

## **SCHOOL REGULATIONS** **OF THE GERMAN INTERNATIONAL SCHOOL DUBAI**

### **1. GENERAL**

#### **1.1. Type of school and school maintaining body**

The German International School Dubai (DISD) is a private school. The school maintaining body is the German School Association Dubai. The DISD is a school funded by the Federal Republic of Germany as a German school abroad.

#### **1.2. Mission and educational goal**

The mission of the school is to give children and young people the opportunity to attend a school in our Arabic host country that besides the educational content also conveys to them the German language, German values and the German culture.

Furthermore, the school offers the pupils the opportunity to become acquainted with the language, culture and values of the host country. It enables the pupils to encounter other peoples and cultures.

The school is to impart knowledge, skills and values that put the pupils in a position to make their decisions independently and to learn independently in order to live their own lives actively and to take a responsible part in social, communal, cultural and economic life.

The objective of school education and learning is to enable the pupils in particular to:

- form relationships with other people showing respect, equality and a peaceful understanding as well as to treat all people equally
- experience equality of men and women, also in terms of acknowledging the achievements of women in history, science, business, technology, culture and society
- become acquainted with and understand their own culture as well as other cultures, to encounter people of different origins, religion and ideology without prejudice, to contribute towards a peaceful coexistence of the cultures through developing intercultural skills and to advocate the right to live and dignity of all human beings
- recognise the effects of their own and social actions on the natural local and global livelihoods, to assume co-responsibility for their protection and to maintain them for the following generations
- assess the consequences of technical, legal, political and economic developments as well as to manage the growing demands of social change and the international dimension of all contexts of our lives

Educational contents and the organisation of the lessons are done on the basis of the legal regulations applicable in the United Arab Emirates and according to the regulations established by the Federal Republic of Germany for German schools abroad.

#### **1.3. Purpose of the school regulations**

The school is only able to fulfil its mission if the board, principal, teachers, pupils and guardians (hereinafter referred to as parents) act together in a spirit of trust. The determination of the school regulations serves the purpose of this interaction.

## **2. POSITION OF THE PUPILS IN THE SCHOOL**

In order to fulfil the educational and social mission of the school it is essential that the pupils are given the opportunity to help shape the lessons and school life, that they are willing to do this and that they are enabled with regard to the mission of the school to exercise their rights and responsibilities.

### **2.1. Rights of the pupils**

By participating in the lessons and helping to shape the lessons and the school life, the pupils contribute towards realising the right to education created for them corresponding to their skills.

They particularly have the right:

- to be informed about matters concerning them
- to be informed about their performance level and to be advised in questions of their school career
- to complain in the case of their rights being impaired
- to be heard before disciplinary measures are applied

### **2.2. Duties of the pupils**

The pupils acknowledge that the educational courses the school provides present an opportunity to achieve the educational objective. The prerequisite for this is regularly attending lessons and other compulsory school events, actively participating in lessons and utilising their own potential in the best possible way.

The pupils are obliged in the framework of the lessons and in the interest of school life to comply with the necessary advice and instructions of the principal, the teachers and other persons authorised to issue instructions.

### **2.3 Pupil cooperation**

The educational mission of the school is combined with the task of helping the pupils to take joint responsibility, in particular enabling them to contribute towards the lessons appropriate to their age groups and encouraging their cooperation in school life.

Through cooperating particularly on committees and working groups, the pupils are able to participate in school life beyond lessons and exert influence on the decisions of the school that affect them.

## **3. PARENTS AND SCHOOL**

### **3.1 Interaction between parents and school**

Training and educating the pupils is a joint task of parents and school.

Above all this includes parents and school working closely together and communicating with each other in good time regarding all essential developments of the pupils as regards the educational mission of the school.

The school advises the parents in questions of subjects and education.

The parents support the school in its educational and training mission. They therefore work together with teachers and the principal and if required acquaint themselves with the conduct and performance level of their child.

The parents ensure that their child fulfils his or her obligation to attend school. They acknowledge the regulations of the school in dealing with the misconduct of their children (see Annex II) and absent periods occurring (see Annex IV). They likewise ensure that their children are adequately equipped for the lessons. They influence their children to treat school property with care. The parents undertake to pay school fees and other fees (see Scale of Fees) determined by the board on time. Applications for a school fee reduction are to be submitted to the head of administration explaining the circumstances; this will be submitted to the board for a decision.

### **3.2. Parental cooperation**

Since all parents are obliged to be members of the German School Association Dubai, they have the possibility to cooperate in decisions passed by the school maintaining body.

The statutes of the Association will provide more details. Besides working in the School Association the parents are given the opportunity to participate in practical schoolwork in an appropriate manner.

## **4. REGISTRATION AND DEREGISTRATION, ADMISSION PROCEDURE AND DISMISSAL OF THE PUPILS**

The DISD is divided into kindergarten (it is possible to admit the children from an age of 3 years), the primary level (primary school for the school years 1 - 4), secondary level I with the orientation level starting in the school year 5 and secondary level II, preparing the pupils in the years 11 and 12 for the DIAP (German International Abitur).

The procedure for registering and the admission of pupils is regulated in the rule "admission procedure" which is passed by a decision of the board.

A pupil is dismissed from the school if he or she:

- has achieved his or his educational goal corresponding to his or her school career (leaving certificate)
- is deregistered in writing by the parents (premature leaving certificate)
- is excluded from attending the school further due to a disciplinary action (premature leaving certificate).

## **5. ATTENDING SCHOOL**

### **Taking part in lessons and school events**

By registering the child at the DISD the parents acknowledge that participating in lessons is an obligation. It includes the pupils preparing for the lessons, actively participating in them, performing the tasks set them as well as keeping the necessary learning and work material at the ready.

Registering a pupil to participate in an optional subject or a working group obliges him or her to regularly participate for the period determined by the school. The principal will decide on exceptions.

The pupils shall be at their workplaces and willing to work at the latest 5 minutes before the lesson starts without being accompanied by their parents.

The parents acknowledge that it is not possible to stay in the school building during lessons. The administrative area may only be visited during opening hours and for appointments arranged in advance.

## **6. PERFORMANCES BY THE PUPILS, HOMEWORK, MOVING UP TO THE NEXT CLASS**

### **6.1. Performances and working methods**

The grade is always an overall educational assessment of the performances achieved in a certain period. The teacher has the educational responsibility to determine the performances of the pupils. In so doing the teacher thereby observes the valid regulations and the benchmarks determined by the subject and general teachers' conferences.

Basic regulations on performance assessments, performance records and cases of cheating are determined in Annex I.

## **6.2 Homework**

The main work is in the lessons in all subjects. Homework arises organically from the lessons, serves the purpose of repetition, consolidation and preparation. The scope and level of difficulty of the homework are to be adapted to the age and the capabilities. Homework is to be prepared in such a way and to be given in such a way that the pupil is able to master it independently and in an appropriate time period.

In order to support the pupils without overtaxing them, the teachers from one class shall coordinate the scope of the homework amongst each other. The class teacher shall ensure the coordination. Homework is reviewed and discussed on a random basis in the lesson.

## **6.3 Moving up to the next class**

Moving up to the next class and issuing school reports is regulated by the regulations on moving up to the next class.

## **7. DISTURBING THE ORDER IN THE SCHOOL AND MEASURES**

School life and lessons require a certain order that contributes towards fulfilling the school's educational mission. Disciplinary measures can be applied against a pupil if he or she culpably breaches legal rules or valid school rules.

It is the educational responsibility of the teacher to make the necessity and the sense of the rules understandable and in this way to contribute towards the pupils affirming the school regulations and acting accordingly. Disciplinary measures should be applied with the educational objective of strengthening the pupils in their social responsibility. They are therefore not detached from the school's educational mission and are to be made applying the educational responsibility of the individual pupil.

Disciplinary measures are the reactions of the school to the misconduct of a pupil. Dealing with this misconduct is determined in Annex II.

Collective measures, corporal punishment or other measures that breach human rights are not permissible.

## **8. SUPERVISORY DUTY AND LIABILITY OF THE SCHOOL, LEGAL QUESTIONS**

### **8.1. Supervisory duty**

The school is obliged to supervise the pupils during the lessons and the breaks, during the participation in other school events, as well as during a suitable period, respectively at least 5 minutes before and after the lessons.

The supervision is exercised by teachers or other persons entrusted with the supervision. This can be done by parents who have declared themselves willing to do so or suitable pupils who were entrusted by the school with assuming special tasks or school employees commissioned with this. The pupils are likewise bound by these instructions.

### **8.2. Insurance cover and liability**

Upon being admitted to the school the pupils are insured by the school against accidents they suffer during lessons and when participating in school events.

No liability will be assumed for valuables the pupils take to school with them.

### **8.3 Safeguarding personal rights at school**

The school will take suitable measures to safeguard the personal rights of the pupils, but also those of all persons employed at the school.

The pupils are not allowed to use electronic devices with which photographs, videos or conversations can be recorded without obtaining the prior approval of the class teacher. It is the duty of the persons entrusted with the supervision to confiscate switched on

devices of this kind and to deposit them in the secretary's office for collection by the parents.

#### **8.4 Objections and complaints**

Decisions by the responsible conferences in pending cases of moving up to the next class and in cases of disciplinary measures are essentially internal matters of the school. The school treats objections and complaints on its own authority.

The principal and if need be the responsible conference shall decide on the complaints in these cases.

#### **9. HEALTH CARE IN THE SCHOOL**

The school shall take measures to guarantee health care in its field. Parents and pupils are obliged to comply with relevant school regulations. If the pupils or their persons in their household develop infectious diseases, the principal is to be informed immediately. He shall take the necessary measures taking into account the regulations of the local health authorities.

#### **10. SCHOOL YEAR**

The school year generally starts at the end of August – beginning of September and ends at the end of June. The holiday timetable of the school as well as the other lesson-free days will be determined annually by the principal in agreement with the board and announced to the parents in good time. U.A.E. regulations and domestic German guidelines are taken into account when determining the holiday timetable in an appropriate and school-related manner.

#### **11. SCHOOL CLOTHING**

There is a dress code for pupils at the school pursuant to Annex III.

#### **12. FINAL PROVISION**

These school regulations were put into effect by the board of the German School Association Dubai on 15<sup>th</sup> July 2014.

#### **Annexes:**

Annex I	Regulation on assessing and grading
Annex II	Dealing with misconduct of pupils
Annex III	Guideline for wearing standardised school clothing
Annex IV	Dealing with absences

The German text shall prevail in case of ambiguities or in other cases where there is doubt or where there are problems of interpretation.