



## Disciplinary Regulations

Approved by the board decision of June 21<sup>st</sup> 2004, changed August 22<sup>nd</sup> 2019 at general assembly

### Preamble:

Every student has to abide by “the guidelines for school regulations for German schools abroad” based on a decision of the conference of ministers of education and cultural affairs on January 15<sup>th</sup> 1982 that obligates each student to attend classes and school events regularly and orderly and abides them by the school regulations.

Further he/ she has to respect the personality and integrity of others as well as the property of others.

Offenses against these duties and demands will entail respective measures, stated in these disciplinary regulations. These disciplinary rules are to disencumber the relationship between teachers and students and to create awareness of, or prevent lapses. It is to help ensure an unhindered course of teaching, dependent on mutual solidarity and common ground.

### Definition and procedure regarding educative and disciplinary measures

At DBSAA following regulations regarding educative and disciplinary measures apply:



## Preface:

- The application of measures to obtain order is only considered if educative means are not sufficient.
- Considering educational principles, the teachers themselves are to select the educative measure which is most appropriate, considering the respective situation as well as the age of the student.
- In case of frequent misconduct of single students or collective misguided behavior of the class or learning group, the reasons for misconduct are to be especially investigated. As to the discretion of the teacher, the parents should be contacted.
- Corporal punishment is forbidden.
- Educative and disciplinary measures have to be imposed immediately, if it is necessary to have feedback with the head of school then within 2 days after the misconduct.
- Measures have to be adequate to the misconduct.
- Disciplinary measures should be usually announced in advance.
- Depending on the kind of educative measure, only the student or also the parents or legal guardians will be informed. The parents or legal guardians will be informed in any case regarding disciplinary measures.
- Educative and disciplinary measures in writing have to be signed by the parents or legal guardians within 14 days and handed in at the school.
- For the notification of parents or legal guardians, the standardized form has to be used (→ QH 3.c (dt.), 3.7d (engl.))
- For reprovals, the standardized form (→ QH 3e (dt.), 3.7 f) engl.) has to be used.
- Educative and disciplinary measures in writing are filed in the student file.
- Educative and disciplinary measures can be declared on the school grounds, during school events outside of the school grounds as well as on school busses.
- Multiple educative measures can be declared at the same time for a misconduct, but only one disciplinary measure. If applicable, in relation to one or more educative measure/s.
- Nor educative neither disciplinary measures are graded.
- Educative and disciplinary measures are defined (see below).
- Relevant information are formulated in the comment by the educative and disciplinary measures (see below).
- In case of a violation against the cellphone regulation, the separate regulation applies.



## Definition of educative and disciplinary measures

### a) Educative measures

Educative measures are applied by teachers and eligible personnel on their own responsibility.

1. Participation in a conciliation talk
2. Verbal reprimand
3. Written notice to the parents or legal guardians
4. Opportunity for indemnification
5. Treatment of misconduct in class
6. Registration of misconduct in class book<sup>1</sup>
7. Transfer of appropriate tasks
8. Seizure of items until the end of class or the school day
9. In case of repeated misconduct seizure of items until the end of the school day and pick-up at head of school by a parent or legal guardian
10. Temporary debarment during a class period

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1 Registration in class book

Remark: „Registrations“ have to be precise regarding content and have to signed.

Following registrations in the class book are valid:

1. Often and considerable delay without proper explanation
2. Unexcused absence of class
3. Continuous disturbance of class, abrasive improper conduct or abrasive contumacy
4. Deliberate or grossly negligent damage to property
5. Crudeness as well as indangerment of other people always lead to a registration
7. Repeated or heavy misconduct against the school and break time regulations
8. Heavy attempt of deception



11. Rework for up to a class period at a reasonable point in time (notice to parents in advance)

### **b) Disciplinary measures**

All disciplinary measures have to be registered in the student files.

The parents have to be notified in writing about the disciplinary measures and they have to be justified.

#### Disciplinary measures (→ for execution eligible people/ body)

1. Written reprimand (→ teacher)
2. Tightened reprimand (→ head of school)
3. Exclusion from class and school events as well as elective subjects and afternoon classes (→ head of school based on resolution of class conference)
4. Transfer to a parallel class (→ head of school based on resolution of class conference)
5. Exclusion from class for the duration of a school week (→ head of school based on resolution of class conference)
6. Exclusion from class for the duration of four school weeks (→ head of school based on resolution of teacher conference)
7. Threat of expulsion from school (→ head of school based on resolution of teacher conference)
8. Expulsion from school (→ head of school based on resolution of teacher conference)



## Procedure regarding disciplinary measures (3. – 8.)

- A hearing of the student before the imposition of disciplinary measures 3. - 8. have to be made possible.
- Before the decision about disciplinary measures, the student needs to be provided with the opportunity to comment.  
If this opportunity is not being take advantage of, the disciplinary measure can be decided upon without it.  
The school assumes that the parents can act on behalf of students of full age, unless the student of full age clearly disagrees in writing.
- Regarding disciplinary measures (3. – 8.), the main circumstances and content of the hearing including an explanation of the disciplinary measures have to be documented in a short protocol.
- The respective responsible body decides with a simple majority which educative and disciplinary measures apply.
- An exclusion (5. – 6.) does not free the student from the participation in the upcoming class exams and other tasks at that particular time.

## Comment regarding the educative and disciplinary measures

### Following measures are not admissible:

- Measures which would violate the dignity of the student (e.g. cleaning of bathrooms)
- Rework on the day of the start of the educative and disciplinary measure when there is no class (unacceptable to organize for the parents)
- Collective punishments



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Verwaltung

### In addition, following has to be noted:

- The **grade 4** can only be given for conduct on the certificate if during the course of the school year a disciplinary measure has been imposed.
- Educative measures can be imposed by bus supervisors, library staff and any personnel that has a working contract for afternoon care with the school whereas disciplinary measures cannot.
- The participation in a conciliation talk is executed with a teacher or a social education worker.
- After the respective second registration of a misconduct in the class book, a written notification instead of a third registration is sent to the parents or legal guardians.
- Forgetting homework and school material does not justify a registration in the class book.
- In the case of temporary exclusion during a class period, supervision has to be ensured.
- During rework, the tasks need to be in relation to the class period in which the misconduct has been determined. A supervision during the rework has to be ensured.
- A reprimand is justified for damage of school property and property of students as well as for physical infringement and continuous, massive disturbance of class.
- Threatening expulsion and expulsion are only admissible for endangering other people on the school grounds.

Recognized German school abroad with kindergarten | primary school | secondary I & II / English-German International Baccalaureate

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