



Schmidt-Schule Jerusalem

Eltern/Schülerinnen

Handbuch

Last Update:
September 2021

(German/English Version – Deutsche/Englische Fassung)



Schmidt-Schule Jerusalem

Parent/Student

Handbook

Last Update:
November 2029

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1 Welcome

Jerusalem, September 2021

Dear parents and students of Schmidt-Schule,

This handbook has two functions.

First, it is a service book – you will find all different kinds of information on procedures, structures, duties and services at Schmidt-Schule. We hope that this will give you a better understanding of Schmidt and make life easier for you.

Second, it is a guideline of the major rules and regulations at Schmidt-Schule. For your own convenience you will find the rules and regulations in detail in the appendix. In the main chapters we will just mention quote the general ideas of these regulations. We usually do not have to refer to these regulations because our daily life at Schmidt-Schule unfolds without any major conflict. Nevertheless, it is good to be aware of all these rules and regulations.

We will update this handbook on a regular basis and if there is any information that needs to be added.

With best regards,

Dr. Eva Schönemann
Head of School

2 Schulstruktur

2.1 Leitbild

Die Schmidt-Schule in Ost-Jerusalem wurde im Jahre 1886 gegründet und ist eine christlich-katholische Schule. Eigentümer und Träger ist der DVHL (Deutscher Verein vom Heiligen Lande).

Die Schmidt-Schule ist eine anerkannte Deutsche Auslandsschule, die 2015 die Auszeichnung Exzellente Deutsche Auslandsschule erhalten hat. Sie bietet das palästinensische Tawjihi und das Deutsche Internationale Abitur als Hochschulzugangsberechtigungen an.

- *Wir sind eine Schule, an der Gerechtigkeit, Toleranz und Respekt gelebt werden.*

Unsere Schule fördert ein Klima, in dem alle am Schulleben Beteiligten einen offenen, toleranten und interreligiösen Umgang miteinander pflegen. Geprägt durch ein konflikträchtiges Umfeld ist es uns besonders wichtig, Konflikte und Spannungen friedlich miteinander zu lösen.

- *Wir sind eine Schule, die eine umfassende Bildung in einem positiven Lernumfeld vermittelt.*

Wir sehen jede Schülerin als Individuum mit ganz eigenen Fähigkeiten, Stärken und Talenten, die es zu fördern gilt. In einer freundlichen Lehr- und Lernumgebung sollen unsere Schülerinnen selber Verantwortung für ihr Lernen übernehmen und ein breites Wissen erwerben.

- *Wir sind eine Schule mit hohem Bildungsanspruch in allen Fächern.*

Indem wir die Schul- und Unterrichtsqualität kontinuierlich bewerten, weiterentwickeln und sichern, verfolgen wir eine zukunftsorientierte Bildung. Ein wesentliches Merkmal der Schmidt-Schule ist dabei der Einsatz und Erwerb der Unterrichtssprachen Deutsch, Englisch und Arabisch. Von Schülerinnen und Lehrern gleichermaßen wird erwartet, sich auf zeitgemäße Unterrichts- und Erziehungsmethoden einzulassen.

- *Wir sind eine Schule, die Möglichkeiten zum interkulturellen Austausch bietet.*

Als anerkannte Deutsche Auslandsschule ist unsere Schule dem Ziel der interkulturellen Begegnung verpflichtet. Sowohl das tägliche Schulleben wie auch außerunterrichtliche Aktivitäten fördern die Neugier und Offenheit gegenüber fremden Kulturen und laden zum Austausch ein.

- *Wir sind eine Schule, die hohen Wert auf Verständigung und Zusammenarbeit legt.*

Alle am Schulleben Beteiligten sind Mitglieder einer Gemeinschaft, die dem Erfolg und den Zielen der Schule verpflichtet sind. Dafür ist eine regelmäßige, verlässliche Kommunikation, Information und teamorientierte Zusammenarbeit notwendig.

- *Wir sind eine Schule, die ihre Schülerinnen darauf vorbereitet, Verantwortung in der Gesellschaft zu übernehmen.*

Die Schule fördert die Entwicklung eines Werte- und Normenbewusstseins bei den Schülerinnen, die Verantwortung übernehmen sollen. Dies soll sie befähigen, auch über ihre Schulzeit hinaus in die Gesellschaft zu wirken.

2.1 Mission, Vision, Values

"Schmidt-Schule", or "Schmidt's Girls College", was founded in 1886 by the German nun Theresa Saxe and named after its later headmaster, the German Father Wilhelm Schmidt. Schmidt-Schule is located next to the Damascus Gate in East Jerusalem close to the Old City. The property belongs to the German Association of the Holy Land (DVHL), which also functions as the School Board. Since 2008 we have been part of a network of more than 140 German Schools Abroad, supported by the German Foreign Office.

Around 550 girls attend the school. The school awards the Palestinian Tawjihi (Arts/Science) and Deutsches Internationales Abitur (German Higher Secondary Exam).

We offer Arabic, German and English starting from grade 1. Hebrew starts at grade 7. All languages are taught until grade 12. In Elementary School (grade 1-6) and the Tawjihi-Stream (7-12) we follow the Palestinian curriculum. In the Abitur-Stream (7-12) we follow the German curriculum. Therefore, within both systems, some subjects are offered in English rather than Arabic or German.

According to our long-lasting tradition the students must sit for the German Language Diploma (DSD) Level I (grade 9), and Level II (grade 11/12). Since Schmidt-Schule believes in a holistic approach in education, we offer a wide range of After School Activities (ASA). The students can excel in the fields of sports, culture or education. According to our core value to let no child behind, we also offer support lessons for students who require it.

For more details regarding the School Development Program have a look at our website: www.schmidtschule.org.

2.2 Organisationsübersicht / Organisation Overview

<i>School board:</i>	Dr. Matthias Vogt (DVHL)) Sr. Dr. Gabriela Zinkl SMCB Dr. Ralf Rothenbusch German Representative Office Ramallah
<i>Head of School:</i>	Dr. Eva Schönemann
<i>Palestinian Deputy:</i>	Marlene Mauge (Tawjihi-coordination)
<i>German Deputy:</i>	Dirk Poppendieker
<i>Head of Elementary:</i>	Susanne Koch
<i>Head of Administration:</i>	NN
<i>School secretariate</i>	Muna Munayer
<i>Facility management:</i>	Fadi Ajrab
<i>Accountant:</i>	Mary Sahhar
<i>Assistant to the Administration</i>	Amal Alawi
<i>Abitur coordinator:</i>	Florian Marks
<i>DaF (German language):</i>	Dirk Poppendieker
<i>DFU (Subjects in German):</i>	Dr. Andrea Renz
<i>PQM (Pedagogical Quality Management)</i>	Barbara Griebler
<i>Homepage:</i>	Dirk Poppendieker
<i>Career counselling:</i>	Deacon Hodaly, Michael Krauss
<i>Student counselling:</i>	Ni'mat Zahran, Michael Krauss
<i>Choir:</i>	Miriam Younan, Peter Herrbold
<i>Timetable:</i>	Barbara Griebler, Ghada El Issa
<i>Pastoral care:</i>	Deacon Hodaly
<i>IT management:</i>	Ghassan Shaheen
<i>Security:</i>	Dirk Poppendieker, Fadi Ajrab, Osama Bannoura
<i>Volunteers:</i>	Dirk Poppendieker
<i>Library:</i>	Damaris Poppendieker, Volunteers

Heads of Faculties 2021-2022			
Subject	Elementary	Tawjihi	DIA
<i>Arabic Language</i>	Ms Rana	Ms Salwa	Ms Ruba
<i>English Language</i>	Ms Sana	Ms Anthy	Ms Barbara
<i>German Language</i>	Ms Susanne	Mr Dirk	Mr Dirk
<i>Hebrew language</i>		Ms Michella	
<i>Religious Education</i>	D. Samir / Ms Hanan	D. Samir / Ms Ruba	
<i>Social Studies</i>	Ms Rania		---
<i>History</i>	---	Ms Lilia	Ms Meike
<i>Geography</i>	---	Ms Rania	Ms Barbara
<i>Mathematics</i>	Ms Merna (1-4)	Ms Lilan (5-12)	Mr Michael
<i>Science</i>	Ms Carol	Ms Ghada	---
<i>Biology / Chemistry</i>	----	Ms Ghada	Dr. Andrea
<i>Physics</i>	----	Mr Ghassan	
<i>IT</i>	Ms Elvira	Mr Ghassan	---
<i>Physical Education</i>	Ms Daisy	Mr Murad	
<i>Arts</i>	---	Mr Ramzi	
<i>Music</i>	Ms Miriam	---	Mr Peter

2.3 Beschwerdemanagement / Complaint Management

A framework for dealing constructively with complaints from pupils, parents and teachers.

The main objective of complaint management is to restore satisfaction or minimise dissatisfaction of complainants. We see a development opportunity for our school in the constructive handling of complaints.

Dealing with complaints requires a factual and appropriate strategy that creates commitment. Appreciative and correct handling of critical feedback largely avoids repetition and escalation.

Establishing and adhering to a clear procedure contributes significantly to problem solving and at the same time to relieving the situation of all those involved.

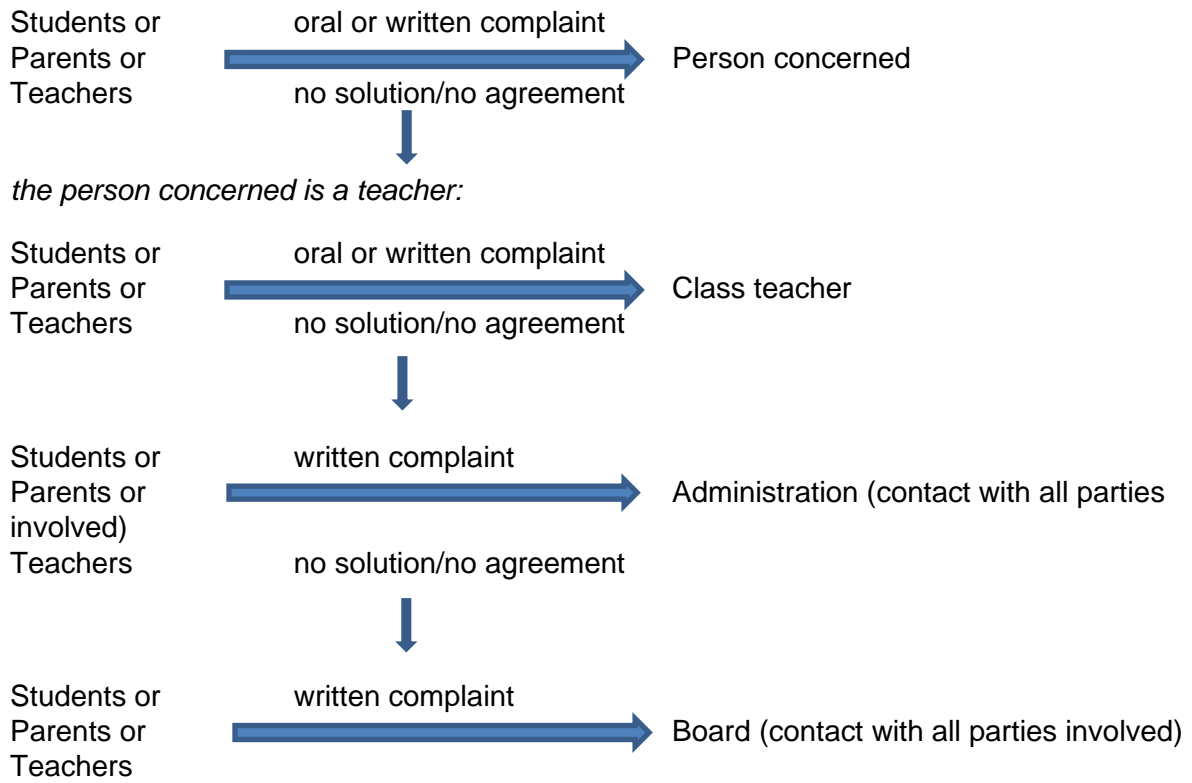
If those involved deal with problems and complaints in a constructive and professional manner, they achieve important goals for the benefit of all involved:

- avoid unnecessary frustration
- protect against unjustified accusations
- identify the causes of dissatisfaction and systematically avoid them
- create a positive work atmosphere
- take needs seriously and understand them
- create trust
- recognise complaints as an opportunity for quality improvement

The appeals procedure

The appeals procedure must be followed for all complaints.

1. Complaints are expressions of dissatisfaction and can be made verbally or in writing. Anonymous complaints and accusations will not be taken note of.
2. The complainant's direct discussion with the person concerned is important and always comes first. If it turns out that no discussion has yet taken place with the person concerned, the complainants will be referred back to the person in charge and that person will be informed about the complaint.
3. If no solution can be found, the complaint must be forwarded in written form to the next higher instance.



3 Allgemeine Information /General information

3.1 Aufnahme / Admission

In order to be enrolled at Schmidt school, a student must be living with either a parent or a legal guardian. Students not living with parents must complete the appropriate form concerning the school's guardianship policy. Advance notice must be given to the school of any change involving arrangements where parents are not present. Failure to abide by these requirements could lead to student dismissal.

3.1.1 Kindergarten und / and Tamhidi St. Charles

For information regarding admission to Kindergarten and Tamhidi of St. Charles, please follow the link at our website: www.schmidtschule.org

3.1.2 Einschulung von Schülerinnen aus anderen Schulen / Enrolment of students coming from the other schools

Enrolment is open to students of all nationalities and backgrounds. Admission decisions are made on the basis of an examination of school records and a personal interview. All students are admitted or readmitted on an annual basis dependent on the school's determination of their capacity to succeed.

The Admission Procedure is as follows:

1. Applicants must complete the Family Registration Form and the Student Application Form for the current school year.
2. Applicants must submit records from their previous schools when applicable.
3. Applicants must meet with the appropriate school personnel for an initial interview and testing.
4. Applicants must have the Personal Health History Form completed before being admitted to class.

Enrolment of students coming from other schools is only possible via application that must be sent to administration: sekretariat@schmidtschule.org.

Knowledge of the German language must be proved by the applicant depending on the grade she will attend.

A student is admitted to Schmidt-Schule based on former records, the completion of the required admission procedures, an interview with the headmaster and a test in Arabic, English and Math. Former student's status will be reviewed yearly, and the student will be readmitted based on academic progress and disciplinary record.

3.1.3 Registrierung und Schulgeld / Registration and Tuition

Registrierung / Registration

The registration fee is a non-refundable, annual fee. The fee is required for all current and new students and must be paid before new students are officially accepted into the school. The completed registration process (confirmed by a letter from the administration) reserves the student's place for the coming school year. The registration fee will be deducted from the tuition.

The (re-)registration fee is: 200 NIS

NOTICE: Paying the registration fee does not guarantee placement for the next school year if the tuition balance of the student is not cleared before re-registration.

Schulgeld / Fees

The registration fee is included

Grade 1-2:	7.100 NIS (6.900 + 200 registration)
Grade 3-4:	7.200 NIS (7.000 + 200 registration)
Grade 5-6:	7.300 NIS (7.100 + 200 registration)
Grade 7-9:	7.500 NIS (7.200 + 200 registration)
Grade 10-12:	7.700 NIS (7.500 + 200 registration)

School fee reduction for siblings at Schmidt's

For the 2 nd child	5%
For the 3 rd child	10%
For the 4 th child	15%
For the 5 th child	20%
For the 6 th child	30%

Payment

1st payment of 2.000 NIS: until 21 August 2021

2nd payment of 2.000 NIS until 30 November 2021

3rd and final payment until 31 January 2022

Please note that graduates are requested to cover their obligations completely until end of January!

Expenses for the purchase of obligatory teaching materials will be added to the financial obligations. The respective amounts will be announced in preparation for the new school year.

Payments are accepted in cash, by personal cheques or via bank transfer.

Schmidt Schule Bank Account details

Beneficiary:	Schmidt Girls College
Bank Name:	Leumi Bank – East Jerusalem Branch (10)
Bank Address:	3 Ali Ibn Abu Taleb Street-Jerusalem
Branch No.:	918
Account No.:	79716/77
Currency:	NIS (Shekel)
IBAN:	IL 80 0109 1800 0000 7971 677

Please state the name of the student as transaction reference and send the proof of payment to Ms Mary Sahhar at the accounting office:

buchhaltung@schmidtschule.org or fax No.:02-627 5321

3.2 Abmeldung / Withdrawal

Withdrawals from the school must be made through the school office. All records will not be released or forwarded until your financial account is cleared by the Head of Administration. Transcripts are sent when accounts are paid in full, and when Schmidt-Schule receives a "Record Release" form or written request from the student's new school, which must be signed by the parents.

3.3 Besondere Angebote / Special offers

Learning Support:

The learning support program focuses on mainstreaming the student with special needs. Diagnostic services, based on testing and classroom observations, are used to determine a student's strengths, weaknesses and learning styles. Teachers collaborate to implement appropriate teaching strategies and modifications for students. The school may require a diagnostic assessment or other support services by a professional. Schmidt school accepts students with mild to moderate special needs on a case by case basis. Acceptance is contingent on the ability to create a quality program to address the student's academic, social, and environmental needs.

Counselling:

Limited counseling is available to students in preschool through 12th grade for both individuals and groups who need assistance with various school-related issues. If a student requires more extensive counseling services, they are referred to professionals in our community.

3.4 Schulzeiten – Stundenplan / Opening hours – Timetable

School times are Monday to Thursday and Saturday from 7:30 am until 4:45 pm
Die Schulzeiten sind Montag bis Donnerstag und Samstag von 7:30 – 15:45 Uhr

7:00 am	Opening the Gate (Teacher's Duty: 7:15 – 7:40 am)
7:30 am	Students line up / morning prayer in the chapel
7:30 – 7:40 am	Students enter the building with teachers
7:45 – 8:30 am	1 st Lesson
8:30 – 9:15 am	2 nd Lesson
9:20 – 10:05 am	3 rd Lesson
10:05 – 10:30 am	1st Break (Teacher's Duty)
10:30 – 10:35 am	Students (grade 1-6) line up and enter the building with teachers
10:35 – 11:20 am	4 th Lesson
11:25 am– 12:10 pm	5 th Lesson
12:10 – 12:25 pm	2nd Break (Teacher's Duty)
12:25 – 1:10 pm	6 th Lesson
1:15 – 2:00 pm	7 th Lesson
2:00 – 2:15 pm	3rd Break (Teacher's Duty)
2:15 – 3:00 pm	8 th Lesson
3:00 – 3:45 pm	9 th Lesson

3.5 Nachmittagsbetreuung / Waiting room

Students have 20 minutes to leave the school compound at the end of the school day or school activity or event. Afterwards they have to attend the "waiting room". Students from Schmidt-Schule can only participate if their parents register them.

Our policy is that all girls are under professional supervision until they leave the compound. This means: either the students are in the lessons, or the After School Activities, or in the "waiting room".

- The waiting room is always under the supervision of teachers and volunteers from 2.15 pm until 3.45 pm.
- We offer this service on Monday, Wednesday, Thursday and Saturday (not on Tuesday!). When the school is off, the waiting room is closed.
- The teachers will assist the students in doing their homework, so when the girls leave the compound they should have finished their homework.
- All students are registered in the waiting room; when the parents pick up the girls in the waiting room the teacher on duty will register their departure. Girls grade 1-3 must be picked up in the room.
- During cold and hot seasons students do not have to stay outside.
- All girls who do not attend lessons or courses but would like to stay at Schmidt's will be gathered after 2.15 pm on each school day.
- All girls will be registered. Please note that for budgetary reasons, we have to charge the following fees for this extra service:

Registration for

- four days of the week: 120 NIS / month → 1.200 NIS / year
 - three days of the week: 90 NIS / month → 900 NIS / year
 - two days of the week: 60 NIS / month → 600 NIS / year
 - one day of the week: 30 NIS / month → 300 NIS / year
- Parents and family members should not enter the compound before 2pm and leave the compound before 2.15 pm. If you pick up your daughter after the lessons or courses, please, proceed to the main entrance of the school. If you pick up your daughter from the waiting room, please, proceed to the waiting area of the school. Elder brothers must wait at the entrance of the school.

There are two times for pick-up: 3:00 pm
3:45 pm

After 3.45 pm (after the end of the 9th lesson) we cannot take any responsibility for supervision.

3.6 Abwesenheit von Schülerinnen / Absence of students

All students are expected to attend each class and to be on time. We believe that success in school depends on regular attendance and punctuality. Frequent absences can be a prominent cause of failure and a distraction to other students and classroom instruction.

Reporting an Absence

Parents are required to inform Schmidt-Schule before 7.45 AM on the day of absence. You can contact Schmidt-Schule via:

Email: m.munayer@schmidtschule.org

Phone: 02-626 7870

Please also inform the class teacher of your daughter's absence due to sickness via email on the first day of absence.

Planned Absence (whole day)

You apply in advance in a written form to the administration if you are planning a pre-arranged absence. To receive a response on time, you should send this request in one week in advance.

Release from classes

If a need of an early dismissal arises after the student is at school or a student is late at school due to an appointment, you should apply for permission to the class teacher in advance.

In general, appointments should always be made after school or when the school is off.

In any case you should send a letter of excuse to the class teacher and/or a report from the doctor at least on the first day after returning to school.

In any case the school office has to be informed before the students leaves.

Please notice special regulations regarding absences from tests and quizzes.

Excessive Absence

Excessive Absences (18 days or more) in a school year may result in failing and require repeating the grade in next school year.

Make-Up Work

It is the student's responsibility to request and complete all assignments within time. The teachers will provide all needed papers on request and will help to close the gaps if necessary. If a student misses three or more days due to illness a doctor's note is required.

3.7 Sprechzeiten der Lehrerinnen und Lehrer / Office Hours Teachers

Please have a look at the school's website: www.schmidtschule.org or make an appointment with the teacher via e-mail. Please make sure that you have contacted the teacher in advance before you attend the office hour.

3.8 Elternmitarbeit / Parents' Advisory Committee (PAC)

Schmidt-Schule has a Parents' Advisory Committee (PAC). The primary function of the PAC is to represent parents at the school community as well as support the School Administration in improving the quality of education and the well-being of students. The PAC provides a forum for communication, a committee to provide volunteering services and support. The PAC coordinates a wide variety of events throughout the year and provides support to academic and social programs.

All parents are encouraged to voluntarily participate in PAC. PAC should ideally consist of 52 members (2 from each class/stream). The PAC will be represented by three elected Speakers.

The school administration will provide support to the PAC, as outlined at the PAC's bylaws and as stated by governing relevant laws. That includes calling for elections by administration at the beginning of the year.

3.9 Miscellaneous

Personal belongings

Personal belongings are not covered by school insurance. Valuables should be left at home.

School closing

If it is necessary to close school due to an emergency or a change in holiday dates, Schmidt-Schule will notify you by SMS and on the website.

Safety and emergency procedures

At Schmidt-Schule, safety and security for students, staff, parents and visitors alike are our top priority. The Administration of the school is responsible that the institution fully complies with the local rules on safety and security.

Emergency drills are regularly scheduled to train students regarding the essential elements of safety and security. All exercises will be explained by the administrative staff and/or by the teachers.

Teachers and staff are frequently participating in first aid trainings.

The premises are checked monthly to maintain all relevant appliances in proper condition. All security devices are regularly checked and approved by the local authorities.

Phone number / address changes

If parents change their telephone number or email, the administration should be informed immediately.

Physical education

Everyone enrolled in physical education is expected to participate in class activities. A written note from a doctor is required if a child is not able to participate.

Parent-teacher meetings

Parents should feel free to contact teachers by email (see: staff list) at any time they need information on the student's progress at school. You can make an appointment during the office hours (see: Office hours).

It is customary that two parent-teacher meetings are held at our school, they will be scheduled on the school calendar.

To benefit from the meeting with the teacher we kindly ask for your understanding that teachers cannot meet with parents without an appointment in advance.

Lunch

We kindly ask you to provide a healthy lunch for your daughter before sending her off to school. It will affect the academic progression a positive way.

The following items are not allowed on the school premises: chewing gum, seeds, all kinds of crisps, ice cream. Please notice it is not allowed to order food from outside.

After School Activities (ASA)

Schmidt-Schule is offering a wide range of different After School Activities in the fields of sport, education and culture, for details, please see the [ASA](#)-leaflet or our homepage.

Library

Students use the library regularly for selection of recreational reading and for research and assigned projects. The students are expected to return the books after one week (with an option to renew them). Parents may check out additional books from the library to read to their children. Families are responsible for the cost to replace lost or damaged books.

Health Issues

A 24-hour school insurance is provided by Schmidt-Schule. The insurance policy will cover your child for any physical injuries sustained throughout the academic year.

First aid is available to those students who become ill or are injured while at school. However, first aid is immediate and temporary care. Care beyond first aid must be provided by the parents or the family physician.

If a student is involved in an accident or injury, it must be reported immediately to the teacher in charge. Students who become ill at school should be sent to the office by their teacher. When a student is too ill to remain in class, the office will contact the parents. Parents must make sure that they can be contacted at any time and that the student can be picked up by the parent at any time if necessary. If the parents cannot come, the student stays at school till her mother or father comes. If a student needs immediate medical attention, a local ambulance or transport will be used for transporting the student to the hospital. The school's health initiative is designed to promote a safe and healthy environment in which students can experience personal and academic growth. However, diagnosis and prescribing drugs is not the duty of the school and is not practiced by any school personnel. Therefore, the school will not provide students with any medications. If a child requires any medication during the day, the drug and prescription should be brought by the student to the teacher.

Parents should discuss special student health issues and dietary restrictions (such as nut allergies) with the class-teacher. Student health problems will be considered private information. No student will be permitted to remain in school with a suspected contagious disease. The student will be sent home and will be readmitted only upon complete recovery.

Parents are obliged to submit administration with a health report at the beginning of each new school year indicating any health problem of the student.

Personal items

Electronic gaming systems and other electronic devices are not permitted within Schmidt-Schule. Students are not allowed to bring in tablets from outside the school without permission of the subject teacher. The use of the computer must be consistent with the school curriculum and is only allowed during the lesson.

Once a student has come onto the school grounds, any use or possession is subject to confiscation of the devices mentioned above. This policy also applies for afterschool events. If the electronic items are taken from a student while in school the item has to be picked up by the parents from the administration. In case of recurrence disciplinary order will be applied.

Smartphones are collected in the classes and kept by the administration during the lessons. Schmidt-Schule is not responsible for lost or stolen electronic devices or any valuables in any case. If a girl is late for any reason she has to hand in her mobile to the administration before entering the class. Smartphones can be picked up only after the lessons.

4 Grundschule / Elementary

4.1 Curricula

In Elementary school Schmidt-Schule follows the Tawjihi-Curriculum. For the German language we follow the DSD-Curriculum, which was approved by the German authorities.

4.2 Notengebung / Assessment

The grades in grades 1 to 6 are calculated equally between written performance (tests) and other performance. Oral performance is a part of "other performance" and is taken into account appropriately (approx. 30%).

4.3 Zeugnisse / Reports

In **grade 1 and 2** students are assessed and evaluated according to their individual progress. It is normal for young students to acquire skills at differing rates and speed.

From **grade 3 to 6** the reports are displayed according to the “**percentage system**” up to 100 % (max).

The following development scale is used to describe students' progress:

- 1 Not yet within expectations
- 2 Meets expectations at a beginning level
- 3 Fully meets expectations

4 Exceeds expectations

Number of tests and quizzes per term (maximum)

t = test (max. 3 per week), q = quizzes (max. 10 minutes, can be unannounced), o = oral

Arabic

grade1-3: 4 tests

grade 4-6: 4 tests, 4 quizzes

Grading system: 60% t, 40% q and o

English (grade 1-6)

2 tests, 6 quizzes

Grading system: 50% t, 20% q, 30% o

German (grade 1-6)

2 tests, 2 quizzes

Grading system: 50% t, 20% q, 30% o

Math

3 tests, 4 quizzes

Grading system: 60% t, 30% q, 10% o

Science

2 tests, 6 quizzes

Grading system: 40% t, 30% q, 30% o

Social Studies

2 tests, 4 quizzes

Grading system: 50% t, 20% q, 30% o

Religion Christian

2 tests, 2 quizzes

Religion Muslim

2 tests, 4 quizzes

Grading system: 50% t, 20% q, 30% o

4.4 Versetzung / Promotion

From grade 1 to 4 students will be promoted automatically. From 5 upwards a student will repeat her class in the following cases:

a) if she fails in three or more subjects

b) if she fails in two subjects and her general average is 60% (If she fails in two subjects but her average is above 60% then she will sit for re-exams in those subjects.)

c) if she sits for a re-exam and fails.

5 DIA- Zweig / DIA-Stream (Klasse / Grade 7-12)

5.1 Allgemein / General remarks

Die Deutsche Internationale Abiturprüfung ist ein weltweit anerkannter Abschluss, der den Hochschulzugang zu Universitäten weltweit ermöglicht. Das DIA ist in Palästina als Tawjihi-Äquivalent anerkannt. (siehe Anlage 6.iii).

Regulation on the DIA (German International Abitur) in English: www.schmidtschule.org

5.2 Curricula

Dem Unterricht im Abiturzweig liegen von den deutschen Schulaufsichtsbehörden genehmigten Curricula zugrunde. Die Curricula stehen zum Download auf der Homepage zur Verfügung: www.schmidtschule.org

5.3 Notendefinition / Definition of marks (Klasse / Grade 7-10)

Mark	Notification	Pass/Fail
1	sehr gut	Pass (over 45%)
1 -		
2 +	gut	
2		
2 -		
3 +	befriedigend	
3		
3 -		
4 +	ausreichend	
4		
4 -		
5+	mangelhaft	
5		
5-		
6		ungenügend

5.4 Notendefinition / Definition of marks (Klasse / Grade 11 and 12)

Die Notengebung in den Jahrgängen 11 und 12 erfolgt in Punkten von 1 bis 15.

Punkte	Note	ab	Notendefinition	Bemerkung	
15	sehr gut	95 %	<i>Die Leistungen entsprechen den Anforderungen in besonderem Maße.</i>		
14		90 %			
13		85 %			
12	gut	80 %	<i>Die Leistungen entsprechen den Anforderungen voll.</i>		
11		75 %			
10		70 %			
9	befriedigend	65 %	<i>Die Leistungen entsprechen den Anforderungen im Allgemeinen.</i>		
8		60 %			
7		55 %			
6	ausreichend	50 %	<i>Die Leistungen weisen zwar Mängel auf, entsprechen aber im Ganzen noch den Anforderungen.</i>		
5		45 %			
4	schwach ausreichend	39 %	<i>Die Leistungen weisen Mängel auf und entsprechen den Anforderungen nur noch mit Einschränkungen.</i>		defizitärer Bereich
3	mangelhaft	33 %			
2		27 %			
1		20 %			
0	ungenügend	0 %	<i>Die Leistungen entsprechen den Anforderungen nicht und selbst die Grundkenntnisse sind so lückenhaft, dass die Mängel in absehbarer Zeit nicht behoben werden können.</i>	defizitärer Bereich	

5.5 Schriftliche Notengebung / Written marks

Die Noten in den Jahrgangsstufen 7 bis 12 werden gleichgewichtig zwischen *schriftlichen Leistungen* (Klassenarbeiten) und *sonstigen Leistungen* berechnet. Bei den „sonstigen Leistungen“ sind die mündlichen Leistungen angemessen (ca. 30%) zu berücksichtigen.

In der Regel werden in den Hauptfächern *Deutsch, Arabisch, Englisch, Mathematik* zwei Klassenarbeiten pro Halbjahr geschrieben. In den übrigen Fächern in der Regel eine Klassenarbeit pro Halbjahr. Die Anzahl an Tests pro Fach sollte bei maximal 4 Test pro Halbjahr liegen.

In der Unter- und Mittelstufe kann der Lehrer die nachträgliche Anfertigung einer versäumten schriftlichen Arbeit oder die Wiederholung einer schriftlichen Arbeit verlangen, wenn anderenfalls eine sachgerechte Leistungsbeurteilung nicht möglich ist.

Wenn eine Schülerin der Oberstufe eine schriftliche Arbeit ohne stichhaltige Begründung versäumt, wird dieser Teil bei der Leistungsfeststellung mit ungenügend bewertet. Bei Krankheitsfällen muss ein ärztliches Attest verlangt werden.

5.6 Mündliche Notengebung / Oral marks

Kriterien zur Bewertung der mündlichen Leistungen / Criteria for the assessment of oral performance

<p>13-15 Punkte (sehr gut):</p> <p><i>Die Leistung entspricht den Anforderungen in besonderem Maße.</i></p> <p>Qualität: sehr gute Kenntnisse über die bisherigen Kursinhalte; Fähigkeit, auch bei komplexen Sachverhalten eigenständig zu problematisieren, zu strukturieren und zusammenzufassen; sehr gutes Abstraktionsvermögen; häufiges Einbringen weiterführender Beiträge, auch über außerschulische Fakten und früheren Stoff; verständliche, sichere, flüssige Formulierungen, fehlerfrei</p> <p>Quantität: konstante / permanente überragende Mitarbeit während aller Stunden</p>	<p>13-15 points (very good):</p> <p><i>Performance surpasses requirement</i></p> <p>Quality: very good knowledge of the current course content; ability to problematize independently on complex matters, to structure information and to summarize; very good capacity for abstraction; frequent introduction of contributions to the current course content that go beyond the regular teaching and information shared in class (e.g. extra-curricular facts, reference to material that has been covered earlier); verbalizations need to be understandable, fluent, reliable and error-free</p> <p>Quantity: constant / permanent outstanding work during all lessons</p>
<p>10-12 Punkte (gut):</p> <p><i>Die Leistung entspricht den Anforderungen voll.</i></p> <p>Qualität: Gute Kenntnisse über die bisherigen Kursinhalte; Fähigkeit zu strukturieren und zusammenzufassen; gutes Abstraktionsvermögen; Einbringen weiterführender Beiträge, auch über außerschulische Entwicklungen und früheren Stoff; meistens verständliche, flüssige Formulierungen, überwiegend fehlerfrei</p> <p>Quantität: konstante/ permanente gute Mitarbeit während fast aller Stunden</p>	<p>10-12 points (good):</p> <p><i>Performance fully meets the requirements.</i></p> <p>Quality: Good knowledge of the current course content; ability to structure and summarize; good capacity for abstraction; introduction of further contributions (including extra-curricular developments on the topic and earlier material); mostly understandable, fluent formulations, mostly error-free</p> <p>Quantity: constant / permanent good cooperation during almost all lessons</p>

<p>7-9 Punkte (befriedigend):</p> <p><i>Die Leistung entspricht den Anforderungen im Allgemeinen.</i></p> <p>Qualität: Zufriedenstellende Kenntnisse über die bisherigen Kursinhalte; Fähigkeit im Rahmen eines teilweise vorgegebenen Lösungsweges zu arbeiten; gelegentliches Einbringen weiterführender Beiträge, auch über außerschulische Entwicklungen und früheren Stoff; verständliche überwiegend sichere Formulierungen</p> <p>Quantität: Grundsätzliche Mitarbeit in allen Stunden</p>	<p>7-9 points (fair, satisfactory):</p> <p><i>Performance meets the overall requirements.</i></p> <p>Quality: Satisfactory knowledge of the current course content; ability to work along a partly predetermined solution path; occasional introduction of further contributions, (including extra-curricular developments concerning the topic and earlier material); understandable, predominantly correct/reliable formulations</p> <p>Quantity: Regular oral participation as a matter of principle</p>
<p>4-6 Punkte (ausreichend):</p> <p><i>Die Leistung weist zwar Mängel auf, entspricht aber im Ganzen noch den Anforderungen.</i></p> <p>Qualität: teilweise lückenhafte Kenntnisse über die bisherigen Kursinhalte; kann in einer vorgegebenen Struktur arbeiten; wenige Beiträge, oft reproduktiv aus abgegrenztem Gebiet in gelerntem Zusammenhang; verständliche, aber knappe, kurze Formulierungen, u.U. in unvollständigen Sätzen</p> <p>Quantität: unregelmäßige Mitarbeit, nicht in allen Stunden; oft nur nach Aufforderung</p>	<p>4-6 points (still sufficient/still adequate):</p> <p><i>Performance shows considerable shortcomings, but overall still satisfies the requirements.</i></p> <p>Quality: partially incomplete knowledge of the current course content; student can operate in a given structure; few contributions, answers are often reproductions from the designated area of the current course content and in a learned context; understandable, but concise/brief formulations, possibly incomplete sentences</p> <p>Quantity: irregular oral participation, not in all lessons; participation often only upon/following a request</p>
<p>1-3 Punkte (mangelhaft):</p> <p><i>Die Leistung entspricht den Anforderungen nicht, lässt jedoch erkennen, dass die notwendigen Grundkenntnisse vorhanden sind und die Mängel in absehbarer Zeit behoben werden können.</i></p> <p>Qualität: stark lückenhafte Kenntnisse; ist auch unter Anleitung nicht fähig, Beiträge zu strukturieren; kaum Beiträge, wenn, dann meist als unstrukturierte Teilergebnisse; häufig unpräzise Formulierungen</p>	<p>1-3 points (insufficient/inadequate):</p> <p><i>Performance does not meet curriculum requirements, however, reveals that necessary basic knowledge exists and the problem will be resolved in the foreseeable future.</i></p> <p>Quality: highly incomplete knowledge; is unable to structure her contributions - even if under guidance by a teacher; very few contributions, if there is a contribution it is mostly unstructured and only partial in its results; often imprecise formulations</p>

<p><i>Quantität:</i> gelegentliche, äußerst seltene Mitarbeit, nur nach Aufforderung</p>	<p><i>Quantity:</i> occasional, very rare contributions, only after a request</p>
<p>0 Punkte (ungenügend):</p> <p><i>Die Leistung entspricht den Anforderungen nicht, und selbst die Grundkenntnisse sind so lückenhaft, dass die Mängel in absehbarer Zeit nicht behoben werden können.</i></p> <p><i>Qualität:</i> minimale Kenntnisse; keine Mitarbeit; keine Beiträge, auch nicht auf Nachfragen</p> <p><i>Quantität:</i> keine Mitarbeit</p>	<p>0 points (unsatisfactory):</p> <p><i>Performance does not meet the requirements, and even basic knowledge is incomplete to the degree that problems cannot be resolved in the foreseeable future.</i></p> <p><i>Quality:</i> rudimentary knowledge; no contributions; no participation – not even when requested</p> <p><i>Quantity:</i> no cooperation / participation</p>

5.7 Versetzung / Promotion

Die Kriterien zur „Versetzung“ sind in einer gesonderten Ordnung geregelt. Diese Ordnung wurde den zuständigen deutschen Aufsichtsbehörden vorgelegt und von diesen abschließend genehmigt.

Regulation on Promotion (see: Appendix 9)

6 Tawjihi-Zweig / Stream**6.1 Curricula**

In Tawjihi-Stream Schmidt-Schule follows the Tawjihi-Curriculum. In certain subjects additional materials from GCE-Curricula are used. We follow the DSD-Curriculum, which is approved by the German authorities, for the German language.

6.2. Leistungsbewertung / Grading Evaluation*Arabic Language (Grade 7-11)*

	%	Number
Tests	50%	3
Quizzes	20%	not limited
Essays	15%	
Participation / activities and dictation for grade 7	15%	

Hebrew Language (Grade 7-11)

	%	Number
Tests	50%	2 per semester
Quizzes (10-15min)	30%	
Oral	20%	

English Language (Grade 7-11)

	%	Number
Comprehension test	30%	1 to 2 Tests Each of these skills can be tested separately or in combination
Grammar	20%	
Writing	20%	

Short tests 20 to 30 minutes	20%	3 to 6 per semester
Quizzes 15 min. Participation / contribution /activity	10%	

Mathematics (Grade 7-10)

	%	Number
Tests	60%	No more than 4 per semester but no less than 2
Quizzes	30%	1 quiz per week; avoid quizzes on days when the girls have tests
Participation / Oral	10%	

Science (Grade 7-10)

	%	Number
Tests	50%	No more than 4 per semester but no less than 2.
Quizzes	30%	1 quiz per week; avoid quizzes on days when the girls have tests
Participation / Oral	20%	

History / Geography / Management / Modern affairs (Grade 11 Arts)

	%	Number
Tests	50%	5 per semester history/geography/ management 4 per semester modern affairs
	30%	Researches, projects, reports
	20%	Quizzes, orals, presentations, participations

History in English (grade 7-10)

	%	Number
Tests	50%	3
Projects, participation, presentations	20%	
Quizzes	30%	3

Religion (Grade 7-10)

	%	Number
Tests	50%	4
Short tests, quizzes	20%	4
Projects, presentations	20%	
Classroom rapport with and between learners	10%	

German Language (Grade 7-11)

	%	Number
Tests	50%	4
Oral	50%	

The proficiency of the German level of each student will be mentioned on the report card according to the Common European Framework of Reference for Languages (A1, A2, B1, B2, C1 or C2).

All subjects Grade 11 and 12

As for grade 11 and 12 (arts and science) it is for all subjects 50% daily tests and 50% term tests.

6.3 Portfolio**6.4 Versetzung / Promotion**

A student will repeat her class in the following cases:

- a) if she fails in three or more subjects
- b) if she fails in two subjects and her general average is 60% or less (If she fails in two subjects but her average is above 60% she will sit for a re-exam in those subjects.)
- c) if she sits for a re-exam and fails.

6.5 Auszeichnungen / Honours, Prizes

1. Students graduate with Honours when they score a final average of 86% or above in grade 12 provided that they get 86% or above in all subjects. For Abitur it's 1,3 or 1,4.
2. Students graduate with high Honours when they score a final average of 90% or above in grade 12 provided that they get at least the same mark in all subjects. For Abitur it's 1,2 or above.
3. Stefan Vogel Prize is given to students who distinguish themselves in music and art and lend their skills to Schmidt-Schule for activities, events, feasts, competition and so on.
4. At the end of the school year, two students from grades 5 to 12 will be honoured for special merits within their class. Class teachers decide together with their class who will be honoured by the fact that students were helpful, had shown special social behavior in the class, had particularly supported cleanliness in the class and so on.

7 Leistungsfeststellung / Assessment

Die folgenden Aspekte sollen den Eltern und Schülerinnen Orientierung zur Leistungsmessung an der Schmidt-Schule geben.

7.1 Klassenarbeiten / Tests

Klassenarbeiten sind schriftliche Leistungsnachweise, die von den Schülerinnen einer Klasse unter gleichen Bedingungen anzufertigen sind. Die maximale Bearbeitungszeit für Klassenarbeiten beträgt in der Regel 45 Minuten. Klassenarbeiten sollen so konzipiert werden, dass in den Aufgaben die Anforderungsbereiche I (Reproduktionsleistungen), II (Reorganisationsleistungen) und III (eigenständige Problemlösungen) angemessen repräsentiert sind, wobei der Schwerpunkt auf dem Anforderungsbereich II liegt.

Die Aufgabentexte müssen so gestaltet sein, dass sie dem aktuellen Textverständnis der Schülerinnen entsprechen. Klassenarbeiten sind den Schülerinnen in der Regel mindestens eine Woche vorher anzukündigen. Während einer Woche dürfen in einer Klasse nicht mehr als drei Klassenarbeiten in den Hauptfächern geschrieben werden.

Klassenarbeiten sind im Unterricht zu besprechen. Die Bewertungskriterien sind zu erläutern. Besonders gelungene Leistungen sind gebührend zu würdigen, gravierende Probleme sind zu besprechen. Eine Berichtigung soll zu Klassenarbeiten angefertigt werden. Nach der Besprechung im Unterricht sind Klassenarbeiten an die Schülerinnen auszugeben und von den Erziehungsberechtigten zu unterschreiben. Sofern die Erziehungsberechtigten dies wünschen, haben sie Anspruch auf Erläuterungen zum Zustandekommen der Note. Lehrkräfte sind verpflichtet, Klassenarbeiten, Aufgabenstellungen, Erwartungshorizont und Bewertungsschlüssel bis zum Ende des jeweiligen Schuljahres aufzubewahren.

7.2 Sonstige Leistungen und Mitarbeit / Other forms of assessment

Sonstige Lernleistungen finden in Form von Tests, mündlichen Leistungskontrollen und fachspezifisch-praktischen Leistungsnachweisen statt:

Mündliche Leistungen: Mündliche Leistungskontrollen sind wichtige Formen der Leistungsbewertung. Sie ermöglichen in besonderer Weise eine schülerbezogene Leistungsbewertung sowie eine Würdigung des Lernfortschritts.

Tests: dienen der schriftlichen Überprüfung von kurz zuvor behandelten Unterrichtsinhalten der letzten Unterrichtsstunden. Sie sollen einen zeitlichen Umfang von 10 Minuten nicht überschreiten. Sie sind kurzfristig nach der Anfertigung zurückzugeben und mit den Schülerinnen zu besprechen. Tests dürfen nicht an Tagen geschrieben werden, an denen Klassenarbeiten geschrieben werden.

Diktate: Diktate sind in der Regel als Tests zu schreiben. Sie können Bestandteil einer Klassenarbeit sein, wenn der diktierte Text für die Lösung weiterer Aufgaben verwendet wird. Vor Diktaten sind hinreichende Übungsphasen vorzusehen.

Hausaufgaben und Worksheets – Hausaufgaben und Worksheets werden in der Regel nicht benotet. Eine Bewertung ist möglich, wenn die Schülerleistung in der Schule dargestellt wird oder zum Gegenstand einer Leistungsbewertung gemacht wird.

Projekte, Präsentationen - Projekte und Präsentationen sind wichtige Formen der Leistungsbewertung. Sie ermöglichen in besonderer Weise eine schülerbezogene Leistungsbewertung sowie eine Würdigung des Lernfortschritts und der aufgewandten individuellen Anstrengung.

Sonstige Leistungsmessung: Im Sport erfolgt die Leistungsbewertung durch Leistungsmessung und Beobachtung. Es sind dabei auch die individuellen Leistungsvoraussetzungen, der Lernfortschritt und das soziale Lernverhalten zu berücksichtigen. Bei der Auswahl der sportlichen Übungen zum Zweck der Leistungsbewertung sind die Ausgewogenheit zwischen den einzelnen Disziplinen und die Konstitution der Mehrheit der Schülerinnen und Schüler einer Klasse angemessen zu beachten. Aus den benoteten Einzelleistungen einer Disziplin ist eine ganze Note zu bilden. Aus den Noten für die Disziplinen wird die jeweilige Zeugnisnote gebildet.

7.3 Fehlzeiten / Absence from assessment

If a student is missing a test or another kind of assessment without written excuse/sick report (see: attendance procedures) it's marked with the lowest mark (0% or 0 points). If a student is missing a written test an official sick report is necessary in any case.

In general, the missing test must be repeated on the first day after returning from leave. In certain cases, the subject teacher may skip the missed test. This is usually only the case if a certain number of other forms of assessment have already taken place.

Being absent in Abitur-Stream grade 11B and 12B:

In case a student of grade 11B or 12B is sick on the day of a class test:

1. The student sends an email to the subject teacher **and** Mr. Trommer on the morning of the test (before 7:30 AM) to inform about the absence on that day.
2. The student needs to get a sick report from a physician for that day.
3. The first day the student is back to school she hands in the sick report to Mr. Trommer.

Only if the procedure described above is followed, the student will sit for the test on the day of the re-exams ("Nachtermin" on the test schedule).

If not, the student takes 0 points for that test.

Abwesenheit in den Klassen 11B und 12B:

1. Die Schülerin sendet dem Fachlehrer und dem Oberstufenkoordinator eine Email (vor 7:30 Uhr), in der sie mitteilt, dass sie nicht zur Klausur kommen kann.
2. Die Schülerin geht an diesem Tag zum Arzt und lässt sich ein Attest (sick report) geben.
3. Am ersten Tag, an dem die Schülerin wieder in der Schule ist, gibt sie das Attest im Büro des Oberstufenleiters ab.

Nur, wenn diese drei Schritte erfolgt sind, darf die Klausur am Nachtermin nachgeschrieben werden.

Andernfalls wird die Klausur mit 0 Punkten bewertet.

7.4 Zeugnisse / Reports

7.4.1 Halbjahresnoten / Marks at the end of semester

Für die Erstellung von Halbjahresnoten werden alle von der Schülerin oder dem Schüler im Bewertungszeitraum erbrachten Leistungsnachweise herangezogen. Die jeweilige Halbjahresnote ergibt sich aus der Zusammenfassung der unterrichtsbegleitenden Bewertungen und der gewichteten Noten der Klassenarbeiten.

7.4.2 Schuljahresendnoten / Marks at the end of year

Grundschule / Elementary und / and Tawjihi-Zweig / Stream

Die Schuljahresendnote ergibt sich aus der Zusammenfassung der für beide Schulhalbjahre jeweils gesondert erfassten Ergebnisse. Dabei soll sowohl die jeweilige Notentendenz als auch die Leistungsentwicklung und des Lernverhaltens der Schülerin angemessen berücksichtigt werden.

DIA-Zweig

Die Versetzungsentscheidung in den DIA-Zweig wird aufgrund der im zweiten Schulhalbjahr der 6. Klasse erbrachten Leistungen der Schülerin unter angemessener Berücksichtigung der Leistungsentwicklung während des gesamten Schuljahres getroffen. In die Versetzungsentscheidung werden die Noten aller Pflichtunterrichtsfächer sowie die allgemeine Entwicklung der Schülerpersönlichkeit mit einbezogen. Für die Beurteilung der Leistungsfähigkeit einer Schülerin sind grundsätzlich alle Fächer von Bedeutung, auch jene, die auslaufen oder im nächsten Schuljahr nicht mehr Pflichtfach sind.

Wichtig: Für die DIA-Klassen der Jahrgänge 11 und 12 gelten gesonderte Regelungen.

7.4.3 Kopfnoten / Conduct Marks

<i>Work Attitude</i>	<i>Social Behaviour</i>	<i>Discipline</i>
<ul style="list-style-type: none"> • Reliability • Teamwork • Participation • Homework • Prepared for lesson 	<ul style="list-style-type: none"> • Politeness and courtesy • Helping others • Positive interaction in the school community • Fairness and tolerance • Values perspectives, time, space of others 	<ul style="list-style-type: none"> • School regulations • Class rules • Punctuality • Correct school uniform • Treatment of school property

Definition of marks:

A = outstanding / B = good / C = needs improvement / D = dissatisfying

8 Regeln und Disziplinarmaßnahmen / Rules and disciplinary regulation

All disciplinary actions are meant to protect the welfare of the school community, as well as help students develop self-discipline. We believe discipline is essential to healthy development. Children need structure, which provides them with a feeling of security. Discipline, when necessary, also aids in the learning process. We aim to create and maintain an educational atmosphere that is firm, consistent, fair and tempered with love. When determining the response to a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, her age and level of maturity, any mitigating circumstances, and the effect of her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the violations listed in this section, nor do they cover every possible incident.

- Schmidt-Schule is an institution where behavior that is contrary to our philosophy and standards is not tolerated. If a child comes home complaining about school policy or discipline, please follow this procedure:
- Give Schmidt-Schule the benefit of the doubt.
- Realize that the student's account may be emotionally biased.
- Realize that we have reasons for all procedures, guidelines and consequences, and they are enforced without partiality.
- Support the administration and call us for all the facts.

The school and home should enter into a partnership in this disciplinary approach, allowing the school's moral training to be effective. Schmidt-Schule hopes to cooperate with the home in formation of good habits such as:

- Living peacefully.
- Positive attitudes to authority (parents, teachers, staff, etc.) and the school regulations even when the person in authority is not immediately present.
- Responsibility in all areas of life.
- Cooperation with others in playing and working in and outside the classroom.
- Courtesy and respect for others: students, teachers, and visitors. Students should learn to be quiet in class, raise their hands to speak, not interrupt others, not run in the buildings, and eat with proper manners and in the proper location.
- Hygiene in person and property. Put all trash in trash cans, pick up paper on floor and grounds.
- Keep desk neat, organized, and dress neatly.
- Truthfulness and honesty in word and deed.
- Respect for other people and the property of the school.

8.1 Allgemeine Regeln und Maßnahmen / General regulations and measures

The accused person has a chance to present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove innocence. Prior to the imposition of discipline, the following procedures shall be observed:

- The school staff member shall give the student oral or written notice of the charges and evidence to support the charges.
- If the student denies the charges, an opportunity shall be given (only outside of class at an appropriate time, in an appropriate manner, and in an appropriate place) to present an explanation in a conference with the staff member, who shall then inform the student whether the discipline is to be imposed.

Parental responsibilities

A student's progress is closely related to her parents' involvement in her education. Parents should show genuine enthusiasm when their child excels in any way. We ask parents also to:

- Provide an area free from distractions where students may work on their studies. Students should not do school work while watching T.V., listening to music, surfing the internet, talking/texting on the phone, etc.
- Provide a tutor to reinforce and assist the student as necessary.
- Reinforce character training that is taught in school. Principles such as forgiveness, respect for authority, manners, punctuality, and patience should be emphasized.
- Support the school at all times. If a parent feels that a problem exists, they should contact the school and get all the details on the matter instead of complaining to others.
- Parents bear the responsibility of:
 - a) informing the administration and social worker about any changes in the family circumstances (e.g. divorce or imprisonment of a parent).
 - b) providing the right documents to administration resting assured that this information is strictly confidential and will only be used for the welfare of the student.
- Parents should inform and bring a sick report to the administration in case of any disease that needs special attention and care.

Responsibilities of students

Parents, teachers, and administration have a duty to protect the students while maintaining an educational atmosphere conducive to the teaching and learning process. There are certain special responsibilities required of a student in school:

- Be informed of and adhere to rules and regulations established by the school administration and implemented by administration and teachers.
- To respect other students and school personnel.
- To speak respectfully to all people and avoid labelling others, slanderous remarks, and obscenity in verbal, nonverbal, and written expression.

- To follow the school dress code.
- To be punctual and present in the regular or assigned school program.
- To follow the school rules by refraining from disobedience, misconduct or behavior that materially and substantially disrupts the educational process or jeopardizes the safety of others.
- To maintain the best possible level of academic achievement.
- To respect the authority of the administration and teachers in maintaining discipline in the school, at school sponsored activities and in the community.
- To preserve school property, exercise care while using school facilities and help maintain and improve the school environment.
- To report major violations of school policies and procedure.
- Students are not allowed to leave the school premises without prior permission from the administration.
- Students are not allowed to eat in the upper sport's playground.
- Schmidt-Schule does not tolerate bullying (including, but not limited to physical/verbal/cyber or any electronic device). Cyber-bullying involves the use of information and communication technologies such as an e-mail, cell phone/pager text messages, instant messaging, defamatory personal Web sites and online personal polling Web sites, to support deliberate and hostile behavior by an individual or group, that is intended to harm others. Any student involved in committing an act of cyber-bullying will be disciplined in the same manner as a student involved in a fight including but not limited to suspension and initiation of expulsion procedures.
- Students are not allowed to take pictures/films of any student or staff of Schmidt-Schule without permission.
- Any incident involving theft shall be reported to the headmaster, along with any known details of the case. Any student guilty of theft, or accessory to the act of theft will be liable for repayment. Any student knowingly in possession of stolen property, attempting to transfer stolen property, or in knowledge of the stolen property will be subject to disciplinary action.

Major violations

Schmidt-Schule has always been a place where usually no major violations of the school regulation take place. You will find the „Regulation on major violations” in the Appendix.

Administrative extended period

An administrative extended period is assigned by the subject teacher, class teacher or administration. It is a 45 or 90 min period at the end of the school day and begins after the regular classes of the student. Parents will be informed in advance by an official letter from school. The student receives class work during administration extended period. Students who fail to serve assigned extended periods will be assigned multiple extended periods.

School suspension

School suspension is a temporary exclusion of a student from school by the headmaster or her designee. The student will not be able to participate in or attend co-curricular activities during the period of suspension. School suspension is used when a student repeatedly fails to follow school rules or commits a serious act of misconduct. During the period of suspension, the parent and student should work together to resolve the problem. Parents and administrators have the opportunity to review the situation together. Unacceptable behavior has social consequences. Suspension separates a student from friends and social activities at school. It also protects the rights of other students to have education. If a student is suspended they will receive two days of class work, for each day suspended. Work must be completed before they can return to school. Parents shall be notified by an official school letter regarding suspension. The written notice shall include a statement of the reason(s) for the suspension and the dates and duration of the suspension. When a student is suspended, the student is not allowed on campus.

Expulsion

Expulsion is the dismissal of a student from school. If prior disciplinary actions or parent issued counseling does not resolve the misconduct, a student will begin the process of expulsion, to occur during the current school term or the next.

Sequence of discipline procedures

Subject Teacher:

- The student is informed of their inappropriate action and encourage to correct behavior
- Opportunity to write and think about behavior (Refocus)
- Teacher calls parent for meeting
- Administrative extended period up to one period

Class Teacher

- Administrative extended period up to 2 periods
- Parent conference with Head of Stream

Administration

- Out of School suspension – 1 day
- School suspension. – 3 days
- School suspension – 5 days
- Administrative review for expulsion
- Expulsion from school

Although this is a typical sequence for behavior management, it is not an absolute. Each infraction is considered separately. Major violations proceed directly to administration for disciplinary action.

8.2 Verspätete Schülerinnen / Latecomers

Every student who is late for her first lesson on a particular day is a latecomer. All latecomers will be registered in the morning by administration as they enter the school. In general, there are no excuses for late-comers. Therefore, the following rules apply when students arrive late without a understandable excuse:

- After three times being late: parents will be informed (phone call) by the class teacher.
- After six times being late: parents will be informed (warning letter) by the class teacher
- After nine times being late: meeting of parents and head of school to discuss further consequences.

8.3 Akademische Ehrlichkeit / Academic honesty

The administration and faculty expect students to use genuine, sincere and fair methods to complete tests and academic tasks or projects from which evaluations regarding academic progress and grades are determined. An atmosphere which actively fosters academic honesty requires the active support of parents, students, and staff. It is, therefore, the responsibility of each individual to promote academic honesty.

Students, who seek to present the work or ideas of others as their own or use unfair methods to improve their grades will be judged guilty of academic dishonesty. Incidents of academic dishonesty are cumulative during a school year. Consequences for incidents of academic dishonesty will be determined based on the student's cumulative record.

Listed below are additional examples of academic dishonesty:

- Plagiarism: the intentional practice of taking someone else's work or ideas and passing them off as one's own.
- Obtaining or illegally accepting a copy of a test or test key.
- Giving or receiving test questions or answers to/from other students.
- Copying from another student's test or knowingly permitting another student to copy during a test.
- Using materials or means which are not permitted during a test.
- Having someone other than the student prepare the student's homework, paper, project, report or take home tasks for which credit is given.
- Permitting another student to copy one's work or ideas.
- Engaging in any action intended to obtain credit for someone else's work.
- Impersonating another student to assist him academically.

Consequences

Faculty members have the responsibility to implement all of the procedures prescribed when a case of academic dishonesty is discovered. The teacher who discovers an act of academic dishonesty by one of their students shall:

Assign the student a zero grade for the assignment involved in the infraction. Telephone the parent and inform him/her of the infraction and referral. For second and subsequent infractions by the same student in any class, the headmaster will:

- Suspend the student for one day
- Notify the staff member to assign a grade of "D" to the student's conduct marks.
- Proceed with the removal of academic honors and privileges such as eligibility in the honor roll.

If the infraction is discovered by a staff member other than the student's teacher, that staff member shall assist the classroom teacher in following the procedures described in the above situations. If the infraction involved theft or forgery, the student will be subject to additional disciplinary action.

8.4 Schuluniform / School uniform

No student is allowed to change or add anything to this uniform. We want it to be the common feature that unites all our students and makes them easily identifiable. Please make sure that the students wear the correct uniform.

a) Components of the uniform

In Summer

- White socks with SSJ Logo
- Grey dress with school badge
- Polo shirt (short sleeves) with Schmidt's logo
- Black shoes only

In Winter

- Dark grey/ black tights
- Grey dress with school badge
- Polo shirt (long sleeves) with Schmidt's logo
- Red jacket with school badge only
- Black shoes only

b) Special Uniforms Fieldtrip

The uniform for the field trips consists of the sport white T-shirt or the grey sweat shirt, long jeans, sport shoes, red jacket with school badge only (optional) and the fieldtrip cap that have the school logo (optional).

c) Miscellaneous

- No jewelry is allowed whatsoever, except, if necessary, a simple chain and a small cross or a Qur'an as well as ear studs (only small ones in the ear lobe only) and inexpensive watches.
- Piercings are not allowed for students below 10th grade. Piercings should not be visible at school hours.
- Students should dress as simple and tidy as possible without following fashion. No nail polish is allowed. Hair should be clean and tidy as befits a student. No dyes or henna should be used.
- The gym uniform is brought to school in a bag on the days when there are gym classes (only for grade 5-12) and is worn for the gym lesson only and changed afterwards into the school uniform. Sports teachers are to make sure that the students are wearing the correct gym uniform (navy blue shorts and white gym shirt).

9 Anhang / Appendix

9.1 Regularien bei schweren Verstößen gegen das Schulgesetz / Regulations on major violations

The following applies to the use, sale, or transfer of weapons, dangerous objects, controlled substances, and all prohibited items. Students are determined to be in possession of a prohibited item when that prohibited item is discovered on a student, in a vehicle used by students to enter the school campus, in a student's backpack, or in a student's personal possession while on campus or at a school activity. Schmidt-Schule assumes that a person bringing such prohibited items on to the school campus has the intention to use, sell, or transfer the item(s) in question. The driver and passengers of a student vehicle are presumed to have knowledge of the presence of a prohibited item, discovered in that vehicle, if it is reasonable for the individuals to have had access to the item(s) in question.

The following list of rules is not intended to be all-inclusive, but rather exemplifies that type of misconduct which is prohibited, and which will result in disciplinary action including suspension and/or expulsion

Students assisting in or failing to report others in the following actions are also in violation and are subject to disciplinary action:

- *Insubordination* – The refusal to obey school rules and regulations or the refusal to obey directions or instructions of school personnel (administrators, teachers, secretaries, janitors, etc...) are acts of insubordination. Students who refuse to identify themselves, threaten a teacher, refuse to sign or take a referral to the headmaster's office, use profane/offensive language/gestures, or verbally abuse a staff member are insubordinate.
- *2. Attacks on School Personnel* – Threats (toward a person or property), verbal abuse, physical contact, or attempted physical contact will result in automatic suspension and possible expulsion.
- *Fighting* – Schmidt-Schule does not tolerate violence of any type because this is a serious threat to the safety of staff and students. Individuals or groups of students engaged in a physical confrontation will cease such action upon the immediate order of any staff member or additional discipline will be assigned. Faculty and staff may use reasonable restraint as needed to maintain safety for others and remove a student from the classroom/instructional area for disruptive behavior. Individuals responsible for organizing, inciting and/or perpetuating disruptive acts shall also be subject to disciplinary action. Students involved in fighting will be suspended up to 10 days and/or possibly expelled.
- *Bullying* (including, but not limited to, physical/verbal/cyber or any electronic device) – Schmidt-Schule does not tolerate bullying. Cyber-bullying involves the use of information and communication technologies such as an e-mail, cell phone/pager text messages, instant messaging, defamatory personal Web sites and online personal polling Web sites, to support deliberate and hostile behavior by an individual or group, that is intended to harm others. Any student involved in committing an act of cyber-bullying will be disciplined in the

same manner as a student involved in a fight including but not limited to suspension and initiation of expulsion procedures.

- *Possession, Use or Threatened Use of Weapons, Combustibles, Explosives, and Look-Alikes or Other Dangerous Objects, including Disabling Protective Devices* – Firearms, look-alike weapons, ammunition, knives, objects used as weapons, chemicals, chemical sprays, fireworks and laser devices are some of the dangerous objects prohibited regardless of intended use. Weapons and other dangerous objects will be turned over to the headmaster and parents will be notified. Students involved in weapons violations or threatening to use weapons will be suspended and/or expelled.
- *Controlled Substance Violations* (drugs, alcohol) – Any student who transfers and/or consumes drugs or who possesses drugs or is with other people participating in such activities will be suspended until further notice and will be recommended for expulsion. A student in possession of drug equipment shall be considered in possession of an illegal drug when the item contains drug residue. She will immediately be suspended and referred to the headmaster with a recommendation for expulsion for the duration of the term.
- *Smoking and/or Possession of Tobacco/Lookouts for Smokers* – Students may not smoke, possess, transfer, or use tobacco and smoking materials, nor may they warn users on school premises, school buses, or at school sponsored events. Lighters and matches are also forbidden.
- *Academic Dishonesty* – Students engaged in academic dishonesty such as plagiarism, giving or receiving help during an examination, cheating, obtaining copies of tests or scoring devices prior to an examination, passing answers, copying another student’s homework, or impersonating another student to assist him academically will be subject to disciplinary action.
- *Damage to School Property or Property of School Personnel* – School property includes books, supplies, equipment, or the school building. Damage due to misuse or vandalism (explained further below) will require full restitution.
- *Vandalism* – Any student found to be defacing the school or its property is subject to expulsion from Schmidt-Schule. Any destruction of school property that is committed on purpose will result in the student being dismissed from Schmidt-Schule for the remainder of the year. Some examples (but not limited to) of vandalism include:
 - Writing on walls, door, or lockers
 - Purposefully breaking desks
 - Kicking or punching holes in doors/walls - Carving/writing on desks
 - Purposefully destroying textbooks - Purposefully destroying lockers
- *Theft* – Any incident involving theft shall be reported to the head of school, along with any known details of the case. Any student guilty of theft, or accessory to the act of theft will be liable for repayment. Any student knowingly in possession of stolen property, attempting to transfer stolen property, or in knowledge of the stolen property will be subject to disciplinary action.
- *Forgery and False Phone Calls* – Forgery, alteration, as well as use, receipt or possession of school documents without proper authority are prohibited and are subject to disciplinary action. Students who falsify a phone call or recruit another person to call on their behalf are subject to disciplinary action.

- *Setting a Fire* – Any student who deliberately sets fire to school premises will be recommended for expulsion. The student or family must pay for damages.
- *False Alarms and Misuse of Other School Safety Equipment* – Intentionally causing a false fire alarm or any other false and disruptive rumor or report is a serious offense and endangers the safety of students and employees. A student guilty of such an offense will be recommended for expulsion. The misuse of a fire extinguisher or any other school safety device without cause endangers the safety of students and employees.
- *Profanity/Disrespect* – Profanity, obscenity, inflammatory remarks, or the use of racial, religious, or ethnic slurs through gestures or language will not be tolerated. This includes threats of harm and intimidation. Harassment of any type, including sexual harassment (jokes or comments), in verbal or physical forms, is strictly prohibited and will bring immediate suspension.
- *Loitering* – Students may not be in unauthorized areas of the building or grounds at any time. No student may remain in the building more than 15 minutes after the school day ends, unless under the supervision of a staff member. If students are waiting for an activity, they must stay in the designated holding area. Any student not abiding by these rules will be subject to disciplinary action.
- *Trespassing* – Unauthorized presence on school grounds by students from another school constitutes trespass. Students suspended out of school are not allowed to attend any school function on or off campus. All unauthorized persons including those listed above are subject to immediate removal from Schmidt-Schule campus.
- *Unauthorized Use of Computers or Other School Property* – Students will not use computer equipment or other school property without supervision of the appropriate staff member. Schmidt-Schule computer equipment shall not be used to duplicate copyrighted material or to run unauthorized software. Students are not allowed to bring in computer software from outside the school for use in school computers. This includes games, program disks, and data disks. The Internet/network shall be consistent with the school curriculum, and all use of the Internet connection must be in support of education and/or research and be in furtherance of the School Administration's stated objectives.
- *Group Disruption* – All members of any group of students engaged in any activity such as picketing, boycotting, unauthorized meetings during school hours, or unauthorized use of school facilities will cease such action upon the immediate order of any staff member and be subject to suspension and expulsion from school. All members of any group of students engaged in any activity of a violent nature such as rioting, fighting or vandalism will cease such action upon immediate order of any staff member and be subject to suspension or expulsion from school. Any individual acting alone or as a member of a group who fails to cease a disruptive activity immediately upon the request of a staff member, will be removed from the activity. During such time that any disruption might occur, all students not at the scene of the disruption will be ordered to remain in the area in which they are located at the time of the disruption until the activity has ceased. Failure to abide by this order will subject any student to the same disciplinary action as that of the students involved in the activity.

9 Versetzungsordnung / Regulation on promotion (DIA-Zweig / Stream)

1 Anwendungsbereich

Im 13-jährigen Schulsystem umfasst die Sekundarstufe I die Jahrgangsstufen 5 bis 10. Dies gilt auch für das 12-jährige Schulsystem, allerdings kommt der Jahrgangsstufe 10 hier eine doppelte Funktion in unterschiedlicher Ausrichtung zu: Sie ist die letzte Jahrgangsstufe der Sekundarstufe I, gleichzeitig aber auch die Einführungsphase in die gymnasiale Oberstufe.

2. Allgemeine Grundsätze

2.1 Die Versetzung bzw. Nichtversetzung eines Schülers ist eine pädagogische Maßnahme. Sie dient dazu, die persönliche Lernentwicklung und den schulischen Bildungsgang des einzelnen Schülers mit den Leistungsanforderungen an seine Jahrgangsstufe gemäß Lehrplan in Übereinstimmung zu halten. Die Versetzungsentscheidung soll die Grundlage für Lernfortschritte in der nächst höheren Jahrgangsstufe sichern, und zwar sowohl für den einzelnen Schüler als auch für die ganze Klasse.

Eine Versetzung „auf Probe“ widerspricht diesem Grundsatz.

Eine Einstufung „auf Probe“ kann in besonderen Ausnahmefällen für drei Monate vorgenommen werden. Nach Ablauf dieser Frist entscheidet die Klassenkonferenz über die endgültige Einstufung.

2.2 Die Versetzungsentscheidung wird aufgrund der im zweiten Schulhalbjahr erbrachten Leistungen des Schülers unter angemessener Berücksichtigung der Leistungsentwicklung während des gesamten Schuljahres getroffen. In die Versetzungsentscheidung werden die Noten aller Pflichtunterrichtsfächer sowie die allgemeine Entwicklung der Schülerpersönlichkeit mit einbezogen. Für die Beurteilung der Leistungsfähigkeit eines Schülers sind grundsätzlich alle Fächer von Bedeutung, auch jene, die auslaufen oder im nächsten Schuljahr nicht mehr Pflichtfach sind.

Epochal unterrichtete Fächer sind versetzungsrelevant und werden auf dem Zeugnis als epochal unterrichtete Fächer gekennzeichnet (z.B. „Musik befriedigend, 1. Halbjahr“).

3 Verfahrensgrundsätze

3.1 Die Klassenkonferenz als Versetzungskonferenz entscheidet am Ende des Schuljahres unter Vorsitz des Schulleiters oder eines von ihm beauftragten Vertreters über die Versetzung der einzelnen Schüler.

3.2 Die Fachlehrer setzen die jeweilige Fachnote rechtzeitig vor der Konferenz fest. Die Note ist das Ergebnis einer fachlich-pädagogischen, wertenden Gesamtbeurteilung und wird nicht schematisch errechnet. Insbesondere darf sie sich nicht nur auf die Ergebnisse von schriftlichen Klassenarbeiten stützen, sondern muss die Leistungen aus dem laufenden Unterricht und die Qualität der mündlichen Beiträge sowie der übrigen Lernerfolgskontrollen in einem angemessenen Verhältnis berücksichtigen.

3.3 Stimmberechtigt sind alle Lehrkräfte, die den jeweiligen Schüler unterrichtet haben. Bei Abstimmungen entscheidet die einfache Mehrheit. Bei Stimmgleichheit entscheidet der Schulleiter (bzw. sein Vertreter); Enthaltungen sind nicht möglich.

3.4 Die Ergebnisse der Zeugnis- und Versetzungskonferenzen sind zu protokollieren. Eine Versetzung mit Ausgleich muss ebenfalls im Protokoll vermerkt werden.

Die Entscheidung über eine Nichtversetzung bedarf der besonderen Begründung in der Niederschrift der Versetzungskonferenz.

3.5 Notensprünge um mehr als eine Stufe sind durch den Fachlehrer zu begründen. Die Begründung wird im Protokoll der Versetzungskonferenz festgehalten.

3.6 Eine Gefährdung der Versetzung wird den Erziehungsberechtigten rechtzeitig, spätestens 10 Wochen vor Schuljahresende, mit Angabe der Fächer, in denen die Noten zu diesem Zeitpunkt nicht ausreichend sind, schriftlich mitgeteilt. Wenn die Mitteilung nicht erfolgt ist, kann daraus kein Recht auf Versetzung hergeleitet werden.

4 Schullaufbahnentscheidungen

4.1 Am Ende der Jahrgangsstufe 6 gibt die Klassenkonferenz eine individuelle Schullaufbahneempfehlung. Dafür dienen die folgenden Kriterien als Grundlage:

- die Leistungen und auch die Leistungsentwicklung, insbesondere in den Kernfächern mit höherem Stundenanteil,
- die sprachliche Ausdrucksfähigkeit und Abstraktionsfähigkeit,
- die Ausdauer und die Anstrengungsbereitschaft im Unterricht und bei der häuslichen Arbeit,
- die Interessenlage und das Engagement auf dem Gebiet praktischer Fertigkeiten im Unterricht und ggf. bei extracurricularen Aktivitäten.

5 Grundsätze für die Versetzungsentscheidung

5.1 Ausreichende oder bessere Leistungen in allen Fächern führen zur Versetzung.

5.2 Ein Schüler wird außerdem versetzt, wenn die Leistungen

a) in nicht mehr als einem der Fächer Deutsch, Mathematik, 1. Fremdsprache, 2. Fremdsprache mangelhaft sind und die mangelhafte Leistung durch eine mindestens befriedigende Leistung in einem anderen Fach dieser Fächergruppe ausgeglichen wird oder

b) in nicht mehr als einem der übrigen Fächer nicht ausreichend sind oder

c) zwar in einem der Fächer Deutsch, Mathematik, 1. und 2. Fremdsprache und einem der übrigen Fächer mangelhaft sind, das Zeugnis aber insgesamt drei mindestens befriedigende Noten aufweist, davon eine in den Fächern Deutsch, Mathematik, 1. und 2. Fremdsprache. Dabei kann von den musisch-künstlerischen Fächern und Sport nur eine mindestens befriedigende Note für den Ausgleich herangezogen werden.

d) zwar die Leistungen in zwei der übrigen Fächer mangelhaft sind, aber diese mangelhaften Leistungen durch mindestens drei befriedigende Leistungen ausgeglichen werden, dabei höchstens eine in den musisch-künstlerischen Fächern und Sport.

5.3 Die Note „ungenügend“ in einem der übrigen Fächer bedarf des Ausgleichs durch mindestens drei befriedigende Noten, davon eine in den Fächern Deutsch, Mathematik, 1. und 2. Fremdsprache. Dabei kann von den musisch-künstlerischen Fächern und Sport nur eine mindestens befriedigende Note für den Ausgleich herangezogen werden.

5.4 Die Note „ungenügend“ in einem der Fächer Deutsch, Mathematik, 1. Fremdsprache, 2. Fremdsprache schließt eine Versetzung aus. Ein Ausgleich ist nicht möglich.

5.5 Eine Versetzung ist ferner ausgeschlossen, wenn die Leistungen in mehr als zwei Fächern mangelhaft bzw. in einem Fach mangelhaft, in einem anderen Fach ungenügend bzw. in zwei oder mehr Fächern ungenügend sind.

5.6 Bei der Umstufung eines Schülers in eine andere Schulform gelten die Regelungen der jeweiligen Schulform.

5.7 In besonderen Ausnahmefällen kann ein Schüler auch dann versetzt werden, wenn die Versetzungsanforderungen aus Gründen, die der Schüler nicht zu vertreten hat, nicht erfüllt werden konnten, jedoch erwartet werden kann, dass auf Grund der Leistungsfähigkeit und der Gesamtentwicklung des Schülers in der nachfolgenden Klasse eine erfolgreiche Mitarbeit möglich ist. Für die Versetzungsentscheidung bedarf es der Einstimmigkeit. Eine ausführliche Begründung ist im Protokoll aufzunehmen. Eine Versetzung gemäß Satz 1 ist ausgeschlossen, wenn damit die Vergabe eines Abschlusses oder einer Berechtigung verbunden ist.

6 Nicht beurteilbare Leistungen in einzelnen Fächern

6.1 Kann die Leistung in einem Fach aus Gründen, die der Schüler zu vertreten hat, nicht beurteilt werden, so wird sie als „ungenügend“ gewertet.

6.2 Sind die Gründe des Fehlens von Leistungsnachweisen in einem Fach nicht vom Schüler zu vertreten, wird das Fach nicht benotet und bleibt für die Versetzungsentscheidung außer Betracht. Die allgemeinen Grundsätze gemäß Ziffer 2.1 sind zu beachten.

7 Wiederholung von Jahrgangsstufen

Für die Wiederholung von Jahrgangsstufen gelten folgende Grundsätze:

7.1 Eine Jahrgangsstufe darf in der Regel nur einmal wiederholt werden. Die Jahrgangsstufe, die der wiederholten folgt, darf in derselben Schulform in der Regel nicht ebenfalls wiederholt werden; bei erneuter Nichtversetzung wechselt der Schüler vom Bildungsgang des Gymnasiums in den Bildungsgang der Realschule, bzw. vom Bildungsgang der Realschule in den Bildungsgang der Hauptschule. Über die Einstufung entscheidet die Klassenkonferenz.

7.2 Hat der Schüler die Gründe für die erneuten Leistungsausfälle bei Wiederholung einer Jahrgangsstufe oder der folgenden nicht selbst zu vertreten, kann die Versetzungskonferenz sein Verbleiben in der betreffenden Schulform beschließen.

7.3 Auf Antrag der Erziehungsberechtigten und nach Entscheidung des Schulleiters kann ein Schüler in der Sekundarstufe I eine Jahrgangsstufe einmal freiwillig wiederholen. Eine bereits getroffene Versetzungsentscheidung wird davon nicht berührt.

(Stand: Jerusalem September 2021)