

STAR COLLEGE PRETORIA



# COLLEGE STUDENT HANDBOOK 6<sup>th</sup> Edition

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.

Dear Students and Parents/Guardians

On behalf of our staff at Star College Pretoria, we would like to welcome you as students and parents/guardians to the new school year. We are looking forward to yet another exciting year at Star College. 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 the students who have a wide range of 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 students' optimum success at Star College 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 tradition of excellence at STAR COLLEGE PRETORIA.

Have a great academic year!

The Administrative Team of Star College Pretoria

## 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 **first project was Star International School in Cape Town in 1999** and

the **second project was Horizon High School in Johannesburg in 2000.**

**In 2002**, Horizon Educational Trust declared its **third school, Star College Durban.**

**In 2012**, Horizon Educational Trust opened its **fourth school**, now known as **Star College Pretoria.**

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

In January 2013, HET's board of Trustees passed a resolution to unite all its schools' names as **STAR COLLEGE**

Star Colleges are independent schools established by 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 he might reach his 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.

Star Colleges value and emphasise on "well-roundedness", and require of all pupils to involve themselves in the academic, sporting, cultural and spiritual life of the school and its community.

Star Colleges attempt to share their 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 and Mission Statements

### **Vision:**

To offer all children, a quality education through a holistic approach of nurturing and encouraging each child's moral, 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 can 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 a global market place.
4. To provide grounding in the sciences and technology for disadvantaged students in South Africa for the benefit of all citizens of the country.

### **School Ethos:**

The ethos at Star College is formed on a desire to learn, to participate, to compete at the highest levels and to fulfil one's 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: 012 807 2346  
 Web Address: [www.starcollegepta.co.za](http://www.starcollegepta.co.za)  
 E-mail Address: info@starcollegepta.co.za (Zurita)  
 admin@starcollegepta.co.za (Michelle)

**1.2 ADMINISTRATION AND EDUCATORS:**

- |                         |                        |
|-------------------------|------------------------|
| • Principal             | Mr Zafer Soyertas      |
| • Deputy Principal      | Mr Nurulan Khabsatar   |
| • Deputy Principal      | Mr Ugur Kizilkaya      |
| • Deputy Principal      | Ms Erika Gouws         |
| • Accounts / Secretary  | Mrs Zurita Theart      |
| • High School Secretary | Mrs Michelle Robertson |

**SUBJECT EDUCATORS:**

Ms E. Gouws	Business Studies, Accounting
Mrs C. Van Rooyen	Afrikaans
Ms M. Lombard	Afrikaans, EMS, Business Studies
Ms A. Moreland	English
Ms H. Van der Walt	English, Life Orientation
Mr. G. Hendricks	History, Religion Studies
Mr S. Ayar	Natural Science, Mathematics, Mathematical Literacy
Mr H. Maluleka	Creative Arts, Social Sciences, Life Orientation
Mr Khangelani	Physics, Religion Studies, Social Sciences, Turkish
Mr A. Celik	Computer, IT,
Mr Z. Soyertas	Life Orientation
Ms. S. Kuhn	Life Orientation, Maths Literacy, Social Sciences, English
Mrs W. Nkambule	Sepedi
Mr H. Kublay	Life Sciences & Maths Literacy
Mr Ince	Turkish
Mr U.Kizilkaya	Natural Science, EMS
Mr S Arazov	Chemistry, Technology
Mr V. Orazmyradov	Mathematics
Mr N. Khabsatar	Mathematics

**1.3 SCHOOL OFFICE HOURS:**

- |                   |             |
|-------------------|-------------|
| • Monday-Thursday | 07h30-15h00 |
| • Fridays         | 07h30-13h00 |

**NB: Our College is a child friendly environment – NO SMOKING or ALCOHOL is allowed inside of the school gates.**

## 1.4 PAYMENTS

The School Administration would like to maintain a cashless office. We therefore request that ALL school fees be deposited directly into the school's bank account, using your **ACCOUNT NUMBER** as indicated on your statement, **as reference**. An absent or incorrect reference may result in your payment being incorrectly captured to another student's account.

Monthly payments are to be made before the 3rd of every month. Failure to do so will result in the student's immediate non-acceptance into class and in the following term. Please ensure that each proof of payment is sent to [info@starcollegepta.co.za](mailto:info@starcollegepta.co.za) or faxed to 086 610 5853. Without proof thereof, we are unaware of your payment/contribution.

School Banking Details:      HORIZON EDUCATIONAL TRUST  
   FIRST NATIONAL BANK  
   Menlyn Square  
   Branch Code: 252445  
   Acc No: 6225 532 5013

School Uniform deposits are required and must be paid prior to or upon ordering. NO orders will be processed without payment and uniforms will not be despatched without proof of full payment. Please note that we do not have card facilities at the school office, and do not accept cash, so all payments should be transferred into the school's bank account.

\*The accounts office opens at 9h00 and closes at 14h00 daily and is closed at lunchtime from 12h00 to 13h00. (Fridays close at 12h00).

## LOGISTICAL INFORMATION

### 2.1 TRANSPORTATION

Students, together with their parents/guardians, are responsible for transportation to and from school. Drivers need to observe strict rules concerning the drop-off and collection of students and to respect the property of local residents by not parking on the verges or blocking their driveways.

NB The school uses a drop-and go system in the morning to regulate large volumes of traffic moving through the parking area. Staff are on hand to direct traffic. Please treat our staff courteously. If you need to visit the office in the mornings, please park on the pavement directly outside the school.

Parking inside the school may be utilised for afternoon collections. Use and parking of motor vehicles or motorcycles by learners is not permitted on school premises.

### 2.2 SCHOOL TIMES

ALL students are to be at school by 07:30 daily. A record is kept of all students who arrive late.

**Parents should NOT disturb or enter a classroom after 07:30**

The school times are as follows:

Mondays – Thursdays: 7:30 - 15:00

Fridays: 7:30 – 12:15

**Please collect your child on time.**

## 2.3 STATIONERY/TEXTBOOKS

For effective teaching and learning to be achieved at our school, each student is expected to have his/her own stationery and relevant textbooks as stipulated by the school. A list of stationery needed as well as textbooks will be provided to each student. These are to be purchased and labelled before the start of the school year in January each year. All stationery and textbooks will be checked by the teachers in the first week of the first term. It is the student's/parent's responsibility to ensure that they have sufficient stationery and to replace any stationery as required. Demerits will be issued to students who do not bring correct stationery and/ or books to class.

## 2.4 SCHOOL LETTERS/STATEMENTS/CORRESPONDENCE

Circulars and letters are distributed via email and via the D<sup>A</sup> School Communicator which can be downloaded onto your mobile phone or PC. Please ensure that the school has your CORRECT email and contact details at all times! It is the student's responsibility to hand all letters/statements to their parents/guardians. STAR COLLEGE PRETORIA will not be held responsible for any letters/statements that have NOT been given to parents/guardians. Parents must regularly check their child's homework books for correspondence from the school

## 2.5 HOMEWORK

Students will receive homework on a daily basis according to the requirements of their relevant grades. Parents are to ensure that their child completes all homework, projects and assignments on time. Homework is given to consolidate and ascertain a student's understanding of the class work. Parents are therefore requested NOT to do the homework on behalf of the student. Students are expected to record their own homework in their homework diaries.

## 2.6 MESSAGES

To minimize classroom disruptions, we do not deliver messages from parents/guardians to students during lesson time. In case of an **EMERGENCY**, you may contact the School Office to convey the message to your child. **We kindly request that Parents/Guardians refrain from contacting educators directly. All appointments must be made through the School Office.**

## 2.7 STUDENT ACTIVITIES AND EXCURSIONS

Students attend different outdoor activities throughout the academic year. Fees will be levied according to the trip or activity. All relevant fees must be paid into the school account before the date of the activity. Relevant proof of payment should be sent to the teacher in charge. All school trips are COMPULSORY.

## 2.8 EXTRA-MURAL ACTIVITIES

These activities are planned for the holistic development of all students. We encourage all

students to participate in at least one activity per term.

Students should commit to their extra mural choice. They should excuse themselves to the teacher in charge if they are unable to attend. **Any student who does not attend their extra mural activity twice without valid reason, may be excluded from that activity for the remainder of the school term.**

Extra mural activities form part of the school programme and parents may wait for their children in the drop off zone.

## 2.9 LIBRARY

Books taken from the library should be signed out. Books become the sole responsibility of the student who signed them out. In cases where the book has been damaged or lost, the student will be de-merited and will be charged a replacement fee.

## 2.10 LOST AND FOUND

Students are responsible for the care and safety of their own belongings. **Please ensure that ALL your child's possessions are clearly marked.** No name, no claim! Please check your child's belongings and uniform regularly to ensure that they have not packed someone else's clothes or shoes. Learners are to return such items to the rightful owner.

Please note that the school is not obliged to store lost property indefinitely. After a reasonable period unclaimed items may be donated to charity or disposed of by other means.

## 2.11 TEACHER/PARENT MEETINGS

Teacher/Parent Meetings are a formal opportunity for parents/guardians to meet with their child's teachers. Parents/Guardians will be duly informed of the dates of these meetings. **It is imperative that ALL parents attend.**

Parents/Guardians wishing to meet with a student's teacher at other times should call the School Office to make an appointment with the teacher concerned.

**No parent is permitted to contact an educator in the morning without an appointment or to visit an educator in the classroom during teaching time or before school. ALL visits should be scheduled through the school administration office.**

## 2.12 TUCKSHOP

Although a tuck-shop is available, we encourage you to provide your child with a healthy packed lunch.

The tuck-shop operates during break times and briefly after school. Learners are required to treat tuck shop personnel with courtesy and respect. No student is permitted at the tuck-shop during lesson time. Demerits will be issued to learners who do not abide by these rules.

## 2.13 CIVVIES

Students are only allowed to wear civvies on specific days communicated via the school.

On these days, there are certain rules which should be observed. Learners who fail to abide by these rules may be disciplined appropriately.

Please take note of the following:

- No t-shirts with unsuitable logos or pictures are allowed.
- No visible underwear
- Hairstyles should still be according to specified school hair regulations
- No caps or hats may be worn in the school building

### 3. STUDENTS' ATTENDANCE AT AND ABSENCE FROM SCHOOL

**Parents/guardians are requested to observe the following procedures:**

#### 3.1 ABSENCE FROM SCHOOL

Students must produce a note signed by their parents/guardians requesting leave. Students are to inform the school of the reason for and the expected duration of their absence..

No learner may leave the school without permission from the relevant school authority.

No parent is permitted to take their child out of school without informing the relevant school personnel.

Medical and other appointments, except in the case of an emergency, should be scheduled outside of official school hours.

**A medical certificate may be required in cases where a learner misses an assessment due to illness.**

All family holidays must be arranged to coincide with the school holidays.

Absence during term time disadvantages your child/ward and disrupts their studies.

**Vacation is not deemed to be an acceptable reason for absence from school and learners may be penalised for assessments missed.**

#### 3.2 REPORTING OF ABSENCES

- Parents/Guardians are required to contact the School Secretary by 08:00 on the day their child is absent. A letter/medical certificate explaining why your child was absent must be handed to the  
Class Teacher the first day that the child returns to school.
- Any communicable/infectious disease(s) that a student may have contracted are to be reported  
to the School Secretary immediately.
- Students who become ill or are injured while at school are required to go to the office so that parents/guardians can be notified.
- It is compulsory for the parent/guardian to collect the student from the School Office if he is leaving  
school at an irregular time. Students will not be allowed to wait for their parents outside the

School  
building.

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

### **3.3 ILLNESS**

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 is to report this to their teacher who will then assess whether it is necessary for the student to leave school. The student's parent/guardian will be notified by the school administration if he is judged to be too ill to remain at school.

Parents/ guardians are required to make the necessary arrangements for the student to leave the School campus as speedily as possible.

No learner is permitted to contact their parents/guardians without the permission of the relevant school authority.

### **3.4 AUTHORISED ABSENCES**

Authorised absences are categorised as follows:

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

An absence must be supported by professional documentation (doctor, etc.) or other criteria as required by the Principal.

### **3.5 UNAUTHORISED ABSENCES**

Unauthorised absences are categorised as follows:

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

## **4. ACADEMIC PROGRAMME**

### **4.1 CONTINUOUS ASSESSMENT**

Continuous assessment is a compulsory component of the promotion mark. This may include formal tests, homework tasks, assignments, projects, oral work, practical work, etc.

Students are encouraged to complete their assessment tasks conscientiously.

The number of tasks required per learning area is specified by the Department of Education and is not negotiable.

Students who are absent for a test/exam, must produce a medical certificate on their return to school.

**Failure to comply with this requirement may result in your child not receiving an assessment mark.**

## 4.2 GRADING POLICY

Progress reports are issued at the end of each of the four academic terms.

## 4.3 PROMOTION POLICY

Promotion requirements will be determined in conjunction with the Department of Education and will be communicated timeously with parents.

A school committee will review the promotion criteria and will make promotion decisions in consultation with the Department of Education, if deemed necessary.

## 4.4 TESTS AND EXAMS (Grades 8-12)

1st Term:	No exam. Continuous assessment and March Tests
2nd Term:	Continuous assessment and June Exam
3rd Term:	No exam. Continuous assessment and September Tests
4th Term:	Continuous Assessment and November Exam (Promotion marks are calculated as per the Department of Education.)

In certain grades, students are required to write external exams (Departmental or Cluster). Timetables regarding exams will be issued to your child in advance.

## 4.5 OLYMPIADS / PROJECT COMPETITIONS

Besides lessons, Star College pays great attention to NATIONAL and INTERNATIONAL Olympiads and Project competitions. We encourage all of our students to participate.

These take place throughout the year to widen the student's knowledge in subject matter outside the scope of the curriculum.

Please note that it is compulsory for all learners in Grades 8 to 11 to work on a science project for participation at a Science Fair to be held at school.

## 4.6 ANNUAL RE-REGISTRATION PROCESS

The re-registration process is compulsory for all learners currently studying at Star Colleges.

Towards the middle of the year students receive forms to be completed and returned by the given date. A security deposit payment is required by a predetermined date (usually the end of August). This process is necessary for the school to determine the number of new applicants we can accept, and to secure your child's place for the following school year. The security deposit is an advance payment of your January fee for the next school year, and NOT an additional fee. **This amount is, however, non-refundable.**

If your child/ward is not returning (re-registering), please indicate this on the form and return to school promptly. If we do not receive your re-registration form, we will assume that you will not be re-registering your child/ward and your child/ward will be de-registered from the following academic year's enrolment list.

Re-registration is only available to those learners whose **school accounts are up to date** at the time of re-registration.

**A term's notice of your intention to withdraw your child from the school is required.** Failure to notify the school of your intention to withdraw your child may result in your being held responsible for a term's school fees.

Please note that **the school reserves the right NOT to re-register your child/ward.**

## SECTION B:

### SCHOOL RULES AND CODE OF CONDUCT

#### 1. LEARNER'S PLEDGE:

As a STAR COLLEGE student,  
I pledge to be

**RESPECTFUL**

Of the rights and safety of the STAR COLLEGE learning community;

**RESPONSIBLE**

In my academic, behavioural and personal choices;

**RELIABLE**

As a partner in the process of my education.

- Being **RESPECTFUL** of the rights and safety of the STAR COLLEGE learning community means that I:
  - Treat all school staff, fellow learners and visitors to the school with courtesy.
  - Show tolerance for differences and eliminate harassment.
  - Solve disagreements in a responsible and non-violent manner.
  - Keep STAR COLLEGE free of drugs, alcohol, tobacco/ nicotine, gangs and weapons.
  
- Being **RESPONSIBLE** in my academic, behavioural and personal choices means that I:
  - Participate in my education by taking a course of study that will prepare me for my future.
  - Behave appropriately in the classroom, hallways, on school property, at school functions and in public.
  - Wear my school uniform appropriately at all times on and off the school premises.
  - Keep the school premises LITTER FREE.
  - Refrain from damaging or misusing school property or the property of staff or other learners.
  - Report any damage to property or contravention of school rules to a relevant school authority.
  
- Being **RELIABLE** as a partner in the process of my education means that I:
  - 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 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 goes 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.**
- **Be assessed fairly and impartially.**
- **Be free of racial, ethnic, religious or personal discrimination 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.
- Complete all academic assignments, projects, tests etc. (including homework)
- 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, damage to 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 carrying, use, purchasing, sale or storage of any 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 on the school premises.
- Refrain from carrying dangerous weapons, involvement in illegal activities, bullying, harassment, smoking or being in possession of offensive material.
- 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 fulfilment 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:

- Accept that by taking up a place at the school, they have considered and have agreed that there will be an alignment between the needs of their child, their own expectations, and the philosophy and programmes of the school.
- 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.
- 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.
- Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the school.
- Take an active interest in their children's work and progress.
- Involve themselves in the life of the school.
- Respect the school's responsibility to do what is best for the entire community, while recognizing the needs of each individual child.
- Familiarize themselves with and support the school's policies and procedures.
- Ensure that their child abides by the school rules.
- Avoid gossip and rumours.
- Seek to resolve problems and secure information through appropriate channels.
- Treat staff, other parents and learners with respect and courtesy.
- 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.
- Educate their children about the dangers of illegal substances.
- Take responsibility for any gathering of their child and friends at their home or another venue.
- Fulfil financial obligations to the school.

### 3. DISCIPLINARY MEASURES

Any student who continuously disrupts teaching and learning at school may face disciplinary action as determined by the school disciplinary committee and the guidelines set out in this handbook.

Certain acts may be considered serious enough that the student may be suspended from school immediately. In cases where the laws of the Republic of South Africa have been contravened, the police may be involved, and immediate expulsion may result.

In cases of misconduct relating to school rules, the student may be required to appear before the disciplinary committee of the school in order to investigate the offence. The disciplinary committee shall, in consultation with the principal, have the power to suspend or expel a student or to impose another suitable punishment.

When disciplinary action is taken and a student is suspended from school, 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 time and of a duration determined by the school**
- **Detention at a time and of a duration determined by the school**
- **Suspension from social and extra mural activities at school for a duration determined by the school**

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

The following is a list of school rules:

### **3.1 AUDIO AND ELECTRONIC DEVICES**

Students are not allowed to bring ANY electronic devices to school. (Radios, beepers, pagers, MP3 players, CD players, i-pods, PSP's, Games, etc.) These devices are not allowed on campus as they distract from the educational process. Use of any of these devices during the school day or at school functions will result in confiscation for 3 months or until the end of the school year.

### **3.2 CELLPHONE POLICY**

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

- Only "black and white" or monotone screened phones (without music and camera) will be allowed (at own risk). No smart phones, smart watches or any other devices which do not comply with the above description may be brought to school under any circumstances. Unauthorised smart phones or other devices found on school premises will be confiscated.
- The use of regulation cell phones is banned within school hours and during extra mural activities and extra classes. Phones should thus be **switched off** at these times.
- If the REGULATION cell phone is used in any way, (either switched on or not complying with the indicated times), it will be confiscated for a minimum period of 3 months including weekends and holidays. Only the Sim card will be returned. **NO EXCEPTIONS WILL BE MADE.**
- The school will not be held responsible for the loss of or damage to any cell phone.
- 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.
- In the case of a confiscated electronic device or cell phone, learners will be demerited.

### **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 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. The school may also contact the student's parent.

**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.

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

### 3.5. GAMES

Learners are not permitted to engage in gambling or games of chance on the school premises. Should contraventions of this rule occur, disciplinary measures will result.

### 3.6 MOTOR VEHICLES AND BICYCLES

Use and parking of motor vehicles or motorcycles in the school premises by learners is not allowed. The outside of the school property may be used for parking by students. However, the school is not liable for any loss of property, loss of life, injury or damage to property which may occur. South African law is applicable.

Use of a bicycle within the school property is not permitted. The School will not permit any minors to use bicycles as a form of transport to or from school unless prior arrangements have been made with the school by parents/guardians. Even in cases where parents have informed the school of their consent that their child use this mode of transport, the school will not be held liable for any damage to property, injury or loss of life.

## 4. 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 school uniform stipulated in the uniform requirements. **Students who wear inappropriate clothing will be sent home, or asked to remove the items immediately.**

### 4.1 SCHOOL UNIFORM & P.E. CLOTHING

- Full uniform must be worn at school, between school and home, on excursions and to all school functions.
- Students must show pride in their school by ensuring that their uniforms are always neat.
- Students are NOT allowed to wear school tracksuits to class.

- Medical identification (Medic Alert) may be worn but no other jewellery is permitted.
- It is **compulsory** for all students **to wear** the **P.E. uniforms** when they participate in sport. The school cap may be worn only outside the school building.
- Students are not allowed to wear any kind of cloth or t-shirt under their school shirt apart from a white and plain undershirt. Coming to the school with sports shoes, sneakers, sandals, slippers, or boots will not be accepted.
- A plain watch may be worn.
- Nails must be kept short and clean!

## 4.2 REGULATION HAIR STYLE

All students' hair must be tidy, clean and must be its natural colour. Inappropriate hairstyles will not be tolerated.

- Hair must be short, neat and well groomed.
- Hair should not touch the shirt collar.
- Sideburns must be short (not lower than the centre of the ear).
- No bleaching, highlighting, "streaking" or dying of hair.
- No "steps".
- No patterns.
- No gelled spikes.
- No hair styling products like mousse, hair wax, hair cream etc.
- No Mohawk hairstyles.
- No shaved heads
- No "fashion" hair styles (e.g. braids/ dreadlocks etc.).
- **\*\*BOYS MUST BE CLEAN SHAVEN AT ALL TIMES (NO STUBBLE)\*\***  
(For religious reasons, some concessions regarding beards will be made at the discretion of the administration, in consultation with a learner's parent/guardian.)
- No eyebrow patterns/shaving.

*Examples of regulation hair style and sideburns*



## 4.3 FOOD IN CLASS

Eating and/or drinking is not allowed in the administration offices or classrooms. Gum may not be chewed at any time on the school premises.

## 4.5 LANGUAGE

Students will not abuse or offend others verbally, in writing or by their actions. Demerits may be issued for verbal abuse. Demerits may be issued for the use of insulting, vulgar or inappropriate language.

## 4.6 HARMFUL SUBSTANCES

We are committed to combating substance use and abuse. School officials and police officers are required to take action in any case involving the distribution or use of prohibited substances on or near campuses or at school functions.

Depending upon the frequency and/ or seriousness 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 programme.
- Expulsion from school

## 5. DISCIPLINARY MEASURES

Besides striving for academic excellence, Star College School supports a values-based education and respect and tolerance are of utmost importance. Discipline at our School is vital to promote and uphold dignity and pride amongst our learners. Unacceptable behaviour will not be tolerated and necessary disciplinary measures will be meted out. These measures are not meant to be punitive, but used as corrective measures to change unacceptable behaviour amongst learners. Depending on the seriousness of the misconduct, learners will be given warnings to rectify their behaviour and actions. Failure to do so may result in the learners' parents being notified and or called for disciplinary hearings with the School's Disciplinary Committee. The Disciplinary Committee comprises the Principal (or duly appointed substitute), Deputy Principal, HOD and an educator.)

### 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. Merits do not cancel demerits and vice versa.

When the learner accumulates a certain number of points then the consequences are as follows:

#### 5.1 MERIT POINTS

	<b>Explanation</b>	<b>Max. Points</b>
	Neat and tidy school work	2
	Neatness of the uniform	2
	Cooperative behaviour	2
	Special effort for 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
	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

## 5.2 Rewards for Merit Points:

These will be determined by the school and will be communicated to learners.

## 5.3 DEMERIT POINTS

	<b>L e v e l</b>	<b>Explanation</b>	<b>Min. Poin ts</b>
	1	Late coming to school or classes	1
	1	Screaming or being noisy or excessive talking	1
	1	Rocking chairs	1
	1	Combing hair in class	1
	1	Using body spray in a class room	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
1	Learners found sitting on teachers chairs (using teachers equipment)	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
3	Leaving classroom during a lesson without permission	5

**For any misconduct not covered above punishment will be at the discretion of the Disciplinary Committee.**

#### 5.4. WORKING BACK DEMERIT POINTS

Demerit points may be "worked back" at a rate of **5 points per half hour**. Learners may only begin to work points back once they have accumulated 25 demerits and served a detention as outlined below. Learners **may not** build up a credit of points worked back in the hope of offsetting these against future demerits.

Learners may approach educators to assist them as required. From time to time educators may also call for assistance from learners wishing to work points back. The educator will then record the points worked back and these will be recorded on the system appropriately.

Learners should note that working back points is not an automatic right. An educator may, due to bad behaviour in the past, refuse your request to work points back. If a learner should behave poorly or irresponsibly during a session working points back, the educator reserves the right to refuse to issue the points worked back.

Sporting commitments, extra lessons and extra mural activities take priority over working back of points. If a learner is absent from a practice, lesson or other commitment in order to work back points, he will not be credited with those points worked back.

#### 5.5 Result of Demerit Points:

25 demerit points	2 hour detention. Parents will be notified least 2 days before detention must be served
50 demerit points	Loss of privileges as determined by the disciplinary committee, parents will be contacted
75 demerit points	Loss of additional privileges as determined by the disciplinary committee, parents will be contacted again
100 demerit points:	Parents/guardian and members of disciplinary committee present, <b>written warning</b> with the possibility of a disciplinary hearing and an in-school or at-home <b>suspension</b> at the discretion of the committee.

**Failure to amend behaviour after a written warning has been issued may result in the institution of procedures for the EXPULSION of the learner from the school.**

## **6. BEHAVIOUR WHICH MAY LEAD TO IMMEDIATE SUSPENSION OR EXPULSION**

The below are LEVEL 4 offences which may, at the discretion of school management, lead to immediate suspension or direct expulsion from the school.

- 6.1 Fighting, violence, bullying:** causing, attempting to cause or threatening to cause physical injury to another person.
- 6.2 Repeated truancy/ absconding from school or lessons without permission**
- 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
- 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/ intimidation of a witness or hate violence** (committing or inciting acts of intolerance)
- 6.11 Rowdy/ dangerous games, satanism or satanic acts**
- 6.12 Creating an unsafe educational environment and/ or 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, despite repeated warnings.
- 6.16 Not attending detention or disciplinary hearings repeatedly.**
- 6.17 Misconduct** on field trips and excursions, during school functions, sporting events, olympiads and any occasion where the school is being represented.
- 6.18 Recording audio visual material** of others without consent and/ or sharing such recordings by any means.
- 6.18 Any conduct that impinges on the dignity of staff members**
- 6.19** Deliberate, **organised defiance** of school rules or established procedures and/or **inciting others** to such action
- 6.20 Defamatory remarks** about the school, school management or members of staff
- 6.21 Repeated, deliberate dishonesty in tests and examinations.**

## **7. DISCIPLINARY PROCESS**

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

### **Level 1**

In cases where a learner demonstrates behaviour that is classified as Level 1, he will be given 1 or 2 demerit point as described above.

### **Levels 2 & 3**

In cases where a learner continuously demonstrates a behaviour that is classified as Level 2 or 3, student will be given 2 or 3 demerit points as described above. The 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 feel it necessary.

### **Level 4**

In cases where a learner demonstrates behaviour that is classified as Level 4, the incident will be reported to the Head of Discipline/ Deputy Principal by a staff member.

The learner may be called in for a disciplinary hearing. The time and date of the hearing will relayed to the student and the parent. The student is asked to submit a written defence and also to defend his/her action verbally to the Disciplinary Committee.

Before the hearing takes place Deputy Principal or a staff member may investigate the situation and take temporary action such as suspension.

**Possible actions that may be taken by the school in response to a Level 4 offence include final written warning, suspension, referral to a psychologist or a therapist and/ or expulsion.**

### **Important Notes:**

- Any behaviour which is not discussed above and is regarded to be inappropriate by the school will result in disciplinary action. Such action will be determined by the Disciplinary Committee.
- Learners involved in any inappropriate behaviour outside school premises while in school uniform will be dealt with according to the school disciplinary policy.

## **8. RIGHT TO APPEAL**

Should a learner be dissatisfied with the outcome of an internal disciplinary process at school, **appeal** may be made to the principal's office in writing. The Principal, if he deems it necessary, may ask the committee to review the evidence and the decision made.

## **9. 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 in accordance with the disciplinary procedures outlined above.
- For every 25 demerit points accumulated, a student must serve a 2 hour detention. Detention does not automatically cancel demerit points. These must be "worked back" according to the system outlined above.
- Detention will be served at a time and place as determined by the Head of Discipline.
- Learners and parents will be advised in advance of a detention to be served. It is the responsibility of learners and parents to make the necessary transport arrangements so that a detention may be served.
- It is the responsibility of the student to note the date and time of the detention. Tardiness and absence will not be tolerated.
- Detention takes priority over extra lessons and extra mural commitments. Learners should

excuse themselves from these with the relevant staff member.

- After 2 detentions in a term, parents/guardians may be contacted and the student's behaviour may be discussed.

## 10. 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.** It is the responsibility of the student to complete all class assignments missed though teachers have discretion in awarding credit.

## 11. OUT-OF-SCHOOL SUSPENSION

An out-of-school suspension is a temporary suspension from school attendance. 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.

**ANY OTHER TRANSGRESSION NOT REFLECTED IN THIS STUDENT HANDBOOK WILL BE DEALT WITH AT THE DISCRETION OF THE SCHOOL'S MANAGEMENT TEAM.**