



SCHOOL REGULATIONS FOR THE GERMAN SCHOOL NAIROBI (Michael-Grzimek-Schule)

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1. GENERAL

1:1. Preliminary notes

The Michael-Grzimek School is a German Speaking School Abroad, based in Nairobi. It is thus a private school, which, according to the regulations of the German Foreign Office, is mostly self-funded.

Its main academic goal is to educate children according to German syllabi, so that students returning to Germany have a seamless integration into the educational system. The Michael-Grzimek School is owned by the German School Society. A Board of several members is elected, whose role as a registered society, is to manage the financial and legal aspects of the school.

The school can only operate well financially, when:

- a) members of the German School Society pay membership fees and school fees for their children, and make interest free loans and non-refundable admission fees available to the school.
- b) the school is supported in the following ways by the German government:
 - The government has an obligation to send teaching staff at its discretion to the school as stated in the Federal Office of Administration regulations.
 - support required from the Central Agency for Schools Abroad – dependent on school structure and staff members available locally. It must be taken into consideration that the number of teachers sent by the government is not pre-determined. It can be assessed and changed at any time by the Central Agency.
 - through grants towards cost of personnel

- through donations of teaching material
- through free delivery of school equipment
- through grants towards building work

These means are made available to the school (upon application by the German School Society) from the Foreign Office in conjunction with the Federal Office of Administration in necessary and justifiable cases. The school, however, does not have a legal entitlement to any of the above. The school is led by guidelines of the relevant federal authorities.

The KMK is the authorizing body for the recognition of “Haupt and Real” School Certification, as well as for the attainment of the Advanced Level Certification. The organisation of teaching in the school is the duty of the Headmaster.

The above mentioned responsibilities require readiness for action from all contributory parties, as well as trustful co-operation, so that we can create the best possible environment for the education of students at the German School Nairobi. The German School is made up of a Kindergarten, a Primary School, and a Secondary School, with an Orientation Level. Students in the “Haupt and Real Schools” are taught within the same class as Gymnasium students, but there is internal differentiation of teaching. The school is attended by:

- a) day students
- b) boarding students
- c) children in the Kindergarten and Pre-School.

The Federal Republic of Germany is not obliged to provide any official support for the Boarding or the Kindergarten / Pre-School. These requirements must be mainly fulfilled by the school through its own financial programmes.

The School Regulations listed below apply to the German School Nairobi, which is a recognised School Abroad by the Standing Conference of the Ministers of Education and Cultural Affairs of the Provinces in the Federal Republic of Germany (henceforth referred to as KMK – Kultusministerkonferenz).

1.1 Duties and educational goals of the school

The German School Nairobi (Michael Grzimek School) teaches its students the German language, gives them an education based on the syllabi of the German province Thuringia, and updates them on events occurring in German Speaking Countries in diverse areas, as well as gives them an insight into the language and culture of the host country. The school aims to make the students capable of accepting other peoples and cultures, and educates the student to be open to the concepts of cosmopolitanism, of international understanding and of the ethos of peace.

The school should be able to offer its students an educational path suitable to his / her abilities. It therefore has the responsibility to impart knowledge and skills that will allow each student to become independent, and will encourage the student’s sense of personal achievement and social development. The school has the role to educate students to make them responsible towards the environment and other people, to help them recognise ethical norms and religious values, to be tolerant, and to be able to resist pressure from peers. The imparting of educational content and values correspond to the educational goals of the school. Learning goals and lesson organisation meet laws set by the relevant authorities in Germany and in Kenya.

1.2 Aims of the School Regulations

The school can only fulfil its duties, if the school authorities, the school Headmaster, teachers, students and guardians / parents (henceforth known as parents) work together with mutual trust. The acceptance of the School Regulations reflects this co-operation.

1.3 Further regulations

The school has further regulations (see attachments). Decisions on school regulations of the Teachers' Conferences from 2000 / 01 are available in a compiled format.

2. POSITION OF THE STUDENTS IN THE SCHOOL

In order to fulfil the educational and social duties of the school, it is vital, that the student has the opportunity to participate in the structuring of teaching and general school life, that s/he is ready for this, and that s/he is made capable of recognising his / her rights and duties within the school context.

2.1 Rights of the students

Through their participation in school, and their co-operation in the structuring of lessons and of school life, the students (dependent on their age and abilities) put into action their right to an education.

In particular, s/he has the right

- to be informed about any matters concerning him / her,
- to be taught to his / her potential and to be advised on any matters pertaining to education,
- to complain if his / her rights are restricted,
- to be listened to before disciplinary measure is taken.

2.2 Duties of the student

It is only possible to achieve the educational goals we have set, and to fulfil the school's tasks if the student participates regularly in all lessons and in compulsory school events. The student is obliged to follow the instructions and orders of the Headmaster, teachers and other persons in authority within the framework of lessons and in the interest of the smooth running of the school.

2.3 Student co-operation

One aspect of the educational goals of the school is the task to make students responsible, and in particular, participate actively in lessons dependent on his / her age and promote his / her co-operation in all matters relating to the school. The school allows this in several ways. It develops means for student development for all year groups.

By working together on particular committees and in the clubs offered by the school, students can be involved in activities that are meaningful both to them and the school, and which have effects beyond the narrow framework of school life (e.g. in the Teachers' Conferences, in the Steering Committee, in social activities). A students' magazine can be produced with mutual agreement between the Headmaster and the students.

3. PARENTS AND THE SCHOOL

3.1 Co-operation between parents and the school

The raising and education of a child is a common task of the school and the parents. The most important thing therefore is, that parents and the school work together closely, and duly agree upon matters, so that difficulties that threaten to interfere with the school development of the child can be avoided.

The school advises parents on school and pedagogical issues. It gives an insight into rules and guidelines, arranges consultation sessions with the teachers, and organises Parents' Days and Parents' Evenings.

Parents support the school in educating the child. They therefore work in conjunction with the teachers and the Headmaster, and learn about their child's behaviour and academic performance.

Parents ensure that the child fulfils his / her obligation to attend school, that s/he is properly equipped for the lessons and that s/he respects school property. Parents are also obliged to punctually pay school fees and any other fee that may be decided upon by the school authority. Applications for school fee reductions based on a low parental income should be handed over to the Headmaster or the Administration Manager between the 1st of July and the 15th of September. The final decision on these will be made by the school authorities.

3.2 Parental co-operation

The German School Nairobi belongs to the German School Society Nairobi. All parents are automatic members of the society upon registration of their child in the school. Parents are required to pay a membership fee. They thus have the opportunity to participate in any decisions made by the School Society. This is part of the constitution of the School Society. In addition to being members of the School Society, parents are also given the chance to participate in practical activities in the school wherever appropriate. This involves, above all, the election of Parent Representatives per year group, and setting up of a Parents' Committee.

4. ADMISSION AND DE-REGISTRATION OF CHILDREN

4.1 Application

The admission application for the child should be made by the parents or a representative. All documents required by the school should be provided with the application.

4.2 Admission and De-registration

The decision of admitting a student, and into which class s/he will be admitted, is made by the Headmaster. In case an entrance examination is necessary, this decision will be made in conjunction with a committee made up of teachers from within the school. The admission of students who aim to gain a German certification is subject to the regulations of the KMK. (www.kmk.org.de)

Students in the Lower Secondary, whose parents do not live in Kenya, will only be admitted if there is accommodation space available in the School Boarding House, or when they have successfully found accommodation with a host family. Students in the Upper Secondary, whose parents do not live in Nairobi, will only be admitted when the parents can find suitable accommodation and supervision, and sign that they alone are responsible for this aspect, and the school can in no way be held responsible.

Upon admission of their child, parents will receive a copy of the School Regulations. Parents must read and sign the document to indicate they have understood and accepted the regulations.

Should a student leave the school, the school must be informed about this decision by the parents in writing. If the student has completed more than half a semester at the German School Nairobi, (Michael-Grzimek Schule), s/he is entitled to a School leaving Certificate.

4.3 Leaving School

A student may leave the school when s/he

- has reached the maximum qualification s/he is capable of
- is de-registered from the school upon a written request from the parents
- is expelled from school as a disciplinary measure in reaction to a misdemeanour.

The student will receive a Qualification Certificate in the first instance, and a School Leaving Certificate in the second two instances.

5. ATTENDANCE

5.1 Participation in lessons and school events

The obligation to attend lessons also requires for the student to be adequately prepared for the lesson, to participate in them, to carry out tasks given, as well as to attend the lesson with the correct text and exercise books. If a student opts to join an optional subject or a club, s/he is obliged to participate regularly for the period of time determined by the school.

5.2 Absence

If a student is sick or is unable to attend classes or any other compulsory school activity, the parents must inform the school. When the student returns to school after his / her absence, a note should be provided from the parents explaining the length and the reason for the absence. In special cases, the parent may be requested to provide a medical note.

5.3 Permission for 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 whole day off. The Headmaster must be contacted in all other cases. Absence for longer periods, especially related to the school holidays will only be given under exceptional circumstances, based on a very special reason. Applications for such absence must be made at least 4 weeks before the intended absence of the student. The applicant must take responsibility for the student possibly regressing academically due to a long absence. In such cases, the school may decide, based on the student's academic performance, against the promotion of the student to the next academic year. The latter must be governed by the regulations regarding promotion to the next academic year.

If a student is unable to return from holidays due to unforeseeable circumstances, this should be communicated immediately with the Headmaster.

5.4 Permission for non-participation in Religion and Sports Lessons

Religious Studies is a timetabled subject in the school. Permission for non-attendance in these lessons can only be given through a written application from the parents from Class 10 onwards.

Permission can only be given by the Headmaster. A permission for non-participation in sports lessons for a long period of time can only be given when a doctor's report is provided, indicating that this non-participation is vital.

6. ACADEMIC PERFORMANCE OF THE STUDENT, HOMEWORK, PROMOTION TO THE NEXT ACADEMIC YEAR

6.1 Academic performance and assessment methods

The teacher has the pedagogic responsibility of assessing a student's academic performance. The teacher therefore takes into consideration the relevant instructions and the assessment methods determined in the departmental meetings and in the Teachers' Conferences. Several skills based on oral, written and practical work will be considered when determining final marks. All skills that are tested to compile the final mark must have been practised during lessons. The Teachers' Conference has set regulations on assessment techniques and handling of cases of cheating. These have been compiled in **Attachment 1**.

6.2 Homework

In all subjects, the major part of the work will be done in class. Homework is an extension of work covered in class, and serves as revision, practice and preparation. The scope and difficulty of the homework must be suitable to the age and academic abilities of the students. Homework must be prepared and set so that the student is able to complete it individually in a relatively short period of time. In order to stretch the students, but not to overstretch them, all subject teachers of a particular class agree upon the amount of homework set amongst themselves.

Homework will normally be checked and discussed during the lesson, and homework exercise books will be marked regularly. (See Attachment 4.)

6.3 Promotion to the next academic year.

In the German School System, promotion to the next academic year is not automatic. Students must prove through their performance over the year that they will be able to cope with the material at the next level. Acceptance to the next academic year is thus governed by the promotion and school reports regulations, which have been determined by the Teachers' Conference and passed on to the school authorities. The regulations will be presented to the relevant Committee for Schools Abroad. (See Attachment 3)

7. BREAKING OF SCHOOL RULES AND DISCIPLINARY MEASURES

School life and lessons call for certain regulations, which allow the educational process to continue uninterrupted. Disciplinary measures can be taken against a pupil, when s/he knowingly breaks a school rule or legal norms. Disciplinary measures should only be taken when they are necessary for educational reasons, or when they threaten the protection of people or goods.

It is the teacher's pedagogical duty to explain the necessity and use of school rules, and thereby to help students accept the rules and abide by them.

Disciplinary measures should be applied with educational objectives in mind, in order to help the student to strengthen his / her social sense of responsibility. The rules are therefore not separated from the educational duties of the school and its pedagogical responsibilities.

Educational disciplinary measures have priority over all other disciplinary measures. Their use must be suited to the misdemeanour in question. The Teachers' Conference has compiled relevant educational and disciplinary measures, which are to be found in Attachment 2.

Collective measures, corporal punishment, or any other form of punishment that may be considered degrading physically or mentally is not allowed.

8. SUPERVISION DUTY

8.1 Supervision Duty

The school is obliged to supervise students during lessons, during 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 members who have been given this responsibility. These can be parents, who have been pre-informed about such duties, or specific students, who have been accorded special responsibility by the school, or other school employees who have been given this duty.

All students are obliged to follow instructions given by these people.

8.2 Insurance and accountability

Upon admission into the school, all students are insured by the German School Society for accidents that occur on the way to and from school, in school, and during participation in school events. The insurance conditions are communicated to the parents.

The school cannot accept any responsibility for the loss of valuables students bring to school.

9. HEALTH CARE IN THE SCHOOL

The school takes measures to guarantee maintenance of health care in the school compound. Parents and students are also expected to follow related instructions of the school. Should a student contract a contagious disease, or it breaks out in his / her home, the Headmaster must be informed immediately. Appropriate measures will be taken upon consultation with the medical physician from the German Embassy or under regulations set up by local authorities governing such cases.

10. ACADEMIC YEAR AND SCHOOL TRIPS

10.1 Academic Year

The academic year begins in the 1st of August and ends on the 31st of July. Lessons begin at the end of August and go on to the beginning of July. The holidays as well as any other days off are determined annually by the Headmaster in conjunction with the school authorities and duly passed on to the parents. Regulations of the host country and German guidelines are taken into consideration in an appropriate and school related way when setting these dates.

10.2 School trips

The Teachers' Conference has determined regulations governing school excursions and trips, which have been accepted by the Headmaster. These are considered school events. For the execution of such trips, responsibilities and supervision duties must be determined before departure.

11. REGULATIONS FOR STUDENTS OVER 18

The school will put into place special regulations for students within the school who are over 18, especially if these regulations are valid for the host country.

The school assumes that parents still have the right to handle their children over 18, unless the student explicitly informs the school that s/he no longer wants to be under the charge of his / her parents. In this case, the signed copy of the school regulations by the parent will be re-signed by the student

12. HANDLING OF OBJECTIONS AND COMPLAINTS

Decisions made in the various conferences in cases of promotion to the next academic year and with disciplinary cases are in principle internal matters of the school. The school will deal with objections and complaints in its own jurisdiction. The school authorities will define the procedure, through which the decision of the Headmaster or the conferences will be reassessed, dependent on the request of a parent. As most cases dealt with here will be related to academic matters, the final decision about the complaint will normally be made by the Headmaster in the relevant conference.

13. FINAL CLAUSE ON SCHOOL REGULATIONS

These school regulations, which have been approved by the authorities governing schools abroad in the Standing Conference of the Ministers of Education and Cultural Affairs of the Provinces in the Federal Republic of Germany (111 C -Tgb. Nr. 13.081/83 dated 8.9.1983) came into effect on 1.10.1983.

The School Regulations were revised and updated in February 2006. They were determined in the Teachers' Conference on 21st February 2006, and came into effect after Board approval on 24.10.2006.

The School Regulations were revised and updated in August 2009. They were determined in the Teachers' Conference on 19th August 2009, and came into effect after Board approval on 31.08.2009.

ATTACHMENT 1

ACADEMIC ASSESSMENT, ASSESSMENT METHODS AND HANDLING OF CHEATING

1. Academic evaluation as an educational exercise

Academic assessment is an educational exercise. The school guides its students to ensure they are conversant with the assessment of their performance, and are able to appreciate its necessity, based on syllabus requirements, and through observation and assessment.

Performance is assessed based on the student meeting the requirements of set task. In addition, especially in the Lower Secondary, we also look at individual performance in relation to peer performance. The individual progress of the student and his / her motivation will be taken into account in the academic assessment.

Academic assessment helps the students to recognise their personal achievements, and allows them to compare themselves to performance of their classmates. It also allows the teachers to evaluate the success of their teaching, and take the ensuing results into consideration with future planning.

2. Grades and points systems

The performance of the students is assessed on the six grade system, with the marks very good, good, satisfactory, average, below average and unsatisfactory; the grades are based on the following definitions:

Very good (1)	= a performance which meets all the requirements of the task
Good (2)	= a performance which is meets almost all requirements of the task
Satisfactory (3)	= a performance which generally meets the requirements of the task
Average (4)	= a performance, which in general meets the requirements of the task, but shows some gaps
Below average (5)	=a performance that does not meet the standards required, but it is recognisable that the basic knowledge is there, and that the gaps can be covered in the foreseeable future.
Unsatisfactory (6)	= a performance that not does not meet the requirements, and is lacking in basic knowledge, and these gaps cannot be filled in the foreseeable future.

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

Points system in the Upper Secondary

15, 14, 13 points = very good (1)	= a performance which meets all the requirements of the task
12, 11, 10 points = good (2)	= a performance which is meets almost all requirements of the task
09, 08, 07 points = satisfactory (3)	= a performance which generally meets the requirements of the task
06, 05, 04 points = average (4)	= a performance, which in general meets the requirements of the task, but shows some gaps
03, 02, 01 = below average (5)	=a performance that does not meet the standards required, but it is recognisable that the basic knowledge is there, and that the gaps can be covered in the foreseeable future.
0 points = unsatisfactory (6)	= a performance that not does not meet the requirements and is lacking in basic knowledge, and these gaps cannot be filled in the foreseeable future.

3. Continuous Assessment

Continuous assessment methods are to be taken into consideration while assessing academic performance.

The latter was determined in the Teachers’ Conference. See attachment 1 a (Weighting of marks in individual subjects)

4. Written Assessment

Written assessment, in the form of examinations, written tests, and written compositions have to be distributed equally over the academic year based on the progress of the learning process. They are based on the demands of the syllabus, based on what is taught in the class room, and should not be unrealistically difficult.

The number of examinations that will be taken by each class in each subject over the course of the academic year, depending on the syllabi and the number of lessons per week for the subject, is determined at the Teachers’ Conference, based on the decisions made in the respective departmental meetings.

The students must be informed about the number of written examinations in the respective subjects at the beginning of the academic year. Dates for these examinations will be pre-planned by all subject teachers. Students must be informed of the dates of these examinations. Should more than one third of the students in the class get a mark of ‘below average’ or less, then the Headmaster may decide, upon consultation with the respective teacher, whether those examination marks will still be valid, or whether that particular test will be declared invalid.

5. Other relevant information

If a student in the Upper Secondary misses an examination for reasons beyond his / her control, then s/he should be given the opportunity to sit the examination. If a student from the Upper Secondary misses an examination without a suitable reason, then this examination will be marked as ‘unsatisfactory’. In the case of absence due to inevitable circumstances, the student should be

allowed to do the written examination. A doctor's note should be provided to the school in the case of illness.

6. Cheating during written examinations

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

For comparison purposes, members of the Teachers' Conference have put into place disciplinary measures and rules which will be consulted when a cheating case arises. Clauses in the "Central Examinations Regulations on Cheating" remain unchanged. (As explained in Attachment 6, Examination regulations Point 6).

The document "School Regulations" was amended and updated in February 2006. It was determined in the Teachers' Conference of 21.02.1006, and came into action after the Board Approval on 24.10.2006.

The document "School Regulations" was revised and updated in August 2009. It was determined in the Teachers' Conference on 19.08.2009, and came into action on 24.10.2009 after Board Approval.

ATTACHMENT 2

SCHOOL POLICY ON RESOLVING EDUCATIONAL MISDEMEANOURS

1. All educational duties of the school are to be fulfilled above all through pedagogical means, especially through praise. In case of misdemeanours, all affected individuals are to be involved in the resolving of the conflict.
2. In misdemeanours related to the child's academics, the following educational measures could be helpful:
 - teacher / student discussion on way forward
 - supportive care
 - support of behaviour required
 - educational talk
 - warnings
 - oral or written disapproval notes addressed to the student
 - specific exercises that are set to make the student aware of his / her mistakes in conduct
 - repetition of lessons deliberately missed, with prior informing of parents
 - certain items taken away for a limited period of time
 - contact with parents
 - note in the class book
3. In case these measures are not adequate to bring about a change in the student's conduct, or when the conduct of the student could be considered dangerous to other students, **disciplinary measures** will be put into place.

The Disciplinary measures are:

- 3.1 **“Oral Warning”**: issue recorded in the Class Book, without note to parents / guardians, and without record in the student’s file.
- 3.2 **“Written Warning”**: issue recorded in the Class Book, note sent to parents / guardians and record in student’s file
- 3.3 **“Written Warning with official record in file”**: issue recorded in the Class Book, note sent to parents / guardians and recorded in student’s file, as well as in the next school report
- 3.4 **Participation of student in individual school events withdrawn** , or student warned about such withdrawal
- 3.5 **Student warned of possible suspension from lessons**: (recommended maximum 10 school days)
- 3.6 **Suspension from lessons** (recommended maximum 10 school days), students obliged to sit examinations
- 3.7 **Student warned of expulsion from school**
- 3.8 **Expulsion from school**

4. Decisions upon which of the disciplinary measures should be put into action will be made as follows:

- 3.1 – 3.2 – decided upon by individual teacher
- 3.3 – 3.6 – decided upon in the Class Conference
- 3.7 – 3.8- decided upon at the Teachers’ Conference

5. Execution of the disciplinary measures:

- 5.1 The Disciplinary measures 3.1, 3.2 and 3.3 will be known as :
 - Oral, written and recorded warnings.
- 5.1.1 All measures, with the exception of 3.1 are to be recorded in the student’s file, and to be communicated to the parents / guardians
- 5.2 Any measure can be put into action, without the previous one having been put in action.
- 5.3 For one misdemeanour, only one measure can be put into place.
- 5.4 The disciplinary measures can be combined with educational measures.
- 5.5 The student must be heard out before any action is taken. A first hearing must normally take place within 2 school days.
- 5.6.1 For policies 3.5 – 3.8, the student may talk to the Student – Teacher Liaison Person, who is then allowed to mediate on his / her behalf in any further discussions.
- 5.6.2 With each of the policies 3.5 – 3.8, parents / guardians also have the right to be heard.
- 5.7 Every student has the right to complain about any of the educational or disciplinary measures, in case s/he feels unfairly treated. Parents / guardians have the same rights. These complaints should be made to the School Headmaster, Student – Teacher Liaison Person, and / or to the Class Teacher.
- 5.8 Regulations for referring a discipline case from the Class Conference to a Teachers’ Conference:
 - 5.8.1 Each member present at the Teachers’ Conference will receive a copy of the minutes of the last Class Conference with his / her invitation to the Teachers’ Conference.
 - 5.8.2 The case must be reviewed upon the request of any member of the Teachers’ Conference.
 - 5.8.3 Should the student concerned request his / her case to be heard again, permission must be granted.
 - 5.8.4 Any member of the Teachers’ Conference may put forward the request of any student.
 - 5.8.5 While convening the Teachers’ Conference and setting up the agenda, the time periods set out in Conference Regulation Section 5.3 must be taken into account.

- 5.9 In very serious cases, the Headmaster may be obliged to temporarily exclude the student from the school until a final decision can be made, if there is cause to believe that the presence of the student may interrupt the smooth running of the school in any way.

Determined in the Teachers' Conference of the Michael –Grzimek School on 17.02.1992
Signed: Headmaster Weinzierl

The School Regulations document was revised and updated in February 2006. It was determined in the Teachers' Conference of 21.06.2006 and came into effect after the Board Approval on 24.10.2006.

The School Regulations document was revised and updated in August 2009. It was determined in the Teachers' Conference of 19.08.2009 and came into effect after the Board Approval on 31.08.2009.

ATTACHMENT 3

GERMAN SCHOOL NAIROBI

PROMOTION TO THE NEXT ACADEMIC YEAR IN THE LOWER SECONDARY

In accordance with Government regulations for Schools Abroad, dated 10.12.2003

At the German School Nairobi, in accordance with all German Schools Abroad, students are not automatically promoted to the next academic year. Their grades are given consideration, before any promotion can be made. Below are the criteria followed:

1. Target group

- 1.1 The Lower Secondary comprises of Classes 5 – 10. Class 10 however has a double function depending on the student: it is the last year of the Lower Secondary School, as well as being the introductory year in the Upper Secondary (Gymnasium).
- 1.2 Class 5 is conducted as an Orientation Level Class. .
- 1.2 From the Orientation Level, i.e. from Class 6 onwards, the level of school the student will attend (i.e. Hauptschule, Realschule or Gymnasium (*details of these can be found in the School Profile, under "Organisation of School"*)) will be indicated on the student's report.

2. General Regulations

- 2.1 The promotion or "non-promotion" of a student is an educational decision. The aim of this is to ensure that both the personal development of the individual student and his / her educational path are in line with the expectations of his / her class according to the syllabus. The decision of promotion is based on ensuring the progress of both the individual student and that of the entire class in the next academic year.

A "trial promotion" goes against this principle.

A "trial promotion" will be undertaken only under exceptional circumstances over a period of 3 months. At the end of this period, the members of the Class Conference will make a final decision upon which Class the student should be admitted to.

2.2 The decision to promote a student will be based upon the results in the second semester of the year, with due consideration being given to the entire academic year's work. The decision will be based on the student's performance in the compulsory subjects, and the overall development of the individual's student personality will also be included. In order to assess the student's ability to cope with the work in the next academic year, his / her performance in all the subjects taken will be considered, including those which are no longer compulsory in the next academic year. Epochal subjects are relevant to promotion decisions, and will be included on the report as epochal subjects (e.g. "Music satisfactory 1st Semester").

3. Procedures

3.1 At the end of the academic year, the Class Conference, as a "Promotion Conference" will make the decision about the promotion of each individual student under the supervision of the Headmaster or a representative appointed by him to act on his behalf.

3.2 Subject teachers are required to promptly avail the subject grade before the conference. The grade is calculated based on the performance in the subject over the semester, and is not calculated mechanically. It is definitely not a mark indicating the student's performance in written examinations only – it includes the student's performance in class across the course, the quality of his / her performance in the continuous assessment, as well as the success the student has had in learning the subject.

3.3 All teachers who teach a particular student have the right to vote on the decision of his / her promotion to the next academic year. Should the decision come to a vote, the majority wins. If there is a tie in votes, the Headmaster (or his appointed representative) makes the final decision. No teacher is allowed to abstain.

3.4 The results of the report and promotion conferences are to be minuted. There is also the possibility of being promoted through what is known as a "grade balance". This means student may "balance out" poor grades in a certain subject with good marks in certain others. This type of promotion must also be minuted. A decision not to promote a student must be supported with a reason in the minutes of the Promotion Conference.

3.5 If a student makes an improvement or a regression by more than one grade, (e.g. moves from a grade "1" last year to a grade "3" this year, or a grade "5" last year to a grade "3" this year) then this must be clarified by the subject teacher. The clarification will be included in the minutes of the conference.

3.6 Should the teachers be concerned that a particular student is unlikely to be promoted, the Headmaster is obliged to communicate this in writing to the parents / guardians at least 10 weeks before the end of the academic year. This report should also include the subjects in which the results are below average. If this communication does not take place, no demand can be made for the students to be promoted.

4. Decisions on school progression (Hauptschule, Realschule or Gymnasium)

4.1 At the end of Class 5, there is a Class Conference, which gives recommendations for each student's progression through school. The following are looked into before making such recommendations:

- The performance, as well as performance progress of the individual, especially in the key subjects which have more timetable time
- The students' spoken expression, as well as the ability to analyze
- Amount of concentration and effort put into learning both in class work and in homework
- Amount of interest and participation in the practical aspects of the lessons, and if appropriate in extra-curricular activities.

4.2 In Class 5, it is particularly important to have very close contact with the parents, so that any information or advice relating to development, performance and progression can be promptly discussed. The Class Teacher of Class 5 will inform the parents about the results of the First Semester Reports' Conference, and will conduct a meeting with parents whose children should be considered as Haupt- or Realschule students. A second advisory meeting will take place 10 weeks before the end of the academic year.

4.3 Should the decision regarding the student's progression of the teachers and the parents differ, the parents' decision will apply. Where teachers believe a student should be a Hauptschule student, s/he may only be allowed to be considered a Realschule student, and definitely not a Gymnasium student.

The definitive decision regarding the student's progression will be made after the first semester of Class 6. This decision will be made by the school once the student has proven him / herself according to the above mentioned criteria.

4.4 In order to keep up with the principle of allowing students the maximum opportunities after the orientation level, suggestions about the student's progression can be made by the school up to the end of Year 8. This would normally be done at the end of an academic year.

5. Basic principles for decisions regarding promotion to the next academic year.

5.1 If a student gets "average" or better results in all subjects, s/he will be promoted to the next class.

5.2 In addition, a student will also be promoted, if the grades are as follows:

- a) The student should not have a "below average" grade in more than one of the following subjects: German, Mathematics, 1st Foreign Language, 2nd Foreign Language. In addition, this "below average" grade should be balanced out by at least a "satisfactory" grade in one of the other subjects in this group, **or**
- b) the grade in no more than one of the remaining subjects is not "average" **or**
- c) the grade in one of the subjects German, Mathematics, 1st or 2nd Foreign Language is "below average", as well as one more "below average" grade in another subject, but the overall report shows at least three "average" grades, one of which has to be in German, Mathematics, 1st or 2nd Foreign Language. Only one subject from Music, Art and Sport can be taken into account for the "satisfactory" grade, **or**

- d) the grades in 2 of the non-key subjects are “below average”, but these are balanced out by at least 3 “satisfactory” grades in the other subjects, but out of which only one is from the Music , Art, Sport group.

5.3 The grade “unsatisfactory” in any of the non-key subjects must be balanced out by at least 3 “satisfactory” grades, out of which one has to be in the key subjects. (German, Mathematics, 1st or 2nd Foreign Language). Only one grade from the Music, Sport, Art group can be taken into consideration here as a balance.

5.4 The grade “unsatisfactory” in any of the key subjects (German, Mathematics, 1st or 2nd Foreign Language) will not allow the student to be promoted to the next academic year. No balances can be taken into consideration.

5.5 Furthermore, a promotion will not be allowed if the grades in more than 2 subjects are “below average”, or “unsatisfactory” in one subject and “below average” in another, or 2 or more subjects are “unsatisfactory”.

5.6 If a student has to move to a different form of schooling (i.e. Hauptschule or Realschule), the regulations for this type of school will be valid.

5.7 In special, exceptional cases, promotion of a student to the next academic year may be allowed even though the grade criteria have not been met because of reasons beyond the student’s control. However under these circumstances, it must be evident from the student’s ability and his / her general development, that s/he will be able to successfully complete the next academic year. A unanimous decision must be made before such a promotion will be made. This must be recorded in the minutes of the meeting.

A student cannot be given any official qualifications and be promoted to the next level under any circumstances, e.g. a student will not be awarded the end of Class 10 or 12 qualification regardless of the circumstances, if s /he does not meet the required criteria.

6. No grade awarded in individual subjects

6.1 If no grade has been awarded in a subject for reasons not justifiable by the students the grade in this subject will be considered as unsatisfactory.

6.2 If the reason for the no grade was beyond the student’s control, the subject will not be taken into consideration when the promotion decision is made. Please see point 2.1 for general rules governing this issue.

7. Repeating of a Class

The following principles apply should a student be required to repeat the year:

7.1 A student may repeat a year only once. Under normal circumstances, the student is not allowed to repeat two years in the same school type. The student will be required to change his / her progression in school, i.e. a Gymnasium student will repeat the year as a Realschule student, and a Realschule student will repeat the year as a Hauptschule student. The decision on this will be made in the Class Conference.

7.2 Under exceptional circumstances, deemed beyond the control of the student, the members of the Promotion Conference may allow a student to repeat more than one year, without having to

change progression in school (i.e. s/he may remain a Gymnasium / Realschule student, without having to move down to the next school type).

7.3 With a common agreement made by the parents of a student and the Headmaster, a student may repeat a year once voluntarily. The decision regarding promotion that has already been made in this case remains unaffected.

These regulations governing the promotion of students to the next academic year came into action at the beginning of the academic year 2004 / 2005.

Decision of the Teachers' Conference of the 21st of August 2004. Signed By: *Headmaster: Dr. Dieter Heinrich*

The regulations came into action after acceptance by the School Board on 24th of October 2006. Signed by: *Board Chairperson, Secretary*

The School Regulations were revised and updated in August 2009. They were determined in the Teachers' Conference on 19th August 2009, and came into effect after Board approval on 31.08.2009.

ATTACHMENT 4

HOMEWORK

1. Homework comprises of school work, of which the major part has been completed during the lesson.
 - 1.1 The aim of homework could be to revise the work covered, further practise this work, or appropriately apply the rules learnt.
 - 1.2 Homework can also be used as preparation for new work that is to be covered in Class.
 - 1.3 Homework can be used to provide students with the opportunity to learn a new concept independently (to a limited degree). This will help to make the student capable of organising his / her learning, as well as allow him / her to choose learning techniques and materials that best suit him / her.
2. Homework will be set according to the following regulations:
 - 2.1 All homework should be a natural consequence of the lesson taught, and once completed, should lead back to the material covered. Homework that does not fulfill these criteria is inappropriate.
 - 2.2.1 Homework should be of a level of difficulty that suits the ability of the student. The student should be able to complete the work independently, without external assistance, and within a reasonable amount of time.
 - 2.2.2 In order to ensure students can complete the homework independently, the instructions for completing the homework should be completely unambiguous and clear and if necessary, be provided in writing. The students must be given advice relevant to their age, and should be very sure about how to use the supporting material available to them.
 - 2.3 It is recommended that homework should be differentiated based firstly on the abilities and the needs of the individual students, and secondly on the difficulty of the work.
3. Homework should be set so that an average student can complete it in a single day in the following times:
 - For classes 1 and 2 – 30 minutes
 - For Classes 3 and 4 – 60 minutes

For Classes 5 and 6 – 90 minutes

For Classes 7 – 10 - 120 minutes

The Class Teacher, in conjunction with the other teachers teaching in that Class should keep an eye on homework set, and if necessary, seek a balance.

- 3.1 Homework should be checked, and be used for further work in subsequent lessons.
- 3.2 There is no compulsion to do homework, i.e. no teacher should assess homework.
- 3.3 Written homework should be given in all subjects, even in those where there are no written examinations.
- 3.4 Special exercises for individual students or groups of students are useful and necessary under specific conditions (for example lesson reports, minutes etc.) Such exercises (including recitations, oral presentations or projects continuing over the academic year) may not necessarily be completed within the determined average homework times stated above.
4. If necessary, the German School Nairobi can provide homework supervision.
5. Homework supervision in the Primary School:
The children are supervised to do their homework independently and carefully in a quiet working atmosphere. The supervisor offers assistance by helping the student to understand the set exercise. Homework supervision is not tuition for any individual student.

The homework supervisor ensures that the room used for supervision is left tidy and neat.

The document “School Regulations” was amended and updated in February 2006. It was determined in the Teachers’ Conference of 21.02.2006, and came into action after the Board Approval on 24.10.2006.

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ATTACHMENT 5

GUIDELINES FOR ADMISSION AND DE-REGISTRATION OF CHILDREN AND PAYMENT OF FEES

5.1 Admission of students:

Only children who meet the following requirements can be admitted to the school:

- a) Children who can follow and participate in lessons in German. Students with basic German language ability can be admitted on a trial basis. However, these students must be able to

produce results to a satisfactory level in the German language after a transition period of 2 years.

- b) Students who are able to provide either a School Leaving Certificate from their previous school, or some documentation confirming they had attended this school.
- c) students seeking admission into the Lower Secondary (or guest students) requiring boarding facilities must prove they have found accommodation either in the Boarding House or with a Host Family. (This does not apply to students seeking admission in the Upper Secondary).
- d) Children whose parents are Non-German speaking must have successfully completed an intensive German course.
- e) Children of Non-German speaking parents who have been attending the Kindergarten and Pre-School for a period of at least 2 years.

The School Headmaster, in conjunction with the Primary School Headmaster may admit students who do not meet the above criteria.

5.1.2 The decision on admitting a student, and into which Class s/he will be admitted is made by the Headmaster. Parents / guardians of the student may raise an objection to this decision within 4 weeks of the admission. This can only be done on the condition that a committee made up of at least 5 teachers and the Headmaster is convened, which then may choose to revise the Headmaster's initial decision after the student has passed an entrance examination. The resulting decision is not contestable.

5.1.3 The regulations governing the age for admission in the Province Thuringia apply to our school. A test will be carried out before admission to decide whether the child is ready for school. A doctor appointed by the German School Nairobi may be called upon to decide upon the physical readiness of a child for school.

All children, who turn 6 by the 31st of July, are obliged to attend school from the beginning of the following academic year. Children who turn 6 between 1st August and 31st December may be admitted at the beginning of the academic year, if it is decided that they do have the necessary physical and mental maturity, and are adequately developed in their social conduct.

5.1.4 No student has a guaranteed claim to be admitted to the school.

5.2 Deregistration from the School

5.2.1 Students who leave the school must do so in writing. Relevant forms for deregistration can be found at the reception at School. This process must be carried out 6 weeks prior to the student leaving the school.

5.2.2 If a student has been deregistered, s/he can only be re-admitted into his / her old class within the next 3 months on a trial basis. The readmission will be communicated (acceptance or rejection) with the parents after an observation period of a maximum of 2 months. If a student's attendance is interrupted by 3 months or more, s/he must do an entrance examination. It is completely inadmissible that a student is deregistered from the school, and skips a year upon re-admission.

5.2.3 Reports will be given out at the end of each semester. Should a student leave school in the middle of a semester, s/he will receive a School Leaving Certificate if s/he has completed more than half the semester at the German School Nairobi. A report will be given only at the end of a semester. Should there be any outstanding dues against the German School Society at the time of a student leaving the school, the Society may take legal action against the parents of the child.

5.3 Fees

In order for the school to function effectively, the following fees must be paid:

1. Fees for the School, Boarding House, Kindergarten and School Bus.

The fees will be invoiced in two parts, on the 15th of September, and the 15th of February of each year. These must be paid within 2 weeks of receiving the invoice. If school fees are not paid, the School Society reserves the right to charge the parent a penalty fee, or exclude the child from attending school. If a student has been deregistered after s/he has already completed more than half the semester, no fee can be refunded.

A full fee will be charged for students who stay absent from lessons without have been deregistered from the school. Parents / guardians of the student may apply for a reduction in fees. Forms for this application are available in the reception. The reduction is valid for one academic year, and for each new academic year, a new application must be made. These must be handed in at the latest by the 1st of July for existing students or by the 15th of September for new students. Until the Board makes a decision on fee reduction, the published fee applies to all students.

In the German School Nairobi, students are required to pay for all school material, including text and exercise books. The cost of any purchase made by the school, which is not part of the compulsory provision of the school, will be passed on to the relevant student / parent. This includes for example certain extra-curricular activities, student work books (which have been bought by the school and given to the student), and other such items, which incur a cost.

5.4 School Bus

Children who use the school bus must pay bus fees. These will be based on the cost of the bus service. The same regulations as School Fees apply to the payment and refund of school bus fees. (see 5.3) There is no reduction on bus fees.

5.5 Responsibility of the School

Supervision duty of the school extends to lessons, break times, extra-curricular activities and during lunch time to a limited extent (limited to children from the Kindergarten and Primary School who are participating in the afternoon activities). If a student is participating in any activity, which has been organised by any of the teachers at the German School, then s/he will fall under the supervision of the people in charge.

The School Society provides accident insurance for each individual student. The terms and conditions for accident insurance are available at the reception. It is then up to the parents / guardians to provide additional insurance for their children. **The school accepts no further responsibility.**

In case of an accident, the school management and employees, especially those on supervision duty are obliged to take the following measures:

1. take every measure to prevent further injury to the victim,
2. ensure that the school nurse and the parents / guardians of the student involved are informed as soon as possible.

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Attachment 6

REGULATIONS REGARDING WRITTEN EXAMINATIONS IN CLASSES 2 - 12

- 6.1 Written assessment, (in the form of examinations and written tests) must be distributed equally over the academic year based on the progress of the learning process. They are based on the demands of the syllabus, and based on what is taught in the class room.
- 6.2 The number of written examinations (minimum and maximum numbers) will be suggested by the respective departments, and determined by the Teachers' Conference. (Attachment IV a – Number of Examinations). No more than 3 examinations can be taken in one week, of which a maximum of two may be from “longer subjects”. Students will take no more than one examination a day. If an examination is set for 3 lessons or longer, students will do no tests on these days.
- 6.3 The term “test” refers to a testing of material learnt in the last 2 – 4 lessons. A test should be limited to 20 minutes. Students do not necessarily have to be informed about tests.
- 6.4 The students must be informed about the number of written examinations in the respective subjects at the beginning of the academic year. Dates for the examination should be entered into the Class Book a week in advance. Before students do the next examination, they must have received and done corrections of the previous one.
- 6.5 Examinations should be corrected and returned to the students within a reasonable period of time. Maximum time available is:
- | | |
|-----------------|------------------|
| Classes 2 – 7: | 2 teaching weeks |
| Classes 8 – 12: | 3 teaching weeks |
- 6.6 Should more than one third of the students in the class get grade 5+ (03 points) or less, then the Headmaster may decide whether those examination marks will still be valid. The decision will be made after consultation with the respective teacher, and if necessary, with advice from another teacher in the same department. The examination will not be declared invalid, nor will it be repeated, if it is of the required standard that can or must expect of a student at that level. The examination will also not be declared invalid if the performance is poor due to a lack of effort on the part of the students. If the examination is re-done, the better of the two grades will be considered.
- 6.7 Parents / Guardians have the right to look at their children's written examinations. Corrected examinations and tests will be given to the children to take home for at least one day. If a student does not give the examination back on time, s/he will not be allowed to take the corrected examination / test home the next time. After all examinations have been collected, they will be given by the students or the teachers to the Secretary's office and kept there. After the completion of the A-Level Examinations, all examinations of the candidates will be kept in the Headmaster's Office till the end of the next academic year.
- 6.8 If a student misses a written examination without a good reason, the student will then be given “Very poor” (0 points) as a grade for this examination. If a student from Classes 11 or 12 misses an examination for reasons beyond his / her control, s/he should be given the chance to take the examination. The school requires a doctor's note in case of illness. In the other Classes, the individual subject teacher will make the decision on whether the absent student should take the missed examination or not.

6.9 If a student cheats or tries to cheat for or during an examination, the invigilating teacher can stop his / her examination immediately.

The subject teacher may take any of the following actions in case of cheating:

- Warning
- No mark given for the examination
- Examination corrected, but student given “very poor” as grade
- A reduction in grades by up to 2 grades.

The regulations regarding the “Abitur” or any other External Examinations remain unaffected by these rules.

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Attachment 7

REGULATIONS FOR PARENTAL CO-OPERATION

7.1.1 The parents / guardians (henceforth referred to as parents) of the children in any particular class form the parental body of that class. From this body, parents are required to choose a Parent Representative, and a Deputy. Parents of children in the Kindergarten are required to choose a representative from each Kindergarten group. Independently from this, whether one or both parents of a child are present at an election, they will be allowed only one vote per child.

7.1.2 The Class Teacher of a particular class or a Kindergarten group will invite the parent body of his / her respective class to a Parents’ Evening, so that the Parent Representative and the Deputy can be elected. This will be done within the first four weeks of the new academic year.

7.1.3 Over the course of the year, the Parent Representative, (after discussion with the Class Teacher or the Kindergarten group leader) may invite the parent body to a meeting, which s/he would lead. A parents’ meeting may also be called, when one fifth of the parental body, the school management, or the Class Teacher deem it necessary. A parent in the class may be represented by another in the same class.

7.1.4 The majority wins when voting on any particular issue. If there is a tie in votes, the Class Representative makes the final decision.

7.2 Parents General Committee

7.2.1 The Parents’ Representatives of each class and their deputies, and the Kindergarten Group representatives form the **Parents General Committee**. The Headmaster of the School invites the elected Parents’ Representatives to a meeting of the Parents General Committee, no later than 5 weeks after the beginning of a new academic year.

7.2.2 The Parents General Committee chooses from among the Parents’ Representatives a Parents’ General Committee Chairperson, a Deputy Chairperson and a Secretary.

7.2.3 The Parents General Committee Chairperson calls meetings of the Committee upon need. A meeting must be called, when the school management or one fifth of the members deem it necessary.

7.3 Elections

7.3.1 All parents of the children in the school and in the Kindergarten have a right to vote, and may be elected into office bearer positions. Teachers in the school and the Kindergarten, members of the School Board and any other employees of the school may not be elected to such positions. One parent can only represent one class in the school.

7.3.2 All elections are valid for one academic year. Until a new committee is elected at the beginning of a new year, the previous committee must continue carrying out its duties. After the new election, the previous committee hands over the duties to the new Chairperson.

7.3.3 Parents' Representatives may leave their position:

- a) if they are voted out by a 2/3 majority.
- b) if they resign from the position
- c) if they no longer have any children in the school
- d) if they become a member of any other body in the school, or if they are employed by the school in any capacity.

7.4 Duties of the Parents General Committee

7.4.1 The role of the Parents General Committee is to further strengthen the relationship between the school and the parents. It should also look after the interests and responsibility of the parents in bringing up the children, and support the school in the raising and education of the children. The Parents General Committee also represents the parents should there be a query regarding any school related matter.

7.4.2 The Parents General Committee has the right to deal with any issue that concerns the school – student – parent relationship. They may make suggestions and give advice on such issues. The Parents General Committee is to be appropriately informed and updated by the school management.

7.5 Working Conditions

The School management avails the necessary equipment to the Parents General Committee for the latter to carry out its duties.

7.6 Position of the Parents General Committee in the School

7.6.1 All educational matters regardless of importance may be brought up in meetings of the class parental bodies and of the Parents General Committee. The Committee may make suggestions to the Class Teacher, the School management or to the School Board.

7.6.2 The School management must hear the parental bodies or the Parents General Committee before the school takes major decisions, especially if the decisions are to do with the organisation of the school. These include:

- a) Measures that would effect an obvious change in the teaching, especially the shifting of teaching times.
- b) Decisions affecting the organisation of the school library, educational places external to the school, school trips and exchanges, as well as school events outside of normal teaching time.
- c) Decisions relating to furnishing and equipping class rooms.
- d) Questions that affect both the school and the home, and are not limited to individual cases.

- e) Fundamental changes about the school rules, school reports, regulations regarding promotion of students to the next academic year, and regulations affecting written examinations.
- f) Matters relating to the introduction of new teaching methods, as well as fundamental changes to the syllabus and subjects.
- g) Continuous falling through of lessons for specific causes

7.6.3 If required, teachers will inform the parental body on the content, planning and structure of the lessons. This especially applies to subjects in which the right to raise a child in a particular way by a parent is affected. The parents will especially be informed about the aim, content, timing and structure of sex education, so that the education at home and in school complements each other as far as possible. The right of the parent and the rights of the student will be taken into consideration here.

7.6.4 Parents may approach individual members of the Parents General Committee to represent their interests at committee level.

7.6.5 The School Headmaster, upon his own discretion, invites a representative of the Parents General Committee to School Conferences.

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Attachment 8

SCHOOL RULES

Preliminary Remarks:

The behaviour of all members on the school compound should be fair, respectful and sensible, so that disturbances, injuries to oneself and to others, damage of school property and fights are kept to an absolute minimum. In order to achieve this goal, students must follow instructions of all teachers, especially the person on supervision duty.

1. Supervision duties

Early duty	7.25 a.m. to 7.40 a.m.	1 Teacher 1 Teacher Bus driver and conductor	Overall Primary School Compound Primary School Playground Bus duty
1st Break	9.20 a.m. to 9.35 a.m.	1 Teacher 1 Teacher	Courtyard Primary School Playground

		1 Teacher	Sports grounds Entrance area, Upper Secondary School
2nd Break	11.15 a.m. to 11.25 a.m.	1 Teacher 1 Teacher 1 Teacher	Courtyard Primary School Playground Sports grounds Entrance area, Upper Secondary School
Bus duty	From 1.05 p.m. until the departure of the last buses, at around 1.17 p.m.	Bus driver and conductor	In the buses
Bus duty	From 3.30 p.m. until the departure of the last buses, at around 3.45 p.m.	Bus driver and conductor	In the buses

The supervision timetable is pinned up on the notice board in the staff room, as well as on the board in front of the administration offices. In case of any problems, teachers on duty should be consulted.

2. Break and lesson times

1. Lesson	7.45 a.m. – 8.30 a.m.	2. Break	11.15a.m. – 11.25a.m.
2. Lesson	8.35 a.m. – 9.20 a.m.	5. Lesson	11.30a.m. – 12.15 p.m.
1. Break	9.20 a.m. – 9.35 a.m.	6. Lesson	12.20 p.m. – 1.05 p.m.
3. Lesson	9.40 a.m. – 10.25 a.m.	Lunch break	1.05 p.m. – 2.00 p.m.
4. Lesson	10.30 a.m. – 11.15 a.m.	7. Lesson	2.00 p.m.– 2.45 p.m.
		8. Lesson	2.45 p.m.– 3.30 p.m.
		9. Lesson	3.30 p.m. – 4.15 p.m.
		10. Lesson	4.15 p.m. – 5.00 p.m.

After the first bell, all students as well as teachers go to the class or subject room, so that by the time the second bell rings, everyone is in the correct room, and lessons can begin punctually.

The teacher locks the classroom door after the lesson, unless the children are staying in the room during the short 5 minute break.

2. Supervision during break time and in free lessons

Supervision is only carried out in the areas marked on the attached plan. Students in the Upper Secondary may remain in their classrooms during break times. All other classrooms and subject rooms are locked during break times and outside of normal teaching hours. The teacher of the previous lesson is required to lock up. If it is raining, students are allowed to stay in the classroom. Students are not allowed to stay in the parking area for obvious security reasons. Students may not leave the school compound during the breaks. Students from Classes 11 and 12 may leave the school compound if a “free lesson” has been indicated on their Gate Pass. The school is not responsible for these students once they leave the compound. Students from Classes 7 – 12 may leave the compound at lunch time – though the school is not responsible for them once they are out of the school gate.

3. Order and cleanliness

All school and leisure activities should take place in a pleasant environment. Therefore, all rubbish must be thrown in the rubbish bins available. There should be no graffiti on furniture, doors and walls. The toilet blocks must be left clean. Parents will be required to pay for any damage caused by their children.

4. Ball games, playing fields and sports facilities

During break time, ball games are only allowed in areas specifically allocated for them, i.e. the football field and the basketball court. Other sports facilities may not be used during break times. During break times, the play ground equipment in the Primary School is available as a first priority to children from this section of the school.

5. Disturbance of lessons

Disturbances of lessons can only be avoided when students who do not have a lesson (free lessons) are not in the area near the classrooms and subject rooms. Riding of motorbikes and bicycles is only allowed if the student is coming to or leaving from the school compound. Bicycle riding, skateboarding and Inline Skating are allowed on week days from 5.00 p.m. onwards. Cycling on the sports field is not allowed.

6. Lunch time

There is no supervision for students from Classes 5 – 12 during lunch time (1.05 p.m. to 2.00 p.m.). Students who choose to stay on the school compound during the lunch hour may use the following facilities: cafeteria, library, computer room, and rooms 30 and 34. Students in the Upper Secondary may remain in their classrooms.

Children in the primary School will be supervised from 1.05 p.m. to 3.30 p.m., but only with prior enrolment of the child. Children who are not authorized to stay in school after 1.05 p.m. must be picked up at this time. They will not be supervised.

7. Bus Stops

The bus stops for all buses are directly in front of the main entrance to the school. (see leaflet on bus rules).

8. Weekends and holidays

The Headmaster will decide whether students (and their parents) are allowed to use all external sports facilities during weekends and holidays. No unauthorized may be on the school compound during these times.

If these rules are broken, measures against misdemeanours will be put into action.

9. Teaching Material

All teaching material that belongs to the school must be collected and returned after the lesson. The Head of Department is responsible for the teaching materials and their inventory, and this should be handed over to the person taking over from them. Magazines cannot be taken out of the library; they must be read in the library. Books must be borrowed officially.

10. Valuables

Valuables should not be brought to school. Items found on the school compound should be given to the resident manager. All thefts and damages should immediately be brought to the attention of the Headmaster, in the interest of all concerned. In case of any accidental or deliberate damage to property of the German School Nairobi, other property or injury to school personnel, the person causing this damage or his / her parents will be held fully responsible.

11. Drugs

Consumption as well as provision of drugs is strictly forbidden on the whole school compound. All substances, including tobacco and alcohol belong to this group.

Exceptions:

- Alcohol (wine, beer, champagne) may be allowed at school functions which are meant for parents. Alcohol will not be served to students. Smoking is the personal choice of the individual adult.
- The tennis club is allowed to serve alcoholic drinks at the tennis hut (wine, beer, champagne) to adults. Smoking is the personal choice of the individual adult.

If these rules are broken, measures against misdemeanours will be put into action.

12. Functions and events

An application (using the relevant form available from the reception) to hold a function must be made to the school management, in English, at least 7 days before the event is to take place. A function cannot take place without acceptance in advance from the Headmaster and the Administration Manager. The management requires at least one recognized adult to supervise the event. If any assistance is required, e.g. with back stage, or food is required from the cafeteria, this must be communicated in writing to the relevant people at least 7 working days prior to the event. The supervising adult of the event, appointed by the Headmaster is responsible for carrying out the event, for ensuring all necessary equipment is made available, and for ensuring the security of this equipment.

13. Additional duties required from the bus drivers of the GSN

An application must be made for a bus request at least 7 working days in advance. This must be done in writing, in English, on the relevant form (available at the reception). If the application is not made in time, services of the buses will not be made available. There is no guarantee that a bus driver from the German School Nairobi will be available for the trip. A reply will be communicated to the applicant 3 working days in advance.

14. Other rules

Mobile phones must be switched off by both teachers and students during lessons. After the 6th or 8th lesson, or after homework supervision time, the chairs must be put on the desks, and the rooms left tidy.

Decided upon at the Teachers Conference of the German School Nairobi on 12th October 1992.

Signed by: Headmaster

Came into action after the Board of the German School Society acceptance on 9th November 1992

Signed by: Board chairperson, Secretary

Amended and determined at the Teachers' Conference of the German School Nairobi on 13th June 2006. Came into action after Board acceptance on 24th August 2006.

The document "School Regulations" was amended and updated in August 2009. It was determined in the Teachers' Conference of 19.08.2009, and came into action after the Board Approval on Die

ATTACHMENT 9

Guest Students At the German School Nairobi

1 General Regulations

The German School Nairobi offers the opportunity to students from Germany or from other countries to spend one semester or an entire academic year at the German School Nairobi. In addition to gaining a new school experience, guest students will also get an insight into Kenyan life, as well as be able to improve their language skills by being in an English-Speaking environment.

The students of the German School Nairobi will additionally gain from this experience and contact with guest students.

We expect the guest students to bring with them qualities that will allow them a successful stay at the GSN. They must have a positive attitude towards a developing country like Kenya, and have the will to adapt to a new system, as well as be accepting and tolerant. In addition, they should be strong academic candidates, so that after the year out, they have a problem-free continuation of their education upon returning to their home country.

2. Admission

The school headmaster will decide upon the admission of the guest student. The application which will be signed by the parents as well as the host family (or boarding management), is based on a recommendation of the host school of the guest student and his / her last school report.

3. Accommodation

The guest student may be accommodated in the School's Boarding House, or with a host family. The German School Nairobi can help to look for a host family. The German School Nairobi cannot guarantee to find a host family though.

4. Guardianship

Should a student be accommodated with a host family, then this family is committed to taking care of the student. They will carry out parental duties and care as they would for their own children. The school recommends the host family makes a written agreement with the parents of the guest student along these lines.

If the student chooses to be accommodated in the Boarding House, the Boarding Mistress will take on all responsibilities of the student.

5. Duties of the Guest Student

Guest students are expected to make every effort to fit into the lives of the host family, or into the routine of the Boarding House. S/he will respect the existing rules of the family, concerning going out times, eating, helping with the housework etc.

During his / her stay here, the guest student is considered to be a normal student of the German School Nairobi, and is obliged to attend school regularly, to respect the school rules, participate in lessons, complete all homework, take all written examinations etc.

6. The role of the school

As the student is considered to be a normal student of the German School Nairobi, s/he will receive a certificate of attendance, as well as a school report at the end of the stay.

7. Financing

The parents of the guest student must pay all costs for the student during his / her stay in Nairobi. These have been detailed in the Fees list for Guest Students. This includes school fees, accommodation and food in the host family or in the Boarding House, and the use of all sports facilities (with the exception of the tennis court). Each guest student is insured for accidents while in school or in school events.

Guest students are required to pay for school books, overseas insurance and private health / accident insurance themselves.

Decided upon at the Teachers' Conference of the German School Nairobi on 08.11.2006

Signed by: School Headmaster

Accepted by the Board of the German School Society Nairobi on 04.12.2006

Signed by: Board Secretary

The document "School Regulations" was amended and updated in February 2006. It was determined in the Teachers' Conference of 21.02.2006, and came into action after the Board Approval on 24.10.2006.

The document "School Regulations" was amended and updated in August 2009. It was determined in the Teachers' Conference of 19.08.2009, and came into action after the Board Approval on 31.08.09.