

HIGH SCHOOL



ACADEMIC INFORMATION AND CODE OF CONDUCT

2017

Thomas More College is an independent, Christian-based co-educational school with dedicated and professional staff, running classes from Grade 000 to Grade 12. Through a balanced programme of academic, cultural and sporting activities as well as a measure of fun, the school prides itself on developing Christian love and self-esteem in children and a moral code as espoused in the Gospel of Jesus Christ, ensuring that they are able to make a meaningful contribution to an ever-changing society. Focus is given to developing the whole child and equipping each one with relevant leadership and life skills.

**ACADEMIC CODE OF CONDUCT**

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| **ACADEMIC OUTCOMES** |
| Thomas More College High School is a school that aims to develop confident and caring young people who create a better place in the community by having intercultural and co-educational understanding and respect towards others.  The philosophy of the school is based on Christian attitudes and values. Each individual has the opportunity to develop self-esteem and a positive image in order to be self-disciplined, active and compassionate role players in society. |
| 1.1. What is an Academic Code? |
| The academic code is to make explicit to you and your parents the responsibilities and standards required in assessing you at Thomas More College High School. *Please note:* This Academic code must be read in conjunction with all other codes that are going out. |
| 1.2. The Importance of this Academic Code. |
| When you sign this academic code you are making a commitment to achieving a high standard of work ethic and to foster an environment where learning can take place. You are accepting the responsibility for achieving to the best of your ability. |
| 1.3. Work Ethic / Academic Bullying |
| * The chief purpose of the school is to encourage academic endeavours. Pupils are required to commit themselves to sincere academic effort. All class tasks and homework are to be completed timeously. * Pupils who bully or tease another pupil, because of their academic ability, will be disciplined according to the Disciplinary Code. * Parents may/will be contacted via email, telephone or sms regarding incomplete homework, or about behavioural issues. |
| 1.4. Classroom Management |
| * You will come to classes prepared and on time. * You are required to look after textbooks, electronic devices and learning materials. * You are required to listen when others speak. * You will respect the opinions of others. * You will need to be co-operative and apply yourself to the best of your ability to your school work. |
| 1.5. Homework |
| Homework will be set by subject teachers and checked regularly. Homework may be set over an extended period. Homework needs to be completed on the date set by the teacher; if not you may be placed into detention on a Monday, Tuesday or Wednesday. |
| 1.6. General Academic Rules |
| 1.6.1. Work not handed in on time |
| 10% of the marks will be deducted if work is not handed in on the due date. You will lose further marks for each day that the work is late. Please note that this rule also includes the following:   * if you are absent from school on the day (refer to 1.6.2)   **NB** Work must either be emailed, submitted through the student portal, or brought in to the subject teacher   * over weekends * over a holiday period   If work is over **7 days late** then you will receive “zero” for the complete task, and parents will be contacted. Detention will be attended until the work is completed. |
| 1.6.2. Absent from School |
| You may not be absent from school unless you have permission from the Headmaster, or your parents have notified the school of your absence. A note needs to be handed in or emailed to Mrs Mkhize on your return to school. If you are absent from school it is **your responsibility** to get notes, tasks and other work that you have missed. You will be expected to be ready for class when you return. *Missing Assessment Tasks:*  * Class Test:If you are absent for a test, you will need to complete the test at your first lesson back, or after school, or at your teacher’s discretion; however, the teacher may decide to mark you absent for the task. * Cycle Tests: These tests carry the most weighting for term marks. It is vital that you write these formal assessment tests. If you are absent, a note from your parents needs to be sent on the day of the cycle test. The same procedure will take place as for class tests above. * Grade 12 Portfolio tasks:If you are not at school to complete a portfolio task a copy of a **doctor’s certificate** needs to be handed to Mrs. Paterson on the first day back. The IEB insist on this documentation which will be placed in your portfolio. If there is no doctor’s certificate a “zero” for the task may be given. This also applies to tasks that are not done under test conditions that have to be completed within the time frame set by the subject teacher. If a deadline is missed marks will be deducted. These portfolio tasks count towards the final matric mark and are extremely important. * If you do not hand in work, or write a cycle test, your mark on your report will have an asterisk next to it stating that the term’s mark is not a true reflection as a result of missing marks. |

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| 1.6.3. Cheating and Plagiarizing |
| **Cheating**   * If you are caught cheating the test will be removed and a new test given. * No extra time or marks will be awarded as you will be given “zero” for the task. * Disciplinary measures will be taken where you will be expected to report to either the Senior HOD: Academics or the Deputy Headmaster. * Refer to the Disciplinary Code of conduct. * You may be expected to redo the task at the Senior HOD: Academics and Deputy Headmasters discretion   **Plagiarised work**   * Plagiarised work will be given “zero” * The task will need to be redone. * If the redone task still consists of plagiarised work then disciplinary action will take place |
| 1.6.4. Support and guidance |
| Teachers will make themselves available. Appointments need to be made by you with the relevant teacher. Additional extra lessons will be provided at the subject teacher’s discretion. Pupils need to have paid attention in class, and attempted homework, before this can be expected. The extra lesson schedule will be published each term on the student and parent portals. |
| 1.6.5. Textbooks |
| It is your responsibility to take care of your textbooks and notes. Thomas More College High School owns all the Textbooks that have been issued to you, and which you have signed for on the College Library Textbook Issuing Programme. Textbooks need to be returned to the school on the day you write your final subject examinations at the end of the school year. Textbooks not handed in will be charged to your school account. If you would like to donate any textbooks from previous years, please hand them in. |
| 1.7. Google Calendars |
| Each subject will be entering their tests and important dates and deadlines on the relevant grade calendar. You are expected to constantly check your grade’s calendar for any updates and information that you need in terms of academics. To access the information you need to go to the student portal. If you are unsure, please speak to your registration teacher or Mrs Kerdachi. |

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| 1.8. Cycle Tests (Tuesdays and Thursdays) |
| Cycle Tests will begin in January when hour long control tests, or special programmes, will take place. The content of what you need to learn for these tests will appear on the Google calendar. It is your responsibility to find out this information before the test is written, even if you have been absent. If you finish your test early and are happy to hand in the test you are expected to get on with academic work, or to read an appropriate book. |
| 1.9. Reports |
| Reports are sent out at the end of each term.Term 1: A mark order report.  Term 2:  A detailed half-year report.  Term 3:  A mark order report.  Term 4:  A detailed end of year report including November examination results. |
| 1.10. Year Marks |
| |  |  | | --- | --- | | **GRADES 8 and 9 \*** | | | Final Examination | 60% | | Continuous Assessment marks | 40% | | TOTAL | 100% | | OR |  | | June and November | 30% each | | **GRADES 10 11 and 12 \*** | | | Final Examination | 75% | | Continuous Assessment Mark | 25% | | TOTAL | 100% |   \* Some subjects will have different weightings.  \* English will have 50% Final Examination, and 50% Mark Orders.  \* IT will have 50% Final Examination, 25% PAT, and 25% Continuous  Assessment Mark. |

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| 1.11. Promotion Requirements (Grades 8-9) |
| You will be promoted only if you have satisfied the designated requirements for each of the 8 learning areas. These are as follows:   1. A mark of **40% in English** 2. A mark of **40% in Afrikaans/Zulu and Maths** 3. At least **40% in 3 learning areas** 4. At least **30% in 2 learning areas**   The learning areas are: Natural Sciences (Biology and General Science), Technology (TD and Computers), Life Orientation (no marks allocated), Arts and Culture (Drama and Art), Economic and Management Sciences (Business Studies and Accounting); and Human and Social Sciences (History and Geography). |
| 1.12 Promotion Requirements (Grades 10, 11 and 12) |
| Obtain at least 40% in the required official language on Home Language level  Obtain at least 40% in two other subjects.  Obtain at least 30% in three other subjects  You will be assessed on your different learning outcomes according to the following rating scale:   |  |  |  | | --- | --- | --- | | **Rating Code** | **Rating** | **Mark %** | | 7 | Outstanding Achievement | 80-100 | | 6 | Meritorious Achievement | 70-79 | | 5 | Substantial Achievement | 60-69 | | 4 | Adequate Achievement | 50-59 | | 3 | Moderate Achievement | 40-49 | | 2 | Elementary Achievement | 30-39 | | 1 | Not Achieved | 0-29 | |

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| 1.13. Examination Procedures |
| * June examinations will take place for Grades 8-11 for a 2 week period. * You are required to be in the examination venue 30 minutes before the examination. * Once you have found your seat number on the lists outside the venue you will line up quietly outside the exam venue. * NO pupil is allowed inside the exam venues before a staff member is   present.   * All cell phones must be handed in at the beginning of the session. Any phone seen or heard during an exam will be confiscated and the owner of the cell phone will be punished. * No food or drink may be consumed in the exam venue. * Transparent bags must be used to store stationery needed for the examinations. * Please note that normal school lessons resume after the examinations. * **Grade 12s**:   + Will not be writing June exams but will continue with normal lessons.   + Will be writing IEB Assessment tasks for Life Orientation, English and Drama.   + A special lesson programme will be drawn up for matrics during the examination period. |
| 1.14. IEB Benchmark and Thinking Skills Exams |
| The school will be participating in different benchmark exams during the course of the year. Additional information will be given to the pupils as to when these will take place. |
| **1.15. Electronic Devices** |
| * All pupils are encouraged to use devices for learning and organizational purposes; please see the Acceptable Use Agreement * ***Devices can only be used in class with the teachers consent.*** * Electronic devices used inappropriately in any way whatsoever will be confiscated and the pupil will be dealt with according to the disciplinary code of conduct. * Pupils are to look after their devices by locking them away in lockers when not in use. |