

Code of Conduct for Learners¹ and Disciplinary Policy



D S P
Deutsche
Internationale
Schule
Pretoria

The Code of Conduct is intended to foster an environment that is both disciplined and conducive to learning. It encourages consideration and respect for others and for the school, as well as the self-discipline of the learners. With their declaration of commitment, the learners confirm the binding nature of the Code of Conduct and their compliance with the rules. Violations of the Code of Conduct will result in disciplinary action.

The Code of Conduct applies to all learners as long as they are on the school premises, representing the school at external events or wearing the school uniform. By adhering to appropriate behaviour, learners of the Deutsche Internationale Schule Pretoria (DSP) demonstrate responsibility, consideration and openness.

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M. Haß
Principal

¹ For reasons of simplicity, in this text the masculine form shall include the feminine and vice versa. For reasons of simplicity, in this text only parents are mentioned, but guardians may also be implied.

Every learner has the right to education. The DSP provides these educational opportunities, but learners also have responsibilities to their parents, the school, their teachers, their classmates and themselves.

In general, learners have a duty to:

- obey the instructions of the headmaster and teachers and the general rules of the DSP.
- behave responsibly and not endanger the safety, welfare and rights of others.
- to respect and care for the property of the school and others.
- to be punctual and to observe the lesson times prescribed by the school.
- to demonstrate a positive attitude towards learning and to be conscientious in their learning endeavours.
- to behave with honesty and integrity.
- not to harass, threaten violence or use force to intimidate or coerce others to behave in an inappropriate manner.
- not damage school property and disrupt school activities.
- accept lawful disciplinary action taken against them as necessary.

Attendance at school and lessons

Regular attendance at school is the joint responsibility of parents, learners and teachers.

All learners must arrive at school in a timely manner before the official lesson time so that they can arrive punctually for lessons.

In the event of illness, parents must inform the school by telephone or in writing. A hand-signed letter of excuse must be submitted to the class teacher no later than three days after notification of illness. In the event of illnesses such as diphtheria, hand-foot-and-mouth disease, whooping cough, measles, mumps, ringworm, rubella, scarlet fever and chicken pox, the learner may not attend school until he has a doctor's certificate stating that there is no longer any risk of infection.

Regulation during the break

- Learners must leave the classroom and go to the schoolyard (playground / play areas). Learners are not allowed to stay in the classrooms, in the staircase or on the upper floors.
- Learners are allowed to visit the library during breaks. The rules and regulations governing these visits must be observed. Learners in Grades 1 to 4 must let the teachers supervising the break know if they wish to visit the library.
- After the first bell, learners must move swiftly to their respective classrooms.
- During break time, the school shop and tuck-shop are open for purchase.

Regulations for the time after lessons

After regular lessons, all learners who are not registered for afternoon care or who are not participating in an Extracurricular (after school activity or AG) must be collected. A reasonable waiting time is 30 minutes. After this time, there is no longer any entitlement to supervision.

School Clothes and General Appearance

I. Regular school day (incl. extramural activities and Examinations)

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

<p style="text-align: center;">Primary school Grade 1 - 4</p>	<p style="text-align: center;">Secondary school Grade 5 - 12</p>
<ul style="list-style-type: none"> • DSP dress with white short-sleeved blouse • Red or white DSP golf shirt. Red DSP golf shirt when going on excursions. • black long trousers or black bermuda shorts • Red long-sleeved DSP Polo shirt • DSP tracksuit pants 	<ul style="list-style-type: none"> • DSP golf shirt. Red DSP golf shirt when going on excursions. • black long trousers or short black bermuda pants • black DSP-skirt • Red long-sleeved DSP Polo shirt
<ul style="list-style-type: none"> • Black school shoes, black sandals (no flip flops allowed) or black sneakers. • Socks must be black, white or red • Only black stockings or pantyhose • DSP-tracksuit top • DSP-pullover • DSP-vest • DSP-fleece to • DSP-Drymac • DSP-Cap • DSP-Beanie • Short-sleeved tops may not be worn over long-sleeved tops. • White, black or red tops underneath jackets allowed. These may not be visible. 	

Learners should dress according to weather conditions. There are no separate summer and winter uniforms.

II. Formal school clothes

The formal school clothes may be worn by:

- Student representatives (SV) during the Aula, on Open Day, Career Day as well as other official school functions.
- Junior City Council during their meetings.
- Learners, that represent the school at extra-curricular activities off campus.

The formal school wear is comprised of:

- DSP white shirt / blouse. The blouse or shirt must be tucked in.
- Red DSP tie. The tie must be neat and the top shirt button must be closed. The tie must reach the belt.
- DSP vest
- Long black trousers. These must be worn with a black belt.
- DSP skirts
- DSP blazer

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

III. *Clothes to be worn on school camps (leaving the school grounds) / outings.*

- the red DSP golf shirt

IV. *Clothing determined by religion or culture*

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

At the DSP, 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, may 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 relating to a learner's affiliation with a specific cultural or religious group, should no clear evidence be presented.

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-“baggy shorts” (boys’/girls’ cut)
- Learners may wear short or long black ski-pants
- Sports shoes

Swimwear

- DSP swimming trunks or DSP costume with or without black ski pants or DSP universal “baggy shorts“
- Red swimming cap (during swimming galas with DSP Logo on)

Learners should wear school uniform after Sports lessons.

Soccer kit

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

VI. *DSP Jewellery regulations*

- Earrings: Only studs are allowed.
- Body piercings: Piercings are not allowed if they endanger the health or safety of the learner or fellow learner.
- Necklaces: Simple necklaces with a maximum of one small pendant are allowed.
- Rings: One plain band is allowed.
- Bracelets: One plain bracelet without pendent is allowed.
- Hair: neat hairstyles. Hair accessories are to be in the school colours.
- Nails: Nails must be kept natural, clean and short.
- No jewellery is allowed during sports lessons.

Educators reserve the right to approach any learner that they deem to be wearing inappropriate school clothing. Learners are then to adhere to the suggestions made by the relevant educator.

Electronic Devices

The school is not liable for any reimbursement of loss or theft of valuables.

Mobile phones and other technical devices may only be used during school hours if a teacher allows it.

Mobile phones or any other private technical devices may not be charged at the school.

Network Regulations

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 learning and teaching aid. Chatting, social networking, phone calls and downloads are not part of 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 impair its proper functioning.

- The network and any electronic device connected to the network, may only be used for school purposes and not for private purposes.
- Computers in the library, school tablets and phones connected to the wireless network may only be used for school purposes.
- Eating or drinking, while using an electronic device, is strictly prohibited.
- Peripherals and screens are to be kept clean.
- Sites that have violent or sexual content or that in any way violate the morals and ethics of the DSP, may not be visited.
- Social networking sites such as Facebook etc. may not be visited, unless instructed by a teacher.
- Only files related to school work may be downloaded provided the educator has given prior permission.
- Streaming of music, videos, etc. are not allowed unless instructed by a teacher.
- The following may only be used with prior consent from the educator: Media-player, Power DVD, YouTube etc.
- Only websites related to the relevant topic taught may be opened on the Internet. No installations may be done for this purpose.
- No programs may be installed on any DSP computer or electronic device, not even temporarily.
- No electronic device's properties (image resolution, background, mouse cursor etc.) or installed system programs for network protection, may be changed.
- No electronic device's hardware may be swapped, plugged in or unplugged (e.g. keyboard, mouse, network cables, ...)
- Headphones may only be used with prior consent from the educator.
- No private electronic device may be connected to the school network without prior consent from the educator.
- 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 electronic device.
- The use of the USB ports to transfer data from another device or to charge a device (e.g. cell phone) is not permitted.
- Every learner of the DSP has individual network access that they keep until they leave the DSP. Every learner will be responsible for his/her network access and network folder.
- User names or user numbers may not be provided to third parties.

- Each login 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 login data. There is no question about the user in such a case.
- The use of the DSP email address is strictly for school purposes. The content of an e-mail should not in any way violate the morals and ethics of the DSP.
- 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 support.

DISCIPLINARY POLICY

Disciplinary measures form part of the educational mandate of the school and is intended to ensure that teaching and educational activities 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 the code of conduct. The principle of proportionality will be applied. In the event of sanctions being imposed, this shall be transparent and comprehensible to all persons involved.

Upon signing the enrolment contract, parents/guardians transfer the responsibility for their children during school and teaching hours and school events to the representatives of the school association.

The annexure to the disciplinary policy is to be used as a guideline for the disciplinary committee when deciding upon sanctions.

I. General principles of disciplinary measures

Disciplinary measures will be:

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

II. Possible sanctions

The sanctions to be imposed will depend on the breach of the Code of Conduct, the specific situation and the previous misconduct.

A disciplinary measure may be imposed repeatedly. (Exceptions are: Final warning and expulsion from school, which is usually preceded by a final warning).

a) *Verbal warning*

b) *Detention*

c) *Written warning "Tadel"*

A written warning (Tadel) is to be issued in conjunction with a telephone call to the parents concerned. Alternatively, parents will be invited to a meeting by the relevant Phase Coordinator. A written warning is effective for 12 months.

Records remain permanently on the learner's file.

d) *Conduct mark*

The learner's conduct in class is reflected in the conduct remark. This is determined by the class conference.

e) *Class conference*

The class conference will be made up of the class teacher, the phase coordinator, as well as all educators that teach the learner in question.

- The investigation and questioning of the persons involved, must have taken place before the class conference.
- If, due to the severity of misconduct, the class conference requests a disciplinary conference to be held, the disciplinary functionary will conduct a hearing.

- If procedures leading to a decision on the possible expulsion from school have been commenced, the class conference - with the permission of the Principal - shall have the right to suspend the learner from attending classes until a decision has been made.

f) *Disciplinary hearing*

A hearing will be held if the class conference, on the grounds of the severity of misconduct of a learner, requests the convening of a disciplinary conference. The class conference determines possible sanctions. Such a hearing of all persons involved in the relevant case should be convened no later than one week after the incident. It will 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 or phase coordinator)
- Representative of the learners involved
- Witnesses of the event
- Further witnesses
- Interpreter (if requested)
- Secretary who will keep minutes

Parents of the plaintiff as well as the defendant may attend the hearing. They have the right to ask a representative of the Parents' Representative Council to grant them his/her support. Immediately after convening of the hearing. The parents and learners may request an interpreter who will be provided by the school.

The outcome of the hearing will be presented to the disciplinary committee by the disciplinary functionary.

g) *Final warning*

The final warning means that further misconduct will be followed by expulsion from school. A final warning may also be issued without sanctions having been imposed previously. The Principal may also issue a final warning without convening a disciplinary conference.

h) *Disciplinary conference*

A disciplinary conference requires that a hearing has been held. The conference decides whether the disciplinary measure recommended by the class conference is to be imposed.

Process of the disciplinary conference

- A disciplinary conference will be called in writing by the Principal with a notice period of one week.

- A quorum must be confirmed if at least two thirds of its members eligible to vote are present. Representatives that cannot attend a meeting shall inform the disciplinary functionary accordingly.
- Minutes of the meeting will be taken 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 following persons shall attend a disciplinary conference and shall be entitled to vote:

- the principal of the school or his deputy (chairperson)
- the disciplinary functionary of the school or, in case of hindrance, a deputy appointed by the chairperson
- the phase coordinator
- the class teacher
- 3 representatives of the teaching staff²
- 3 representatives of the Parents' Representative Council³
- 3 representatives of the Students' Representative Council⁴

In the event of the disciplinary conference approving the expulsion from the school by way of a vote, the result will be presented to the governing body. The governing body confirms the final decision.

² 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)

³ These (plus one stand-in) shall be elected at the beginning of the academic year by the parents' representatives.

⁴ These (plus one stand-in) shall be elected at the beginning of the academic year by the learners' representatives.

i) *Suspension from school for a limited period*

The temporary suspension from school can also be imposed without sanctions having been imposed before. The principle may also issue the suspension without convening a disciplinary conference.

j) *Expulsion from school*

An expulsion may also be issued without any sanctions having been imposed beforehand. The principle may also declare an exclusion without convening a disciplinary conference.

III. Guidelines on drugs or substance abuse

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.

Learners are strictly prohibited from dealing drugs on the school premises as well as outside the school. If parents, learners or teachers are aware of any drug dealing they are 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.

As a private school, the DSP reserves the right to terminate the school contract with immediate effect.

Measures to be taken by the school

- a) 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.
- b) Where possible, the school shall investigate whether the case involves repeated drug consumption or even drug dealing. Furthermore, it will 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.
- c) If this is still considered to be meaningful, the school will 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 discontinues treatment or therapy him/herself or through his/her parents. Parents shall be responsible for all costs (including drug tests).

IV. Disciplinary policy for the Kindergarten

Education and instruction are part of the kindergarten's educational mission.

Therefore, the general conditions of the disciplinary regulations also apply to the kindergarten, unless the age of the children requires other measures.

Conflicts while in the common room and in the outdoor area are resolved individually. Preferably, the conflict is resolved with a conversation; in the case of more serious conflicts, the child is given a time-out after the conversation. If the conflict needs to be taken up with the parents, the educator initiates a discussion with the parents. The management can be invited for this.

In the case of the following behaviour, a joint solution between parents and educators must be found promptly:

1. repeated physical harm of any kind to other children.
2. repeated use of strong curse words.
3. behaviour that repeatedly prevents other children from learning and continuously interferes with group activities and following daily activities.

If no solution can be found in these cases (concerns in particular points 1 and 3) and the behaviour continues to the great disadvantage of the other children, the child concerned may be expelled from the kindergarten.

Parents are expected to:

- bring their children to the kindergarten by 8:00 a.m. at the latest and pick up children in half-day care by 2:30 p.m. at the latest and children in full-day care by 5:30 p.m. at the latest;
- not send sick children to school. Parents shall immediately report to the school any contagious diseases contracted by the child, such as lice and pink-eye, as well as childhood diseases such as measles, rubella or scarlet fever.

Late pick-ups after 5.30pm will be noted and a fee of R 120 per 30 minutes or part thereof will be charged to the parents' school account. Repeated late pick-ups may result in the learner being deregistered.

V. Afterschool Care Centre

Education and teaching are part of the educational mission of the Afterschool Care Centre. Therefore, the general conditions of the disciplinary regulations also apply to the Afterschool Care Centre, unless the age of the children requires other measures.

Conflicts during the stay in the common room and in the outdoor area are solved individually. Preferably, the conflict is resolved with a conversation; in the case of more serious conflicts, the child is given a time-out after the conversation. If the

conflict needs to be taken up with the parents, the educator initiates a discussion with the parents. The management may be invited for this.

In the case of the following behaviour, a joint solution between parents and educators must be found immediately:

- Repeated physical harm of any kind to other children
- Repeated use of strong curse words.
- Behaviour that repeatedly prevents other children from learning and continuously interferes with group activities and daily routines.
- If no solution can be found in these cases (concerns in particular points 1 and 3) and the behaviour continues to the great disadvantage of the other children, the child concerned may be expelled from the aftercare school centre.
- The absence of a learner must be communicated to the Afterschool Care Centre manager / the representative in person, by telephone or in writing before 10.00 am. In emergency situations, the school reception may be informed.
- All learners participate in the educational afternoon programmes.
- Learners must notify the Afterschool Care Centre Manager or other authorised person of the Day Care Centre when they leave the Centre or the school premises of the DSP.
- Children participating in extracurricular activities or after-school tutoring must notify the Day Care Manager or other authorised person of the centre before leaving the Afterschool Care Centre and report back on their return. All learners must resume wearing school clothing after participating in an extracurricular activity.
- Learners must notify the Afterschool Care Manager or an authorised person before leaving the premises with their parents. If a parent wishes to pick up the learner directly after school, the Head of the Afterschool Care Centre must be notified by telephone or in person.
- All learners must be collected by parents no later than 5.30pm. The responsible person must sign on the list provided when picking up the learner. Late pick-ups after 5.30pm will be noted and a fee of R 120 per 30 minutes or part thereof will be charged to the parents' school account. Repeated late pick-ups may result in the learner being deregistered.

CODE of CONDUCT and DISCIPLINARY POLICY
Statement of commitment between the Deutsche Internationale
Schule Pretoria, the parent/ guardian and the learner.



D S P
Deutsche
Internationale
Schule
Pretoria

I/We

parent/s / guardian/s

of

hereby declare that I/we have read, understood and accept the Code of Conduct of the Deutsche Internationale Schule Pretoria. I/We hereby undertake to ensure that my/our child shall adhere to the Code of Conduct.

In the event of disciplinary measures being imposed I/we shall accept the resolution of the respective body.

Name of parent / guardian _____

Signature of parent: _____

Date: _____ Place: _____

I, _____ (learner's full name), hereby declare that I have taken cognisance of the Code of conduct of the Deutsche Internationale Schule Pretoria 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 learner: _____

Date: _____ Place: _____