

STAR COLLEGE GIRLS HIGH SCHOOL



2017 STUDENT HANDBOOK

**STAR COLLEGE is committed to providing educational excellence
by empowering students with the means for success
and challenging them to become productive members of society.**

Welcome

Dear Students and Parents/Guardians

We would like to welcome you as students and parents to the 2017 school year. We are looking forward to another exciting year at STAR COLLEGE GIRLS HIGH SCHOOL. As a Centre of Learning, we continue to acknowledge the extraordinary talent of our student body, the remarkable dedication of our staff, the supportive involvement of our parents and the community at large. Together, we have accomplished a great deal and we continue in our mission to provide the best possible education to about 180 students who have a wide range of individual needs. To achieve this, we have a variety of programmes designed to address our students' aspirations, both personal and professional, and to challenge them academically. These objectives are embodied in our mission statement which reads:

"Our mission is to educate for lifelong learning: to prepare learners for the challenges they will face in life and to become tomorrow's leaders in an ever-changing world."

Information is of great importance to all of our families. This booklet is designed for the benefit of the whole school community. These aspects are vital to the student's optimum success at STAR COLLEGE GIRLS HIGH SCHOOL and they are expected to fulfil their obligations at all times.

Please read all of the information carefully and keep this manual as a reference to use throughout the school year. We want to extend a personal invitation to all students and parents to become active members of our school community. There are many ways for families to become involved with our school. Please join us as we continue the pursuit of excellence in teaching and learning at STAR COLLEGE GIRLS HIGH SCHOOL.

Please note that enrolment at the school automatically constitutes acceptance of and compliance with the School's Code of Conduct and the rules in the Student Handbook 2017. Therefore it is to your advantage to familiarise yourself with the policies and regulations which are listed in the 2017 Student Handbook.

Have a great academic year!

The Administrative Team of STAR COLLEGE.

SECTION A:

1 ADMIN INFO:

1-1 Contact Details: Girls High

School number: 031- 262 7190
School fax no: 031- 2629682
Web: www.starcollege.co.za
E-mail: primaryhigh@starcollege.co.za

Boys High

School number: 031- 262 7191
School fax no: 031- 262 7425
Web: www.starcollege.co.za
E-mail: starcollege@starcollege.co.za

1-2 Administration

PRINCIPAL : Mr. O. Karaayvaz
Deputy Principal : Mr Z. Zor
Deputy Principal : Mrs S. Naidoo
PA to Principal : Mrs S. Hayden
Bursar : Mrs. T. Tarin
Secretary : Mrs K. Manny

1-3 School Office Hours

Reception:

Monday-Thursday 07h30-16h00
Friday 07h30-14H00

Bursar:

Monday – Thursday 07h30-15h30
Friday 07h30-12h00

1-4 School Fees

All payments (school fees) must be made directly into our bank account. The **Account number and student's name** must be used as a reference. All school fee payments must be paid up to date by the 7th of each month. Failing to do so will result in the student's non-acceptance in the following term. All school fees for Term 4 must be paid before the November Final Examination. **Only bank guaranteed cheques will be accepted.**

Our banking details:

First National Bank

Name: Horizon Educational Trust
Account No: 62219429158
Branch Name: Westville
Branch Code: 223526

The accounts office (in the Boys High School) opens at 7h30 and closes at 15h30 daily and is closed at lunchtime from 12h00 to 13h00. (Fridays the office will close @ 12h00).

Horizon Educational Trust has adopted the following **SCHOLARSHIP POLICY** for its schools (STAR COLLEGES) in South Africa to **REWARD ACADEMIC EXCELLENCE.**

1. SCHOLARSHIP POLICY FOR NEW LEARNERS (ENTRY LEVEL GRADE 8)

- A. Learners may be awarded an Academic Scholarship on the following basis on her results from the **Horizon Mathematics Competition** (HMC) held at our schools:

1 st Position	-	100%
2 nd Position	-	75%
3 rd Position	-	50%
4 th Position	-	25%
5 th – 10 th Position	-	20%

- B. Learners may be awarded an Academic Scholarship on the following basis on her results from our **Scholarship/ Entrance Exam** held at our schools:

1 st Position	-	100%
2 nd Position	-	75%
3 rd Position	-	50%
4 th Position	-	25%
5 th Position	-	20%

- C. Learners may be awarded an Academic Scholarship if they have served as **Head Girl** at their Senior Primary School:

Head Girl	-	50%
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D. Learners may be awarded an Academic Scholarship if they show exceptional results in the Mathematics or in the Science Field. This will be based on school results and any external **National Olympiad** results (such as SAASTE Science/AMESA Maths Olympiad).

Science 1 st Position Overall	-	25%
Science 2 nd Position Overall	-	15%
Science 3 rd Position Overall	-	10%
AMESA Top 10	-	5%

- Only the **Highest achievement will be considered** e.g.: Head Girl and 2nd position entrance exam, learner will receive the discount for 2nd position entrance exam only. The *Scholarship will be based on the highest achievement and not added/no double discount.*
- The **Scholarship is conditional** upon the learner meeting the set performance levels each academic year with an **average/aggregate of 80%** and **lowest mark per subject** being **70%**.
- Should you fail to maintain the academic requirements and should you fail to keep up the terms & conditions agreed upon, the scholarship will be withdrawn.

1-5 SCHOLARSHIP POLICY FOR EXISTING LEARNERS

A. Learners may be awarded an Academic Scholarship on the following basis on the previous **years' overall results:**

1 st in Class	-	10%
1 st in Grade	-	20%
1 st in GET or FET Phase	-	50%

This scholarship is for **ONE YEAR ONLY** NB: This is based on the FINAL mark, NOT the Term mark. The *Scholarship will be based on the highest achievement and not added/no double discount.*

B. Learners may be awarded an **Olympiad Scholarship** if medals have been won as listed in the following **International Olympiads ONLY:**

B.1) IMO (International Maths Olympiad), IBO (International Biology Olympiad), ICHO (International Chemistry Olympiad), IPHO (International Physics Olympiad), PAMO (Pan African Maths Olympiad) and PASO (Pan African Science Olympiad).

Gold Medal (1 st Position)	-	100%
Silver Medal (2 nd Position)	-	75%
Bronze Medal (3 rd Position)	-	50%

PAMO (Pan African Maths Olympiad)

B.2) IJSO (International Junior Science Olympiad)

Gold Medal (1 st Position)	-	100%
Silver Medal (2 nd Position)	-	50%
Bronze Medal (3 rd Position)	-	25%

Scholarships awarded for International Medal achievement is for her **duration of study**, after the medal is received, until final year of study. The **Scholarship is conditional** upon the learner meeting the set performance levels each academic year with an **average of 80% and lowest mark per subject being 70%**.

The Scholarship will be based on the highest achievement and not added/no double discount.

C. Learners may be awarded a **Science Expo/ Project Competition** Scholarship for **1 YEAR ONLY** on the following basis:

C.1. National Achievements (Eskom Science Expo, FFS):

Gold Medal (1 st Position)	-	25%
Silver Medal (2 nd Position)	-	10%
Bronze Medal (3 rd Position)	-	5%

C.2. International Achievements (INEPO, I-SWEEP, EBIKO, INFOMATRIX, BUSEF, IYIPO IJSO etc.):

Gold Medal (1 st Position)	-	25%
Silver Medal (2 nd Position)	-	15%
Bronze Medal (3 rd Position)	-	5%

D. Medals as listed in the following **National Olympiads**: This scholarship is for **1 YEAR ONLY**.

D.1) Harmony Maths Olympiad

Gold Medal (1 st Position)	-	50%
Silver Medal (2 nd Position)	-	25%
Bronze Medal (3 rd Position)	-	15%

D.2) SAASTE Science Olympiad

Gold Medal (1 st Position)	-	15%
Silver Medal (2 nd Position)	-	10%
Bronze Medal (3 rd Position)	-	5%

D.3) SAASTA Science Olympiad and MINTEK Science Quiz

Gold Medal (1 st Position)	-	50%
Silver Medal (2 nd Position)	-	25%
Bronze Medal (3 rd Position)	-	15%

D.4) Computer Application Olympiads

Gold Medal (1 st Position)	-	15%
Silver Medal (2 nd Position)	-	10%
Bronze Medal (3 rd Position)	-	5%

D.5) IT Computer Olympiad

Gold Medal (1 st Position)	-	50%
Silver Medal (2 nd Position)	-	25%
Bronze Medal (3 rd Position)	-	15%

E. Medals as listed in the following **National and International Language Olympiads** **Such as** English, Afrikaans, Zulu: This scholarship is for **1 YEAR ONLY**.

E.1) National:

Gold Medal (1 st Position)	-	15%
Silver Medal (2 nd Position)	-	10%
Bronze Medal (3 rd Position)	-	5%

E.2) International:

Gold Medal (1 st Position)	-	50%
Silver Medal (2 nd Position)	-	25%
Bronze Medal (3 rd Position)	-	15%

Please note:

- **Only the Highest achievement will be considered** e.g.: If Top of Class and Top of Phase – you will receive Phase discount only. The *Scholarship will be based on the highest achievement and not added/no double discount.*
- The **Scholarship is conditional** upon the learner meeting the set performance levels each academic year with an **average/aggregate of 80%** and **lowest mark per subject** being **70% and an excellent disciplinary record.**
- If these conditions are not achieved, Star College has the right to withdraw the scholarship.

- It is compulsory to represent the school in Olympiads Competitions.
- The subject selection will be determined and finalised by the school management.
- Should a scholarship learner opt for a voluntary transfer to another institution, the scholarship afforded to the learner up to the time of transfer must be repaid in full before a transfer card is issued. **NO EXCEPTIONS WILL BE MADE.**
- Any other criteria that has not been listed may be reviewed under the discretion of the Financial Committee.

PLEASE NOTE: THE AWARDING OF SCHOLARSHIPS IS AT THE DISCRETION OF THE MANAGEMENT

2. LOGISTICAL INFO:

2-1 First Week of School

Students will receive the 2017 Student Handbook in January 2017 together with the Policy agreement and learner commitment forms . Form Teachers will explain all the points of the code of conduct to their students.

2-2 Transportation

Parents/Guardians are responsible for finding transportation for their child/ward to and from school. Drivers need to observe strict rules concerning the drop-off or fetching of students in Kinloch Avenue and to respect the property of local residents by not parking on the verges or blocking their driveways.

Drivers **MUST** be courteous & respect the school security personnel. Every care must be taken to ensure personal safety and the safety of others.

2-3 Bell Schedule

Note that the school **starts at 7H40 every day.** All students are to arrive at school before the official starting time (by 7h30). After 7h40, as per circular from KZN Dept. of Education students who arrive at school after 7h40 will be sent home. (Refer to circular from KZN Dept. of Ed.- Prevention of late-coming). **Our school assembly is on Mondays and Thursdays at 7h40 and attendance at the assembly is compulsory. All learners must be in full school uniform.**

The school day ends at 15h00 or as per tuition timetable. Parents/Guardians must be aware of the dismissal times and transport must be arranged accordingly.

NB. 10 minutes recess time between lessons.

There is an extra mural programme allocated to enable students to participate in the different codes of sport/ activities/ clubs.

2-4 Stationery / Textbooks

Note that all students must have their own stationery and textbooks. All stationery and textbooks will be checked by the respective teachers on **9 February 2016**. Thereafter, students will not be allowed to participate in the lesson if they do not have their required stationery and prescribed textbooks.

2-5 SCHOOL LETTERS/STATEMENTS/CORRESPONDENCE

It is the **student's responsibility** to hand all letters/statements to their parents/guardians.

STAR COLLEGE will not be held responsible for any letters/statements that have NOT been given to parents/guardians.

The school must be notified of any change of address, telephone number or the details of emergency contacts as soon as possible and in writing.

2-6 Homework

Students will receive homework on a daily basis and it is up to the parents/guardians to ensure/follow up, that their child/ward is doing her homework/projects/tasks and assignments which must be handed in timeously. Report all concerns to the respective subject teachers. Forgetting/missing/incomplete work/unsatisfactory work is unacceptable.

2-7 Student Activities and Excursions

Students attend different indoor & outdoor activities/ field trips and school outings throughout the academic year. Fees will be levied according to the trip or activity. Fees must be paid before the date of the activity. Since the school administration calculates the fee according to the number of students, participation is encouraged.

2-8 Lost and Found

Lost and Found Property is located at the Secretary's office. Any item that is found must be handed in to Mrs Manny. Students are advised to get permission from Mrs Tarin to check for missing items. The school will not be held responsible for books, money or any other items which are lost.

2-9 Messages

To minimize classroom disruptions and interference with academic performance of your child/ward, **we do not deliver messages/projects/assignments/tasks from parents/guardians to students during lesson time**. Only in the case of an **EMERGENCY**, you may call the School Office to convey the message to your child/ward.

2-10 Visitors to school

For security considerations, all visitors **MUST** report to the secretary's office to inform the purpose of their visit.

2-11 Illness

Students who are ill should stay at home and the school must be informed timeously. Students who become too ill to continue classroom activities must report to their respective Form Teacher. The student's parent/guardian will be notified and will be expected to make appropriate arrangements for the student to leave the campus. Under no circumstances are sick students to contact their parents/guardians via mobile phones. Parental contact is always made by the school. It is important that all contact details be up-dated in the event of a student falling ill or in an emergency.

2-12 Teacher/Parent Meetings

This is a formal opportunity for parents/guardians to meet with their child/ward's teachers. Parents/Guardians wishing to meet with their child's/ward's teacher at other times **MUST** call the office to make an appointment with the teacher concerned.

The school organizes a MINIMUM of TWO parent meetings per year. Parents/Guardians will be duly informed of the dates and times of these meetings. It is imperative that **ALL** parents attend these extremely important meetings.

Parents/Guardians should refrain from contacting teachers directly. All appointments must be made through the office when an appropriate time and meeting will be arranged. Teachers will not take calls during curriculum time. Parents/guardians are advised to leave a message with the secretary and the teacher will call back as soon as possible.

Parents/Guardians are not allowed to enter the classrooms.

2.12 Parents'/Guardians' obligations to pay school fees

- Timely payment of school fees is critical to the ongoing fiscal wellbeing of Star College.
- On enrolment of the student, the parents/guardians undertake the responsibility to make payment of school fees as and when school fees become due and are expected to abide strictly with the provisions of agreements entered into with Star College in this regard.
- In the interests of all the Star College community, Star College shall take all commercially and legally responsible steps to enforce agreements with parents/guardians.

2-12 Tuck Shop

This is an independently run tuck shop which will be open from 8:00 – 14:10 every day. All food is HALAAL and most food is prepared on the premises. Students are expected to put their litter in the garbage bins. Throwing food and cutting the line are not tolerated. **NO STUDENT IS ALLOWED AT THE TUCKSHOP AFTER THE FIRST BELL FOR EVERY LESSON.**

2-13 School Bags

Only the regulation school bags supplied by the school are allowed. No graffiti/ stickers or other decorations are permitted on the bags.

3. **LEAVE TAKING, ABSENCES and TARDIES:**

Star College seeks to ensure all its students receive full time education which maximises opportunities for each student to realise her true potential. This can only be achieved if a student attends school regularly and punctually. – we aim for 100% attendance for all students.

3-1 Leave Taking

- First inform the Form Teacher, then Mr Z. Zor or Mrs. S. Naidoo (Deputy Principals).
- Students who become ill or are injured while at school are required to go to the office so that parents/guardians can be notified.
- A permission form to leave school early will be issued to the student which must be signed by the parent/guardian and returned to the Form Teacher on the day of return. The leave book **MUST** be signed by the parent/guardian and the student **MUST** be fetched from the office.
- The permission slip **MUST** be shown to the security personnel before leaving the school premises.
- **NB:** All medical appointments **must** be scheduled for after school. **If the appointment can only be arranged during the school hours – a medical certificate from the medical practioner must be forwarded to your child's/ward's teacher upon her return to school.**
- **All family holidays must be arranged to co-incide with the school holidays. Absence during term time disadvantages your child/ward and disrupts her studies. No extended holiday leave either prior or after the official school holidays or at any other time will be granted.**
- **LEAVE WILL NOT BE GRANTED AS A MATTER OF CONVENIENCE.**
- All transport arrangements must be made prior to the student arriving to school.
- The school reserves the right to refuse permission for any trip if it demands excessive leave or if it occurs at an inappropriate time of the school year.

3-2 Authorized Absences:

A student will be deemed absent at any time that she is not physically present in class. Authorized absences are categorized as follows:

- Illness (Medical Certificate must be produced)
- Participation in school related activities
- Bereavement
- Verifiable family emergencies
- School-sponsored functions or
- Other absence approved by the school authority
- Suspension as recommended by the Disciplinary Committee

- Absence must be supported by professional documentation (doctor, dentist, etc.) or other criteria as approved by the Principal.

3-3 Reporting Absences:

- Parents/Guardians are required to telephone the Secretary by 7h45 on the day that their child/ward is absent. **A formal letter/medical certificate explaining why your child/ward was absent must be handed to the Form Teacher, the first day that the student returns to school.**

It is the student's responsibility to complete all outstanding work on her return.

3-4 Unauthorized Absences

Unauthorized absences are categorized as follows:

- Leaving the premises without authorization from the Administration office.
- Excuses such as oversleeping, car trouble and "missing the bus", traffic (on a regular basis)
- Truancy, defined as an unauthorized and invalid absence from school.
- Absence in excess of 1 lesson occurring in a day.
- Any absence not deemed appropriate by the Principal or other school administrator.

3-5 Consequences of being Absent and Tardy

3-5-1 Absences

- All absences will be counted across the entire term.
- Parents and students will receive telephone calls and mailed warnings as absences accumulate.
- Students may not exceed **3** absences in one term.
- Upon the 4th UNAUTHORISED absence, the form teacher will contact the parent. If the absenteeism continues, then the parents will be called in to have a meeting with the form teacher and Deputy Principal.
- At the above meeting, consequences (either detention or other disciplinary action) of continued absences are discussed.
- Failure to attend school regularly may result in the learner being transferred to an alternative educational institution.
- Students are not entitled to submit assignments and tests missed due to **unexcused absences** and will not receive marks for such work when it is submitted.

3-5-2 Tardiness

- Unexcused tardiness will be recorded for the entire year. An unexcused tardy is the absence from class from when the 2nd bell rings.
- Upon the 4th unexcused tardy, there will be a mandatory meeting with the student's Form Teacher and parents. This meeting will be scheduled to occur the morning after the family is contacted by the school.
- At the above meeting, the consequences of continued tardiness are discussed and the student is assigned to Saturday Detention. An attendance contract may also be signed at this meeting. Failure to attend the Saturday Detention may result in a disciplinary hearing.
- After arriving late on **3** occasions, students will be given a 1 hour detention.
- Students may not exceed 8 unexcused tardiness in the year. Continuous failure to be punctual may result in transfer to an alternative educational institution.
NB Parents whose child/ward is waiting for transport after the normal school lesson ends, must communicate this information to the Form Teacher in writing and they must wait in the designated classroom. All students must have prior knowledge as to what time they will be fetched. Transgression of this rule will result in a detention or a disciplinary hearing.
- By arriving late or not at all on a regular basis is not acceptable.

4. ACADEMIC PROGRESS:

4-1 Grading Policy:

Students will be informed of the marking policy for each learning area during the first term. Progress reports are issued at the end of each of the four academic terms.

4-2 Promotion Policy:

Star College has devised an internal promotional policy to ensure that the students aspire to the highest academic standards.

The promotion criteria are as follows:

50 % constitutes a passing grade.

45 % constitutes a condonation.

Alternative criteria will apply to English, Afrikaans and Mathematics. A committee headed by the Principal and including Deputy Principals will review the promotion criteria and will make promotional decisions according to the discretion of the panel.

4-3 Continuous Assessment:

Continuous Assessment (CASS) is a compulsory component of the promotion marks. The number of tasks required per learning area is specified by the KZN Department of Education and is not negotiable and requires consistent application from students. This can include formal tests, homework, assignments, projects, discussions, oral work, practical work etc. Students must be encouraged to complete their daily assignments with great care, responsibility and honesty. Students who are absent for a test/exam **must** produce a medical certificate on their return to school. Failure to comply with this requirement will result in your child/ward not receiving an assessment.

4-4 Tests and Exams:

Formal Tests/Exams fulfil an important function in assessing student's achievements.

1st Term : No exam. Tests organized by Subject Teachers.

2nd Term : June Exam

3rd Term : No exam. Tests organized by Subject Teachers.
Trial Exam (Gr 12)

4th Term : November Final Exam

In certain grades, students are expected to write external exams (Departmental or Cluster). Timetables regarding these exams will be issued to your child/ward.

4-5 Intensive Study Programme:

We will be conducting an intensive tuition/study hour programme for Grades 8-12 students throughout the course of the year.

- **Olympiads / Project Competitions:**

Besides normal class lessons, Star College pays great attention and emphasis to NATIONAL and INTERNATIONAL Olympiad studies and Project competitions. We encourage all of our students to participate in various Olympiads and Project competitions.

There are a number of Olympiad study branches at the school. Students and teachers work extremely hard to achieve the highest category prizes both at National and International levels.

Being a member of Olympiad group in Star College gives a great prestige to the learners.

At the beginning of Grade 8 a selection test is given to the learners who are interested in various Olympiads. The group comprises of approximately 10-15 learners.

Our school is especially famous for its Olympiad results achieved in the fields of **Mathematics, Computer, and Science**. These results come as a result of hard work and study for a long period of time.

The requirements to represent Star College at any Olympiad Competition is the following:

- All school fees must be paid
- No disciplinary record
- Excellent academic record

The study hours are EVERY DAY between 15:00-17:00 and on Saturday between 8:00-15:00.

Below, is a list of Olympiad study branches and short explanations for each of them:

4-6-1 Math Olympiad (Harmony, Pretoria Maths, Pamo, Imo etc.)

The students who are in Math Olympiad team compete in various competitions and Olympiads like, Interprovincial Math Competition, Harmony Maths etc.

Participation in AMESA is compulsory for every student at Star College (Grd 8-12). Since the founding of the school, the students have represented the school at the highest level like PAMO and even IMO.

4-6-2 Natural Science, Physical Science and Biology Olympiad (SAASTE & SAASTA)

At Star College, from grade 8 to grade 12, students are offered Natural Science (gr 8 & 9) and Physical Science or Biology (gr 10-12) Olympiad tuition (SAASTA & SAASTE).

Participation (first round & second round) in the National Science Olympiad (SAASTE) is compulsory for every student at Star College (gr 8-12). International Junior Science Olympiad team (IJSO) is selected after this Olympiad.

Every year Selected Senior grade (10-12) students are participate in the prestigious National Science (BIOLOGY or PHYSICAL SCIENCE) Olympiad (SAASTA) organised by the Department of Science and Technology, IBO (International Biology Olympiad), ICHO (International Chemistry Olympiad), IPHO (International Physics Olympiad).

In SAASTE grade 10 -12 students can write both Physical Science and Biology but in SAASTA, grade 10-12 students must choose either Physical Science or Biology.

4-6-3 IT & Computer Olympiad (SACO):

The IT & COMPUTER Olympiad studies are run by the IT department.

Currently the SELECTED students are studying Python which is the language preferred for the National Computer Olympiad.

4-6-4 Project Competitions: Star College pays great attention to NATIONAL and INTERNATIONAL Project competitions.

At national level students may participate in FFS and ESKOM Science EXPO. It is compulsory to prepare a project and participate in the competition at school level.

All Project ideas are welcomed but need to be confirmed by the subject educator or project co-ordinator.

After internal School competition or National level competitions, the best projects will be selected to represent South Africa at the International Project competitions such as ISWEEP, INEPO, EBIKA etc.

4-6-6 INTERNATIONAL COMPUTER DRIVING LICENCE (ICDL)

Star College offers compulsory ICDL computer training lessons for grade 8 & 9.

Students have to attend all the ICDL training lessons and it is compulsory to write the ICDL certificate exam.

5. HOUSES, CLUBS AND SPORTS:

5-1 House System

The 'house system' is a tradition of STAR COLLEGE. All students are allocated to one of four houses (Red, Green, Yellow or Blue). New students will be allocated to houses during the first two weeks of school. Students stay in their allocated houses for the duration of their stay at STAR COLLEGE. Houses compete against each other throughout the year. Different activities carry different 'house points' with the winning house being the house that accumulates the highest number of points over the academic and sports year.

5-2 Clubs & Sports

- There are various clubs (CHESS, NEWSLETTER, NETBALL, SCIENCE, COMPUTER, YOGA, PHOTOGRAPHY, SOCCER etc.) that students can join on campus. The majority of the clubs meet after school. More information on the clubs will be supplied by the respective educators (a detailed letter will be forwarded to you).
- Physical Education is compulsory for every student at the school. For exemptions, a medical certificate must be produced.

5-3 SCHOOL OUTINGS

All school fees MUST be paid before your child/ward can participate in any school outing.

SECTION B: SCHOOL RULES

SECTION B:

SCHOOL RULES – CODE OF CONDUCT

Star College aims to define procedures, practices and standards which contribute to everyone concerned with the school and can function in a happy, orderly, efficient and controlled way.

1. LEARNER'S PLEDGE:

As a student, I pledge to be

RESPECTFUL

of the rights and safety of the School learning community;

RESPONSIBLE

in my academic, behavioural, and personal choices;

RELIABLE

as a partner in the process of my education.

1.1 BEING RESPECTFUL OF THE RIGHTS AND SAFETY OF THE HORIZON HIGH SCHOOL LEARNING COMMUNITY MEANS THAT I WILL:

- Strive to be tolerant of others and eliminate harassment.
- Solve disagreements in a responsible and non-violent manner.
- Work toward keeping school free of drugs, alcohol, tobacco, gangs, weapons etc.

1.2 BEING RESPONSIBLE IN MY ACADEMIC, BEHAVIOURAL, AND PERSONAL CHOICES MEANS THAT I WILL:

- **Attend school every day and am prepared to learn.**
- Participate in my education by taking a course of study that will prepare me for my future.
- Use appropriate language and dress in the classroom, hallways, on school property and at school functions.
- Keep the hallways, parking lots, and school property LITTER FREE.
- Refrain from graffiti and damaging school property.
- Protect school property and report any damage to the valid school authority.
- **Show respect at all times for teachers, parents, school personnel and visitors to the school campus and where necessary to offer assistance.**

1.3 BEING RELIABLE AS A PARTNER IN THE PROCESS OF MY EDUCATION MEANS THAT I WILL:

- Arrive punctually at school and at all lessons.
- Come to school prepared by doing assigned homework timeously and neatly.
- Complete all academic work honestly without cheating or plagiarizing.
- Assume responsibility for educational decisions and difficulties and seek advice or help as needed.
- **ATTEND ALL SCHOOL FUNCTIONS AND PROGRAMMES.**

NB:

- **While all reasonable steps are taken to facilitate the safety of learners at school or under the supervision of staff members, no guarantee can be, or is given, as to the learners personal safety.**
- **Tablets or any other medication for pain relief are not available from the school.**

2. RIGHTS AND RESPONSIBILITIES OF LEARNERS AND PARENTS:

Learners shall be **accorded** the following rights and **both** learners and parents are expected to take the responsibilities related to them:

2.1 RIGHTS OF LEARNERS

According to the Constitution of South Africa, all learners have the right to education. These rights include inter alia, the right to:

- Be treated with respect and dignity.
- Express opinions verbally or in writing.
- **Be educated in a safe school environment**
- **Attend school unimpeded**
- **Have no interference by others when attending class**
- **Obtain schooling subject to the guidelines dictated by the DOE**
- **Receive regular progress reports**
- **Have authorized access to all school facilities**
- **Receive counselling for personal or academic problems, provided that such facilities are available**
- **Take part in patriotic events. Should such activities go against any religious belief or personal convictions, a learner will be excused from such events**
- **Be excused from any activity which go against religious belief, by submitting a request in writing**
- **Attend a school where there is no drunkenness, intimidation, bullying or victimization**
- **Attend a school where there are no illegal drugs, weapons or alcohol**
- **Have private control of their possessions unless there is reasonable cause to believe that illegal or harmful substances or materials are in possession of the learner and are being used to jeopardize the wellbeing of themselves and others.**

- Receive fair and reasonable consequences for violation of school rules.
- Organize and/or participate clubs and student organizations.
- Acknowledge that academic performance be the only criterion for academic assessment.
- Be free of discrimination and racial, ethnic, religious, personal or harassment from school personnel and students.

2.2 RESPONSIBILITIES OF LEARNERS:

Learners undertake to:

- **Learn actively.**
- **attend all classes daily and on time**
- **be in possession of the required materials**
- **respect and be polite to all persons**
- **respect school property**
- **be honest at all times**
- Express opinions and ideas in a respectful manner so as not to offend or slander others and to refrain from using obscenities or personal attacks.
- **do all academic assignments, projects, including homework**
- Attend all assigned classes, complete all assignments to the best of one's ability and participate in all activities conducted in relation to the class. Avoid dishonest or irregular practices in test and examination situations.
- **conduct themselves in a safe and responsible manner**
- **conform to acceptable standards of personal hygiene and social decorum.**
- **refrain from any act of vandalism or damage or misuse of school property**
- **refrain from disruptive, undisciplined or uncooperative behaviour both outside and inside the classroom**
- **abide by the rules of the school as well as those of individual teachers**
- **practice tolerance i.e. racial, cultural and religious tolerance and to respect the personal convictions of all**
- **refrain from the use of drugs or any other illegal substance**
- Be aware of **and understand** all rules and regulations relating to **learner** behaviour and conduct oneself in accordance with those guidelines.
- Attend ALL school functions/programmes/outings/Sports Day.
- Inform school personnel regarding contraband, illicit activities, or weapons that could result in an unsafe situation.
- **refrain from carrying dangerous weapons, involvement in illegal activities, bullying, harassment, smoking or being in possession of offensive material.**
- Not have prohibited items on one's person or stored in personal or school assigned property. If school personnel have reason to believe that prohibited items are in a student's possession or stored in personal or school assigned property, it shall result in a search of one's person, personal or assigned school property, and seizure of such items.
- Be familiar with the school policies and procedures regarding search and seizure. Be familiar with school rules. Be accepting of fair and reasonable **sanctions.**

- **Refrain from any physically inappropriate behaviour, such as embracing in classrooms, bathrooms and corridors or anywhere else on the school property.**
- **Refrain from lying or sitting in an inappropriate manner anywhere on the school property or off the school property while in uniform.**
- **Not create or post images or videos of staff, students on any internet/social platform or other site without the written consent from the Principal.**

2.3 RESPONSIBILITIES OF PARENTS/ GUARDIANS

The school believes that a positive and constructive partnership between the School and the **learner's parents/guardians** is essential to the fulfillment of the School's mission. Thus, the School reserves the right not to continue enrolment or not to re-enrol a **learner** if the School reasonably concludes that the actions of the **parent / guardian** make such a positive, constructive relationship impossible, or otherwise seriously interfere with the accomplishment of our educational purposes.

It is expected that all school parents will:

- 2.3.1 Accept that by taking up a place at the school, they have considered and have agreed that there will be an optimal match between the needs of their **child/ ward**, their own expectations, and the philosophy and programmes of the school.
- 2.3.2 Share with the school any religious, cultural, medical, or personal information that the school may need to best serve their **child/ward** and the school community.
- 2.3.3 Help and encourage their children to develop strong spiritual and moral values.
- 2.3.4 Recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved.
- 2.3.5 Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the school.
- 2.3.6 Take an active interest in their **child's/ward's** work and progress.
- 2.3.7 Involve themselves in the life of the school, through volunteerism and other means, to promote the best interests of their **child/ward**.
- 2.3.8 Respect the school's responsibility to do what is best for the entire community, while recognizing the needs of each individual child.
- 2.3.9 Familiarize themselves with and support and observe the school's policies and procedures and will not interfere with the internal learning process or disturb the smooth running of the school.

- 2.3.10 Ensure that your **child/ward** abide by the school rules.
- 2.3.11 Avoid gossip/rumours and portraying the school in a negative light, and if in doubt, consult with the school for definite information.
- 2.3.12 Seek to resolve problems and secure information through appropriate channels (i.e., teacher/tutor, hostel master/**hostel mistress**, the appropriate Deputy Principal, or finally the Principal - in that order).
- 2.3.13 Treat everyone with respect and maintain an educational, rather than adversarial tone, in the face of the inevitable conflicts and challenges.
- 2.3.14 Join the school society once their **child/ward has** left school as a way of maintaining a connection with the school.
- 2.3.15 Acknowledge that their payment of tuition is not an investment of ownership in the school, with related controls, but rather an investment in the educational process of their **child/ward**.
- 2.3.16 Educate their **child/ward** about illegal substances, such as alcohol, smoking, drugs etc with respect to its dangers, social responsibilities and parental expectations.
- 2.3.17 Take responsibility for any gathering of their **child/ward** and friends at their home or one organized by the parent at another venue.
- 2.3.18 Report any unauthorized use of substances which may occur to the school personnel of all the learners involved.
- 2.3.19 Fulfil financial obligations.
- 2.3.20 Attend all meetings that involve your child/ward.
- 2.3.21 Agree that Star College will hand over any outstanding debts to a debt collector. The costs of such collection and legal costs will be charged to the parent/guardian.
- 2.3.22 As part of the process of enrolment at our school, the parent/guardian must sign a policy agreement.
All learners must sign a learner commitment agreement.**
- 2.3.23 PAYMENT OF FEES:**
- 1. School fees are determined annually in February/March for the following academic year. The percentage increase is decided and based on the expected income from these fees – the rest of the budget is finalised.**
 - 2. The percentage increase will be approved by EBD.**
 - 3. School fees exclude all costs for tours and outings ie. events/programmes in which all students per grade are involved.**
 - 4. The payment of school fees is compulsory for all students.**

5. Parents whose child/ward is admitted to the school during the year are responsible for the proportional payment for the remainder of the year.
6. Fees are levied annually and may be paid by either of the following methods:
 - 6.1 By means of a single payment in advance (by 31 January) at the beginning of each year (5% discount offered).
 - 6.2 By means of equal monthly instalments (10 months), payable by bank guaranteed cheque, cash, stop order or electronic transfer – (Grade 12 fees must be paid within 8 months).
 - 6.3 By means of termly instalments, payable termly by bank guaranteed cheque, cash, stop order or electronic transfer.
7. Monthly statements with debit balances will be forwarded to parents via the student.

COLLECTION OF OUTSTANDING SCHOOL FEES:

- 1 Monthly fees are charged from January through to October and are due by the **7th day of each month, February to November.**
- 2 Parents who have not paid January or current fees on or before 1st February 2017 or the 1st of the current month, will receive an **SMS/statement** requesting immediate payment.
- 3 Parents who have not paid January & February or 30 day fees by the 7th will receive a **phone call or email or sms and a statement reminder.**
- 4 Parents who have not paid January, February & March or 60 days fees will receive a **written reminder notifying them that the student may not return the following term until the fees are paid in full.** Outstanding amounts will result in deregistration until the payment is fulfilled.
- 5 Parents on **90 days** who have received a written reminder and have made no effort to settle the outstanding fees or made alternative arrangements for payments will receive a **Final Notice giving 7 days to settle.**
- 6 Parents who **do not respond to the Final demand within 7 days** will be handed over **to a debt collector/attorney for the full year's fees.**
- 7 Parents will be held accountable for any additional costs incurred.
- 8 **Re-registration** is only available to those students whose **school fees are up-to-date** at the time of registration.
- 9 **A term's notice must be given if a student is leaving the school.** Failure to do so will result in **3 months** fees being added to a school fee account.
- 10 If parents are not up to date with all payments by the due dates, a R250=00 admin fee will be added which will not be deducted and will become part of the school fees.
- 11 Parents who are clearly unable to pay school fees will be called in to see the Principal. Under exceptional circumstances, the Principal may offer a payment plan.

REIMBURSEMENT OF SCHOOL FEES:

- 1 Students whose parents have paid the annual school fees in advance, but leave the school will be entitled to a pro rata re-imburement.
- 2 Re-imburements can only be arranged once one term's notice is given and all school property have been returned to the school.
- 3 Parents must apply for a re-imburement via the Bursar.

3 DISCIPLINARY MEASURES

Any student who continuously disrupts teaching and learning instruction may be suspended or expelled from school by the administration after the correct procedures have been followed.

Certain acts could be considered serious enough that the student may be suspended from school immediately, the police may be involved, and expulsion may result. The student may also have to appear before the disciplinary committee who will investigate the offence and have the right to suspend or expel a student. When disciplinary action is taken and a student is suspended from school, then the student may not participate in any school activities for the duration of the suspension. In addition to suspension from school, the following actions may be taken by the administration:

- **Community work at a charitable, non-profit organisation**
- **Detention after school**
- **Saturday Detention**

Students are expected to be courteous and responsible, and to obey all school rules.

The following is an abbreviated list of school rules:

3.1 Audio/Electronic devices

(Radios, beepers, pagers, MP 3 players, CD players, iPod, Laptop, iPad etc.)

Students are **not allowed** to bring walkie-talkies, pagers, CD players, MP-3 players, iPods, Walkman's or any other electronic devices to school. Portable and Walkman-type radios are **not allowed** on campus because they detract from the educational process. **Use of any of these devices during the school day will result in confiscation and it will be returned after 3 months.**

3.2 Cell phone Policy

Having a cell phone at school is a privilege and not a right. Your child/ward will be allowed to carry a cell phone provided **she** complies with the following conditions:

3.2.1 Only "black and white" or monotone screened phones (without music and camera) will be allowed e.g. Nokia1200, MTN A35, Motorola C123, Vodafone 125, Nokia 112, Nokia 1600. If any other type of cellphone is found on the learner, it will be immediately confiscated for a minimum of **3 months**.

3.2.2 The use of cell phones are banned within the school hours and **MUST** therefore be switched off.

3.2.3 If the REGULATION cell phone is used in any way, (either switched on or not complying with the indicated times), the regulation cell phone will be confiscated for a minimum period of 3 months including weekends and holidays. **NO EXCEPTIONS WILL BE MADE.**

3.2.4 If the learner transgresses this rule more than once, the cell phone will be confiscated until the end of the year and there will be a formal disciplinary hearing which must be attended by the parents/ guardians.

3.2.5 Regulation Cell phones may not be used during extramural activities or extra-tuition.

3.2.6 The school will not be held responsible for the loss of any cell phone.

3.2.6 Every staff member who confiscates a phone will inform the office. If a phone is taken away from a student, it will be handed in to the Deputy Principal. School reserves the right to investigate the content of the confiscated cell phone.

3.2.7 For a confiscated electronic device or cell phone, students will receive a warning letter which will be placed on the student's record.

3.3 Behaviour

Disruption of class is unacceptable. Disruptive, insubordinate, dishonest, deceitful or rude behaviour is not permitted at any time and will result in strong disciplinary measures **being** taken including **suspension** and if warranted **expulsion**.

3.4 Cheating

Honesty, trust and integrity are vital components of the education process. As such, cheating is a serious offence. Anyone who copies another's work or turns in someone else's ideas as her own has engaged in cheating. Collaboration with another student or students could be considered cheating, if students are expected to complete an assignment independently. Teachers have a responsibility to supervise tests carefully and to explain to students when collaboration is and is not appropriate for assignments completed inside and outside of class.

Examples of cheating include:

- Copying homework / **classwork**.
- Allowing someone else to copy your work including tasks/projects/assignments/tests/exams.
- Committing plagiarism (passing off or presenting another's ideas, writing, etc. as one's own).
- Copying from another's tasks/projects/assignments/tests/exams.
- Improperly obtaining and/or using tests, questions or keys.
- Using unauthorized notes/materials in a test/exam.

First Offence: Zero (0) for assignment or test, contact the student's parent.

Possible suspension from the school for the day of the offence and the following day.

Second Offence: A second offence will be regarded as a deliberate act of defiance. The student will receive a zero (0) for the assignment or test and will be called to a disciplinary hearing and face a possible expulsion from school.

The School views ALL test/ exam irregularities in a very serious light.

3.5. Games

Learners are not permitted to bring games of any kind to school without the express permission of the educators. This includes board-games, playing- cards, spinning tops, yo-yos etc. Should a learner be caught in possession of any of these items then the learner will face disciplinary action and the item will be confiscated.

4. SCHOOL UNIFORM AND HAIRSTYLE:

In order to provide a safe school environment, maintain order and promote academic excellence and discipline, appropriate uniform is required of all students. Students must ensure they wear the correct uniform on entering and leaving the school premises or when participating in a school organised event outside of normal school hours.

We believe that students looking smart and professional is an important element of being a successful school. We also believe that if students are consistently dressed in the correct uniform, it enables our teachers to focus on teaching and learning.

It is the duty of the parent/guardian to ensure that their child/ward comes neatly dressed in the prescribed uniform. Students who wear inappropriate clothing will be sent home. The girls must wear their uniform with pride and a sense of belonging.

Modification to the uniform is not allowed.

4-1 School Uniform:

4-1-1 The school skirt must be worn below the knee and waist level. White collared school shirt.

4-1-2 No tight fitting designs are allowed to the school uniform.

4-1-3 The school shirt must be neatly tucked in at all times while dressed in the school uniform.

4-1-4 Plain, black jerseys together with the school blazer/ school jacket will be allowed.

4-1-5 Skirts should be worn at waist level.

4-1-6 School shoes must be black and they must be polished regularly.

4-1-7 For religious purposes black, elasticated pants to be worn under the skirt and a plain white scarf will be allowed. The school pants must be purchased from Gem School wear.

4-1-8 The School tie must be purchased from the school.

4-1-9 All uniform items must be clean and in good condition.

4-2 Prefect Uniform

A special prefect uniform has been designed for selected prefects (as per Prefect Handbook).

4-3 JEWELLERY

1 pair of earrings (small, plain, gold, stud earrings OR small sleepers only- 1 in each lower lobe).

A small, plain gold/silver small watch may be worn.

No other jewellery will be allowed (including nose, lip, eyebrow, tongue or body piercing).

4-4 NAILS

Nails must be kept short and neat.

HAIR

No student shall keep her hair in any manner which will make the hair look unusual or over stylish than the acceptable hairstyle.

Long hair must be tied back and plaited (for hygienic reasons) at all times.
Hair must be kept off the face.

Only black hair clips/hairbands/scrunches/ ribbons will be allowed. (If uncertain, consult the form teacher).

Neat braids will be allowed.

Hair must be of its natural colour.

Hair **must be** combed flat and must be uniformly of the same length.

NOT PERMITTED

- Tinting /bleaching/ colour washing/ colour rinsing/ streaking of hair or extremes of hair colour.
- Hi-lites/ extreme/ exotic hairstyles.

- Coloured / fancy braids, weaves, dreadlocks, hairpieces or hair extensions.
- Partly or fully shaved heads (bald heads).
- Layered/Pouffe/Stepped/high bob hairstyles/ spikey hair/brush cut.
- Hair twisted into a bun/up style.
- Hair covering part of the ear.
- Fringes of any length.
- Crocodile, banana, fancy hair grips, clips or hair ornaments.
- Any Fashion items including black socks.
- Nail polish – clear or any colour or false nails (even prior to any function).
- Make-up (including lip gloss, face powder, eye pencil/liner/mascara, dots of any colour).
- Tattoos or henna markings.
- Coloured contact lenses.
- Two or more piercings per ear.
- Earrings with coloured stones.
- Any other pieces of jewellery or decoration (including nose, lip, eyebrow , tongue or body piercing)
- Bracelets/ bands or hand chains/ wristbands.
- Beads or hair decorations.
- Unkempt hair.
- Coloured T-shirts worn under the school shirt.
- Shirts inappropriately buttoned.
- Printed socks/ stockings/ Name brands.
- Tights or Bootleg/wide bottom pants.
- Different coloured/ different sizes/ Fancy watches.
- Coloured jerseys/jackets/hoodies.

Non-code uniform items will be confiscated and will only be handed over to the Parent/Guardian with a warning letter.

The school uniform consists of:

Purple & Navy Blue Skirt & Jacket with a white long/short sleeves Shirt, a V-neck sleeveless cardigan, Tie & Black Stockings, black school shoes, plain ankle white socks.

Students who do not adhere to the above stipulations will be asked to correct the transgression immediately. Failure to do so will result in a disciplinary hearing.

PE UNIFORM

Black & white track suit/plain; white collar golf shirt with badge/white socks/ black or white/plain takkies.

All students must wear the PE attire during PE lessons.

4.3 FOOD IN CLASS

Eating and/or drinking is not allowed in the administration offices or classrooms at all.

Gum may not be chewed at any time on the school premises.

4.5 LANGUAGE/COMMUNICATION

Students will not abuse/bully or offend others verbally, in writing or by their actions. Students will always use English unless another language is being taught.

4.6 DRUG-FREE SCHOOLS

We are committed to combatting substance use and abuse among young people in our community. Our goal is to enhance the quality of life in our school community and to promote awareness and education among young people. As a result of the understanding between the police departments and the school, school officials and police officers are required to take action in any case involving the use of prohibited substances on or near campuses or at school functions. Depending upon the frequency of the violations, the following may occur:

- Immediate suspension from school
- Notification of the local police department
- Immediate suspension or expulsion from co-curricular activities
- Community service
- Referral to a social service agency or a rehabilitation centre to complete a substance abuse program
- And/or expulsion from school

The School reserves the right to administer **RANDOM DRUG TESTING** during the course of the year.

4.7 ENVIRONMENT

All learners should work together to maintain a clean, healthy environment.

5 MERIT - DEMERIT SYSTEM

The school utilizes a merit – demerit system. Merit points are accumulated when the learner demonstrates a positive contribution to the school and Demerit points are accumulated when a learner disobeys the school rules. When the learner accumulates a certain number of points then the consequences are as follows:

5.1 MERIT POINTS

	Explanation	Max. Points
	Neat and tidy school work	2
	Neatness of the uniform	2
	Co-operative behaviour	2
	Special effort for a class work	2
	Improvement in tests	2
	Keeping the area neat and tidy	2
	Helpfulness	2
	Self-initiative (Responsibility)	2
	Full Attendance in a Term	3
	Top three in a test	3
	Good Representation of school	3
	Participation in National Olympiads	3
	Bronze Medal in Provincial or National Olympiad	3
	Silver Medal in Provincial or National Olympiad	4
	Full mark for a test	4
	Showing leadership quality	4
	Pupil of the Month	5
	Top three in class per term	5
	Sport Achievements	5
	Gold Medal in Provincial or National Olympiad	5
	Being a good ambassador for the school	5
	Participation in National Olympiads and competition	7
	Bronze Medal in International Olympiad	8

	Silver Medal in International Olympiad	12
	Gold Medal in International Olympiad	16

Merit points also cancel out demerit points.

DEMERIT POINTS

	L e v e l	Explanation	Min. Points
	1	Late coming to class	1
	1	Screaming or being noisy or excessive talking	1
	1	Rocking chairs	1
	1	Combing hair in class	1
	1	Violating school uniform and dress code	2
	1	Wearing non-regulation accessories e.g. jewelry	2
	1	Not attending school excursions / sports days or any other compulsory school activity	2
	1	Disregarding library, tuck shop kitchen rules	2
	1	Disobeying prefects	2
	1	Lack of necessary material (books or stationery items etc.)	2
	1	Not turning homework or assignments on time	2
	1	Not complying with school uniform including PE kit	2
	1	Not being in the assigned location	2
	1	Late to assemblies	2
	2	Arguing continuously	2

2	Displaying unsportsmanlike actions on the sports field	2
2	Clowning about/being out of their designated place	2
2	Bringing toys, games and cards to school	2
2	Disregarding the feelings of others	2
2	Disobeying the school sports rules	2
2	Antagonistic behaviour towards learners	2
2	Interfering with or annoying other learners	2
2	Interrupting a teacher during class or class activities	5
2	Running around in the class or in corridors	2
2	Disruptive behaviour in class or any other areas in school	2
2	Bringing any stereo, tape decks, radio, CD players etc.	2
2	Derogatory name-calling or mocking or teasing	2
2	Attention-seeking behaviour	2
2	Not returning Reply Slips or not relaying information viz. Circulars, notices, letters etc.	5
2	Eating/drinking in class or chewing gum	
	Carrying/keeping open cool drink cans or bottles in the classroom	2
2	Disturbing and hindering the progress of others	2
2	Uncooperativeness or avoiding work	2
2	Littering or Spitting	2
2	Pushing, Play-fighting or Horseplay	2
2	Leaving the classroom during lesson time without permission.	2
2	Misbehaviour outside the school	2
2	Sleeping in the class, wasting time in class or refusal to follow instructions	2
2	Telling tales/lying	2

	2	Absent from school without valid excuse	5
	3	Unauthorized use or removal of school property	5
	3	Swearing	5
	3	Rudeness and crude and abusive language	5
	3	Deceitful and dishonest behaviour	5
	3	Lying and tale telling on a regular basis.	5
	3	Continuously not meeting deadlines for homework, projects, assignments etc.	5
	3	Plagiarism, copying of information in homework, assignments and projects	5
	3	Avoiding classes by 'bunking' lessons.	5
	3	Bringing non-regulation cell phones/electronic devices or using cellular phones at the school premises.	5
	3	Consistently disregarding the school uniform regulations/dress code after warnings.	5
	3	Continuously Being disruptive and displaying attention-seeking behaviour	5
	3	Playing Truant or absence without leave from school.	5
	3	Intentionally not conveying official correspondence to Parents / Guardians.	5
	3	Interfering with the possessions of others including contents of desks, uniform, bags, pencil cases.	5
	3	Not attending detention.	5
		Talking back to the teacher in a disrespectful tone.	5
	3	Disregarding Media Centre & Library rules / procedures.	5
	3	Disregard and disrespect for the property of learners.	5
	3	Knowingly does not disclose knowledge of transgressions by others on or off school property.	5
	3	Disobeying the class captain/deputy captain.	5

Note: For any misconduct or transgression not covered , the sanction will be meted out at the discretion of the Disciplinary Committee..

5.4 Result of Demerit Points:

10 demerit points	detention
20 demerit points	community work
40 demerit points:	consultation with parents/guardian (yellow letter)
80 demerit points:	written warning (orange letter) and possible 1 day Suspension
100 demerit points:	written warning (red letter) and possible 2 days Suspension
120 demerit points:	Final Warning and 3 days Suspension
150 demerit points:	POSSIBLE TRANSFER to another educational institution at the discretion of disciplinary committee.

6 BEHAVIOUR LEADING TO SCHOOL SUSPENSION AND POSSIBLE EXPULSION

These acts are considered to be **LEVEL 4** offences which are so serious that the **learner** may be suspended from school immediately; the police may be involved and **direct expulsion** may result:

6.1 Fighting, Violence, causing, attempting to cause, or threatening to cause physical injury to another person.

6.2 Truancy/Absconding from lessons / leaving school without proper authorisation.

6.3 Possession using, providing, selling, offering **or carrying and/or dealing/** being under the influence of drugs, alcohol, or intoxicants **on or off school property.**

6.4 Vandalism/Causing or attempting to cause damage to school or private property (including graffiti).

6.5 Stealing attempting to steal, or receiving stolen school or private property.

6.6 Destroying/stealing books or learning material.

6.7 Possession or use of tobacco, cigarettes, cigarette lighters, electronic cigarettes or products containing tobacco or nicotine **in or out of uniform or in the company of such learners.**

6.8 Committing obscene acts or indulging/**displaying and/or intimate/sexual behaviour** or engaging in profanity or vulgarity.

6.9 Disruption of school activities including strikes, disrespect for/and defiance of authority of school personnel in the performance of their duties.

6.10 Racism/Harassment/ threats or intimidation of a witness and

6.11 Hate violence (committing or inciting acts of intolerance) **or behaves in a way that endangers the peace and good order of the school.**

6.12 Rowdy/ dangerous games

6.13 Satanism or satanic acts or ritual games.

6.14 Creating a hostile educational environment and Gang related activity.

(including aggressive, discriminatory, insulting, demeaning behaviour)/ **threatening / harassment or intimidation/ insubordination.**

6.15 Possession of or use of a real or an imitation firearm/ dangerous or illegal weapons **prohibited objects** or fireworks or any other explosive material **that may threaten the lives of teachers/ learners or other school personnel.**

6.16 Possession/ posting/ distribution/ viewing/ divulging/ copying/ reading/ introducing or receiving of indecent **or offensive** material through any means eg. Internet, cell phone or hard copies.

6.17 Failure to complete homework or assigned tasks or exams on a regular basis and **Not attending detention.**

6.18 Misconduct on field trips and excursions, during school functions, sporting events, Olympiads and any occasion where the school is being represented.

6.19 Recording audio visual material of others without consent and sharing such recordings by any means such as Facebook, twitter etc.

6.20 Bullying whether emotional or physical or coercing another learner with the purpose or result of embarrassment or humiliation.

6.21 Not observing silence or respecting the National anthems in the assembly area.

6.22 Bringing the name of the school into disrepute, whether occurring at school or in public, whether a learner is in uniform or not.

6.23 Assault on a teacher or other personnel

6.24 Cheating/ copying in tests/ exams

6.25 Possession of unauthorized medication (A doctor's certificate must be produced).

6.26 Falsely and knowingly signs documents/ letters on behalf of a parent/ guardian

6.27 Learners are not permitted to drive their vehicles (cars/ motorbikes or quad bikes etc.) onto the school premises.

6.28 Inappropriate communication and fraternization with learners of the opposite sex or same sex on the school premises or outside of school.

6.29 Repeated infringements of the school code of conduct.

6.30 Ostracization and exclusion from peer groups.

6.31 Extortion or unpermitted taking of money.

6.32 Habitual late coming/ irregular attendance.

6.33 Continuous and wilful refusal to accomplish school tasks even though able to do so.

6.34 Falsifying school reports/ certificates or other documents.

6.35 Hate mail (electronic posted or otherwise/ aggressive/intimidating/ threatening comments/ negative or disparaging message).

6.36 Forgery of signature/s.

6.37 Disadvantaging another student/s from learning.

6.38 Bringing obscene objects of any kind in the form of cassettes, disks, pictures, stickers, henna tattoos, literature, posters, stamps, books, magazines which is detrimental to the interest of students is strictly prohibited at school.

6.39 No student may expose/ divulge/ distribute through any electronic medium any visuals with the intention of causing that person distress.

6.40 Posting visual material of others without consent and sharing such readings by any form of social media.

6.41 Being in possession of another's property and divulging the personal contents thereof to another student without their knowledge.

7 DISCIPLINARY PROCESS

Depending on the seriousness of the offence, the following procedures will be implemented.

Level 1

In cases where a learner demonstrates a behaviour that is classified as Level One, student will be given 1 or 2 demerit point as described above. The student will be informed about the outcome of this process.

Level 2

In cases where a learner continuously demonstrates a behaviour that is classified as Level Two, student will be given 2 or 3 demerit points as described above. Student may be called in by the Deputy Principal if one of the above is done continuously. He may consult the reporting staff member should he feels it necessary.

Level 3

In cases where a learner demonstrates a behaviour that is classified as Level Three the incident will be reported to the office by a staff member. The learner is called in to the office. The case will be evaluated by the Deputy Principal, Form Teacher and reporting Teacher and the outcome will be reported to the parents. Referral to disciplinary committee, verbal warning, written warning,

5 demerits and/or detention or withdrawal or suspension of privileges including participation in school outings are the possible outcomes for level three offences.

Level 4

In cases where a learner demonstrates a behaviour that is classified as Level Four the incident will be reported to the office by a staff member. The learner is called in for a disciplinary hearing. The time and date of the hearing is relayed to the student and the parent. The student is asked to submit a written defence and also defend his/her action verbally to the Higher Disciplinary Committee. Before the hearing takes place Deputy Principal or a staff member may investigate the situation and take temporary action such as suspension during investigation by consulting the Principal in order to find out the facts about the incident.

Possible actions that may be taken by the school include final written warning, community service, suspension, referral to psychologist or a therapist in which case the student will not attend the school and an official detailed report will be required at the end of the process, and may result in transfer to another institution.

Important Notes:

- Any **behaviour** which is not **listed**, mentioned or referred to above and regarded to be inappropriate by the school will result in disciplinary action. Such action and level of the behaviour will be determined by the Disciplinary Committee.
- Please note that the school reserves the right to search the learners' bags and ask the learner to empty their pockets in order to ensure that no learner possesses any

undesired substance. This may also be exercised when an item goes missing. Such action should be authorized by the Principal / Disciplinary Committee.

- Learners involved in any inappropriate behaviour outside school / hours in school uniform will be dealt with according to the appropriate determined levels.
- The school will keep records of all disciplinary actions taken in the files of each student for referrals at any time. Parents/Guardians will be informed at all stages if a student is behaving in an inappropriate or unacceptable manner.
- **An appeal** can be made with the principal. The Principal, if he deems necessary, may ask the committee to review the evidences and the decision.

DETENTION

After-school detention is a disciplinary measure at the School. Its purpose is corrective and to provide students with time to reflect on changing the behaviour that resulted in their detention. Silence is observed and disruptive behaviour is not tolerated.

Detention is assigned to a student after a referral from a staff member (direct detention) or when TEN Demerit points are reached. For every 10 demerit points, a student must serve a one hour detention. Only Merit points cancel out demerit points.

Detention will be served between 15h15 and 16h15 as indicated by the school.

After 3 detentions in a term, parents/guardians will be contacted and the student's behaviour will be discussed. After the 5th detention, a learner will appear before the disciplinary committee and may be suspended.

In some cases (e.g. 20 DEMERITS), learners will be sanctioned by becoming involved in Community services which is also 60 minutes after school.

In some cases SUCH AS NOT ATTENDING DETENTION or not obeying the disciplinary committee's decisions, detention is allocated for a Saturday morning from 9h00-12h00 (3hrs).

It is the responsibility of the student to note the date and time of the detention/Community services. Tardiness and absence are not tolerated. In all cases parents/guardians are given prior notice of a student's detention so as to make the necessary transport arrangements.

8. IN-SCHOOL SUSPENSION

In-school suspension by Deputy Principals or Principal (during school time) is a supervised temporary measure during the regular school day. The learner will be suspended from lesson(s) and must spend the remaining time at a specific location assigned by admin. ***Silence is observed and disruptive behaviour is not tolerated.*** In-school suspensions count toward the absence policy. It is the responsibility of the student to complete all class assignments missed though teachers have discretion in awarding credit.

9. OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension is a temporary suspension from school attendance. A student is considered absent, and the days count against the absence policy. Students are not allowed on the campus or at school events while suspended. It is the responsibility of the student to complete all class assignments during the suspension though teachers have discretion in awarding credit.

10. BODY SEARCH

The school will conduct RANDOM BODY SEARCHES and inspection of personal belongings in order to prevent illegal or unauthorized substances, objects and weapons etc. being brought to school.

NB:

Any other transgression not reflected in the student handbook will be sanctioned at the discretion of the school's Disciplinary Committee.

Star College reserves the right to make changes at any time without further notice to students. This Student Handbook is subject to continuous review and evaluation.

Nothing shall exempt a student from complying with the School Rules.

Ignorance of the School Rules is therefore not an excuse.

MATRIC 2013

<i>Name and Surname</i>	<i>Aggregate</i>	<i># Of A's</i>
AMITHA DOODNATH	93.1%	13 A's
AYESHA A. AHMED	94.4%	10 A's
AZRAA ALLI	93.6%	9 A's
JASMICA JAGGANATH	91.2%	9 A's
KAJAL MOHANLAL	90.1%	8 A's
DEHINI RAPETI	86.9%	8 A's
RUSHAVYA NAIDU	86.7%	8 A's
TASLEEN MAHMOOD	85.1%	8 A's
GENEVIEVE B. CHETTY		8 A's
CHANDIKA BUGWANDIN		7 A's
CARISSA MOODLEY		7 A's

100% PASS RATE

100 % BACHELOR PASS

4.8 DISTINCTIONS PER LEARNER

MATRIC 2014

<i>Name and Surname</i>	<i>Aggregate</i>	<i># Of A's</i>
SUNHERA SUKDEO	92.56%	9
JEMIMA SOODYALL	90%	9
DHAYASHINI CANDASAMY	88.3%	9
KIMENDREE MOODLEY	90%	8
SELENE DONE	90.14%	7
NIEKARA HARRIELAL	88%	7
GCINA NDAMASE	83.43%	7
YAJNA RAJPAUL	81.38%	7

100% PASS RATE

100 % BACHELOR PASS

4.4 DISTINCTIONS PER LEARNER

MATRIC 2015

<i>Name and Surname</i>	<i>Aggregate</i>	<i># Of A's</i>
MERVE MELEK KARA	88.57	7
DIASHNEE GOUNDEN	88.14	7
KEMINTHA GOVENDER	83.86	7
FATHIMAH BIBI BUX	83.14	7
FATHIMAH HAJEE	82.38	7
CARSHEENA SINGH	86.43	6
AMELIA MUNSAMI	82.29	6
CEYJAL RAMHARAKH	82.43	6
AISHWARYA CHOPRA 82	82.	5
LUYANDA NTSHINGILA	82.13	5
CHIARA SINGH	82.14	5

100% PASS RATE

94.28 BACHELOR PASS

3.4 DISTINCTIONS PER LEARNER

MATRIC 2016

<i>Name and Surname</i>	<i>Aggregate</i>	<i># Of A's</i>
SEVAL OZ	91.87	8
LUKRISHA RAMADU	89.5	8
CHIARA RAJCOOMAR	89	8
PRYASKA SUKDEO	88.66	8
CAITLYN CHETTY	88.55	8
PERUSHNI NAIDOO	87.5	8
SHAVANI NAICKER	87	8
CHANELLE DALAIS	86.33	8
NOLUTHANDO NCAMA	86	8
SAIYURI NAIDOO	80.25	8
HUMAIRA VAWDA	87.6	7
THOBEKA CEBEKHULU	87.14	7
MAYURI NAIDOO	86.63	7
PRAJNA SINGH	85	7

100% PASS RATE

100% BACHELOR PASS

4.27 DISTINCTIONS PER LEARNER