instructions issued by these individuals.

Section 32

Insurance cover and liability

Upon their admission to the School, pupils are insured by the School against accidents occurring on the way to school, during lessons or when taking part in other voluntary or compulsory school events. Parents will be informed about the terms and conditions of the insurance. The School is not liable for items brought into the School by pupils.

IX. ACADEMIC YEAR, SCHOOL TRIPS

Section 33

The academic year

- (1) The academic year commences on 1st August each calendar year, and ends on 31st July of the following calendar year, and has an average of 180 days of class. It is arranged into two half-years, the second of which usually commences on 1st February.



- (2) Every year, the School's holiday schedule will be determined by the school principal in consultation with the school board, and notified to the parents in good time. In the determination of the holiday schedule, the rules of the home state and domestic German regulations will be taken appropriately into account in line with the interests of the School.

Section 34

Extracurricular events

- (1) The arrangement of school festivities during the year, along with project days, the sport day and the winter sports week are fixed elements in the life of the school.
- (2) Permission for school trips and excursions, and other such extracurricular events must be applied for in good time to the school principal, who will decide on whether these events will be approved. The costs aspects must be clarified in advance, and the supervision aspect accounted for. The provisions contained in the School's excursion plan apply accordingly.
- (3) With those events not declared as compulsory by the School, the pupil's participation is conditional on a written declaration of consent from the parents and the payment of the costs charged by the event organiser.

X. HANDLING OF COMPLAINTS AND OPPOSITIONS

Section 35

Basic principles

- (1) The school is independent in jurisdiction for dealing with complaints and oppositions.
- (2) The general rule is that differences of opinion between parties involved in the life of the school should be resolved by discussion, where possible. If the matter involves pupils, the relevant teacher is the first point of contact, followed by the class tutor, then the head of year, then finally the school principal. If all of this does not produce a settlement, the complaint or the opposition is allowed.
- (3) The complaint is an objection to particular conduct on the part of the School. It is admissible if pupils or parents subjectively feel that their rights have been infringed due to actions or omissions on the part of the School.
- (4) The opposition is a challenge to an administrative act performed by the School. An administrative act is a decision taken by the School through which an individual case is regulated with direct effect outside of the School. These attributes pertain to the decision concerning the admission or expulsion of a pupil, to the decision concerning transfer to the next academic level, to the decision concerning the imposition of a disciplinary measure, to a decision relating to an examination, as well as to a decision concerning an educational pathway.



- (5) Irrespective of how the challenge to an action or an omission of the School was described, the School will treat it as a complaint or an opposition based on the objective facts of the case.

Section 36

Complaints

- (1) While a complaint is not subject to any time limit or formal requirement, grounds must, in any event, be provided for it. The School may demand that the complaint be presented and reasoned in writing.
- (2) The School will, within a reasonable period of time, examine the facts pertaining to the complaint and decide, if and where relevant, to what extent the complaint will be upheld. The School will issue its complaint ruling to the complainant.
- (3) The complaint ruling will contain the decision, together with the grounds, but not any employment-related measures against teachers. The complaint ruling may be issued in writing or verbally. It will be issued in writing if the complaint was submitted in writing.
- (4) A complaint ruling is final.
- (5) Written complaints will be entered into the pupil's file.

Section 37

Challenge to grades awarded

- (1) The awarding of grades, including in certificates or in connection with examinations, does not constitute an administrative act. There a grade can only be contested by way of a complaint.
- (2) The grade challenged will be examined as part of the complaint procedure, to ascertain if it was arrived at in a properly technical and legal manner. If the teacher in question does not amend the grade in response to the complaint, the school principal shall be entitled to change it, if he deems it to be erroneous.

Section 38

Opposition

- (1) An opposition must be submitted to the School in writing. If it is directed against an administrative act, to which a notice on legal remedies was attached, it must be filed within the time limit specified therein. If there is no notice on legal remedies, the time limit is one calendar quarter.
- (2) Administrative act performed by the School are deemed served on the third school day following issue. It is permitted to adduce evidence to the contrary.
- (3) An opposition filed out-of-time will be rejected as inadmissible. The school principal shall rule on



any application for *restitutio in integrum* filed by the applicant.

- (4) The statement of opposition should specify the administrative act against which it is directed, as well as grounds and a specific application.
- (5) A formally correct opposition filed in good time has a suspensory effect. Section 30 (5) and Section 29 (5) 3rd sentence remain unaffected.

Section 39

Opposition procedure

- (1) If the opposition is directed against an administrative act of a member of the teaching staff, the school principal shall make a ruling after consulting the teacher in question, before issuing a written opposition ruling. If the opposition is directed against an administrative act taken by the school principal, he shall debate the opposition with the smaller group of school administrators (school principal, deputy school principal and the Sixth Form Director). If the opposition is upheld, he shall issue a written opposition ruling. Otherwise, the opposition ruling will only take place following a further consideration of the opposition with the school board. Decisions in accordance with the 1st sentence or 3rd sentence should be taken within two weeks of receiving the ruling; the decision in accordance with the 4th sentence within four weeks of same.
- (2) In the other cases, the committee which issued the contested administrative act, will sit within a time limit of two weeks following the submission of the opposition, under the chairmanship of the school principal, to debate and reach a decision concerning the opposition. The school principal will issue a written opposition ruling.
- (3) The decision-makers as defined in (1) or (2) are bound to the application of the opposing party to the extent that the opposition ruling may be go beyond the bounds of the application.
- (4) The opposition ruling will set out the decision of the School together with detailed grounds. The grounds may be waived in the event that the opposition is admitted. The opposition ruling will be promptly delivered to the opposing party.
- (5) An opposition based on a formal error will be admitted. A formal error is understood as any violation of a legal provision concerning the procedure to be followed in each case. An opposition will also be admitted if it has grounds containing new facts, which were known at the time of the issue of the contested measure.
- (6) An opposition ruling is final.
- (7) The opposition and the opposition ruling, together with the minutes of the committee described in (2) will be entered into the pupil's file.