

Disciplinary regulations

effective from 2011/2012 school year

The disciplinary regulations are an integral part of the educational contract. They determine the procedure to be followed in the event of breaches of the school regulations aimed at a positive co-existence in the school. In this context, the punishment sanctions have both an educational and preventative nature, serving to promote the smooth and structured running of the school and lessons. Punishments can be imposed for the following offences

- Neglecting duties relating to lessons (e.g., homework, bringing school materials to lessons, keeping dates and agreements)
- Disturbing lessons
- Unpunctuality and unjustified absence from lessons (as per absence regulations)
- Disregarding instructions
- Breaches of school regulations

The discipline regulations also apply outside the school premises, on the way to school, on school trips and excursions, during field trips and camps, and at events where students appear on behalf of or in connection with FGZ.

We differentiate between mild incidents of misbehaviour during and outside lessons, which can be punished by the class teacher or special subject teacher acting on their own authority (A), and grave breaches which are dealt with by school management (B). Repeated mild breaches which affect the smooth running of the school (e.g., coming late or disturbing lessons) are also treated as B. Further disciplinary measures (C) can be employed according to the gravity and nature of the offence to accompany or replace the measures A and B.

Plagiarism is dealt with using the sanctions laid down in the plagiarism regulations.

A Mild incidents of misbehaviour

Punishment task

Teachers may deal with mild incidents of misbehaviour during the lesson by assigning a punishment task.

Detention

Detention is used for graver or repeated incidents of misbehaviour during or outside lessons, or at school events. It is also used for isolated unjustified absence from school (see absence regulations) and can be used for breaches of school regulations. All special subject teachers, as well as school management have the authority to set detention, usually amounting to one or two hours on an afternoon which is otherwise school free. The teacher concerned is responsible for setting the punishment task and for informing the class teacher.

For breaches of the school regulations which are not connected with lessons, the detention time is spent helping the cleaning or maintenance staff, or doing administration work.

B Grave or repeated incidents of inappropriate behaviour

The authority for dealing with grave or repeated incidents of inappropriate behaviour lies with the school management. Upon the request of or following discussion with the class teacher, school management decides on the disciplinary measures that will be taken.

Three-step disciplinary measures

Repeated cases of inappropriate behaviour and grave breaches of school regulations are dealt with using disciplinary proceedings which can lead to exclusion from the school in three steps.

1st step: written reprimand (warning of disciplinary probation)

2nd step: disciplinary probation (warning of exclusion from school)

3rd step: exclusion from school (generally without notice)

A written reprimand and disciplinary probation are accompanied by other disciplinary measures: detention amounting to two hours for a reprimand and four hours for disciplinary probation.

Duration of the sanctions

In the absence of a specific agreement, the written reprimand remains in power for 40 tuition weeks. In the event that the student is guilty of a further grave breach of school regulations within this period or there is no improvement in his or her behaviour during lessons, school management will impose disciplinary probation.

Disciplinary probation is, as a rule, limited to 20 tuition weeks and means that the student in question will have to leave the school without notice should he or she be guilty of a further breach of school regulations or continued misbehaviour.

Serious cases

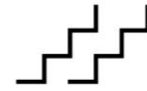
Serious or repeated grave breaches of school regulations can lead directly to disciplinary probation or, in special cases, to exclusion from the school without notice or without a previous disciplinary probation.

Sanctions for coming late

The following rules apply to students coming late to school: coming late five times in the same term results in the loss of one absence bonus. If the student has already used up his or her bonuses, the head of department will impose a sanction corresponding to approx. four hours detention. Coming late ten times in the same term leads to a written reprimand, as well as other sanctions. Coming late another ten times in the following semester leads to a disciplinary probation.

Sanctions for absences

The absence regulations lay down the procedures for foreseeable and unforeseeable absences. For unexcused absences (i.e., lessons missed without due justification or prior permission, or without notifying the school), the following applies: each unexcused absence is compensated for by detention or punishment tasks amounting to double the lesson time that was missed. Two unexcused absences lead to a written reprimand and a further two unexcused absences lead to a disciplinary probation. One additional unexcused absence can result in immediate exclusion from the school.



C Further measures

Depending on the gravity and nature of the offence, as well as considering the circumstances, the following two measures can be imposed:

Discipline contract

Students who have difficulty adhering to school rules are sometimes helped to change their behaviour by drawing up a discipline contract. This is a mutual agreement between the student, parents, class teacher and head of department which stipulates the behaviour that is desired, as well as the consequences in the event of misbehaviour.

Suspension from lessons

Students can be suspended from lessons if their behaviour can no longer be tolerated. This gives the student the opportunity to reflect on his or her behaviour and allows the other students to continue their education without disturbance. The suspension applies to either an individual subject or all lessons within a limited time period. The student may be given special assignments to complete. The head of department has the authority to suspend a student from one subject on the request of the special subject teacher or the class teacher. Decisions regarding suspension from all lessons are made by school management.

Request for reconsideration and appeal

A request for reconsideration can be submitted against the 1st, 2nd and 3rd steps of the disciplinary sanctions within 10 days of notification by school management. An appeal against the decision of school management can be made to the President of the School Association within 10 days of notification.

Approved by convention of all teachers on 23 May 2011