



HILBRIGHT HANDBOOK

HIGHER AND BRIGHTER WITH SCIENCE EDUCATION

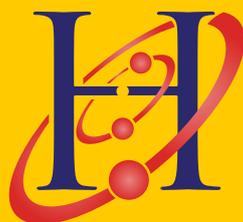


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SECTION 1

OUR VISION

To make Science Education a unique experience through educational and research centers in Zimbabwe, the SADC Region and Africa.

OUR MISSION

To produce God-fearing innovative scientists with both skill and morals

OUR VALUES

H-ardwork

I-ntegrity

L-eading by example

B-est products for the nation

R-esult oriented effort

I-nvesting in individual talent

G-odliness

H-igh Achievement

T-ruthfulness

COLLEGE MOTTO

Be Fruitful and Multiply. Be fruitful (be productive) and multiply (teach others to be productive). Hilbright Science College assists to nurture the students to grow and be fruitful, to multiply academically and in good behavior and morals.

The College Motto 'Be fruitful and Multiply' (derived from the following Bible verses: Genesis 1:22, Genesis 1:28; Genesis 8:17; Genesis 9:1; Genesis 8:23; Genesis 35:1; Ephesians 5:8-9 and Colossians 1:10) is indeed one of the greatest and most profound commands issued from the mouth of God to mankind.

The idea of 'fruit' and 'multiplication' itself runs like an unbreakable connection thread throughout the Word of God from Genesis to Revelation. 'Do not be deceived: God is not mocked, for whatever one sows, that will he also reap.

'Galatians 6:7. It is important for students to note that the seed they sow today determines the kind of fruit they will reap tomorrow. Salient highlights tabulated on our core values guide Hilbright Science College in proving a learning positively make a difference in their communities.

COLLEGE COLOURS

RED - the redeeming blood of Jesus Christ

BLUE - the Law of God

YELLOW - The great harvest of souls from Earth

COLLEGE SONG

STANDING BY A PUROSE TRUE (DARE TO BE A DANIEL)

Standing by a purpose true,
Heeding God's command,
Honor them, the faithful few!
All hail to Daniel's band!

Refrain:

Dare to be a Daniel,
Dare to stand alone!
Dare to have a purpose firm!
Dare to make it known.

Many mighty men are lost,
Daring not to stand,
Who for God had been a host
By joining Daniel's band.

Many giants, great and tall,
Stalking through the land,
Headlong to the earth would fall,
If met by Daniel's band.

Hold the Gospel banner high!
On to vict'ry grand!
Satan and his hosts defy,
And shout for Daniel's band.

SECTION 2

REGISTRATION

Upon receipt of acceptance letter to study at Hilbright Science College, the parent/guardian of the student should fill and sign the student registration form in duplicate. One copy will be kept by the College in the student's database, while the other copy will be returned to the parent/guardian for record keeping. This is a legal binding document. The student's tenure of learning shall be that stated on the registration form or up to the time of writing external examinations for the level of study

FEES PAYMENT

Full fees should be paid before or at the beginning of each term. **All fees payment to be paid using the following options**

- **RTGS**
- **CASH**
- **ECOCASH**
- **USD payment facility is only available to Foreign students only**

Kindly get College bank details from the accounts office. Submit a proof of the payment to the same office for receipting. Students who do not pay will not be admitted or will be removed in the first two days of the term.

To withdraw or transfer a student from Hilbright Science College, a one-term's written notification should be submitted to the College Principal, failure to do so will result in one-term full fees payment.

Full fees are payable termly for the three terms within the school calendar. If a student seeks to transfer he/she will be required to give a full term notice and have clearance with the Administration Office, failure to do so will result in payment of a full term's fees.

CLASSROOM STANDARDS

1. Keep noise levels to the minimum possible
2. Do not move furniture out of the classroom-vandalism of school property will warrant a charge.
3. **General Conduct:**
 - It is expected of every student to be loving, courteous and friendly towards all people. Staff and visitors should always be greeted courteously. It is good manners to stand up (and stop walking if you were walking) when greeting staff, student servants and visitors.
 - Show respect to all those in authority: staff, student servants and parents/guardians.
4. Keep your classroom clean. Avoid litter. 5. Respect other people's property. Stealing is an offence warranting disciplinary action.
6. Principle: No man lives as an island. Your life touches many other lives. Your relationship with God is depicted in the relationship you maintain with other people. May your life always contribute to the happiness of others, may it bring encouragement together with renewal of body, mind and spirit.
7. Be faithful to yourself in doing your assignments. Plagiarism is an academic offence.
8. Foul language and cursing is not condoned. Kind words are short and easy to say but their effect is endless.
9. Be punctual to meet your appointments and deadlines.
10. Homework is given regularly, please ensure that this is done and submitted in time.
11. Boys Dress Regulation: A sense of modesty cultural refinement demands that all extremes be avoided. All boys are required to be in their proper school attire at all given times. Boys should use simple black belts. Avoid extreme hair styles such as box cuts, dino and such other fancy hair styles. All boys are to have a plain cut and be clean shaven at all times. Leviticus 19:27-28. 12. Jewelry, cellphones and laptops must not be brought to school.
13. Pray for the lesson. 'To pray well is the better-half of study' from the book 'Education' by Ellen G. White.
14. Do not sit your way to success. The only thing that sat its way to success is a hen.

SECTION 3

True education means more than pursuing a certain course of study. It has to do with the whole person, and with the whole period of existence possible to human beings. It is the harmonious development of the physical, the mental, and the spiritual powers.'(E.G.White, Education, page 13).

HEALTH TIPS

Beloved, I wish above all things that thou mayest prosper and be in health, even as thy soul prospereth. 3 John 3:3

8 Health Laws

Pure air, sunlight, abstemiousness (temperance), rest, exercise, proper diet, the use of water, and trust in divine power-these are the remedies.'(E.G White, Ministry of Healing, page 127).

Food: Consumption of pork products is not allowed on campus.

GUIDANCE AND COUNSELLING (G&C)

G&C (Monday to Friday, 10:25 a.m. -10:50 a.m. all staff and students to attend)

Administration office closed

DAY	THEME
Monday	Spiritual Presentation
Tuesday	Health Talk
Wednesday	How to Become a Successful Student
Thursday	Financial Literacy
Friday	Presentation by students/music

The Chaplaincy Department invites various specialists to present on the above topics. Staff members assist with the facilitation of presentations that fall within their areas of specialty/expertise. All G & C class presentations are bible based and all students should attend.

SUPERVISED STUDY, SPORTS /CLUBS AND COMMUNITY OUTREACH

At Hilbright Science College, it is never all work and no play; on Thursday afternoons, students and staff participate in sports and other extra-curricular activities. Chaplaincy assigns students to Joel (Red), Micah (Yellow) and Nahum (Blue) houses, respectively. There is no cross over to other houses during a student's course of study at Hilbright Science College. A student can choose to participate in only one sport and club per term.

DAY	ACTIVITY
1st Thursday of the Month	Supervised Study
2nd Thursday of the Month	Sports
3rd Thursday of the Month	Supervised Study
4th Thursday of the Month	Clubs

Hilbright Science College values the community it which it operates within, students and teachers implement social responsibility /community outreach projects coordinated by the Chaplaincy. The college makes every effort to produce students that are well balanced academically, morally and spiritually, with a heart to positively make a difference in their communities.

SECTION 4

DISCIPLINE

- 1.** Hilbright Science College's aim is to promote a learning environment that is conducive for a student's academic and moral development. Students are expected to attend all lectures and participate in sports and clubs.
- 2.** Detention is on Friday afternoon from 1300 hours-1500 hours for repeated misbehavior or unsatisfactory work. Parents /Guardians will be informed of any impending detention and a record will be kept in the student file.
- 3.** Students are expected to attend all lessons, practical lessons and Guidance and Counselling sessions.
- 4.** The use of or coming to school under the influence of alcohol and drugs is a serious offence which leads to expulsion,
- 5.** Visitors on College premises are strictly not allowed. Exceptions may include parents/guardians on important visits or emergencies. All visitors must first report to the reception and need to positively identify themselves.
- 6.** Cellphones, musical and audio-visual gadgets e.g.iPods and mp3/4 players, including head/earphones are strictly forbidden. Anyone found in possession of any of these will have them confiscated and will have to pay a retrieval fee. Third time offenders will not be able to retrieve the gadgets after 3 months.
- 7.** The use of laptops will be restricted to the library and or the Computer lab. The laptops must be used for their intended purpose, contrary to that, the laptops will be confiscated. A computer student found in possession of a laptop unlawfully or using it for the wrong purpose will have it confiscated. A retrieval fee for confiscated laptop will be charged. All students should register their laptops.
- 8.** No improper association is allowed. Love affairs are prohibited.
- 9.** Students found in possession of pornographic material or being involved in any sexual activity on College premises will be expelled from the school immediately.

- 10.** Vandalism of college property is a serious offence. The offender will face disciplinary action and will be required to replace the vandalized property.
- 11.** Always carry your school I.D and fees card. The library and Computer Lab are open for students at designated days and times.
- 12.** No loitering in town, at malls or along any roads in school uniform
- 13.** Unauthorized Meetings: Holding meetings for any reason, including planning to host parties, dinner, dances, rehearsals, drama without the approval of the College is prohibited.
- 14.** Music: Singing, listening or playing rock or jazz music and other indecent songs anywhere on campus is prohibited.
- 15.** Stealing is immediate dismissal.
- 16.** Hilbright Science College seeks to provide a learning environment designed to help students achieve their full potential, and has full procedures in place to ensure fair decisions affecting a student's learning. Students who feel that they have not been treated fairly at College should channel their grievances through the student welfare officer/chaplain's department and their administration.
- 17.** The College seeks to promote the academic, moral and spiritual development of all students. Guidance and Counselling sessions remain fundamental every day.

STUDENT SERVANTS

Hilbright science college servant – a team that wants to serve first. Hilbright Science College trains its Student Servants to follow the servant leadership model. Student Servants put the needs of other students first. They help and encourage students to develop further fullest potential, Student Servants assist other students in a God-given direction through Christ-like leadership and love.

GUIDELINES ON STUDENT SERVANT ROLES

- Assist new students at orientation.
- Ensure students follow and adhere to College rules and regulations.
- Communicate the concerns of the student body to relevant College authorities.
- Liaise with Class Reps and Form Teachers in maintaining a conducive leaning environment.
- Assist at College events as a link between students, the body, the Academic and Administration office.
- Assist the Chaplaincy Department in the smooth running of the G&C sessions.

***Student Servants report to the Senior Maid Servant and the College Chaplain who organizes their training and supervises their duties/activities. *Student Servants work hand in hand with Class monitors and class teachers.**

SECTION 5

COMPUTER LABORATORY RULES AND REGULATIONS

Computers are provided for use by current students of Hilbright Science College only. Students may use computers for related research and study purposes. Computers are not to be used for recreational purposes. The following is NOT PERMITTED in the Computer Lab.

- i.** Eating, drinking and smoking.
- ii.** Use of mobile phones.
- iii.** Unsupervised students.
- iv.** Tampering with hardware and /or software configurations.
- v.** Downloading, copying or communication of copyright protected material (such as music, videos and software.)
- vi.** Playing of games.
- vii.** File transfer (FTP) of files not related to study.
- viii.** Any access to offensive, obscene or pornographic material.
- ix.** Making anonymous or fake posting to email or newsgroups.
- x.** Harassment of other network users.
- xi.** Disruptive behavior.
- xii.** Attaching other equipment in the laboratory i.e laptop computers without permission.

Any violation of the above information will incur penalties and disciplinary action brought against you. Disciplinary action may include loss of all computer privileges, charging for all usage at commercial rates, dismissal from college or legal action. Violation of some of the above rules may constitute a criminal offence.

ADDITIONAL NOTE:

NO NOISE. This is a computer lab, not a group discussion area. Report any misuse of lab facilities immediately to the teacher in charge. Use of these computer facilities is monitored to ensure compliance with the above rules.

LIBRARY RULES

Library hours:

TIME	EVENT
08:00 - 09:00	Library Open – students returning books
09:00 - 10:20	Library Closed
11:00 - 13:20	Library Open Study, research, internet, books on reserve will be available
13:20 - 13:50	Library Closed
13:50 - 14:40	Library Open for exam writing classes only; non-exam writing classes can only sign out for books
14:40 - 16:10	Library Open for exam-writing classes only

The Library Conduct Policy

The library is open from Monday to Friday. Students to adhere to library hours as indicated at the library entrance. Students should comply with the conduct policy. To ensure a pleasant and productive environment for study and research for all users, the Library Conduct Policy expects all users to observe the following rules:

- 1.** Students should bring their current school I.D cards and their fees cards for them to access the library.
- 2.** Books borrowed for overnight should be returned at any time before 0900hrs. Failure to return books in time will attract a fine of equivalent of USD1 per day until the book has been returned.
- 3.** Library fines should be paid at the Accounts Office, students should not take money to the library.
- 4.** Eating or drinking is forbidden in the library.
- 5.** Computerized gadgets are strictly prohibited in the library; these include cell phones, laptops, iPods etc.
- 6.** Disruptive activities are strictly forbidden (no discussions). Disruptive students will be banned from using the library.
- 7.** Students should not access any social network on library computers. They are meant for academic research only.
- 8.** Students should not put any external device on library desktop computers.
- 9.** Take good care of library books as they are meant to be used by others.

- 10.** Never fold a book to mark a page. Do not write in school textbooks or any form of mutilation.
- 11.** All library books should be handled with care. Do not attempt to mend books on your own.
- 12.** Lost library books are to be replaced with new original copies.
13. Students are fined equivalent to USD5.00 per copy for lost and found library book.

SCIENCE LABORATORY REGULATIONS

- 1.** All students should enter the laboratory under the supervision of a staff member. In the absence.
- 2.** If a student breaks any apparatus in the laboratory, the student should pay monetary value of the broken apparatus.
- 3.** No students should access any chemical reagents without the awareness of a staff member.
- 4.** When in the laboratory, all students should wear laboratory coats and full shoes (no sandals).

SECTION 6

HILBRIGHT SCIENCE COLLEGE STUDENT DRESS CODE

Clean Complete Uniform Is To Be Worn At All Times. Approved Hilbright Science. College Uniform Is Sold At The College.

1. Form 1-4: Hilbright Science College branded French blue shirts.
2. Form 5-6: Hilbright Science College branded white shirts.
3. Form 1-6: Hilbright Science College branded aqua blue blazer, ties, skirts, trousers/slacks.
4. Form 1-6: Hilbright Science College branded navy blue jerseys, hats, tracksuits and red, white and blue scarves.
5. All articles should be carefully marked with the student's full name tapes to assist the Lost and Found office.
6. On Thursdays students are expected to wear a complete Hilbright Science College sports uniform.
7. Only black Toughees or Weinbreiner school shoes are permitted for form 1-4 for both ladies and gents. A-Level students can wear formal black simple leather shoes for gents and black.
8. COURT shoes for ladies. (No stiletto or suede shoes are allowed.)
9. White socks for ladies and grey socks for gents. A-Level ladies can wear pantyhose 010 with court shoes.
10. Ladies are encouraged to wear their natural hair without additions/extensions .i.e. short plain haircuts. The following might be acceptable:
 - Push back freehand/braiding plaiting,
 - Black (Color ½) braiding
 - Plaiting and long tie back black
 - Simple relaxing and setting

NB: Students with special conditions e.g. albinos use the color shade of their natural hair.

- 11.** Only black Alice bands and scrunches are allowed for the juniors; and black or white for seniors. Students Servants are allowed to use plain black, plain white or plain red scrunches and alice bands respectively.
- 12.** Gents Dress Regulations: A sense of modesty cultural refinement demands that all extremes be avoided. All gents are required to be in their proper school attire at all given times. Gents should use simple black belts. Avoid extremes in hairstyles such as box cuts, dino cuts and such other hairstyles. All gents are to have a plain cut and be clean shaven at all times. Leviticus 19:27-28
- 13.** No jewelry is allowed except watches and health alert bracelets. “Let your beauty be the hidden person of the heart with the imperishable jewel of a gentle and quiet spirit.” We believe that the real beauty is found in the beautiful character no in outward adornments.
- 14.** Winter uniform is worn during second term.
- 15.** Hilbright Science College branded sunhats can be worn for sports and clubs. No other hats are permitted.

SECTION 7

HILBRIGHT - CITY & GUILDS COURSES

Hilbright technical - design technology project

Hilbright Science College is developing and fostering an innovative, creative and entrepreneurial generation of young Zimbabweans that are able to master, control, decide and shape their own professional career path. This demystifies science and technology making it applicable to the ordinary day to day life. This transformation of the lives of the young people is achieved through the provision of hands-on skills that complement their academic curriculum. All Hilbright Science College students are required to do the design technology project every term and the course is delivered by the Hilbright Science College staff with support of City & Guilds.

The Design Technology curriculum snapshot is as follows:

COURSES OFFERED	LEVEL
Mechanical Engineering	Level 1 - Level 5
Motor Vehicle Engineering	Level 1 - Level 5
Wednesday	Level 1 - Level 5
Thursday	Level 2 - Level 5

Alternative route to further studies. This way we hope to inspire Africa is thought to be a customer nation, exporting raw commodities and importing processed good and services. This is said to be so because Africa allegedly lacks technical skills. We therefore inspire to realize a shared vision; leverage on competencies in technology skills and productivity brings better quality of life to more people, while sustaining local communities and economies; -that is our unwavering commitment -to inspire the rise of sophisticated Africa.

HILBRIGHT SCIENCE COLLEGE VHUMBA CAMPUS & HARARE BOARDING

Hilbright Science College offers immaculate boarding facilities in Vhumba Mutare and Harare. In addition to this Student Handbook, a boarder receives a copy of the Hilbright Science College Boarders' Handbook.

EXAM NUGGETS

Exams are the peak event for any learner for they determine the learner's future more than anything else. Hilbright Science College encourages its learners to follow religiously the following strategies in order to avoid failure:

1. Start studying early in the year and be consistent throughout
2. Spend more time studying subjects that challenge you the most. This will ensure you do well in them as you master them. Bill Blackman says, 'Great changes may not happen right away, but with effort even the difficult may become easy'.
3. Have a private study timetable; it helps ensure that you play when you are supposed to.
4. Set your goals early-subject grades-write them and place them where you can see them. You seize that which you can see. They say failure to plan is planning to fail.
5. Take your homework seriously. Consult with friends-do not copy. Consult with others that are better than you.
6. Make use of past exam questions. Go back at least 5 years. Practice makes.
7. Never miss a day of school. Serious students are present every school day.
8. When tackling any questions read carefully both instructions and questions. It will make a difference on the grades.
9. Start revising for exams 4-6 weeks before the commencement of the exam session. Revising -revisiting pays. Repetitions is the learners' and even the teachers' best friend.
10. The Hilbright Science College Family wishes you God's choicest blessings as you endeavor to succeed.

ACADEMIC RECOGNITION FOR 'O' LEVEL HIGH ACHIEVERS

Blazers for 'A' Level students who are 'O' Level achievers are as follows:

Colour of Blazer	Ribbons and Pins	'O' Level results
Off-white	Half Colour: Half ribbon/blazer tap	4As (at least 1 A*)
Off-white	Full Colours: 1 full colour ribbons/blazer tap	5 As to 8 As
Off-white	Exceptional Performance: 2 full colours/blazer taps	9As or more