

SCHOOL RULES

RIS Swiss Section – Deutschsprachige Schule Bangkok

I. General provisions

§1 scope

1. The validity and application of the school regulations are included in the educational mandate of the school and relate to the behavior of students *) inside and outside the school.
2. The geographical scope and therefore especially the supervision of the school refers to the school area, school events and those areas that are directly related to the teaching and educational task of the school (homework, study groups, way to school, etc.).

The responsibility of the school begins

- if a school bus is used, it starts at departure from the legal guardian's home and ends on arrival at the parents' home, provided the first possible bus was used for the way home after the official end of class
- in the case of private transport, upon arrival at the school building, at the earliest 15 minutes before the start of the lesson and ending with the departure from the school campus, but no later than 15 minutes after the pupil's scheduled lesson has ended.

§2 school house rules

In cooperation with the student co-administration, the school defines the school house rules of the RIS Swiss Section – Deutschsprachige Schule Bangkok. Each student receives a copy. On the entire campus of the Ruamrudee International School, its rules must also be observed, especially with regard to the use of the canteen, the library, the sports facilities and other facilities.

§3 attending classes

Students are obliged to attend lessons in the compulsory and freely chosen subjects regularly and on time. It is the duty of the legal guardians to ensure proper attendance.

§4 tests

1. The pupils must take the exams ordered by the teacher *). The homeroom teacher *) ensures that no more than 3 written exams of at least one lesson per week take place with the entire class, and the number of 4 class assignments per week is not exceeded for each individual student. If possible, only one written exam should be carried out on one day. In the Primary level, appointments for exams are communicated at least one week in advance through the weekly plans. In grades 7-12, subject teachers keep a folder on the intranet in which class assignments are entered at least 1 week in advance.
2. Students who attempt to cheat can be disciplinarily punished. Work that is not done by the student is not recognized. In these cases, the teacher can give the student a "1" grade or take other appropriate measures.
3. Written exams must be returned to the students in time with the assessment explained, but can be retracted by the teacher. The results of an oral examination must also be communicated to the students.
4. The Matura exams are carried out in accordance with the provisions of the regulations on Matura exams of the Gymnasium at RIS Swiss Section - Deutschsprachige Schule Bangkok of 1 August 1 2008.
For courses in Grades 9 and 10, final exams are carried out in accordance with the KMK decision of 12/12/2007 (courses and degrees in lower Secondary education at German schools abroad **).

**) Examination regulations at German schools abroad with ascending classes up to Grade 10 for entry into the qualification phase of the upper Secondary School, decision of the Conference of Ministers of Education on 12 December 2007.
Examination regulations for the completion of Secondary School I (*Realschule* and *Hauptschule*) at German schools abroad, decision of the Ministry of Culture on 12 September 2007.

§5 school events

1. The school management team (SLT) can organize or approve excursions, sporting events, visits to concerts or theater performances, social events, etc. as school events.
2. The SLT may make attendance at school events compulsory.

§6 school clothing

1. All students are obliged to wear the school clothing prescribed by the RIS Swiss Section – Deutschsprachige Schule Bangkok during class, on the way to school and at school events. The school dress-code regulates further details (see Appendix 1).
2. Students of the RIS Swiss Section – Deutschsprachige Schule Bangkok are exempt from wearing school clothing on the last Friday of each month. Still, on these days the pupils should appear well-groomed for class.

II. Admission, departure, exemptions, absences

§ 7 admission

1. The RIS Swiss Section – Deutschsprachige Schule Bangkok is open to all students regardless of their religious affiliation or nationality. Attending Preschool is not mandatory, but is recommended, especially if the child does not come from a German-speaking family. The principal *) decides on admission, involving the head of department *). If the decision is negative, legal guardians can lodge an appeal with the school board. Their decision is final.
2. Students who enter the RIS Swiss Section - Deutschsprachige Schule Bangkok from other schools will be tentatively assigned to the school year and the school level according to the certificates of the issuing school. After a maximum of 10 school weeks, counting from admission, the final assignment will be decided in the teachers' conference.
3. If the classes are fully occupied, a waiting list is created.
4. Registration is carried out by Ruamrudee International School. A student can only be definitely admitted once all registration forms have been accepted by Ruamrudee International School. Annual re-registration must take place at the end of the previous semester.
5. When (re) registering students from Grade 7 onwards, legal guardians give their written consent that the school management can order a urine sample to be taken in the school clinic if there is reason to suspect drug and/or drug abuse.

§8 departure

1. If a student intends to leave school in the course of or at the end of the school year, his or her legal guardians must inform the school management of this intention in writing as early as possible, at the latest 6 weeks before leaving school.
2. Before leaving, the student must return books and media borrowed from the library as well as all teaching materials borrowed from the school.
3. If a student leaves after the end of the first semester, he or she receives the mid-year report card; if a student leaves after the second semester, he or she receives the annual report card. Students who depart during either semester receive a report for the duration of the school visit and the current level of performance.

§9 exemptions from individual subjects

1. In special cases, the principal can, in consultation with the head of department, the homeroom teacher and the subject teacher *), exempt a student from attending compulsory or freely chosen subjects for a certain period of time upon a justified request from the legal guardian.
2. Applications for exemptions should be submitted within the first two weeks after the beginning of the semester, if possible.
3. If health reasons are claimed, a medical certificate must be presented.

§10 holidays

1. In principle, vacation overruns and special leave during school time are not possible.
2. In exceptional cases, if there are important reasons, the subject teacher can grant leave for individual lessons, the homeroom teacher for up to one day and the head of

department for up to one week.

3. The principal is responsible for longer leave or for leave before and after holidays (including for individual lessons).
4. Applications for leave of absence must be submitted in writing in due time, stating the reasons. Special circumstances that justify a leave of absence are bereavement in the family, serious illnesses of close family members, specialist doctor visits, appointments at future schools and other similar occasions. The applicant is responsible for ensuring that the missed material is made up for by the student.
5. Written assignments missed during the absence can be made up for at the discretion of the teacher - taking into account §4.1 - from the first lesson of the subject in question after the return.
6. If parents take their children out of the class despite without granted leave by the school, this will be noted as absent without a leave of absence on the student's report card.

§11 absences

1. If a student is prevented from attending class or a school event due to illness or other reasons, the legal guardians shall inform the school administration or the homeroom teacher immediately.
2. As soon as the student resumes class, he or she will provide the homeroom teacher with a written apology signed by a legal guardian, upon request. For absences of more than three days, a medical certificate is required. In special cases, a medical certificate can be requested for each day of absence.
3. Exams missed during the illness must be retaken within a reasonable period. In exceptional cases, the exam can be skipped.

III. Legal guardian

§12 information

1. Legal guardians are informed regularly and in time about important school matters. This is done electronically. At the request of the legal guardians, the monthly information emails can also be given in writing. The current info mail is also displayed at the school entrance. The homeroom teacher discusses concerns that concern the students with his class in a suitable manner. The homeroom teacher informs students about class-related news.
2. In the event of short-term developments, the homeroom teacher can start the telephone chain. In order for its functioning to be guaranteed, the homeroom teacher must be informed of changes to telephone numbers immediately.

§13 communication channels

1. After registration, legal guardians can discuss school problems, parenting issues and the career choice of their child with the principal, the heads of department and the teachers. This should, if possible, be carried out in accordance with the Parent School Communication Paths document.
2. Legal guardians can submit suggestions that will be considered by the SLT.

IV. Disciplinary Code

§14 disciplinary offenses

Disciplinary measures can be expected for students who violate the provisions of the school regulations, the school house regulations (see Appendix 2), the RIS school regulations or the orders of the responsible organs or teachers.

§15 disciplinary measures

1. The following disciplinary measures can be taken:
 - a. Personal talk in the event of misconduct.
 - b. Dismissal from the lesson with notice given to the homeroom teacher
 - c. Written reprimand, possibly linked to an additional task
 - d. Exclusion from school events or removal from class for several days or weeks
 - e. Threat of expulsion from school (ultimatum)
 - f. Expulsion from school with/without report card

All measures from 1.c onwards are connected with a written notification of the legal guardians.

2. Several measures can be linked together.

The type of measure depends on the seriousness of the violation.

3. Expulsion from school is called for if a student has a permanent harmful influence on classmates or if he or she has caused considerable damage to the school through his or her behavior.
4. In particular, students are prohibited from drinking alcoholic beverages and smoking on the entire school grounds and during school hours, as well as on the school bus.
5. The willful possession or use of illegal drugs, medicines not prescribed by a doctor or the trade in them is strictly prohibited and justifies immediate expulsion from the school in serious cases. This applies to the school grounds, the ride on the school bus and all school events.
6. Students who struggle with addiction problems and want to overcome them are supported by the school in these endeavors.
7. If a urine sample ordered according to §7.5 is found positive, the legal guardians and the School Leadership Team determine further action and record this in an agreement.

§ 16 Authorities

1. Each teacher is authorized to take measures in accordance with §15 a-c. Written reprimands are signed by a member of the School Leadership Team.
2. The principal has the same authority as the teachers. He is also authorized to exclude students from school events and to expel them from class for up to three days if their behavior is not acceptable to the school. The principal will inform the legal guardians immediately. Subsequently, the procedure is as per § 17, 2 ff.
3. In severe disciplinary cases, after consulting the class conference, the principal consults the school board for removal from class for more than three days or entire weeks, risks of expulsion from the school (ultimatum) or expulsion from school with / without a report card. The student must take all the exams that are scheduled during the time of removal from class. This work is graded normally and counted for the annual grades.

§17 right to be heard and mediation committee

1. The student concerned (in the cases § 15.1 c) and his or her legal guardians (in the cases § 15.1 e, f) must be heard before the measure is taken.
2. If the students concerned and his or her legal guardians do not agree with the principal's request to the school board after the hearing, they can request the creation of a mediation committee.
3. The mediation committee consists of the counselor, the elected class representative on the parents' council, and the student representative. If any of these people are affected, they must be replaced by another suitable person.
4. The mediation committee can invite the students, teachers or legal guardians involved in the incident to get a comprehensive picture. It may also consult non-school specialists for advice. The members of the mediation committee are obliged to maintain confidentiality.
5. The members of the mediation committee provide the principal with their joint statement in writing. The principal passes this on to the school board, which incorporates the assessment into its considerations when determining the disciplinary measure.

§18 liability

If students willfully damage the school building or its facilities, the legal guardians are liable for the damage. The school principal arranges the repairs and the school administration charges the legal guardian.

V. Final Provisions

§19 complaints

1. Complaints can be addressed to:
 - a. the principal regarding decisions made by teachers
 - b. the school board regarding decisions made by the principal
2. In disciplinary matters, a complaint is only admissible within 20 days of the decision. This

also applies to procedures according to §20.

3. A complaint can be lodged with the school board against decisions made by the principal or the teachers' conference within 20 days.
4. The provisions of the relevant regulations are reserved for complaints regarding the Matura exam.

§20 orientation of students and legal guardians

1. At the beginning of each school year, the homeroom teacher draws the students' attention to the school regulations and the school house regulations.
2. When admitted, the legal guardians receive a copy of the school regulations.
3. The following regulations also apply: school house regulations, school clothing regulations, first aid, computer regulations, communication channels for parents, schools, directives concerning safety and conduct of students aboard the buses, articles of constitution, rules of procedure, RIS Child Safeguarding – Code of Conduct & Policy

§21 coming into effect

These school regulations were approved by the school board of the Swiss Educational Association on 17 November 2016 and came into effect immediately. All previous school regulations are considered to be repealed.