



School Regulation

German International School Toronto

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1. General Information

1.1 Educational Mandate and Educational Objectives of the School

The German International School Toronto imparts to its students the German Language, German educational content and a contemporary image of Germany in all its varied aspects as well as the language and culture of Canada. The school thus enables its students to engage in encounters with other peoples and cultures and to develop into cosmopolitan citizens, characterized by international understanding and a peaceful disposition.

The school's mission is to enable the students to choose a course of education commensurate with their capabilities. Its task is to provide students with knowledge and teach skills, which will help them form independent opinions and support them in pursuing their personal and social development. Students are to be educated to embody self-determination rooted in social responsibility and show respect for ethical norms and religious values as well as tolerance and respect for the convictions of others.

Communicating learning contents and educational values is at the core of the educational mandate of the school. Educational objectives and the organization of classes are based on the regulations of the Federal Republic of Germany, Canada and the Province of Ontario.

The German International School Toronto operates a Kindergarten, which is an integral part of the school.

1.2 Purpose of the School Regulation

The school can only fulfill its educational mandate if all parties (natural persons and legal entities), that is the school's body corporate ("Deutsche Schule Toronto"), the Principal, the faculty, students and parents work together in an atmosphere of trust. The provisions and rules of this school regulation are designed to support this cooperation.

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1.3 Other Regulations

This school regulation refers to other regulations and rules (e.g. Regulation on Student Involvement, Regulation on Parent Involvement), as drawn up by every school. Together with the school regulation these documents define the rights and duties of all parties and institutions involved in the school community. They are listed in an overview.

2. Position of Students at the School

In order to fulfill its educational mandate it is imperative for the school that students have the opportunity to contribute to the lessons and to the school community, that students are willing to do so and that, with a view to the educational mandate of the school, are enabled to exercise their rights and duties.

2.1 Student Rights

Students have the right to:

- Be informed about matters concerning them,
- Be informed about their level of performance,
- Receive counseling with regard to their school career,
- Lodge a complaint with the Principal when they feel that their rights are infringed,
- Be heard before disciplinary actions are taken.

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2.2 Student Duties

Students have the duty to:

- Attend school regularly,
- Follow the instructions and orders of the Principal, the faculty members and others acting under instruction of the Principal,
- Contribute to the lessons according to his or her abilities.

2.3 Student Involvement

The educational mandate of the school requires the school to enable students to demonstrate co-responsibility, especially by furnishing an age-appropriate contribution to lessons given and to encourage their active involvement in the school community.

It is the school's task to lay the foundation for this. The school will develop forms of student involvement for all age levels. Further details can be found in the current version of the Regulation Governing Student Involvement.

By participating in special committees and work groups, which may be created by the student council after consultation with the Principal, students can participate in activities, that are important to themselves or to the school and which may exceed the confines of the school framework (e.g. community projects).

Publication of a student newspaper is based on an agreement between students and the Principal.

3. Parents and the School

3.1 Interaction Between Parents and School

Parents and the school have the joint task of educating and nurturing students according to their individual talents and skills.

This requires above all that the parents and the school maintain a close connection and are able to communicate in a timely fashion to avoid, if at all possible, difficulties, which threaten to affect the student's development at school.

The school offers parents advice in specific educational and pedagogical matters. It provides insights into guidelines and regulations, offers consultations hours and organizes parent nights and parent assemblies.

The parents support the school in their endeavour to fulfill its education mandate. They cooperate with teachers and the Principal and keep abreast of their child's behaviour and academic performance.

The parents ascertain that their child fulfills his or her duty to attend school, is well-equipped for class and treats school property responsibly. The parents commit to paying tuition and other fees established by the school's body corporate in a timely fashion. Applications for tuition waivers or reductions have to be submitted annually by the parents to the Head of Administration and should be accompanied by all relevant documentation. The head of administration will provide the parents with information on the school policy with regard to these applications. The administration will then forward the applications to the Board of Directors for a final decision.

3.2 Parent Involvement

Parents of children who attend the German International School Toronto are encouraged to become members of the school's body corporate ("Deutsche Schule Toronto") and are invited to join in and

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become involved. By becoming a member you have the opportunity to help shape the decisions taken by the school's body corporate. The work of the school's body corporate is governed by the by-laws of the corporation "Deutsche Schule Toronto". Apart from participating in the activities of the school's body corporate, parents are also given the opportunity to contribute to practical work at the school in an appropriate way. To facilitate this, the school has Parent Councils at class level as well as a School Parent Council. Details can be found in the current version of the Regulation on Parent Involvement and the School Parent Council.

4. Admission and Withdrawal of Students

4.1 Registration

Registration of students is done by parents or their representative. At the time of registration all documentation requested by the school has to be produced. The registration becomes effective when payment of the necessary tuition and fees has been received by the German International School Toronto in a timely and proper fashion.

4.2 Admission and Withdrawal

All decisions on admission and placement into a grade level are taken by the Principal. Should a review of this decision become necessary, the Principal will perform this review together with a committee consisting of teachers of the school. Admission of students also has to adhere to the decisions taken by the German Conference of Education Ministers.

Guidelines for the admission of students are established by the Board of Directors in consultation with the Principal and require the approval of the German Ministry of Foreign Affairs.

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In general the school does not accept students whose parents do not reside in Canada. Upon registration the parents will be provided with a copy of the School Regulation. Their signature confirms receipt and signals acceptance of the regulation.

If a student leaves the school the parents have to give written notice of withdrawal. Upon leaving, only once all accounts have been settled, the student receives a school report.

4.3 Discharge

Students are discharged from school when they

- Have reached the intended level of education;
- Have been withdrawn in writing from school by their parents;
- Have been expelled from school due to disciplinary action.

In the first case the student would receive a school-leaving report card, in the other cases the student would receive a progress report card. If less than 8 weeks have transpired since the last report card was issued the student will only receive a confirmation of attendance.

Departing students are required to return all school property. Parents are required to pay any outstanding fees.

At the moment the German International School Toronto does not offer a diploma, thus there is no final school-leaving report card at graduation from our school. The German International School Toronto currently offers classes through Grade 8. In Ontario this corresponds to the end of elementary school since Grade 9 is the first grade of high school.

5. School Attendance

5.1 School Attendance and Participation in School Events

School attendance requires that students prepare for classes, participate in class, perform the requested assignments and are equipped with all the necessary tools for learning and working. Students who decide to participate in an elective subject or a working group commit to regular attendance over the period stipulated by the school. Exceptions to this rule may be decided by the Principal. The school offers language support in German as well as in English. It is expected that all students participate in one or the other. Exceptions to this rule are decided by the Principal upon submission of reasonable justification.

At the moment the German International School Toronto does not offer any elective courses.

5.2 School Absences

If students are unable to attend classes or school events due to illness or other reasons, parents are required to inform the school immediately. A written note has to be supplied within three days, and in certain cases a medical certificate may be required.

5.3 Granting Leave of Absence from Classes and Other School Events

Subject matter teachers may grant leave of absence for individual lessons. The homeroom teacher may grant leave of absence for up to one day. All other cases will be decided by the Principal.

Extended leaves of absence, especially immediately before or after vacation will only be granted in exceptional cases if requested for a valid reason. The applicant will bear the responsibility for any subsequent decline in academic performance. In such cases, if warranted by the grades, the school has the authority to suspend the decision on promotion to the next grade. Details are dealt with in the

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Regulation on Promotion to the Next Grade. If a student is prevented from returning to school after vacation due to unforeseen circumstances, the Principal has to be informed immediately.

5.4 Attendance Waiver for Ethics and Physical Education Classes

Ethics is a regular school subject. An attendance waiver cannot be granted. A temporary exemption from attending physical education classes is only possible after prior submission of a written note by the parents.

A longer-term exemption from participating in physical education classes can only be granted if deemed necessary (in writing) by a registered medical doctor.

5.5 Language Succession at the German International School Toronto

The German International School Toronto is one of only two German full-time schools in Canada. The languages of instruction are German and English. If possible one school subject will be taught in English. In Grades 5 and up, the subjects History and Geography will be taught bilingually (German/English). The German International School Toronto has established the following language succession:

- German- and English-speaking Kindergarten
- English: Grade 1 - 8 (later through 12)
- French: Grade 4 (compulsory but not relevant for promotion to the next grade level), starting in Grade 5 compulsory and relevant for promotion
- Latin: starting in Grade 5 - optional working group if there is enough demand

6. Student Performance, Homework and Promotion to the Next Grade

6.1 Achievements and Methods of Work

Teachers assess student performance on the basis of their responsibility as an educator. Teachers will observe all valid regulations and the guidelines issued by the subject matter and faculty conferences. A performance assessment should be based on as many types of oral, written and tests as possible. All tests performed must have been practiced in class. The school will issue regulations on examinations and disciplinary action in case of fraudulent activities, which are listed in the appendix to the school regulation.

6.2 Homework

The main work in all subjects is done during class. Homework assignments are a natural extension of the lesson taught in class and are aimed at reviewing, deepening and preparing what was already learnt. The amount and the degree of difficulty have to be such that students can complete the assignments independently in an appropriate amount of time. In order to challenge students without overwhelming them, the various teachers teaching a class have to coordinate amongst themselves the amount of homework given. The homeroom teacher is responsible for this coordination. Homework will be checked and discussed in class.

6.3 Promotion to the Next Grade

The stipulations governing promotion to the next grade and school reports are included in the Regulation on Promotion to the Next Grade and School Reports, which is adopted by the faculty conference and forwarded to the Board of Directors for information and for final adoption. This regulation is also submitted to the Federal Government-Länder-Committee for School Work Abroad (Bund-Länder-Ausschuss für schulische Arbeit im Ausland - BLAschA).

7. Disturbance of the School Order and Relevant Measures

The smooth operation of lessons and school life in general require a certain amount of order which contributes to making the teaching and educational process possible. If students are culpable of violating laws or regulations in force at the school disciplinary action may be taken. Such disciplinary action should only be taken, when this is required to support teaching and educational work or to protect persons involved or property.

It is part of the teacher educational mandate to explain that rules are necessary and meaningful and to work towards getting students to support the school regulation and act accordingly.

Disciplinary action should be taken with the educational goal in mind to help students increase their social responsibility. Thus all disciplinary steps taken should reflect the education mandate of the school but also be fair to the individual student.

Educational measures are given priority over disciplinary action and have to be proportionate to the cause. Collective punishment, corporal punishment and other measures that violate human dignity are not admissible.

The faculty conference will draw up a list of appropriate educational measures and disciplinary action for the school. Possible educational measures and disciplinary action are included in the appropriate appendix.

8. Duty of Supervision and Liability of the School

8.1 Duty of Supervision

The school is required to supervise students during classes, breaks, free periods, while they participate in other school events and for a reasonable amount of time before and after school hours.

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Supervision is provided by teachers or other persons tasked with supervision duties. Other persons can be parents who have volunteered or suitable students who are given special tasks to perform as well as employees of the school tasked with supervision.

Students are required to follow orders issued by these persons.

8.2 Insurance Protection and Liability

Upon admission to the school the school's body corporate ("Deutsche Schule Toronto") will provide students with insurance against accidents that happen on the way to school, at school, in class and at school events. The insurance terms and conditions may be viewed at the office of the German International School Toronto and if requested parents can obtain a copy.

The school is not responsible for items of value that students might bring to school.

9. Hygiene at the School

Maintaining student health, especially the prevention of communicable diseases, is a necessary precondition for the interaction of all parties at the school. All of the parties concerned are expected to do their share.

The school takes appropriate measures to maintain hygiene at school. Parents and students have to comply with appropriate requests issued by the school. Should students or persons living in the same household come down with a communicable disease the school has to be informed immediately. The Principal will take appropriate measures based on the regulations issued by local health authorities.

10. Academic Year and School Trips

10.1 The Academic Year

The academic year extends from August 1 through July 31. The vacation schedule of the school, which also includes other days during which the school remains closed, is determined each year by the Principal in coordination with the Board of Directors and will be made available to the parents as soon as possible. The vacation schedule of Canada, the province of Ontario as well as German domestic guidelines are appropriately taken into consideration.

10.2 School Trips

The school will adopt regulations on school trips and school events, which are authorized by the Principal and communicated to parents during information evenings. Questions of responsibilities and supervision have to be answered beforehand. School trips serve the purpose of developing students' social competence. Among other things these trips help to develop a mutual understanding, to offset one person's weakness with another person's strength and to develop respect for fellow students and teachers. For these reasons the school attaches great importance to all students of a class participating in such events. Exceptional cases will be decided by the Principal. A first aid kit needs to be brought along during all outings and class trips.

11. Provisions on Students over the Age of Maturity

With regard to students over the age of maturity the school assumes that his or her parents are still authorized to act on his or her behalf, unless the student explicitly rejects this assumption. In such a case the student who has reached the age of maturity will have to sign the school regulation that was previously signed by his or her parents.

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Currently this paragraph is not applicable to the German International School Toronto since only Grades 1 through 8 are taught.

12. Handling of Objections and Complaints

Decisions taken by the corresponding conferences on promotion to the next grade and on disciplinary action are generally an internal matter of the school. Objections and complaints are therefore dealt with by the school itself. The Board of Directors will decide on a procedure for reviewing decisions taken by the Principal or the conferences, if so requested by a legal guardian. Since the issues in question are generally of an educational nature, any decision on a complaint will generally be taken by the Principal and the appropriate conference. The Board of Directors will be informed of the final decision.

13. Final Provision

The preceding School Regulation above entered into force, subject to the authorization by the Federal Government-Länder-Committee for School Work Abroad (Bund-Länder-Ausschuss für schulische Arbeit im Ausland - BLAschA), through the decision taken by the faculty conference and the decision taken by the Board of Directors of the German International School Toronto on _____ . At the same time the recommendation of the Committee for Schools Abroad dated January 27, 1956 as well as the School Regulation of the German International School Toronto in the version of April 17, 2007 (updated on May 8, 2007) will become redundant.

A. Rupp, Schulleiter

C. Feilmeier, Vorstandsvorsitzender

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Appendix 1

14. Performance Assessment, Examinations, Fraudulent Activities

14.1 Performance Assessment as an Educational Task

The assessment of academic performance is an educational task. Under the school's guidance students will become acquainted with the requirements of the curriculum, the type of exams given and the assessment methods used to determine student performance and will learn to appreciate the need for such assessments.

Academic performance is primarily measured according to the degree that the learning requirements were met. Factors that are additionally taken into consideration for assessment purposes in Grades 1 through 10 are: the students' relationships with others in the learning group, in which the performance is measured, the individual learning progress and the students' motivation. Assessments of student performance help students actualize high levels of academic performance and make comparisons with other performances possible. They help the teacher to validate the success of his educational measures and to incorporate that knowledge into future planning.

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14.2 Grade and Point System

Student performance will be evaluated using a six-level-grade system including the marks: very good, good, satisfactory, adequate, deficient or fail. Following are the definitions of the various grades:

| | | | |
|--------------|-----|---|--|
| Very good | (1) | = | A performance that meets requirements to a very high degree |
| Good | (2) | = | A performance that fully meets requirements |
| Satisfactory | (3) | = | A performance that generally meets requirements |
| Adequate | (4) | = | A performance that, while demonstrating deficiencies, still meets requirements |
| Deficient | (5) | = | A performance that does not meet requirements, but demonstrates certain basic skills, that lead to the conclusion that the shortcomings can be rectified in the foreseeable future |
| Fail | (6) | = | A performance that does not meet requirements and that demonstrates that basic skills are insufficient to rectify any shortcomings in the near future |

The term "requirements" used in these definitions refers to the scope of the knowledge demonstrated as well as the independent and correct application of this knowledge and its presentation.

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In Grades 11 and 12 the grade system is supplemented by a point system. The following conversion key can be used to convert the six-level-grade system into the 15-point-point system:

| | | | | | |
|----|----|----|---------------------------------|---|---------|
| 15 | 14 | 13 | Points according to grade trend | = | Grade 1 |
| 12 | 11 | 10 | Points according to grade trend | = | Grade 2 |
| 9 | 8 | 7 | Points according to grade trend | = | Grade 3 |
| 6 | 5 | 4 | Points according to grade trend | = | Grade 4 |
| 3 | 2 | 1 | Points according to grade trend | = | Grade 5 |
| | | 0 | Points according to grade trend | = | Grade 6 |

14.3 Oral Records of Achievement

When it comes to performing the required course work in class and reaching educational objectives, all forms of oral class work carry their own weight in addition to the written work. Oral records of achievement are to be adequately included as basis of any performance assessment.

Details will be established by the faculty conference or the subject matter conferences.

14.4 Written Records of Achievement

Written records of achievements like tests, written exams, essays and so on have to be evenly distributed over the academic year according to the progress in learning. They correspond to the requirements of the curriculum, result from the lessons taught and may not contain an artificial accumulation of difficult questions.

The faculty conference establishes the total number of test papers to be written in each subject during the academic year, on the basis of the curriculum and the number of periods taught in each subject.

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The number of test papers that will be written is communicated to the students at the beginning of the academic year. During preparation the subject matter teachers will coordinate the dates for test papers among themselves.

Test papers are generally announced one to two weeks ahead of time.

If more than a third of the students did not achieve an adequate grade, the Principal will, after consultation with the subject matter teacher, decide whether the test will stand or be declared invalid.

14.5 Grade-Level Information

In the elementary grades and in the intermediate grades and in Grades 5 through 10 the teacher may ask for a missed written test paper to be taken or a written test to be repeated if this is necessary for an adequate performance assessment.

Should a student of the future Grades 11 and 12 miss a test paper without a valid reason, this part of the record of achievement will be assessed as a failing grade. In case of an absence that is not the student's fault, he or she will be given the opportunity to retake the missed test. In case of an illness a medical certificate might be required.

14.6 Fraudulent Activities During Written Examinations

If a student engages in cheating, tries to do so or assists in doing so, the supervising teacher takes a decision on an appropriate measure to be taken in keeping with the principle of proportionality.

For reasons of fairness the faculty conference will establish basic principles and guidelines to be applied in cases of fraudulent activities.

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Measures that might be taken include:

- Admonition and threat of one of the following measures;
- Declaring the written test to be concluded and only grading the part that was not subject to cheating;
- Declaring the written test to be concluded and marking the test as "failed".

The regulations concerning fraudulent activities in the Examination Regulation remain unaffected.

Appendix 2

15. Possible Educational Measures and Disciplinary Measures

15.1 Educational Measures

Educational measures may include:

1. Praise for good behaviour and good performance
2. Verbal admonishment
3. Comprehensive discussion with the student in question and/or his or her parents
4. Special assignments given to the student to create understanding for the wrongdoing
5. Entry into the class registry
6. Written notification of the parents

15.2 Disciplinary Measures

Disciplinary measures may include:

1. Written reprimand by the teacher
2. Written reprimand by the Principal
3. Threat of suspension from classes or other school events
4. Suspension from specific school events

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5. Temporary exclusion from school attendance, the maximum number of days is determined by the faculty conference (recommendation: max. 10 school days)
6. Threat of permanent expulsion from the school
7. Expulsion from the school.

Before disciplinary action is taken, the student – in case of measures no. 6 and 7 the parents and a teacher of the student's choice - has to be given the opportunity to be heard.

Decisions on disciplinary measures are taken by: action no. 1 the individual teacher, no. 2 the Principal, nos. 3 to 5 the class conference, nos. 6 and 7 the faculty conference in consultation with the Board of Directors.

All measures, except for nos. 1 and 2, have to be included in the student record and have to be communicated to the parents.

Admonitions and reprimands can be accompanied by special requirements.

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Appendix 3

16. Provisions on the Kindergarten of the German International School Toronto

The relationship between school and Kindergarten is characterized by a close cooperation, which, especially in the Entry-Level Program, makes the comprehensive support of child development the focus of the educational work performed.

The legal entity responsible for the Kindergarten is the "Deutsche Schule Toronto" – a corporation under Canadian law. According to section 1.1 of the School Regulation of the German International School Toronto is an integral part of the school.

Kindergarten officially starts at 8:30 AM and ends at 1:15 PM. On some days the school offers extracurricular activities that take place in the afternoon. These activities start after the lunch break – generally at 1:45 PM.

16.1 Kindergarten Mission

Within the education system Kindergarten has its own independent mandate to educate, which is based on the education plan for children up to 10 years of age of the State of Thuringia and the corresponding regulations of the Province of Ontario. Of prime importance is supporting character development and advising and providing information to parents. Thus Kindergarten complements and supports the nurturing and education of the child within the family.

Kindergarten fulfills its educational mandate in constant contact with the parents and other guardians involved and its main tasks include:

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- Taking into consideration the individual life situation of each child,
- Helping the child to develop the highest degree of independence and initiative possible, to encourage and strengthen his or her love for learning,
- Enabling the child to increase his or her emotional resilience,
- Supporting and promoting the child's creativity under consideration of his or her individual talents and skills,
- Imparting the child with basic knowledge of his or her own body and to support his or her physical development,
- Supporting the development of the mental abilities of the child and making a wide range of experiences available to impart to the child elementary knowledge of his or her environment,
- Supporting the child's language development in English and German and advancing it within the constraints of that particular situation.

Kindergarten also has the task to make it possible that children may consciously experience diverse social behaviours, situations and problems and to give each child the opportunity to experience his or her social role within the group, to recognize the positive effects he or she can have through her actions on the democratic life together and to practice democratic forms of behaviour.

16.2 Parent Involvement

The parents of all Kindergarten students elect their representatives according to the regulations governing parent involvement at the German International School Toronto. The elected parents will then be members of the school parent council.

Parents have to be informed of planned Kindergarten events (outings, celebrations etc.) in a timely fashion to make meaningful parent involvement possible.

Parent information evenings will be called in accordance with the Regulation on Parent Involvement.

Additionally parents can request to talk to Kindergarten teachers outside of Kindergarten opening hours, in order to learn more about the behaviour of the child and the work being done in Kindergarten.

16.3 Policies on the Admission of Children

The Kindergarten year corresponds to the academic year.

The decision on whether a registered child is ready to be admitted to Kindergarten is taken on the basis of the admission and information talk with Kindergarten management. Our Kindergarten offers a German immersion program. The later a child is admitted to Kindergarten the more importance is given to the child's ability to understand and use the German language.

In general children are eligible to be admitted to Kindergarten if they have turned three before the beginning of the academic year. Children, who will turn three during the course of the academic year, can be admitted in the month after they have turned three, if there is availability.

In general only toilet-trained children will be admitted. The final decision on admission as well as exceptions resides with the Principal in agreement with Kindergarten management.

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16.4 Registration and Withdrawal

Children can be registered at any time by applying in writing to the school office. If a child is withdrawn from Kindergarten the parents have to submit a written notice to inform the school.

16.5 Duty of Supervision

Supervision by Kindergarten personnel is provided as follows:

- Supervision begins when the child has been handed over to a Kindergarten teacher
- Supervision ends when one parent, or representative designated in the written registration, has taken over the child.

The school reliably offers Kindergarten operation starting at 7:45 AM., which requires the Kindergarten teacher to be present starting at 7:30 AM. Against payment of a small fee parents can drop off their child as early as 7:45 AM. Kindergarten students, whose older siblings attend school are exempt from this fee.

Groups consisting of more than six children have to be accompanied by two adults when they go for a walk. A first-aid-kit has to be brought along.

These regulations on the Kindergarten will come into force on the day that it is adopted by the Board of Directors and are considered as supplemental to the School Regulation of the German International School Toronto.