

LEIPZIG INTERNATIONAL SCHOOL

POLICY MANUAL

[last edited 22.12.2009]

The following are the current policies of the Leipzig International School as approved by the Board of Governors.

The Board has sole authority to amend these policies.

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1. THE SCHOOL AND ITS GOALS

1.1. LEGAL STATUS

The Leipzig International School (LIS) is operated by a registered association (“eingetragener Verein”) under the laws of Germany. It is a not-for-profit entity with charitable status (“gemeinnützig”)¹. The Statutes of the association set out its purpose and the respective rights and obligations of the members and the governors

1.2. MISSION STATEMENT

Mission

The Leipzig International School provides a quality education conducted primarily in English for children of all nationalities and cultures living in the Leipzig region. We seek to give all students the opportunity to discover and develop their intellectual, creative, social and physical potential to the full.

The programme provides continuity of education from Pre-School 1 (age 3) to grade 12 and is designed to facilitate the integration of new students, their transition to other schools, colleges and universities or professional opportunities.

Values

The Leipzig International School is committed to the principle of equality of opportunity for all of its students and to promoting an ethos of pride and achievement, of mutual co-operation and respect for and tolerance of cultural and religious differences. The teaching is non-political and stresses freedom of thought and expression, enjoyment of learning and personal responsibility.

Philosophy

The Leipzig International School provides an educational environment, which is individually nurturing, academically challenging and intellectually stimulating.

Within an international framework, the school seeks to encourage students to appreciate the complexity and variety of human relationships and to recognize their social responsibility to the group, the school and the wider global community.

Staff and students share the conviction that with knowledge and understanding come the tolerant and responsible attitudes, which form the essential basics for peace and security, which we must continually seek for ourselves and for future generations.

This belief is the basis of our philosophy and of our understanding of a quality international education.

¹ Note that charitable status is granted provisionally by the tax authorities. Usually every three years, the charitable status is reviewed and may be withdrawn.

1.3. NON-DISCRIMINATION

Discrimination on the basis of race, religion, creed, colour, national origin, gender, or ancestry shall not be tolerated at LIS.

In reaching decisions on the admission of new students and the retention of existing students, LIS does not discriminate on the grounds of the income or wealth of the applicant's parents/guardians. Notwithstanding this principle, LIS is dependent upon attracting sufficient numbers of students whose parents are able to pay full fees.

2. GOVERNANCE

2.1. BOARD OF GOVERNORS

Governors are appointed by the members of the association for a period of 3 years. There must be a minimum of 4 and a maximum of 5 governors. They may be re-elected for successive periods. The elected governors choose from amongst their number two chairpersons, one of which must have foreign nationality, and the other German nationality. The Board may apportion responsibility for certain areas (e.g. finance, personnel, legal affairs, education) to individual Governors.

2.2. DUTIES OF THE BOARD

The Board plays an active role in the management and operation of the association. In this regard it

- draws up the financial statements and annual budget of the association
- monitors financial performance, and institutes any necessary corrective action
- sets school fees
- approves salary scales, any salaries not determined by scales, and any deviations from scales
- appoints the Headmaster and the Commercial Director
- appraises the performance of the Headmaster and the Commercial Director and fixes their remuneration
- manages any operations of the association outside the ambit of the school.

2.3. BOARD MEETINGS

Board meetings are held at least 4 times per year and more frequently when necessary. The Headmaster and the Commercial Director attend Board meetings but have no voting rights.

The agenda for the Board meetings is communicated by the Board Chair. Any Governor and the Headmaster may ask for topics to be added to the agenda. Minutes of Board meetings are kept.

2.4. STATUTES

The legal rights and obligations of the Board of Governors are set down in the Statutes of the association.

2.5. HEADMASTER

2.5.1. Responsibilities

The Headmaster is responsible for running the school from the educational point of view. He selects the members of the teaching faculty, and appoints the School Principals. He is responsible for setting the performance objectives of the members of the teaching staff and of appraising actual performance against those objectives. Whilst he may delegate many aspects of the running of the school, he retains the final responsibility.

2.5.2. Implementation Of Policy

He administers the school in accordance with the letter and spirit of this Policy Manual. He is authorized by the Board to establish regulations and procedures to ensure that the policies and decisions of the Board are carried out. The performance of the Headmaster is appraised by the Board of Governors.

2.5.3. Reporting Line

The Headmaster reports to the Board of Governors. His objectives are set by the Board, and the Board assesses the Headmaster's performance and determines the measure of any performance-related element of his salary.

2.5.4. Extent Of Responsibility For Commercial Matters

The Headmaster is held accountable for compliance with the budget to the extent that he has control over the relevant income and expense positions. The Commercial Director reports to the Headmaster in respect of those matters for which the Headmaster is held accountable. The Headmaster is not responsible for

- compliance with the tax and financial reporting obligations of the association
- the funding of the school
- activities outside the remit of the school which are pursued by the association
- the governance of the association.

3. PARENTS

3.1. PARENTAL INVOLVEMENT

Parents are important stakeholders in the school. Parents (and students) have opportunities to provide input into decisions concerning the curricular and extra-curricular programmes.

At the governance level, 4 parent representatives are elected to membership of the association.

3.2. ESCALATION PROCESS

A complaint by a parent should be taken to the member of staff involved. If the complainant is not satisfied, the problem should be taken to the appropriate Principal or Commercial Director, then to the Headmaster, if necessary. If the complainant is still not satisfied, the complainant may refer the matter in writing to the elected parent representatives who can take up the matter with the Headmaster and with the Board if necessary. Complaints against members of staff are dealt with by the Headmaster and shall not be considered by the Board.

4. STAFF

4.1. STAFFING GOALS

The Board is committed to having an outstanding teaching faculty and support staff.

4.2. EMPLOYEE ETHICS

Employees of LIS, whether members of the faculty or staff, are expected to maintain a high standard of conduct in their private and professional lives. The Board believes that the faculty and staff serve as role models for the students of LIS and are thus obligated to exemplify highly ethical behaviour both at school and within the community. The Headmaster shall make the employees aware of this expectation, emphasizing the areas of substance abuse, inappropriate conduct with students, and the customs and laws of Germany.

4.3. EMPLOYEE-BOARD RELATIONS

Communications between the Board and employees will be through the Headmaster.

4.4. EMPLOYEE EVALUATION

The Headmaster shall maintain a program for evaluating faculty members. The goal of this program shall be to improve the quality of the education provided to the students. This evaluation will include all aspects of professional competence and

conduct. Staff appraisal takes place during the first six months, in the second year, and after that every third year.

4.5. FACULTY HANDBOOK

The Headmaster shall annually provide each faculty member with a Faculty Handbook that will explain the regulations, procedures, and expectations of LIS, as well as provide other information. The Headmaster and his delegates shall be responsible for updating the contents during the course of the school year.

5. STUDENTS

5.1. ADMISSIONS POLICY FOR LIS

- Whilst in no way limiting its intake to any particular group of students, LIS addresses itself above all to the needs of children whose parents – whether of German or foreign nationality – are or expect to become internationally mobile.
- The Headmaster will only admit students who meet the entry requirements and for whom there exist appropriate educational and support programs at the school. This will be determined by the school's administrative team.
- Appropriate proficiency in English language will be required, relative to the student's level of entry into the school.

5.2. STUDENT SUPPORT SERVICES

LIS shall have a Learning Support Program to address the needs of students with mild learning disabilities and problems and it will employ appropriately qualified staff to provide this service.

LIS shall admit a student with special educational needs only when it is clear that a) an educational program that meets that student's needs can be provided and b) the admission will not detract from the education of other students.

5.3. STUDENT ATTENDANCE

Regular school attendance is mandatory. The Headmaster shall implement procedures to enforce regular school attendance.

5.4. STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right: 1) to be treated with respect and courtesy, 2) to due process, 3) to be secure and safe in person and property, and 4) to know the expected standards of behaviour within the school community. Students have the responsibility to uphold the expected standards of behaviour and to comply with all reasonable requests and directives given by employees of the school.

5.5. STUDENT DISCIPLINE

School section principals may suspend students for up to one day.

The Headmaster may suspend students for up to one week.

The Headmaster may decide to expel students from school after having heard the parents and the student involved.

Parents whose child has been expelled may file an appeal with the Board.

5.6. PARENT/STUDENT HANDBOOK

LIS shall provide the students and their parents with documentation that includes relevant regulations, procedures, and expectations, as well as other information about LIS. The Headmaster shall annually review, update, and approve the contents of this documentation. He and his delegates shall also ensure that faculty, parents, and students are familiarized with the contents.

6. EDUCATIONAL PROGRAMME

6.1. SCHOOL YEAR

The school year will consist of no fewer than 182 days when school is actually in session. The school year will normally begin in August and continue through June.

6.2. SCHOOL CALENDAR

School holidays are published at least one year in advance. The annual school calendar with all opening and closing times of the school is prepared by the Headmaster and approved by the Board.

6.3. SCHOOL DIVISIONS

The grade structure is

- 1) Pre-School
- 2) Primary School – Reception to Grade 5
- 3) Secondary School - Grades 6 to 12.

6.4. CURRICULUM DEVELOPMENT

The Headmaster shall establish a program of ongoing curriculum evaluation and development. The parents shall be kept informed as to any curricular changes. Appropriate curriculum guides for the Primary, Middle and High Schools shall be prepared and kept up to date. These guides shall be distributed to appropriate faculty members and be available to students and parents.

6.5. LANGUAGE POLICY

The school has a language policy. Its aim is to clarify what we believe about languages, about language learning and education, and about the link between language and academic success at our school. It outlines the rationale and the practice of our language provision in English, German and other languages.

The school's language policy is reviewed and reaffirmed regularly by the Board.

6.6. CLASS SIZE

The normal maximum class size is 20. The Board authorizes the Headmaster to increase this up to 24 on a temporary basis when the situation warrants.

6.7. EXTRA - CURRICULAR PROGRAMS

LIS shall offer co-curricular activities for its students. While the scope and variety of such activities may vary from year to year, continuity shall be encouraged. The Board views a successful co-curricular program as an essential part of the school's program.

Participation in co-curricular activities is a privilege. The Headmaster shall establish regulations regarding student eligibility. These regulations shall include both academic performance and conduct.

6.8. LIS GRADUATION REQUIREMENTS

The minimum requirement for an LIS High School Diploma is 24 units of credit as follows:

- 4 credits in English
- 3 credits in Mathematics
- 3 credits in Social Studies
- 2 credits in Science
- 1 credit in Fine and/or Applied Arts
- 2 credits in Physical Education/Health
- 7 Elective credits

Participation in the Theory of Knowledge course and the CAS programme is also expected throughout the 11th and 12th grades.

6.9. STUDENT EVALUATION

The Board believes that students respond more readily to the opportunity for success than the threat of failure. LIS seeks to create as many opportunities for success as possible and to recognize achievement whenever possible. The Headmaster shall establish guidelines for student evaluation, including systems for assigning grades and reporting to parents.

7. BUSINESS AND FINANCIAL MANAGEMENT

7.1. SCHEDULE OF FEES

The Board shall annually establish a schedule of fees. This schedule will detail the fees for the school year, dates payable, and methods of payment. This schedule will be made available no later than 1 May for any ensuing school year.

7.2. TUITION REDUCTION

A minimum of 25% of all school contracts are offered at reduced fees. The application system is administered by the Business Office and official approval is given by the Board.

7.3. SCHOOL BUILDING AND GROUNDS

The Headmaster shall ensure that the school is safe, clean, and sanitary. Provision shall be made for: 1) security, 2) fire prevention and fighting, 3) emergency communication, 4) building evacuation.

Appropriate insurance coverage and the daily supervision of the above is the responsibility of the Commercial Director.

8. HEALTH AND SAFETY

8.1. HEALTH AND SAFETY COMMITTEE

The school appoints one member of staff to act as the Health and Safety Coordinator. This person chairs the school's Health and Safety Committee.

The Health and Safety Coordinator ensures that the school complies with all legal safety obligations and that sufficient members of staff are trained in First Aid. To this end, he or she can call in external expertise.