



## School Rules

The terms student, teacher, class teacher etc: always include the female form

### 1. General Information

#### 1.1 Preliminary note

The German Embassy School Addis Ababa is recognized by the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany as a German school abroad, leading to the exam finals Secondary Level 1. With this recognition, DBSAA has the right to hand out certificates that have the same value than certificates handed out by public schools in Germany. Besides, DBSAA is certified as IB-World School and offers the bilingual IB diploma with which students are qualified to study at universities.

As all German schools abroad it is to be considered as an instrument of the foreign cultural politics of the German Federal Republic. Everybody taking part in the school life should be aware of this fact and adjust their actions and performance accordingly.

#### 1.2 Mission and educational goal of the school

The school teaches the students the German language, German educational contents and a realistic picture of Germany, with all its diverse aspects as well as an insight in the culture of the host country. It enables him to meet other peoples and cultures and educates him towards cosmopolitanism, international communication and a peaceful attitude.

The school is to enable the student to choose an educational course corresponding to his abilities. It therefore has the task, to impart knowledge and abilities, to lead him to independent judgment and to promote his personal and social development. It is to educate him towards self determination, responsibility towards his fellow men, acceptance of ethic standards and human values, tolerance and respect for the conviction of others. The imparting of educational contents and educational values is in

accordance with the educational goal of the school. Learning objectives and the organization of teaching are in accordance with the regulations, made by the Federal Republic of Germany and the host country.



## 1.3 Structure of the school leaving qualifications

The German Embassy School Addis Ababa is divided in primary, orientation level (grade 5), secondary level I (grades 6-10) and secondary level II (grade 11 and 12; IB-program). The secondary level I has grammar school (high school) character, extended elementary (basic secondary), junior high (six form high) and grammar (high) school students are taught together.

Connected to the school is a Kindergarten including pre-school.

The students can acquire the following school leaving qualifications.

- the extended elementary finals at the end of age group level 9 (A) or
- the secondary finals at the end of age group 10 (B) or
- the right to progress into the grammar school senior forms at the end of age group level 10 (C) or
- the bi-lingual International Baccalaureate (IB) finals grade 12.

The exams at the end of secondary level I take place under the chairmanship of the responsible person from the Standing Conference of the Ministers of Education and Cultural Affairs of the Länder in the Federal Republic of Germany (KMK).

Final exams in in the IB-program are under supervision of the IB-organization. The KMK has decided on March 2nd, 2017 that the bilingual IB certificate is equivalent to the German Abitur and therefore recognized.

## 1.4 Purpose of the school rules

The school can only comply with its mission, if school authorities, directors, teachers students and parents or guardians (subsequently referred to as parents), combine efforts based on mutual trust. The regulations of the school rules are to serve this interaction.

## 1.5 Further regulations

The school issues house rules, disciplinary -, conference – progress- (to next class) and report-regulations as well as regulations for the participation of students, parents and teachers. The final procedure is regulated by the examination regulations of KMK and IB-Organization.



## **2. The students' status at the school**

In order to fulfill the formative and educational assignment of the school, it is essential, that the student is granted the possibility of active participation in class and the school life; that he is prepared to do so and is entitled to look after his rights and duties, in compliance with the school's mission.

### **2.1 Rights of the student**

Through attending classes and his active participation in classes and school life, the student, according to his possibilities and age, plays a part, to put his right for education to reality.

In particular he has the right

- to be informed about matters concerning him
- to be informed about his standard of performance and to be advised concerning questions of his school career,
- to complain about infringements of his rights,
- to be heard before measures for the maintenance of order are applied.

### **2.2 The students' duties**

To reach the educational goal and to fulfill the tasks of school is only possible, if the student attends classes and obligatory school events regularly.

The student is obligated, within the framework of classes, and in the interest of school life, to follow the necessary instructions and directions of his director, teacher and other authorized persons. By doing

so he plays his part in creating and maintaining the order, which is necessary for the fulfillment of the school's aim and for living together in each school.

### **2.3 Student participation**

Connected to the educational mission of the school is the task, to enable the student to take up joint responsibility and especially to contribute to classes according to his age, but also to promote his participation in school life.



The school provides the preconditions to do so and develops forms of student participation for all ages especially in the form of students' council (SV).

Through participating in special committees like steering group, conferences and work groups (AG) the students are enabled to take part in activities, which are important for them, as well as the school and which go beyond the scope of the school (e.g. social aid activities).

The edition of a student newspaper is to be agreed on by students and school administrators/director mutually.

### **3. Parents and school**

#### **3.1 Cooperation of parents and school**

The imparting of knowledge to and education of the students is a joint task of parents and school. This primarily means that parents and school have a close connection and so are able to communicate in time, in order to prevent difficulties, threatening to affect the development of the student.

The school advises the parents concerning subject and pedagogical questions. It gives insight into guidelines and rules, establishes consultation hours and schedules parent's meetings and class pt meetings. Latter are summoned by the elected parent representatives in agreement with the class teacher.

The parents support the school in its educational task. Therefore they cooperate with teachers and headmaster and enquire about the conduct and standard of performance of their child. Parents or guardians have to take notice of school communications and reports and confirm them by signature if requested.

The parents see to it, that their child fulfills its duty of attending school and is equipped appropriately for classes. They are liable for the careful handling and timely return of all loan items of the school, entrusted to the student.

The parents are obligated, to punctually pay the school fees and other fees fixed by the school authorities. Parents are informed early before the end of the current school year about details according school fees, application for a reduction of school fees, terms and mode of payment. Should the terms of payment not be kept, the respective students can be excluded from classes.



## 3.2 Parents participation

The parents are called upon, to get membership with the German School Association in Ethiopia and to take active part in the community life. So they obtain the possibility to participate in decisions of the school authorities. For further details see the statutes of the association. Besides the cooperation in the school association, the parents are given the possibility, to play a part in practical school work in an appropriate form. The establishment of a parents` committee serves this purpose in particular.

## 4. Admission and school leaving of students

### 4.1 Registration

The registration of the student is made through parents or a representative. The certificates requested by the school are to be presented at registration. For further details see the yearly updated General Information concerning the school year.

### 4.2 Admission and leaving

The head of school decides on admission and grading into a class level, if consideration is necessary, in accordance with a committee formed by teachers of the school. When admitting students, which aim at a German school leaving qualification, the regulations issued by the Conference of Ministers of Education and Cultural Affairs have to be observed.

Guidelines for the admission of students are set up through the school authorities in accordance with the director. The latest obtained report (certificate) is to be presented upon admission. German students, whose parents are not residing in the host country, are not admitted on principle. This also applies to major students (full legal age). Exceptions are decided upon by board decision and presented to the appropriate German authority for approval.

With the admission of the student, the regulations of these school rules are binding for the parents or guardians. It is handed over to them together with the house rules and an information form about the respective school year against acknowledgement of receipt.

The notice of leave of a student has to be effected in written form by the parents/ guardian.



The student receives a leaving certificate. Reports are only handed over if the school fee is paid completely and all loan items are returned duly to the school.

## 4.3 School leaving

The student is dismissed from school, if

- he has achieved the respective educational aim of his school career
- written notice of leave is given by the parents

- he is excluded from further school attendance because of a measure to maintain order

In the first case he gets a school leaving qualification in the rest of cases a leaving certificate.

## 5. School attendance

### 5.1 Attendance of classes and school events

The duty to attend class includes, that the student is prepared for class, is taking active part, carries out the assignments given and holds ready the necessary books and working materials. A student's enrollment for participation in an elective subject or a working group (AG) obligates him to regularly attend for the period of time fixed by the school. The director decides on exceptions.

### 5.2 Absence from school

Is a student prevented from attending class or other obligatory school events, through sickness or other reasons, the parents instantly have to inform the school. Returning to school, the student presents a written communication from the parents, showing the reason and length of the absence. In special cases, the presentation of a medical certificate can be requested.

Concerning absence for a longer period of time, the class conference has to decide, whether or to which extent an assessment of performance is possible.



## 5.3 Granting leave from classes and other school events

Leave from single classes can be granted by the respective subject teacher. Up to one school day can be granted by the class teacher, unless the leave is not applied for in immediate connection with the school holidays. The director decides on all other cases.

Granted leave for a longer time and especially in direct connection to the holidays is only possible exceptionally and has to be based on an application of justified reason. The applicant is responsible for a possible decline of the student's performances due to the granted leave. In such cases, the school is entitled to suspend progress to the next grade, according to performances. Further details are determined by the progress regulations. Should a student be prevented from returning from holidays in time, due to unforeseen circumstances, the director has to be informed without delay.

## 5.4 Exemption from attending the subjects religion and sports

In as much as the subject religion can be offered the students are obligated to attend these classes. Exemption from religion classes can only be effected, if a written application, based on belief and conscience reasons is filed by the parents and when reaching religious majority, by the student himself. The exemption is granted by the headmaster. In case comparative religious studies as a subject is offered instead of the usual religion classes, the possibility of exemption does not exist.

A long term exemption from sports classes can only be granted, if that is found necessary, and is based on a school or treating doctor's certificate. This exemption is granted the longest for one school year.

## **6. Homework, assessment and records of performances, acts of cheating, progress to the next grade**

### 6.1 Homework

In all subjects, the main work is done in class. Homework develops naturally from classes, serves for repetition, deepening and preparation. Amount and level of difficulty of the homework have to suit the age and performance capability. Homework has to be prepared and given in a way that the student is able to manage it by himself within an appropriate time. In order to support the student, without asking too much, the teachers of a class coordinate regarding the amount of the homework. The class teacher is responsible for this coordination. Generally homework is examined in class and discussed and homework exercise books are checked regularly.



## 6.2 Performance assessment as a pedagogical task

Performance assessment is a pedagogical task. The school gives the student lead about getting acquainted with the requirements of the curriculum and assessment of his performances and to recognize its need. Performances are assessed primarily by the level of achievement of the educational demands. Additionally, especially in the secondary level I, the relationship to the learning group, in which the performance is given, the individual learning progress of the student and his motivation are also included in the assessment.

Assessment of performance helps the student to recognize his level of performance, and to compare them to other performances. It enables the teacher, to examine the success of his classes and to consider it, concerning his further planning.

The teacher assesses the performances of a student with pedagogical responsibility. He moves within the frame of the valid regulations and the standards set by the subject- and general conference. The assessment is based on as many oral, written and practical work forms as possible. All work forms that are used to assess have to be practiced before in class.

Generally assessments have to be done according to the type of school that the student is attending and have to make allowance for the different areas of demand I, II and III.

## 6.3 Marks

Performance evaluation at primary school is done in form of competence grid certificate complemented by marks like in secondary level. Details are managed internally by the primary school.

The student's performances are evaluated according to the six level marking system with the marks very good, good, satisfactory, sufficient, poor or unsatisfactory.

The marks are based on the following definitions.

Very good (1) = a performance, which meets the requirements up to a special degree

Good (2) = a performance which fully meets the requirements

Satisfactory (3) = a performance which meets the requirements in general





Sufficient (4) = a performance, which is faulty but as a whole still meets the requirements

Poor (5) = a performance which does not meet the requirements but which shows that the necessary basic knowledge is there and that the shortcomings can be overcome in the foreseeable future.

Unsatisfactory (6) = a performance which does not meet the requirements and even the basic knowledge is fragmentary, so that the deficiencies cannot be overcome in the near future.

At IB level performance evaluation is given in regulation with the IBO level 1 (lowest mark) to level 7 (highest mark).

## 6.4 Oral performance record

When elaborating the subject matter and ensuring the teaching results, all oral work forms have their own significance, besides the written forms. Oral performance records are to be considered appropriately when assessing the performance. Further details are given by the general conference. Weighting of oral and written performances are following the decisions of the subject conferences.

## 6.5 Written performance records

According to the progress of the learning process, written performance records (classroom tests, written examinations, written productions), are to be distributed evenly across the school year. They correspond with the requirements of the curriculum, result from the classes, and are evaluated according to the different school types.

The head of school examines the proposal of the subject conferences and fixes the number of written classroom assignments to be done in each subject during the course of the school year, taking into consideration the curriculum and the number of classes given in the respective subject.

The students have to be informed about the number of classroom tests at the beginning of the school year. In a preliminary planning, the dates are coordinated amongst all subject teachers. In the

orientation level and secondary level I, the teacher is entitled to demand a later production of a missed written assignment or the repetition of a written task, if a proper evaluation of performance is not possible otherwise. In case more than one third of the students failed to obtain a sufficient result, the



director, after consulting the subject teacher, decides, whether the class assignment is rated or rendered void.

## 6.6 Acts of cheating during written performances

If a student cheats, tries to cheat or helps to cheat, the supervising teacher or subject teacher, subject to the principle of proportion, decides about the measures to be taken. For comparability reason the general conference is working out pedagogical principles and regulations which are to be applied in case of cheating and attempt of cheating. The regulations about acts of cheating of the examination regulations for final exams are not affected by it.

## 6.7 Yearly progress to the next grade

The promotion to the next grade and the giving out of reports is regulated by the promotion and report regulations, which are passed by the general conference and presented to the school authorities. The regulations are presented to the Committee for Schools Abroad.

## 7. Disturbance of the school order and measures

School life and teaching lessons, require a certain order, which contributes to enable the formative process. Measures to obtain order can be taken against a student if he at fault violates established regulations or the regulations valid in his school. Measures to obtain order should only be effected, if it is necessary for the teaching and educational work or to protect partaking persons or things. It is part of the educational mission of the teacher, to make the student understand the necessity and the sense of regulations and thus to play a part in making the students accept the school regulations and act accordingly. Measures to obtain order should be applied with the pedagogical aim of strengthening the student in his social responsibility. So they are not to be effected, detached from the educational task of the school and its pedagogical responsibility towards each student. Educational measures have

priority over measures to obtain order. Their application has to be in an appropriate relation to the cause. The General Conference provides the catalogue of appropriate educational and regulative measures, valid for the school. Collective measures, corporal punishment and other measures which violate human dignity are not permitted.



## **8. Obligation to supervise and liability of the school**

### **8.1 Obligation to supervise**

The school is obligated, to supervise the student during classes, breaks and free periods, when taking part in other school events as well as for an appropriate time before and after classes. The supervision is exercised through teachers or other authorized persons. These might be volunteering parents, or suitable students entrusted by the school to do special tasks, or employees of the school, commissioned to do so. The student is bound to follow the instructions of these persons.

### **8.2 Insurance coverage and liability**

With the admission to the school, the students are insured through the school authorities, against accidents, which they suffer in class or while taking part at school events. The insurance conditions are presented to the parents.

The school is not liable for valuables that the student brings to school.

## **9. Health care at school**

The school undertakes measures in order to ensure health care within its compound. Parents and students have to follow the respective orders of the school. In case contagious diseases occur with students or within their housing community, the director has to be informed immediately. He will take the necessary steps considering the regulations of the local public health authority.

Students have to take part in examinations ordered by the school board and carried out by the school medical doctor.

## **10. School year, school excursions**

### **10.1 The school year**

The school year lasts from August 1st until July 31st. The holiday plan of the school as well as other days without lessons are determined yearly by the director in agreement with the school authorities and is presented to the parents in time. Regulations of the host country and Germany are considered in an appropriate way when they



## 10.2 School excursions

The school issues a regulation concerning school trips and excursions, which are approved by the director and declared as school events. Concerning their realization, responsibility and supervision are to be regulated beforehand.

## 11. Regulation concerning students of full legal age

For full aged students, the school can issue special regulations within the frame of their school rules, especially if the statutes of the host country designate this. In this case, the school regulations accepted by the parents are newly recognized by the now full aged student with his own signature.

## 12. Dealing with objections and complaints

Decisions about promotion cases and measures to obtain order made by competent conferences are principally school's internal matters. Objections and complaints are handled within the competency of the school. The school authorities determine the procedure by which the decision of the director or of the conferences is examined due to a request from the parents. As the questions of concern are primarily of pedagogical matters, the decision about the complaint is normally made by the director and the respective conference.

### Final regulation

These school rules are valid from 01.09. 1998 after approval of the Federation-Länder Commission for Schools Abroad (AZ-II C- 8933 from 06. 11 1998).

This adjusted version from June 14th, 2017 will go into effect with the school year 2017/18 subject to approval by BLASchA.