

HANDBOOK



SUVA CHRISTIAN COMMUNITY
HIGH SCHOOL

FOREWORD

It is a great pleasure to warmly welcome you in the mighty name of our Lord Jesus Christ. The school is now in its third year of operation and already the staff is excited to assist and guide you towards achieving your goals for the year.

As a Christian school we see that you are special in God's eyes. We believe that God has brought you into this school to learn about how loving He is and how much He cares for you. Do you know that God can use you in a great and mighty way? God can do anything and everything in your life to make you a successful student.

The God that we serve is the Creator of heaven and earth. He created you and I into His own image. He is all knowing, all-powerful and present in all places. In Isaiah Chapter 54 verse 9 God said, "As the heavens are higher than the earth, so are my ways higher than your ways and my thoughts than your thoughts." God has a plan for you and He will give you the best. He has a purpose for your life and if you obey him then He is faithful to meet your needs.

As we begin this New Year together you must know that you have a mission. Your mission is to learn as much as you can in all the given subjects. This means that you are going to commit yourself to achieving the prescribed amount of work for the entire year.

You are given the responsibility for your own learning. You are expected to set your goals, complete your homework and projects, and plan your study time. Successful students are those who ask teachers a lot of questions and are up-to-date with their schoolwork. They don't waste time but they work hard. If they fail, they will try again.

You must understand that learning is a process. This means learning requires some basic ingredients. One important ingredient is motivation. If you are not keen to learn then you will not learn. If nothing active is going on in your mind you will not learn, because learning is an activity, not a matter of passive absorption of knowledge. In this handbook, you will find some study techniques and notes that can help you be a good student.

Since you will be working at your performance level, you will need to concentrate on the subjects given to you. You must work independently and avoid disturbing your friends, as they also need to meet their targets.

The staff will be ready to assist you in every way possible if you are faced with problems related to your schoolwork, family or peer pressure.

We hope that the challenges ahead of you will be an opportunity for you to develop physically, mentally, socially and spiritually.

We wish you all the best in your studies and pray that God will richly bless you.

Christina Yee

Principal

STAFF

The school staff this year is made up of committed Christians dedicated to meet your academic and spiritual needs. God has called them to serve and assist you in achieving your goals.

STAFF STRUCTURE

ADMINISTRATION

- Administrator/ Principal
- Administrative Assistant

TEACHING STAFF [Supervisors]

- Mathematics
- English
- Social Studies
- Science
- Christian Studies
- Computing
- Physical Education
- Music
- Art
- Craft

ANCILLARY STAFF

- Cleaner
- Gardener

SCHOOL MOTTO

The school believes that excellence is attainable.

"Excellence" is the school motto. Excellence in all aspects of life can be achieved through an intimate relationship with Christ Jesus.

Jesus said, "I AM THE WAY, THE TRUTH AND THE LIFE."

He will lead us to success. Excellence is produced if:

- 1. God lives in man and man lives for God.*
- 2. God works in man and man works for God.*
- 3. God uses man and man is used by God.*

AIMS

The broad aims of the **Suva Christian Community High School** are:

to provide an education of high academic standards that is based on:

an acceptance of the Lordship of Jesus Christ; and an acceptance of the

Bible as the revealed Word of God; as these are defined in the Confession of Faith of the school. to provide an education that also:

fosters self-discipline in the learner while teaching him to accept the discipline of the Church, which is the Body of Christ, and to obey the laws of the

government. Develops the individuality of the learner and stresses the function of the learner as a member of the Body of Christ and the community, trains the learner in the moral and ethical standards of the Bible as interpreted in the teaching of the New Testament; develops the learner's creative and critical abilities; and Stresses co-operation rather than competition and fosters the

development of the gifts, skills and abilities of the learner for the service of Jesus Christ in the Body of Christ and the community.

MISSION STATEMENT

The mission of the **Suva Christian Community High School** is to work in partnership with families and churches by offering a sound Christ-centered education, which encourages the fullest possible development of the spiritual, academic, physical and social characteristics of each child.

We believe that God has called the **Suva Christian Community High School** to be a school that:

VISION STATEMENT

We believe that God has called the **Suva Christian Community High School** to be a school that:

- ◆ Strives to develop individuals who are equipped to penetrate and impact the world by living obedient and responsible Christian lives as servants of Jesus Christ.
- ◆ Encourages children to strive towards excellence so that they may reach their full potential in all that they do.
- ◆ Helps each child to develop a realistic self-concept of which they are in Christ.
- ◆ Care about children, helping to nurture them in their faith and guiding them towards spiritual maturity, based on the knowledge and understanding of God and His work.
- ◆ Strives to cater for the child's abilities, needs and interests by providing them with opportunities to develop their gifts and talents.
- ◆ Assists children to understand the process of learning by teaching them to strategize to improve their own learning skills.
- ◆ Prepares children to be competent communicators, able to verbalize, articulate and think critically.
- ◆ Seeks to develop healthy inter-personal relationships at all levels, considering them to be vitally important aspects of the school community.
- ◆ Aims for the highest quality in educational facilities resources and staff.

SCHOOL RULES

Since no list of school rules can cover every situation, which may arise in school life, this list is not exhaustive or totally complete, and some practices in the school, established by tradition, may not be covered. If Prefects or senior students tell you that something is not allowed and you are doubtful, you should find out from your form supervisor or the Principal whether it is allowed or not.

If all students give prior attention to the aspects of school behavior, which follow the good name of **Suva Christian Community High School** will be maintained and their own, school experience will be enjoyable, memorable and satisfying.

The school rules will be reviewed with students at regular intervals during the course of their time at school so that these matters are kept fresh.

a. Respect for all Staff:

All school staff at whatever level of responsibility must be treated with respect. Prefects also have the authority of the Principal and must be given proper respect.

b. Personal Appearance and Uniform

1. Your hair should be clean and tidy and should not fall over your eyebrows (or your collar for boys). If girls have longer than shoulder length hair, it should be plaited and tied, or held back with white or navy blue ribbons or with small hair fasteners of any type as long as they are navy blue or white.
2. Beards and moustaches are not permitted and all boys must be clean-shaven. No fancy hair styles, hair coloring (bleaching or tinting) for boys or girls are permitted.
3. Your fingernails should be kept short.
4. You must not wear jewelry, make-up or nail polish, chains, rubber bands, rings etc. with the school uniform except for the following: a wrist watch a pair of small gold sleepers or stud earrings for pierced ears. Nose studs or rings, multiple earrings, tattoos not are permitted.

Footwear:

5. You must wear only black school sandals or black shoes of leather or plastic. No party or Fancy shoes or flip-flops are permitted.
6. Sports uniform: The proper uniform is compulsory for all Physical Education, Sports periods and lunchtime outdoor activities. The sports uniform should be worn to school on days marked for Physical Education.
7. While traveling to and from school, you must always wear the correct and full school uniform. No T-shirts or like extras will be worn on top of the school uniform.
8. Boys are not to wear T-shirts under their school shirt. Only a white vest is permitted.

c. Attendance and Punctuality:

- School begins at 8.30am but you should arrive at school between 8.00am and 8.15am. When you come to school you should not play in the grounds or enter the classrooms but wait in the assembly area. At 8.15am your Form Supervisor will come to the assembly area to take you to your classroom.
- You are not allowed to leave the grounds on school or personal business unless you have obtained special permission from the Principal
- You are not allowed to leave school to go home unless special permission is obtained from your Form Supervisor and an official **SCHOOL PASS** is carried.
- If parents wish you to leave early, or anytime during school hours they must either put their request in writing, or come to the school personally, or telephone directly.
- Absences: On the day you return to school after an absence you must bring a note from home explaining the absence. If you do not bring a note you will be issued with a form to be signed by your parent or guardian to explain the reason for your absence and this form must be returned completed the next day.
- If you feel ill while at school you should report to your Form Supervisor who may give you permission to use the library to rest.
- If you are found out of school without authority you will be immediately dismissed from school.

d. Participation in the School Programme:

- Unless you are prevented by illness (certified by a parent's note or medical certificate), you must attend all classes of all subjects that make up your course of study as decided at the beginning of the school year.
- You must obtain promptly all materials required for each subjects (books, ingredients, instruments, cloth etc.).
- You must be punctual to every class and must be dressed properly for the class (e.g. sports uniforms for sports).
- These rules apply to all subjects and programs including Sports, Physical Education, Music, Art, and Swimming and not just examination subjects.
- All work assigned by teachers must be done to the best of their ability.
- You must attend all school-organized excursions of whatever sort. If you are unavoidably absent then Section C part 5 applies.
- You must not bring to school any electronic games or radio/cassette players and Walkman.
- You must not loiter in corridors or toilets but move quickly to your destination in the school. All movements about the school must be brisk and purposeful and students must walk on the right hand side of corridors at all times.
- Students must leave the school compound at 3.30pm unless on detention or they have made prior arrangements to stay at school longer.
- Students are not to loiter on the school compound in the weekends.

The School Property:

- Defacing or deliberately damaging school property is considered a serious offence; and due punishment will be given.

In particular:

- No writing or scratching is allowed on school desks, benches, chairs or any furniture or on walls, anywhere in the school.
- No writing is allowed in any library books or magazines or school textbooks.
- No cutting out or tearing of pages is allowed from any library books or magazines or school textbooks.
- All school furniture and equipment (desk, chairs etc.) must be handled with the utmost care at all times.
- Accidental damage to school property e.g. windows, science equipment, must be reported immediately to an appropriate staff member and if it is considered to be the result of carelessness or disregard of instructions, you must pay for the damage.
- All classroom doors must be left open. Students are not allowed to operate light or fan switches unless instructed by their Supervisor. The Supervisor of the class using the porch can only handle bamboo blinds on the porch.
- When rooms are left unoccupied, the lights and fans must be turned off.
- No fruit or flowers are to be picked from the compound without permission.
- The kitchen is out of bounds. No student is allowed to use the fridge for storage of food or drink.
- You must keep the school grounds neat and tidy at all times using the rubbish bins provided.
- Blackboards, dusters and chalk are to be used by teachers only and not handled by students.
- Classrooms must be kept neat and tidy at all times, and when inside a room you must be seated and working quietly.
- All classrooms must be cleared during breaks.
- All literature books issued to students must be returned in the required time.
- No playing is allowed on driveway and grounds in the front of the school.

The student's own property:

You must take every possible care of your own property.

In particular:

- All items are to be marked clearly and indelibly with the student's name and form (this includes items of clothing, shoes and sports uniforms, books, instruments, bags, pencil cases, library and swimming bags).
- You are not to bring more than \$5.00 to school each day. Never leave money lying in desks.
- Fee money is to be handed into the office upon arrival in the morning and definitely not later than recess.
- Any other large sum of money should be left in safe keeping of your Supervisor.

Valuables such as radio or jewelry should not be brought to school, but if for any special function they are required, they should be handed to the Form Supervisor or to the office for safe keeping when not in use.

Fellow Student's property:

- Stealing is considered an extremely serious offence.
- If you lose an article and believe that it was stolen you must report the loss immediately to your Form Supervisor.
- The property of other students is to be respected at all times.
- Borrowing without permission is regarded as a form of stealing and so is also forbidden.

Eating, Drinking Water, Lunch Time

- Chewing gum is not allowed at school.
- No eating is permitted in classrooms.
- Toilets and taps should be used at the beginning of breaks rather than at the end and not after the bell.

You should not go to the toilets before Chapel or between periods - this especially applies to the boys.

Behavior Outside School

When you leave school in the afternoon, you should go straight home and change. While you are in school uniform you are identified as a Suva Christian Community School student and you bear the good name and reputation of the school. At all times when you are out in

public in school uniform, you will be expected to behave in a good and suitable manner.

In particular you must-

- Walk properly along the streets not crowding the pavements if in a large group.
- Obey children on any road patrol duty.
- Behave properly on buses following instructions of the driver and bus prefects.
- Not call out loudly in streets or on buses.
- Not deface (write on) any public property e.g. buses or lampposts etc.
- **Go straight home from school and do nothing around town.**

Students must not be seen in town after 4.30pm.

Students must be in school uniform for all excursions

Grievance Procedures

If you have a problem, which you must have settled, talk to your Form Supervisor

General

- The use of alcohol, drugs and cigarettes is strictly forbidden.
- No swearing or the use of course jokes is permitted.
- No unsuitable adult literature or videos will be permitted on the school property.
- All children should attend regular Sunday school and church services.
- No form of gambling, games of chance or dangerous games will be permitted (e.g. shooting with rubber bands)
- All students must bring a bottle of water or juice and packed for recess and lunch.
- Students who wish to take part in sports during lunch break must change into their sports uniform and then change back into their school uniform before afternoon classes resume. You must also ensure that you bring the following items: a towel, deodorant, and undergarment change

All students must attend class morning devotions and chapel on Monday mornings with a Bible.

Punishment for Breaking Rules

◆ **DETENTION**

The most common punishment students must expect for failing to follow these rules is DETENTION. This will consist of staying in the school under a teacher's supervision at lunchtime or after school (3.30 to 4.00pm doing some assigned written work in a classroom. For repeated offences, double detention may be given.

Detentions will be given for the following:

- Arriving at school or classes late.
- Failing to bring absence note on time.
- Not co-operating with teachers
- Rudeness to teachers
- Eating in the classroom
- Not wearing the correct sports uniform
- Not wearing the correct uniform at school or while traveling
- Other occasions as felt appropriate and necessary

FINES:

Fines will be imposed in cases where school property or students' property is abused.

- Breaking windows or chairs \$3.00
 - Anyone seen writing on or scratching school furniture will pay \$2.00 or other reasonable charge.
 - Swinging on chair .50 cents.
 - Chewing gum in school - 50 cents together with the requirement that the student concerned find 10 pieces of chewing gum under desks and scrape them off.
 - Incorrect uniform without a note from home \$1.00
 - Incorrect sports uniform .50 cents
 - Science equipment broken must be paid for.
 - Lost or damaged books must be paid for.
- Anyone in possession of pentel pens \$2.00

The following items of students' property will be confiscated whenever seen, and will not be returned and may result in suspension or expulsion.

- Pentel markers
- Unsuitable reading matter
- Liquor or cigarettes
- Drugs
- Any dangerous articles such as knives or other sharp instruments.
- Jewelry; may be returned at the end of the day.

Mobile telephone and Unsuitable books will be destroyed without further questions or enquiry, Parents will be seen and the student warned. In cases involving drugs Police will be informed immediately.

SERIOUS OFFENCES

Will be referred to the Suva Christian Community High School Disciplinary Committee and may lead to suspension from school for a time or even expulsion. Also if necessary an incident may be referred directly to the school's governing authority for attention.

CHECK LISTS

Student Check List for Completed Goals

1. Have I worked all assigned pages for each subject on my Goal Sheet?
2. Have I read assigned pages and completed activity questions for assigned literature?
3. Have I scored (corrected and rescored as necessary) all pages for each subject on my Goal Sheet?
4. Have I completed all my goals?
5. Have I set new goals in each subject for the next school day?
6. Are there assigned projects in any PACE that I need to complete at home under parental supervision?
7. Are there pages assigned by the supervisor that I need to read to parents at home?
8. Have I given to my supervisor any PACE I am to be tested on tomorrow?
9. Have I memorized Scripture verses in my PACE?

Have I prepared a written or oral report necessary to obtain my privilege level goal for the week?

PHYSICAL CONDITIONS FOR STUDY

Before you actually sit down and study you must make sure that every thing you need is in place. This includes your study environment, study tools, etc.

Space Required For Expansion

To study correctly, one requires space to spread out. One of the most common reasons given by students who obtain poor marks is that they have no place to study at home.

The Study: The Place Where You Keep Your Desk

The desk is one of the student's most valuable tools. It should be kept neat and not crowded with books, pictures, letters or other articles. It is good practice to keep the top of the desk clear. Choose a good straight chair and place the desk so that the light shines on the working surface.