



D S P  
Deutsche  
Internationale  
Schule  
Pretoria

# Disciplinary Policy

## Deutsche Internationale Schule Pretoria (DSP)

**Edition of April 2018**

**(PLEASE SIGN LAST PAGE!)**

# Disciplinary Policy

(For reasons of simplicity, in this text the masculine form shall include the feminine and vice versa.)

## I. Preamble

The fulfilment of the educational responsibility of the school requires close co-operation between parents/guardians and the school.

Parents/Guardians shall support the school in fulfilling its responsibilities. They shall ensure that learners fulfil their school duties, attend classes and compulsory school events and adhere to the school's regulations. In addition, they shall equip the learners with all that is needed for school attendance. Furthermore, it is also expected from parents/guardians that they shall not send ill children to school and that they shall immediately notify the school of any infectious diseases contracted by their child.

By way of the School Enrolment Contract parents/guardians transfer the responsibility for their children during school and teaching hours and school events to representatives of the school association.

Teachers shall promote co-operation with parents/guardians. They shall inform learners of their rights and duties and shall strive to maintain a learning environment free from fear and disturbance. In the event of the learning environment becoming unfavourable, teachers shall react through appropriate disciplinary measures.

Disciplinary measures form part of the educational responsibility of the school and are there to ensure that teaching and educational work can be conducted in an orderly manner and that persons and objects are protected. Disciplinary measures may be taken when learners are in breach of this policy. Disciplinary measures shall only be considered if other educational means have been exhausted. The principle of proportionality shall be applied. In the event of punishment being imposed, this shall be transparent and comprehensible to all persons involved.

Teachers, school staff and parents/guardians hereby undertake to adhere to the present Disciplinary Policy and to implement its measures consistently in terms of the regulations contained therein.

Together with the parents/guardians the learner undertakes through his/her signature to adhere to the Disciplinary Policy so as to make a positive contribution to the learning environment.

## II. Principles

### 1. Parents/Guardians, teachers, learners hereby undertake

- not to infringe upon the human dignity of any person and to treat others respectfully
- to respect Christian values, ethical norms of the various cultural groups that meet at the school
- to adhere to the school regulations
- to support the school in fulfilling its educational responsibility
- to adhere to the regulations and thereby to contribute to a healthy learning environment
- to strengthen the character of the school as a place of encounter.

**2. The conduct of all persons associated with the school shall be governed by the following values:**

***Every person shall have the right***

- to be treated politely and respectfully,
- to be treated fairly,
- to work, learn and teach without disturbance,
- to a clean, neat and safe working environment,
- to justification of disciplinary measures,
- to appeal against disciplinary measures taken.

***Learners shall have the right***

to lodge complaints with the class teacher, the liaison teacher or the head in the event of learners feeling they are unfairly treated. Every complaint shall be investigated. Anonymous complaints will not be considered (**see Annex 1: Complaints Procedure**).

### **III. General rules of conduct**

- Persons on the school premises shall refrain from any activities that may interfere with the operation of the school.
- Furthermore, they shall adhere to the safety regulations of the school.
- Learners shall behave tactfully and tolerantly towards each other and towards adults.
- Learners shall adhere to school times.
- Smoking, as well as the consumption of alcohol or any form of drugs is prohibited on the school premises, on the way to and from school and during school events. Public school events during which alcohol is offered and tobacco products may be used require special permission (**see Annex 2: Guidelines on tobacco, alcohol and drugs**).
- It is prohibited to bring dangerous objects – that are not required for the operation of the school – to school.
- Learners shall adhere to the **Break regulations (see Annex 3)**. Learners shall spend any free periods in the library / in the courtyard (Siemens Forum) or in one of the rooms provided by the school executive for this purpose. The school executive may decide on any exceptions. Teaching staff shall be informed accordingly.
- It is not permitted to leave the school premises during teaching hours. Exceptions require permission from the parents, the head or his/her representative. The class teacher shall be informed in writing by the school administration.
- In the event of absence from school and from compulsory events a written letter of excuse shall be provided by the parents/guardians within three days. In the event of reasonable suspicion, the head may request a medical certificate.
- Mobile telephones and any electronic devices not required for school operations are prohibited during the period from **7:25** to **14:10** and during afternoon classes.

## **IV. Disciplinary measures**

### **1. Disciplinary measures shall**

- be fair towards the person concerned and towards the school,
- be appropriate and shall strive for equal treatment for all,
- be practicable,
- be enforceable with immediate effect as far as possible,
- be implemented consistently.

### **2. One or more of the following disciplinary measures may be imposed:**

- extra work and redoing of negligently completed work
- expulsion from class (supervision must be guaranteed)
- red entry into class register book
- detention
- black mark into class register book
- educationally meaningful working tasks
- warning by the head
- expulsion from extracurricular events and activities
- transfer into a parallel class upon recommendation by the class conference; such transfer must be approved by the head.
- expulsion from classes for a limited period of time: any learner expelled from classes shall be obliged to do all homework, to be present to write tests that were scheduled ahead of time and independently make up any teaching contents covered in class. Access to the school premises shall only be allowed for the purposes of being present during a test.
- warning of expulsion from the school whereby the duration of validity of such warning shall be determined by the disciplinary conference.
- expulsion from the school.

*No binding sequence of disciplinary measures exists.*

### **3. In the event of any violation of the rights, duties and rules of conduct, the measures contained in the table below shall come into effect:**

<b>Disciplinary measures</b>	<b>Responsibility</b>	<b>Obligation to inform the following</b>	<b>Parents' right to be heard</b>
1. Extra work	member of teaching staff		
2. Expulsion from class <sup>1</sup>	member of teaching staff		
3. Entry into class register book	member of teaching staff	Class teacher / Head of the respective level	

<sup>1</sup> In the event of short-term expulsion, supervision must be provided.

4. Detention	member of teaching staff and consent by the disciplinary functionary	Parents/Guardians – one week in advance and class teacher	
5. Educationally meaningful work	member of teaching staff and consent by the head of the respective level	Parents/Guardians – one week in advance and class teacher	
6. "Black mark" ("Tadel") into class register book (valid to the end of the academic year)	member of teaching staff, class teacher through disciplinary functionary with the consent of the head	Parents/Guardians, class teacher, disciplinary functionary and head	
7. Expulsion for one school day	Disciplinary functionary and consent of the head	Parents/Guardians, class teacher	
8. Warning by the head	Class conference	Parents/Guardians	Parents/Guardians may be invited to attend the class conference.
9. Transfer into a parallel class	Class conference and consent of the head	Parents/Guardians	Parents/Guardians may be invited to attend the class conference.
10. Expulsion from extracurricular events and activities.	Class conference and consent of the head	Parents/Guardians	The class conference shall decide whether the parents/guardians may attend the conference.
11. Expulsion from class for a limited period (up to 10 school days and/or more than 10 school days)	Class conference and consent of the head. Expulsion from class for more than 10 school days shall be imposed by the disciplinary conference.	Parents/Guardians and governing body	Parents/Guardians and the learner may be invited to the class conference.
12. Warning of expulsion from the School ("Final Warning")	Disciplinary conference upon recommendation by the class conference.	Parents/Guardians and governing body	Parents/Guardians, learner
13. Expulsion from the school	Disciplinary conference upon recommendation by the class conference. The governing body shall pass the final decision.	Parents/Guardians and governing body	Parents/Guardians, governing body and learner

**N.B.:**

Any disciplinary measure may be imposed repeatedly. (Exception: warning of expulsion from school ["Final Warning"] during the period of validity of one calendar year). Expulsion from school shall generally be preceded by a Final Warning. Temporary expulsion, warning of expulsion and expulsion are only permissible if a learner through his/her serious or repeated misconduct infringes upon the fulfilment of tasks by the school or the rights of others. In the event of measures that may lead to expulsion from the school parents/guardians and the learner shall have the right of being heard (**see Item VI.2.1**).

## **V. School uniform**

On school days and during official school events the **School uniform and jewellery regulations (see Annex 4)** must be followed. Exceptions hereto shall be announced by the school executive. Kindergarten and Grade 0 are excluded from these regulations.

## **VI. Discipline**

### **1. General principles**

Non-adherence to the Disciplinary Policy as well as any other misconduct by learners shall lead to disciplinary measures being imposed against them.

Disciplinary measures ranging from 1 – 7 in the above table shall be determined at the educational discretion of the respective teacher.

In cases of serious misconduct (see table from item no. 8), which shall be treated confidentially at all times, the following procedure shall be followed:

1. Investigation, questioning of the persons involved
2. Convening of a class conference in writing by the class teacher
3. If, due to the severeness of misconduct, the class conference requests a disciplinary conference to be held, the disciplinary functionary shall conduct a hearing (**see Item VI.2.1**).
4. If procedures leading to a decision on the possible expulsion from school have been commenced, the class conference - with the permission of the head - shall have the right to suspend the learner from attending classes until a decision has been taken.
5. The result of the hearing shall be presented to the disciplinary conference (**see Item VI.2**) by the disciplinary functionary.
6. A decision shall be taken on the following measures:  
warning of a possible expulsion from the school ("Final Warning"<sup>2</sup>) or expulsion from the school.
7. In the event of the disciplinary conference approving the expulsion from the school by way of a vote, the result shall be presented to the governing body. The governing body shall take the final decision. In the event of the expulsion not being supported, the case shall be returned to the class conference.

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<sup>2</sup> After a warning of a possible expulsion from the School has been given, new disciplinary proceedings shall be commenced if the respective learner again contravenes against the regulations of Categories A and/or B.

## 2. Disciplinary conference

A disciplinary conference shall require a hearing to have taken place.

### 2.1. Hearing

A hearing shall be held if the class conference, on the grounds of the severeness of misconduct of a learner, requests a disciplinary conference to be held. Such a hearing of all persons involved in the relevant case should be convened no later than one (1) week after the incident.

It shall not be required from all participants (those that have to be heard) to attend all phases of the hearing.

The following persons shall participate in a hearing:

- Disciplinary functionary
- Plaintiff and/or person who suffered damages
- Defendant
- A representative of the school (class teacher, head of the level or another member of the school executive)<sup>3</sup>
- Learner representative
- Witnesses of the event
- Further witnesses
- Observers
- Interpreter (if requested)
- Secretary who will keep minutes (a member from the school administration)

Parents of the plaintiff as well as the defendant may attend the hearing. They shall have the right to ask a representative of the Parents' Representative Council to grant them his/her support. Immediately after convening of the hearing, parents and learners may request an interpreter that shall be provided by the school (if possible from the ranks of the teaching staff).

### 2.2. Disciplinary conference

The disciplinary conference is the body that shall decide whether the disciplinary measure (warning of a possible expulsion from the School ["Final Warning"] or expulsion from the School) recommended by the class conference is to be imposed.

The following persons shall participate in a disciplinary conference:

- the head (chairperson)
- the disciplinary functionary of the school
- the head of the respective level
- the class teacher
- 3 representatives of the teaching staff<sup>4</sup>
- 3 representatives of the Parents' Representative Council<sup>5</sup>
- 3 representatives of the Learners' Representative Council<sup>6</sup>

After the election of the new members at the beginning of a school year, a meeting shall be held during which the members shall be prepared for their respective tasks. Replacements shall replace each other in the event of one of them not being available.

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<sup>3</sup> This representative must have attended the class conference and shall now present the case.

<sup>4</sup> These shall be elected by the teachers at the beginning of the academic year and shall be part of the respective level of the learner. (3 representatives for the primary school and 3 representatives for the secondary school plus one stand-in each)

<sup>5</sup> These (plus one stand-in) shall be elected at the beginning of the academic year by the parents' representatives.

<sup>6</sup> These (plus one stand-in) shall be elected at the beginning of the academic year by the learners' representatives.

### 2.2.1 Proceedings leading up to a resolution

- A disciplinary conference shall be convened in writing by the head with a notice period of one (1) week.
- It shall form a quorum if at least two thirds of its members eligible to vote are present. Representatives that cannot attend a meeting shall inform the stand-in accordingly.
- Minutes of the meeting shall be kept by a member of the school administration.
- The disciplinary functionary shall describe the incident and shall present the findings of the hearing.
- An adjournment shall be taken between the conclusion of the hearing and the voting procedure.
- Members of the disciplinary conference shall vote on the recommendation submitted by the class conference.
- Voting shall take place by secret ballot.
- No abstentions shall be allowed.
- A resolution shall be passed by simple majority.
- In the event of a tie the chairperson shall cast the decisive vote.
- If the recommendation by the class conference is rejected, the case shall be returned to the class conference for revision.
- If the recommendation for expulsion made by the class conference is approved by the disciplinary conference, the case shall be brought before the governing body for approval.
- The governing body shall expel the learner or shall return the case to the class conference.

### 3. Forms of misconduct:

#### 3.1 **Category A** (acts of misconduct not to be considered serious misconduct)

Violations of the rules of conduct that are not to be considered serious misconduct can lead to educational disciplinary measures and detention being imposed.

Violations contained in the list below shall be entered as red entries in the class register book. A distinction shall be made between misconduct and lack of co-operation.

Three red entries shall lead to a black mark entry. After the third black mark entry within one year a class conference shall be convened. The class conference shall decide upon further measures (**see Item VI.1**).

#### ***Examples of acts of misconduct:***

***(The following list of violations of regulations shall not be deemed complete.)***

- repeated non-delivery or copying of homework
- repeated late arrival without sufficient justification
- incorrect school uniform
- improper conduct (also minor form of Bullying – see Annex 6)
- gross disturbance and hindrance of classes
- unexcused absence from classes
- use of prohibited symbols and words and such symbols and words that are in conflict with the Christian and ethical values of the school
- violation of **Network regulations (see Annex 5)**, (could also fall under Category B)
- fraud, forgery and deception of any kind
- smoking
- wilful destruction of property
- fighting and intimidation (mobbing of any nature)
- insignificant cases of theft



**For the Primary School the following shall apply:** every teacher shall keep a personal diary in which he/she enters the incidents of misconduct. If a learner is recorded in this diary for the third time, he/she shall be given a red entry in the class register book.

### **3.2 Category B (serious misconduct)**

In principle, the present Disciplinary Policy shall apply to any conduct on the school premises and during school events. Furthermore, in the case of serious violations of the law outside the school and in the day-care centre, the school may decide to impose disciplinary measures.

#### ***Examples of acts of serious misconduct:***

***(The following list of violations of regulations shall not be deemed complete.)***

- serious violations of the generally accepted rules of good behaviour (also severe form of Bullying – see Annex 6)
- forgery of documents
- bringing pornographic material to school (also in electronic format)
- abuse or possession of alcohol
- intoxication through alcohol or drugs
- possession of drugs on the school premises
- threatening or blackmailing
- serious vandalism
- possession and carrying of weapons on the school premises
- arson
- serious or repeated theft, robbery or burglary
- grievous bodily harm

These violations may lead to immediate expulsion from the school. For this purpose a disciplinary conference shall be convened.

**This revised version of the Disciplinary Policy shall come into effect on **11 / 04 / 2018**.**

**At the same time all regulations in contradiction or conflict with the present Policy shall become null and void.**



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# DISCIPLINARY POLICY:

## KINDERGARTEN

Education and teaching form part of the educational responsibility of the Kindergarten. Thus the general conditions of the Disciplinary Policy shall also apply to the Kindergarten insofar as the age of the children involved does not require different measures to be taken. The following guidelines shall be binding for the Kindergarten:

Any conflicts during teaching in class and in school life outside the classroom, whether such conflicts arise between children or between children and teachers, shall form the basis for a discussion. In the case of misconduct the child/children's parents shall be invited to a meeting with the teachers.

### **It shall be expected of parents that:**

- they bring their children to the Kindergarten by no later than 8:00 and fetch children in half-day care by no later than 14:10 and children in full-day care by no later than 17:30;
- they do not send ill children to school. The parents shall immediately notify the school of any infectious diseases contracted by the child, such as e.g. lice and conjunctivitis ("pink-eye").

### **In the event of serious misconduct, the following shall apply:**

Misconduct	Disciplinary measure
Throwing of sand and mud	The respective child shall help with cleaning.
Biting	Meeting with the parents. Child will get "time out" *
Aggressive behaviour (kicking, pinching, spitting, etc.)	Child will get "time out"
Wilful damage to the property of others	Compensation for damages shall be effected. Meeting with the parents.
Throwing of stones and other hard and sharp objects	Meeting with child and parents. Child will get "time out"

In case of misbehaviour that is not addressed in above table, will be handled individually.

\* "time out": The child is not allowed to partake in play/activities for a given period of time. Duration: one minute per year of age.

## **ANNEX 1:**

# **DSP – Complaints procedure**

## **ANNEX TO DISCIPLINARY POLICY**

**§1** In the event of complaints being lodged by **learners and parents and/or their representatives** the following procedure shall be followed in the sequence indicated below:

1. teacher
2. class teacher and/or liaison teacher
3. head of the respective level
4. head
5. governing body

**§2** The sequence of the complaints procedure described under **§1** shall be followed. Any verbal complaint or complaint in writing given directly to the head or the governing body (thereby bypassing the sequence indicated under **§1**) shall be rejected or shall be handed to the relevant teacher. (This shall also apply to any documentation related to the complaint.)

**§3** A serious complaint shall be submitted in writing within one month so that the respective teacher has the possibility of responding adequately and, if necessary, with reference to the relevant documentation.

The complaint shall contain valid reasons/details regarding events, as well as the date, evidence and information regarding persons involved.

The complaint shall be signed by all persons supporting such complaint. If the complaint has only one signatory appearing for others, it shall be stated who is represented by such person.

The teacher may insist on a complaint being submitted in writing, even if the complaint is deemed not serious.

**Anonymous complaints shall not be accepted.**

**§4** Acknowledgement of receipt shall be given in writing to the complainant within one week (5 working days).

**§5** A reply to complaints submitted in writing shall be given as soon as possible in writing, however, no later than within 10 school days (2 weeks).

A response to a complaint in writing directed to the governing body shall be given within 2 weeks after the next ordinary meeting of the governing body (and/or the meeting of the executive governing body).

**§6** The complainant may not suffer any damages through his/her complaint if such complaint is legitimate and is free of defamatory content.

**§7** Serious complaints include among others the following accusations:

- unfair allocation of marks
- professional and educational errors
- slanderous statements
- acts of violence
- sexual harassment, sexist or racist remarks.

Complaints by more than one learner of a class and/or the parents of a class shall be deemed serious in any event!

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**§8** In the event of complaints being lodged by **teachers** the following procedure shall be followed in the sequence indicated below:

- a. respective teacher
- b. Teachers' Representative Council
- c. head
- d. governing body

## **ANNEX 2: Guidelines on tobacco, alcohol and drugs**

### **ANNEX TO DISCIPLINARY POLICY**

The following guidelines and regulations form an integral part of the agreement between parents or guardians and the school. Written consent to the present guidelines is a prerequisite for admission of any learner to the school.

#### **I. Guidelines on tobacco products**

1. The school premises are a no-smoking zone.
2. We support a smoke-free environment.
3. Smoking is prohibited inside the buildings.

##### **Exception:**

- a. Teachers' smoking room
  - b. School events – special agreements may be reached with the school executive.
4. Learners are not allowed to smoke in public whilst wearing school uniform.

#### **II. Guidelines on alcohol**

1. The school premises are an alcohol-free zone.  
This excludes *matric-* and *abitur* balls, matric and *abitur* farewells, the *Oktoberfest*, anniversaries, festivals and balls. However, the prohibition of alcohol for persons under the age of 18, as prescribed by South African law, shall be strictly upheld.
2. Learners are not allowed to consume alcohol during school excursions. Exceptions may be made by agreement with the class teacher. This shall apply only to learners of Grades 12.

#### **III. Guidelines on drugs and prevention of addiction at the Deutsche Schule Pretoria**

##### **1. Introduction**

The DSP is committed to achieving high educational targets as well as to ensuring the well-being of its learners. The school strives to adapt to the ever-changing conditions and challenges of modern society in co-operation with the parents. In this regard parents and the school are aware of the fact that legal and illegal drugs that change the state of awareness are available in our society. Neither the parents nor the school can prevent these substances from being offered at public and private places, e.g. at bus stops, on parking lots, in shopping centres or in front of cinemas.

The Deutsche Schule is taking up this challenge and is of the opinion that drug abuse is unacceptable.

## 2. Prevention

The responsibility towards the learners to encourage them to lead a healthy, drug-free life lies primarily with the parents. The school supports the parents in their endeavours

- by offering information sessions at regular intervals,
- by offering further training seminars for teachers,
- by co-operating with organisations and professionals outside the school,
- by supporting anti-drug groups of learners,
- through the work of a person in charge of drug-related matters.

## 3. Prohibition of drug consumption and drug dealing

### a) Drug consumption

The abuse (i.e. the use without medical prescription) of drugs and substances that change the level of awareness is categorically prohibited. If such abuse takes place during school hours, on the school premises, during school events (also outside the school premises) or while the learner is in school uniform, employees of the school, as well as parents and learners shall be obliged to intervene and to report the incident to the school executive. In such a case the school executive shall take action. The school explicitly reserves the right to implement measures, even if drug abuse takes place outside the school.

### b) Drug dealing

Learners are strictly prohibited to deal with drugs on the school premises as well as outside the school. If parents, learners or teachers are aware of any drug dealing they shall be obliged to inform the school executive.

Drug dealing constitutes a criminal offence. If a learner is found dealing with illegal substances or if compelling suspicion exists with regard to a learner, the school shall conduct investigations and, if necessary, shall initiate police investigations.

## IV. Duty to furnish information

**Item III.3.a** already referred to the duty of parents, learners and teachers to furnish information to the school executive if they are aware of any incidents, since drug consumption and drug dealing constitute criminal offences. In the event of such information not being furnished, the school shall consider the relationship of trust to have been broken. In this case the school as a private school reserves the right to cancel the school contract with immediate effect.

Any information provided shall be treated as confidential. The school shall maintain confidentiality regarding the names of informants, shall not call such learners against their will as witnesses and shall protect such learners as far as possible. The learner has the right to provide such information to only one member of the school executive whom he/she trusts.

## V. Measures by the school

1. Suspicions of drug consumption or drug dealing shall be investigated immediately if possible. If required, drug tests will be conducted by medical practitioners after the parents have been informed and have given their consent. In the event of parents withholding their consent to such drug tests, it is the opinion of the school that drug consumption can be considered to have taken place.
2. Insofar as this is possible, the school shall investigate whether the case involves repeated drug consumption or even drug dealing. Furthermore, it shall conduct thorough investigation as to the threat such behaviour poses to other learners of the school. Drug dealing shall in all cases be considered to pose a threat to other learners. In particular, the school shall investigate to what extent medical measures are required and to what extent disciplinary measures are required.

3. Insofar as this is still considered to be meaningful, the school shall request from the parents that the learner commence medical and possibly psychological treatment immediately. If the parents do not take sufficient steps, the learner in question shall be referred to approved organisations for further counselling and therapy. The school has the right to expel a learner from the school if the learner refuses to receive treatment or therapy or breaks off treatment or therapy him/herself or through his/her parents. Parents shall be responsible for all costs (including drug tests).
4. The school must react in a manner that is clear, decisive and convincing. However, the school should not only judge the situation according to formal points. Every case shall be considered and investigated individually.

**The following guidelines shall apply:  
(see Disciplinary Policy Item IV. Disciplinary measures)**

- a) In the case of firm suspicion, the parents shall be notified and the learner shall be informed of the possible consequences. This warning shall constitute aggravating circumstances should the respective learner be proven guilty at a later stage.
- b) In the case of compelling suspicion existing, the learner may be given a warning of expulsion from the school.
- c) In the case of proven drug abuse the learner shall be given a minimum punishment of a warning of expulsion from the school ("Final Warning").
- d) In the case of repeated misconduct (new proof of facts) of drug consumption, the learner shall be expelled from the school.
- e) In the case of drug dealing being proven, the learner shall be expelled from the school with immediate effect. Until such time that the disciplinary conference has reached a conclusion, the learner shall not be permitted to gain access to the school premises and to participate in school events. (However, in individual cases with due consideration of the circumstances the learner may be permitted to participate in final examinations in order not to prevent the former learner of the school's re-integration into society. In such a case access to the school premises shall only be permitted for the examinations.)

**ANNEX 3:**

**DSP – Break regulations**

**ANNEX TO DISCIPLINARY POLICY**

**I. START OF SCHOOL**

1. In the mornings (before 07:00) learners shall remain in the vicinity of the Siemens Forum. Between 07:00 and 07:25 learners shall gather before their classes and/or the classrooms where they shall be taught or the respected break areas. If the room is still locked, school bags may be placed neatly in front of the classroom.
2. On Mondays the class will be fetched by the class teacher at 07:25 at the classroom and will be accompanied to the school hall (Aula).
3. On Mondays the class teacher will collect the class at 07:25 and escort them to the school hall (Aula).

**II. BREAKS**

1. At the end of break, learners will go into their classrooms and/or the classrooms where they will be taught or they shall meet on time at the subject-specific venues.
2. During short breaks (5 minutes) learners may leave the classroom but must remain within close proximity of the classroom.
3. During **long breaks (08:50 - 09:05; 10:25 – 10:40 und 12:05 - 12:45)** learners shall leave the classroom and shall move to the schoolyard (see map). Learners are not allowed to stay in class rooms, on stair cases and on the upper floors. Staff members are responsible to lock class rooms. Sec. I and Sec. II learners are allowed to use the sport fields for recreational play / games. If it rains learners may remain inside the classroom. Supervision staff from the sport grounds will do supervision in the library.
4. During these two **15 minutes** breaks learners may also go to the tuckshop to buy something. Once they have done so they shall return to the schoolyard.
5. High school learners are not permitted to roam the primary school area.
6. Learners are not allowed outside the break areas (e.g. on the parking lot).

**III. END OF CLASSES**

1. After formal lesson all learners of the primary school (VS until Grade 4) who are not fetched or who are not registered for after-care or partake in an “AG” (extra-mural activity), shall remain on the “Oktoberfestwiese”, in the homework class room or at the assembly point. Learners (VS until Grade 4) that partake in extramural activities, must be fetched and returned by the person offering the extramural activity or a person assigned by him/her. Learners from Grade 3 and Grade 4 are permitted to go to their respected AG’s, if these are in the proximity of the primary school grounds, the Siemens Forum, Library, music centre or the gym hall.

2. After school, primary school learners may purchase something from the tuckshop or have lunch at the tuckshop. After this they must immediately and directly return to the primary break area. Primary school learners, who are not collected by their parents or guardians by 14:15, will be escorted to the Day Care Centre by supervision personnel (arising costs will be invoiced by admin).
3. Sec. I learners, who are not fetched after lessons, will go to the respected AG's, to homework session, library, computer centre or to the Day Care Centre.
4. Sec. II learners, who are not fetched after lessons, will go to the respected AG's, library, computer centre or meet at the Siemens Forum.
5. There will be no supervision after 16:00, except regular AG's or school functions. Learners are to stay in the Siemens Forum until fetched by parents or guardians.

#### **IV. FREE PERIODS**

Secondary school learners shall spend their free lessons (after confirmation of teachers) in the library or in the area of the Siemens Forum and the tuckshop. Classes may not be disrupted.

#### **VI. ACCIDENTS**

In case of an accident or injury during school time, the supervision teacher or guardian must attend to the incident and report this to the reception. A accident report must be filled in (see templet) within due course and handed to the safety representative. In case of an emergency, the DSP response company "SEC-MED" must be called immediately.



## **ANNEX 4:      **DSP – School uniform regulations****

### **ANNEX TO DISCIPLINARY POLICY**



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#### **I.      Formal uniform for special occasions**

##### **a) of Prefects: (SV)**

- Aula
- Open Day
- Career Day
- and other representative functions

##### **b) of Learners:**

- City Council
- Public speaking
- other representative functions with permission of the head or deputies

##### **Items of the uniform:**

- White shirt / blouse with DSP logo
- Red DSP tie
- DSP vest
- DSP trousers
- DSP blazer

##### **Dress code:**

- Shirt / blouse must be worn tucked in properly.
- The tie must be neat and the top shirt button must be closed. The tie must reach the belt.
- DSP trousers must be worn with a black belt. Girls can choose between DSP trousers or DSP skirts.

**The DSP blazer and DSP tie may be borrowed from the school clothing shop.**

## II. Clothing determined by religion or culture

The right to freedom of religion is guaranteed by the constitution.

- At our school, this right extends to the wearing of clothing determined by religion or culture
- Fundamentally, for educational purposes, the rules regarding school uniform have to be applied according to the school uniform regulations. Exceptions to the school uniform regulations, for religious or cultural reasons, can be granted by the school management, at the request of a learner's parents.
- For example, permission to wear a head scarf may be requested. However, this scarf should reflect the school colours. The granting of such a request will be at the discretion of the school management. The head cover may only cover a learner's face to the extent where facial expressions are still easily recognizable.
- The school management can withdraw this permission in cases of reasonable doubt concerning a learner's affiliation with a specific cultural or religious group, should no clear evidence be presented.

## III. Uniform during school excursions

<b>Primary school Grade 1-4</b>	<b>Secondary school Grade 5-12</b>
Red DSP golf shirt, DSP trousers or DSP Bermuda shorts Black school shoes with black socks or leather sandals DSP sweat shirt / DSP vest / DSP fleece top / DSP Drymac	Red DSP golf shirt, DSP trousers or DSP skirt Black school shoes with black socks DSP sweatshirt / DSP vest / DSP fleece top / DSP Drymac
<b>The shirt must be tucked in!</b>	

#### IV. Regular teaching hours and afternoons (incl. extramural activities)

Primary school	Secondary school
DSP dress with white short-sleeved shirt blouse Red or white DSP golf shirt DSP trousers or DSP Bermuda shorts Red polo neck sweater DSP tracksuit pants	Red, white or black or with <sup>1)</sup> special print DSP golf shirt DSP trousers, DSP Bermuda shorts or DSP skirt Red polo neck sweater DSP tracksuit pants (until Grade 7)
Black school shoes with socks or black leather sandals with or without socks Socks can be black, white or red. Stockings may only be black. DSP tracksuit top <sup>1)</sup> (tracksuit pants only up to Grade 7) DSP sweatshirt <sup>1)</sup> / DSP vest / DSP fleece top <sup>1)</sup> / DSP Drymac with <sup>1)</sup> DSP special print Short-sleeved tops may not be worn over long-sleeved tops!	

#### **Learners shall dress according to weather conditions.**

There are no separate summer and winter uniforms.

#### V. Sportswear

**Primary and secondary school learners wear the same sportswear.**

**Sportswear must be worn during sports lessons as well as during extramural sports activities.**

- DSP sports T-shirt (with or without sleeves)
- DSP tracksuit
- DSP universal “Baggy shorts” (boys’/girls’ cut)
- Girls may wear short or long ski-pants
- Sports shoes

##### **a) Swimwear**

- **Boys** – DSP universal “Baggy shorts” or DSP swimming trunks
- **Girls** – black DSP costume with or without ski pants or DSP universal “Baggy shorts”
- **Red swimming cap**
- **External swimming competitions** - DSP swimming trunks (boys), DSP costume (girls), red DSP swimming cap with logo

##### **b) Soccer kit**

- DSP sport T-shirt
- DSP soccer pants
- DSP soccer socks
- Soccer boots and shin guards

## **VII. Other non-compulsory clothing**

- **DSP Baseball Cap** – may not be worn in class and during lessons
- **DSP Beanie** – may not be worn in class and during lessons
- **DSP Scarf**

**The DSP logo or children's names may only be applied to clothing through the school clothing shop.**

## **VIII. Summary**

### **1. DSP school uniform**

***(These items are only available at the DSP clothing shop!)***

- DSP golf shirts – red, white or black (short or long sleeved)
- DSP garment with special print
- DSP skirt – black (secondary school only)
- DSP dress (primary school only)
- DSP Bermuda shorts
- DSP trousers
- DSP sweatshirt
- DSP vest
- DSP fleece top
- DSP Drymac
- DSP tracksuit
- DSP sports T-shirt
- DSP universal "Baggy shorts"
- DSP costume / swimming trunks
- DSP soccer pants
- DSP soccer socks
- DSP baseball cap
- DSP "beanie"
- DSP scarf

### **2. Other clothing**

These items may either be purchased from the school clothing shop or from other suppliers.

- Socks – black, white or red
- Stockings – black
- "Ski pants" – black, short or long
- White short-sleeved blouse (only worn together with DSP dress)
- Black school shoes – plain black, leather or artificial leather, or textile/fabric only. Plain black sport shoes (logos must also be black) with black soles are allowed.
- Sandals – plain black sandals with heel straps and normal heels

## **DSP – Jewellery regulations**

(Part of school uniform regulations)

**Learners may wear no more than three pieces of jewellery:**

**Stud earrings:** only stud earrings

**Piercings:** piercings are not allowed

**Necklaces:** linked, thin (no thicker than 2 mm in diameter) silver or golden necklaces or 2-3 mm leather string of a length up to 50 cm with a pendant no longer than 30 mm

**Rings:** plain, silver or golden bands

**Bracelets:** single, plain chain or bangle with no more than three windings

**No jewellery is allowed during sports lessons!**

**Hair:** appropriate hairstyle. Beards are not allowed.

**The school hereby reserves the right to take action against violations of the above rules.**

## ANNEX 5: **DSP – Network regulations**

### ANNEX TO DISCIPLINARY POLICY

The network is a complex system that was developed at great cost. It is to serve all learners and teachers and is to facilitate work in class as a working and teaching aid. Chatting, social networking, telephoning, downloads do not belong to the services that the school provides for teaching and learning purposes.

Viruses, misconduct by users etc. are a constant threat to our network and can destroy or strongly affect its proper functioning.

#### Note:

- The term **computing device**, in the rules below, refers to any computing device including computers, cell phones and tablets.
- The term **network**, in the rules below, includes the wired and wireless network of the school.

#### The following rules must be observed:

- The network with its computing devices may only be used for school purposes and not for private purposes.
- Each logon is registered at the server based on date, time, user account and PC-number. Any attempt to access questionable or even “forbidden” web pages or downloads is automatically detected and saved according to the logon data. There is no question about the user in such a case.
- Eating or drinking, while using a computing device, is strictly prohibited.
- Many users share keyboards, mice, etc. Keep your hands and these devices clean.
- The use of USB sticks is not permitted! Exceptions may be made by the relevant teacher if he/she ran a virus check on the specific stick **before** inserting it into a computing device.
- Only files related to school work may be downloaded provided your educator has given prior permission.
- No programs may be installed on any DSP computing device, not even temporarily.
- Websites related to the relevant topic taught may be opened on the Internet! No installations may be done for this purpose.
- Social networking sites such as Facebook etc. may not be visited, unless instructed by a teacher.

- Sites that have violent or sexual content or that in any way violate the morals and ethics of the DSP, may not be visited.
- No computing device's properties (image resolution, background, mouse cursor etc.) or installed system programs for network protection, may be changed.
- No computing device's hardware may be swapped, plugged in or unplugged (e.g. keyboard, mouse, earphones, network cables, ...)
- No private computing device may be connected to the school network.
- The following may only be used with prior consent from the educator: Media-player, Power DVD, YouTube etc. (DSP computing devices may not be used for private purposes.)
- Computing devices in the library, may only be used for school purposes.
- User names or user numbers may not be provided to third parties.
- Every learner and teacher of the DSP will have individual network access that they keep until they leave the DSP. Every learner and teacher will be responsible for his/her network access and network folder.
- Any violations of the above rules shall lead to immediate disciplinary measures being imposed by the school staff. Repeated offences to the Network rules may result in the withdrawal of the right to access the network.
- The creation of new passwords is time-consuming and thus a fee of R10.00 (ten rand) shall be levied for the creation of every new password. The learner shall identify him/herself by way of his/her student card. The reset is done by the IT subject head or representative.
- In the case of serious violation against the network rules the class teacher or subject teacher will impose suitable pedagogical and disciplinary action. In extreme cases it may result in permanent exclusion from the computing devices and facilities of the school and further (legal) action.
- The DSP also reserves the right to demand fines for compensation in case of serious violations.

## **ANNEX 6:      **DSP – Bullying Concept****

### **ANNEX TO DISCIPLINARY POLICY**

Bullying is a repeated aggressive behaviour where one person (or group of people) deliberately intimidates, abuses, or coerces others with the intention to hurt another physically or emotionally. Acts of bullying can be physical or verbal.

Isolated or once off incidents of initial negative behaviour, including a once-off hurtful or offensive text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the Disciplinary Code of the DSP.

The DSP recognizes the following **types** of bullying:

- 1) Physical bullying such as kicking or pushing
- 2) Verbal bullying such as name-calling or yelling
- 3) Relational bullying such as excluding or rumor-spreading
- 4) Cyberbullying which involves sending hurtful messages over digital devices like computers and cell phones.

In accordance with the requirement of the **South African schools act (Act 84/1996)** the School Governing Body (SGB) of the Deutsche Internationale Schule Pretoria has adopted the following anti-bullying policy within the framework of the schools Code of conduct. The SGB recognizes the very serious nature of bullying and the negative impact that it can have on the lives of **learners, parents and all staff** and is therefore committed to the following key principals of best practice in preventing and managing bullying behaviour against all parties of the school community:

#### **A positive school culture and climate which:**

- Is welcoming of difference and diversity and is based on inclusivity.
- Encourage learners to disclose and discuss incidents of bullying behaviour in a non-threatening environment
- Promotes respectful relationships across the school community
- Develops effective leadership

#### **Implementation of education and prevention strategies including awareness raising measures that:**

- Build empathy, respect and resilience in learners/staff
- Explicitly address the issues of cyber- bullying and identity-based bullying
- Implements effective supervision and monitoring of learners
- Support for staff
- Allows consistent recording, investigation and follow up of bullying behaviour (including the use of intervention strategies)
- Evaluates on an ongoing basis the effectiveness of the anti-bullying policy.



### **Education and prevention strategies that are used by the DSP:**

- Integration activities at the beginning of the year for all new learners, parents and teachers.
- Class room interventions throughout the year as required.
- Teacher workshops
- Individual and small group therapy if required
- Assist and equip teachers with any other form of intervention.
- Support for teachers.

### **Procedure of reporting and recording a bullying incident.**

In the case of learners, all completed bullying reports will go to the class teacher who will then make contact with the Therapy Centre and the Deputy Head of the respective Branch.

In the case of teachers, all bullying reports will go the Deputy Head of the respective Branch or the Principal.

All cases of bullying will be dealt with according to the Disciplinary Code of conduct of the DSP.

The school will deal with bullying issues by arranging for individual or group interventions to be done by the Educational Psychologist or Social worker from the Therapy Centre on the school premises.

Appropriate supervision and monitoring practices are in place to both prevent and deal with bullying behaviour and to facilitate early intervention where possible.

The Deutsche Internationale Schule Pretoria confirms that steps will be taken to prevent the sexual harassment of staff and learners or any form of harassment based on any of the following grounds:

i.e. gender, religion, family status, sexual orientation, disability or political affiliation.

# DEUTSCHE INTERNATIONALE SCHULE PRETORIA

## DISCIPLINARY POLICY OF THE DSP : CONTRACT

I/We \_\_\_\_\_, parent/s / guardian/s

of \_\_\_\_\_

hereby declare that I/we have read, understood and hereby accept the Disciplinary Policy of the school. I/We hereby undertake to ensure that my/our son / my/our daughter shall adhere to the Disciplinary Policy. In the event of disciplinary measures being imposed I/we shall accept the resolution of the respective body.

\_\_\_\_\_ Pretoria, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
Signature of Parent/Guardian

I, \_\_\_\_\_ (learner's full name), hereby declare that I have taken cognisance of the Disciplinary Policy of the school and shall adhere to such Policy. In the event of disciplinary measures being imposed I shall accept the resolution of the respective body.

Signature of the learner: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_

Name of the witness: \_\_\_\_\_

Signature of witness: \_\_\_\_\_