

# SCHOOL RULES OF THE IB TRACK EUROPEAN SCHOOL RHEINMAIN

## PREAMBLE

### CHAPTER I

page 3

page 3

#### Responsibilities of Directors

General	Article 1
Educational responsibilities	Articles 2, 3, 4, 5
Administrative and budgetary responsibilities	Articles 6, 7, 8, 9, 10
Other responsibilities	Articles 11, 12, 13, 14

### CHAPTER II

page 6

#### Regulations for Councils

Types of Councils	Article 1
Convening and chairing of councils	Article 2
Class Councils	Article 3
Subject Councils	Article 4
General Councils	Article 5

### CHAPTER III

page 9

#### Duties and obligations of members of staff of the schools

General	Article 1
Class teachers	Article 2
Communication with pupils' legal representatives	Article 3
Absences and discipline	Article 4
Class work	Article 5
Distance Teaching	Article 6
Principal educational advisers and educational advisers	Article 7

### CHAPTER IV

page 12

#### Responsibilities of pupils' legal representatives

Undertakings entailed by enrolment	Articles 1
Regular attendance at classes	Article 2
Other undertakings	Articles 3, 4, 5, 6

### CHAPTER V

page 16

#### Participation

Definition	Article 1
Participants within the school	Articles 2, 3
House rules	Article 4

### CHAPTER VI

page 17

#### Discipline

Articles 1, 2, 3, 4



Discipline Councils

Article 5

**CHAPTER VII**  
Enrolment and withdrawal of pupils

page 20

Equivalence of study  
Withdrawal of a pupil

Article 1

**CHAPTER VIII**

page 21

**Organisation of studies**

Middle Years Programme (MYP)

Article 1

**CHAPTER IX**

page 22

**Assessment of pupils**  
Rules for promotion to the year above

Admission to the Middle Years Program  
Assessment Process  
Assessment Criteria  
Achievement levels  
Promotion to the year above  
School reports

Article 1  
Article 2  
Article 3  
Article 4  
Article 5  
Article 6

**CHAPTER X**

page 27

**Complaints and appeals procedures**

Administrative appeals

Article 1

**ANNEX I**

Holiday calendar



## PREAMBLE

For the purposes of these Rules, 'the pupil's legal representative' means the person or persons invested with parental authority in the case of a minor or the pupil themselves if they have reached the age of majority under national law. Vis-à-vis the school and unless notified otherwise, when a pupil is a minor the persons who present themselves as the pupil's parents are both presumed to be invested with parental authority.

Unless expressly notified otherwise, the school will presume that it may contact one or other of a pupil's legal representatives without distinction. When a pupil's legal representatives so wish, provided that they make an explicit request to that effect by communicating to the school their respective addresses and the legal grounds for their entitlement to parental authority, the school will send to each the information referred to in these Rules about a pupil's schooling.

## CHAPTER I

### RESPONSIBILITIES OF THE DIRECTOR

The Director is the school's legal representative in dealings with parents and the public authorities. The Director is responsible for:

- teaching and education in his/her school.
- management of the staff.
- the budget and for administration

## GENERAL

### Article 1

The Director shall be responsible for managing the school.

The Director and the Co-Director shall be assisted by the Head of Secondary School and an Administrator- Bursar, to whom they will delegate duties.

The Director shall ensure that syllabuses and timetables are followed.

The Director shall apply the principles of sound economic management of resources.

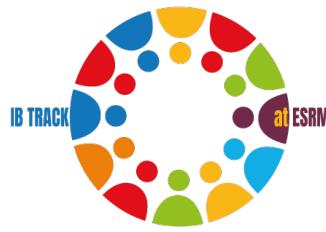
## EDUCATIONAL RESPONSIBILITIES

### Article 2

The Director shall endeavour to promote cooperation between all the parties involved in school life by instigating and encouraging initiatives on their part.

The Director shall foster and develop among teaching staff the spirit necessary for fruitful cooperation in the interests of the school's unity.

The Director shall establish contact with pupils' legal representatives and with the Parents' Association to promote the closest possible cooperation between families and the school in pupils' interests. The Director shall organise information meetings for this purpose.



The Director shall promote pupils' participation in school life under the relevant provisions of the house rules.

### **Article 3**

The Director shall be responsible for coordinating studies between the different cycles and between the various year groups. To that end:

1. The Director shall allocate pupils to classes and groups.
2. The Director shall allocate classes and groups in the subjects taught to the teachers and shall draw up a timetable for each year group at the beginning of the school year. In doing so The Director shall take account as far as reasonably possible of the wishes expressed by members of staff and of pupils' best interests.
3. The Director shall convene meetings of the Councils provided for in Article 16 of these Rules outside teaching hours.
4. The Director shall visit classes regularly and shall participate in evaluation of classroom teaching and of teachers' performance.
5. The Director shall assign duties to the educational advisers and to the principal educational adviser.

### **Article 4**

The Director shall make arrangements for cover for absent staff.

### **Article 5**

The Director shall ensure that the necessary measures are taken to maintain order and discipline within the school.

In collaboration with the Education Councils provided for in Chapter II, The Director shall draw up house rules setting out pupils' obligations and rights, both on school premises and during all activities organised by the school. With the assistance of the principal educational adviser, the educational advisers and the teaching staff, The Director shall organise the supervision of pupils before, during, after and also between classes and during free periods.

The Director shall collaborate within the existing legal framework on the organisation of extracurricular activities managed by external organisations.

## **ADMINISTRATIVE AND BUDGETARY RESPONSIBILITIES**

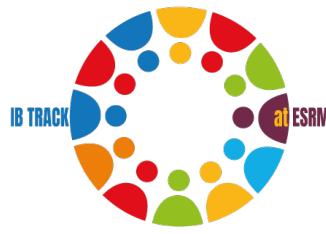
### **Article 6**

The Director shall be responsible for the school's proper functioning with the assistance of administrative and ancillary staff. The Director shall ensure a good level of service.

The Director shall be responsible for management of administrative and ancillary staff.

### **Article 7**

The Director shall be responsible for management of the teaching staff.



The Director shall be responsible for recruitment of teachers, and shall use a transparent method of selection.

### **Article 8**

Director shall decide on the enrolment, admission and withdrawal of pupils.

### **Article 9**

The Director shall arrange for the drawing up and regular updating of an inventory of school furniture, of teaching materials and of all furnishings belonging to the school.

The Director shall delegate responsibility for the library, scientific collections and demonstration equipment to specialist staff, who shall draw up their own inventories and be accountable to him/her for material in their charge.

### **Article 10**

The Director shall organise the school archives. These shall include in particular:

- a. a file of all pupils on roll;
- b. a file of newly enrolled pupils and of pupils removed from the roll;
- c. the end-of-semester and interim reports provided for in Article 60;
- d. the absences file for the previous year;
- e. a complete set of the documents provided for in Article 26 for the previous three school years;
- f. a complete set of the end of MYP 5 examinations and of the end-of-semester DP 1 and 2 examinations organised in the previous three school years;
- g. a confidential personal file for each pupil;
- h. the minutes of Class Council meetings.

## **OTHER RESPONSIBILITIES**

### **Article 11**

As part of his/her official obligations the Director shall guarantee inviolability of domicile on school premises.

### **Article 12**

The Director shall represent the school outside, and shall be the only person authorised to give information about the school to the press.

### **Article 13**

The Director may authorise persons from outside the school to visit the school, to participate in school events and to sit in on and observe classes with the agreement of the teachers concerned.

The Director may authorise external organisations to provide childcare activities, education for recreational purposes or day care on the school's premises. Without prejudice to



commitments of the school which were already in force before 1 January 2023, these activities shall be organised under the responsibility of the external organisations. The external organisations are required to comply in terms of safety and security with the applicable national legislation as well as school specific arrangements put in place.

## **Article 14**

Without prejudice to Article 14, paragraph 2, the Director shall be responsible for safety and security on school premises. The applicable legislation in this respect is that of the country in which the school is located. Furthermore, the Director can impose safety and security rules which apply to all external organisations conducting an activity on the school's premises.

Should a particular event occur at the school (e.g. death, serious accident, fire, explosion, infectious disease, threats, etc.), the Director must notify the relevant service. Moreover, the Director must closely collaborate with the relevant services within the School community (i.e. canteen, bus, extra-curricular activities) in order to ensure the safety and well-being of the School community's members.

Any processing of personal data pursuant to this article will be carried out in compliance with the data protection obligations resulting from Regulation (EU) 2016/679.

# **CHAPTER II**

## **REGULATIONS FOR COUNCILS**

### **Article 1**

#### **Types of councils**

These Councils are:

- Class Councils
- Subject Councils
- General Councils
- Education Councils
- Discipline Councils (see Chapter VI)

### **Article 2**

#### **Convening and chairing of councils**

The arrangements for the convening and chairing of Discipline Councils are set out in Chapter VI.

The Subject Council shall be convened by the Director and chaired by a member of the teaching staff or relevant IB Coordinator.

The other Councils referred to in Article 16 shall be convened and chaired by the Director or Deputy Director. The Director may delegate the chairmanship of a Council to a Deputy



Director or, for the Class Councils only, a relevant IB Coordinator or to a member of the teaching staff who does not teach the class in question.

The different Class Councils for any given year group shall normally have the same chair, whatever the language section.

Except in an emergency, the date of meetings shall be fixed by the Director at least one calendar week in advance and an agenda and any documentation in shall be provided.

Voting members may add further items to the draft agenda up to the day preceding the meeting.

In an emergency, the Director may initiate discussion of items not tabled on the draft agenda.

Where at least one quarter of the members of one of the Councils so request in writing, with precise indication of a draft agenda, the Director shall convene a meeting of that Council at the earliest opportunity.

Councils shall meet outside school hours.

### **Article 3**

#### **Class Councils**

1. Class Councils shall meet,
  - a. at the end of each term or semester in the secondary cycle
    - i. - to assess pupils' academic results and behaviour
    - ii. - to propose measures to be taken where necessary.
  - b. at the end of the school year, to take decisions on promotion to the year above in accordance with the provisions of Articles 57, 58 and 61.  
Additional Class Councils may also be convened in the light of particular circumstances.
2. Meetings of Class Councils shall be attended by all staff who teach the class, including distance teachers and educational support teachers. Attendance at Councils shall be compulsory, except where dispensation has been granted by the Director on duly substantiated grounds.  
Distance teachers may be in communication with the Class Council by means of an interactive system (audio/video).
3. Voting rules
  - c. Teachers who have taught the pupil one or more subjects during the school year shall have one vote.
  - d. In the event of the replacement of a teacher during all or part of the school year, the Director shall designate the teacher authorised to attend the Class Council and to vote.
  - e. Normally, educational support teachers shall not have voting rights. However, if a course which normally is part of the regular curriculum of a pupil, is entirely



replaced by a course given individually to a pupil in the frame of an Intensive Support A programme, the support teacher other than the regular class teacher of this course in the class of the Intensive Support A pupil, has voting rights regarding this pupil.

- f. The chair shall take part in the vote and shall have the casting vote in the event of a tie.
- g. Decisions shall be taken by a simple majority of the members present entitled to vote. Abstentions shall not be permitted.
- h. Voting shall not be by secret ballot.
- i. The decisions thus taken shall be collegiate.

4. The secretary, designated by the Director, shall produce minutes of the meeting of the Class Council, in which the decisions taken, stating the grounds on which they are based, will be recorded. A copy of the part of the minutes concerning a particular pupil may be sent to his/her legal representatives on written request to the Director or relevant IB Coordinator.
5. The deliberations of Class Councils shall be confidential. The members of the Class Council shall not be authorised to communicate to a pupil's legal representatives any information other than the decisions concerning the pupil taken collegiately by the Class Council and appearing in the minutes of the meeting.
6. The Class Council's decision may be communicated orally by the class teacher immediately after the meeting. The pupil's legal representatives shall be given notification in writing, at the address known to the school, by registered letter, by fax, by e-mail or by any other means of communication materialising in a written document sent to the addressee.  
Due notification shall be deemed to have been given the day after the sending of the notification by the means of communication referred to above, the postmark being taken as proof should it be sent by registered letter.
7. At the request of the legal representatives, submitted not later than one week after notification of the Class Council's decision, they may seek a meeting with the Director, consult the examinations referred to in Article 11.f., obtain a paper copy of them at the time of this consultation and obtain a copy of the minutes of the meeting of the Class Council (concealing the deliberations on the other pupils).

## Article 4

### Subject Councils

1. Subject Councils shall meet at least twice a year to coordinate teaching of the same or associated subjects.
2. Subject Council meetings shall be attended by all staff teaching the relevant subject or subjects. Attendance at meetings shall be compulsory, except where dispensation has been granted by the Director on duly substantiated grounds.
3. A summary report of the meeting shall be produced. Any member of the Council may request that his/her views be put on record in the form of a written note to be supplied by him/her.



## Article 5

### General Councils

1. General Councils shall be convened, as the need arises, to deal with matters affecting the whole school (General Council) or a particular cycle (cycle General Council). These Councils shall have an advisory role.
2. All teachers shall attend General Councils; cycle General Councils shall bring together the teachers of the cycle in question. Attendance at Councils shall be compulsory, except where dispensation has been granted by the Director, on written request, on duly substantiated grounds.
3. The secretary, designated by the Director, shall produce a report of the meeting. Any member of the Council may request that his/her views be put on record in the form of a written note to be supplied by him/her. The report shall be approved by the Director and submitted to the Council for approval at its next meeting.
4. For specific issues requiring prior investigation, General Councils may propose the setting up of working groups.

## CHAPTER III

### DUTIES AND OBLIGATIONS OF MEMBERS OF STAFF OF THE SCHOOLS

#### Article 1

##### General

Members of the teaching staff and all other persons whose direct involvement in the school is required shall undertake to do their utmost to enhance its prestige and promote its development. They shall perform their duties in accordance with the provisions in the rules and regulations adopted pursuant to the general principles of the IBO Standards and Practices (2020), published by the International Baccalaureate Organisation. ® They shall follow instructions issued by the Director.

In performing their duties they shall take care, by maintaining self-imposed strict objectivity, not to offend the religious and political convictions of pupils and their families and to respect their culture. They shall also undertake to exercise the greatest discretion with regard to all facts and information coming to their knowledge and to respect their pupils' privacy, in accordance with the relevant applicable legislation. As regards pupils' personal data, its processing shall be lawful provided that it is necessary in order to educate children in the public interest.

To ensure the school's proper functioning, teachers shall encourage pupils' active cooperation and autonomy and shall promote the development of their personalities. They shall strive at all times, both inside and outside the school, to inculcate in their pupils the highest intellectual, moral and social standards. They shall take every opportunity which arises to foster in pupils an attachment to their own country and a respect for that of others.



## Article 2

### Class teachers

The Director shall appoint a class teacher for each class in the secondary cycle.

Class teachers shall be responsible for:

- centralising all information on the progress and conduct of pupils in their class,
- assisting the Director and colleagues in disciplinary matters concerning these pupils,
- preparing for meetings of Class Councils on instructions from the Director
- reporting to the Director on all questions which referred to them, and in general ensuring that the Director's rules and instructions are followed.

The class teacher is the link between pupils' legal representatives (individually or representing the class), the pupil delegates of the class and all the teachers who teach the class.

## Article 3

### Communication with pupils' legal representatives

1. Teachers shall take all necessary steps
  - a. to keep pupils' legal representatives informed of:
    - i. the work set and the results achieved by pupils
    - ii. conduct, application, class work and homework
    - iii. regular attendance and punctuality
  - b. To inform them of any significant change in the pupil's academic progress.
  - c. to reply to any particular requests for information from pupils' legal representatives with respect to these Rules and to the general principle of the right to privacy to which all members of the school community are entitled.
2. At the beginning of the school year each teacher shall indicate a time outside teaching hours when they will be available to see pupils' legal representatives by appointment to discuss a pupil's situation. This timetable must be communicated to pupils' legal representatives. Teachers may also take the initiative and ask pupils' legal representatives to come and see them. They shall notify the Director should parents not respond to the invitation.
3. The above provisions shall also be applicable in the case of distance learning. Communication may then be established using ICT (information and communication technologies).
4. In accordance with Article 2, the Director shall organise meetings for pupils' legal representatives, which teachers are required to attend.

## Article 4

### Absences and discipline

Teachers must report pupils' absences and all breaches of discipline to the Director, in accordance with the provisions of these Rules and the house rules.



## Article 5

### Class work

In ISRM, teachers complete and update a Curriculum Vertical Planner which outlines the units and assessments of a given grade between MYP 1 to MYP 5. The Vertical Planner can be accessed via the ISRM website. Units are then specified using the Toddle programme.

Secondary teachers shall also keep a regularly updated individual record of material covered. In this record, the connection between the planning and its implementation must be made clear.

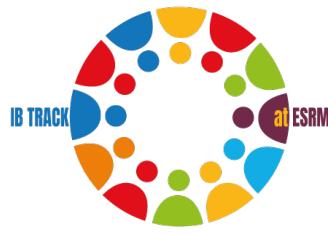
ISRM forward plans and class materials are stored digitally.

These documents shall be available at all times to the school management and the Inspectors.

## Article 6

### Distance teaching

1. In general, teaching shall be provided 'on site'. In exceptional cases and based on the decision of the Director, distance teaching may be organised in order to educate children in the public interest.
2. In the event of distance teaching, classes may be taught and assessed using an interactive online communication system (audio/video). The choice of the communication system shall be the sole responsibility of the Director. The Director shall ensure that the system chosen complies with data security, reliability and confidentiality requirements. Any processing of personal data carried out in that context shall be lawful provided that it is necessary for the performance of a task carried out in the public interest.
3. Providing distance teaching through the potential use of an interactive online communication system, as referred to in paragraph 2, shall form part of the duties assigned to teaching staff
4. The rules on regular attendance, as established in Chapter IV, Article 2 of the School Rules, shall apply mutatis mutandis in the event of distance teaching.



## Article 7

### Principal educational advisers and educational advisers

Principal educational advisers and educational advisers shall assist the Director, the Deputy Directors and the teachers. Their educational and administrative duties shall involve in particular:

- supervision of pupils
- maintenance of order and discipline
- monitoring of pupils
- administrative assistance connected with pupils' schooling.

They may also be required to teach subjects in which they have the requisite academic qualifications. These duties shall be allocated on the basis of a roster drawn up by the Director at the beginning of each school year.

## CHAPTER IV

### RESPONSIBILITIES OF PUPILS' LEGAL REPRESENTATIVES

#### Article 1

##### Undertakings entailed by enrolment

By applying for a pupil's enrolment the pupil and his/her legal representatives shall undertake to abide by the rules and regulations of the school. A copy of those rules and regulations shall be available to them in the school secretariat or on the main website - <https://ibo.org/>

#### Article 2

##### Regular attendance at classes

1. Without prejudice to the pupils with special educational needs Regulations, attendance at classes shall be organised as follows:
  - a. Acceptance of a place at the school shall imply the right and the obligation to attend all courses of instruction listed in the curriculum and to do such work as is set. Pupils shall also be required to take part in any organised activities declared compulsory by the Director.
  - b. Without prejudice to Article 26a.3 of the ISRM School Rules, attending all courses of instruction shall mean regular and punctual attendance at the classes indicated in a calendar and timetable produced and given to pupils at the beginning of the year.
  - c. A pupil's attendance at classes is necessary to ensure his/her development and to enable the teacher to make a full and accurate assessment.
  - d. A pupil's attendance at a course shall be considered regular if the number of periods of presence is at least 90% of the number of periods actually organised.



## 2. Dispensations

### a. Physical education

- i. A pupil may be excused attendance at physical education classes only at the request of the legal representatives and on production of a medical certificate stating that the pupil is physically unable to attend.
- ii. Except in duly certified cases of permanent disability, dispensation may only be granted for one semester/term, depending on the organisation of the school year. It may be renewed only if a further medical certificate is produced. The Director may, if considered necessary, have the pupil examined by the school doctor.

### b. Talented pupils

- i. Highly talented pupils in sports, music or the arts, may exceptionally be excused regular attendance at classes by the Director, only upon request of their legal representatives (or themselves if the pupils are 18) and on production of certificates and/or formal requests from the relevant institutions stating that they need to be absent.
- ii. In case of request for repeated absences, dispensation may be granted only on a termly basis, renewable on production of (an) additional certificate(s) and/or formal authorisations from the relevant institutions
- c. In exceptional cases and on duly certified medical grounds, a pupil may be excused part of his/her homework by the Director. Such authorisation may not be outright; it may be granted for a specified period only, at the express request of the pupil's legal representatives on the understanding that the pupil's chances of promotion at the end of the year may be jeopardised.

## 3. Absences

### a. Recording of absences

- i. The school shall keep a record and daily register of pupils' absences. At the end of each semester/term, the school shall draw up a list of absences for each pupil. Unauthorised absences will be clearly identified and will be dealt with severely

### b. Consequences of absences

- i. In the event of unauthorised absence for more than 15 consecutive days, the pupil shall be deemed to have left the school. The pupil's legal representatives shall be so informed by registered letter.
- ii. Should repeated unauthorised absences of one or more periods continue to occur after the Director's warning, the Discipline Council may decide on the pupil's exclusion.
- iii. In the secondary cycle for ISRM, should the number of periods during which a pupil is absent from a course that risks promotion, the Director will warn the pupil's legal representatives of the consequences outlined in paragraph e) for MYP 4 - 5 and in paragraph g) for DP 1 and 2.



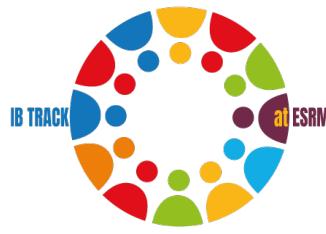
- iv. If, at the end of the first term or semester, the number of absences seems likely to exceed the threshold of 10% of the periods actually organised in one or more subjects, the Director will warn the pupil's legal representatives of the risk of non-promotion or of being unable to take the MYP 5 eAssessment or Diploma Programme examinations.
- c. Absences on personal grounds
  - i. Only the Director may give a pupil permission to be absent from school.
  - ii. Except in cases of force majeure, the pupil's legal representatives must apply for such permission at least one week in advance. Applications must be made in writing, indicating the period of absence and giving reasons.
  - iii. Permission may be granted for a maximum of two days plus reasonable travelling time.
  - iv. Except in cases of force majeure, permission may not be granted for the week preceding or the week following school holiday periods or public holidays.
  - v. In the case of bereavement through a close relative, a longer absence may be permitted.
- d. Absences on sick grounds
  - i. In the event of a pupil's being unable to attend school because of illness, the pupil's legal representatives will inform the Director of the reason in writing, not later than the second day of absence.
  - ii. After an absence of more than two days, pupils will only be allowed to return to school on production of a medical certificate by the pupil's legal representatives.
  - iii. The Director may, if considered necessary, have the pupil examined by the school doctor.
  - iv. Without written notification from the pupil's legal representatives or production of a medical certificate within the period laid down in points i. and ii., such absences shall be regarded as unauthorised and punishable by the Director.
  - v. Where a pupil contracts an infectious disease, the pupil's legal representatives must notify the Director in writing and adhere strictly to the rules laid down by the school medical service, on the containment of infectious diseases, in particular as regards quarantine for him/her and other pupils living under the same roof. The pupil shall be readmitted to the school only on production of a medical certificate from a doctor recognised by the local health authorities or from the school doctor.
- e. Absence for a valid reason in MYP 4 and 5 in ISRM,
  - i. If a pupil in MYP 4 and 5 has a long period of absence for a valid reason, with the result that a summative grade cannot be awarded, the grades in the first semester and the class work in the second semester will be considered as part of the evaluation process.



- ii. If this absence means that a pupil cannot be awarded a summative grade either the first or the second semester, his/her promotion will not be possible.
- iii. A pupil in MYP 4 and 5 who cannot be awarded summative marks for the second semester because of a long period of absence for a valid reason may not normally be promoted. In exceptional cases the Class Council may reconsider the case of such a pupil.

f. Absences from eAssessments in MYP 5,

- i. Where a pupil is absent from a an eAssessment in MYP 5, the pupil's legal representatives shall inform the Director of the reasons for his/her absence, immediately or the next day. In cases of illness, a medical certificate is mandatory to justify the absence. In all other cases, the Director will decide whether or not the absence is justified.
- ii. A pupil who is absent (for a valid reason) from one or more first semester assessments and has not had the opportunity to take a substitute examination, but who takes the second semester assessments in the same subjects, will have his/her final annual marks calculated on the basis of the results achieved in the second semester.
- iii. A pupil who is absent (for a valid reason) from one or more second semester written examinations and has not had the opportunity to take a substitute examination shall be required to sit a promotion examination early in the new school year in the subjects missed,
- iv. If a pupil is absent for a valid reason for the examinations in one or more subjects in the first and in the second semester, the pupil shall be required to sit promotion examinations in the subjects missed.
- v. In cases where there is no valid reason for the absence or absences mentioned in points ii., iii., and iv., a pupil shall be awarded no marks (0) for the examinations missed. The pupil's legal representatives shall be notified of this decision.
- vi. In ISRM, pupils who are absent for a summative assessment must comply with the ESRM school policy, including submitting a medical certificate. Unlike ESRM, A marks do not count towards the final grade. In the case of absences during summative assessments, and in the event that pupils are not able to grade a specific assessment, teachers must utilize the past or previous assessed work of a given pupil in order to calculate and determine the final grade from 1 – 7 for specific subject area.



## Article 3

### Other undertakings

1. Pupils' legal representatives shall sign any special communication received concerning a pupil. They shall provide spontaneously any information likely to be relevant to application of these Rules concerning family circumstances or any changes in them with repercussions on the pupil's administrative or educational situation or on the pupil's general development within the school.
2. Pupils' legal representatives shall be responsible for keeping test and examination papers other than those referred to in Article 11.f. In the event of loss of or of damage to the original script, the mark awarded by the teacher shall be binding.
3. Pupils' legal representatives shall be responsible for ensuring that pupils respect school premises and property and that books and objects made available to them by the school are returned. They shall be required to pay compensation to the school for any damage caused by a pupil, even unintentionally.
4. The school shall not be responsible for objects brought to school by pupils.
  - a. The house rules shall determine the school's opening hours.
  - b. The school shall not be responsible for pupils off the school premises, except when travelling for the educational activities it organises. Any pupils participating in activities organised by external organisations are under the responsibility of these organisations, and this regardless of the nature of these activities or regardless of the location in which they are organised, be it on the school premises or on the occasion of possible travel.

## CHAPTER V

### PARTICIPATION

#### Article 1

##### Definition

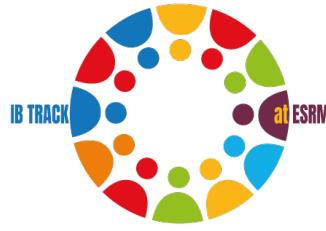
The proper functioning and the effectiveness of a school presuppose the participation of all involved in school life. Participation means in the cases provided for by the statutes and regulations:

- right to information
- right to formulate proposals
- sharing of decision-making power

#### Article 2

##### The participants within the school

Each member of the school community may act in an individual capacity to deal with a particular case in so far as they have a direct interest. This shall apply in particular to questions of discipline, work, pupils' results and promotion.



To deal with more general questions and for the sake of effectiveness, the various components of the school community shall be represented, without prejudice to the provisions of their respective statutes, as follows:

- a. Pupils' legal representatives, excluding pupils who have reached the age of majority, shall form 'Parents' Associations' independently. At the beginning of each school year they shall elect representatives to sit on the Education Councils and the various councils and committees to whose meetings they are invited. Pupils' legal representatives, with the exception of pupils who have reached the age of majority, of a given class may elect class delegates.
- b. Secondary pupils shall form a 'Pupils' Committee': at the beginning of each school year the pupils of a class shall elect a delegate. All the delegates shall form a committee from among whose members representatives will be chosen for the Education Council.
- c. Teachers shall elect two 'Staff Representatives'

The representatives defined in Article 2 shall cooperate to promote the school's proper functioning and to foster a climate of trust.

In addition, in liaison with the other organs, the Parents' Association may organise after prior approval of the Director of the school, at its own initiative, expense and responsibility, the extra-curricular activities. When these activities are organised by the Parents' Association, the school assumes no responsibility for the activity itself.

The organisation and management of school transport are the responsibility of pupils' legal representatives, whether acting individually as pupils' parents or through the intermediary of any group or third party.

## **Article 4**

### **House rules**

Participation shall include the application of house rules, as provided for in Chapter 1, Article 5. The draft rules, prepared by the directorate, shall be discussed by the Education Council.

## **CHAPTER VI**

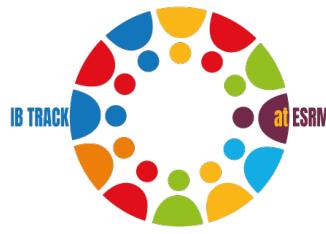
### **DISCIPLINE**

#### **Article 1**

The purpose of disciplinary measures shall be to educate and train. The Director shall ensure that such disciplinary measures are coordinated and standardised.

#### **Article 2**

A pupil who fails to observe the school rules and rules on communal life within the school shall be subject to disciplinary measures.



Serious breaches of discipline shall be immediately reported to the Director and a written report shall be submitted to the Director on the first working day following the incident.

### **Article 3**

1. The list of disciplinary measures does not mean that they can be imposed only in the order given.
2. All disciplinary measures from detention onwards shall be entered in the pupil's personal file and kept for a maximum of three years.
3. In a serious case, involving a risk to safety or health in the school, the Director may, as a precaution, return a pupil to the care of his/her legal representatives pending the convening of the Discipline Council.
4. Disciplinary measures in the secondary cycle shall be as follows:
  - a. Reprimand.
  - b. Extra work.
  - c. Detention.
  - d. Warning and/or sanction by the Director.
  - e. Warning and/or sanction by the Director on a proposal from the Discipline Council.
  - f. Temporary exclusion from the school
    - i. by the Director, for a maximum of three working days
    - ii. by the Director, on a proposal from the Discipline Council, for a maximum of 15 working days.
  - g. Exclusion from one or more school trips organised during the current school year.
  - h. Expulsion from the school decided by the Director on a proposal from the Discipline Council.

The pupil's legal representatives shall be informed of all disciplinary measures, with the exception of reprimands.

### **Article 4**

Disciplinary measures shall be taken at the following three levels:

1. The offence may be dealt with directly by the member of staff who witnessed the incident: reprimand.
2. Appropriate action by the teacher concerned in conjunction with the class teacher, an educational adviser or the principal educational adviser: detention and/or extra work, both with notification of the pupil's legal representatives and information to the Director.
3. Director's intervention: on the basis of a report submitted to him/her (Article 42): the Director shall summon the pupil and may issue a warning or take disciplinary measures extending to a temporary exclusion of a maximum of three working days.
4. Director's intervention after consultation of the Discipline Council, which may propose any sanction, including temporary exclusion for more than three days up to expulsion.



If the Director decides to bring the incident before the Discipline Council, a rapporteur shall be designated from amongst the teaching or supervisory staff, with the exception of the members of the Discipline Council, charged with investigating the matter.

## Article 5

### Discipline Councils

1. A Discipline Council shall be formed for the International School RheinMain.
2. The Discipline Council's task shall be to examine serious infringements by pupils of school rules and rules on communal life within the school.
3. If a pupil with special educational needs receiving Intensive Support A is liable to be called before a Discipline Council, the Director shall consult the Support Advisory Group beforehand.
4. Composition of the Discipline Council

The Discipline Council shall be composed of the Director, assisted by the Deputy Director of the relevant cycle (without voting rights) and by members of the staff, with one teacher from each language section in the school, with a minimum of five teachers of different nationalities. For ISRM cases, the relevant IB Coordinator will be present.

The list of members of the Discipline Council shall be drawn up by the Director on a proposal from the teachers by language section and/or nationalities represented and shall be communicated to the school's Administrative Board.

The Discipline Council shall be chaired by the Director. In his/her absence, the Deputy Director of the relevant cycle shall take the chair. Attendance at Discipline Councils shall be compulsory, unless dispensation is granted by the Director on duly justified grounds.

5. Convening of Discipline Council hearings
  - a. The members of the Discipline Council shall receive from the Director a notice convening the hearing, of which they must acknowledge receipt.
  - b. The pupil who is alleged to have committed an offence and his/her legal representatives shall receive from the Director a notice convening the hearing sent by registered letter at least one week before the scheduled date, except in an emergency.
  - c. The notice convening the hearing shall
    - i. indicate the pupil's name and class
    - ii. indicate the date, time and place of the meeting
    - iii. set out the alleged offences
    - iv. inform the pupil and his/her legal representatives that they may:
    - v. consult the file documenting the alleged offences in the Director's office and in accordance with the arrangements indicated by the latter,
    - vi. make written observations,
    - vii. be assisted by a representative of the Parents' Association or by a teacher from the school
    - viii. request that a representative of the Pupils' Committee attend the discussions as an observer. In that case, it is up to the pupil's legal



representatives to invite these persons to attend the hearing, ensuring that the Director is informed thereof.

- d. The pupil concerned, his/her legal representatives and, where applicable, a person belonging to the teaching staff or to the Parents' Association charged with assisting him/her in mounting his/her defence may request permission from the Director to scrutinise the complete file documenting the alleged offences. They may consult it on the spot in the Director's office, free of charge, or request a full or partial copy, at their own expense.
6. Conduct of the proceedings before the Discipline Council.

The order of the proceedings shall be as follows:

- a. Checking of presences. The Chair shall check that the designated members of the Discipline Council who have not been granted a dispensation for duly substantiated reasons are present. In the event of absences, the Chair may decide to defer the hearing.
- b. Designation of the secretary to the hearing. The Chair shall designate a secretary to the hearing from amongst the members of the Discipline Council. The minutes shall be signed by the Chair and the secretary to the hearing.
- c. Reading of the inquiry report. After the pupil, his/her legal representatives and, where applicable, a person belonging to the teaching staff or to the Parents' Association charged with assisting him/her in mounting his/her defence and the representative of the Pupils' Committee have been introduced, the rapporteur designated by the Director shall present the inquiry report on which the appearance before the Discipline Council of the pupil against whom the case has been brought is based.
- d. Hearing of the persons summoned. The Discipline Council shall hear all the persons summoned by the Director to appear in the case concerned. The hearing shall be held in camera.
- e. Deliberation and decision. The Discipline Council shall deliberate in the presence of its members. The deliberations shall be confidential.
- f. Voting procedures. The Discipline Council shall decide on its proposals by a simple majority of the members present. In cases where temporary exclusion or expulsion is proposed, a two-thirds majority of the members present shall be required. Abstention shall not be permitted.

Voting shall not be secret. The Director and each other member of the Discipline Council shall have one vote. If the Director is the sole representative of his/her nationality, he/she shall have only one vote. The Chair shall have the casting vote in the event of a tie.

If an exclusion or expulsion proposal fails to produce a two-third majority, the Discipline Council shall be invited to vote a second time. If the second round of voting also fails to produce the required majority, a vote shall be taken on the other forms of disciplinary measures which may be applied, from amongst those of lesser severity foreseen in Article 42. The proposals thus adopted shall be collegiate.



Should the Discipline Council not make a proposal, the Director may decide to impose a sanction under his/her sole authority, stating the specific grounds on which the decision is based.

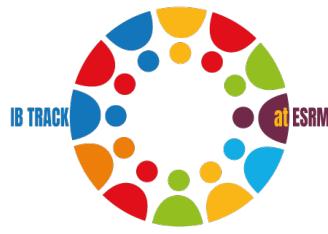
The offence, the disciplinary measure proposed, the result of the vote and the main arguments and grounds for the proposed disciplinary measure shall be recorded in the minutes of the hearing and appended to the decision.

7. At the end of the hearing the secretary shall draft the Discipline Council's proposal, which must mention the result of the vote and the grounds for the disciplinary measure proposed.
8. Notification of the decision

The Director shall notify the pupil concerned and the legal representatives orally of the decision which has been taken on the basis of the Discipline Council's proposal and shall inform them of the appeals procedures and the time limit laid down for the lodging of appeals. In the event of exclusion, the date of entry into force shall be specified.

The decision will be kept in the pupil's file for three years.

The Director's decision shall be confirmed by written notification. The decision shall come into effect on the morning after the sending of the registered letter – the postmark being taken as proof – or the sending of any other form of written communication to the addressee.



## CHAPTER VII

### ENROLMENT AND WITHDRAWAL OF PUPILS

#### EQUIVALENCE OF STUDY

##### Article 1

###### Withdrawal of a pupil

The Director shall issue each pupil leaving the school with a school attendance certificate.

This certificate must indicate:

1. The period (start date and end date) during which the pupil attended the school.
2. Regularity of attendance. Where the pupil has been absent for more than two months, the length of the absence and the reason therefor must be given.
3. Whether the pupil has been promoted to the year above.
4. Should the pupil leave the school in mid-year after following courses for a minimum of three months in the secondary cycle, the marks achieved in each subject will be given.
5. The school attendance certificate will not be issued until all objects belonging to the school, notably borrowed library books, have been returned and any outstanding bills paid.

## CHAPTER VIII

### ORGANISATION OF STUDIES

##### Article 1

The Middle Years Programme (MYP) of the International Baccalaureate Organization (IBO) is a course of study designed to meet the educational requirements of students aged between 11 and 16 years, consisting of five grades (MYP 1 - 5). The academic year is organised into two semesters, culminating in a grade report.

## CHAPTER IX

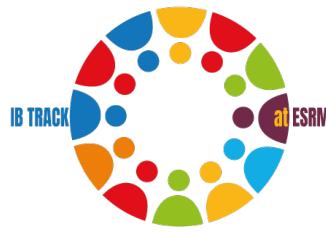
### ASSESSMENT OF PUPILS

#### RULES FOR PROMOTION TO THE YEAR ABOVE

##### Article 1

###### Admission to the Middle Years Program

Decisions on promotion from the ESRM primary cycle to MYP 1 shall be taken by the Class Council composed of the Director or the Deputy for the primary cycle and the teachers of primary year 5. To establish the necessary link between the primary and secondary cycles and to obtain useful background information on their prospective pupils, some future secondary MYP year 1 teachers shall attend the meeting of this Class Council. Where this procedure proves inapplicable, the Director shall put in place a different coordination system. The



decision on admission to the secondary cycle shall be taken on the basis of each pupil's individual file, which shall contain the school reports and any other relevant information.

## Article 2

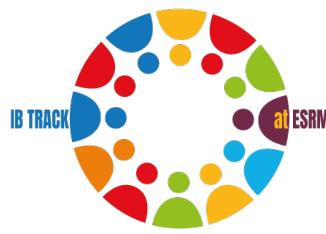
### Assessment Process

In lessons and through assignments, a unit topic is explored. A summative assessment is announced at least one week in advance - and often negotiated with students for the exact timing for in-class assessments. The types of assessments should be varied by the teacher and may include:

- Tests
- Oral interviews
- Examinations
- Written assignments
- Presentations
- Media presentations
- Extended writing
- Exhibitions
- Research projects
- Essays
- Case studies
- Drama sketches
- Debates
- Finished artwork
- Interdisciplinary projects
- Developmental workbooks
- Lab reports
- Classroom observation

Assessments are varied to provide students with the greatest chance to express what they know and can do and allows for different learning styles.

The assessment includes a set of instructions and the criteria with which the student's performance will be assessed. Often the student has the criteria before the assessment takes place. Criteria are sometimes modified to apply to specific assessment tasks or to suit the grade-level expectations. The assessment is handed-out, collected and assessed by the teacher. The teacher assesses the work according to the criteria and awards an attainment level for each of the criteria assessed (e.g. a lab report may cover three of the six science assessment criteria). The assessed work is then shared with the student. It is then that a teacher must provide feedback to the student about the work and the student may constructively question the attainment level awarded. The attainment levels reached in each



criterion are then noted down with the other levels attained on previous work. Teachers aim to give students the greatest chance at showing what they can do and so each criterion must be assessed several times through a semester. This helps when a student might be ill during the time of the assessment, who did not understand the work or the assessment (EAL students or newly arrived to the school) or was a risk-taker who experimented with a different approach.

## Article 3

### Assessment Criteria

The IBO MYP lists the most important things to learn in each subject. For each subject in the MYP, the development of students' knowledge and skills is assessed using a set of rubrics called 'Criteria'. Each subject has four Criteria (A, B, C, and D), which correspond to the broad learning goals for that subject.

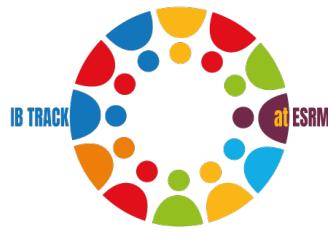
Every criteria has eight **achievement levels (Level 1 to Level 8)** with descriptors for each, to clarify expectations of skills & knowledge at each level, and to help students monitor and reflect on their growth.

Over the course of the year, teachers provide students with a variety of assessment tasks, and are guided by these criteria to make a professional and informed judgement about the students' **achievement level**. Each criterion is assessed **at least twice** in an academic year. For each assessment cycle, teachers arrive at an **achievement level for each Criteria using a "best fit" approach** based on the students' performance across the different assessment tasks.

The 'best-fit' achievement levels for the four criteria are added together to arrive at **a total out of 32**. Using the MYP grade boundaries, this total score is converted to a **final MYP Grade** between 1 and 7, with 7 being the highest. These are generated as both **interim** grades as well as **final** grades at the end of the academic year. Please refer to the table below to understand how the conversions are made.

Below are the subject groups and the associated assessment criteria.

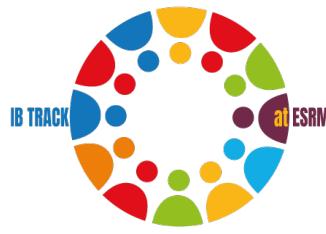
Subject Group	A	B	C	D
Language and Literature	Analysing	Organising	Producing text	Using language
Language Acquisition	Listening	Reading	Speaking	Writing
Individuals & Societies	Knowing and understanding	Investigating	Communicating	Thinking critically



Sciences	Knowing and understanding	Inquiring and designing	Processing and evaluating	Reflecting on the impacts of science
Mathematics	Knowing and understanding	Investigating patterns	Communicating	Applying mathematics in real-world contexts
Arts	Knowing & Understanding	Developing	Thinking creatively	Responding
Physical and health education	Knowing and understanding	Planning for performance	Applying and performing	Reflecting and improving performance
Design	Inquiring & analysing	Developing ideas	Creating the solution	Evaluating
Personal Project	Investigating	Planning	Evaluating	
IDU	Evaluating	Synthesising	Reflecting	

Assessment	Criterion A	Criterion B	Criterion C	Criterion D
Assessment (Semester 1) 1	6	6	6	x
Assessment (Semester 1) 2	6	5	5	x
Assessment (Semester 2) 3	6	6	3	3
Assessment (Semester 2) 4	x	x	x	6
Final:	6	6	5	6
				Total: 23

The levels attained for each of the criteria are collected and the subject teacher judges the level at which the student is operating. The final levels are added up and compared to a set of ranges, each range being represented by a grade level.



## Article 4

### Achievement levels

For all summative assessments, students have criteria with which they will be assessed. It provides guidelines on what teachers will be looking for when assessing the students' knowledge and deeper understanding of the unit and unit question. It also helps the students know what is expected of them so that they can prepare and do the best they can. For example Mathematics has four criteria, one of which is called 'Knowing and Understanding', for which the achievement levels are defined by the following descriptors:

Achievement level	Descriptor
0	The student does not reach a standard described by any of the descriptors given below.
1-2	The student is able to select appropriate mathematics when solving simple problems; apply the selected mathematics successfully when solving these problems and generally solve these problems correctly.
3-4	The student is able to select appropriate mathematics when solving more complex problems; apply the selected mathematics successfully when solving these problems and generally solve these problems correctly.
5-6	The student is able to select appropriate mathematics when solving challenging problems; apply the selected mathematics successfully when solving these problems and generally solve these problems correctly.
7-8	The student is able to select appropriate mathematics when solving challenging problems in both familiar and unfamiliar situations; apply the selected mathematics successfully when solving these problems and generally solve these problems correctly.

### How to arrive at these levels

Each piece of work is valued differently depending on its level of difficulty and the effort needed by the student. Also, the level of working knowledge of how the student can express themselves in English is considered. Observed evidence from the classroom is also used to reach a final criteria level. In the above example, the reasoning behind the choice of levels was because:



1. Criterion A: the student consistently achieves a level 6.
2. Criterion B: the student found this criterion difficult at first but tried hard and steadily improved performance. The teacher is confident that the student has reached attainment level 6 and so awards that level.
3. Criterion C: the student achieved a weak 6 and then a strong 5 after that the student made a mess of the last assessment. In this case the teacher has judged that the student is normally operating at a level 5 and that the last assessment was not representative of what the student can do.
4. Criterion D: The student has achieved two very different levels. Technically the student has not achieved any level in between so it is problematic to award a 3 or a 6 level. More evidence would be needed so the teacher would need to set another assessment to gather more data. The final 'number' or total is considered a number with a level boundary. The subject teacher would allocate a final grade using the table below and provide the student with a final grade.

### IB Equivalent Chart B

Final Grade	Level Boundary
1	1-5
2	6-9
3	10-14
4	15-18
5	19-23
6	24-27
7	28-32

Assuming the student achieved a 6 in the last assessment – that would mean the total of the assessment levels would come to 23 and that the student would receive a final grade of 5. This final grade is reported on the term reports and on the final school transcripts should the student move or need a record for further education.

## Article 5

### Promotion to the year above

1. Each semester, the MYP Coordinator creates a Grade Report using the Toddle Platform, through which teaching staff convey the progress of students in their subject area.
2. Within each grade report cycle, a Class Council is convened where ISRM staff members, the MYP Coordinator and the School Director discuss and analyse the results of pupils in
3. MYP course results show each subject a student has taken as part of the MYP, with the First Semester conveying grades 1-8 from criterion A - D, and the Second Semester Grade Report calculating a final grade from 1–7, based on their A-D grades.
4. Students must achieve a total of at least 28 points, with a grade of '3' or higher in each subject component, to be eligible to ensure promotion.
5. In exceptional cases, the ISRM Class Council reserve the right to promote students, providing they meet a specific criterion in terms of context, need and situation.



6. At the end of the school year, the Class Council shall decide whether pupils are fit for promotion to the year above. All grades/subjects are taken into account.
8. In exceptional cases, where the standard of attainment of the competences fails to guarantee normal progression of learning, the Class Council may decide that a pupil should repeat the year. In that case, a report shall be made setting out the grounds on which the decision is based.

## Article 6

### School reports

1. In the context of sustainable development, the Director may decide to make all documents available solely via a secure electronic platform.
2. MYP 1-5
  - a. The schools shall issue school reports based on a two-semester calendar
    - i. February: First semester report. This report may be accompanied of a warning letter indicating the possible risk of failing the year.

The fact that a warning letter is not received is not in itself a guarantee of promotion to the year above, nor a procedural irregularity within the framework of the deliberations concerning promotion to a higher class. When the pupils' legal representatives receive a warning letter about the risk of failing, they are required to provide spontaneously any information in their possession liable to have an influence on the forthcoming Class Council's deliberations.

- ii. July: End-of-year report. It contains Class Council's decision on promotion.

## CHAPTER XI

### COMPLAINTS AND APPEALS PROCEDURES

#### Article 1

##### Administrative appeals

1. The IB accepts appeals in relation to five areas of decision-making during an examination session. Appeals are possible against:
  - a. results—when a school has evidence that a candidate's result(s) are inaccurate owing to procedural error after all appropriate enquiry upon results services have been completed
  - b. a decision upholding academic misconduct, but not against the severity of a penalty
  - c. a decision in respect of special consideration—following a decision not to give special consideration to a candidate as a consequence of alleged adverse circumstances
  - d. a decision in respect of inclusive assessment arrangements
  - e. an administrative decision not covered by one or more of the foregoing circumstances that affects the results of one or more candidates.
2. The appeals process is divided into two stages. Each stage usually requires the payment of a fee. The fee will be refunded if the decision being appealed changes.
3. A stage one appeal can only be requested by the head of school or by the MYP coordinator from the school at which the candidate (known as the appellant) was



registered. This appeal stage consists of a review of the case by senior assessment officers of the IB.

4. A stage two appeal can be requested directly by a candidate and/or his or her legal guardian/ representative in addition to the head of school and MYP coordinator if the outcome of a stage one appeal is not satisfactory. This stage of appeal grants the candidate a formal hearing by a constituted panel with one member independent from the IB.
5. A request for appeal at either stage must be submitted

Reference - <https://www.ibo.org/globalassets/new-structure/become-an-ib-school/pdfs/general-regulations-myp-en.pdf>

## ANNEX I

The ESRM holiday calendar is valid for ISRM.