



Educational and disciplinary measures

1. Education at school

Education and teaching are part of the school's educational mission. At school education takes place primarily during and through teaching. Therefore teaching methods that encourage learners to work independently, responsibly and together with others are essentially part of the school's educational task.

The school's response to conflicts during lessons and during school life outside the classroom amongst learners themselves and between teachers and learners is to investigate the reasons for the conflicts and to find a suitable solution. Appropriate in this regard would be encouragement, warning, praise and reprimand, as well as speaking privately to the person or having discussions in small groups. Hurtful and humiliating remarks are inappropriate and must be avoided.

2. Educational measures

If learners impair the teaching and educational process, teachers may apply such educational measures as they deem suitable to prompt the learner to alter his behaviour.

Measures that the individual teacher may consider are the following:

2.1. Repeating homework done unsatisfactorily

2.2. Additional homework

Such homework must take the form of an exercise and may not be mechanical writing or rote learning. It should also not exceed what may be regarded as reasonable extra work. The teacher will correct the work.

2.3. Structured detention under supervision

Learners may be called in for periods in addition to those prescribed by the timetable if parents/guardians have been informed in advance. In the case of more than two periods of detention the principal's permission is required.

2.4. Oral reprimand and class-book entry (Primary School, entry in the ATLANTIS school administration system in the Secondary School)

This step should, as a rule, be taken if warning has been in vain. The reason for the entry must be noted. The parent/guardian must be informed. After three oral reprimands a written reprimand is given.

2.5. Reparation for damages

Reparation demanded by the teacher must be appropriate to the misdemeanour, and within the abilities of the learner. Reparation demands imposed by the school administration against parents are not influenced by measures taken by the teachers.

2.6. Allocation of specific duties

Such duties should be relevant to the incorrect behaviour. The basic principles governing the reparation for damages must be applied in a reasonable way.

2.7. Dismissal from classroom

The teacher can tell a learner who seriously disturbs a lesson despite having been warned, to leave the classroom for a certain time period. This measure may only be taken as an exception, and only if an orderly lesson is not possible otherwise.

2.8. Exclusion from school activities

The class conference can exclude learners from participating in school activities, e.g. excursions, class trips, sports meetings and school festivities. The parent/guardian must be informed in writing.

2.9. Corporal punishment

Corporal punishment of learners is forbidden.

3. Disciplinary measures

Disciplinary measures must be distinguished from educational measures. Disciplinary measures come into play when learners are guilty of serious misdemeanours, especially if they continuously disturb lessons, refuse to do the work expected of them, or play truant. These measures should be resorted to if educational measures have had no effect, or are considered inadequate. The following are disciplinary measures:



3.1. Written reprimand

Definition: condemnatory written information to parent/guardian in respect of a learner's misdemeanour. Depending on the severity of the matter, the teacher dealing with the case, or the class teacher with or without a decision taken by the class conference, or the principal can execute the written warning (refer 4.2.),

3.2. Threat of transfer to a parallel class,

3.3. Transfer to a parallel class,

3.4. Threat of suspension from lessons for a period of up to ten days,

3.5. Suspension from lessons for a period of up to ten days,

3.6. Exclusion from the NSC at the DSJ (for attempted cheating during the preliminary examinations),

3.7. Exclusion from Abitur at the DSJ (for attempted cheating during written tests/exams),

3.8. Threat of expulsion from school, and

3.9. Expulsion from school

A threat of expulsion should, as a rule, precede expulsion from school.

4. **Procedure regarding disciplinary measures**

4.1. Examining the case

When disciplinary measures are being considered (refer points 3.1 to 3.9), the principal requests a teacher, usually the class teacher, to establish the case (the facts of the matter, circumstances, witnesses, etc.). The results have to be recorded in writing. In the case of learners from Grade 1 to 4 the learner and, if possible, the guardian have to be informed. The learner and the parent/guardian must be given the opportunity to present his case, which may be in writing. The principal decides when to call a class conference or to stop the investigation in cases of insignificance. Should a class conference be called, the procedure under 4.3 has to be followed.

4.2. Person(s) responsible

4.2.1. Subject or class teacher

Measure 3.1. can be taken by any teacher without the teacher having to call a class conference. Such a step taken must be noted in the learner's file and in the list attached to the mark sheets.

4.2.2 Class conference

Decisions regarding disciplinary measures in accordance with 3.2 to 3.9 and, if applicable, also 3.1 are taken by the class conference chaired by the principal or his deputy.

4.2.3 Disciplinary Commission

Parents/guardians or learners of age have the right to object to educational measures 3.6, 3.7 and 3.9 within 10 school days in writing. The principal then calls the Disciplinary Commission within 10 school days following receipt of the written objection.

The Disciplinary Commission consists of the following members:

1. Principal (Chairman)
2. Deputy Principal
3. Co-ordinator/Head of Department
4. Class teacher
5. 2 Members of the Board of Directors
6. 2 Members of the Parents Representative Council
7. 2 Teachers
8. 1 Guidance Teacher chosen by the Learner

Members of the Disciplinary Conference are appointed for a period of two years. If members leave the Commission prior to the end of the two-year period, they will be replaced by members of the respective body. The decision of the Disciplinary Conference has to be given in writing to the School Management.



Decisions of the Disciplinary Commission can be made by secret vote if desired. There are no abstentions. The vote of the chairman is decisive in case of a tie in number of votes.

4.3. Procedure

- 4.3.1 Regarding decisions about disciplinary measures governed by class conferences resp. by meetings of the Disciplinary Commission (see 4.2.2) the learner and the parents/guardians have to be invited in writing and informed of the reasons in an appropriate manner. The learner can ask for a guidance teacher to be presented. This guidance teacher does not have the right to vote though.
- 4.3.2 During the class conference resp. the meeting of the Disciplinary Commission the facts of the case are stated in the presence of the learner and the guardian and they are given the opportunity to respond in turn. This response can also be in writing and must be brought to the attention of all who attend the meeting. The learner and/or his guardian is not permitted legal representation where school-internal disciplinary measures are concerned.
- 4.3.3 The members of the class conference and the members of the Disciplinary Commission have to be given the opportunity to ask the learner and/or of his guardian questions about the issue. The chair may, as an exception, invite witnesses if there is an expectation that aspects which are relevant to forming decisions and which would not otherwise be addressed would be covered.
Minutes of the class conference and the meeting of the Disciplinary Commission have to be kept.
- 4.3.4 If the vote of the class conference is changed by the vote of the Disciplinary Commission, the Disciplinary Commission decides about possible new educational and disciplinary measures
- 4.3.5 Legal steps can be taken against the decisions of the Disciplinary Commission.

4.4. Immediate actions by the principal

The right of the principal as master of the house remains unaffected. To ensure the smooth functioning of the school the principal has to take the necessary measures in urgent situations. This applies especially to the possibility of asking a learner to leave the school premises, to exclude him from school events according to 2.8 or to suspend him from lessons for a period of up to ten days (refer 3.5). As regards questions of decision according to points 2.8 and 3.5 a class conference has to be called immediately. The principal has to inform the class teacher and the guardians of immediate actions on his part.

4.5. Giving notice of a decision

The principal gives written notice to the parent/guardian in respect of a decision taken as a disciplinary measure, and of the reasons thereof. This applies to all necessary immediate actions.

4.6. Documentation and weighting

Disciplinary measures are ranked so that in case of repetition more serious steps may be taken. Depending on the severity of the breach of rules, particular steps may be disregarded or be combined with educational measures. Disciplinary measures must be entered into the particular learner's file and are relevant to further measures for a period of two years. The teacher responsible (in the case of a class conference, the class teacher) has to make the entry in the learner's file and in the list in the mark sheets.

5. Sliding scale of measures that can be implemented

The following list refers to frequently occurring incidences of misbehaviour. They are meant to serve as a catalogue of orientation for teachers in order to ensure equal treatment of all pupils. Every member of staff must apply these measures as his/her own responsibility, and after due consideration of the particular case.

The given measures are ranked according to severity (refer also 4.6.). The measures in respect of "reparation" and "detention" require written notification to be given to the parent/guardian (refer 2.2. and 2.5.)

Racism / Intolerance / Disrespect

1. Written reprimand
2. Structured detention
3. Threat of expulsion
4. Expulsion

Vandalism

1. Repair/reimbursement
2. Written reprimand by the Head-in-Committee
3. Threat of expulsion
4. Expulsion

Truancy

1. Structured detention
2. Written reprimand by school management
3. Threat of expulsion
4. Expulsion



Poor behaviour during Assembly

Take down name; structured detention as soon as possible

Smoking or drinking alcohol on the school premises or at school activities

1. Structured detention
2. Suspension from lessons for a period of up to ten days

Breach of rules of uniform

1. Oral reprimand
2. Parents notified
3. Structured detention

At its meeting of 27th September 2000 the School Board agreed to the implementation of these rules.

R. Löchelt
Oberstudiendirektor
DSJ Principal

Johannesburg, 16 October 2000

Changed by vote by the Board of Management

Johannesburg, 02.December.2013

E.M. Schreiner
Oberstudienrat
DSJ Principal