

Last Revision: 15 January 2023

To all Students of Theodor Herzl High School

## **STUDENTS' RIGHTS AND RESPONSIBILITIES; CODE OF CONDUCT**

It is important to note that the following document has been created with everyone providing input; this includes pupils and staff. This is our **collective document**.

Good discipline is an essential ingredient of any school. It is a prerequisite for a holistic approach to teaching and learning. It is, therefore, important that the School should, through its staff and students, the Prefects, and also through the influence that students socially exercise on one another, work at all times to uphold discipline.

These social guidelines are applicable to all students. They may have a bearing on the student's behaviour outside of normal school hours and off the school's premises in the event that the student's conduct may impact negatively on the teacher / student relationship, relationships with other students, and or the reputation and integrity of the school.

It is understood that honesty, respect, integrity, accountability, compassion, social responsibility and general 'kindness' are the core values of Theodor Herzl High School.

All students have the right to be treated with respect and at the same time, students have the responsibility to treat their peers and staff with respect.

It is understood that cheating, bullying, theft and substance abuse number among very serious offences. These offences require immediate intervention by the school and parents. It is understood that if students are found guilty of such offences, it could jeopardize a student's continued attendance at the school.

All students have the right to be safe and may not be ridiculed, threatened or harmed in any way by fellow students or teachers. Likewise, all students have a responsibility to ensure that the safety and dignity of others is not violated.

All students have the right to their education and to be taught by teachers who are fair, competent and sympathetic to their needs.

It is the student's responsibility to complete all homework and to prepare for assessments. It is also the student's responsibility to attend all extra-mural activities for which they have registered.

Likewise, students must ensure that their behaviour in the classroom does not affect the opportunities of others to learn effectively or the teacher's ability to teach effectively.

It is understood that the use of foul or abusive language on campus and the careless destruction of school property, is unacceptable. All students therefore, have a responsibility to refrain from the use of foul language and to respect the school's property, at all times.

It is the responsibility of the students to observe the dress code and to accept that they should be neat at all times.

It is the responsibility of the students, as representatives of Theodor Herzl High School to protect the integrity of the school and to refrain from any practice that would bring the school into disrepute.

It is the responsibility of each student to be a **credit to Theodor Herzl High School** and to **themselves and their respective families.**

Please remember that the legacy you leave, will reflect on you as a person as well as have a significant impact on the students who follow.

**MR V KURZ  
EXECUTIVE PRINCIPAL**

### **GRIEVANCE PROCEDURE**

Every student at Theodor Herzl High School has the right to object, free of fear or retaliation or victimization, when they have been

- Bullied or ridiculed – see Bullying Policy
- Threatened or harmed in any way
- Treated unfairly, or with disrespect

by a fellow student or a member of staff.

Students are expected to adopt the GRIEVANCE PROCEDURE below and teachers are expected to address all grievances in a fair and unbiased manner.

Parents may assist their children in following the correct procedure.

The procedure will be processed as quickly as possible, and where reasonably practicable, within a maximum period of five working days.

#### **Individual Grievance against a fellow student or teacher**

1. The student must first discuss the issue with the student or teacher against whom the grievance is raised. It is expected that this discussion is conducted in a respectful manner by both parties involved. A written record of the discussion must be filed.

2. If the grievance remains unresolved, the student should then refer the grievance to their Class Teacher, who, after consultation with the parties involved, shall endeavour to resolve the matter.
3. If the grievance remains unresolved, the Class Teacher may complete a report and set up a meeting between the disputing parties and Management.
4. If, after completion of these procedures, the grievance persists, it shall be referred to the Executive Principal, who, after consultation with the parties involved, shall
  - make a final ruling to which the parties involved are expected to abide.
  - set up, if deemed necessary, a meeting with the parents in order to resolve the matter in consultation with said parents. It is understood that an accurate record of all discussions be kept.
5. In all cases, the concept of fairness, both procedurally and substantively, will be followed.

#### **Collective Grievance (affecting a group of students)**

1. Notice of the collective grievance shall be given, in writing, to a management staff member, and such notice is expected to set out the proposed solution to the collective grievance.
2. On receipt of the notice, the issue will be added to the agenda of the scheduled weekly meetings between the Executive Principal and management, who will endeavour to resolve the issue.
3. If the grievance remains unresolved, the Executive Principal may set up a meeting between Management and representative of the students, in an attempt to identify a way of achieving consensus in regard to the solution to the grievance.
4. If the collective grievance remains unresolved, the Executive Principal shall make a final ruling to which the parties involved are expected to abide.
5. In all cases, the concept of fairness, both procedurally and substantively, will be followed.

## CODE OF CONDUCT

In dealing with all matters involving code of conduct, we believe in the principle of **restorative justice**. This does not imply a compromising of standards, merely an alternative look at the consequences of actions.

At all times, disciplinary action taken by the School is undertaken to:

- Create a consistent procedure that fairly marries sanction to the offence.
- Guide learners towards self-discipline and responsible behaviour that reflects the values and vision of Theodor Herzl Schools.

Category 1 - to be handled by the teacher involved

Category 2 - to be handled by Class Teacher/ FH /HOD along with reporting teacher

Category 3 - to be handled by Principal along with reporting teacher and HOD

### PROCESS WITHIN A CATEGORY 1 or 2 OFFENCE

Step 1 - Teacher deals with the issue.

Step 2 - Record incident on Engage as a Day Book entry.

Step 3 - Three Negative Day Book entries (in a two week cycle) will result in Detention, Class Teacher to notify Parents.

Step 4 - Three Detentions will escalate to HOD and Principal Enquiry.

<b>UNACCEPTABLE BEHAVIOUR THAT AFFECTS ACADEMIC PERFORMANCE</b>	<b>Offence Category</b>
Cheating of any kind, including plagiarism	Category 2
Tardiness, leaving books at home, disruptive behaviour in the classroom, being late for school and class.	Category 1
Homework/projects not done	Category 1
Unauthorised use of cell phones/earphones/headphones in the classroom or whenever a staff member requests non-usage.	Category 1
Bunking school or lessons	Category 3
Being repeatedly late	Category 2
<b>SUBSTANCE ABUSE: Dealt with in detail in the SUBSTANCE ABUSE POLICY</b>	
Smoking/vaping/use of alcohol/prohibited substances or any other mood-altering or habit-forming substance on campus, school events, in your school uniform or when associated with the school in any way.	Category 3
Possession of any tobacco device (including vaping devices with nicotine or not), alcohol or prohibited substances.	Category 3
Exchanging or selling of any smoking/vaping/alcohol/prohibited substances or any other mood-altering or habit-forming substance.	Category 3

<b>UNACCEPTABLE BEHAVIOUR THAT PERTAINS TO SPORT/EXTRA MURALS</b>	
Letting the team down by non-attendance of practices, not properly attired, misuse of sports equipment, withdrawing from matches, bad sportsmanship on the field	Category 1
<b>INAPPROPRIATE USE OF THE INTERNET, SOCIAL MEDIA &amp; OTHER ON-LINE SITES - Refer to Internet Policy</b>	
Accessing undesirable sites; hacking and breaching the security systems; inappropriate postings on social media that can be linked to Theodor Herzl	Category 3
Downloading games, videos and music for personal use using the school's equipment and Internet	Category 2
<b>DISRESPECTFUL BEHAVIOUR TOWARDS TEACHERS AND PEERS - IN ANY SITUATION WHERE YOU ARE IDENTIFIABLE AS A THEODOR HERZL STUDENT - INCLUDES WHEN YOU MIGHT BE OUT OF UNIFORM.</b>	
Theft, including unauthorised use of another person's property	Category 3
Back-chatting, swearing, blocking passages, shouting	Category 2
Hiding property that does not belong to you	Category 1
Any form of cyber, mental and physical bullying based on, but not limited to, gender, religion, ethnicity and physical attributes.	Category 3
<b>ABUSE OF SCHOOL PROPERTY</b>	
Defacing school property or deliberate destruction of school equipment	Category 2
Leaving lockers unlocked Dumping food, books, projects on top of lockers No bags at all may be left on top of lockers	Category 1
<b>NON-COMPLIANCE OF DRESS CODE Refer to Dress Code. Teachers and prefects to assist in identifying the following:</b>	
Wearing items not according to dress code that are removable such as hoodies, jewellery	Category 1 with escalation
Wearing items not according to dress code that are not removable such as shoes, jeans	
Hair that draws undue attention	Category 1
Boys unshaven (Excluding religious reasons - written notification to Class Head)	Category 1
Wearing make-up and/or colour nail polish or gel	Category 1
Not wearing correct formal attire to assembly	Category 1

<b>OFF CAMPUS</b>	
Any action that is deemed to harm the school's reputation	Category 3
<b>GENERAL</b>	
Chewing gum Unauthorized eating/drinking in classroom Littering anywhere on school campus	Category 1
Cell phones during the Enrichment and Assembly Lessons.	Category 1
<b>OFFENCES NOT LISTED</b>	
<p>It is impossible for the school to list every possible type of rule infringement or misconduct by pupils. Therefore, the list above only sets out broad categories of infringement and the norm for applying fair disciplinary measures at the school. The approach to <b>discipline and consequences is restorative justice</b>. Various forms of informal or formal disciplinary measures may be initiated by the pupil's responsible educator or by the School authorities. The School is entitled to apply corrective action and/or disciplinary measures that it believes are appropriate in the circumstances. The judgement and discretion of school officials to apply disciplinary measures will not therefore be rigidly restricted by the procedure or code, but will <b>rather be guided by the circumstances of each case and the various measures described herein</b>.</p> <p><b>The severity of the action taken by the School will depend on the circumstances</b>, the seriousness of the infringement, the interests of the fellow pupils, the School and employees, the interests of the offending pupil and any other mitigating or aggravating factors being of relevance. The guidelines above seek to promote consistency but do not remove the necessary discretion of the School authorities to apply a lesser (or more severe) penalty should the circumstances so dictate.</p>	

By signing below, acknowledgement is being made that the contents of this document are understood along with the consequences and implications.

**NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_