



CODE OF CONDUCT

Applicable to all learners

of the Deutsche Internationale Schule Kapstadt (“DSK”)

Our School should – according to its Mission Statement – “promote a sense of responsibility, independent thought and mutual respect”. We should “raise our learners to be critical and independent individuals with an excellent academic background, who are willing and able to show an exceptional social and environmental commitment and build bridges between different communities and cultures.”

This code contributes to a partnership between the DSK, the legal guardians¹ and the learners.

This code is applicable whilst learners are on the school's premises, at school functions or similar occasions. It is also applicable to DSK learners in public when they are identifiable as DSK learners.

For regulations regarding religious and cultural tolerance at the DSK please see Annexure 1.

1. Expected behaviour from learners

1.1 General behaviour

We expect our learners to be courteous and well mannered, respecting teachers, fellow learners and all members of the school community and in that way set a positive example for others

The learners should hence

- not disrupt the school routine
- not bring the school into disrepute
- greet teachers and visitors
- always be punctual and on time for class
- refrain from unruly behaviour and rough play
- always communicate in a polite tone/not use foul language
- not chew gum
- adhere to the dress code on the school grounds and on excursions
- adhere to the school, computer and sports disciplinary codes
- not crib or cheat in tests, examinations or other schoolwork.

¹ Hereafter referred to as parents.

1.2 House rules

1.2.1 Dress Code

All learners are obliged to adhere to the school's dress code at all times. (see Annexure 2)

1.2.2 School building

Running and shouting is not allowed in the school building.

1.2.3 Breaks

During the longer breaks (10 minutes and longer) all learners must leave their classrooms and stay on their designated playgrounds. After a respective announcement in case of rain, they have to stay inside the school building. The classrooms stay locked in absence of a teacher.

Learners may only use the door to leave the classroom. For security reasons, windows and windowsills may not be used as seats.

By the same token, climbing trees, sliding down and playing on the slopes, as well as climbing through or over the fence is forbidden.

During break time, the learners are only allowed to be in their designated schoolyard area.

Lingering at the main entrance or drive way, the round about, the tennis court or the access road to the boarding school as well as the classrooms on level 10 is not allowed.

The learners are permitted to play ball on the sports ground and Bolzplatz as long as a supervising teacher is present and the pupils behave in a considerate manner. The primary school playground near the jungle gym and the lower playground only allow for play with soft balls.

1.2.4 Leaving the school grounds

The school grounds may strictly not be left during school hours or break times. School Management will deal with exceptional cases individually. Should a ball end up outside the fence, the ground staff has to be notified to retrieve it.

1.2.5 Rubbish disposal

Rubbish must be placed in the available containers.

Learners may be requested to participate in rubbish disposal actions.

1.2.6 Sick room

The sick room is only available to serious cases of illness and may only be opened by the responsible person. After a lesson, the learner should return to class or be fetched from school.

1.3 Electronic devices and cell phones

1.3.1 General regulation

The piece of electronic device / cell phone may only be brought to school at one's own risk, but must be switched off when entering the school premises and remain off for the duration of the school day (including extracurricular activities). They are to remain in the school bag and may only be used after explicit consultation with the teacher. Senior Students (Classes 10-12) are permitted to use cell phones during break times in the vicinity of the upper amphitheatre as long as this does not cause any disturbance to others.

Photo, video and sound recordings may only take place on school grounds with the permission of the school principal in advance.

In cases of reasonable suspicion, the school reserves the right to view and copy information that is stored on electronic devices and/or phones, to make sure that no offensive or harmful communication, in particular pornographic material or cyber-bullying, is exchanged and/or distributed amongst or by students.

The school accepts no responsibility for any damage to, or loss of, equipment and related accessories, eg. headphones while these are on the school premises.

A breach of any of these rules will result in the device being removed by a member of the teaching or administrative staff, and being handed in to the school secretary to be kept in a safe place. The device will then only be released to either a parent or guardian after a one week waiting period.

1.3.2 Use of school equipment

The use of school equipment (eg computers, printers, etc.) is limited to the handling of teaching relevant topics and requires a teacher or administrator to be present. In such cases the guidelines for the use of the IT facilities of DSK must be followed.

2. Undesirable behaviour of learners:

2.1 Lack of respect

A vital aspect of the DSK mission statement is the principle of mutual respect. For this reason we do not tolerate any

- insults and name calling/ verbal abuse
- intimidation or victimization
- mobbing or bullying
- religious discrimination
- racism, racist behaviour or hate speech
- discrimination based on sexual orientation

2.2 Absence without official leave

Absence from school or a lesson without permission is unacceptable. The procedure of excusing in case of illness or leave of absence is regulated separately.

2.3 Dishonesty / Fraud

No form of dishonesty will be tolerated.

2.4 Vandalism

This includes the defacing and damaging of school and/or private property. All damage caused by vandalism will be to the account of the perpetrator.

2.5 Theft

Theft is a criminal offence. Any learner found to be involved in, or an accomplice to, an act of theft, will be severely disciplined.

2.6 Pornography

It is prohibited for learners to access pornographic material or be in possession of such material.

2.7 Alcohol and smoking

It is prohibited for learners to smoke or to drink alcohol, either on the school premises or at any occasion where they are identifiable as learners of the DSK.

2.8 Drugs

It is forbidden for learners to consume or be associated with drugs in any way. Possession of and dealing with drugs is illegal and may lead to criminal prosecution.

2.9 Use of force and/or carrying of dangerous objects

Fighting or bodily assault will not be tolerated and will be punished. It is a punishable offence for learners to be in possession of any kind of weapons or dangerous objects, or to bring such objects onto the school grounds or any kind of school event.

2.10 Sexual harassment

2.11 Bullying / Cyberbullying

In case of reasonable doubt, the headmaster of the school and a teacher have the legal right to conduct a search of the learner or his belongings for conservation of possible evidence (weapons, drugs). During the visitation, the individual's personal dignity will be respected at all times. The search will therefore be conducted by a person of the same gender, preferably with at least one other staff member present. Exact minutes will be taken and filed about the conduct of the search as well as the outcome. (see part 8.3 South African School Act 1996)

CONSEQUENCES ARISING FROM A TRANSGRESSION OF THIS CODE

3. Educational measures

3.1 Discipline in the school

When conflicts arise among learners or between learners and teachers, either in or outside the classroom, they should lead to discussions on the causes of the conflict and on appropriate responses aimed at resolving them. Education should always include the principles of encouragement and praise, as well recognition of accomplishments and efforts.

Insulting, cynical or demeaning statements and responses as well as collective and corporal punishment are inappropriate and to be avoided.

3.2 Educational methods

Should a learner's behaviour present an obstacle to the teaching and educational process, the teacher may resort to the disciplinary measures he/she deems appropriate to induce the learner to remedy his/her behaviour. The following educational measures can be implemented by the individual teacher:

3.2.1 Verbal warning

3.2.2 Expulsion from the classroom

The teacher may temporarily send a learner from the classroom if he continues to disrupt the class after having been warned. This measure should only be taken in exceptional cases and only after all other measures for restoring order in the classroom have been exhausted. The teacher continues to be responsible for the supervision of the learner.

3.2.3 Phone call to parents / Discussion with parents

3.2.4 Written warning

The written warning is a formal letter of notification on the pre-printed form, which is sent to the parents. The signed notification remains in the learner's file. The written warning as an educational measure is to be dissociated from the written reprimand as regulatory measure in serious violations.

3.2.5 Catching up on incomplete work

3.2.6 Additional homework

This should have an educational function and the additional work should not exceed acceptable workload limits.

3.2.7 Extra period under supervision (detention)

After informing the parents, a learner may be required to attend extra periods outside the normal timetable. If this exceeds two periods, the principal's consent has to be sought.

3.2.8 Reparation of damage

Any reparation must fit the misdemeanour and must be realistic in terms of the learner's resources and abilities. The school's right to claim compensation from parents remains unaffected.

3.2.9 Performance of specified tasks

These tasks should be related to the misdemeanour or be social service to the community. The principles applying to reparation also apply here.

3.2.10 Exclusion from extra-curricular activities

The learner may be excluded for up to half a year from extra-curricular activities. The decision about the length of the exclusion will be taken in conjunction with the relevant extra-curricular teacher.

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5. Corrective measures

4.1 General

The corrective measures are to be distinguished from the educational measures. They are to be implemented when a learner is guilty of gross or repeated neglect of his/her responsibilities.

As a rule, the corrective measures are implemented successively; in severe cases one or more measures can be skipped.

4.2 Stages of the corrective measures

1. = **Written reprimand**
2. = **Exclusion from school events and/or school outings**
3. = **Warning of exclusion from class for up to 10 days**
4. = **Exclusion from class for up to 10 days**
5. = **Transfer of learner to a parallel class of the same stream**
6. = **Warning of expulsion from the school**
7. = **Expulsion from the school**

Additional to 1: The written reprimand is an individually formulated disapproval of a specific learner, which is sent to the parents. A copy of the signed reprimand remains in the learner's file.

Additional to 4: Any tests written during the period of exclusion will be evaluated as 0%. The learner will receive work for this period. Any regular class work that has been missed must be caught up by the learner himself.

Additional to 3 and 6: The duration of the warning will be determined in each case individually.

4.3 Implementation of the corrective measures

Corrective measures are proposed to the respective grade head. These will decide, in consultation with the class teacher, and depending on the severity of the violation, who will deal with the case.

- **Class teacher:** He/She deals with measure 1.
- **Class conference:** comprises all subject teachers of the class. They may implement measures 1 to 6. In the primary school the primary head chairs the conference and for the secondary stream the respective grade head.
- **Disciplinary committee:** comprises the deputy principal, the grade head, the class teacher, and one learner relation teacher. This committee can implement measures 1 to 6. The parents of the learner are notified at least three days before the conference. The learner and his parents may be invited to attend the hearing. The deputy principal chairs the committee meeting.
- **Full teachers' conference:** comprises all teachers of the school together with the chairperson of the School Management Board or a representative of his choice. This conference may implement measures 1 to 7. The learner's parents are notified at least one week before the conference and are invited to attend the hearing with their child. The principal chairs the conference.

The results of the relevant discussion must be minuted and entered into the learner's file. The final decision will be sent to the parents together with reasons and the signature of the respective chairperson.

4.4 Right of appeal

In the case of disciplinary measure 7, the right exists to contest the decision. The written appeal, containing reasons pointing out mistakes in the substance of the decision or the procedure, must be received by the principal within 48 hours after the announcement of the decision. The School Management Board chooses a person from the Board, who will decide on the appeal.

4.5 Immediate action by the principal

The principal retains the right as host to expel a learner from the school grounds. In severe cases, if there is danger to the school community, or if evidence might be compromised, the principal may suspend a learner with immediate effect. The case will then be investigated immediately. In cases of drug abuse, the "Guidelines on drug abuse and prevention" will apply.

6. List of measures

The following measures relate by way of example to specific misdemeanours. They are intended to provide teachers with guidelines to ensure educationally equal treatment of all learners. Each teacher or conference is to act in accordance with their own sense of pedagogical responsibility, taking account of the specific case at hand. These measures are listed in order of severity, so that repeated misdemeanours can be treated with increased severity. Individual stages can be skipped or combined if the degree of the misdemeanour requires it.

5.1 Repeated violation of the dress code

- Corrective measures 1 to 7
- The school reserves the right to not allow learners to remain on the premises unless proper school dress is worn.

5.2 Gross lack of respect / intimidation / mobbing / intolerance / racism / racist misconduct or hate speech / bodily harm

- Homework /essay
- Corrective measures 1 to 7

5.3 Truancy (for legal and insurance reasons, truancy, where the learner leaves the school grounds, is treated with severity)

- Written reprimand and detention with specific exercise(s)
- Corrective measures 1 to 7

5.4 Attempted dishonesty and other forms of dishonesty and fraud

- Deduction in the mark or evaluation of work with 0%
- Corrective measures 1 to 7

5.5 Wilful damage to another person's property or theft

- Repair/Payment of the damage
- Corrective measures 1 to 7

5.6 Possession of pornography / drugs / alcohol / weapons and dangerous objects

- Homework/essay
- Obligation to participate in counselling and or prevention training
- Corrective measures 1 to 7

Cape Town, January 2017
Alexander P. Kirmse
Principal