

DISCIPLINARY PROCEDURES

Title	SR02 Disciplinary Procedures
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1. The GERMAN SCHOOL LONDON is a German school abroad with a Pre-School, Primary School and Secondary School, including a Sixth Form, preparing our pupils for the Abitur examination. Our disciplinary procedures apply to all age groups throughout the school and are devised as a framework rather than being a specifically descriptive course of action/procedure.
2. As a German school abroad, we deal with special educational challenges. These include frequent changes within the pupil population, pupils coming from different German Federal States (Bundesländer), pupils coming from other countries, and challenges in adapting to the host country. All of these concerns are carefully taken into consideration when dealing with disciplinary measures.
3. As an important part of their duties, all teachers familiarize themselves with the pupils' particular situation in order to understand their needs and to offer appropriate support. Family circumstances, as well as the social dynamics within the pupil's form and group, are taken into consideration. In order to motivate pupils to work and to behave well at school, praise and appreciation are at the centre of our educational work.
4. In the case of behaviour problems and/or learning difficulties of a child or adolescent, the school will contact his/ her parents and, when appropriate, may recommend involvement of an educational psychologist.
5. At the German School London, the pupils' behaviour, both in and out of the classroom, is regulated by school rules/ disciplinary rules ("Hausordnung").
6. Misconduct is dealt with by supervising teachers who reprimand or set special tasks of a meaningful and educational nature. This is not recorded in the class register.
7. Noncompliance with school rules or instructions given by the Head of School, teachers or those acting on their behalf, is dealt with via the following measures:
 - a) Repeated cases of misbehaviour may be recorded in the class register and accompanied by giving a written notification to the parents (Subject Teacher Notification - Fachlehrermitteilung).
 - b) In the event of frequent entries into the class register, or a first case of serious misconduct, written notification to the parents may be issued after consultation between the form teacher and the subject teacher. The notification will point out the disciplinary procedures. (Class Teacher Notification - Klassenlehrermitteilung).
 - c) In the event of serious misconduct, a class conference can result in a Written Warning (Verweis). Written Warnings may be accompanied by pedagogical measures.
 - d) In the event of repeated and/or extreme misconduct, a second Written Warning will be issued, as well as a temporary expulsion from lessons.
 - e) If a pupil violates the school rules or instructions, the Disciplinary Board may issue a warning to expel the pupil from the school.



- f) If a pupil does not change his/her behaviour after the warning (7e), behaves in a manner which threatens the general order at school, or if his/her presence influences the behaviour of other pupils negatively, the Disciplinary Board can decide to expel the pupil from the school. In this case, parents and the Board of the German School Association will be informed in writing by the Head of School.
8. If pupils are in possession of alcohol or drugs on school grounds or during school excursions, they may directly be expelled from school. This case of expulsion from school is decided by the Disciplinary Board. Parents will be informed in writing about the decision by the Head of School. The Management Committee will be informed.
9. In the event of serious misbehaviour (threatening behaviour towards others), the Disciplinary Board, on behalf of the Staff Meeting of the German School London (Gesamtkonferenz), may directly issue a warning or directly expel a pupil from school. Parents will be informed in writing about the decision by the Head of School. The Management Committee will be informed. All measures (7c-f, 8 and 9) will remain valid longer than the academic year during which they have been issued.
10. Proceedings:
- Prior to the above measures 7b-f, 8 and 9, the pupil has the right to make a statement. The pupil may choose a teacher who he/she trusts to represent his/her interests and who will act in an advisory capacity during the conferences. All measures under 7b-f, 8 and 9 are entered into the pupil's file and will remain there.
- In reference to 7c-f, 8 and 9, parents or legal guardians must be heard. The class teacher is entitled to join the meetings of the Disciplinary Board (see 12) in an advisory capacity.
- Minutes of all measures 7b-f, 8 and 9 must be recorded.
11. If members of the school community are directly threatened, the Head of School is entitled to implement immediate measures until the Disciplinary Board has convened.
12. The Staff Meeting of the German School London (Gesamtkonferenz) delegates its responsibilities in disciplinary procedures to the Disciplinary Board.
- a) Different Disciplinary Boards are elected according to the age of the pupils: Pre-School and Primary School Disciplinary Board and Secondary School Disciplinary Board.
- b) All teachers who teach more than 0.5 of a full-time post can be elected and are requested to accept the result of the election.
- c) The Disciplinary Board consists of the head of school (chair) or his/her deputy, the relevant coordinator, and five additional members. These five members and a number of deputies are elected by the. The head of the Primary School or his/her deputy chairs the Disciplinary Board of the Pre- School and the Primary School.
- d) Meetings and decisions of the Disciplinary Board always require attendance of all its members.



- e) The Disciplinary Board follows the regulations of the Staff Meeting (Gesamtkonferenz). Corporal punishment, collective measures and arrests are not permitted under any circumstances. Educational measures are given priority to any disciplinary actions.