

SA Board of Jewish Education Code of Conduct

(17 January 2020)

1. DEFINITIONS

1.1. In this Agreement unless the context otherwise requires, the following terms shall have the following meanings:

- 1.1.1. **“the Code of Conduct”** means the agreement as set out in this document, all annexures attached hereto, including all School Policies, any agreed Written amendments and any other documents incorporated by reference recording any agreements between the Parties from time to time in terms of this Agreement;
- 1.1.2. **“the King David Schools”** means all of the various schools under the direct control of the SABJE;
- 1.1.3. **“the Parent/s”** means the mother and/or father of the Pupil or the Pupils legal guardians, as the case may;
- 1.1.4. **“Pupil/s”** means the child or children enrolled at the School;
- 1.1.5. **“the Principal”** means the duly appointed head of the School;
- 1.1.6. **“the School”** means the specific King David School at which the Pupil is enrolled;
- 1.1.7. **“the Schools”** include the various schools which form part of the SABJE network;
- 1.1.8. **“the Schools Act”** means the South African Schools Act 84 of 1996;



- 1.1.9. **“the School Policies”** mean all Written policies of the School, as amended from time to time and which shall be published and made available on the School website, which Policies are ancillary to this Code of Conduct and should be read in conjunction therewith;
- 1.1.10. **“SABJE”** means the South African Jewish Board of Education
- 1.1.11. **“Parties”** means the parties signing this Agreement collectively;
- 1.1.12. **“Party”** means either one of the Parties as the context may indicate;
- 1.1.13. **“Writing/Written”** includes any hand-written, typewritten, electronic communications or facsimile communications.

2. INTERPRETATION

- 2.1. In this Agreement, unless clearly inconsistent with or otherwise indicated by the context (i) any reference to the singular includes the plural and vice versa; (ii) any reference to natural persons includes legal persons and vice versa; (iii) any reference to a gender includes the other genders; and (iv) references to any enactment shall include references to such enactment as it may, after the Signature Date, from time to time be amended, supplemented or re-enacted.
- 2.2. Where appropriate, meanings ascribed to defined words and expressions in this Agreement, shall impose substantive obligations on the Parties. Any other words or terms used herein that are not commonly used in the ordinary day-to-day English language, but which are specific to the industry in which this Agreement, the Agent and/or the Influencer operates, such industry-specific words or terms used herein shall have their meanings as commonly applied in such industry.



2.3. The clause headings in this Agreement have been inserted for convenience only and shall not be taken into account in its interpretation.

2.4. No provision herein shall be construed against or interpreted to the disadvantage of a Party by reason of such Party having or being deemed to have structured, drafted and/or introduced such provision.

2.5. The words "including", "include", "other", "in particular" or any similar term shall be construed as being by way of illustration only and shall not be construed as limiting the generality of any foregoing words.

2.6. Any communication to be made pursuant to or in connection with this Agreement (including any "notice", "demand", "agreement", "approval", "consent", "resolution" and "confirmation") shall be made by notice in Writing and in the English language.

2.7. References in this Agreement to any Party shall include, or be deemed to be references to, (as may be appropriate) its respective successors, personal representatives and permitted assignees or transferees.

3. GENERAL

3.1. This Code of Conduct has been developed in accordance with the South African School's Act, and is aimed at establishing a disciplined and purposeful environment to facilitate effective education and learning at the King David Schools.



3.2. The principles enshrined in this Code of Conduct are based on the rights contained in the Bill of Rights, as set out in the Constitution of the Republic of South Africa, Act 108 of 1996 ("the Constitution"), including but not limited to:

- 3.2.1. the right to democracy;
- 3.2.2. the right to non-discrimination and equality;
- 3.2.3. the right to privacy, respect and human dignity;
- 3.2.4. the right to non-violence and the freedom and security of a person;
- 3.2.5. the right to freedom of expression;
- 3.2.6. the right to a safe school environment; and
- 3.2.7. the right to education.

4. AIMS AND OBJECTIVES

4.1. The aim of this Code of Conduct is to ensure that the purpose and core values of the King David Schools are upheld.

4.2. The Schools were established to facilitate the continuity of the South African Jewish Community by providing a meaningful and high quality Jewish and general education in a social and cultural Jewish environment. The Schools remain committed to this objective.

4.3. The Schools are traditional Jewish School's in that they form part of the Orthodox Jewish Community and adhere to Orthodoxy in their religious teachings and practices and view Israel as central to Jewish life and to the welfare of the Jewish people, a view which they advance in their curriculum and programmes. By enrolling at the School the Pupil agrees to adhere to and uphold this ethos and curriculum.



4.4. Furthermore, the Schools are conscious of their responsibilities toward South Africa and are committed to the advancement of civic society in this country and to the welfare of all its people.

4.5. To advance these objectives, the Schools aim to develop Pupils who are who are -

- 4.5.1. ethical and humane in their attitude and conduct toward others;
- 4.5.2. knowledgeable and respectful of Judaism and Jewish culture;
- 4.5.3. committed to the survival of the Jewish people and to the welfare of both Israel and South Africa;
- 4.5.4. stimulated to regard learning as a life long pursuit; and
- 4.5.5. endowed with skills and personal qualities to realise their individual potential to the fullest extent.

4.6. This last-mentioned objective is fundamental to the ethos of the Schools as each Pupil is regarded as a unique individual and is to be allowed to develop his or her potential to the fullest extent. As stated in the SABJE Values Statement:

OUR PURPOSE
“INSTIL JEWISH VALUES, DELIVER EXCEPTIONAL EDUCATION
& INSPIRE A LIFE OF PURPOSE”



4.7. These aims and objectives can only be realised in an atmosphere where respect for all Pupils and teachers is the norm. Behaviour and conduct which is disruptive or disrespectful and which precludes the Schools and their professional staff from pursuing and giving effect to these aims, prejudices the School and all participants. Accordingly, this Code of Conduct sets out the standard of behaviour required from each Pupil and the penalties for non-compliance. The object is not simply punitive, rather, it aims to create and maintain an atmosphere where all Pupils can pursue their scholastic careers in a meaningful manner.

4.8. Whilst the Schools will do their best to assist in promoting compliance with School Policies and Rules, it remains the ultimate responsibility of the parents of the Pupils to ensure that their children behave and conduct themselves in accordance with same.

5. DISTRIBUTION PROCEDURES

5.1. This Code of Conduct and all School Policies and School Rules (as amended from time to time) will be displayed on the School's website.

5.2. Each Pupil will be given a copy of this Code of Conduct. Parents are required to read it through with their child; at least one of the Parent's and the Pupil must sign it and return it to the School for filing.

5.3. By signing the Code of Conduct, Pupils acknowledge that they are aware of what they may not do, or should do and what action will be taken against them if they contravene this Code of Conduct.



6. **JURISDICTION AND SCOPE**

6.1. The Code of Conduct is in force at all material times including:

6.1.1. on the Schools premises, prior to, during, and following, regular School hours;

6.1.2. at all official School events, both within and outside the regular School hours and whether on or off the School's premises;

6.1.3. at all times when the Pupil is dressed in the School uniform or is reasonably identifiable as a School Pupil, both on the School premises, or outside of same, even if he/she is online at the time, if the conduct complained of has the ability to, or has, brought the School into disrepute.

6.2. The fact that this Code of Conduct is applicable at times even when Pupils are not under the supervision of the Schools does not place an obligation to enforce the Code of Conduct but rather provides the School the right to do so, if the School believes in doing so is in the best interests of the School, its Pupils and staff.

6.3. This Code of Conduct is applicable at all the Schools and may be supplemented by any specific rules at a particular School ("the School Rules"). Such other School Rules, when advised to Pupils, shall be regarded as forming part of this Code and breaches of such other School Rules shall be dealt with in accordance with this Code which shall *mutatis mutandis* apply.

6.4. Every Pupil agrees to adhere to this Code of Conduct, their particular School Rules and all School Policies (as amended from time to time).



7. DISCIPLINARY ACTIONS

7.1. Misconduct

7.1.1. General

7.1.1.1. In the event that a Pupil commits an act of Misconduct, (as defined hereunder) the Pupil accepts, and the Parents authorise the School to implement the following disciplinary measures against the Pupil.

7.1.2. The Meaning of **Misconduct**

7.1.2.1. For the purposes of clarity, the term "Misconduct" shall mean any conduct by a Pupil which is contrary to this Code of Conduct, the School Rules or any of the School Policies, or which prejudices or interferes with the proper administration of the School or which is offensive to or interferes with the ability of any teacher or staff member to discharge his or her duties or which is prejudicial or harmful to the welfare of any other Pupil/s or which is offensive to any other Pupil/s or which is harmful or prejudicial to the aims and objectives of the School ("Misconduct").

7.1.3. Due Process in the Event of an Act of **Misconduct**

7.1.3.1. In the event that a Pupil commits or is alleged to have committed, or is party to any **initial act** of Misconduct or allows or is party to any omission which constitutes Misconduct, the School, acting through either the teacher of that Pupil or the grade head of the Pupil or the Principal or deputy Principal of the School, may **warn** the Pupil against further Misconduct and/or note such Misconduct against that Pupil's name in the records of the School.

7.1.3.2. In the event that a Pupil commits or is party to any act or Misconduct or allows or is party to any omission constituting Misconduct **after a previous warning or other disciplinary measure** against such Pupil, the School, acting through any one of the persons referred to above **may**, having regard to the act or omission in question -

7.1.3.2.1. issue a further warning; or

7.1.3.2.2. indicate a disciplinary action that the School deems appropriate, or

7.1.3.2.3. Internally Suspend the Pupil from further attendance at the School for such period and on such terms as the Principal or his or her deputy may consider appropriate having regard to the act or omission in question.

("Internal Suspension" means requiring a Pupil to attend at School but suspending such Pupil from attendance in classes or participating in breaks. The Pupil will perform all School work under supervision in the office or other suitable area).

7.2. Serious Misconduct

7.2.1. General

7.2.1.1. In the event that a Pupil commits or is alleged to have committed an act of **Serious Misconduct**, (as defined hereunder) the Pupil accepts, and the Parents authorize the School to implement such disciplinary measures against the Pupil as it deems necessary, as detailed herein.

7.2.2. The Meaning of **Serious Misconduct**

7.2.2.1. For the purposes of clarity, the term "**Serious Misconduct**" shall mean those acts or omissions listed in **Annexure A** hereto.

7.2.3. Due Process in the Event of an Act of Serious Misconduct

7.2.3.1. In the event that a Pupil commits or is alleged to have committed, or is party to any act of Serious Misconduct or allows or is party to any act or omission which constitutes Serious Misconduct, the School, acting through either the teacher of that Pupil or the grade head of the Pupil or the Principal or deputy Principal of the School, **may**, having regard to the severity of the act or omission in question, and the sanction possibly sought against the alleged perpetrator, (which will be determined in the sole discretion of the School), summon the Pupil concerned to either an internal disciplinary hearing ("an Internal Hearing") or a formal disciplinary hearing, to be chaired by either an external or internal chairperson ("Formal Disciplinary Hearing").

7.2.4. Internal Hearings:

7.2.4.1. the Internal Hearing Committee shall comprise -

7.2.4.1.1. the Principal or the deputy Principal of the School (either of whom shall act as Chairperson);

7.2.4.1.2. the grade supervisor/director (where applicable) of the Pupil concerned; and



7.2.4.1.3. a social worker or school counsellor of the School in question;
("the Internal Hearing Committee")

7.2.4.2. Notice:

7.2.4.2.1. the Pupil charged with Serious Misconduct shall be given no less than 5 (five) school days Written notice of the Internal Hearing, unless -

7.2.4.2.1.1. the Internal Hearing Committee directs, with good cause, that a shorter period shall apply; and

7.2.4.2.1.2. there is no prejudice caused to the Pupil by the shorter notice period;

7.2.4.2.1.3. the notice referred to in paragraph 7.2.4.2 shall -

7.2.4.2.1.3.1. contain sufficient particularity of the alleged Serious Misconduct to enable the Pupil to identify the incident in question and to respond thereto;

7.2.4.2.1.3.2. inform the Pupil and Parent/s of the charges, the place, date and time of the hearing and the punishment or sanction which could be imposed; and

7.2.4.2.1.3.3. inform the Pupil and Parent/s of his or her rights in terms of this Code of Conduct.

7.2.5. Procedure

7.2.5.1. At the commencement of the Internal Hearing, the Serious Misconduct alleged shall be explained to the Pupil who shall be given a full opportunity to answer the charge of Serious Misconduct against him or her;

7.2.5.2. If, at the conclusion of the Internal Hearing, the Pupil is found guilty of the charge of Serious Misconduct, the Pupil may either be Internally Suspended or fully suspended from further attendance at the School for a period not exceeding 7 (Seven) school days and on such terms as may be determined by the Internal Hearing Committee. The Internal Hearing Committee may also impose such other punishment as it deems appropriate in the circumstances.

7.2.5.3. If further disciplinary measures are recommended by the Internal Hearing Committee then a Formal External Disciplinary Hearing may be convened as set out hereunder:

7.2.6. Formal Disciplinary Hearings:

7.2.6.1. General

7.2.6.1.1. If a Formal External Disciplinary Hearing is recommended as set out above or if the Serious Misconduct complained of is so severe that a Formal Disciplinary Hearing is required (without

an Internal Hearing), then same shall be conducted as set out herein.

7.2.6.2. The Disciplinary Committee shall comprise -

- 7.2.6.2.1. An external third party appointed by the Principal who shall act as Chairperson;
- 7.2.6.2.2. the Principal of the School or his Deputy;
- 7.2.6.2.3. another staff member of the School; and
- 7.2.6.2.4. the social worker or school counsellor of the School in question;

7.2.6.3. Notice

- 7.2.6.3.1. the Pupil charged with Serious Misconduct shall be given no less than 5 (five) school days written notice of the Disciplinary Hearing unless –
 - 7.2.6.3.1.1. the Disciplinary Committee directs, with good cause, that a shorter period shall apply; and
 - 7.2.6.3.1.2. there is no prejudice caused to the Pupil by the shorter notice period;

7.2.6.3.2. the notice referred to in paragraph 7.2.6.3 above shall -

7.2.6.3.2.1. contain sufficient particularity of the alleged Serious Misconduct to enable the Pupil and parent/s or guardian/s to identify the incident in question and to respond thereto;

7.2.6.3.2.2. inform the Pupil and parent/s or guardian/s of the charges, the place date and time of the hearing and the punishment which may be imposed;

7.2.6.3.2.3. inform the Pupil of his or her rights in terms of this Code of Conduct;

7.2.6.3.2.4. inform the Pupil that his or her parent/s or guardian/s is/are entitled to be present at the Disciplinary Hearing for the purposes of assisting the Pupil;

7.2.6.4. Procedure

7.2.6.4.1. The Pupil is entitled to be supported and assisted by his/her Parent/s at the Formal Disciplinary Hearing;

7.2.6.4.2. at the commencement of the Formal Disciplinary Hearing, the alleged Serious Misconduct shall be explained to the Pupil and the Pupil and his or her Parent/s shall be given a full opportunity to answer the charge of Serious Misconduct against him or her;

- 7.2.6.4.3. in the event that the Pupil admits to the charge of Serious Misconduct, the Disciplinary Committee shall nonetheless satisfy itself that the Pupil committed the Serious Misconduct in question and if so satisfied shall find the Pupil guilty of the Serious Misconduct charge. If the Disciplinary Committee is of the opinion that the Pupil did not commit the act or omission constituting Serious Misconduct, it shall find the Pupil not guilty despite the admission;
- 7.2.6.4.4. in the event that the Pupil denies the charge of Serious Misconduct, the Chairperson of the Disciplinary Committee shall cause a thorough examination of the allegations to be made to ascertain whether or not the Pupil committed the act or omission constituting the alleged Serious Misconduct which may include the calling of witnesses or the presentation of any other evidence;
- 7.2.6.4.5. the Pupil shall be entitled to question any witness and to examine any evidence presented by the Principal or other staff member/s;
- 7.2.6.4.6. the Pupil concerned may call other witnesses or present evidence to rebut the charge of Serious Misconduct;
- 7.2.6.4.7. the Pupils Parent/s may ask questions through the Chairperson;

- 7.2.6.4.8. after presentation of all the evidence, the Pupil or his or her Parent/s may address the Disciplinary Committee, which shall be entitled to adjourn the Disciplinary Hearing for a period not exceeding 2 (two) days in order to consider its verdict;
- 7.2.6.4.9. in the event that the Pupil is found guilty of the charge of Serious Misconduct, the Disciplinary Committee may impose what it deems to be an appropriate punishment and/or may;
- 7.2.6.4.10. recommend a probation period for the monitoring of the Pupil's behaviour subject to the condition that if no improvement takes place within a specified period (which shall be a maximum period of 1 year for primary school Pupils and 2 years for high school Pupils), the Pupil be expelled; or
- 7.2.6.4.11. recommend steps to facilitate the rehabilitation of the Pupil on the basis that if the Pupil does not follow such instructions for rehabilitation, or if such steps do not result in rehabilitation within a specified period, the Pupil be expelled; or
- 7.2.6.4.12. recommend that the Pupil be suspended from attendance at the School for a period not exceeding 7 (seven) school days and subject to such terms as may be imposed by the Disciplinary Committee; or
- 7.2.6.4.13. recommend that the Pupil be expelled;

7.2.6.4.14. if expulsion is recommended by the Disciplinary Committee, such recommendation shall be forwarded to the General Director of SABJE who may, after considering the matter, expel the Pupil from the School on Written notice to such Pupil which Written notice shall inform the Pupil and his or her Parent/s of the Pupil's right of appeal in terms of paragraph 9.

8. GENERAL PROCESSES REGARDING INTERNAL HEARINGS AND DISCIPLINARY HEARINGS

- 8.1. No legal representation shall be allowed at any Internal Hearing or Formal Disciplinary Hearing.
- 8.2. Proceedings of an Internal Hearing or a Formal Disciplinary Hearing shall be recorded by the taking of minutes or in such other satisfactory manner as may be directed by the Chairperson of the Internal Hearing or Formal Disciplinary Hearing, but shall remain strictly confidential, save for those individuals who strictly require knowledge of same
- 8.3. The purpose of this clause is to ensure fair procedure in respect of any Internal Hearing or Formal Disciplinary Hearing. Accordingly, notwithstanding the specific provisions of this clause, each Internal or Formal Disciplinary Hearing shall be conducted in a manner which is procedurally fair and which affords the Pupil a full opportunity to present his or her defence and contentions.



9. Right of Appeal

- 9.1. If a Pupil is expelled, such Pupil shall have the right to appeal the expulsion in accordance with this paragraph ("the Appeal"). Pending an Appeal, the Disciplinary Committee which recommended the expulsion shall be entitled to direct that the Pupil be suspended from attendance at the School pending the outcome of the appeal.
- 9.2. The appeal shall be made to the Chairman of SABJE (who may delegate this responsibility to another member of the SABJE board ["the Board"]), and two other members of the executive of SABJE, who will then constitute the Appeal Panel.
- 9.3. If a Pupil and his or her Parent/s wish to appeal an expulsion, they shall do so by Written notice addressed to the Chairman of the SABJE within three days of receiving notice of the expulsion failing which the right to appeal shall lapse. The Written notice referred to in this paragraph 9 shall specify the grounds of the Appeal.
- 9.4. The Chairman of SABJE shall expeditiously arrange an Appeal hearing ("Appeal Hearing") and shall inform the General Director, the Principal of the School and the members of the Disciplinary Committee which recommended the expulsion of the lodging of the Appeal and provide each with a copy of the notice of Appeal.
- 9.5. The Chairman of SABJE shall convene the Appeal Hearing within 5 (five) days of the receipt of the notice of appeal or within such shorter period as may be appropriate in the circumstances and which does not prejudice the Pupil, the purpose being to dispose of an appeal expeditiously.



- 9.6. At the Appeal Hearing, the Pupil and his or her Parent/s and the Principal of the School concerned shall be entitled to address the Appeal Panel.
- 9.7. After considering the Appeal, the Chairman of SABJE shall either –
- 9.7.1. dismiss the Appeal; or
 - 9.7.2. impose on the Pupil a lesser punishment; or
 - 9.7.3. allow the Appeal and shall forthwith notify the Pupil and his or her Parent/s of the decision.
- 9.8. The decision of the Chairman of SABJE shall be final.
- 9.9. The provisions of paragraph 7.2.6 [Formal Disciplinary Hearings] of this Code shall *mutatis mutandis* apply to an Appeal Hearing.
- 9.10. No legal representation shall be allowed at any Appeal in terms of this paragraph 9.
- 9.11. An Appeal Hearing shall be recorded by the taking of minutes or in such other satisfactory manner as may be directed by the Chairman of SABJE.

ANNEXURE A TO KING DAVID SCHOOL'S CODE OF CONDUCT

ACTS OR OMISSIONS CONSTITUTING SERIOUS MISCONDUCT

1. Acts or omissions which are deemed to be Serious Misconduct in terms of the South African Schools Act, include but are not limited to:
 - 1.1. conduct which endangers the safety and violates the rights of others;
 - 1.2. possession or threat of use of a dangerous weapon;
 - 1.3. possession, use, transmission or visible evidence of narcotic or unauthorized drugs, alcohol or intoxicants of any kind, including marijuana;
 - 1.4. fighting, assault or battery;
 - 1.5. immoral behavior or profanity;
 - 1.6. falsely identifying oneself;
 - 1.7. harmful graffiti, hate speech, sexism or racism;
 - 1.8. theft or possession of stolen property including test or examination papers prior to the writing of tests or examinations;
 - 1.9. unlawful action, vandalism, or destroying or defacing of School property;



- 1.10. disrespect, objectionable behavior and verbal abuse directed at teachers, other School employees or Pupils;
- 1.11. repeated violations of School Rules, the Code of Conduct or School Policies;
- 1.12. criminal or oppressive behavior such as rape or gender-based harassment;
- 1.13. victimization, bullying and intimidation of other Pupils, as more fully dealt with in the School Bullying Policy;
- 1.14. infringement of examination rules;
- 1.15. knowingly and willfully supplying false information or falsifying documentation to gain an unfair advantage at School;
- 1.16. any act of dishonesty or cheating;
- 1.17. disrupting a class;
- 1.18. smoking or drinking alcohol on School premises or during any School activity or in public places when in full or partial School uniform or being in possession of any marijuana, tobacco alcohol products on School premises or during any School activity;
- 1.19. being in possession of or distributing pornographic material;

- 1.20. engaging in any act of public indecency;
- 1.21. intimidating or attempting to intimidate any person involved in a Hearing;
- 1.22. in any way disrupting the proper functioning of the School;
- 1.23. being found guilty of Misconduct after having been found guilty of the same or similar Misconduct on two previous occasions in the preceding three terms of School;
- 1.24. any act / or omission that would cause the School to be brought into disrepute;
- 1.25. transmission of any information, messages or the like via an electronic device of any content that is offensive or harmful to any other individual or the School, as more fully set out in the Technology Policy and Social Media Policy;
- 1.26. any form of holocaust denial;
- 1.27. the use of any holocaust related symbols that could be deemed to be offensive including but not limited to swastikas; and
- 1.28. any form of anti-Semitic behavior or the displaying of and/or spreading of any BDS propaganda against Israel in the School or to fellow School Pupils.

SABJE ANTI-BULLYING POLICY

1. AIMS

We the educators, learners, and parents of the King David Schools aim to:

- provide guidelines of how to deal with bullying / peer abuse
- provide a safe and secure learning environment
- promote a caring atmosphere where empathy and concern for others is valued
- ensure respect for each other and each other's property
- protect children against bullying / peer abuse
- provide the freedom to report bullying / peer abuse
- provide support for victims, bullies and parents and educators

2. DEFINITION OF BULLYING

Bullying is regarded as serious misconduct in terms of the code of conduct relating to the King David Schools. Bullying is an intentional behaviour, which adversely affects another person emotionally and or physically.

Bullying has *three* elements:

1. A desire to hurt
2. A perpetration of hurtful behaviour (physical, verbal, or relational) in a situation where there is an imbalance of power which favours the perpetrator(s)
3. The action is regarded as unjustified, typically repeated and experienced by the target as oppressive

3. EXAMPLES OF BULLYING

Physical includes repeatedly doing any of the following to others:

- kicking, hitting, punching, pushing and tripping
- taking other people's possessions (stealing)
- forcing others to do something against their will

- forcing others to give up their belongings, or demanding money
- damaging others property

Verbal includes repeatedly doing any of the following to others:

- teasing
- ridiculing / mocking
- name calling
- swearing
- threats and rude gestures
- insulting friends and or family members
- spreading rumours
- unpleasant phone calls, SMS's. MMS's or emails

Psychological / Relational includes repeatedly doing any of the following to others:

- scaring a person
- excluding someone from group activities
- ganging up on a person
- ignoring a person
- dominating a person

4. WHAT ACTION TO TAKE

What to do if you are bullied:

1. tell the bully to stop
2. walk away
3. inform a staff member and ask for help

What to do if you know someone is being bullied:

1. tell the bully to stop and that such behaviour is unacceptable
2. report the incident to a staff member
3. If you witness such an incident it is your responsibility to take action.
4. Do not ignore it, offer your support.

5. PROCEDURES & RESPONSES TO BULLYING

- Repeated or serious cases of bullying must be reported to the principal, the class teacher or school counsellor. This can be done directly or anonymously in writing.
- If in writing the note can be left with the school secretary for the relevant staff member.
- All investigations and reports will be treated in the strictest of confidence.
- The bully/bullies and the victims will be interviewed separately in order to hear both sides of the story. Interviews/ discussions will be recorded in writing.
- Parents of the children concerned will be informed. They may be asked to attend a meeting to discuss the problem.
- Severe and repeated incidents of bullying will be recorded in the learner's file.
- Certain privileges may be withdrawn from the bully/bullies, for example break times, participation in school teams or other school activities. There might be other punishments imposed from time to time.
- The bully may be required to do community service.
- The bully may be required to attend regular counselling sessions with a school counsellor or outside therapist.
- The victims may also be required to attend regular counselling sessions.
- Repeated or severe forms of bullying may lead to a disciplinary hearing and could result in suspension or even expulsion, as per the code of conduct.



ACCEPTANCE OF POLICIES

This serves to confirm that I/ We have received, read and accepted the contents of:

1. The South African Board of Jewish Education Code of Conduct;
2. The School Rules;
3. All School Policies; and
4. The Statement of Jewish Practice.

(Please Note that the SABJE may refuse to accept a Pupil if this document is not signed).

I / We, the undersigned, accept the terms of the above-mentioned documents and will co-operate with the School in ensuring their implementation.

SIGNED:

_____	_____	_____
(PRINT NAME)	PARENT/GUARDIAN	DATE
_____	_____	_____
(PRINT NAME)	PARENT/GUARDIAN	DATE
_____	_____	_____
(PUPIL)	SIGNATURE	DATE

By signing as a Parent, you confirm that you have adequately explained this Code of Conduct to your child and that you will do everything in your power to ensure that they adhere to same and that you too will adhere to same.)