

Annex II to the School Regulations:

Dealing with misconduct of pupils

This Annex, decided by the full teachers' conference on 23rd June 2014, replaces Annex II: "Correction of misconduct in school" dated 11th June 2012:

I. Matters of principle:

Educational skills resp. leeway of the teacher:

- The teacher has the right to deviate from the "Catalogue of Measures" if certain conditions (e.g. a pupil being provoked; critical situation not solely attributed to the pupil) exist. The teacher has the right to treat pupils differently if a clearly different case history exists.
- The teacher has the right to insist on the "Catalogue of Measures" if the conditions are formally met (misconduct is on hand).

Information will be sent to the parents by email.

The class teacher must at least document concrete measures. It would be better to record detailed documentation on the background for these measures since the teacher may be obliged to substantiate these towards the parents, the school management or the KHDA.

If a target agreement is made, the class teacher must either inform all subject teachers of this in a class conference or in less serious cases through indirect communication. The class conference may give recommendations for dealing with the misconduct of the pupil in concrete terms. These recommendations may also contain further educational measures irrespective of the Catalogue of Measures.

In the case of each target agreement, the pupil is given a target agreement card in yellow or red (see yellow resp. red target agreement card). The pupil is obliged to keep this card updated. This means that after each lesson when the subject teacher changes he or she must obtain confirmation from the teacher that he or she has behaved well. The class teacher shall enter misconduct outside of the lessons in the target agreement. Only the pupil is responsible for keeping the card updated.

The subject teacher is responsible for reacting to the pupil's misconduct if a pupil causes a disturbance in the lesson. The subject teacher must also inform the class teacher of this.

The pupil's misconduct will also be punished outside of lessons if the pupil is on the school premises or as long as he or she is wearing the school uniform or if the misconduct takes place in the context of a school visit (e.g. cyber bullying of a fellow pupil on the home computer). The supervising teacher is initially responsible. Each other teacher has the duty to intervene if he or she observes inappropriate conduct on the part of the pupil and after that to inform the persons on supervision duty or the class teacher of the pupil.

All information and measures need to take place as promptly as possible.

II. Definition of the misconduct:

The list of acts of misconduct stated in the following show examples. Misconduct on the part of pupils that is not listed here will be decided individually by the class conference.

Even if the misconduct towards teachers is part of the list in the following, each employee of the school is therewith included.

Level 1: Inappropriate behaviour

- arriving at lessons too late,
- repeatedly "chatting" with the neighbour so that this also disturbs the pupils sitting close by,
- speaking without being asked to do so if the teacher or other pupils are interrupted by this,
- occupying themselves with other things not concerned with the lesson that distracts the neighbours or other fellow pupils,
- inappropriate behaviour (e.g. running in the corridors, pushing and shoving at the exits or in the canteen, shouting),
- impermissibly using electronic devices.

Reaction of the teacher:

Informing the pupil of his or her misconduct.

In the case of repetitive bad behaviour in the lesson or over several lessons: after the lesson resp. at a suitable point in time before the information is forwarded to the parents, the pupil will be told that his/her parents will be informed.

Informing the parents.

Electronic devices used without permission (e.g.: switched on mobile phone) may be confiscated by the teacher. The parents may collect the device from the administrative office.

If the pupil misbehaves again over a period of two weeks leading to the parents being informed, the pupil shall receive a yellow target agreement card!

Level 2: Very inappropriate behaviour

- the pupil does not react to the instructions of the teacher regarding his or her misconduct according to Level 1 in the lesson and immediately continues the disruptive behaviour (difference to repetition),
- directly distracting, disturbing a fellow pupil against this pupil's will,
- making unsolicited, derogatory, uncalled for comments regarding a contribution by the teacher or a fellow pupil,
- leaving the workplace without being asked to do so,
- inappropriate form of communication with pupils or teachers,
- insulting and other forms of provoking fellow pupils.

Reaction of the teacher:

Informing the pupil of his or her misconduct combined with a direct, unmistakable request to immediately stop the misconduct.

In the case of repeated bad behaviour before the information is passed onto the parents, the pupil will be told that his or her parents will be informed.

Informing the parents.

If the pupil misbehaves again in the lesson or over a period of one week with misconduct described under Level 2, the pupil shall receive a yellow target agreement card!

Level 3: Unacceptable behaviour

- leaving the classroom without being requested to do so,
- evading supervision by the teacher,
- stealing or damaging external or school property,
- smoking or consuming alcohol, possessing alcoholic drinks,
- any type of physical attack used in disputes with pupils or teachers (shoving, hitting, scuffling, kicking, biting, fighting),
- bullying or cyber bullying (see school bullying agreement),
- sexual harassment,
- possessing weapons or drugs (irrespective of school measures, the police will always be informed and a complaint lodged).

Reaction of the teacher:

The pupil will be taken to the administrative office.

Immediate telephone call to the parents requesting the parents to collect the child in question.

The pupil is given a red target agreement card!

III. Target agreement:

The teacher who has expressed an obligation to keep a target agreement card updated shall inform the parents by email. The parents confirm the email and inform the teacher whether they wish to be present at the meeting between their child and the principal.

The teacher who has expressed an obligation to keep a target agreement card updated shall inform the principal and organise a relevant meeting.

The pupil is summoned to a meeting with the principal who in turn hands over to the pupil the target agreement card during the meeting and gives instructions on the conditions for keeping the card updated. The parents may participate in this meeting.

The pupil is obliged to keep the card updated at least two, maximum three weeks. After this time the pupil arranges a meeting with the principal to assess the target agreement and informs the principal whether his or her parents would also like to participate in this meeting. The card must be kept updated until this meeting.

The pupil hands over the card to the principal. If no negative entries are recorded on the card, the target agreement is considered fulfilled. If negative entries are recorded, the principal decides depending on the number and type of entries as to whether the pupil has to keep a yellow target agreement card updated for a further period or is given a red target agreement card.

Red target agreement card:

The pupil will be suspended from lessons for at least one day. This is not the day on which the parents collect the pupil.

The principal requests the parents and the pupil to attend a meeting and hands over the target agreement card to the pupil and gives instructions on keeping the card updated.

The pupil will be suspended from lessons for up to three days. The length of the suspension is made depending on the number of repeat cases of misconduct and the type resp. the extent of the misconduct. This is done after consulting the class conference. In each case of suspension the KHDA will be informed and the case history (documentation) conveyed.

Upon the third suspension or regarding a particularly serious incident, an application can be made by the school to the KHDA regarding expelling the pupil. This application is made in agreement with the school board. The parents have the right to be heard when the board advises on this application.

The German text shall prevail in case of ambiguities or in other cases where there is doubt or where there are problems of interpretation.