

Elternratgeber *Special*

English – Englisch



We're having our say



Behörde für Bildung und Sport

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Introduction

Dear Parents,

This parents' information leaflet "Elternratgeber Spezial" informs you about the participation rights and the obligations of parents in the schools. It provides tips and explanations regarding the tasks of Parents' Representatives, the Class Committee, the Parents' Council and the representatives of the parents at the School Committee.

The brochure provides you with an overview of language promotion in Hamburg's schools. It also contains important addresses for the preparation of occupational training for young people, as well as the names of contacts that will be glad to guide and advise you on every conceivable question regarding the topic "school".

The "Elternratgeber Spezial" is available in the following languages: Arabic, Bosnian, English, Farsi, French, Croatian, Polish, Russian, Serbian, Spanish and Turkish. You can obtain these publications from the **SchullInformationsZentrum (SIZ)**, Hamburger Straße 35, 22083 Hamburg, tel.: 4 28 63 - 19 30.

You can find a detailed description of the Hamburg Schools Act's most important provisions for parents in German in the parents' guide "Wir reden mit" ("We're having our say"). This information leaflet from the Department of Education and Sport can be obtained from your school or from the **SchullInformationsZentrum**.

Your "Elternratgeber Spezial" editorial team

The Hamburg Schools Act: parents' rights and obligations

Information rights

The Hamburg Schools Act (HmbSG) sets down in § 32 the rights of parents to receive information and advice. A regular exchange of information is indispensable if schools and parents are to work together as partners. Parents have the right to be informed about all important matters concerning the school. These include:

- the structure and organisation of the school and the education courses,
- the lesson schedules and education plans, their goals, content and requirements,
- the essential features of the teaching plans and structure,
- the criteria for performance assessment, including moving pupils up to the next grade and course classification,
- the transitions between the various educational courses,
- the final exams and qualifications, including access to occupations and professions,
- the possibilities for pupils and their parents to get involved in school processes.

You receive further information and advice

- about your children's learning development and work and social behaviour,
- about learning and behavioural difficulties, if applicable, so that remedial measures can be initiated as early as possible,
- about the performances achieved, moving up or course classification,
- about the choice of courses.

This information is provided by the teachers at your school, generally at parents' evenings.

Parents can obtain advice on issues such as the following:

- What educational path is suitable for my child?
- What are the decisive factors in moving my child up to the next grade?
- How is my child's performance assessed?
- How are the marks/grades calculated?
- What school leaving examinations does my child need for a particular apprenticeship/training course?
- What educational focal points and special lessons do particular schools offer?

Information about your child can be obtained during school open days and information events, as well as from information leaflets published by the Department of Education and Sport (Behörde für Bildung und Sport).

If you still have any difficulties with the German language, you may invite a bilingual person whom you trust to accompany you to parental evenings, open days and information functions. You are also at liberty to ask at the school whether there is anyone available to act as an interpreter.

(For further information, please see paragraph 32 of the Hamburg Schools Act.)

Pupil files and data protection

A file on each pupil is kept at his/her respective school. It contains the grades, school reports, assessments and correspondence. Parents have the right to inspect all of the files that contain data concerning their children. These can be school files, education advisory bureau files and school doctor's files.

Personal data concerning pupils' behavioural difficulties, disciplinary procedures taken against them and medical and psychological observations are accorded special protection.

(For further information, please see paragraphs 32 and 99 of the Hamburg Schools Act.)

School medical examinations and monitoring linguistic development

The school medical service begins when you register and present your child at a regionally competent primary school. The objectives of the first school medical examination are the timely recognition of health problems that could jeopardize your child's successful participation in lessons and the development of suitable measures for the children affected.

When pupils have learning or performance difficulties, or problems with integration in the classroom or with learning alongside others, they can obtain counselling and guidance from staff at their school or at the Regional Advice and Guidance Centres – REBUS (see page 20) who are trained specifically to cope with such problems.

(For further information, please see paragraphs 38 and 42 of the Hamburg Schools Act.)

Starting school

Children who are six years old on or by 30 June of a given year are required to attend school on 1 August of that same year.

The school or the parents can make an application for the child to wait another year and the authorities responsible will decide on the matter. For children who turn six years old after 30 June, the parents or guardians can apply for them to start school earlier. In both cases the mental and emotional development of the child must be taken into consideration.

(For further information, please see paragraphs 38 and 42 of the Hamburg Schools Act.)

German lessons for pupils with a migrant background

Nursery school

In the year prior to starting school at a local primary school at five years of age, children can attend a nursery school from 8.00 to 13.00 hrs. The children are introduced playfully to the language, creativity, movement, social behaviour, mathematics and environmental knowledge. The guidance promotes the children's exploratory drive and natural thirst for knowledge as it does the need for dreams, cuddling, music and play that is typical for their age. The cost of attending a nursery school ranges from EUR 15 to 192 per month, depending on the parents' income – with only nine monthly contributions.

Preparatory classes

Children who are not German nationals have the same rights and obligations as German children and are taught together with the German children as a matter of principle at German schools.

This principle does not apply to immigrant children and youths who have little or no knowledge of the German language. For a limited period – generally one year – they learn German in preparatory classes with up to 15 pupils, where they are prepared for the transition to regular classes.

Preparatory classes are provided only at certain schools. For that reason, allocation to such classes is dealt with centrally by the school careers advisory office (Schullaufbahnberatungsstelle). Registration and advice is handled by the SchullInformationsZentrum (SIZ), Beratungsteam C, Hamburger Straße 41, 22083 Hamburg, tel.: (0 40) 4 28 63-3320.

When the child's knowledge of German has improved so much that successful participation in lessons is possible, the child makes the transition to regular classes. After switching classes, these children receive special language teaching for one further year. The schools are provided additional lesson quotas for this purpose.

In regular classes

The success at school enjoyed by children who grow up speaking two languages depends crucially on how well they master the German language. To support the children in this area, schools are provided with additional staff for support measures. The support measures are focused primarily on the nursery and primary schools.

In view of the varying proportions of children growing up with two languages and their different learning requirements at the different schools, the support measures also vary from school to school.

(You can obtain further information from your child's school.)

Lessons in the native language

Children with native languages other than German have the possibility of being taught in their own language. If only pupils from the school in question take part in these lessons, they are generally held in the mornings. Such lessons are currently offered in the Albanian, Bosnian, Greek, Kurdish, Romany and Turkish languages. There are also courses that pupils from several different schools can attend. These are held in the afternoons. Inter-school courses of this kind are currently offered in the Bosnian, Dari, Farsi, Italian, Croatian, Polish and Portuguese languages.

Framework plans for the primary school and the secondary level (classes 5 to 10) are drawn up for the native language lessons. Performance in the lessons taught in the native language is assessed either verbally (for reports at class levels 1 and 2) or with a grade in the mid-year and end-of-year reports.

Ask at your child's school whether lessons in your native language are offered there.

Bilingual (primary) schools

A special form of native language lessons is provided at the bilingual primary schools. Here the pupils are taught from the first day onwards not only in German, but also in the respective partner language. After the German-Italian primary school had opened its doors as the first bilingual primary school in Hamburg in the school year 1999/2000, the German-Portuguese primary school, two German-Spanish primary schools and two German-Turkish primary schools were opened in the ensuing years. The bilingual offerings are continued at secondary level (classes 5 to 10).

The bilingual primary schools are cooperation projects with the respective foreign and education ministries of the partner countries. In each class, a teacher from the partner country and a German teacher give the lessons jointly. Further information can be obtained in the brochures about bilingual primary schools, which you can order through the SchullInformationsZentrum at the Department of Education and Sport (Behörde für Bildung und Sport) on tel. 4 28 63-19 30.

Language assessment tests

Under certain circumstances, pupils who start attending a Hamburg school at secondary level (Sekundarstufe) can prove their native language skills and knowledge in a language assessment test (Sprachfeststellungsprüfung). The test mark obtained can be used in place of the grade for the first and second foreign language (usually English or French) in the child's mid-year or end-of-year report or leaving certificate.

(Further information can be obtained from your child's school.)

Frequently asked questions...

... about excursions / class trips in general

Background information: a class trip is "teaching in a different place". It serves, among other things, to strengthen class togetherness and is therefore an important part of the pupils' social education. Participation is compulsory for all pupils.

Experience shows that if you, as parents, have any questions about the class trip (e.g. fears about the nutrition provided, girls and boys being together, the children's safety), you should get in touch with the teacher and clarify the questions in discussions. Generally, details of the class trip are also discussed at parents' evenings.

... about excursions / class trips outside of Hamburg

For every excursion and class trip to places outside of Hamburg, it must be ascertained what residence status pupils without a German or EU passport have, so that suitable applications to leave Hamburg (Verlassensserlaubnis) can be submitted to the Department for Foreigners (Ausländerbehörde) if required.

Experience shows that in general, the teachers compile a list, with which they notify the Ausländerbehörde of the pupils without a German or EU passport who would like to leave Hamburg. The Ausländerbehörde examines the status of the pupils and then telephones the school to inform it whether leaving Hamburg is permissible for the pupils.

The leaving permit (Verlassensserlaubnis) can usually then be picked up at the Ausländerbehörde, Amsinckstr. 28, room 415.
(Tel. 4 28 39-4060 or -2049, fax 4 28 38-3508 or -3510).

... about religious and national holidays

Background information: the "Guidelines and Information for the Education and Teaching of Foreign Children and Young People in Hamburg Schools" from 1986 stipulate the following:

"During religious holidays, foreign children and youths who belong to the religion in question shall be excused from attending school.

On national holidays, the pupils in question shall generally not be excused from attending lessons."

Experience shows that the rule specified above is applied mainly to the holidays celebrated by the Muslim pupils, who can apply to the school management for days off for the end of the fasting period and for Eid-al Adha.

Up-to-date information about the dates of religious holidays can be found at www.li-hamburg.de (search key: Advice Field Intercultural Education/Downloads for Practical Use/Downloads - Beratungsfeld Interkulturelle Erziehung/ Downloads für die Praxis/ Downloads)

Or at: <http://www.raa.de/> (search key: Intercultural Calendar - Interkultureller Kalender)

<http://www.berlin.de/sengessozv/auslaender/interkultkalender.html>

... about sex education

Sex education is the job of parents *and* the school. Sex education at school complements sex education at home and in the nursery school. The interaction of parents and teachers in the educational process presupposes the mutual provision of information. Parents are entitled to receive information about the content, form and objectives of the planned lessons, e.g. at a parents' evening or in a letter to parents. This is stipulated in paragraph 6, sub-paragraph 2 of the Hamburg Schools Act.

It is not possible to excuse children from sex education on grounds of e.g. religious values. There have been court judgments to this effect.

Contact: Beate Proll, *Land* Teacher Training and School Development Institute (Landesinstitut für Lehrerbildung und Schulentwicklung). You can find the contact addresses and telephone numbers on page 20.

... about PE (sports) lessons, including swimming lessons

Background information: in exceptional circumstances, a female pupil can be excused from participation in physical education (PE) lessons on religious grounds if a relevant application is submitted by her parents or guardians, or by herself if she is of full age, if participation in PE lessons segregated by sex is not possible and if it is stated and credibly substantiated by the pupil or her parents or guardians that compulsory participation in common PE lessons would lead to conflicts with her religious beliefs. Exemption from participation in other compulsory or optional subjects or areas of responsibility on religious or ideological grounds is not permissible.

... about disciplinary conflicts in the school

In the event of disciplinary conflicts, the disciplinary talk is always accorded priority. The disciplinary measures at all levels of the school include the talk with the pupil in question, joint arrangements, verbal and written warnings, entries in the class register, short-term exclusion from the current lessons until the lesson or day in question ends, catching up on lessons that were culpably missed after the parents or guardians had been informed in advance, the temporary confiscation of objects, involving any inspection of the clothing or objects being carried about the pupil's person that may be required in individual cases, and the atonement for damage caused.

If conflicts arise, all of the persons involved and the parents must be required to contribute to the solution. Parents and the pupil in question may consult an employee of the school who enjoys their trust. If pupils at the school have committed offences punishable by law, the school management should inform the police.

In the event of disciplinary measures at primary school (classes 1 to 4) and the secondary levels (Sekundarstufen) I and II (years 5 to 13), the pupil in question and his or her parents must be heard in advance. For this purpose, parents and pupils may consult an employee of the school who enjoys their trust. The representatives of parents and pupils may participate in the discussion and decision-making on disciplinary measures at the Class Committee (written reprimand, exclusion from lessons or a school trip, transfer to a parallel class, transfer or threat of transfer to another school offering the same educational qualifications and expulsion from the general school) only at the request of the pupil in question and his or her parents.

In urgent cases, the head teacher has the right to exclude the pupil provisionally from participation in lessons until the decision is made.

(For further information, please see paragraphs 49 and 61 of the Hamburg Schools Act.)

It may well be the case that the points of view of teachers do not correspond with those of parents in disciplinary matters. It will benefit your child if the school and the parents are aware of their differences of opinion. You should therefore take advantage of the opportunities for discussion so that conflicts can be avoided altogether or, should they nevertheless arise, joint solutions can be found.

... on what legal action can be taken against school decisions

In the course of any school year a variety of measures are carried out and decisions made at the school which directly affect the pupils, for example starting school, entries in the class book, excursions and school trips, marks (grades) given in class for oral or written achievement, educational measures, exemption from lessons, measures taken to maintain order, determining mid-year marks (grades) and end-of-year grades, streaming (determining suitable course level), observations on work and social behaviour, decisions on moving pupils or keeping them at the same level, oral and written school leaving examinations.

If pupils or their parents feel that decisions made are wrong or unjust, or if said persons do not agree with any decisions, they can appeal for the decision to be reviewed. All school decisions can be reviewed. There are four ways to have a school decision reviewed:

1. Alternative idea (Gegenvorstellung)

By means of an **alternative idea** (Gegenvorstellung) the pupils involved or their parents can get the body that took the decision to re-examine the issue and review its decision. If the Gegenvorstellung is directed towards a decision taken by the school, the school or the head teacher (principal) will process it. If the Gegenvorstellung is directed towards a decision made by the school supervisory committee, the committee will process it.

2. Particular grievance (Sach-/Beschwerde)

By means of a **particular grievance** (Sach-/Beschwerde), the persons affected may appeal to the next highest level of administration on the issue. If the grievance is directed towards a decision made by the school, the school supervisory committee will deal with it. If the grievance is directed towards a decision made by the school supervisory committee, the appropriate department head will deal with it.

3. Complaint about staff (Dienstaufsichtsbeschwerde)

A **complaint about staff** (Dienstaufsichtsbeschwerde) refers to the personal behaviour of a teacher or a member of the school staff. All such complaints are processed centrally by the personnel department at the Administration Board or the Department of Education and Sport (Behörde für Bildung und Sport).

4. Objection (Widerspruch)

Persons affected by material decisions made by the school, e.g. not moving the child up or transfer to a special school, can file an **objection** (Widerspruch). This objection will be handed over to the objections committee (Widerspruchsausschuss) for processing. The objections committee is made up of personnel from the Legal Department of the Administration Board and reviews the contested decision by means of a formal and official process. Should the decision be affirmed by the objections committee, the persons affected must pay the costs of the review process.

... about the schoolbooks and equipment

From the school year 2005/06 onwards, parents in Hamburg will be obliged to buy their children's school books themselves. If parents wish, however, the books can be provided in return for a fee ("Büchergeld") by the school.

For those entitled to state support, such as recipients of payments under the Asylum Seeker Support Act (Asylbewerberleistungsgesetz), the books are free of charge. Every school determines its own procedure on the basis of the Hamburg Schools Act and the Schoolbooks and Equipment Regulation (Lernmittelverordnung). Each school's schoolbooks and equipment committee decides which books and other learning aids (learning software, exercise books, etc.) are required in the next school year. In doing so, they must observe certain cost ceilings. The schoolbooks and equipment committee consists of the head teacher, three other teachers, two parents and two pupils (at primary and vocational schools the composition is rather different).

(Further information can be obtained from your child's school.)

Are you familiar with the school programme at your school?

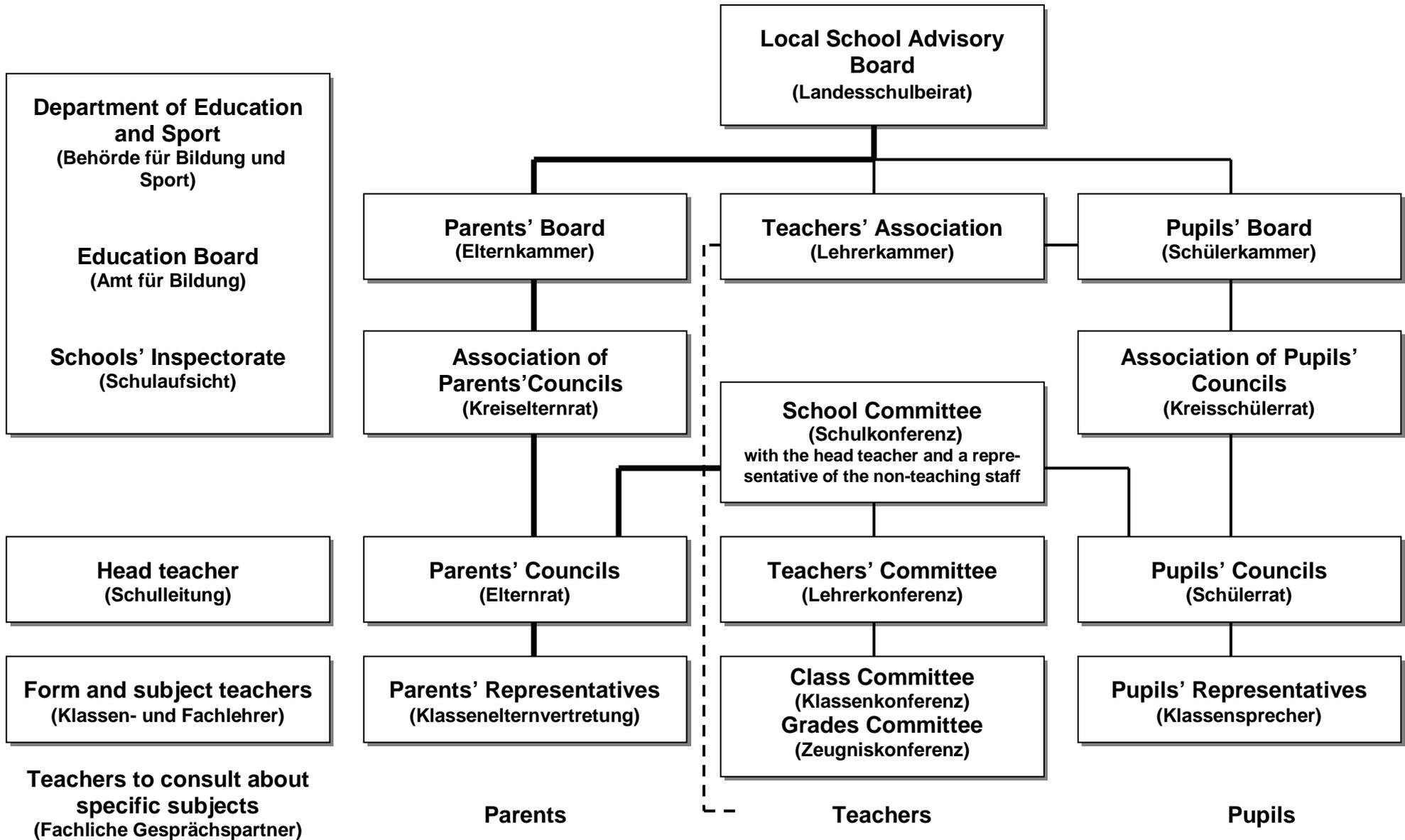
The teachers at Hamburg's schools are very well trained, both generally and in their specialist fields, to guide the pupils along their learning path. A good school, then, is characterised by good work in the class. But that is not enough. The school is a social system in which all of the teachers and all of the pupils, as well as their parents, are involved. They all bring their experiences, goals and desires into play. These notions about what constitutes a "good school" can vary greatly. A school is good if everyone involved pulls together and agrees on the educational focal points.

Every school in Hamburg has elaborated its own individual school programme. Ask the head teacher or the Parents' Council about it. The school programme is a working programme for several years. It contains goals that the school community has set and specifies the steps with which these goals are to be achieved. In the school programme you will find statements about the lessons, but also about life at the school, the organisational structures and the communication among the people involved. After a number of years the school draws its conclusions:

- Has the starting situation changed? Are new demands being made on the teaching work at the school?
- Is there still a consensus about the most important teaching and disciplinary issues?
- Have the agreed measures proved their worth? Have the agreed goals been achieved?
- What must be changed?

You as parents can influence the focal points of the school! Tell your elected parents' representatives what you think is good and what ought to be improved. It is prescribed by law that every school must regularly examine the implementation of its school programme. The parents' representatives are involved in this process.

Overview of the school bodies



Parents' rights to participate and make decisions

... in the classroom

At a parents' evening no later than four weeks into a new school year, the pupils' parents from each class elect two Parents' Representatives.

The two Parents' Representatives have the following responsibilities:

1. To maintain good relations both amongst the parents of a given class and also between the parents and the teachers.
2. To act as intermediaries between parents and teachers in cases where there is a difference of opinion.
3. To keep parents informed about current problems or queries that the school may have.
4. To elect the Parents' Council.
5. To support the school and the teachers in fulfilling educational requirements.
6. To participate in classroom committees as a member with entitlement to vote. Here they have an advisory function in all matters that are significant for co-operation in the classroom.
7. To organise parents' evenings together with the teachers, according to prior arrangement.

The Parents' Representatives should be given a chance to comment before any moves are made to combine, separate or move classes or streams.

The parents' evenings take place at least twice a year at the request of the Parents' Representatives or 25% of the parents. Form teachers give parents at least one week's notice to attend. The date and time should be agreed on with the Parents' Representatives.

(For further information, please see paragraphs 69, 70 and 71 of the Hamburg Schools Act.)

Regardless of their nationality, parents can take an active part in deciding on the nature of schooling and determining the structure of the school. They have the right to take part in electing the Parents' Representatives or to stand for election as such themselves.

... on the Class Committee (Klassenkonferenz)

The Class Committee gives advice on all matters that are significant for cooperation in the classroom. They are held at least twice in every school year.

Members with a right to vote on the committee are:

1. the head teacher,
2. the form teacher,
3. all teachers who teach pupils in class,
4. both parents' representatives,
5. both class spokespersons (from fifth grade onwards only).

These members deal jointly with specialised and educational problems as well as agreeing on regulations concerning homework and written schoolwork. The Class Committee also advises and decides on disciplinary measures to maintain order in cases of conflict.

... on the Grades Committee (Zeugniskonferenz)

Pupils' and Parents' Representatives are not included on this committee. However, they receive information before the committee meetings on general questions about how grades are awarded and how standards in class can be raised, and they can express their opinions on them.

Academic achievement, methods of study and social behaviour are assessed and, where appropriate, the performance achieved is certificated in the mid-year and end-of-year reports or testimonials. The pupils' achievements are assessed by means of reports on learning development (Berichtszeugnissen) in classes 1 and 2 and by means of marks/grades (Zensuren) in classes 3 and 4. In Germany academic assessment is expressed by the numbers from 1 to 6, with 1 at the top and 6 at the bottom.

If you as parents find it difficult to interpret the report on learning development correctly, your child's form teacher will be happy to explain the statements in it.

(For further information, please see paragraphs 42, 44 and 62 of the Hamburg Schools Act.)

At integrated comprehensive schools (integrierte Gesamtschulen), the course level is stated as well as the grades 1 to 6 from the 6th, 7th or 8th grades onwards in the subjects Maths, English and German. Course I means "higher level" and course II means "basic requirements".

From the 9th grade onwards an extended scale of grades is used for all subjects (except for Physical Education), covering the grades "B1" to "B4" and "A1" to "A6". "A" stands for "basic requirement" and "B" for "extended (grammar school) requirements".

For further information about performance assessment, the grades (Zensuren) at the schools of general education and the performance and grade reports at the integrated comprehensive schools, please refer to the comprehensive schools' education and examination regulations or ask your child's form teacher. You will find the overview on page 16.

Definition of the grades

1 = Very Good	Performance exceeds the required standards.
2 = Good	Performance complies fully with the required standards.
3 = Satisfactory	Performance generally comes up to the required standards.
4 = Sufficient	While performance shows certain deficiencies, the required standards have more or less been met.
5 = Poor	Performance does not come up to the required standards, but it is clear that the child has the necessary knowledge and can catch up in the foreseeable future.
6 = Unsatisfactory	Performance does not come up to the required standards and the knowledge is so sketchy that the child will not be able to catch up in the foreseeable future.

... on the Parents' Council (Elternrat)

The Parents' Council represents the parents at a school. The views it expresses should be taken into consideration when the School Committee makes decisions, e.g. in giving advice concerning the school programme. The Parents' Council has the following responsibilities:

1. To inform parents or the Parents' Representatives about current problems in the school and important decisions being made by the School Committee. The Parents' Council can call a meeting of the parents or Parents' Representatives to do this.
2. To cooperate with the head teacher (principal), the teachers and the Pupils' Council concerning matters of education and socialisation.
3. To represent the interests of the school in the district with the consent of the School Committee.

Members of the Parents' Council who are also voting members of the School Committee have the right to participate with an advisory role in meetings of the Teachers' Committee. This applies only to matters that are also dealt with by the School Committee.

The members of the Parents' Council are elected no later than six weeks into the new school year by the Parents' Representatives or – should these be unable to attend – their representatives (substitute members).

The head teacher (principal), his/her deputy, the substitute members of the Parents' Council and the Parents' Representatives have the right to sit on meetings of the Parents' Council. The Parents' Council can invite other persons to sit in on individual meetings. It can also decide to hold open public meetings in the school.

(For further information, please see paragraphs 72 to 74 of the Hamburg Schools Act.)

... on the School Committee (Schulkonferenz)

The School Committee is the most senior advisory and decision-making committee in the school's independent administration and holds at least four open meetings per year. It includes the head teacher as well as the elected members of the Parents' Council and the Teachers' Committee. At the secondary levels I and II (classes 5 to 13), it also includes the elected members of the Pupils' Council. In addition, the non-teaching personnel (janitorial or school office staff) are represented with one vote. The number of members on the School Committee depends on the size of the school.

The School Committee gives advice on all important school matters. The Pupils' Council, Parents' Council, Teachers' Committee and School Advisory Board (only at vocational schools) can pass on suggestions concerning school affairs.

By a majority of two-thirds of the members present (but by at least a majority of members who are entitled to vote), the School Committee makes decisions on the school programme and applies to the Education Board for:

- setting up an integration class,
- developing experimental schooling or founding an experimental school,
- establishing special forms of school management,
- running the school as an all-day school,
- setting up support services, e.g. "educational lunches" or "day nursery at school",
- naming the school
- setting up a pre-school class.

The School Committee decides with a simple majority on:

- the house rules,
- principles for study groups, hobby classes and optional lessons for pupils,
- principles for parents' assistance in lessons and with other activities,
- internal school principles for the planning of project weeks and other school events and principles for issues involving pupil guidance,
- principles for running pupil groups at the school,

- regulations for allowing school rooms to be used by teachers, parents or pupils for purposes other than educational ones,
- collecting money amongst pupils and parents,
- the method of giving the parents' and pupils' representatives their say before the final decision on grades is made pursuant to § 62 para. 3,
- principles for the deployment of the personnel and equipment that are available for the running of the school within the scope of their intended purposes,
- principles governing social measures pursuant to § 49 para. 4 sentence 3.

The School Committee must be consulted in good time about:

- combining, separating, moving or closing the school as well as moving classes or streams to other schools,
- setting up integration classes pursuant to § 12 para. 5,
- carrying out major alterations or extensions to the school building.

(For further information, please see paragraphs 52 to 56 of the Hamburg Schools Act.)

... on the Association of Parents' Councils and the Parents' Board (Kreiselternrat und Elternkammer)

The Parents' Councils of schools elect representatives to the Association of Parents' Councils. This constitutes the parents' representation at school district level.

The Parents' Board is the highest collaborative body for parents in Hamburg. Only members of Parents' Councils may be elected to the Board.

(For further information, please see paragraphs 75 and 81 of the Hamburg Schools Act.)

... on the Local Schools Advisory Board (Landesschulbeirat)

The Local Schools Advisory Board (Landesschulbeirat) serves to further cooperation between all of the groups directly involved in the educational system and public institutions indirectly connected with the system. It comprises the chair and two other representatives of the Parents' Board, the Teachers' Board and the Pupils' Board as well as representatives of particular public institutions including the Hamburg Chamber of Commerce, the Hamburg Chamber of Crafts, the Association of Teachers, the Pupils' Chamber, the Integration Advisory Council, the Senate Coordinator for Equal Rights for the Disabled, the *Land* Disabled Working Group, the Employment Office, the universities, trades unions, churches, etc.

The Local Schools Advisory Board can express its views to the local education authorities on any fundamental issue that affects the education system. It also advises the authorities on any fundamental changes to the education system.

(For further information, please see paragraph 83 of the Hamburg Schools Act.)

Discretion

Prior to taking up their positions, new members of the educational bodies are required to pledge to uphold discretion by the head teacher or by a person entrusted by the head teacher to officiate on his or her behalf at the declaration of this pledge. The pledge is recorded in writing. A member who disobeys or breaks this pledge can be expelled from these educational bodies by means of a two-thirds majority vote by the other members.

(For further information, please see paragraph 105 of the Hamburg Schools Act.)

Integration Advisory Council (Integrationsbeirat)

The Integration Advisory Council was set up at the instigation of the Hamburg Senate and constitutes a forum for the institutions involved in the integration of immigrants and the interest groups representing immigrants, as well as public administration bodies. It consists of some 50 people from various sections of society and a variety of backgrounds. For contact addresses, see page 21.

Advice and assistance

Where can you get advice on school-related matters?

Schools provide parents and pupils with a variety of counselling alternatives on a wide range of issues: the educational path chosen at school, learning or behavioural difficulties or special measures to help pupils get more out of themselves. These school counselling services are augmented by possibilities of counselling outside school.

We have compiled a list of organisations that can help you with advice and counselling outside school.

Behörde für Bildung und Sport

(Department of Education and Sport),

Maßnahmen für Schülerinnen und Schüler mit Migrationshintergrund
(Measures to help pupils with a migration background)

Hamburger Straße 31, 22083 Hamburg

Frau Büchel, Hamburger Straße 31, 22083 Hamburg

Tel. 4 28 63 – 3559, fax: 4 28 63 – 3027

E-mail: Helga.Buechel@bbs.hamburg.de

SchulInformationsZentrum

Hamburger Straße 35, 22083 Hamburg (second floor by the lift),
tel: 4 28 63 – 1930, fax 4 28 63 – 4035

- Bewertung ausländischer Bildungsnachweise
(Assessment of foreign certificates)
Herr Lamp, tel. 4 28 63 – 2067
- Schullaufbahnberatung für ausländische Schülerinnen und Schüler
(Advice for foreign pupils on school careers/educational paths)
Frau Rasmussen, tel 4 28 63 – 3320
- Schullaufbahnberatung für berufliche Schulen: Berufsvorbereitungsjahr/
Vorbereitungsjahr (BVJ, BVJ-M, VJ-M)
(School career/educational path advice for vocational schools/preparatory
year)
Projekt „Qualifizierung und Arbeit für Schulabgänger“ (QUAS)
(Project “Qualifications and Work for School Leavers” – QUAS)
Hamburger Straße 41, 22083 Hamburg, tel. 4 28 63 – 1933

Beratungsstelle Gewaltprävention

(Advisory Centre for the Prevention of Violence)

Grabenstraße 32, 20357 Hamburg, tel. 4 28 896 – 100, fax: 4 28 896 – 170

Regionale Beratungs- und Unterstützungsstellen (REBUS)

(Regional Advice and Guidance Centres - REBUS)

A list of contacts can be obtained from the SchulInformationsZentrum,
Tel. 4 28 63 – 1930, fax 4 28 63 – 4035

Landesinstitut für Lehrerbildung und Schulentwicklung (Land Teacher Training and School Development Institute)

Beratungsfeld Deutsch als Zweitsprache/Herkunftssprachlicher Unterricht

(Advisory field: German as a second language/native language teaching)

Marita Müller-Krätzschmar – Bilge Yörenc, Felix-Dahn-Str. 3, 20357 Hamburg

Tel.: 4 28 01-3711/ -2902, fax: 4 28 01-2799

E-mail: Marita.Mueller-kraetzschmar@li-hamburg.de,

Bilge.Yorenc@li-hamburg.de,

Internet: www.li-hamburg.de

Consulting times: Thu, 14.00-15.30

Landesinstitut für Lehrerbildung und Schulentwicklung (see above)

Beratungsfeld Interkulturelle Erziehung

(Advisory field: intercultural development)

Regine Hartung – Dragica Brügel

Felix-Dahn-Str. 3, 20357 Hamburg

Tel.: 4 28 01-2129, -2192, Fax: 4 28 01-2799

E-mail: Regine.Hartung@li-hamburg.de, Dragica.Bruegel@li-hamburg.de

Internet: www.li-hamburg.de

(Search key: Advice Field Intercultural Education - Beratungsfeld Interkulturelle Erziehung)

Consulting times: Tue, 14.00-15.00

Landesinstitut für Lehrerbildung und Schulentwicklung (see above)

Beratungsfeld Sexualerziehung/Geschlechtererziehung

(Advisory field: sex education)

Beate Proll

Hartsprung 23, 22529 Hamburg

Tel.: 428 01-37 14, fax: 428 01- 37 44

E-mail: Beate.Proll@li-hamburg.de

Internet: www.li-hamburg.de

Consulting times: Wed, 15.00-17.00

Integrationsbeirat (Integration Advisory Council)

Management

Doris Kersten

Behörde für Soziales und Familie

(Social Security and Families Office)

Hamburger Straße 47, 22083 Hamburg

Tel.: 428 63-3147, fax: 428 63-2693

E-mail: Doris.Kersten@bsf.hamburg.de

Advice (Beratung)

Nimla Heplevent

Hamburger Straße 47, 22083 Hamburg, room 844, 8th floor

Tel.: 4 28 63-2953, fax: 4 27 97 01 17

E-mail: Nimla.Heplevent@bsf.hamburg.de

Internet: www.zuwanderung.hamburg.de

Job training:

**Bundesagentur für Arbeit Agentur für Arbeit
Hamburg – Berufsinformationszentrum
(Federal Employment Agency Hamburg – Job Information Centre – BIZ)**
Kurt-Schumacher-Allee 16, 20097 Hamburg
Tel: 24 85-2099, fax: 24 85-2333
E-mail: Hamburg.BIZ@arbeitsagentur.de
Internet: www.arbeitsagentur.de

**Bundesagentur für Arbeit - Agentur für Arbeit Hamburg
Federal Employment Agency Hamburg**
Job counselling in the city districts:

Altona District
Kieler Str. 39, 22769 Hamburg
Tel: 3 80 14-214, fax: 3 80 14-461
E-mail: Hamburg-Altona.Ausbildungsvermittlung@arbeitsagentur.de

Bergedorf District
Johann-Meyer-Str. 55, 21031 Hamburg
Tel: 7 25 76-259, fax: 7 25 76-103
E-mail: Hamburg-Bergedorf.Ausbildungsvermittlung@arbeitsagentur.de

Eimsbüttel District
Eppendorfer Weg 24, 20259 Hamburg
Tel: 4 31 99-230, fax: 4 31 99-431
E-mail: Hamburg-Eimsbüttel.Ausbildungsvermittlung@arbeitsagentur.de

Harburg District
Neue Str. 50, 21073 Hamburg
Tel: 7 67 44-210, fax: 7 67 44-850
E-mail: Hamburg-Harburg.Ausbildungsvermittlung@arbeitsagentur.de

Hamburg-Mitte District
Norderstr. 103, 20097 Hamburg
Tel: 24 85-2364, fax: 24 85-1255
E-mail: Hamburg-Mitte.Ausbildungsvermittlung@arbeitsagentur.de

Hamburg-Nord District
Langenhorner Chaussee 92, 22415 Hamburg
Tel: 5 32 07-222, fax: 5 32 07-221
E-mail: Hamburg-Nord.Ausbildungsvermittlung@arbeitsagentur.de

Wandsbek District
Wandsbeker Chaussee 220, 22089 Hamburg
Tel: 2 02 02-274, fax: 2 02 02-451
E-mail: Hamburg-Wandsbek.Ausbildungsvermittlung@arbeitsagentur.de

Job training support:

**BQM- Beratungs- und Koordinierungsstelle zur beruflichen Qualifizierung
von jungen Migrantinnen und Migranten
(BQM Advice and Coordination Office for Occupational Qualifications for
Young Migrants)**
Kapstadtring 10, 22297 Hamburg
Tel.: 63 78 55-0, fax: 63 78 55-99
E-mail: kominek@kwb.de
Internet: www.bqm-hamburg.de

**Hamburger Berufsbildungsatlas „Ichblickdurch.de“
(Hamburg Occupational Qualification Atlas “Ichblickdurch.de”)**
Support options for young people with special needs in seven languages with
specific tips for young migrants.
www.ichblickdurch.de

Welcome to Hamburg – address book Integration offerings for immigrants

This address book guides you to institutions and advisory bodies that are either aimed specifically at or often used by immigrants. Under the individual headings you will find public and non-public institutions. Public authorities appear at the head of each chapter and are indicated by a grey background. All of the other institutions then follow in alphabetical order. In addition to the institutions' current contact addresses, you are provided with brief descriptions of the services offered and tips regarding the advisory languages and information material.

The brochure can be obtained from:

**Behörde für Soziales und Familie, Amt für Soziales und Integration
(Department of Social Security and Families, Social Affairs and Integration
Division)**
Hamburger Straße 47, 22083 Hamburg, room 844, 8th floor
Tel.: 4 28 63 – 2953, fax: 4 27 97 01 17
E-mail: Nimla.Heplevent@bsf.hamburg.de You can also download the brochure
over the Internet: www.zuwanderung.hamburg.de

**Behörde für Bildung und Sport, SchullInformationsZentrum
Department of Education and Sport, Schools Information Centre (SIZ)**
Hamburger Straße 35, 22083 Hamburg
Tel.: 4 28 63 – 1930, fax: 4 28 63 - 4035
Internet: www.bbs.hamburg.de

More brochures containing information about schools can be downloaded from
the Internet at: www.bbs.hamburg.de/Service

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