

School Regulations of the *Deutsche Internationale Schule Pretoria*

1. General

Preamble

The school association, the principal, the educators, the parents and learners declare their willingness to co-operate in mutual trust for the benefit of the learners. These regulations must be read with the constitution of the school association as well as any other relevant provision or regulation.

1.1 The School

The *Deutsche Internationale Schule Pretoria* is a school which is supported by the Federal Republic of Germany, an integrated, bilingual and bi-cultural encounter school created and conducted in terms of South African law. The school is subject to the control of the Department of Education of the Gauteng Province.

The school association is the *Deutscher Schulverein Pretoria*, the constitution of which determines the orientation of the school. In terms of its constitution the school is obliged to a continued co-operation with the congregations of the *St Petersgemeinde* and the *Johannese Gemeinde*.

In fulfilling its tasks the school co-operates closely with the South African and the German authorities and institutions, especially:

- with the educational authorities of Gauteng and South Africa;
- with the universities of South Africa;
- with public and independent schools in South Africa;
- with the German Embassy;
- with the *Bundesverwaltungsamt - Zentralstelle für das Auslandsschulwesen* [Federal Office of Administration - Central Office for Foreign Schools];
- with the standing conference (committee) of Ministers of Cultural Affairs of the German Federal States;
- with the *Bund-Länder-Ausschuss (BLASCHA)* [the Federal and State (cultural) Committee of Germany];
- and with the German-speaking associations present in South Africa.

1.2 Educational tasks and goals of the school

1.2.1 Principles

The *Deutsche Internationale Schule Pretoria* affords all its children in school and Kindergarten the opportunity to behave and express themselves according to their individual cultural and religious backgrounds. However, these specific behaviour patterns may not contradict the school's general educational principles or the German or South African constitution.



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1.2.2 Goals

All parties involved in the education process shall strive to ensure that the learners

- are tolerant;
- respect democratic principles;
- are capable of forming independent judgements and act responsibly;- are aware of their social and political obligations and are prepared to comply with them;
- are enabled to develop and to pre-empt independent personalities.

1.2.3 Attainment of the goals

The school shall strive to achieve its goals by:

- applying pedagogically proven, up-to-date teaching and learning methods;
- promoting continued education and further qualification for educators;
- combining German and South African syllabi;
- providing quality education in the German and the English language;
- creating a stimulating and dynamic learning environment.

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The school structure shall:

- be structured in such a fashion that it shall achieve the optimal level of education and training of which each scholar is capable according to his or her talents;
- enable the development of an open, multi-cultural school community;
- offer classes in art, music, sport and technically-oriented subjects apart from the natural sciences;
- create the opportunity for Germans and South Africans to meet in the school.

2. Position of the learner in the school

In order to fulfil the educational task and function of the school it is essential that the learner is given the opportunity to participate in the shaping of the school activities and the teaching process.

2.1 Rights of the learner

The learner has the right to

- receive regular tuition in classes which start punctually;
- be taught by properly qualified educators;
- be informed about his or her oral and written achievements;
- be provided with the study material upon which the syllabus is based;
- receive adequate advice regarding his or her school career;
- receive an adequate introduction to potential educational and training courses available to him or her;

- exercise his or her democratic rights within the framework of the learners' representative council [SV - *Schülervertretung*]
- be informed with regard to matters which affect him or her and to be given an opportunity to be heard before disciplinary measures are taken; and
- complain if his or her rights are infringed.

2.2 Obligations of the learner

The learner shall be obliged to

- participate regularly and punctually in the teaching process;
- do his or her homework and prepare for tuition;
- adhere to instructions by the principal, the educators and other authorised persons in the framework of the school activities and the educational process;
- comply with regulations relating to the school uniform.
- In this way the learner shall contribute to the realisation of the school's aims, to the creation of an effective classroom atmosphere and to a harmonious co-existence.

2.3 Learners' participation

2.3.1 All classes from the third school year onwards shall elect one learners'

representative. From the seventh school year the learners shall participate in the learners' representative council [SV]. Separate regulations shall be prepared determining the composition, the election and the functioning of the learners' representative council.

2.3.2 The learners' representative council elects two head learners' representatives

representing all learners. They shall meet regularly with the principal to discuss current issues and problems.

2.3.3 The learners' representative council shall elect two educators annually, known

as liaison educators, who shall be qualified for election by virtue of the fact that they are trusted by the majority of the learners. The liaison educators support the learners' representative council in its activities and in complying with its responsibilities.

2.3.4 The learners are entitled to publish a school magazine, the contents of which

shall be prepared in co-operation between learners and the school management.

3. Parents and the School

3.1 Co-operation between the parents and the school

The education and training of the learners is the joint task of parents and educators. Parents and educators are therefore obliged to co-operate regularly in a spirit of mutual trust and advice. This can be exercised at parents' evenings, during educators' consulting hours or by exchange of written communications. The school

management and educators advise parents with regard to subject-related and educational issues and give them insight into guidelines and regulations.

On the first parents' evening of the year the parents shall elect two parents' representatives for each class who on the one hand will represent the class in the parents' association and on the other hand will be informed by the principal about developments in the school, while they shall articulate their educational perspectives to the school management.

The parents undertake to:

- co-operate with the principal and the educators in a spirit of mutual trust;
- pay the school fees and other fees timeously;
- inform themselves about the conduct and the academic performance of their children;
- actively support the official fund-raising activities of the school, e.g. Oktoberfest, fêtes and similar events;
- ensure that their children
 - accept decisions of educators, the principal, the school management and, inasmuch as it may be applicable, the annual members' general meeting, which were taken within the framework of the school constitution and regulations;
 - treat the school property in a careful manner;
 - are prepared for the tuition and have the necessary equipment and material;
 - arrive timeously for their classes;
 - adhere to holiday schedules; and
 - wear the prescribed school uniform.

3.2 Parents' participation

The parents are members of the *Deutscher Schulverein Pretoria*. They consequently have the moral obligation to participate actively in the activities of the association. In this manner they will be given the opportunity to participate in decisions taken by the association of the school and to promote the interests of the school. Particulars of these functions are contained in the constitution of the school association. Apart from participation in the activities of the association, the parents have the opportunity to participate in practical school functions and events. In this regard it is particularly the parents' representative council [SEV - *Schulleiternvertretung*] which provides the vehicle for these activities. The parents' representative council shall adopt its own regulations to achieve this purpose.

4. Admission, termination of status as learner and expulsion

4.1 Registration

- The parents or their legally empowered representative shall enrol the learners with the departmental head. Learners have to be introduced in person. The level to which the learner will be admitted will be decided by the departmental head, if required in consultation with the relevant deputy head or head, after extensive consultations with the parents. The head has to approve the enrolment of the learner. Upon registration the following documents are to be presented:
 - - birth certificate;
 - - vaccination card; and
 - - school reports (at least the latest half-year or year-end report)

4.2 Admission and termination of the status of learner

4.2.1 Guidelines for the admission of learners shall be formulated by the governing

body in agreement with the principal. The principal shall decide upon the level to which the learner will be admitted after extensive consultation with the parents. If required, the principal shall arrange for examinations or tests in which the knowledge or aptitude of the learner is tested. The final decision with regard to admissions rests with the governing body upon recommendation by the principal.

(Comment: The Schools' Act has specifically outlawed tests for admission to public schools. One would have to reconsider the German school's position, even though it is an independent school.)

4.2.2 Upon registration parents shall receive a copy of the school regulations. By the written confirmation of receipt they shall accept these regulations.

4.2.3 Termination of a learner's attendance at the school must be communicated in writing.

4.3 Termination of a learner's attendance and expulsion

A learner leaves school

- once he or she has completed the final level of his or her scholastic career. This may occur at the following levels:
 - Completion of level 9 - equivalent to the German *Hauptschulabschluss*

- Completion of level 10 - equivalent to the German *Realschulabschluss*
- NSC
- *Allgemeine deutsche Hochschulreifeprüfung [Abitur]*
 - if the parents or their duly authorised representative communicate to the school in writing that the learner will no longer attend the school
 - if, in accordance with the regulations governing the performance evaluation and promotion, the learner cannot be re-admitted to the level which he or she has failed;
 - if a learner is expelled from the school as a result of disciplinary measures.

The learner will be issued with a final school leaver's report in the first instance in all other instances he or she will receive an interim school leaver's report.

5. School attendance

5.1 Attendance of tuition and school events

Learners are obliged to participate in all school events.

In order to fulfil his or her obligation to participate in the tuition process, the learner must prepare for classes, participate in the teaching process, carry out the tasks which are assigned to him or her and ensure that he or she is equipped with the necessary study and teaching aids.

To be exempted from the obligatory participation for religious or cultural reasons and at the request of the parent, the head can approve such exemption for certain topics (for example sex education) in certain subjects. Such approval will be at the discretion of the head but cannot be denied in principle.

A learner who has been enrolled for an optional subject or extramural activity is obliged to participate regularly in such activity during the period determined by the school. The principal may allow exceptions to this rule.

5.2 Absence from school

The DSP adheres to official South African public holidays. Absence from school due to other religious events or religious traditions cannot be granted.

School management may, at the request of a parent, grant an exemption and approve the absence of a learner for religious or cultural reasons for holidays, which are not included in the South African holiday calendar. Such approval will be at the discretion of the school management but cannot be denied in principle.

If illness or other reasons prevent a learner's attendance during classes or at obligatory school activities, the parents shall immediately notify the school in writing. Once the learner returns to school he or she must present a written communication by the parents in which the reason for and the duration of the absence are set out.

Should a learner be absent for three or more days as a result of illness, a medical certificate is required. Apart from this general rule, the school is entitled to demand the submission of a medical certificate in particular cases where this appears to be justified.

5.3 Leave of absence from tuition and other school events

5.3.1 An application for special leave must be submitted timeously in writing by the parents and must state the reasons for the request. The subject educator can grant leave of absence from a particular period. Leave of absence for a maximum of one school day will be granted by the form master, all other cases are decided by the principal.

5.3.2 Leave of absence for longer periods, and particularly immediately prior to or after school holidays will only be granted under exceptional circumstances and upon a request stating extraordinary considerations justifying the extended leave of absence.

5.3.3 The parent applying for special leave for a learner in the manner aforesaid accepts responsibility for any possible resultant lowering of the learner's scholastic performance. The parent must ensure that the learner shall immediately upon his or her return acquaint himself or herself with the subject matter covered by his or her class during his or her absence. The subject educator may not be approached for assistance in this regard.

5.3.4 If a learner is unable to return timeously from school holidays as a result of unforeseen circumstances the principal has to be informed immediately.

5.4 Participation in religion and sport instruction

5.4.1 All learners are obliged to attend either the non-denominational Religion classes or the Ethics classes. Should Ethics not be offered, a minor learner could, on request of his/her parent, be excused from the attendance of religious classes.

A learner over the age of 18 can request his/her exemption by himself/herself

5.4.2 All learners must participate in sports classes, even when these classes consist of mixed groups of male and female learners.

At the request of parents, learners may wear different sport or

swim attire for their religious or cultural reasons. This also applies to sport and swimming events.

The head can approve an exemption for certain topics in sport classes.

Such approval will be at the discretion of the head but cannot be denied in principle.

- 5.4.3 Any extended leave of absence from sports classes or particular exercises can only be granted if a medical certificate declares this to be essential.

5.5 A non-violent school

Peaceful co-existence requires non-violent behaviour

The threat or use of physical or psychological violence (for example mobbing, cybermobbing) against learners, teachers, staff members as well as guests will not be tolerated. Such behaviour will result in educational measures or disciplinary actions ranging from warnings to expulsion.

Carrying of weapons on the school's premises is prohibited. All items which can be used to threaten or injure other, especially knives, pocket knives, firearms or similar. Offenders will be prosecuted.

5.5.1 Cybermobbing

If members of the school community, for instance learners, teachers, staff members, parents or members of the Governing Body, are insulted, exposed or threatened or if embarrassing pictures of them are published via social media, chat rooms, video portals or smart phones, legal or disciplinary action will be taken, depending on the severity of the incident.

6. Performance of the learner, homework and promotion

The rules covering the assessment of the learner's performance, the evaluation of his or her performance and his or her promotion to the next class or level are contained in the relevant regulations [*Ordnung zur Leistungsfeststellung, Leistungsbeurteilung und Versetzung an der Deutschen Schule Pretoria*].

7. Breach of school regulations and disciplinary measures

- 7.1 School activities and tuition require specific arrangements aimed at enabling the education process. It is part the task of every educator to explain the necessity and meaning of such regulations to the learners, and to ensure that the learners accept and adhere to school regulations. Disciplinary measures may be taken against the learner if he or she is guilty of unlawful conduct or a breach of the school regulations.
- 7.2 Disciplinary measures are to be applied with the overall educational aim of strengthening the learner's social responsibility. Disciplinary measures can consequently not be seen in isolation from the

school's educational task and its pedagogic responsibility towards the individual learner.

- 7.3 Educational measures take precedence over disciplinary measures. The application of these must be appropriate to the seriousness of the learner's transgression. A catalogue of potential disciplinary measures and the determination of the person or persons who can apply these measures are contained in the disciplinary regulations.
- 7.4 Corporal punishment or other measures that infringe human dignity shall not be permitted.

8. Supervision and liability of the school

8.1 Supervisory duty

The school is obliged to supervise the learner during tuition, during breaks, while the learner participates at other school events and during a reasonable period before and after his or her attendance at school (see executory rules). Supervision is carried out by an educator or another person who has been granted the necessary authority. This could be a parent who is prepared to undertake this task or learners who have been entrusted by the school with particular functions, or other duly empowered employees of the school. The learner is obliged to adhere to the instruction of these persons.

8.2 Insurance and liabilities

The school administration shall inform parents about insurance which is carried by the school. Parents are liable for their children and their actions.

The school does not accept liability for personal items in the school.

9. Health care in the school

The school shall take measures to ensure health care within its sphere of activity in co-operation with the doctors who are affiliated to the school. Parents and learners are obliged to comply with the relevant instructions. The school is entitled to call an emergency doctor in the case of an emergency. Should any infectious diseases occur among learners or in their communities the principal has to be informed immediately. He or she shall take the necessary measures, subject to any conditions imposed by the South African health authorities.

10. Academic year and class excursions

10.1 Academic year

The academic year begins on 1 January and ends on 31 December. The school and holiday schedule as well as any

individual holidays shall be determined annually by the principal in agreement with the school association and shall be communicated to the parents in due course. Regulations of the South African school authorities and the guidelines which apply in the Federal Republic of Germany shall be taken into account in due regard of the interests of the school.

10.2 School excursions

The school arranges school excursions and journeys which are authorised by the head and are regarded as school events. Responsibilities for and supervision of such events shall be arranged in advance.

To be exempted from the obligatory participation for religious or cultural reasons and at the request of the parent, the head can approve such exemption for school events or excursions. Such approval will be at the discretion of the head but cannot be denied in principle.

11. Adult learner

The school is entitled to make specific arrangements for learners who are adults according to South African law, based upon the applicable South African legal requirements. The school is entitled to assume that parents are entitled to represent their adult children, unless and until the adult learner expressly indicates the contrary. In such a case, the adult learner will personally have to sign the school regulations which his or her parents accepted. Regardless of the afore going, parents shall remain liable for their children.

12. Objections and complaints

Members of the association are, in line with the complaints procedures, entitled to lodge complaints with the governing body; such complaints shall be dealt with by the governing body's sub-committee dealing with school and staff matters. Decisions of the subject educators in joint conference relating to promotion and disciplinary measures are, in principle, internal school matters; objections and complaints are dealt with by the school itself. As these issues normally concern educational matters, the principal or the subject educators in joint conference assume responsibility for the decision of such complaints.

13. Final stipulation

The present School Regulations shall come into force on the date of their acceptance by the Governing Body. On the 24th February 2015, this version of the School Regulations was approved by the Governing Body.

Pretoria, 26.02.2015

A.Rüsch (Chairman)

Please note:

Changes to the School Regulations have to be approved by

- a. the Teachers' Conference
- b. the Parent Representative Council
- c. the Governing Body

