

STAR COLLEGE PRIMARY SCHOOL DURBAN

(HORIZON EDUCATIONAL TRUST)



STUDENT'S HANDBOOK AND CODE OF CONDUCT 2017

Introduction

This handbook, though not all-inclusive, is intended to inform parents and students about how our school operates and also to establish the expected standards of our school community. This handbook also aims to familiarize parents and students with the school rules and regulations so that we can avoid future misunderstandings.

Preamble

Horizon Educational trust (No I TRUST 11837/98), founded in **1998**, has played a significant and extensive role in fostering a good relationship between South Africa and Turkey in the educational, cultural and social fields.

HET's **1st project was Star International School in Cape Town in 1999** and the **2nd project was Horizon High School in Johannesburg in 2000**.

In 2002, Horizon Educational Trust declared its **Third school in Durban as Star College**.

In 2012, Horizon Educational Trust opened its **Fourth school in Pretoria as Star College**.

Star Colleges are committed to empowering learners to achieve their goals and realize their potential through **HOLISTIC APPROACH, UNIVERSAL VALUES and QUALITY EDUCATION**.

In January 2013, HET's board of Trustees passed a resolution to unite all its school's name as **STAR COLLEGE**. Star Colleges are independent schools established by the Horizon Educational Trust, which provides instruction from Grade 00 to Grade 12.

Star Colleges maintain a disciplined environment, in which courtesy, consideration, respect and manners are central to the atmosphere we create. Star Colleges strive for the development of each individual so that they might reach their full potential and we recognise the importance of belonging to, and of bonding with each other.

At Star Colleges we have committed ourselves to embrace and celebrate diversity.

In all that, Star Colleges value the emphasis on holistic education, requiring of all pupils that they involve themselves in the academic, sporting, cultural and spiritual life of the school and its community.

Star Colleges attempt to share the expertise and skills with all groups who share common aspirations for the greater good of the country and its people, and where possible, Star Colleges offer service and leadership to others.

Star Colleges strive to develop a love for learning that goes beyond school. Star Colleges value the history and the traditions that have been established, while at the same time recognizing the need to keep abreast or ahead of contemporary trends in education and society.

Vision:

To offer all children, a quality education with holistic approach of nurturing and encouraging each child's moral, religious, physical and educational well-being irrespective of race, religion or background.

Mission:

1. To develop individuals who are skilled in their fields of study, and are productive and innovative, with a broad worldview and respect for human values.
2. To develop individuals qualified to compete in international arenas and who could successfully represent the Republic of South Africa.
3. To develop a generation with deep knowledge of Mathematical Sciences, Science and Technology who are able to adapt to the requirements of global market place.
4. To lay ground work for the disadvantaged students of South Africa for the benefit of science and technology.

Ethos:

Ethos at Star College is formed on a desire to learn, to participate, to compete at the highest levels and fulfill ones potential. The learners at Star College are encouraged to achieve in the classroom and to combine this success with involvement in sporting and cultural activities. This balance enables them to be challenged, extended and motivated in many facets of real life, preparing them for their pathway beyond Star College.

Motto:

"Excellence in Education" and on the logo: "Ruh, Akil, Beden" (Soul, Mind, Body)

Colours:

Red and Blue

Values:

1. Respect
2. Reliability
3. Responsibility
4. Loyalty
5. Solidarity
6. Unity
7. Ubuntu
8. Friendship
9. Leadership
10. Compassion
11. Dignity

SECTION A

1. ADMIN INFORMATION

1.1 IMPORTANT CONTACT DETAILS

School Telephone Number: 031-2627190
School Fax Number: 031-2629682
Web Address: www.starcollege.co.za
E-mail Address: primaryhigh@starcollege.co.za

1.2 ADMINISTRATION AND EDUCATORS:

- Principal Mr O. Karaayvaz
- Deputy Principal Mrs K. Vandeyar
- Junior Primary HOD (Gr R-3) Miss B. Stevens
- PA to Principal Mrs S. Hayden
- School Bursar Mrs T. Tarin
- Reception Mrs K. Manny

FORM EDUCATORS (2017):

Grade RR Mrs V. Singh	Grade 4A	Mrs V. Reddy
Grade RA Mrs R. Singh	Grade 4B	Miss S. Erol
Grade RB Ms K. Ebrahim	Grade 5A	Miss S. Kallideen
Grade 1A Mrs I. Singh	Grade 5B	Mrs T.H. Ismail
Grade 1B Mrs M. Bruwer	Grade 5C	Mr M.D. Wren
Grade 2A Miss R. Ramlagan	Grade 6A	Miss P. Mkhabela
Grade 2B Miss S. Van der Brugge	Grade 6B	Mrs D. Pillay
Grade 3A Mrs D. Maharaj	Grade 7A	Mrs J.N. Moodley
Grade 3B Mrs T. Eksteen	Grade 7B	Mrs N. Govender

IsiZulu Miss P. Mkhabela
Coach Mr E. Ndlovu

1.3 SCHOOL OFFICE HOURS:

	RECEPTION	BURSAR
Monday-Thursday	07:15-15:30	07:30-15:30
Friday	07:15-13:00	07:15-12:30
	12:00-13:00	13:00-14:00

1.4 SCHOOL FEE PAYMENT:

All school fee payments must be paid directly into our school bank account. **The ACCOUNT NUMBER, STUDENT'S NAME AND GRADE** must be used as a reference. All school fee payments must be paid up to date by the 7th of each

month to avoid interest charges. Failing to pay school fees as agreed upon on admission of learner, 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 Exam.

OUR BANKING DETAILS:

BANK NAME:	FIRST NATIONAL BANK
ACCOUNT NAME:	HORIZON EDUCATIONAL TRUST
ACCOUNT TYPE:	BUSINESS CHEQUE ACCOUNT
ACCOUNT NUMBER:	62219429158
BRANCH NAME:	WESTVILLE
BRANCH CODE:	223526

- **Only bank guaranteed cheques will be accepted.**
- **All cash deposits into the bank account will incur bank charges.**
- **A 2% penalty will be charged on all late payments.**

2. LOGISTICAL INFO:

2.1 TRANSPORTATION:

Students are responsible for finding their own transport to and from school. Drivers need to observe strict rules concerning the drop-off of students in Kinloch Avenue and to respect the property of the local residents by not hooting, parking on the verges or their driveways.

2.2 BELL SCHEDULE:

Note that school **starts at 7:40 every day**. After 7:40, tardy students must report to the prefect on duty and then he must proceed to the office to collect a "LATE SLIP" before he can enter the classroom. No tardy students will be allowed into the classroom without a late slip signed. A record is kept of all students who arrive late.

The school day STARTS at 7:40 AND ENDS AT 14:15.
On Fridays school finishes at 11:50.

2.3 STATIONERY / TEXTBOOKS:

For effective teaching and learning to be achieved at our school, all students are expected to have their own stationery and relevant textbooks as stipulated by the school. These are to be purchased and **covered** before the start of the school year in January each year. Any textbook/workbook levies are to be paid in within the

first week of each new academic year. It is the students' responsibility to ensure that they have sufficient stationery and to replace any stationery as required.

2.4 SCHOOL LETTERS/STATEMENTS/CORRESPONDENCE:

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

SCHOOL will not be held responsible for any letters/statements that have NOT been given to parents/guardians. **Parents must regularly check the message books for any correspondence.**

2.5 HOMEWORK:

Students receive homework on a daily basis according to the requirements of their relevant grades. Parents are to ensure that their child/ward completes all homework/projects/assignments timeously. Homework is given to consolidate and ascertain a student's understanding of the class work. Homework IS NOT OPTIONAL. Parents are therefore requested NOT to do the homework on behalf of the student. Assistance must be given only to a certain degree and if requested by the educator. Homework is usually set out in a roster for Foundation and Intermediate Phase, however, in the Senior Phase; students are expected to record their own homework in their homework/message books. Parents must sign all homework/message books daily.

2.6 STUDENT ACTIVITIES AND EXCURSIONS:

Students attend different outdoor activities/Excursions throughout the academic year. **Educational excursions** (once a year) are **compulsory** and **Fees will be levied according to the trip or activity**. Fees must be paid before the date of the activity otherwise it will be added into your account. **Students will be required to pay the full cost of the trip even if they do not participate in certain activities.**

2.7 EXTRA-MURAL ACTIVITIES:

These activities are planned for the holistic development of all students. All students are expected to participate in at least ONE activity per term. Details of activities to be offered will be communicated to parents at the beginning of each term.

2.8 HOUSES:

The House system is a tradition of STAR COLLEGE PRIMARY. All students are allocated to one of four houses (Red, Green, Yellow and Blue). Students are to remain in their allocated houses for the duration of their stay at STAR COLLEGE PRIMARY. Houses compete in various activities and sport throughout the year for points.

2.9 LOST AND FOUND:

Lost and found property is located at our office. Students are advised to get permission from the office to check for missing items and to return found items. Please note that lost property will only be kept for 30 days, thereafter if no claims are made, such property will be donated to charity or home for the under-privileged.

2.10 MESSAGES:

To minimize classroom disruptions **we do not deliver messages from parents/guardians to students during lessons.** In the case of an **EMERGENCY**, you may call the School Office to convey the message to your child/ward.

2.11 ILLNESS:

Students who are ill should not come to school. Students who become too ill to participate in classroom activities must report to the office. The student's parent or guardian will be notified and will be expected to make appropriate arrangements for the student to leave the campus. It is critical that all contact numbers be up-dated in the event of an emergency.

2.12 TEACHER/PARENT MEETINGS:

This is a formal opportunity for parents/guardians to meet with some of their child/ward's educators. Parents/guardians wishing to meet with an educator at other times should call the School Secretary to make an appointment with the educator concerned. The school organises 4 parent meetings per year, with the first being held in January/February as an information meeting. Parents/guardians will be duly informed of the respective dates of these meetings. It is imperative that ALL parents attend these meetings.

Parents/guardians should refrain from contacting educators directly. All appointments are to be made via the School Secretary or the message books. No parent is allowed to contact an educator in the mornings without an appointment or to visit an educator in the classrooms during teaching time.

Educators are not permitted to hand out their personal telephone/cellphone numbers.

2.13 TUCK-SHOP:

Although a tuck-shop is available, we do encourage that a packed lunch be preferred. Please note that a healthy lunch provides sustenance for a school day. Lunch boxes should include sandwiches, a juice/water, fruit/fruit yoghurt. We discourage "junk food" (chips/sweets/chocolates) being part of the daily lunchbox. Students are encouraged to have a healthy breakfast every morning before coming to school.

The tuck-shop at our school is independently run and operates from 7h40-15h00 every day. No student is permitted at the tuck-shop during lesson time. All food is HALAAL is most food is freshly prepared on the premises.

2.14 SCHOOL BAGS:

Only the regulation school bags are allowed. No graffiti or stickers are permitted on the bags. If for health reasons, a learner may be permitted to use a trolley bag. Only a plain black bag is permitted.

2.15 AFTER-CARE FACILITIES:

The school after-care offers a safe, secure and loving environment for students in the Junior and Senior Primary. After-caregivers monitor homework and study time as well as encourage play and social time. Fees for after-care are paid directly into the School's bank account. Details of fee structure are forwarded to the relevant parent/guardians at the beginning of the school year. The after-care times are as follows:

Juniors: from 12h30 to 17h00

Seniors: from 14h15 to 17h00

AFTER-CARE SCHEDULE – Mondays-Thursdays (Subject to change):

- 12h30-13h15 Junior Homework Time
- 13h15-14h15 Juniors Break and snack Time
- 14h15-14h45 Seniors Break and snack Time
- 14h45-16h00 Seniors Homework Time
- 14h15-15h15 Juniors Reading Hour
- 15h15-16h15 Juniors Playtime
- 16h00-16h15 Seniors Break/Playtime
- 16h15-16h45 Seniors Study Time
- 16h45 -17h00 Tidy up and departure time

Fridays: As above

12h30-15h00 Playtime (Board Games/Jungle Gym)

15h00-17h00 Movie Time

On rainy days, a movie will be shown or students may play board games, puzzles, etc.

N.B. The above times in the schedule are subject to change and may vary as many students are involved in extra-murals, sport and art and crafts after school.

Parents/guardians are requested to please pack extra lunch (sandwiches, fruit, juice or other snacks) for after-care time. An extra after-care bag (especially for Juniors), with an extra change of clothes, etc may be packed. Please ensure that all students' belongings are clearly labeled as after-caregivers will not be held responsible for lost items of clothing, etc.

As careful as we all can be, accidents do happen whilst children are playing. First-aid will be rendered for minor cuts and bruises by the care-givers. If you would prefer this NOT to be rendered, please inform the after-caregivers at the beginning of you enrolling your child/ward in after-care. Parents/guardians are requested to furnish all contact details to the after-caregivers at the beginning of the year and to update any information that has changed during the course of the year.

3. LEAVE TAKING, ABSENCES AND TARDIES

Parents/guardians are requested to observe and adhere to the following procedures:

3.1 LEAVE TAKING:

Students are to produce a note signed by their parents/guardians requesting for leave. Students are to first inform their Class Teacher then their respective Managers

(Mrs Vandeyar or Miss Stevens). **No learner is to leave the school without permission from the relevant school authority. No parent is permitted to take their child/ward out of school without informing the relevant school personnel.**

Please note that all medical appointments, except in the case of an emergency, must be scheduled for after school.

3.2 REPORTING ABSENCES:

Parents/guardians are requested to telephone the School Secretary by 08h00 on the day their child/ward is absent. If a child/ward is absent for 3 days or longer, a letter/medical certificate must be produced to the Class Teacher on the day the

child/ward returns to school. This is for control purposes. Any communicative/infectious diseases that the student may have contracted are to be reported to the Class Teacher immediately.

IT IS THE STUDENT'S RESPONSIBILITY TO ENQUIRE ABOUT WORK COMPLETED DURING THEIR ABSENCE AND TO COMPLETE ALL OUTSTANDING WORK ON HIS/HER RETURN.

3.3 ILLNESSES:

Students who are ill are expected to stay at home to aid their recovery and to avoid infecting other students in the classroom. Any student who becomes ill during school or classroom activities, are to report to their Class Teacher or respective HOD's. The student's parent/guardian will then be notified and will be expected to make the necessary arrangements for the student to leave the School campus. It is therefore vital for all parents/guardians to update contact details with the School Secretary or Class Teacher. No learner is permitted to contact their parents/guardians without the permission of the relevant school authority. **PLEASE NOTE THAT NO EDUCATOR IS PERMITTED TO ADMINISTER ANY MEDICATION TO LEARNERS.**

3.4 AUTHORISED ABSENCES:

A student will be deemed absent at any time that s/he is not physically present in class. Authorised absences are categorised as follows:

- Illness
- Participation in school related activities
- Bereavement
- Verifiable family emergencies
- School-sponsored functions
- Other absence approved by the School Principal
- Suspension arising from disciplinary hearing/s

3.5 UNAUTHORISED ABSENCES:

An unauthorised absence is any non-acceptable absence from class, for example:

- Leaving the school premises without authorisation from the School Office.
- Excuses such as oversleeping, car trouble and "missing the bus"
- Truancy, as defined in the South African Schools Act (1998)
- Any absence not deemed appropriate or valid by the Principal or other School Administrator.

3.6 Consequences of being absent and tardy

3.6.1 Absences

- All absences will be counted across the entire YEAR.
- Parents and students will receive telephone calls and mailed warnings as absences accumulate.
- **Students may not exceed 5 absences in one term.**
- **Upon the 6th 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.
- Failure to attend school regularly may result in the learner being transferred to an alternative educational institution.
- **Students may receive a failing grade in a class if they accumulate 10 or more unexcused absences in a term.** Prior to assigning a student a failing grade, the student or student's parent/guardian will be given a reasonable opportunity to explain the absences.
- Students are not entitled to submit assignments and tests missed due to **unexcused absences** or to receive marks for such work when it is submitted.
- Each **unexcused absence** will be penalized with **3 demerits**.

3.6.2 Tardies

- An unexcused tardy is the absence from class in the morning **when the bell rings (7:40) or during the day between classes (after educator's bell)**. The School's main gate will be closed at 8:00 and any students arriving later than 8:00 without a valid excuse will be denied access to the school premises.
- Each **unexcused Tardy** will be penalized with **1 or 2 demerit** (2 is for an assembly) and continuous Tardiness will result in direct DETENTION.
- **After arriving late on 3 occasions in a week**, students will be asked to report to school DC, thereafter the parents/guardians may be called.
- **Upon the 8th 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.
- **Students may not exceed 14 unexcused tardies in the term.** On the 15th tardy reported, the student and parent will be called in to explain the tardiness. Continuous failure to be punctual may result in transfer to an alternative educational institution.

4. ACADEMIC PROGRESS

4.1 CONTINUOUS ASSESSMENT (Grades R-7):

Continuous assessment (CASS) is a compulsory component of the promotion marks. This can include formal tests, homework tasks, assignments, projects, oral work, practical work, etc. Students who are absent for a test/exam for reasons of illness

must produce a medical certificate on their return to school. In this instance, the learner will receive an assessed mark based on the average mark of the class. Failure to comply with this requirement will result in your child/ward not receiving an assessment. A learner will not be permitted to write a test **after** it has been written and or reviewed/corrected by the teacher.

Students are encouraged to complete their assessment tasks on their own with great care, responsibility and honesty. Tests will be handed out to learners after being marked, for review and correction. Tests will be filed and kept at school in the Learner's Assessment File. Tests or copies thereof will NOT be sent home. Tests can be viewed by parents during parent meetings or by making an appointment to meet with the relevant subject teachers.

TESTS/EXAMS (Grades 4-7)

- 1st TERM:** Continuous Assessment (Test/Project/Assignments/Oral Work) is done throughout the term + tests written during a testing week
- 2nd TERM:** Continuous Assessment + June Exam – an exam week is scheduled and a time-table sent to all parents.
- 3rd TERM:** As per Term 1.
- 4th TERM:** Final Exam (November) – as per Term 2. FINAL PROMOTION MARK Is calculated as 75% Year Mark + 25% November Exam Mark (Gr4-6) and 40% Year Mark and 60% Exam Mark (Grade 7)

4.2 PROMOTION POLICY:

In addition to Department of Education's promotion policy, the school has its own internal promotional policy to ensure that the students aspire to the highest academic standards. If a learner does not make the internal promotion policy, he may result in losing any bursary/scholarship or transferring to an alternative educational institution.

The internal promotion criteria to continue at the school are that **Marks for all subjects MUST be above 50 or more.**

A PROMOTION COMMITTEE headed by the Principal, Deputy Principals, HOD's and educators will review the promotion criteria and will make promotional decisions according to the discretion of the panel.

4.3 OLYMPIADS/PROJECT COMPETITIONS:

We encourage all students to participate in the various Olympiads throughout the year to widen their knowledge and to gain experience and practice in the subject matter outside their curriculum. Some of the Olympiads our students are required to participate in are: Sasol Maths, AMESA Challenge, SAASTE (Science Olympiad), Conquesta, Quintathlon, World Knowledge Olympiad, Young Scientist Expo, etc. All Olympiads (first round participation) is COMPULSORY.

Please note that it is compulsory for all learners in Grades 4 to 7 to work on a science project for participation at a Science Fair to be held at school, thereafter at a Science Expo organised by Eskom.

4.4 SCHOLARSHIP FOR SENIOR PRIMARY LEARNERS (Grades 4-6 Only)

Senior Primary learners (Gr 4-6) will be awarded an Academic Scholarship based on the **final year's result of the previous year** (i.e year end result of 2016 for a scholarship in 2017). Scholarship amounts will be awarded as follows:

- 1st in Class – **10% off the School Fees** (please note that this amount is for school fees only and excludes excursion, uniform, textbook, workbook and extra-mural fees)
- Learners who achieve top positions in **National Olympiads**: AMESA, JET AMESA, NSO (Science) will be awarded as follows:

Overall 1 st Position	15% off the school fees
Overall 2 nd Position	10% off the school fees
Overall 3 rd Position	5% off the school fees
- Learners who achieve top positions in **SAASTA** (Science) will be awarded scholarships as follows:

Overall 1 st Position	50% off the school fees
Overall 2 nd Position	25% off the school fees
Overall 3 rd Position	15% off the school fees

Please note that this does not include Gold, Silver and Bronze Awardees but rather the overall top position. A child who participates in all Olympiads and achieves top results will get the **highest scholarship** amount applicable. This means that if a learner achieves 1st position in AMESA and 3rd position in SAASTE, the amount awarded will be 15% (for 1st position) and not 20% (adding 15%+5%). Any other scholarship awards not listed maybe reviewed under the discretion of the Board of Trustees. Scholarships are awarded for the **YEAR ONLY** and will be reviewed each year taking into consideration the learners' results. The Board reserves the right to withdraw these Scholarship Awards if necessary.

SECTION B: SCHOOL RULES – CODE OF CONDUCTS

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:

- **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.**

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.**

2. RIGHTS AND RESPONSIBILITIES OF LEARNERS AND PARENTS

Students shall be extended the following rights and 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 counseling 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 well-being of others.**
- **Receive fair and reasonable consequences for violation of school rules.**
- **Organize and/or participate in 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**
- **attend all classes daily and on time**
- **be in possession of the required materials**
- **respect all persons**
- **respect school property**
- **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 unco-operative 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 all rules and regulations relating to student behaviour and conduct oneself in accordance with those guidelines.**
- **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 punishment. Follow prescribed procedures for appealing the discipline imposed.**

2.3 RESPONSIBILITIES OF PARENTS

The school believes that a positive and constructive partnership between the School and a pupil's parents or guardian 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 pupil if the School reasonably concludes that the actions of the parent or guardian make such a positive, constructive relationship impossible, or otherwise seriously interfere with our 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, 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 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 children'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 children.**
- 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 the school's policies and procedures.**
- 2.3.10 Ensure that the children abide by the school rules.**
- 2.3.11 Avoid gossip and rumours, 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, HOD, 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 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.**
- 2.3.16 Educate their children about illegal substances such as alcohol, smoking, drugs, etc with respect to its dangers, social responsibility and parental expectations.**
- 2.3.17 Take responsibility for any gathering of their children 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 parents of all the children involved.**
- 2.3.19 Fulfill financial obligations.**

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**
- **Detention during breaks**
- **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, Ipods, Laptop, Ipad etc.) Students are **not allowed** to bring walkie-talkies, pagers, CD players, MP-3 players, IPods, Walkmans 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 Cellphone policy

NO CELLPHONES ARE PERMITTED FOR PRIMARY SCHOOL LEARNERS. In emergencies, learners are permitted to use the school telephone. For a confiscated electronic devices or cell phone, learners get **5 Demerits**. No cell phones are permitted during any school event, outing and during tuitions.

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 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 his 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.
- Allowing someone else to copy your work including tests/exams.
- Plagiarism (passing off another's ideas, writing, etc. as one's own).
- Copying from another's 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, electronic games, etc. NO SPINNING TOPS are permitted. 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.

3.6 FOOD IN CLASS

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

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

3.7 LANGUAGE

Students will not abuse or offend others verbally, in writing, or actions. Students will always use English in the class unless another language is being taught.

3.8 HARMFUL SUBSTANCES

We are committed to combating substance use and abuse amongst young people in our community. Our goal is to enhance the quality of life in our school community and to promote awareness and education of young people. Substance abuse will not be tolerated. The School reserves the right to search students if such a student is suspected of substance use and abuse.

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 SCHOOL UNIFORM, DRESS CODE AND HAIRSTYLE

4.1 DRESS CODE

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 the school premises. Students who wear inappropriate clothing will be sent home.

4.2 SCHOOL UNIFORM

- Students must show pride in their school by ensuring that their uniform is always neat.
- Full uniform must be worn at school, between school and home, on excursions and to all school functions.
- **Boys:** Navy Blue shorts, green golf shirt, navy blue long socks, black school shoes, navy blue and green cardigans.

Girls: Green checked skorts/skirt, green golf shirt, white socks, black school shoes, navy blue and green cardigans. Navy blue trousers may be worn and navy blue/white head scarf for religious reasons.

- Medical identification (e.g. Medic Alert) may be worn but no jewellery is permitted. A simple wrist-watch is acceptable. Girls may wear stud earrings only. No loop / drop earrings are permitted.

4.3 P.E. CLOTHING

It is **compulsory** for all students **to wear** the **STAR COLLEGE P.E. uniforms** when they participate in sport. The P.E uniform consists of a white golf shirt with the school badge on the pocket, navy blue shorts, white socks and white/black takkies. (No deviations). The P.E uniform may be worn to school on the day of P.E. and at school sports activities.

4.4 REGULATION HAIR STYLE (BOYS)

- Hair must be short, neat and well groomed.
- Minimum length: No 2.
- Hair should not touch the shirt collar.
- No bleaching, highlighting or "streaks" or dyeing.
- No "steps", no patterns, no gelled spikes or Mohawks.
- No shaved heads (except for religious reasons) or excessively short hair or fashion hair styles.

4.5 REGULATION HAIR STYLE (GIRLS)

- Hair must be well off the face
- Alice-bands (black or navy blue) may be worn
- Long hair must be tied into a pony-tail using black or navy blue hair bands
- Hair longer than shoulder length must be plaited or tied into a pony-tail.
- No hair extensions/streaks/highlights.
- No braids are allowed.

Boys may not wear earrings unless for religious reasons and as such permission must be sought from the Principal in writing. Girls are permitted to wear stud earrings only. No make-up is permitted.

The school administration **will not** permit any student to commence lessons until he or she has complied with the regulations concerning hairstyles and school uniform.

Students entering the administration offices **must** be in full school uniform.

Please note that learners will be first given a verbal warning to correct any deviation regarding the school's dress code. Thereafter, the learner will be sent home if this is disregarded. In the case of boys' haircuts, a learner will be given two days to have their hair cut, thereafter failure to comply will result in the parent/guardian being called to fetch the learner to sort out his hair and return him to school thereafter.

5. MERIT - DEMERIT SYSTEM

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. Merits and demerits will be calculated at the end of each term and will not carry over to the next term. When the learner accumulates a certain number of points then the consequences are as follows:

5.1 MERIT POINTS

	Explanation	Max. Points
5.1.1	Neat and tidy school work	2
5.1.2	Neatness of the uniform	2
5.1.3	Co-operative behaviour	2
5.1.4	Special effort for a class work	2
5.1.5	Improvement in tests	2
5.1.6	Keeping the area neat and tidy	2
5.1.7	Helpfulness and politeness	2
5.1.8	Self-initiative (Responsibility)	2
5.1.9	Top three in a formal term test/exam	2
5.1.10	Full Attendance in a Term	3
5.1.11	Good Representation of school	3
5.1.12	Participation in National Olympiads and competition	3
5.1.13	Bronze Medal in Provincial or National Olympiads and competition	3
5.1.14	Silver Medal in Provincial or National Olympiads and competition	4
5.1.15	Full mark for a formal term test/ Exam	4
5.1.16	Showing leadership quality (elected as Prefect – once off Merit)	4
5.1.17	Showing leadership quality (elected as Head Prefect – once off	5

	Merit)	
5.1.18	Pupil of the Month	5
5.1.19	Top three in class per term	5
5.1.20	Sport and Extra-curricular Achievements - Interschool	5
5.1.21	Gold Medal in Provincial or National Olympiads and competition	5

5.2 Rewards for Merit Points:

- 10 Merit or Stars: Civvies on a Friday (Junior Primary only)
- 20 Merit points: Red Badge + Cold drink
- 40 Merit Points: Blue Badge + Cold drink + Civvies for One day
- 80 Merit Points: Gold Badge + Free Tuckshop Lunch Voucher
- 100 Merit Points: Star Badge (permanent) + Movie Voucher
- 120 Merit Points: Merit Certificate + R100 Gift Voucher or a free excursion.
- 150 Merit Points: Merit Certificate + Free Camp/Excursion Voucher
- 200 Merit Points: Merit Certificate + 5% bursary for the following year. The 5% bursary amount is the maximum. If, for example, a learner accumulates 400 points, the bursary would **NOT** be 10% and so on.

Merit points also cancel out demerit points.

5.3 DEMERIT POINTS

	L e v e l	Explanation	Min Point
5.3.1	1	Late coming to school or classes	1
5.3.2	1	Screaming or being noisy or excessive talking	1
5.3.3	1	Rocking chairs	1
5.3.4	1	Combing hair in class whilst lesson in progress	1
5.3.5	1	Violating school uniform and dress code	2
5.3.6	1	Wearing non-regulation accessories e.g. jewellery	2
5.3.7	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	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	2
	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.	2
	2	Eating/drinking in class or chewing gum	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	3
	3	Unauthorized use or removal of school property	5
	3	Swearing	5
	3	Rudeness and verbal abuse	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
	3	Selling or trading something without authorization	5
	3	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

Note: For any misconduct not covered in above Section, punishment will be met out at the discretion of the DC.

5.4 Result of Demerit Points:

10 demerit points	detention
20 demerit points	community service or exclusion from sports, school functions
	and extracurricular activities
40 demerit points:	consultation with parents/guardian (yellow letter)
80 demerit points:	written warning (orange letter) and possible 1 day
Suspension	

100 demerit points: Suspension	written warning (red letter) and possible 2 days
120 demerit points: declining of	Final Warning and 3 days Suspension or possible re-registration of next year
150 demerit points:	POSSIBLE EXPULSION at the discretion of Disciplinary Committee or immediate change of institution.

6. BEHAVIOUR LEADING TO SCHOOL SUSPENSION AND POSSIBLE EXPULSION

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

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

6.2 Continuous Truancy/Absconding from lessons / leaving school without proper authorization.

6.3 Possession using, providing, selling, offering or being under the influence of drugs, alcohol, or intoxicants.

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, electronic cigarettes or products containing tobacco or nicotine, including e-cigarettes that are non-nicotine based.

6.8 Committing obscene acts or indulging in intimate & illicit 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 Hate violence (committing or inciting acts of intolerance)

6.11 Rowdy/ dangerous games, Satanism or satanic acts

6.12 Creating a hostile educational environment and Gang related activity.

(Including aggressive, discriminatory, insulting, demeaning behaviour).

6.13 Possession of or use of a real or an imitation firearm/ dangerous or illegal weapons or fireworks or any other explosive material.

6.14 Possession/ distribution/ viewing or receiving of indecent material through any means eg. Internet, cell phone or hard copies.

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

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

6.17 Recording audio visual material of other learners without consent and sharing such recordings by any means such as Facebook, Twitter etc.

6.18 Any conduct that impinges on the dignity of staff members and other learners

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 verbal warning/counseling and 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 *verbal warning/counseling* and 2 or 3 demerit points as described above. The Learner (if needed parents) may be called in by the HOD/Deputy Principal if one of the level 2 offences 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 (if needed parents) is called into the office. The case will be evaluated by the HOD/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 community service or exclusion from sports, school functions and extracurricular activities 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 defense and also defend his/her action verbally to the Disciplinary Committee. Before the hearing takes place HOD/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,

suspension, referral to psychologist or a therapist in which case student will not attend the school and an official detailed report will be required at the end of the process, and may result in expulsion.

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 behavior outside school / hours in school uniform will be dealt with according to the appropriate determined levels.
- **Appeal** can be made to the principal's office. 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 during the second break ON A THURSDAY or otherwise indicated by the school.**

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

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

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 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 behavior 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.

ACKNOWLEDGEMENT

(PLEASE DETACH THIS SECTION AND HAND IN TO YOUR CHILD/WARD'S CLASS TEACHER)

I, _____parent/guardian
of _____ in Grade _____ hereby
acknowledge receipt of the School's Student Handbook and Code of Conduct. I
further acknowledge that I have read and understood the contents of the Student
Handbook and that my child/ward will comply to the School's Code of Conduct at all
times.

Signed on _____(date) at _____ (place)

Parent/Guardian Signature

Contact Number

