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**CAPE TOWN TORAH HIGH  
POLICY ORIENTATION 2021**

**MISSION**

Cape Town Torah High aspires to prepare our students for success in life and career by creating a warm, safe environment committed to Torah values, the Jewish people, the Land of Israel and a sense of community responsibility. We provide a learning environment enriched with stimulating resources that develop individuality, encourage exploration, and empowers our students to think critically, behave ethically, embrace the love of learning and Jewish tradition.

**PURPOSE**

Current thinking in the field of education echoes a statement by King Solomon, found in the Book of Proverbs: *"Educate a child to his way, and when he is old he will not depart from it."* We are guided by this principle of individualised education in both the Jewish and general education sector. The CTTH purpose is to provide a Torah-based educational environment for Jewish families, allowing for Jewish youth to grow into responsible, global citizens entrenched in Jewish thought.

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## 1. EXPECTED SCHOOLWIDE LEARNING RESULTS

### 1. **Midot Tovot - Good Character**

Students live up to ethical and Jewish standards in their personal and professional lives, with exemplary "Midot Tovot", such as sensitivity, honesty, respect, and kindness to others as they navigate interpersonal relationships.

### 2. **Family/Community Involvement and Leadership**

Students will be equipped with the foundation and skills to establish strong Jewish homes and families, and will be fully engaged in the local and global community as members and leaders.

### 3. **Lifelong Learners**

Students are self directed and lifelong learners, both in Judaic and General Studies, challenging themselves to grow spiritually, academically, and emotionally, whilst still being guided by adults who are invested in their well-being.

### 4. **Critical Thinking and Problem Solving**

Students will possess analytical and thinking skills to decipher, infer, and deeply understand ideas, issues, and texts.

### 5. **Jewish Identity and Israel**

Students will be passionate about their Judaism, and apply and relate the timeless wisdom of Torah and Halacha (Jewish law) to their modern lives. Students will possess a feeling of connection and love towards the land of Israel, as well as a healthy understanding of the challenges Israel faces.

### 6. **Effective Communicators**

Students are eloquent in the vernacular, whilst equally comfortable with Jewish jargon as they communicate effectively using symbolic and/or language skills of various genres.

### 7. **Healthy Life Choices**

Students will live active and healthy lifestyles, in mind, body and soul.

## **2. MIDOT TOVOT POLICY**

At Cape Town Torah High, we pride ourselves on creating a safe and pure space based on the values and "derech erez" of the Torah, so that students are able to grow and learn in a healthy, respectful and spiritual environment.

Behaviours, words, and actions that are not aligned with the values of our school, will be addressed comprehensively to ensure that every student is clear on what is expected from them. It is essential that students and families are familiar with the Midot Tovot Policy which is in place to protect students, teachers and the values of CTTH.

**Unacceptable behaviours include, but are not limited to, any of the following:**

- Undermining teachers and CTTH staff or disrupting another student's right to learn.
- Being sent out of class for being excessively disruptive
- Verbal or physical aggression against another student including bullying, name-calling, mockery and harassment
- Failing to comply with school procedures and rules, both in school and on outings
- Repeated late-coming
- Bunking of either school or classes
- Using inappropriate language - This includes having inappropriate conversations, or being in possession of inappropriate words on a paper or on an electronic device

Depending on the severity of the infraction, the teacher may either choose to deliver a Chutzpah Warning, or in more severe cases, immediately send the student to the Principal's office.

If a student is sent out of class, he or she must go immediately to the Principal's office and wait quietly to be seen. Students sent out of class will need to make up that time during the following breaktime.

All Chutzpah Warnings will be recorded and, where necessary, parents will be notified by phone or email. After THREE Transgression Warnings, a student will be required to stay in at break.

CTTH reserves the right to respond to behaviour that is detrimental to the school, wherever and whenever it occurs. Although the consequences for transgressions are clear, CTTH reserves the right to impose a different consequence if in its judgment, the situation warrants it.

### **3. LATE-COMING AND ABSENTEE POLICY**

Consistent and punctual attendance in assigned sessions and activities is essential to maximise each student's success. School attendance is both a legal and academic requirement and due to our dual-curriculum, regular absenteeism will be detrimental to a student's academic progress.

CTTH keeps accurate records of the dates that students are absent from their classes, and will communicate with the parents if the amount of time out of class needs to be addressed.

Any day or period in which a student is not present at school or in class is considered to be pupil absenteeism. This includes illness, appointments, family vacations, etc. This also includes bunking class and/or arriving at school late or leaving school early.

According to the Department of Basic Education, pupils are not permitted to miss more than ten consecutive school days. In the event of a prolonged, serious illness or ongoing medical condition parents will need to submit a doctor's certificate to the school. **Note that should a student miss more than three days of school owing to illness a medical certificate will need to be provided on return.**

In order to ensure the safety of every child it is extremely important to make sure that communication between CTTH staff and parents is clear regarding the whereabouts of each student at all times. This is especially true in the mornings. Parents are required to contact the school office well in advance regarding any lateness and absenteeism. This includes booking appointments and the like during school hours, so as to take into consideration planned assessments/trips/other scheduled events at school.

Time missed as a result of late-coming and absenteeism will need to be recovered after school and should this persist, pupils and parents will be required to meet with the Principal.

**Notice of late-coming, absenteeism and leaving school early must be reported to:**

**Admin: Mrs Janene Rhoda**

**[admin@cttorahhigh.com](mailto:admin@cttorahhigh.com)**

**+27 82 567 1180**

**+27 21 461 2527**

**Principal: Mrs Daniella Conibear**

**[dconibear@cttorahhigh.com](mailto:dconibear@cttorahhigh.com)**

**+27 71 874 5077**

#### **4. HOMEWORK AND AFTER-SCHOOL STUDY POLICY**

Because we run a dual-curriculum, the academic day should end around 16h30. However, we have carefully chosen academic products that can be used at home and students are allowed to contact their teachers telephonically or via email until 18h30 should the need arise. Junior students should expect to do at least one hour of class work at home and senior students should work at least two hours at home each day.

We encourage open communication between pupils and their teachers. If a student feels that the total home-prep load is too heavy, he or she should talk to teachers to explore the issue both in terms of workload and in terms of time management. Should a student fail to complete classwork due to disruptive behaviour, it is essential that this is rectified that afternoon at home.

Staying on top of home-prep will determine the enjoyment of classwork. Teachers are asked to develop a home-prep policy for their specific subjects and to contact parents if a pattern of late or missing homework is seen. Students should make every effort to have assignments completed on or before the due date.

#### **Therefore:**

If a student has fallen behind on their work, or routinely avoids doing homework, they will be expected to stay at school on assigned days until 16h00 to give them an opportunity to catch up. This is not assisted learning, but rather a set time for the student to do what was expected of them. Parents will have to find alternative lifting should their child find themselves in Homework Hour.

Students can expect to receive notice of Homework Hour attendance on the same day that they do not hand in work. If the student has extra murals, please be advised that they will be unable to attend their extra mural.

It must be noted that students should make every effort to stay on top of their work to avoid finding themselves in a situation where academic work becomes a disciplinary concern.

If a student has been ill, he or she is entitled to extra time to complete assignments, the exact amount of this extra time is to be determined by the teacher. It is essential that students and parents communicate with teachers in this regard.

Parents play a significant role in helping to ensure that students have completed homework comprehensively and on time. We strongly encourage parents to contact teachers should they have any concerns regarding their child's work.

## **5. LEARNING SUPPORT**

CTTH provides a child-centred learning environment and learning support is a large part of this endeavour. Organisation, long-term planning, study skills and comprehension strategy are a sampling of the academic areas that we address in our classroom.

In addition, when special learning requirements are needed, we will meet with the student and parents to discuss internal/external support. This may be necessary in Kodesh and/or in General Studies.

## 6. BOYS WARDROBE POLICY

At CTTH, we believe that a neat and orderly appearance enhances the focus, concentration, and mood of a student. It also creates a sense of purpose and respect for the student's daily task of study and education, and a professional and academic environment conducive to learning and growth. Our students are the *de facto* ambassadors of a Torah education in the City, and must dress the part. Being presentable, neat, and clean is a great Torah value, as it says in the Talmud, "Cleanliness leads to purity, holiness, and humility" (Yerushalmi Shekalim 3:3).

We ask all CTTH parents to please help us maintain a respectable dress code at school, that strikes a balance between absolute uniformity and individuality, as per the ethos of the Cape Town Torah High. We reserve the right to enforce wardrobe infractions by denying admittance to class.

While we do live in the South African community that is accustomed to school uniforms, we also deeply respect individual expression. Our CTTH students, who are teenagers, are given a choice of items that can be mixed and matched according to their body shapes and personal style.

1. **Boys shirts:** Shirts must be white or light blue. Shirts must be buttoned up, tucked in, and remain so for the duration of the day. Seniors (10 - 12) can wear the dark blue shirt on the wardrobe list as well.
2. **Boys pants:** Pants must be chino style, black, navy blue, or beige only.
3. **Shoes:** Shoes must be black, including laces. Dress shoes or black sneakers are fine.
4. **Kippot:** Boys are expected to wear their own kippah all day at CTTH. During breaks and sports, students should have a cap to keep their kippah on if it is prone to fall off.
5. **Tzitzit:** Boys are expected to wear tzitzit at CTTH. You can purchase tzitzit at Chabad Bookshop in Sea Point, or from the Kollel Bookshop in Johannesburg.
6. **Jerseys:** Students must wear solid black jerseys and jackets only with no markings. The popular K-way jacket is also permitted. In the past, CTTH has also sourced jerseys and jackets from Busby that you can order.
7. **Hair:** Hair must be kept at neat length. Peyot are expected to be observed.



## **7. GIRLS WARDROBE POLICY**

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Our students are the *de facto* ambassadors of a Torah education in the City, and must dress the part. Being presentable, neat, and clean is a great Torah value, as it says in the Talmud, "Cleanliness leads to purity, holiness, and humility" (Yerushalmi Shekalim 3:3).

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The items on offer for girls to wear have been made available to families and are accessible at any point in the year.

Girls and parents should feel free to chat to a CTTH staff member should they have any concerns regarding dress code.

## **8. ACCEPTABLE INTERNET USE POLICY**

Students at CTHH have the opportunity to receive Internet access, and need parental permission to do so. Among other advantages, students will be able to communicate with other schools, colleges, organisations and individuals around the world through Internet and other electronic information systems and networks.

With this educational opportunity also comes responsibility. It is important that families read the enclosed informed consent form, school procedures and other material, and discuss it together. When your child is given an account and password to use on the computer, it is extremely important that the rules stipulated are followed. Inappropriate use will result in the loss of the privilege to use this educational tool, and other disciplinary action if appropriate.

Students are held responsible for any activity that happens of his or her account. Parents are urged to please stress the importance of using only his or her account password, and keeping it a secret from other students.

Students should never let anyone else use their password to access the network. Your child is responsible for any activity that happens on his or her account.

We have established procedures and rules regulating the materials that students may search for on the network, but please be aware that there is unacceptable and controversial material and communications on the Internet that your child could access. It is not possible for us to always provide direct supervision of all students. We cannot filter material posted on network-connected computers all over the world; we encourage you to consider the potential of your child being exposed to inappropriate material in your decision of whether or not to sign the consent form.

We reserve the right to review email sent or received on the CTHH network system to improve student safety and system integrity, and parents and students must waive the copyright on any material posted through the network.

Parents are encouraged to contact CTHH should they have any concerns regarding their child's Internet use.

## **9. NETWORK ACCEPTABLE USE GUIDELINES AND SAFETY REQUIREMENTS**

These procedures are written to support the electronic resources policies and to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technological literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognise that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behaviour online are no different from face-to-face interactions.

### **Use of Personal Electronic Devices:**

In accordance with Cape Town Torah High's policies and procedures, students and staff may use personal electronic devices to further their education and research. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day.

### **Network:**

The network includes wired and wireless devices and peripheral equipment, files and storage, email and Internet content. All use of the network must support education and research and be consistent with the rules of the school.

### **Acceptable network use by students and staff include:**

1. Creation of files, digital projects, videos, web pages and podcasts using network resources in support of education and research;
2. Participation in blogs, wikis, bulletin boards, social networking sites and groups and the creation of content for podcasts, email and web pages that support education and research;
3. With parental permission, the online publication of original educational material, curriculum related materials and student work. Sources outside the classroom or school must be cited appropriately;
4. Staff use of the network for incidental personal use in accordance with all district policies and procedures; or
5. Connection of personal electronic devices (wired or wireless) including portable devices with network capabilities to the school network after checking with our administrator to confirm that the device is equipped with up-to-date virus software, compatible network card and is configured properly. Connection of any personal electronic device is subject to all procedures in this document.

**Unacceptable network use by district students and staff includes but is not limited to:**

1. Personal gain, commercial solicitation and compensation of any kind;
2. Actions that result in liability or cost incurred by the school;
3. Downloading, installing and use of games, audio files, video files, games or other applications (including shareware or freeware) without permission or approval from the school administrator;
4. Support for or opposition to ballot measures, candidates and any other political activity;
5. Hacking, cracking, vandalising, the introduction of viruses, worms, Trojan horses, time bombs and changes to hardware, software and monitoring tools;
6. Unauthorised access to other school computers, networks and information systems;
7. Cyberbullying, hate mail, defamation, harassment of any kind, discriminatory jokes and remarks;
8. Information posted, sent or stored online that could endanger others;
9. Accessing, uploading, downloading, storage and distribution of obscene, pornographic or sexually explicit material; or
10. Attaching unauthorised devices to the district network. Any such device will be confiscated and additional disciplinary action may be taken.

The school will not be responsible for any damages suffered by any user, including but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by his or her own negligence or any other errors or omissions. The school will not be responsible for unauthorised financial obligations resulting from the use of, or access to, the school's computer network or the Internet.

**Internet Safety:**

**Personal Information and Inappropriate Content:**

1. Students and staff should not reveal personal information, including a home address and phone number on websites, blogs, podcasts, videos, social networking sites, wikis, email or as content on any other electronic medium;
2. Students and staff should not reveal personal information about another individual on any electronic medium without first obtaining permission;
3. No student pictures or names can be published on any public class, school website unless the appropriate permission has been obtained according to school policy; and
4. If students encounter dangerous or inappropriate information or messages, they should notify the appropriate school authority.

**Filtering and Monitoring:**

1. Filtering software is not 100 percent effective. While filters make it more difficult for objectionable material to be received or accessed, filters are not a solution in themselves. Every user must take responsibility for his or her use of the network and Internet and avoid objectionable sites;
2. Any attempts to defeat or bypass the schools Internet filter or conceal Internet activity are prohibited;
3. Email inconsistent with the educational and research mission of the school will be considered SPAM and blocked from entering school email boxes;
4. The school will provide appropriate adult supervision of Internet use. The first line of defence in controlling access by minors to inappropriate material on the Internet is deliberate and consistent monitoring of student access to electronic devices;
5. Staff members who supervise students, control electronic equipment or have occasion to observe student use of said equipment online, must make a reasonable effort to monitor the use of this equipment to assure that student use conforms to the mission and goals of the school and;
6. Staff must make a reasonable effort to become familiar with the Internet and to monitor, instruct and assist effectively.

**Internet Safety Instruction:**

All students will be educated about appropriate online behaviour, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

1. Age appropriate materials will be made available for use across Grade levels.
2. Training regarding online safety issues and materials will be made available for administration, staff and families.

**Copyright:**

Downloading, copying, duplicating and distributing software, music, sound files, movies, images or other copyrighted materials without the specific written permission of the copyright owner is generally prohibited. However, the duplication and distribution of materials for educational purposes is permitted when such duplication and distribution falls within the Fair Use Doctrine

### **Ownership of Work:**

All work completed by students as part of the regular instructional programme is owned by the student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. Staff members must obtain a student's permission prior to distributing his or her work to parties outside the school.

### **Network Security and Privacy:**

#### **Network Security:**

Passwords are the first level of security for a user account. System logins and accounts are to be used only by the authorised owner of the account for authorised school purposes. Students and staff are responsible for all activity on their account and must not share their account password.

#### **The following procedures are designed to safeguard network user accounts:**

1. Change passwords according to school policy;
2. Do not use another user's account;
3. Do not insert passwords into email or other communications;
4. If you write down your user account password, keep it in a secure location;
5. Do not store passwords in a file without encryption;
6. Do not use the "remember password" feature of Internet browsers; and
7. Lock the screen or log off if leaving the computer.

#### **No Expectation of Privacy:**

The school provides Internet access as a tool for education and research. The school reserves the right to monitor, inspect, copy, review and store without prior notice information about the content and usage of:

1. The network;
2. User files and disk space utilisation;
3. User applications and bandwidth utilisation;
4. User document files, folders and electronic communications;
5. Email, Internet access and all information transmitted or received in connection with network.

**Disciplinary Action:**

All users of the school's electronic resources are required to comply with the school's policy and procedures (and agree to abide by the provisions set forth in the Cape Town Torah High's policy documentation). Violation of any of the conditions of use explained in the policy documentation could be cause for disciplinary action, including suspension or expulsion from school and suspension or revocation of network and computer access privileges.

## **10. CELL PHONE POLICY**

While electronic devices are a part of life for many today, they have proven incredibly distracting and addictive; a dangerous combination. CTTH will continue to update this policy based on experience and facts on the ground, in our efforts to create the best learning environment for all of our students.

### **Junior Division:**

We have found that even when “only” used during breaks, it becomes very difficult to truly switch off when class starts if the student is in the middle of a Whatsapp conversation, waiting for a reply to a question, or chatting with a parent, friend or sibling. Inevitably this usage spills over into class time, and the students end up distracted for their lessons. It also becomes impossible to enforce a policy that is not clear-cut across the board. If a parent needs to get a hold of their child during the day for any reason, they should contact the office at 021 461 2524, and coordinate with the administration, or they may contact their child’s teacher directly.

### **Policy for Grades 7 - 9:**

1. All student cell phones during school hours (07h30 - 15h15), including breaks, belong only in the designated cell lockers. Cell phone use is prohibited during these hours, including davening, breaks and lunch, unless permission is granted by a teacher, and for a specific limited purpose.
2. If a teacher sees a phone during the day, even if it's off, they will take it, and deposit it with the administrator or one of the Principals.  
First offence each term: Cell phone will be returned at the end of the day.  
Second offence and onward each term: Cell phone will be returned at the end of the week.
3. If an important need arises for a student to contact their parents about something (eg. forgot their lunch, not feeling well, change in carpool etc.) they may do so with permission from their teacher.
4. If a student needs a cell phone for their transport to or from school, or for safety reasons, it must be turned off and put in the lockers before school begins.
5. If a specific student is proven to struggle to abide by this, or if they use their phone in ways that are against the CTTH Code of Conduct, including but not limited to cyberbullying, inappropriate sharing of pictures and texts as determined by the CTTH Child Safety Policy, inappropriate Internet browsing, and online gaming, they will be governed by different and unique regulations



as seen necessary and in communication with their parents, to the extent of not being allowed to possess a phone at school at all.

### **Senior Division:**

Seniors are expected to have developed greater internal discipline, as well as possess stronger work ethic than their younger schoolmates.

### **Policy for Grades 10 - 11:**

1. Cell phones must be in lockers during all class times, including davening, unless permission is granted by a teacher, and for a specific limited purpose.
2. Cell phones may be used during breaks and lunch for necessary communication, but not for things like Facebook, YouTube and social media or online gaming. Students are strongly encouraged to get fresh air and exercise at break time.
3. If a teacher sees a phone during class time, even if it is off, they should take it, and deposit it with the administrator or one of the Principals.  
First offence each term: Cell phone will be returned at the end of the day.  
Second offence each term and onwards: Cell phone will be returned at the end of the week.
4. If a specific student is proven to struggle to abide by this, or if they use their phone in ways that are against the CTTH Code of Conduct, including but not limited to cyberbullying, inappropriate sharing of pictures and texts as determined by the CTTH Child Safety Policy, inappropriate Internet browsing, and online gaming, they will be governed by different and unique regulations as seen necessary and in communication with their parents, to the extent of possibly not being allowed to possess a phone at school at all.

### **Policy for Grade 12:**

1. Matrics may keep their phones during the school day, but may not use them during class times without the permission of their teacher.
2. If a specific student is proven to struggle to abide by this, or if they use their phone in ways that are against the CTTH Handbook and Code of Conduct, including but not limited to cyberbullying, inappropriate sharing of pictures and texts as determined by the CTTH Child Safety Policy, inappropriate Internet browsing, and online gaming, they will be governed by different and unique regulations as seen necessary and in communication with their parents, to the extent of possibly not being allowed to possess a phone at school at all.

## 11. GRADE 7 AND 8 LAPTOP POLICY

CTTH is a tech-dependant school, and we do our utmost to maintain the most productive educational environment possible. This policy is for laptops required for schoolwork. Cell phones, iTouch, iPods, tablets, smartwatches are subject to our **Cell Phone Policy**. As younger students are more prone to become distracted and/or overly attached to their devices, the following policy is in effect for Grades 7 and 8:

1. All laptops are to be stored away off the students' desks when not needed for a class, on their shelves or in lockers. Lockers in the shul (under the seats) with padlocks are available for any student who wishes to leave their laptop at school overnight.
2. Laptops should only be brought out when needed and requested by a teacher.
3. Laptops are to be carefully monitored by the teacher for the period that it is needed during the class.
4. Students are not allowed to check or send emails during school unless a teacher has instructed them to.
5. No laptops are to be used during any break (including Kodesh breaks) unless an exception is made by a teacher. The students are encouraged to get outside and get fresh air during breaks.
6. Laptops should always be charged and at optimal functionality so that when they are needed time is not lost on technical glitches.
7. A CTTH staff member has the final say to determine if a student is misusing their laptop/iPad.
8. If a student is misusing their laptop during class, the teacher will take it away from them.
9. If a student habitually misuses their laptop, they will become required to check their laptops in at the beginning of the day like cell phones, and will only be given it for the period of supervised work.

## **12. CHILD PROTECTION AND SAFETY POLICY**

CTTH believes that the best interests of children and the rights of children should be protected at all times. Our school is committed to maintaining a safe environment and will comply with acceptable standards of Halacha (Jewish law); as well as South African legislation in relation to matters regarding the abuse of children.

CTTH recognises that effective education requires a healthy use of connection and warmth. While the majority of interaction between staff and students fall well within the range of normal healthy relationships, certain behaviour is regarded as incompatible with the goals and standards of CTTH and is therefore always prohibited.

This policy applies to all educational, administrative and support personnel as well as to all students at CTTH. This includes locums, volunteers and once-off personnel.

### **Statement of Intent:**

CTTH is committed to providing a safe environment for all students and school employees.

The aim and emphasis of the Policy is to protect students from inappropriate or unwanted touch, abuse; whether it is direct or indirect, and the exertion of any form of verbal, physical or inappropriate psychological influence or control over students.

In order to give effect to the policies contained in this document, CTTH has appointed specific individuals who will manage and coordinate matters relating to abuse or suspected abuse.

These individuals are bound to strict professional codes of confidentiality and ethics.

### **These individuals are:**

- Chairman of CTTH
- The Board of CTTH
- Mr. Simon Brodovcky
- Rabbi Shlomo
- Mrs Conibear

### **Standards of Conduct for Staff Members and Students at CTHH:**

Certain behaviours for both students and staff members have been identified as unacceptable at all times.

The identified behavioural standards indicated below also apply to student/student interaction when under the supervision of staff members, or when participating in a formal or informal school related programme, outings and/or Shabbatonim.

1. No staff member/ student may be alone with any other staff member/student in an area that cannot be seen by others.
2. No staff member / student may be in a locked classroom / office with another staff member / student or any other individual.
3. The door must be left open if the classroom / office has no windows.
4. Physical force may never be used, other than to safeguard against immediate danger.
5. No staff member / student may denigrate other staff members / students publicly, or privately or attempt to control or manipulate them.
6. Staff members /students are not permitted to pay inappropriate attention or make any sexual or otherwise inappropriate remark to other staff members / students.
7. Staff members / students are not allowed to display or distribute any demeaning, suggestive or pornographic material.
8. Staff members / students are not allowed to discuss matters of a sexual nature unless they form part of the official curriculum, in which case, permission from the respective Principal needs to be received.
9. There may be no direct or indirect invitations from staff/students to staff/students to engage in inappropriate or suggestive activities. This may or may not include a promise of reward for complying or punishment for not complying.
10. No staff member / student may ever instruct another staff member / student to keep a secret.

11. During any school trip, sleeping arrangements will be coordinated / confirmed by the staff and/or leaders. Each student has to have his or her own bed or linen.
12. Inappropriate or unwanted touching, exposure, pulling down pants and lifting up shirts are unacceptable.
13. No student will be permitted to provide assistance to any unfamiliar person on the campus, without permission and knowledge of a teacher.
14. No staff member/student is allowed to be with another staff member/student in a toilet stall.

All of the above behavioural standards apply to all forms of electronic communication or Internet usage at any time. E.g. Email, WhatsApp or sms, with regards to communication between students and students as well as staff members and students.

#### **Reporting of Infringement or Suspected Infringement:**

The provisions listed below MUST be reported immediately or within reasonable time, to any one of these individuals:

- Chairman of CTTH
- The Board of CTTH
- Mr. Simon Brodovcky
- Rabbi Shlomo
- Mrs Conibear

This includes all cases of concern, reasonably grounded suspicions, accusations, and/or disclosures, relating to abuse or inappropriate conduct, during school hours, on campus, or during any school related activity, whether formal or informal.

Not complying with the above mentioned standards of conduct, or not reporting infringements related to the standards of conduct, is seen as misconduct by CTTH and will therefore be treated accordingly.

**Training and Awareness:**

CTTH is committed to raising and maintaining awareness around child safety pertaining to bullying, emotional, physical and sexual abuse, for students, staff members and parents.

Appropriate group work sessions within the context of the ethos of CTTH will be prepared and implemented once per year, by the school staff and/or other trained experts within the field of child safety and related matters.

### **13. DRUG AND SUBSTANCE ABUSE POLICY**

The increase in the use and distribution of drugs throughout South Africa, and particularly among the country's youth, is a cause for concern for all parents – and especially for those who have children still at school. After extensive investigation into the socio-political, socio-economic and socio-cultural factors influencing South Africa at present, it is fair to say that the children in South African schools are being targeted as potential drug users through powerful international, national and local drug syndicates.

The availability of a variety of drugs is widespread and affordable. The media – print, radio and television – continue to reflect the seriousness of the situation with regard to addiction and substance abuse. In addition, young aspirant sportsmen and women are increasingly turning to performance enhancing drugs to improve their success in their chosen fields of competition.

As part of a greater community the school confronts issues head on and deals with them in a structured and considered manner, in partnership with the parents/guardians of the school to ensure the best for their children. Substance abuse is detrimental to one's physical, social, emotional, mental and spiritual health. The concept of a healthy lifestyle will, at all times, be propagated and encouraged by the school.

#### **The purpose of this policy is two-fold:**

1. To protect and assist any individual student by outlining the approach taken by the school to rehabilitation and counselling.
2. To protect other students and the school by outlining the procedures for disciplinary action, as detailed in the Policy Document and Code of Conduct.

#### **Educational Programmes:**

In keeping with the core values of the School and the principle that prevention is better than cure, the school ensures that all students, parents/guardians and staff are regularly educated about the problems of drug abuse and dependency.

#### **Illegal Drugs:**

"Illegal drug" is defined as any unlawful substance that has a psychological or physiological effect (including alcohol); or any substance having such effect that is possessed unlawfully.

**Application of the policy:**

The policy applies to the use and distribution of any illegal drug by a learner whilst on the school property, in school uniform or while involved in any school activity which is any official educational, sporting, cultural, recreational or social activity of the school within or outside the school premises.

The use of any illegal drug is strictly forbidden.

If the behaviour of a student indicates that he or she may be using an illegal drug, the information may be referred to the relevant Counselling Department chosen by the school and the parents.

**Rehabilitation and Counselling:**

It is policy not to condemn students but to support those who need help. Where possible, this will be managed in a way that least impacts on the student's school career.

Students who voluntarily request help and/or those referred by parents or teachers will be sent to a counsellor. The approach will be one that is non-judgmental and non-disciplinary. The counsellor will provide assistance in recommending the best possible course of rehabilitation. An appropriate agreement for rehabilitation will be drafted by the school, and signed by the parent/guardian, the Head of school and the counsellor. The confidentiality of the student and the family is paramount throughout this process.

Confidentiality should be maintained at all times by all stakeholders. Whilst the school and its employees can make this professional commitment, real confidentiality will depend on whether or not the student and/or his/her parents can avoid telling their friends or anyone else.

**The Distribution and Possession of Illegal Drugs:**

Unless authorised by the Principal for legitimate educational purposes, no person may bring an illegal drug onto school premises or have such drug in his or her possession on school premises or during school activity. Any form of distribution of any illegal drug to any other person is strictly forbidden.

In particular, the selling or purchasing of illegal drugs is a criminal offence. If any student is suspected of, or caught, selling or purchasing such illegal drugs, the School will investigate and, if necessary, refer the matter to the appropriate authorities for further investigation and action.



### **Testing for Prohibited Substances:**

In accordance with section 8A of the South African Schools Act of 1996 ("the Schools Act"), the Head or his/her delegate may administer a urine or other non-invasive test to any student or group of students that is on fair and reasonable grounds suspected of using illegal drugs. To the extent possible the consent of the parent/guardian and the consent of the student will be obtained. However, the School reserves the right, as contemplated in section 8A of the Schools Act, to test for illegal drugs without such consent.

The school will be in control of the testing programme. The costs will accrue to the parents / guardians. In the event of a test being required for the abuse of anabolic steroids, the school will bear the cost, given the expense of such tests. If the student tests positive, the costs of any subsequent testing (for anabolic steroids) will be for the account of the parent / guardian.

Details of when such tests occur will be kept strictly confidential and only disclosed to those persons who are required to know such details, to ensure that students cannot determine or anticipate when testing will take place or who will be selected for a test.

Once a student has been notified of selection for a drug test, the student will be accompanied and observed by a member of the testing team from the time of notification until the testing process is complete. When the student arrives at the testing area he/she will be informed of the testing process that is about to take place and the consequence of a positive test result, before testing commences.

The test will be conducted in the presence of a witness of the same gender as the learner, and out of sight of any other person. A test report with a unique reference number will be completed for every test. It will include the full details of the person being tested, details of any medication or supplements which the student claims to have ingested in the last 48 hours, any comments that members of the testing team or the student may wish to record, and the test result.

**Procedure to be followed if an illegal drug is found on a learner:**

Any illegal drug that has been seized (in terms of the school's Search and Seizure Policy) must be clearly and correctly labelled with full particulars, including:

- The name of the student in whose possession it was found;
- The time and date of the search and seizure;
- An incident reference number;
- The name of the person who searched the student;
- The name of the witness or witnesses; and
- Any other details that may be necessary to identify the item and the incident.

Any such seizure will be recorded in the school record book. The illegal drug(s) concerned will be handed over to the police for disposal in terms of section 31 of the Criminal Procedure Act, 1977.

**Grounds for reasonable suspicion:**

A search or drug test contemplated above will only be conducted after taking into account all relevant factors , including:

- The best interest of the student in question or of any other student at the school;
- The safety and health of the student in question or of any other student at the school;
- Reasonable evidence of illegal activity; and
- All relevant evidence received.

Individual symptoms will not be considered as indicators, but a pattern of indicators (e.g. a decline in academic achievement, a lack of willingness to participate in school activities, change in behaviour, irregular school attendance, etc.) will be investigated. Marked changes in physical appearance may be grounds for suspecting the use of performance enhancing drugs such as anabolic steroids.

**Disciplinary Action:**

If the rehabilitation and counselling route has not been followed, or has been unsuccessful, the school reserves the right to take appropriate disciplinary action.

Save as otherwise provided in this policy, any evidence obtained against the student as a result of a drug test or search, whether in the form of a positive drug test or the confiscation of an illegal substance, will not result in criminal proceedings being instituted against the student.

Each case will be dealt with confidentiality but parents/guardians will be informed and involved. The school will do its best to create a confidential zone for students to speak up if their information is motivated by a willingness to help both with the addiction and interface with parents.

Selected educators, who will be specifically trained in this area, will undertake the investigations and a professional external organisation will participate in the intervention process.

Students who have been found to have transgressed will be referred to an identified organisation for assessment and treatment. Parents/guardians will be held responsible for any expenses incurred.

If it is established that a student is engaged in the use of illegal drugs, the student will be required to submit to a rehabilitation programme which will include:

- The treatment option as determined by all parties.
- Urine testing or other non-invasive testing can take place on an ad hoc basis. The control of such testing is the school's responsibility.
- An expectation that the student will improve with respect to behaviour, academic achievement and school attendance.
- The authorisation and support by the parents/guardians of the treatment.
- That the designated institution undertaking rehabilitation and treatment will supply the school with progress reports addressed to a designated, trained person. Such report is furnished with the student's written consent.

If necessary, the rehabilitation programme can be adapted after negotiation with the relevant parties. The proviso that if the parents/guardians and/or student take it upon themselves to stop treatment, the school will consider the rehabilitation programme suspended and the school reserves its right to implement disciplinary procedures, in terms of the school Code of Conduct.

## **14. SEARCH AND SEIZURE POLICY:**

### **Definitions:**

1. "Dangerous object" means:

- Any explosive material or device;
- Any firearm or gas weapon;
- Any article, object or instrument that may be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralysed or unconscious;
- Any other object similar in nature to the objects listed above.

2. "Illegal drug" means any unlawful substance that has a psychological or physiological effect; or any substance having such effect that is possessed unlawfully;

3. "School activity" includes any educational, cultural, recreational, sporting or social activity of the school within or outside the school premises; and

4. "Illegal activity" means the wilful possession of an illegal drug, dangerous object or stolen item.

### **Prohibition:**

#### **No person may:**

- Allow any dangerous object to be brought onto school premises or to a school activity;
- Carry any dangerous object in school premises or at premises at which a school activity is carried out;
- Store any dangerous objects in school premises or premises at which a school activity is carried out;
- Possess illegal drugs in contravention of the Substance Abuse Policy;
- Possess any stolen item on school premises or at a school activity.

### **Search and Seizure:**

The Head or his/her delegate may, at random and without a warrant, search any student or group of students, or the property of a student or group of students, for any dangerous object, stolen item or illegal drug (hereafter, collectively referred to as "prohibited good"), if he or she has a reasonable suspicion that:

- Prohibited good may be found on school premises or during a school activity;
- One or more students on school premises or engaged in a school activity are in possession of a prohibited good.

The Head or his/her delegate may without a warrant seize any prohibited good found on school premises or during a school activity, or found on any person who is on school premises or engaged in a school activity.

A search may only be conducted after taking into account all relevant factors, including:

- The best interest of the students in question or any other student in the school;
- The safety and health of the students in question or of any other student at the school;
- Reasonable evidence of illegal activity; and
- All relevant evidence received (which may include rumours, with supporting evidence).

A student's person and/or personal effects (for example book bag, blazer, sports bag etc.) may be searched whenever the Head or his or her delegate has a reasonable suspicion to believe that the student is in possession of a prohibited good.

Student lockers are the property of the school and remain at all times under the control of the school. Students are, however, expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by the Head or his or her delegate for any reason, and at any time, without notice, without student consent, and without a search warrant.

**The procedure for conducting a search:**

All searches contemplated in this policy will be conducted in a manner that is reasonable and proportional to the suspected illegal activity.

Where a search entails a body search of a student, such search may only be conducted by the Head, if he or she is the same gender as the student, or by the Head's delegate, who must be the same gender as the learner. A second staff member of the same gender must be present as witness.

**The procedure to be followed in a body search of a student:**

- A body search includes a visual search and a "pat down" body search.
- Any body search will be conducted in a private area and not in view of another student.
- The student will be requested to place loose items from pockets and clothing on a table or desk for inspection. To facilitate the pat-down search, the student must remove all articles from his or her pockets and remove any secondary outer clothing (e.g. blazer, sweater, head coverings etc) worn over the primary clothing.
- The person conducting the search will, wherever possible, wear latex gloves and use an open hand to pat down the primary layer of clothing of the student. Any such search shall be carried out in a manner as is consistent with discovering anything that may have been concealed.

**Procedure to be followed when a prohibited good is found on a student:**

Any prohibited goods that are seized will be labelled with full particulars, including:

- The name of the student in whose possession it was found;
- The time and date of the search and seizure;
- An incident reference number;
- The name of the person who searched the student;
- The name of the witness present at the search; and
- Any other details that may be necessary to identify the item and the incident.

Any seizure of a prohibited good will be recorded and the prohibited good will be handed over to the South African Police Service, save that where a stolen item is recovered and no criminal charge against the student in whose possession the stolen good was found is contemplated, the stolen item may be returned to its owner.

A student may be subjected to disciplinary proceedings if a prohibited good is found in his or her possession.

**15. CONCLUSION AND SIGNATURE:**

Thank you for taking the time to review the CTTH Policy Handbook.

These policies are in place to protect our children and the ethos of Cape Town Torah High and we value your commitment to keeping our school a safe and positive learning environment.

We encourage parents to discuss these policies with their children and we are always on hand to discuss any questions that may arise.

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**B”D**

**CAPE TOWN TORAH HIGH  
POLICY ORIENTATION 2021**

I, \_\_\_\_\_ (parent’s name)  
acknowledge that I have read the Cape Town Torah High Policy Handbook for,  
\_\_\_\_\_ (child / children’s name).

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**Parent Signature**

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**Student Signature**

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**Date**