



Paradise
College

STUDENT *Handbook*



2023 EDITION

"Where your story begins"

MISSION

Our mission is to develop a student who is

- a public speaker
- a critical thinker
- specialized in one of the areas of music, sports or theatre arts
- caring for others and the environment
- an independent learner
- able to analyze data
- proficient with Microsoft Office
- good at time management
- a team-worker
- a risk-taker
- emotionally intelligent

VISION

Paradise High School is to provide a quality education that will

- use innovative technology in teaching
- focus on hands-on experiences across all the subjects
- help students realize their skills and talents and offer them a unique environment to improve themselves in all aspects
- instill a love for learning and reading into students
- represent PNG in international arenas in various fields
- involve parents in their child's education
- create awareness for caring environment
- educate students to have ethics and values in their life

CORE VALUES

Paradise High School represents the following values:

- paying attention individually
- pushing to the limits
- evolving continuously
- reading purposefully
- questioning meaningfully

CORE PURPOSE

Papua New Guinea is a developing country that has all the resources available, one of which is human resources. Paradise High School, therefore, aims to contribute to human resource development in PNG by educating individuals who will be highly qualified and equipped with the necessary skills to face the challenges in the globalized world.

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1. INTRODUCTION

To achieve our mission, every member of the Paradise High School community must respect the rights of all members. This means creating an environment that is physically, socially, emotionally, and intellectually safe and conducive for learning. The information in this handbook should guide a student's actions and create a positive environment for every one. Each section begins with a general description of the issues involved, and then it specifically addresses specific values and attitudes.

2. COUNSELING SERVICES

The Mission of Paradise College Counseling services is aligned with our school's core Beliefs and Values. We aim to support the well-being of all students by offering an appropriate and comprehensive accessible school counseling program. The school counseling program is built on the importance of cultivating self-care, creating healthy conversations, appreciating personal differences, caring, and advocating for others. Students will be able to recognize personal values, set healthy boundaries, and be empowered to use skills learned to navigate self-growth.

Counseling Policies and Procedures

1. Referrals

Referrals may be made in one of four ways at school:

- a) Principal/Deputy Principal/Classroom Teacher
- b) Self-referral by the student
- c) Parent
- d) Nurse

2. Parent/Guardian Consent- will be obtained from the student Counsellor to start assessment and intervention with students. **(Consent form has to be obtained for students under the age of 11 (Gr 6) years old before the Counsellor can see the student)**

3. **Feedback** (with the consent of the student) will be given to relevant staff and parents upon need.

4. **Communication with the Student Counselor**

Ms. Melvinda Biari

Email: scparadisecollege@gmail.com

Accountability- All students' record is rightfully Paradise College property and will be maintained and kept securely and confidentially.

3. UNIFORM AND PERSONAL APPEARANCE

PHS students have uniforms to help create an orderly and disciplined learning institution. A student arrives at school in proper attire each day. Students must display modesty and neatness and have pride in these attractive uniforms. We will rely on common sense and the support of the parents and/or guardians to maintain this dress code. The school provides all uniform items.

Requirements

The following uniform rules apply:

- All uniforms must be clean and worn neatly.
- All uniforms must be free from any graffiti.
- All parents/guardians are to purchase at least two sets of school uniforms and one set of PE uniforms for their child/children once accepted for enrolment. Any torn uniform must be either repaired or replaced.

Special Requirements for Boys

- Boys are not permitted to wear earrings and/or other jewelry (except a wristwatch) with school uniform.
- All boys must be clean-shaven; no beards or for those who have never shaved to trim their beard near to the skin – no beards or mustaches or ponytails.
- No extensive hair gel/spray/wax/mousse. Students can only use these products to straighten their hair. (Not to spike or grease the hair)
- Boys should have a short haircut. Sideburns should be short, too. No stylish haircuts resembling current trends. Hair must be combed and kept neat.
- Students are to trim their fingernails.
- Students should not inscribe any tattoos on their bodies, including temporary tattoos either made professionally or by themselves using markers/pens/correction fluid.

Special Requirements for Girls

- Girls can only wear a wristwatch and a small stud earring. Any make-up is not permitted.
- Nails should be clean and trimmed, no nail polish and facial makeup.
- Tattoos, which include temporary tattoos, are not allowed to be inscribed on the body.

Paradise High School Uniform Specifications**For Girls:****Hair Style:**

- Students should tie their long hair. Hair should be the original color. Therefore, dyeing hair into an other color is not allowed.
- Hair should not be braided or extensions made.

Shirt:

- Pink school shirts with short sleeves and properly fitted for High School and green polo shirt for Primary

Skort:

- Checkered in red/ blue for High School and green for Primary
- Must be mid-calf length. Shortening or manipulation of skorts and PE trousers is not allowed. The length should be below the knees.

Necktie:

- Same color as the skort that is sold at school.

NOTE: On the day of the PE lesson, students must come to school in PE uniform. They may change into a fresh PE uniform shirt or school uniform shirt after the PE lesson.

Foot wears:

- Socks: White knee-height socks must be worn at all times.
- Shoes: Ordinary shoes or sport shoes are allowed, but slippers and sandals.

Sports Uniform:

- Sports uniforms must be brought to the school and worn prior to the specified period for physical education classes and school sports events.
- PE uniforms and sports shoes are compulsory for PE classes.

For Boys:

Shirt:

- Red polo shirts with short sleeves for Grade 7 to 12, green polo shirts for grades 1 to 6.
- Any vest worn should be kept under the t-shirt and tucked in

Trousers:

- Dark blue long trousers for High School and grey trousers for Primary

Footwears:

- Socks: Students must wear a pair of socks at all times.

Shoes:

- Ordinary shoes or sport shoes are allowed, but slippers, sandals, and heavy-duty boots.
- Students must wear shoes at all times.

Sports Uniform:

- Students must wear sports uniforms prior to physical education classes and school sports events.
- PE Uniform, both upper and lower part, is compulsory for any PE and sports activities.

Sports Shoes:

- Students must wear sports shoes during PE classes.

5. ASSESSMENT POLICY

PRIMARY SCHOOL

ASSESSMENT TYPES, NUMBER, INTERVALS AND WEIGHTINGS PER TERM

GRADE	1-2-3	4-5-6	PERCENTAGE
TEST	Duration: 20 min Including 10 ques. 4 tests in a term	Duration: 40 min Including 15 ques. 4 tests in a term	40%
QUIZ	Duration: 10 min Including 3 ques. 3 Quizzes in a term	Duration: 10 min Including 5 ques. 3 Quizzes in a term	15%
HOMEWORK	Duration: 40 min Reading: Min 10 pages a day	Duration: 1 hour Reading: Min 15 pages a day	10%
PROJECT	2 projects per subject in a term	2 projects per subject in a term	25%
BEHAVIOUR	Teachers' evaluation per subject in a term	Teachers' evaluation per subject in a term	10%

HIGH SCHOOL

ASSESSMENT TYPES, FREQUENCY, INTERVALS AND WEIGHTINGS PER TERM

No. ASSESSMENT TYPE		NUMBER OF TASKS (based on number of periods)				WEIGHTINGS (%)
		2-3 periods	4-5 periods	6-7 periods	8 + periods	
1	Tests	2	2	2	2	40
2	Assignment	2	3	3	4	25
3	Quizzes	2	2	3	4	15
4	Homework	1	1	2	3 or 4	10
5	Behaviour	1	1	1	1	10
						100%

A. TEST/EXAMS

1. Each test or exam is 80 minutes long.
2. There are three sections:

Section A – Multiple-choice questions Section B - Short answer questions

Section C – Extended response

3. The first test will be given in the 5th week, and the final test will be given in the 9th week.
4. Students will be informed at least a week in advance regarding the date and the content of the tests and exams.

B. QUIZ

1. A quiz is an assessment that checks a student's understanding in a short time.
2. The questions will be easy or medium-level and cover the content which was taught earlier.
3. The quizzes are given in four ways:
 - the questions are typed and delivered to the students.
 - the questions are asked verbally.
 - the questions are displayed on the board.

C. ASSIGNMENT

- 1). An assignment is a task or piece of work allocated to students which must be completed within 3 to 5 days at students' own time.
- 2). Assignments are theory based and the content is chosen carefully to address a certain skill.

D. PROJECT

- 1) A Project is a sequence of tasks that must be completed to attain a certain outcome and must be done within 1 to 3 weeks.
- 2) Projects include hands-on activities, experiments, investigations, and surveys. The content is chosen carefully to develop certain skills.

E. HOMEWORK

1. Homework is a task given to be completed at home.
2. Homework should be done in the homework notebook and placed on the teacher's table before he/she enters the class.
3. The students who rush the answers or submit late or incomplete homework will be counted as "not done".

F. HANDS-ON ACTIVITIES

The hands-on activities are short-term projects, and the products will be on display.

IMPORTANT GUIDELINES

1. All the assessments will be checked in three days, evaluated, and returned to the students, and given feedback.
2. The scores and homework will be updated in COOL SIS.
3. A student who copies homework or assignment from another peer will be penalized with -5 points.

Parents will be notified about the results of these procedures in report cards. Students' work, attitudes, cooperation, and promptness with assignments are under continual assessment, and formal reporting to parents occurs once a term. An academic rating is given, indicating the standard of achievement, as well as comments relating to attitude, effort, and suggestions for improvement.

Report cards are provided at the end of each term. To discuss individual student performance reports, parent-teacher interviews are conducted two times a year (during the first, and the third term) formally. Besides, parents can meet with the subject teachers upon request if necessary.

GRADING SCALE

100-95	94-90	89-85	84-80	79-75	74-70	69-65	64-60	59-50	49-45	44-40	39-30	29-1
A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F

SUBJECT ALLOCATION – PRIMARY

No of Periods	MUSIC	ART	CHRISTIAN CITIZENSHIP VALUES	ICT	MATHS	SCIENCE	ENGLISH	SOCIAL SCIENCE	PE	GUIDANCE	ELECTIVE	STUDY HOUR	TOTAL
GRADE 1	2	2	2	2	7	4	9	4	2	1	1	4	40
GRADE 2	2	2	2	2	7	4	9	4	2	1	1	4	40
GRADE 3	2	2	2	2	7	4	9	4	2	1	1	4	40
GRADE 4	2	2	2	2	7	5	8	4	2	1	1	4	40
GRADE 5	2	2	2	2	7	5	8	4	2	1	1	4	40
GRADE 6	2	2	2	2	7	5	8	4	2	1	1	4	40

SUBJECT ALLOCATION – JUNIOR HIGH SCHOOL

	ENGLISH	MATHS	PHYSICS	CHEMISTRY	BIOLOGY	SOCIAL SCIENCE	RELIGIOUS EDUCATION	PERSONAL DEVELOPMENT	CCVE	IT	PHYSICAL EDUCATION	GUIDANCE	LEADERSHIP	BUSINESS STUDIES	MAL	MUSIC	ART	LIBRARY	TOTAL
GRADE 7	6	6	5			5	1	2	2	2	2	1	-	-	3	2	3	1	40
GRADE 8	6	6	5			2	1	2	2	2	2	1	-	-	3	2	3	1	40
GRADE 9	6	6	3	3	3	5	1	3	-	3	2	1	1	4	-	-	-	1	40
GRADE 10	6	6	3	3	3	5	1	3	-	3	2	1	1	4	-	-	-	1	40

SUBJECT ALLOCATION – SENIOR HIGH SCHOOL (HUMANITIES)

	LANGUAGE & LITERATURE	GEOGRAPHY OR ACCOUNTING (BUSINESS STUDIES)	HISTORY	GUIDANCE	ECONOMICS	GENERAL MATHEMATICS	PHYSICAL EDUCATION	LEADERSHIP	TOTAL
GRADE 11H	7	7	7	1	7	8	2	1	40
GRADE 12H	7	7	7	1	7	8	2	1	40

• Geography and Accounting are optional.

SUBJECT ALLOCATION – SENIOR HIGH SCHOOL (SCIENCE)

	LANGUAGE & LITERATURE	PHYSICS	CHEMISTRY	BIOLOGY	GUIDANCE	ADVANCED MATHEMATICS	PHYSICAL EDUCATION	LEADERSHIP	TOTAL
GRADE 11S	7	7	7	7	1	8	2	1	40
GRADE 12S	7	7	7	7	1	8	2	1	40

Daily Flow of the School Program

PRIMARY

Time	Monday to Friday
08:15 – 08:55	Period 1 – 40 minutes
09:05 - 09:45	Period 2 – 40 minutes
09:55 - 10:35	Period 3 – 40 minutes
10:45– 11:25	Period 4 – 40 minutes
11:35 – 12:15	Period 5 – 40 minutes
12:15 – 12:45	LUNCH – 30 minutes
12:45 – 13:25	Period 6 – 40 minutes
13:35 – 14:15	Period 7 – 40 minutes
14:25 – 15:05	STUDY HOUR

HIGH SCHOOL

Time	Monday to Friday
08:15 – 09:35	Period 1&2 – 80 minutes
09:50 - 11:10	Period 3&4 – 80 minutes
11:25 - 12:45	Period 5&6 – 80 minutes
12:45 - 13:15	LUNCH – 30 minutes
13:15 - 14:05	Period 7 – 50 minutes
14:15 - 15:05	Period 8 – 50 minutes
15:15 - 15:55	TUTORIAL

Student Study Checklist

A Student Study Checklist is issued to the students from grade 7 to grade 12 once in a month to follow their progress on examined subjects. Students record the number of questions being solved, the number of hours studied, and the pages read daily and draw a study timetable for weekdays and weekends.

Students should:

- Record necessary data daily.
- Draw a study timetable realistically.

The classroom secretary should pick up the study checklist from the class patron/matron in the morning and deliver it to the classmates. After school, he/she is responsible for collecting, marking on the homework checklist, and returning them to the class patron/matron to scan the work done on that day. Student Study Checklists are collected at the end of the month and are summarized by the class patron. The class patron will provide feedback to individual students about the data on the checklist. Parents will be provided a copy of the checklist during parent-teacher conferences or upon request.

Study Guidelines For Students:

GRADE	PAGES	HOURS TO STUDY		QUESTIONS	
		Week day	Weekend	Per day	Per Month
7	20	1.5	3	15	450
8	20	2	4	20	600
9	20	2	4	20	1000
10	20	2	5	25	1200
11	20	2.5	5	35	1200
12	20	3	6	50	1500

Homework

Homework plays a vital part in the learning process by providing opportunities for consolidation of work; reflection time; enrichment activities; extension activities; investigations of an individual case; time to work at one's own pace; increased teacher feedback. Homework load is calculated according to the following formula: Grade Number X 15 minutes, e.g., students at grade 6 will have $6 \times 15 = 90$ minutes of homework daily.

Students should:

- Revise each day's work as part of a homework program; develop an effective study timetable,
- Be aware of the importance of not leaving tasks until the last minute,
- Discuss homework loads with class teachers, guidance teachers, and Deputy Principal Academic if there are concerns regarding too much / too little homework,
- Complete the homework that you failed to do,
- Correct the mistakes that you make in homework.

Not doing homework:

When a student does not complete 50% or more homework (e.g., not completing five or more out of 10 homework) in a week, he/she will lose three discipline points.

Examinations

At PHS, formal examinations fulfill an essential function in the assessment of each student's academic performance. Students at PHS are exposed to formal examinations not only for assessment but also for experiencing examination conduct, procedure, and technique. Consequently, the school has in place a "Code of Conduct" about examinations/tests:

- Students are to remain silent during all examinations unless directed otherwise by the teacher.
- Under no circumstances are students permitted to distract other students during an examination.
- Students are not permitted to take any written documents into the examination room.
- Students are not permitted to remove any paper from the examination room.
- A student must be on time for all examinations. If the student is more than 15 minutes late, he/ she will not be permitted to enter the examination room. Latecomers will not be granted extra time to complete the exam.
- Students who are absent from any examination are required to present reasonable evidence to be eligible for a make-up examination. A student has to provide a valid medical certificate. if he/she was sick or a written a letter on an A4 paper and signed by the parents or an email or a signed note in the diary explaining the absenteeism on that day. Otherwise, he/she will not be eligible to sit for a make-up exam.
- Students who are absent without a genuine reason are rewarded with one mark lower than the lowest mark in the class.
- Students who are suspended will sit for a make-up exam after the suspension.
- Students must write in blue or black ink or ballpoint pen. Colored pencils or inks may be used only for diagrams, maps, charts, etc.

NOTE: Any student found to be cheating during examinations, tests, quizzes, and assignments will be given with one-mark, penalized discipline deduction, and the parents will be notified.

Prolonged Periods of Absence of Students from the School

The maximum period of absence from school that a student shall be considered ineligible for certification is now stipulated as 30 days, including sick days or suspension on late payment in any school year. If any student exceeds this maximum period, he/she will be expelled and has to repeat the whole year. This withdrawal or termination must be made before the National Examinations or latest in September.

6. COMMENDATION SCHEME

PHS has established a commendation scheme for the positive encouragement of students. The purpose of this scheme is to recognize students who set fine examples to others in the school community and or show excellence in an area. To qualify for a commendation, a student is to have achieved at a high level, and shown consistent effort or improvement in one of the following separate areas:

- Dux-students for grades 6, 10, and 12
- Academic Excellence
- Perfect Homework
- Best Reader
- Young Writer Award
- Most Improved Student
- Best Handwriting
- Best Athlete
- Best Artist
- Highest Discipline Point
- Class Dojo Points
- Rewarding high test averages
- Reader of the month
- Eagle of the month
- Question Monster
- We are the Best

The use of positive feedback, in most instances, is more effective in the management of behavior than negative comments or consequences. It is essential to acknowledge when students are doing the right things. Positive reinforcement includes:

- The provision of ongoing feedback to the student for appropriate behavior and academic progress, such as a smile or encouraging comments,
- Consistent and caring behavior by staff,
- Commendations or recognition at assemblies and special school occasions.
- Regular ongoing relationship with parents in person, by email, telephone, or class dojo.
- Public acknowledgment, through the local media and in school newsletters.

Grade Promotion Policy

The grade promotion from one grade to another in PHS shall be based on the following criteria: A student who is:

- unable to master the required knowledge and skills,
- makes little progress in the compulsory subjects,
- absent for more than 30 days within one school year,
- academically weak and has poor discipline scores, may not be re-enrolled or recommended to repeat the same grade the following year. For more details, refer to the denial of re-enrolment information on page 18.

7. ILLNESS, INJURY, AND MEDICATION POLICIES

If a student is injured or feels sick during the school day.

First of all, students should report to the infirmary. After examining the patient, the nurse will decide whether to stay or go home. The nurse will inform the deputy admin to issue a hall pass. After issuing a hall pass, students may leave the school.

A. Medication Policy

Medication should not be brought to school unless it is essential to the health of the student. Parents must inform the nurse that the student is required to take medicine. The school will only administer simple medication for headaches and flu upon parents' consent.

B. Sickness

Students will not be sent home if they feel sick in school unless his/her condition is severe. If a student feels sick in the morning, it is strongly recommended that the student stays at home until he/she recovers from the illness.

C. Covid-19

- Any student who has flu or flu-like symptoms should not come to school until full recovery.
- A student who continuously coughs or shows flu-like symptoms will be referred to the infirmary and then sent home.
- If a family member of a student tests positive, the student should stay at home for two weeks in isolation.
- If any student tested positive, that class would be suspended for one or two weeks, depending on the case. The student who tested positive should remain in isolation for two weeks and return to school tested negative.

D. Itching, Sore Eye, or Chickenpox

Any student inflicted by one of the above sicknesses should stay at home until full recovery due to the nature of the sicknesses being contagious.

E. Head lice

If a student happens to have head lice, he/she must undergo treatment and return to school after three days.

8. LIBRARY

The library is a resource center used by all PHS students for completing class assignments and leisure time reading appropriate books or magazines. The library resources are available to support and enhance student's learning and understanding and encourage students to become independent, life-long learners. Students may use the library before and after school or during a study period. Books, magazines, and reserve materials may be checked out at varying times. Because the library serves many students, everyone will have to cooperate to maintain a good atmosphere for learning. In keeping with school policy, do not bring food, drink, or bags into the library. The number of students using the library at any one time will be limited.

- Students must use their ID cards to borrow books.
- Students are allowed to borrow a book for two weeks. After the due date, a fine of K1 a day will be applied.
- Any loss of books or serious damage to the books will be charged twice the original price of the book including the overdue charges.

LOST AND FOUND

Any Lost and Found items including books, clothing, or personal items within the school grounds will return them to the reception to be kept in the Lost and Found box. These items will be kept in the Lost and Found Box for up to seven (7) days after they have been found. If a student loses something, they should check the Lost and Found box. Any personal items found in the classroom after school will be kept in the exact location. Students should ensure that all their books, uniform, and other properties are clearly labeled with their names to ensure a prompt return of such items if they become misplaced.

10. LUNCH PERIODS

All students will remain at school during the lunch period. A student may buy his/her lunch at school or bring a packed lunch. During the lunch period, students will be expected to display good manners and courtesy. **Students must eat or drink only outside the buildings, not in the classrooms or corridors except in grades 1, 2 & 3 during lunchtime.** This rule must be observed throughout the day. Students are expected to dispose all trash appropriately. Teachers on duty during the lunch period will hold students responsible for their behavior. Students who do not maintain a certain respect for others and their environment will be held accountable for their actions. Please keep in mind that students cannot purchase any items from the canteen after the students' bell.

COMMON AREAS: HALLWAYS AND LAVATORIES

- Hallways, stairways, canteen, and lavatories are areas used by all members of the school. Because everyone uses these areas, there are rules of conduct that all students must follow.
- Littering is prohibited within the school environment. Dispose of all rubbish in the rubbish bins allocated at specific locations.
- Playing is not allowed in the classrooms, hallways, and lavatories.
- Students must not yell, run, scream, or otherwise make excessive noise while in these areas.
- Graffiti in the toilets, classroom walls, bulletin boards, doors, desks, books, or other school property is strictly prohibited.
- Students must not leave any valuable items outside, on their desks, or in school bags. The school will not be responsible for replacing and or repaying any lost items.
- Students are not allowed to use staff toilets.

RESTRICTED AREAS

- Students may not leave the school during instructional hours without the written permission of their parents and endorsed by Deputy Principal Administration.
- Students may not use a classroom without the permission of a teacher. Students are not allowed in the teachers' room.
- Students are not permitted to enter any laboratory, music room, art room, computer room, infirmary, library, or teachers' rooms without the person in charge or teachers.
- Teachers on duty have the authority to correct any pupil and make referrals to their class patrons.
- All the classrooms will be locked 15 minutes after the instructional time.
- Students are not allowed in the classrooms after instructional hours unless for tutorials or special permission is granted by the Deputy Principal Administration or Academic.

9. SCHOOL ACTIVITIES

Paradise High School offers a range of activities during and after school to enrich students' learning. Specific guidelines and safety procedures will be followed to avoid any incidents during the activities.

A. Excursions

Excursions offer exciting opportunities to broaden students learning. Paradise High School students will undertake scheduled educational field trips at various times during the year. The following basic requirements must be in place to qualify for an educational excursion trip:

- Dress in school uniform unless otherwise specified.
- A permission slip from parents is required. Otherwise, the student will remain in the library for the rest of the day.

B. After-School or Weekend Activities

There is no better way for students to enrich their education than participating in clubs and after-school activities or working with a teacher. These opportunities will allow students to explore things they already enjoy more deeply and try other areas that sound interesting. If a student stays for after-school or weekend activities, the student will be expected to follow these rules.

- He/She must be always with a teacher or other staff members.
- He/She must arrange own transportation.
- Students' engagement in after-school or weekend activities must be approved by the parents, Deputy Principal Administration, or the teacher in charge. A student will not be allowed entry to the school campus without a permission slip and ID card during weekends.
- Permission must be sought for electronic devices, including laptops, mobile phones, boom boxes, and cameras. Otherwise, the item will be confiscated and returned at the end of the term.

10. STUDENT ID CARDS

Student ID Cards will be issued to each student enrolled at PHS in the week five of term one. This card allows students to attend school-sponsored functions and borrow books from the library. If a student doesn't have an ID card, he/she should report to the Student Affairs. If a student loses his/her ID card then he/she must pay K20 to get a replacement within three days.

11. VISITORS

Visitors for educational reasons will be allowed to enter the school campus. Visitors must sign in at the security house when they arrive. They must present a valid ID to security when it is required. No visitor can walk into the school without filling in the visitors' logbook at the guardhouse. Students are not to bring guests to school without prior arrangements. Visitors should be referred to the reception for any matters such as delivering any items for the students, teachers, and staff or visiting purposes. Parents/Guardians must report to the reception for all inquiries, including signing out students. Visitors or parents are not allowed to move to the classroom areas.

12. ATTENDANCE

Regular school attendance is essential for the student to make the most of his/her education and benefit from all educational activities. A student must attend classes regularly to qualify for any internal and external examinations. A student whose absence has accumulated to 30 days (including illnesses, accident, loss in family etc.) will not be permitted to sit for an internal and external examination in any school year as it is clearly stated in the Education Department Policy under the section School Certificate Regulations 1.12 that "Students who are absent from lessons for more than 30 days (continuous or cumulative) in any one school year will not be eligible for the award of a school certificate and, therefore, should not be allowed to sit the National Examinations."

Please pay attention to the following:

- A parent or guardian must call the school each morning when a student is ill.
- When a student returns to school, he/she must bring an explanatory note from his/her parent or guardian.
- The school may require a doctor's confirmation in the form of a valid medical certificate.
- Permission to attend a relative's funeral service or to observe a religious holiday consistent with the student's creed or belief will be granted upon receipt of a written letter from the student's parents.
- We encourage parents to schedule medical, dental, legal, holiday arrangements, and other necessary appointments outside school hours whenever possible. If this is not possible, a student must bring a note to the office the day of the absence clearly stating the time he/she is to be dismissed.
- Parents will be called after period one or two for a confirmation when a student is absent.
- For any cases, the office will contact the people whose names are registered on the admission form. Therefore, we strongly suggest the parents update the office on any change of contact numbers or emails immediately.

Lateness

- All students are required to be in school before 8.00 am. Late students on arrival will register their names in the logbook at the entrance. When a student comes after 8.00 am he/she will be counted as late, and one point will be deducted.
- Any student who comes after 8.45 am will be permitted to enter the school for his/her details to be collected. The parents will be notified for pick up or approval to catch a bus. The students will then be sent home and deemed absent for that day.
- During the day, a student who arrives at a class after the teacher's bell must get a late slip from student affairs.

Early Dismissal

Paradise High School is concerned about students' safety and well-being; therefore, early dismissal is an important issue. In all instances of early dismissal, the following precautions will be taken to ensure students' safety.

- The Deputy Principal Administration may release the student before the end of a school day only upon being presented with a written note using the student diary, a face-to-face request, a neatly written note, or an email from parents or guardians.
- A student may be released only to a parent or guardian whose name is on file in the office or to a properly identified person, authorized in writing or through a phone call by the parent or guardian to act on his/her behalf.
- No staff member shall permit or allow a student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the Deputy Principal Administration and with the knowledge and approval of the student's parents or guardians.

13. STUDENT CONDUCT AND DISCIPLINE

Paradise High School strives to fully develop students' intellectual, social, physical, and spiritual capabilities of every student. The school has been designed to create an orderly and distraction-free environment where all students can enjoy and learn freely to maximize their potential. To foster that kind of learning, the Administration and teachers endeavor to promote the following types of behavior both within and outside of school, including school-sponsored activities.

A. STUDENTS' RESPONSIBILITIES

- To be caring and honest
- To do his or her best to learn and master all he or she can
- To respect school rules, regulations, and policies
- To be sure that personal expression does not interfere with the rights of others
- To follow state laws and school policies concerning substance abuse
- To respect and protect the personal and property rights of others and the school
- To treat all members of the community with complete respect, fairness, and courtesy
- To attend all instructional and assessment periods regularly
- To follow instructions and prescribed guidelines for participation in school activities

B. CHARACTERISTICS OF GOOD STUDENTS AT PARADISE HIGH SCHOOL

- | | |
|---|-------------------------------|
| • Kind and considerate towards others | • Cooperative and hardworking |
| • Tolerant towards other cultures and beliefs | • Neat in appearance |
| • Disciplined and respectful | • Display positive attitude |
| • Creative and imaginative | • Communicator |
| • Honest and helpful | • Critical Thinker |
| • Responsible and obedient | • Caring |
| • Responsive to instructions | • Independent |

C. Classroom rules & procedures:

- Be in your assigned seat,
- Ready to work before the teachers' bell,
- Bring pencils, pens, paper, books, and all assigned materials to class,
- Follow directions promptly,
- No gum, food, or drinks are allowed in the classroom,
- Raise your hand for talking,
- No students may leave the class without permission from the teacher.

D. Consequences for violating daily classroom rules & procedures:

- 1) Meeting with the subject teacher
- 2) Meeting with class patron/matron
- 3) Meeting with Deputy Principal Administration
- 4) Meeting with Student Counselor
- 5) Parent consultation

18. BEHAVIOUR MANAGEMENT SYSTEM (BMS) AT PHS

Paradise High School believes that it is vitally important to

- a) establish rules and procedures for behavioral problems that might be caused by the school's physical characteristics or the school routines
- b) establish clear school-wide rules and procedures regarding specific types of misbehavior
- c) establish and enforce appropriate consequences for specific types of misbehavior
- d) establish a system that allows for the early detection of students who have high potentials for violence and extreme behaviors.

Paradise High School believes in adopting effective prevention methods such as Effective & Timely Communication with the students/parents, Reflection Time (RT) Sessions, guidance counselors, character development programs, demonstration of rules and procedures in obvious places.

Discipline Procedure

- LEVEL 2: [-2]:** Not having a storybook for reading time, not bringing school materials, coming late to the classroom, school uniform/attire violation, PE uniform violation, having movies/ videos/ music in flash drives, not wearing a mask, eating and drinking any time of the day inside the building
- LEVEL 3 [-3]:** Speaking Pidgin, littering, personal appearance violations, eating, drinking, or chewing gum during lessons, having temporary visible tattoos on the body, study checklist misplaced, damaged or not used properly, missing more than 50% of the homework in a week, missing tutorial classes, careless behavior(running & screaming inside the school building, banging walls without any reason, screaming in the playground), trespassing or being present in impermissible areas, improper use of school facilities
- LEVEL 4: [-5]:** Hazing students, playing cards, bringing an electronic device without permission, leaving school campus after dismissal time without permission, disturbing neighbors/ community or wandering inside the Sky view estate before or after school, using phones, having stylish hair-cut or dyed hair, having permanent visible tattoos on body, cheating in the homework and assignments
- LEVEL 5: [- 10]:** Cheating in the examinations, tests, assignments, quizzes, homework, and mock exams, disturbing learning (excessive talking, laughing, walking, sleeping), disobeying teachers, bullying, bringing prohibited materials such as betel nuts, blades, etc., habitual missing of homework and assignments (missing >50% of homework and assignments)
- LEVEL 6: [-15]:** Chewing betel nut, smoking inside or outside the campus, showing love affection, forgery, leaving class room or an activity or school without permission, damaging school property intentionally, writing on the walls or other school property, expressing inappropriate or offensive language/ gestures/behavior towards students or teachers
- LEVEL 7: [-20 + 1 week suspension]:** Fighting, stealing, being part of a gang, bringing illicit pictures or items, bringing alcohol or drugs
- LEVEL8: Expulsion:** Using of drugs and alcohol in school or outside of school with sufficient evidence of abuse or compromising behavior, arson, use of weapons to threaten/ inflict wounds or cause injury

Green Zone (81- 100)	
Blue Zone (71 - 80)	
71 - 80	Warning Letter with Parent Conference
Purple Zone (61 - 70)	
61 - 70	1 Day ISS
Orange Zone (51 - 60)	
51 - 60	1 Day OSS
Yellow Zone (41 - 50)	
41 - 50	3 DAY OSS
Red Zone (31 - 40)	
31 - 40	1 WEEK OSS
Black Zone (0- 30)	
0-30	EXPULSION

Students still have some venues to increase their discipline points. They are:

- FOR HIGH SCHOOL:** Reading more than 600 pages in a month (+3), using the study checklist properly (+3), and completing 100% of the homework given in a week (+3)
- PRIMARY:** Completing 100% of the homework given in a week (+3)

20. DISCIPLINARY PROCESS

All students at PHS are entitled to know their rights established under the United Nations Charter. Their rights will not knowingly be denied by the required code of conduct or by any disciplinary actions taken by the school. Any student who exhibits any of the unacceptable types of student behaviors listed in this handbook or is added to this list at a later date will face immediate consequences. These consequences range from notification of parents, detention, suspension, and urgent removal from school through suspension, expulsion, or criminal prosecution.

All students at PHS have the right to feel physically, emotionally, and intellectually safe.

- However, if at any time a student feels he/she is the subject of harassment, hazing, threats, or other intimidating behavior, he/she should immediately report to the Class Patron and Deputy Principal Administration about the problem. The matter will be investigated, and confidential reports will be compiled and submitted to the principal.
- Similarly, if a student is concerned about the safety of another student who seems to be the subject of harassment, hazing, or threats, the student should also inform the Class Patron and Deputy Principal Administration about the problem. The allegations will be investigated and confidential reports compiled and presented to the appropriate authorities for action.

A. Behaviour Management Process:

- Teacher who is the witness or the intervener meets with the student. The teacher collects details of the issue, tries to manage the issue, and informs the class patron/matron. Serious cases are reported directly to the Deputy Principal Administration.
- Class patron/matron meets with the student and provides guidance. Parents are informed of the matter. Repeat violations and serious cases are referred to the Deputy Principal Administration.
- Deputy Principal Administration meets with the student and applies appropriate disciplinary actions. Advice and guidance are given and where necessary students will be referred to the Student Counselor. A conference with the parents will be convened for serious cases.
- The Student Counselor meets with the students for special guidance and help.
- Parent consultation will be conducted at all levels where appropriate.

B. Suspension

Notice of Suspension and the reasons for the suspension will be given to a student by the Deputy Principal Administration when the discipline points reach below 70. The parents will be notified through a letter and email from the Deputy Principal Administration. School fee suspensions are not a discipline issue. The students are also informed of their suspension.

C. Expulsion

The decision to expel any student will be made in writing and will include the reasons for the expulsion by the principal after considering the report from the Discipline Committee. In the case of expulsion, no fees will be refunded.

D. Denial of Re-Enrollment

The school has the right to deny enrollment of a student for the following academic year. The admin will make the final decision to deny a student based on the following facts:

- (i) the total number of days of absence is more than 15 days,
- (ii) the discipline point is less than 50,
- (iii) repeated violations of school rules with no sign of improvement,
- (iv) Frequently missing more than 40% of homework, assignments, and other assessment task or submitting incomplete work throughout the year,
- (v) Scoring less than 105 in total in the Grade 8 National Examination or scoring GPA less than 3.2 in the Grade 10 National Examination.

21. WITHDRAWAL FROM SCHOOL

When a student intends to withdraw from PHS during a school term, parents will report to the office four weeks before the day the student intends to leave. The student will be issued a “clearance” indicating that the following responsibilities have been fulfilled:

1. an official letter of withdrawal from parents
2. has returned all library books and checked out materials
3. fines for damaged properties and fees for overdue books and tuition fees
4. a transfer certificate

The clearance form will then be returned to the office for official release.

22. COMMUNICATION

Paradise High School will use all means (e-mail, phone, student diary, COOLSIS, and Class Dojo) to communicate with the students’ parents. If there is a change of address, telephone number, or e-mail address, parents must notify the school office immediately. The school may not be held responsible for lack of communication unless the parent contact address is updated regularly.

23. ELECTRONIC DEVICES

Mobile Phones

- Students are allowed to bring only a simple type of mobile phone (without a camera and internet function) to school. The parents/guardians will write a letter at the beginning of the year to ask permission from the Deputy Principal Administration that their child will be bringing a simple phone to school.
- Students are not allowed to bring smartphones to school.
- Students are not allowed to use their mobile phones inside the school perimeter during school days, weekends, or holidays.
- If a student uses or brings his/her phone inside the school perimeter, the phone will be confiscated and will be given to the parents at the end of the term.

Other electronic devices

Students who need to use a camera, laptop, iPad, tablet, boom box, or hard drive for their schoolwork must pick up a permission slip from the Deputy Principal Administration one day in advance. Flash drives can be brought and used in the school but must not contain videos, movies, pictures, and games. The flash drive content should be purely school materials. Prohibited electronic items or items brought without permission, including flash drives that contain other unwanted materials, will be confiscated and returned to the parents at the end of the term.

24. TRAVELLING TO AND FROM SCHOOL

The school is located in a private estate, therefore:

- Students must walk to /from the school along the third street (the largest street with many humps).
- Students must respect the rights, privacy, and property of the community, neighbors, and stores and refrain from loitering, trespassing, littering, or creating noise.
- Students must not do shopping from the shops in the estate, sitting or spending time in front of or around the shops.
- Students are expected to walk to/from the school without wandering in the estate.
- The school will take disciplinary action against students who breach the rules above.

Fund Raising

No student may solicit contributions or collect funds for any purpose on school property, at school-sponsored events, or on school transportation unless he/she has granted permission from the Deputy Principal Administration.

Sales

Advertising may be permitted if it is for approved school-related activities. Such activities may include fund-raising projects. Advertising material that promotes the use of alcohol and tobacco is strictly prohibited. No student may display, offer to sell, or sell any item or service to students or school personnel on school property, at school-sponsored events, or on school transportation unless he/she has the granted permission from the Deputy Principal Administration.

Demonstrations or Meetings on School Premises (Non-school-sponsored)

Any student who wishes to promote, organize or participate in a demonstration or meeting on school premises other than those sponsored by the school must obtain prior approval from the Deputy Principal Administration at least three (3) days prior to the requested activity. The three (3) days period does not include the day of the request or the day of the activity. Before approving the request, the Deputy Principal Administration will determine if the activity will be orderly and peaceful and will not interfere with the rights of others or disrupt the education process.

Assemblies

It is compulsory for all students to attend the whole school assembly from Monday to Friday. Students should enter the assembly area quietly and stand in their designated class positions. Class Presidents will assist duty teachers to conduct any assembly. Food and drinks are prohibited while the school assembly is conducted.

Please have your parent's signature and return the following page to the Student Affair. It is your own choice to apply to Paradise High School. We anticipate that all students will accept their rights as members of our school community and their responsibilities to other members of that community. We ask each student to read over and sign the student contract.

Note: Paradise High School reserves the right to delete, add and amend any parts of this handbook at any time of the year. Students and parents will be notified of any major changes to this handbook on the school web page, Facebook, emails, and Class Dojo.

2023

ACADEMIC YEAR

Calendar



Paradise
College



International Performance

JANUARY 01							FEBRUARY 02							MARCH 03							APRIL 04							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
										01	02	03	04				01	02	03	04							01	
01	02	03	04	05	06	07	05	06	07	08	09	10	11	05	06	07	08	09	10	11	02	03	04	05	06	07	08	
08	09	10	11	12	13	14	12	13	14	15	16	17	18	12	13	14	15	16	17	18	09	10	11	12	13	14	15	
15	16	17	18	19	20	21	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	
22	23	24	25	26	27	28	26	27	28	26	27	28	29	30	31	26	27	28	29	30	31	23	24	25	26	27	28	29
29	30	31																			30							

MAY 05							JUNE 06							JULY 07							AUGUST 08								
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT		
		01	02	03	04	05	06					01	02	03							01				01	02	03	04	05
07	08	09	10	11	12	13	04	05	06	07	08	09	10	02	03	04	05	06	07	08	06	07	08	09	10	11	12		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	09	10	11	12	13	14	15	13	14	15	16	17	18	19		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26		
28	29	30	31	25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30	31								
														30	31														

SEPTEMBER 09							OCTOBER 10							NOVEMBER 11							DECEMBER 12							
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	
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03	04	05	06	07	08	09	08	09	10	11	12	13	14	05	06	07	08	09	10	11	03	04	05	06	07	08	09	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	29	30	31	26	27	28	29	30	24	25	26	27	28	29	30							
																					31							

Public Holidays

- Jan 1 :** New Year's Day
- Jan 2 :** New Year Holiday
- Feb 24 :** Remembrance Day of the Late First Prime Minister Holiday
- Feb 26 :** Remembrance Day of the Late First Prime Minister
- Apr 7 :** Good Friday
- Apr 8 :** Easter Saturday
- Apr 9 :** Easter Sunday
- Apr 10 :** Easter Monday
- Jun 12 :** King's Birthday
- Jul 23 :** National Remembrance Day
- Jul 24 :** National Remembrance Day Holiday
- Aug 26 :** National Repentance Day
- Sept 15 :** Independence Day Holiday
- Sept 16 :** Independence Day
- Dec 25 :** Christmas Day
- Dec 26 :** Boxing Day

Success isn't just a feeling for us, it is a mission!



2022 NATIONAL EXAMINATION RESULTS

Out of 26,541 students

4th Place		ISIMEL TOKIONG Science Foundation UPNG	82nd Place		EVANGELYNNE KWIWA Bachelor of Law UPNG	
5th Place		SAMUEL LAHIS Computer Science UOT	128th Place		SAMUEL YANDAWAI Mining Engineering UOT	
8th Place		NIGEL BANIK Mining Engineering UOT	133rd Place		STEPHANIE PELIS Bachelor of Law UPNG	
13th Place		GRACICA WAMA Science Foundation UPNG	138th Place		HENRIETTA KAPII Business Management and Accounting-UPNG	
20th Place		COLIN MOALA Business Management and Accounting-UPNG	157th Place		ELIZABETH LEI Business Management and Accounting-UPNG	
27th Place		NATASHA SINE Bachelor of Law UPNG	199th Place		VALENTINA THOMAS Bachelor of Law UPNG	
46th Place		LOCKSLEY KORIYOMBA Civil Engineering UOT	238th Place		VEARNE CALEB Computer Science UOT	
65th Place		IRA-INDIRA URRO Bachelor of Law UPNG	286th Place		MANADAI RONNIE GARO Civil Engineering UOT	
69th Place		ROSELYN ALOG Science Foundation UPNG	316th Place		CHARLES HAYES Civil Engineering UOT	
					<i>and more...</i>	
						DAYANERA WEMIN Science Foundation UPNG
						JEREMIAH COROTAN Science Foundation UPNG
						CASSANDRA PENMIE Business Management and Accounting-UPNG
						SHYANNE SAMBATH Bachelor of Law UPNG
						EMMANUEL GOREA JNR Civil Engineering UOT
						SIPHILL KULAM Bachelor of Law UPNG
						STEPHANIE RICKS Business Management and Accounting-UPNG
						ISMAEL AWARI Business Management and Accounting-UPNG
						DAYANERA WEMIN Science Foundation UPNG
						SAMUEL YANDAWAI Mining Engineering UOT
						STEPHANIE PELIS Bachelor of Law UPNG
						HENRIETTA KAPII Business Management and Accounting-UPNG
						ELIZABETH LEI Business Management and Accounting-UPNG
						VALENTINA THOMAS Bachelor of Law UPNG
						VEARNE CALEB Computer Science UOT
						MANADAI RONNIE GARO Civil Engineering UOT
						CHARLES HAYES Civil Engineering UOT
						DAYANERA WEMIN Science Foundation UPNG
						JEREMIAH COROTAN Science Foundation UPNG
						CASSANDRA PENMIE Business Management and Accounting-UPNG
						SHYANNE SAMBATH Bachelor of Law UPNG
						EMMANUEL GOREA JNR Civil Engineering UOT
						SIPHILL KULAM Bachelor of Law UPNG
						STEPHANIE RICKS Business Management and Accounting-UPNG
						ISMAEL AWARI Business Management and Accounting-UPNG

CONGRATULATIONS

on your outstanding results in Grade 12 National Examination 2022!



Paradise College

"Where your story begins"

WHERE ORDINARY STUDENTS! BECOME SUCCESSFUL LEARNERS!

GRADE 8

Out of 147 papers;



GRADE 12

Out of 235 papers;



GRADE 10

Out of 287 papers;





Reading together...



International Singing Contest



Reading together...



Business Fair



Induction Program



Parent-Teacher Conference



Speech Contest

Highlights

High School

- Fully permitted & registered school offering classes from Pre-KG to Grade 12
- Exceptional results in National Examinations
- Small size classes with a maximum of twenty-six students
- Well-disciplined school, strong communication with parents
- Experienced and qualified expatriate and local teachers
- Student-centered teaching, individual attention, friendly and caring atmosphere
- Using innovative technology; smart boards, online information systems, and communication applications such as Class Dojo
- Well-equipped science and computer laboratories, air-conditioned classrooms
- Teaching Public Speaking and Debating skills, Leadership, and Character Education as part of the curriculum by professionals
- Library with colorful and original storybooks and reference books
- Having an infirmary with a senior nurse

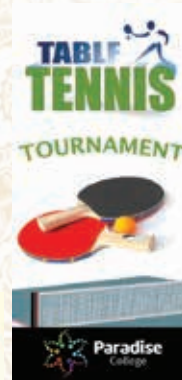
Primary School

- Qualified and experienced teaching staff
- Small size classes maximum of twenty-six students in air-conditioned classrooms
- Building up reading skills through incremental, sequential, and systematic Phonics curriculum
- Instilling good character and universal values through a structured curriculum
- Emphasizing art, music, and sports
- Colorful co-curricular activities: Gymnastics, Taekwondo, Dance, Keyboard, Violin, and Soccer
- Providing original Cambridge textbooks with integrated assessment
- Variety of extra-curricular activities; Anis Essay Competition, Reciting Poem Competition, Book Week, Maths and IT Week, Chess Week, Spelling Bee, Declamation Contest, Story Telling Competition, Picnics, Sports Tournaments, etc.
- Learning through hands-on activities, projects, electives, etc.
- Using innovative technology; smart boards, online databasesystems, and communication apps such as Class Dojo

Pre-School

- Developmentally and age-appropriate latest curriculum from the USA
- Up-to-date- methodology and educational materials
- Conducive learning environment
- Limited number of students; excellent student-teacher ratio
- Constant communication with parents
- Air-conditioned classrooms with smart boards
- Active parents' involvement in child's learning
- Variety of learning activities and hands-on experiences

A GLIMPSE OF EXTRA-CURRICULAR ACTIVITIES!



Testimonials



We have been part of this school for the last six years and will continue on because of the learning culture. We like to send our children to attend PNG Paradise College due to the following;

- *friendly and lasting relationships between students, staff, and parents*
- *strict discipline in studying*
- *conducive but challenging learning environment*
- *believe in the success of the students*
- *students are overloaded with schoolwork even through the weekends. Pressure and deadlines are real which prepares and paves way for the student's future*
- *embrace PNG Culture and traditions*

*We recommend PNG Paradise College. You will not go wrong. Come experience it for yourself. **"IT IS THE SCHOOL!"***



“What we like about the school are the experienced and friendly teaching professionals that provide a conducive learning environment for the students, the hardworking admin staff who support the students, the curriculum, the standards, and the commitment to the student's wellbeing and safety.”

“Since she got enrolled at Paradise High School, our daughter has developed a burning passion for schooling and perseverance to excel academically like never seen before.”