



27 January 2020

To all students of Theodor Herzl High School

## **STUDENT'S RIGHTS AND RESPONSIBILITIES**

It is understood that honesty, respect, integrity, accountability, compassion and social responsibility 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, that this 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 they have registered for.

Likewise, students must ensure that their behaviour in the classroom does not affect the opportunities of others to learn effectively or the teachers' 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 bad 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.

Please remember that the legacy you leave, will impact on the students who follow.

**MR J.R. ALEXANDER  
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 feel that they have been

- Bullied or ridiculed
- 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 kept.
2. If the grievance remains unresolved, the student should then refer the grievance to their grade head, who, after consultation with the parties involved, shall endeavour to resolve the matter.
3. If the grievance remains unresolved the grade head may complete a report and set up a meeting between the disputing parties and a senior staff member or the guidance teacher.
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 or all 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 senior teachers, who will endeavour to resolve the issue.
3. If the grievance remains unresolved, the Executive Principal may set up a meeting between the senior staff 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

Category 1 – to be handled by the teacher involved

Category 2 – to be handled by HOD along with reporting teacher

Category 3 – to be handled by principal along with reporting teacher

Pay back = refers to a time where a student needs to sit in a supervised period of time at school in the afternoon.

		<b>Offence Category</b>
<b>UNACCEPTABLE BEHAVIOUR THAT AFFECTS ACADEMIC</b>		
<b>Cheating of any kind, including plagiarism</b>	To be dealt with by the Head of Academics [see plagiarism policy]	Category 2
<b>Tardiness, leaving books at home, disruptive behaviour in the classroom, being late</b>	To be dealt with at the discretion of the teacher concerned. Repeated behaviour may lead to “pay-back”.	Category 1
<b>Homework/projects not done</b>	To be dealt with by the teacher concerned.	Category 1
<b>Unauthorised use of cell phones/earphones/headphones in the class or whenever a staff member requests non usage.</b>	This will lead to immediate confiscation for 3 consecutive school days	Category 1
<b>Bunking school or lessons</b>	To be dealt with by the grade head, resulting in immediate “pay-back”, calculated at three times the number of hours bunked and report lodged in their file	Category 3
<b>UNACCEPTABLE BEHAVIOUR PERTAINING TO SPORT</b>		
<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</b>	To be dealt with by the sports coach. Repeated offences will be dealt with by the Teacher in charge of Sport with a view to pay back or possible suspension from sport depending on the severity of the transgression.	Category 1
<b>INAPPROPRIATE USE OF THE INTERNET, SOCIAL MEDIA &amp; OTHER ON-LINE SITES</b>		
<b>Accessing undesirable sites, downloading games, videos and music for personal use using the school’s equipment; inappropriate postings on social media that can be linked to Theodor Herzl</b>	To be dealt with by the teacher involved with a view to involve School Management if necessary.	Category 2
<b>DISREPECTFUL 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>		
<b>Theft, including unauthorised use of another person's property. Hiding property that does not belong to you.</b>	Immediate School Management intervention with a view to suspension and “pay-back”, followed by a disciplinary hearing and possible expulsion when a repeated offence	Category 2
<b>Repeated back-chatting, swearing,</b>	To be dealt with at the discretion of the	Category 2

<b>blocking passages, shouting</b>	teacher concerned. Repeated offences will deem School Management and parent intervention necessary.	
<b>Any form of cyber, mental and physical bullying based on, but not limited to, sex, religion, race and physical attributes.</b>	Immediate School Management intervention with a view to suspension and “pay-back”, and possible expulsion, depending on evidence and the severity of the transgression	Category 3
<b>ABUSE OF SCHOOL PROPERTY</b>		
<b>Writing on desks, accidental or deliberate destruction of school equipment</b>	To be dealt with at the discretion of the teacher concerned that may include reimbursement to the school, for the cost of such breakages or damage	Category 1
<b>Leaving lockers unlocked Dumping food, books, projects on top of lockers No bags at all may be left on top of lockers</b>	Unlocked lockers will by locked by teacher-in-charge. Use of a locker may be restricted if rules not followed.	Category 1
<b>DRESS CODE NON-COMPLIANCE</b> 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</b>	A warning and opportunity to remove the items must be given. This warning must be recorded by the teacher on Engage. Repeated wearing of items to result in, but not limited to, pay-back and confiscation of the item until the end of term.	Category 1 with escalation
<b>Wearing items not according to dress code that are not removable such as shoes, jeans</b>	A warning must be given. This warning must be recorded by the teacher on Engage. Three incidents must result in the learner being referred to School Management.	
<b>Hair that draws undue attention</b>	To be dealt with at the discretion of the Grade Head, giving the student fair negotiated time to rectify. Followed by School Management intervention if required.	Category 1
<b>Boys unshaven (excluding religious reasons)</b>	To be given a warning and a day to correct the situation. Failure to rectify the situation results in teacher in charge taking this further.	Category 1
<b>Wearing make-up and/or colour nail polish or gel</b>	To be given a warning and a day to correct the situation. Failure to rectify the situation results in teacher in charge taking this further.	Category 1
<b>Not wearing correct formal attire to assembly</b>	Immediate pay-back	Category 1
<b>OFF CAMPUS</b>		
<b>Any action that is deemed to harm the school’s reputation</b>	Immediate Staff Management intervention with a view to possible	Category 3

	suspension and “pay-back”, followed by a disciplinary hearing and possible expulsion on repeated offence	
<b>GENERAL</b>		
<b>Chewing gum Unauthorized Eating/drinking in classroom Littering anywhere on school campus</b>	Chewing gum and litter unacceptable and will be dealt with at the discretion of the teacher. Unauthorized eating and drinking in class not allowed.	Category 1
<b>Cell phones 8<sup>th</sup> period and assemblies</b>	Cell phones seen during 8 <sup>th</sup> lesson, or in the hall during assemblies will be confiscated for 3 consecutive school days.	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 set out broad categories of infringement and the norm for applying fair disciplinary measures at the school. 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 rather be guided by the circumstances of each case and the various measures described herein.</p> <p>The severity of the action taken by the School will depend on the circumstances, 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>		
<b>SUBSTANCE ABUSE: Dealt with in detail in the SUBSTANCE ABUSE POLICY</b>		