



ת"סב

## STUDENT CODE OF CONDUCT

### INTRODUCTION

The Phyllis Jowell Jewish Day School (PJJDs) is named to memorialize Phyllis Jowell, a very special *Aishet Chayil*, generous of spirit and giving in all ways. Phyllis was truly a woman of valour, who strongly supported Torah learning and Jewish continuity during her lifetime. She lived her life by the motto of *Veahavta Leraicha Kamocha*: 'love your fellow as yourself'. The essence of her life was what she selflessly did for others. Her inspiration continues to ensure young children being educated in a Torah-inspired environment.

### Our Logo

Our logo is a picture of a Torah, open for all to see.

This reflects our goal of educating our children to access and apply the fundamental, timeless laws, lessons and values of our Torah to their lives in a dynamic and modern world.

### Our Motto

***"Torah Im Derech Eretz"***.

This statement is based on the teaching of Rabban Gamliel in Pirkei Avot who taught that: ***"Torah together with proper conduct."***

### Our Mission

At PJJDs, we want to foster accomplishment and instil a sense of self confidence and feelings of success in each student. We believe in stimulating young minds in a way that is rewarding for the student. We believe that a student's potential is always more than appears on the surface. We strive to develop this potential through creative teaching methods, sensitivity to individual needs, and supportive relationships between teachers, students and parents. We want to ensure that students are inspired by a nurturing environment, and supported in creative learning situations by both caring teachers and parents. PJJDs works towards the development of the whole child in a warm and caring environment. Our dual curriculum, where Kodesh studies and the general curriculum combine, provide a well rounded and integrated educational offering.

### Our Vision

To be an exemplary Jewish school which strives to create a deep sense of love for Torah, the Jewish people, Israel and the wider South African community, through the highest standards of integrated Torah and academic education.

### Our Purpose

The purpose of PJJDs is to provide the Cape Town Jewish community with a unique education, which will:

- Promote a meaningful appreciation of Judaism;
- Cultivate a commitment to Jewish lifestyle and practice;
- Prepare students for success in the dynamic and modern world; and
- Develop our students by fostering a positive self-esteem, independence and responsibility.

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## THE CODE OF CONDUCT

PJJDS seeks to provide a happy, caring, stimulating and secure learning environment. Consistent, well disciplined and effective organisation are key components in ensuring this environment.

This Code of Conduct (“the Code”) has been drawn up to enable this environment, and to facilitate effective teaching and learning, to promote healthy working relationships between students, staff and parents, and to uphold the school’s philosophy of ‘*Torah Im Derech Eretz*’ at PJJDS.

The Code seeks to:

- Promote the safety of all students and teachers and parents and/or legal guardians.
- Ensure that students take responsibility for their own actions and behaviours.
- Prohibit all forms of unfair discrimination and intolerance.
- Eliminate disruptive and offensive conduct.

The Code sets out the rules that guide student behaviour at PJJDS and describes the disciplinary system PJJDS applies when students fail to abide by the Code. The Code applies to all students while they are at school as well as when they are away from PJJDS; representing the school or attending a school function, outing or field trip. Nothing shall exempt a Student from complying with the Code and ignorance of the Code is not an acceptable excuse.

The Code is a dynamic document, which is subject to review, and may require revision from time to time. Parents and/or Guardians and Students will be timeously informed of any changes and acknowledge and agree to abide by any such changes.

The Parent/s and/or Legal Guardian/s shall sign a statement of commitment to the Code of Conduct (Annexure A) on behalf of the student attending PJJDS. The administration of the Code of Conduct as a whole is the responsibility of the Principal.

### GENERAL PRINCIPLES

1. *Derech Eretz* (proper, responsible and respectful conduct) and *Middot* (positive character development) must underpin all student behaviour.
2. Students are expected at all times to behave in a courteous and considerate manner towards each other, all members of staff and visitors to PJJDS.
3. Students are expected to abide by the School rules with regard to appearance and behaviour when representing PJJDS both during school hours and after school hours, at school and away from school.
4. Students may not say or do anything that will discredit themselves or PJJDS
5. No student has the right at any time to behave in a manner that will disrupt the learning activity of other students, or will cause another student physical or emotional harm.
6. PJJDS will contact the Parent/s and/or Legal Guardians when a student’s behaviour becomes a cause of concern and will endeavour, in a spirit of constructive partnership, to resolve the problem.

### SCHOOL AND CLASS ATTENDANCE

1. Parents/guardians are responsible for ensuring that their child/children attend School.
2. All students are to arrive at School before the official starting time.
3. The register teacher must keep an accurate register of student attendance and must keep copies of all communication to parents when absence from the classroom is reported.

4. Students who are late for School will be marked absent as registers are completed at the beginning of each School day
5. If a student does not attend School regularly, the relevant register teacher will report the absence of the student to the Principal in writing. The Principal will then contact the parent/s and/or guardian to ascertain the reason for such absences.
6. Students may not leave their classroom and/or class activity class, without the permission of the teacher
7. Any absence from School must be covered by an absentee note from a parent/guardian.
8. Should a student be absent from School for a period of three (3) days or longer, this leave of absence must be supported by a letter from a medical doctor/traditional doctor/registered herbalist.
9. Any absence from a formal examination, test or task must be supported by a letter from a registered medical doctor.
10. Students who fail to produce a medical certificate on absenteeism during formal examinations/tests/assessment tasks will obtain a mark of "0" (nought) for the particular examination/test/assessment task.
11. No student may leave PJJDS premises during school hours without a letter from a parent/guardian requesting the release of their child and the permission of the Head of Phase or in their absence the Principal from whom an exit note must be obtained.
12. Truancy from School is prohibited.
13. All students will attend assembly and all school activities.

#### **SCHOOL UNIFORM & GENERAL APPEARANCE**

1. Students are expected to wear the official School uniform and appear neat and tidy at all times.
2. All uniform items, including shoes and other personal possessions must be clearly labelled with the student's name.
3. No additions to the uniform that are not in accordance with the regulations will be allowed.
4. No jewellery may be worn, save for stud or sleeper earrings for girls; medic alert bracelets; or chains with a Magen David or a Chai.
5. Hair should be neat and tidy and tied back of the face. No colouring of hair or wearing of exotic hairstyles is allowed.
6. During events that allow the wearing of casual wear, students should wear neat, presentable and modest clothes.

#### **VALUABLES AND PERSONAL BELONGINGS**

1. PJJDS will not be held responsible for theft of or damage to personal belongings on school premises or while attending school events or outings (e.g., bags, books and clothing).
2. Students should not bring cell phones, electronic devices (unless specified as required for use at school) or large sums of money.
3. Students will respect the beliefs, dignity and rights of other students, as well as their right to privacy and confidentiality.

#### **GENERAL RULES**

1. All students have the right to an education free of interference, intimidation and/or physical abuse. The student will respect the property and safety of other students and of the school.
2. The timeous handing in of work is the responsibility of each student
3. A student who is in a position of authority will conduct him/herself in a manner befitting someone in authority. S/he will respect the rights of other students and will not abuse such authority bestowed upon him/her through his/her position.

4. Students are expected to keep the school tidy – classrooms must be left in a clean state at the end of the day and all litter must be placed in refuse bins or wastepaper baskets. Recyclable matters must be thrown away in appropriate bins.
5. Students may only leave the School premises with their parent/s, guardian, person authorised in writing by the parent/s or another parent whose child/children attend the school.

### **PROHIBITED ACTS AND BEHAVIOUR**

Students may NOT:

1. Copy and/or borrow another student's work.
2. Cheat in class work, homework, informal and formal tests
3. Wilfully damage, vandalise or neglect of school property and the property of others, either by writing or by a physical act.
4. Steal school or the property belonging to someone else.
5. Behave in a disruptive, unruly, rude and/or offensive manner.
6. Use language that is seen as pejorative, discriminatory or racist.
7. Act in a way that belittles, demeans or humiliates another person's culture, race or religion is prohibited regardless of whether that person is in the school.
8. Threaten, intimidate, fight with or bully other students.

### **PARTICIPATION IN SCHOOL EXTRA MURAL PROGRAMME**

The Extra Mural programmes offered by the school forms a valuable and integral part of the holistic education of every student. All students are, therefore, expected to become actively involved in at least one (1) sport, cultural and/or service activity per term. 1.

1. The student is expected to adopt the correct etiquette pertaining to the specific activity at all times.
2. Once a student has committed him/herself to an activity, s/he will be bound to meet the rules and obligations related to that activity.
3. Involvement in a particular activity will span the entire season/duration in which that activity takes place.
4. Attendance of all practices is compulsory.
5. Missing a practice without a valid excuse in writing from the student's parents may result in the student being given a point deduction in the Dojo Point Allocation and Deduction rubric or in the case of continual absences from practice, a detention.
6. Appropriate kit/uniform will be worn to practices and the correct match kit/uniform will be worn to inter-school fixtures.

### **BEHAVIOUR MANAGEMENT SYSTEM**

The Behaviour Management System described below shall be administered by the Teachers and Principal The PJJDS Behaviour Management System is a Point Allocation and Deduction System, and is the primary method used at PJJDS to guide students' behaviour. A number of behaviours have been specifically identified for which points may be allocated or deducted. The allocations and deductions will be posted on the Class Dojo App.

However, some behaviour may be of such a nature that it is beyond the scope of Behaviour Management System. In such instances, the Principal, in consultation with his/her management committee may determine that disciplinary action is required, which action will be undertaken in accordance with PJJDS Disciplinary Procedure. Sanctions in such circumstances will be determined during the Disciplinary Procedure and could include suspension and in severe cases expulsion of a Student.

### **The PJJDS Behaviour Management Point Allocation and Deduction System**

### **Allocation of points for positive behaviour**

**1 point** shall be allocated to a student for:

1. Actions that epitomise the PJJDS motto of *Torah Im Derech Eretz*.
2. Progress in academic endeavours.
3. Achievement in an informal or formal assessment.
4. Achievement of excellence.
5. Display of perseverance and determination in academic endeavours.
6. Exceptional performance by a student in subjects or activities where the student already excels.
7. Independent election by a student to undertake additional work to enhance their strengths or address their weaknesses

**2 points** shall be allocated to a student for:

1. Going beyond / sacrificing their time and energy to assist someone or something else.
2. Behaving in a positive manner, outside of the usual character in order to assist someone else.

**Bonus points** shall be award when students hear special readings on Shabbat and the readings are as follows:

1. Zachor: 5 points.
2. 10 Commandments: 3 points
3. Special parshiot - Parshat Parah: 1 point
  - Parshat HaChodesh: 1 point
  - Parshat Shekalim: 1 point

### **Deduction of points for negative behaviour**

**1 point** shall be deducted from a student for:

1. Littering in school.
2. Arriving late to class.
3. Not co-operating with the teacher or within a group.
4. Demonstrating a poor attitude or displaying apathy in class, on the playground or at an extra-mural activity.
5. Failing to complete homework on time
6. Forgetting school books at home
7. Failing to wear the appropriate school uniform. This includes boys failing to wear the PJJDS kippah at school.
8. Failing to have nails cut and hair properly groomed.
9. Wearing nail polish or makeup (unless it is for a school dress-up day or school concert or performance).
10. Wearing jewellery to school (save for a small necklace with a Magen David or a Chai and girls may wear small earring studs or small hoops)
11. Missing extra-murals including practices without a valid excuse.

**2 points** shall be deducted from a student for:

1. Leaving a classroom without permission
2. Engaging in disrespectful behaviour, including bullying others, shout out in class, and interrupting others whilst they are speaking

3. Engaging in destructive behaviour including vandalism of school property or the property of others, locking bathroom doors and climbing out the booth at the bottom of the door, and behaving with a lack of *Torah Im Derech Eretz*.
4. Dressing in the incorrect sports kit for matches or practices
5. Disrespecting coaches whether they are PJJDS coaches or those of other schools where the students are participating in matches or practices
6. Misbehaving, while dressed in PJJDS uniform but not on the school premises.\*
7. Misusing school equipment including ICT equipment

\* Whether pupils are on school grounds or not, if they are in school uniform they are still representing PJJDS and their behaviour is judged in the eyes of the community and therefore points will be deducted, notwithstanding that the student is not at school or on school premises.



**ANNEXURE A**

**CODE OF CONDUCT**

Please ensure that you have read the document to your child and that you and your child sign separately in the space below.

We, the undersigned, have received and read the Phyllis Jowell Jewish Day School Student Code of Conduct.

Our signatures below indicate our acceptance of the terms and conditions and our agreement to abide by the Code of Conduct.

**SIGNATURES**

	<b>NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>PARENT/GUARDIAN 1</b>			
<b>PARENT/ GUARDIAN 2</b>			
<b>CHILD (student)</b>			