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MUFFLES COLLEGE

Making Christian Education Meaningful

Dear Parents/Guardians/Students,

Welcome to the new academic year!

We have led as a group that is inspired by the teachings of Catherine McAuley, the founder of the Sisters of Mercy. Her teachings, along with our catholic faith, make us confident in God's loving providence. We continue to be committed to our school's mission, and are looking forward to ensuring and maintaining that commitment to our school community.

This year we will continue to tell the story of Mercy, of excellence and of hope for the future. Our members of faculty, staff and students will continue to practice faith leadership and spiritual growth, academic excellence and we will also work at promoting the critical concerns of the Sisters of Mercy and the core values of which are the hallmarks of Mercy Education.

We are moving head on with the changes in lessons through the use of technology. We look forward to revolutionizing and reimagining education without jeopardizing our main focus, that of service to our community and those in need.

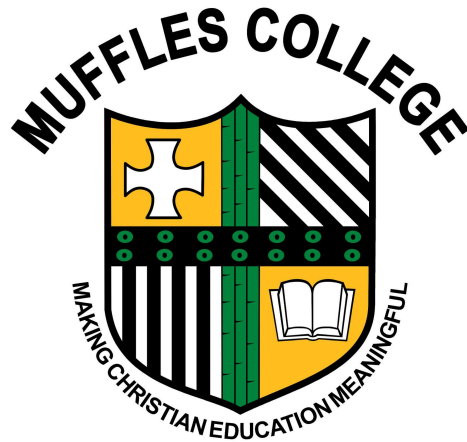
We once again look forward to working closely with you this year and we thank you for the support you give to the school. We are here to serve you!

Maria Johnston, M.Ed.
PRINCIPAL

We ought then have great confidence in God in the discharge of all these offices of mercy, spiritual and corporal – which constitute the business of our lives.

Catherine McAuley

MUFFLES COLLEGE LOGO



DESCRIPTION

The Muffles College logo, which is meant for official use by both Muffles College High School and Muffles Junior College, consists of the following features with their accompanying descriptions:

The Cross on the Upper Left

This white Maltese cross set against a gold colored background represents the Christian aspect of the education that Muffles College offers. It is a design first appearing in an original Mercy shield. Fashioned by the Knights of St. John, it indicated the special service of the Order of Mercy to the sick in hospitals.

The Diagonal Lines on the Upper Right

These five black diagonal lines set against a white background document that Muffles College was founded by the Jesuit Community in Belize in 1953. These diagonal lines are taken from the family coat of arms of Ignatius of Loyola and have been adapted as a symbol of the Jesuits.

The Vertical Lines on the Lower Left

These four black vertical lines set against a white background document that, given a nationwide shortage of priests, Muffles College came under the auspices of the Sisters of Mercy in 1967. These vertical lines are also taken from an original Mercy shield featuring four red lines set against a gold background. Dating back to a 12th century ritual, the red lines represent a reward for courage and success. Dipping his fingers in the blood which still flowed from the wounds of a gallant warrior, the king drew them down the warrior's gold shield.

The diagonal lines and the vertical lines together depict the Muffles College transition from Jesuit to Mercy sponsorship.

The Book on the Lower Right

This white book illustrated in open form and set against a gold background represents the school's focus on relevant and meaningful education.

The Green Vertical Stripes in the Center

These three green vertical stripes with black ticks at intervals represent sugar cane which depicts the school's location, Orange Walk Town, the sugar belt of Belize.

The Green Horizontal Studs in the Center

These two rows of seven green studs represent the jade gemstones that were highly valued by the Mayas who heavily inhabited the Orange Walk District. One row depicts the seven corporal works of Mercy, namely, feed the hungry, give drink to the thirsty, clothe the naked, shelter the homeless, visit the sick, visit the imprisoned, and bury the dead. The other row represents the spiritual works of Mercy, namely, convert the sinner, instruct the ignorant, counsel the doubtful, comfort the sorrowful, bear wrongs patiently, forgive injuries, and pray for the living and the dead.

The Shape of the Logo

The shape of the logo is a shield which is the shape that has become familiar over the years. **The Color Codes**

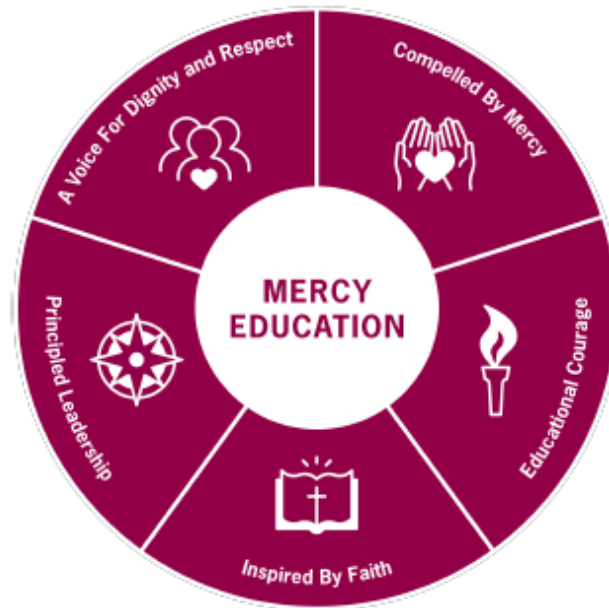
The non-neutral colors of the logo are green and gold. The technical code for the green color is Pantone 356 and the technical code for the gold color is Pantone 7408.

Accompanying Texts

When used by Muffles College High School, the logo will be accompanied at the top, in semi circular form, by the text "Muffles College." When used by Muffles Junior College, the logo will be accompanied at the top, in semi-circular form, by the text "Muffles Junior College." In all instances, the logo will be accompanied at the bottom, in semi-circular form, by the text "Making Christian Education Meaningful" which is the school's motto.

CORE VALUES

The hallmarks of a Mercy Education



These are the ideals we stand up for and strive to live up to. We hold ourselves to these standards as an institution, as a community and as individuals.



COMPELLED
BY MERCY



EDUCATIONAL
COURAGE



INSPIRED
BY FAITH



PRINCIPLED
LEADERSHIP



A VOICE FOR
DIGNITY AND
RESPECT

Compelled By Mercy

Mercy students, in the spirit of our founder Catherine McAuley, are steadfastly determined to take Mercy into an interconnected world. Our shared sense of social consciousness is fortified by universal empathy and a conviction that all are worthy of God's mercy. This deep awareness and compassion move us to take principled action and serve the needs of others.

Educational Courage

Mercy students welcome the challenge of pursuing their full potential in a culture of excellence, critical thinking and curiosity. Their multifaceted journey builds character while it builds essential skills. Our holistic program expects engagement, a thirst for knowledge and personal responsibility, while preparing students to thrive for a lifetime.

Inspired By Faith

Mercy students become living models of faith and forceful advocates for Gospel values. Grounded in our Catholic identity in the Mercy tradition, we welcome all faiths and are strengthened and shaped by these relationships. As we pursue a personal relationship with God, we strenuously follow Jesus Christ's example of social justice, love and service.

Principled Leadership

Mercy students are poised to lead with their unique gifts. Prepared with an ethical and moral compass, we put Mercy values into action and work assertively for what is right. We're equipped to make difficult choices, learn from our mistakes and develop high emotional intelligence. As an international community, we're confident in our ability to make a positive difference and push for systemic change.

A Voice For Dignity and Respect

Mercy students honor the intrinsic value of the individual and recognize God's presence in each person. We embrace a global vision and value differences of opinion, and are unafraid to confront hostile or hurtful attitudes. By standing up for those who can't, we go beyond acceptance to help make sure everyone feels recognized and heard.



Catherine McAuley
1778-1841

SECTION I: THE COMMITMENT TO EXCELLENCE

CORPORATE PHILOSOPHY OF THE SISTERS OF MERCY

We, the Sisters of Mercy, because of our commitment to participate in the teaching mission of the Church, sponsor secondary education facilities. We believe that the message of Jesus can be taught only when deed matches word. Therefore, our goal in education is not simply academics, but an overall service of compassion, respect and justice.

THE SISTERS OF MERCY

The Order of the Sisters of Mercy was founded by Catherine McAuley, a remarkable woman who once walked through the poorest sections of Dublin City, Ireland, and was stunned by what she found there - ignorance, neglect, and disease. Catherine was appalled by the all too visible helpless hunger and hopeless prejudice. The Irish poor had no way out, caught as they were in a bitter struggle of political-religious ideas and ideals that denied them food, freedom, property, and education. Catherine knew there was something she had to do, and so she started an institute of women religious who could bring to those in need the incomparable quality of God's mercy.

Catherine was a woman of compassion and prayer - socialite turned social worker, lady of fashion who lived among the poor, woman of wealth who had no money, activist who early learned the discipline of sanctity. Her institute is the religious Sisters of Mercy, started in 1831 with only seven co-workers. As a founder of an Irish religious order, Catherine was thought unlikely to succeed, largely because a religious institute was never really her intent at all. She was approximately 50 years old when the Institute of the Sisters of Mercy was established; she lived only 10 years after that uncertain beginning; and she found out very quickly that what she had thought a vast amount of inherited wealth -close to one million dollars in twentieth century currency-was pitifully inadequate for the needs of those who cried out for help. Ireland was in turmoil - bitter, deep, and divided. Dublin was split into religious, economic and socio-political categories unalterably opposed to each other: Catholic-Protestant, poor-rich, underprivileged-influential. Catherine began to launch the projects she had long envisioned: first to educate and care for the poor, and second, to provide a residence for herself and others who might choose to work with her. She arranged to buy property on Baggot Street in Dublin. There she built, not a small house, but one large enough to carry out her plans. It was to be called the House of Mercy. Those who came to join Catherine lived austere: praying, teaching, and caring for the needy. Visitation of the sick in their homes began in 1828. Perhaps the idea of the first Mercy hospital sprang into existence when Catherine came home carrying a sick and abandoned child.

Sisters of Mercy today still teach, still care for the sick, and still use their freedom to respond to new needs in the marketplaces of the twenty-first century. They influence politics and economics, ethics and moral theology. They counsel the doubtful, comfort the sorrowful. They speak out for justice. They support, influence, and take responsibility for difficult projects and controversial causes. The first Sisters of Mercy in Belize arrived in the country on the morning of January 20, 1883 aboard the ship "City of Dallas". Earlier, in December 1879, two Jesuit priests had visited the Motherhouse of the Sisters of Mercy in New Orleans, USA imploring the Sisters to teach the children in Belize. Obstacles which proved insurmountable at the time prevented the Sisters from committing themselves to the request, although the Sisters were deeply touched by the dire need for formal education in the British colony. In June 1882, however, the Sisters were able to make a more promising response, and on January 14, 1883, seven Sisters of Mercy set sail for Belize to establish the first convent of their institute within the Tropics and to establish schools at Holy Redeemer and St. Catherine's.

The Sisters of Mercy in Belize have given much to this country, even outside the realms of education. In addition to sponsoring St. Catherine's Academy in Belize City and Muffles College in Orange

Walk Town, the Sisters also sponsor Mercy Kitchen, Mercy Clinic, and the House of Mercy, Big Falls, Toledo; they administer the Guadalupe Spiritual Life Center. The Sr. Cecilia's Home for the elderly is named for Sr. Mary Cecilia Esquivel in recognition of her untiring efforts among the elderly poor.

Source: Remember me affectionately to all. MC. McAuley by Regina Kelly, R.S.M and Sisters of Mercy in Belize by Yvonne Hunter, R.S.M

THE CRITICAL CONCERNS OF THE SISTERS OF MERCY

- IMMIGRATION
- EARTH
- NON VIOLENCE
- WOMEN
- RACISM

CORE VALUES: THE HALLMARKS OF A MERCY EDUCATION

- COMPELLED BY MERCY
- EDUCATIONAL COURAGE
- INSPIRED BY FAITH
- PRINCIPLED LEADERSHIP
- A VOICE FOR DIGNITY AND RESPECT

MISSION STATEMENT

Muffles College, a Roman Catholic Institution under the auspices of the Sisters of Mercy, commits itself to quality education that is relevant to the needs of a Belizean society. It strives to develop the total person- spiritually, morally, psychologically, intellectually, emotionally, physically and socially - in keeping with the teachings of Jesus and in the Mercy tradition. It also seeks to create, through active participation of all concerned, an environment of harmony, tolerance and respect for individual differences.

VISION STATEMENT

Muffles College will be the premier educational institution in Northern Belize that will be guided by the core values of the Sisters of Mercy and which aims to holistically prepare learners to be agents of systemic change in society by providing an educational environment which fosters personal growth and character building.

BRIEF HISTORY OF MUFFLES COLLEGE

The Jesuit community founded Muffles College in 1953. The school was named for Fr. Joseph Mueffels, a Jesuit resident in Orange Walk at the turn of the 1900. He is noted for having overseen the completion of La Inmaculada Church.

Fr. John Knopp, Superior of the then British Honduras Catholic Mission, was instrumental in the establishment of Muffles. Orange Walk was chosen as the first site for a Jesuit College outside

Belize City because the majority of the young men from the districts sitting the entrance examinations for St. John's College were from Orange Walk.

Assigned to establish the College, Fr. Francis Ring together with Mr. Eugene Hernandez, a St. John's graduate originally from Stann Creek and the first Teacher-in-Charge, welcomed twenty-one young men to the new school that first June day. By the next year, increased enrolment necessitated the addition of a new staff member, Orange Walk's own new SJC graduate Uvaldemir Torres, Sr., who was to succeed Mr. Hernandez as administrator in July 1955.

Initially, classes were held in the bottom floor of the presbytery located on Church Street at the time, a few weeks later, however, the students were moved to a fairly large house across the street, rented from Mrs. Balbina Gonzalez. The College remained in this location until 1958 when it was relocated across the street from the Parish Church. The street later took the name Muffles Street as a result of this.

In 1957, Muffles College which had begun as a two-year institution for young men, went co-ed. Eight young women joined the fourteen young men who now constituted first and second forms. In 1960, Muffles expanded its curriculum to include all four high school years. No longer did the students have to complete their course of studies in Belize City.

When Mr. Belizario Carballo, Sr., one of Muffles' original students, succeeded Mr. Torres as administrator in May 1964, the school population had grown to include twenty-four young women and sixty young men.

In 1967, the Sisters of Mercy assumed sponsorship of Muffles College. The first Mercy Principal, Sister Mary Lois Harten, began the development of the current campus, erecting the original three buildings and supervising the move from Muffles Street to Otro Benque in October of that first year. Sister Mary Lois was succeeded by Sister Leona Marie Panton in 1970 who served in this capacity until 1977 when the position was again held by Mr. Carballo. He was succeeded by Mr. Frank Garbutt who served until 2004. Mr. Bernaldino Pech served from 2004-2008. The current principal and since 2008 is Mrs. Maria Johnston; she holds a Master's Degree in Educational Leadership and has served Muffles since 1989.

In 1992 Muffles College again expanded its services -this time to include a Junior College division. Originally the first Assistant Dean, Mr. Adrian Leiva presently holds the position of Dean of the Junior College.

The College operates under a Board of Governors, which is responsible for the management of its business and academic affairs in accordance with the mission of the Sisters of Mercy.

CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS/GUARDIANS

The students' interests in receiving a quality, morally-based education can be served if students, parents and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrolment that the parents/guardians of a student shall also act in accordance with the standards of conduct that are consistent with the Christian principles of

the school, as determined by the school in its discretion. These principles include, but are not limited to any policies, principles or procedures set forth in any parent/guardian/student handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral and behavioral expectations of the school.
2. Students and parents/guardians may respectfully express their concerns about the school's operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent's /guardian's privilege to come on the campus grounds and/or participate in school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

PASTORAL MINISTRY

Muffles College has as its core mission goal the total development of the student as a person endowed with gifts of God. The Campus Ministry coordinated by the Religion Department of Muffles College essentially provides student services that stress the importance of integrating spiritual and moral values into the lifestyles, views and plans of all members of our College community, with a focus to foster the growth of all students in their social and personal development. The creation of a satisfying value experience and the formation of students form the basis of the efforts of the Campus Ministry which is composed of the Head of the Religion Department along with the Religion teachers.

The Campus Ministry Program at Muffles College is an outreach to the entire community to promote Christian life. Opportunities to expand that life are provided to all students and faculty. All members of the school community share responsibility for its faith life. Youth ministry, in the best sense, is experienced in all relationships young people experience-with each other, with caring adults, with families and with the larger community. Teachers, especially, attempt to integrate this ministry into their own roles as educators.

The programs and services of the Campus Ministry are designed to meet the following institutional objectives:

- To promote the creation of an atmosphere conducive to spiritual growth, value formation and commitment to service;

- To promote and encourage among the student body, the faculty and staff a deeper awareness of moral values so as to develop a faith that leads to action for social justice;
- To promote and encourage reflection and dialogue so as to enrich the individual and collective spiritual life of the College community;
- To provide diversified opportunities for prayer, worship, reflection and service so as to promote the spiritual dimension of student life;
- To provide diversified opportunities to act on personal values by exercising leadership in religious and spiritual spheres;
- To provide diversified opportunities to interact as part of the wider community and enjoy one another as a Christian community; and
- To provide diversified opportunities to experience "Mercy" as compassion and care for others.

i) Worship and Prayer

At Muffles College, worship is essential to the faith life of its community. The Campus Ministry Program coordinated by the Religion Department provides many opportunities for celebrating the Liturgy on special days. Special Liturgies are celebrated each semester for the entire College community. Students and faculty participate in the College's Eucharistic celebrations as planners, lectors, musicians and choir members.

ii) Retreats

The Religion Department coordinates retreats each semester to give students the opportunity to take some time apart to discuss, reflect, pray about the deeper questions of life that concern all members of our College community. Retreats are scheduled for students according to their areas of academic concentration, ensuring that students in each area are invited to participate in these exercises. Retreats are normally hosted on school days in the Orange Walk District.

iii) Service

In its works of service to its students, the Belizean society and the Catholic Parish of Orange Walk, Muffles College is inspired by the Mercy tradition of Catholic education that considers the fulfillment of Christian social values the basis for a service of compassion, respect and justice. In an effort to mold leaders committed in action in the service of others, the Campus Ministry provides an attractive service program that gives students the opportunity to serve in the wider community through tutoring, special needs services, etc. among high school students, community development centers, etc. Students are provided with appropriate information about opportunities for service by the Religion teacher. Additionally, students do courses in religious studies as a part of their academic programme. Students who desire to participate more fully in all aspects of the service of the Campus Ministry are particularly encouraged to speak with the Religion teacher.

RETREAT PROGRAMME

MC Religion Department plans retreats for each homeroom as a means of fostering each student's relationship with God and opportunity for spiritual deepening. Within the first semester of each school year, the Religion teacher orients students to Mercy spirituality as they begin their high school year together.

Each class will participate in an all-day service retreat through their Religion classes as part of the yearly course requirement. These retreats will allow students to integrate their faith with the spirit of service. The retreat will lend itself to exploring issues in social ethics, which are particularly relevant to our social context (i.e., living in the Orange Walk District) and will stimulate further discussion within their classes.

COMMUNITY SERVICE PROGRAMME

MOTTO: SERVICE OF COMPASSION, RESPECT AND JUSTICE

1. PHILOSOPHY OF SERVICE

The founder of the Sisters of Mercy, Catherine McAuley, dedicated her life to working with those less fortunate than she. She required that her sisters take 4 vows rather than the 3 vows that most religious organizations required. In addition to the vows of poverty, chastity, and obedience, she required those working with her to vow to perform service to those in need.

In the spirit of Catherine McAuley, and in accordance with MC's Philosophy and Mission, Muffles College:

- Seeks to have students provide service to others in actual life situations.
- Encourage students to make volunteerism part of their ongoing lifestyle.
- Wants students to "go out into the community" as did Catherine McAuley.
- Will require 100 hours of community service over the student's four years at MC.
- Requires 50 hours be spent in the service of the disadvantaged persons in society listed in the Works of Mercy.
- Allows the balance of 50 hours in areas of the student's interest as specified in Works Service.

The Community Service Programme at MC seeks to carry out Christ's teaching mission and the vision of Catherine McAuley. It provides opportunities for educating the whole person, by inviting parents, the community, the church, and the school to work together in teaching students the value of participating in volunteer service. In this way, MC strives to show the students a relationship between doing volunteer service and being responsible members of their home, school, church, local, and global communities.

The Religion teachers will give each student the necessary forms and handouts outlining the programme and students will have the opportunity to ask specific questions about the programme. First Form students will complete their first 20 hours of service on campus supervised by the Muffles College personnel. Students of the other form levels will complete 20 hours of service within the community during the summer time supervised by known members of the community. To complete the 100 required service hours, the Religion teachers will supervise 10 hours yearly through the Religion classes.

II. COMMUNITY SERVICE PROGRAMME REQUIREMENTS

MC students are required to complete 100 hours of volunteer community service to earn a diploma. Eighty are required doing Works of Mercy but 20 may be completed doing Works of Service. An explanation is provided below. All 100 hours may be completed in Works of Mercy but a student may not complete all 100 hours doing Works of Service.

A. WORKS OF MERCY (80 HOURS)

Eighty (80) hours must be completed working in agencies or approved placements that serve the disadvantaged of society. These hours will be called Works of Mercy. Disadvantaged peoples are considered those that are:

- Educationally disadvantaged

- The sick or those in poor health
- Despairing and depressed individuals
- Orphaned or abused children
- The homeless or those who live in poverty
- Physically or developmentally disabled
- Members of society subjected to discrimination
- The imprisoned
- Parish or church work (which is not an obligation to the student)

Agencies or placements considered to be Works of Mercy are listed in the Works of Mercy listing on the handout provided by the programme co-ordinator. Although all IOO hours may be completed at Works of Mercy Agencies or Placements, some may also be completed at other agencies or placements that serve the community but may not necessarily serve the disadvantaged sector. These are considered Works of Service.

B. WORKS OF SERVICE (20 HOURS)

Students may complete up to 20 hours in Works of Service. Works of Service agencies or service include such projects as:

- Tutoring at primary or secondary level
- Recreational activities involving children (that are not disadvantaged)
- Senior Centers (that are not disadvantaged) or private homes
- Works with animals
- Children care
- Teaching
- Environment work

III How to tell if a service is a Work of Mercy or a Work of Service.

The main difference between the two is in the population that the agency or placement serves. The main criteria will be to ask, "Are the people I am working with disadvantaged or largely ignored by society?" The Community Service Coordinator will be the one to determine if you are in doubt about your service.

COUNSELLING PROGRAMME

Muffles College has a counselor. Either students, parents/guardians, teachers or counselor may arrange for counseling appointments. To the extent possible, the counselor will schedule students' appointments during their unscheduled times. The counselor may, however, take a student out of class should the need arise. In a serious situation, counseling appointments will take priority.

Areas of counseling available are:

Academic

- Addressing issues of concern regarding academic progress, student/teacher relations, referrals for tutoring, progress reports, academic probationary support, programme adjustments.

- Annual student programming of next year's courses in light of abilities, interests, college/career goals, eligibility.
- Help the process of identification, referrals, and coordination with teachers for students with special learning needs.

Personal

- Offering assistance in growth and development as Christian men and women.
- Educating individuals and groups on issues of death, pregnancy, eating disorders, stress, alcohol and drug usage.
- Selecting out-of-school referrals for extended counseling enabling students to meet the expectations established by the school.

College/Career

Through individual and class meetings, the following areas are covered:

- requirements and admission process for junior colleges, University of Belize, foreign Universities, as well as financial aid for college
- information on careers and colleges through the Counseling Center college handbooks, catalogs, and other periodicals and visits from college representatives

Confidentiality--Counselor to **Pupil**

Confidentiality Policy: There are four instances in which a counselor and/or teacher is legally bound to inform a parent/guardian and/or authority with information given during a "confidential" counseling session:

- when a student indicates he/she is going to physically harm him/herself or jeopardize his/her life;
- when a student indicates he/she is going to physically harm another or jeopardize another's life or has knowledge that another's well-being is threatened;
- when a student indicates he/she is being physically and/or emotionally abused;
- when a student indicates he/she has committed a felony (i.e., selling drugs, stealing a car, etc.).

If a student is under 18, parent/guardian authorization is obtained if contact with student's non-school counselor is deemed necessary

MUFFLES COLLEGE CRISIS TEAM

CRISIS PLAN

A crisis may be defined as any incident which affects the emotional stability of students/faculty/staff and disrupts the educational program (i.e., plane crash, shooting incident, suicide, death of a faculty/staff member/student, drug raid, racial disturbance, child abuse, natural disaster) as determined by the principal. The purpose of this plan is to serve as a guideline when dealing with identified crises.

Purpose

The overall effort of this concept is to develop a state of professional readiness in the event of unpredictable catastrophic-type situations which may occur in the future. Its most practical day-to-day application will be related to numerous crisis-type situations, but will also be aligned with our Disaster Preparedness Plan.

Organization

MC Crisis Team will be composed of: a) All Administrators b) All Counselors c) specially invited persons who are skilled in a particular area. The principal will be the sole spokesperson for MC.

INTERNAL PROCEDURES

Local Plan of Action:

- Principal is notified
- The MC Crisis Team is convened at the earliest possible time by the principal.
- The MC Crisis Team, with direction from the principal, determines a course of action.
- Depending upon the crisis, the principal will make media contacts.
- At the conclusion of each intervention, the MC Crisis Team will convene to summarize and evaluate its involvement.
- If necessary, follow up plans should be finalized.
- The principal is responsible for continued education and in-service of the MC Crisis Team.
- The MC Crisis Team will determine whether support agencies are needed and designate who will contact them.

Procedure for Crisis Intervention

1. Once directed to respond, faculty/staff arrive at the site before classes begin, for a briefing, if possible.
 - A. The principal will advise teachers/staff to remain calm, to acknowledge incidents to class, and indicate that the MC Crisis Team will be available to students, parents and guardians.
 - B. The principal will encourage teachers to maintain a daily routine and schedule. Our purpose is to provide support services during and after the crisis and, thus, promote the continuation of the educational process.
 - C. Teachers should be aware and sensitive to other prior traumatic incidents that the school populations might have experienced.
 - D. Some site faculty/staff may be more distressed than the students, making adult crisis intervention more appropriate.

2. Decide which classes, groups, or individuals will be seen by whom and where.
Suggested locations: Counseling Room, Administrative Offices, and any unused rooms.
3. Consider "teaming" with another Crisis Team member when doing classroom presentations.
However, don't make a crisis if there isn't one. Example: speaking to an entire class when only two students are upset.

MUFFLES COLLEGE STUDENT GOVERNMENT ASSOCIATION

Student governance invites students to self-directed activities that develop leadership through practice, and promote empowerment through service. The MC Student Government Association (S. G. A.) is recognized by Muffles College as the official organization representing the collective views of the entire student body on all matters of interest. Accordingly, the S. G. A., mandated by provisions of a constitution and by-laws, provides the means for a clear and continuous exchange of ideas between the students and the faculty and the high school administration. In this way, all students can contribute to the high school decision-making and policy-formulation processes on matters of student concern.

The S. G. A. is constitutionally organized around two major branches, namely the officers elected at large by the student body and the class officers elected or appointed either by homeroom students or the officers. The S. G. A. serves the mission of MC by listening to student concerns; representing student concerns to other students, faculty, staff, and administrators; coordinating and promoting a diverse program of entertaining and educational activities for the high school's diverse student body. While student concerns are both varied and common, thus forming the basis of interest among the members of the S. G. A., class leadership provides a focused and common service of the organization and promotion of athletics and sports.

It is worthy to note that although members of the S. G. A. are both directly and indirectly involved in service to the school community on behalf of all students, their involvement can only be as good as the commitment demonstrated by each student to the well-being of the entire student body. Thus, MC encourages students to commit themselves to service in action that affirms a vision of life essential to creative student development.

The Constitution and By-Laws of the MC S. G. A., the principal guide to the purposes and work of the Student Government Association, is available with the Vice Principal Student Affairs. While the provisions of the Constitution serve as a substantive guide to students, the operating functions of the Administrative Office complement the work of the S. G. A. in a manner for which certain constitutional provisions are necessarily amended.

CO-CURRICULAR ACTIVITIES POLICY

Many activities, clubs, and organizations are available at MC, and each student is encouraged to participate in them. Opportunities are always present for a student to use his/her talents, broaden his/her interests, meet new friends and develop qualities of leadership.

When a student is elected to an office, selected as a leader in an organization, a member of a team, an officer of a club or member of a theatrical production, it is expected that he/she makes a commitment to fulfill his/her responsibilities without jeopardizing his/her academic programme or regular school attendance.

Therefore:

1. A student should maintain at least a 2.00 overall average. He/she can expect a grade below 2.00 in an individual class to be carefully reviewed by his/her moderator or coach.
2. A student should obey all school rules and regulations as well as those established by the moderator/coach of his/her group or organization.
3. A student should always conduct himself/herself in a manner that is compatible with the philosophy of the school.
4. A student should meet criteria necessary or pertinent to a particular group.
5. A student should attend school each day, beginning with homeroom, regardless of the demands of the activities in which he/she participated the day or night before.

If a student fails to abide by any of the preceding regulations, it will be brought to the attention of the guidance counselor and the moderator/coach by the teacher or school personnel involved. This group reviews the situation with the student and determines an action that best benefits the student and the group involved.

The student may join a club, team, squad, or group of his or her choice. Parents/Guardians are asked to encourage their sons and daughters to participate in at least one activity. Parents/guardians are advised, however, that students repeating a year are not eligible for participation in school teams. (See *Repeater's Agreement*, [Appendix I](#))

STUDENT RECORDS

Student records are confidential. A student's official record consists of his/her file and transcript. If a teacher wishes to view his/her student's records, a request must be made in writing to the attention of the Principal or Vice-Principal. They are often needed when a teacher is conducting academic counselling, or asked to write a letter of recommendation, a responsibility a teacher should take very seriously. Upon receipt of the written request, the administration will make the student's official folder available within 24 hours. Parents/guardians have the right to change or remove erroneous information regarding change in address, telephone numbers, etc. Faculty may see them as needed, provided they preserve their confidentiality.

Student Records File Contents: registration form, report cards, progress reports, health records, Internet Use Agreement, Discipline Contract, standardized test results, graduation, transfer or withdrawal, summer school report cards (if applicable) academic records of transfer student, official transcript, financial data.

*The school requires that a parent/guardian promptly report to the Business Office any change in guardianship, legal name, address or telephone number. Forms for such changes are available in the Business Office.

AWARDS SYSTEM

The awards system was established on Mercy Night, August 31, 2000. Awards are granted in recognition of a student's academic competence and co-curricular involvement. A student must demonstrate good citizenship and Mercy Charism to be considered for any Muffles College Award. To help set your goals, here is a list of the main Muffles College awards.

Catherine McAuley Student of the Year Award

This award is presented each year at graduation to an outstanding student in each of the four forms. The award serves, primarily, to encourage each student to strive for excellence in a variety of areas, namely intercurricular, faith, service and leadership. Academic achievement, while a significant determinant in maintaining enrollment in a programme, is considered secondary in this award plan.

Sr. Leona Panton, RSM Mercy Educator of the Year Award

This is an award which seeks to recognise and express Muffles College appreciation of a teacher for exemplary contributions to the school community in the spirit of Mercy. The recipient of the award must have at least three years (including the current year) of full-time experience at Muffles College. Any Muffles College student and/or teacher may nominate any eligible member of the high school faculty for the award.

Belizario Carballo, Sr. Outstanding Academic Achievement Award

This award shall be presented to the student at each year level who has made the most outstanding academic achievement by attaining the highest Grade Point Average at his/her respective year level.

Uvaldemir Torres, Sr. Honour Roll Award

This award shall be presented to students at each year level in recognition of academic excellence demonstrated through achieving honor roll in a semester, or for two semesters, or for two semesters in each of four years by attaining a Grade Point Average of 3.25 or above.

Sr. Mary Francine Vasquez, RSM Academic Excellence Award

Awards shall be given to the top students in each subject area at each year level who demonstrated academic excellence and/or outstanding achievement measured against the criteria set down by the College's Administration in consultation with the academic Heads of Department. Students who achieve a Grade of "B+" or above in a particular subject will receive this award.

Sr. Miriam Claire Ford, RSM Outstanding Service Award

This is an award which shall be presented to the student who has contributed outstanding service to the school and his/her community.

Sr. Mary Lois Harten, RSM Outstanding Leadership Award

This award is presented to the student who exhibits exceptional personal attributes in citizenship, Mercy Charism, sportsmanship, participation and leadership during his/her years at Muffles College. The student must have participated on at least one school team, or must have been a leader of a club, or must have been a member of the Student Government Association or a Class Officer.

Sr. Mary Consuelo Torres, RSM Mercy Charism Award

This is a special memorial award for a student whose progress in academic performance and/or personal growth has shown significant improvement. It is not necessarily awarded every year.

Eloy Avila Outstanding Athlete Award

One award each recognising a male and a female outstanding athletic ability and performance as well as exemplary citizenship in one or more athletic activities during one school year. Activities must involve representative school teams that compete in an organized league involving other schools.

Sr. Margaret Gongora, Spirituality Award

This award is presented to a student who has demonstrated qualities of living in perfect communion with Christ through their contribution in their church and community activities.

Exemplary Conduct Award

Conduct awards will be given to students at each year level who has no conduct marks for each semester of the school year.

Perfect Attendance Award

Attendance awards will be given to students at each year level who has perfect attendance records for each semester of the school year.

**MUFFLES COLLEGE
SONG**

In the horizon a new sun is rising. A new generation is blooming under the countenance of God. The world is set in our hands to build or let it fall apart. We'll keep it spinning and make it worthwhile in very single way.

Chorus

We pledge allegiance as is due to our country, our flag, and our school. We're proud and determined to make a change to honour our country and respect our school. It is now time to make a change so come on brothers. Lift your amour, gather your strength. Let's make a better world for ourselves and those to come. To our children this will be home sweet home.

Oh eternal, everlasting God, shine your divine light on our country and our school. Point out the path that leads to good. In our new lives Muffles will remain as our foundation based on knowledge, discipline and love, and God will give us his patronage if we deserve it.

Chorus

Lyrics: Martha Carrillo

Music: Luis Pook



SECTION II: ACADEMIC INFORMATION AND POLICIES

PROMOTION

- Promotion from one scholastic year to the next depends upon the number of subjects passed for the year, the yearly average, attendance, conduct and other stipulations as stated below.
- The minimum passing grade for each subject, the final average for each semester, and for the year is "C" or "2.00."
- To pass into a new class, a student may not fail more than any two subjects for the year.
- English Language and Mathematics must be passed each year. If a student fails, he/she must take and pass the subject during the end-of-year break as academic probation to be promoted. He/she must have at least a "D+" average in the Yearly Grades of the subject.
- A student who was promoted to the next year level on the basis of having been successful in the subject during the Academic Probation but failed the subject again, will have to repeat
- If a student fails three subjects in the yearly average but still manages to have a pass in the Grade Point Average, he/she cannot be promoted if the course is not offered during the end-of-year break.
- In addition to the above requirements, a student must have passed two or more of his/her electives at the junior and senior levels.

Students who fail the year at any level may be allowed to repeat that year in the first instance, provided that they have a good disciplinary record and there is evidence that they have made the necessary effort to pass. If the student fails a second time *in the same year* he/she will be asked to withdraw. Please be aware that repetition is not automatic.

GRADUATION REQUIREMENTS

- A student must have successfully completed four years of high school studies having a minimum Grade Point Average of 2.00 and not failed more than two subjects for the year. He/she must have completed at least two years of studies at Muffles College.
- A student must have passed four years of Mathematics and English Language with a minimum yearly average of "C".
- A student must have passed at least three years of his/her other Core Subjects (i.e., Literature, Religion, Spanish, Social Studies, and Computer Applications), and at the lower secondary level, at least one year each of Integrated Science and Physical Education with a minimum yearly average of "C".
- A student must have passed two or more of his/her electives with a minimum yearly average of "C" at the junior and senior levels.

- A student must have accumulated 100 hours of approved community service over a four year period. Mercy students, in the spirit of our founder Catherine McAuley, are steadfastly determined to take Mercy into an interconnected world. Our shared sense of social consciousness is fortified by universal empathy and a conviction that all are worthy of God's mercy. This deep awareness and compassion move us to take principled action and serve the needs of others.

Parents/ guardians and students will be informed verbally or in writing about the students' successful completion or failure to complete graduation requirements at the time appointed for the release of this information.

Students are absolutely forbidden from planning and/or participating in any 'joy-ride' or "parade" under the guise of "celebrating" their graduation. Violation of this rule will result in the student being barred from participating in the graduation ceremony. Furthermore, all students are bound by all rules and regulations of Muffles College until they have formally graduated. *(Please see Policy on Proms)*

Students who are suspended twice in their fourth form year will forego the privilege of participating in the graduation exercises.

The principal will review any violations of school rules by any students prior to formal graduation and will determine the penalty.

REPEAT POLICY (Senior Year)

Seniors who fail to meet the graduation requirements of Muffles College can:

- a. repeat the senior year if they fail more than two Core Subjects or two of their electives;
- b. If the student fails English Language or Mathematics; or does not meet a core subject requirement; or fails two of his/her electives and providing the student has daily grades averaging "D+" and above, then the student may be allowed to sit supplemental examinations in the subject failed after taking an end-of-year course in the subject(s) for a period not less than three weeks. The student must obtain a passing grade which, along with the daily grades, will give him/her a passing grade or "C" in the course.

On successful completion of these course requirements, the Board of Governors may grant the student a Muffles College Diploma.

POLICY ON REPEATING A YEAR IN THE HIGH SCHOOL

Repeating is not automatic. We wish to maintain high academic standards at this school. In the area of failures these standards should be effected by:

- an entrance policy which will admit students who are capable of doing the necessary work and of profiting from a Muffles College education; and
- a policy on the part of all teachers that demands that students work hard and produce.

Since this school functions for the good of the individual student, should an occasional student be mistakenly admitted who does not measure up to the minimum standards of this school, the chief criteria for passing or failing such a student should be:

1. evidence that the student is working to his/her capacity.
2. evidence that the student is profiting from Muffles College.
3. evidence that he/she would do better elsewhere.

In cases of this nature, the teacher and the administration will work closely together and weigh the answers to these criteria questions. Ordinarily, the counsellor and parents will have to be consulted. In general, we shall try to reach a solution which will be best for the student.

Failures are normally given to students who are not performing according to minimum norms and who are not applying reasonable effort.

Sufficient warning must always be given to parents/guardians of students who are in danger of failing. This is to be done by:

- a parent/guardian-principal report before the quarter reports, if the student is in danger at that time.
- a parent/guardian-principal report at least three weeks before semester exams.
- a phone call or letter, though certainly not required.

Muffles College because of its philosophy and objectives has a policy regarding repeating. Repeating a year, however, is not automatic. Repeaters will be accepted according to the following conditions:

- A student must not have a total of more than 5 failing grades in the two semesters of the year.
- There must be evidence that the student is capable of achieving more.
- The student must not have had more than 25 conduct marks in the year. (The reason for the conduct marks will be reviewed by the Principal.)
- Regularity of attendance will be taken into consideration.
- A Repeater's Agreement must be signed by the student and the parent/guardian in the presence of the Principal. (See [Appendix 1](#) for a sample copy)

ENHANCEMENT PROGRAMME

- o Each end-of-year, Muffles College holds a three week enhancement programme for incoming freshmen and returning students. This programme meets three needs. First it is an ideal opportunity to properly orient new students; secondly, it serves as a remedial and preparatory programme in Mathematics, English (Language & Literature), and any other subjects deemed necessary for both new and returning students by the school's administration; and, thirdly, it serves as a course make-up programme for returning students who need credits to be promoted.
- o The incoming freshmen may go on an educational trip to an exciting and safe site as a part of their curriculum requirement.
- o The Enhancement Programme Co-ordinator runs the programme and is assisted by a core group of teachers and volunteers in the various subjects and activities.
- o Students who are accepted into the College (having met the PSE and other entrance requirements), or who have failed a subject and must make-up the course to be promoted, are expected to register for the programme. Incoming freshmen are expected to register - regardless of their score on the PSE.

- o Students who have scored a "C" in one of the core or elective subjects being offered are strongly encouraged to take that course(s) to improve his/her skills and grade.
- o The summer school fee for incoming freshmen is \$75.00 for a three week period.
The registration fee for students who are *strongly recommended* to take a Core Subject is \$60.00 per subject, known as Remedial Math or Remedial English.
The registration fee for students who are on *academic probation* ranges from \$100.00 to \$375.00 for each subject; however, where class size allows, the fee for academic probation may be a minimum of \$100.00.

GRADING SCHEME	GRADING SCHEME		
The grade scheme is as follows:	The grade scheme is as follows:		
	A	4.00	100 - 90
	B+	3.50	89- 85
	B	3.00	84- 80
	C+	2.50	79- 75
	C	2.00	74- 70
	D+	1.50	69- 65
	D	1.00	64- 60
	F	0.00	59-

The College grading policy requires that a grade of C is the minimum grade that would be regarded as a "passing grade"; a grade of D+, D, and F will be regarded as a "failing grade."

Accumulated daily grades in the second semester will represent $\frac{2}{3}$ of the end of semester grade. There will be a final examination at the end of Semester II which will be worth $\frac{1}{3}$ of the end of semester grade.

GRADING POLICY

A. GRADE POINT AVERAGE

In figuring out the grade point average (GPA) a student cannot obtain over a 4.0. The numerical equivalent for each letter grade and a descriptive definition for that grade are as follows:

i) SUPERIOR ACHIEVEMENT A 4.0 GPA

1. Student exceeds maximum requirements of course.
2. All work done is consistently of excellent quality.
3. There is active participation in class.

ii) ABOVE AVERAGE ACHIEVEMENT B+ 3.5 -- B 3.0 GPA

1. Student covers all requirements at an above-average level.
2. Work done is consistently of high quality.
3. Contributions to class discussions are pertinent and effective.
4. Exceeds the basic objectives of the course in view of college preparation.

iii) AVERAGE ACHIEVEMENT C+

2.5 -- C 2.0 GPA

1. Student meets basic requirements satisfactorily.
2. Student shows steady progress in application of knowledge acquired.
3. Meets basic objectives deemed necessary to pass the subject in CXC or to be otherwise engaged in University work.

iv) BELOW AVERAGE ACHIEVEMENT

-DEFINITE FAILURE D+ 1.5 - D 1.0 GPA

1. Work done is generally of poor quality.
2. Student has not met the minimum requirements.
3. Scores poorly in tests, projects and assignments.

v) FAILURE- No Credit

F 0.0 GPA

1. Work done is generally of poor quality.
2. Scores poorly in tests, projects and assignments.
3. Student has not met the minimum requirements.
4. Excessive absenteeism.

In the first semester if the student obtains a grade of less than 60% or an "F" in any subject, a "D" will be written on the report card. This indicates failure with the possibility of a passing grade on the final report. So it is a conditional failure and is used only in the first semester of a two semester course. It indicates that the student did not achieve the minimal objectives of the course, but that he/she could meet these objectives if he/she works more diligently in the second semester.

B. Objectives

Notice that grades are in terms of objectives of the course. Each teacher or each course (where there are multiple sections of the same course) must submit to the office a list of objectives for the course. These objectives are of at least three types. The first types are the basic objectives of the course, the basic knowledge which we want students to master. These must be measurable and a "C" indicates that a student has achieved these objectives.

The other objectives are in addition to these: they are sometimes measurable and sometimes not. Additional skills and/or factual knowledge are measurable. Attitudes, e.g., appreciation of art or a piece of literature, are marginally, if at all, measurable. These additional objectives are the basis of grades "A- B+".

We hope this description of our grading system will help parents to interpret the report cards and understand better the progress of their sons and daughters.

C. Honours

Honours are given in each subject in each class and for grade point average. Honours are given for all students who achieve an average of 3.5 or "B+" and above in each subject. Honours are given for students who achieve an average of 3.25 and above in their overall Grade Point Average (G.P.A). These students receive their honour cards during the College's Honours Convocation. An honour list is posted on a bulletin board to motivate other students to seek academic excellence.

D. Probation

A student, who receives an "F" in three or more subjects or a grade point average of less than 2.00 at the end of a semester, may be placed on probation for the following semester, and will NOT be allowed in any inter-school competition. If a student receives an "F" in three or more subjects and has a grade point average of less than 1.75, he will NOT be allowed to participate in any intramural competition and clubs which are not within the academic curriculum.

E. Final Average

The calculation of the Final Average follows a system of weighting of each subject according to the number of Credits it is assigned (1 class period= 1 credit hour) as follows:

F. GRADING PROCEDURES (Sample)

SUBJECT	GRADE	CREDIT HRS.	VALUE
Religion	A (4.0)	3	12.0
English (Language)	B (3.0)	5	15.0
English (Literature)	C+ (2.5)	3	07.5
Integrated Science	B (3.0)	5	15.0
Spanish	B+ (3.5)	3	10.5
Social Studies	B (3.0)	3	09.0
Mathematics	B+ (3.5)	5	17.5
Principles of Accounts	A (4.0)	5	20.0
Principles of Business	B+ (3.5)	5	17.5
Computer Applications	B (3.0)	4	12.0
TOTAL		41	136.0

Divide the total VALUE by the total number of credit hours:

$$136.0 / 41 = \text{Grade Point Average } 3.32 \text{ OR "B"}$$

*The Board of Governors may approve amendments to the system from time to time

POLICY ON MAKE-UP TESTS

1. On the day he/she returns to school, the subject teacher will inform the student of the tests that he/she missed while absent. At the time when the class is sitting the subject where the student has the missing test, he/she will be asked by the subject teacher to report to the SA Office. The student will then sit the missed test in the SA Office under supervision. At the end of the testing period, the student will submit the test to the subject teacher before the end of the class period.
2. The student is then responsible for the notes and homework that have been given in class while he/she was sitting the make-up test(s). This can be done by getting it from classmates and/or the teacher.
3. In accordance with the testing policy of the school, no more than three tests can be sat in one day. If he/she has missed more than 3 tests, because of a prolonged absence, then the other tests have to be made up in subsequent days.

4. Making up quizzes are left to the discretion of the teacher.
5. Students with genuine and prolonged illnesses MUST be given special consideration by teachers.
6. This consideration should also be given to a student when he/she misses school on dates prior to a test and has not been able to study/learn the material taught.

The special consideration mentioned in Points 5 and 6 above must be made in consultation with the VP-SA.

VALEDICTORIAN AND SALUTATORIAN

For a student to be selected Valedictorian of the graduating class, he/she must have the highest cumulative average for his/her four years at Muffles College. The Salutatorian honour is awarded to a student who has received the second highest cumulative average for his/her four years at Muffles College. The student who attains the third highest cumulative average for his/her four years at Muffles College will deliver the vote of thanks. In all cases, the students must have maintained a good conduct record. Please note that transfer students, therefore, automatically do not qualify for these honours.

TRANSFER STUDENT

A student who desires to transfer to Muffles College may be accepted if all criteria are met and if space is available. Transfer students may be required to sit a placement exam in Math and English. Students are accepted on a probationary basis in the first semester.

THIRD YEAR COURSE/CHOICE CHANGES

Since our academic guidance procedures are extensive and thorough, changes in a student's programme will be considered an exception. Should a student require course/choice changes, he/she must submit his/her request to his/her counsellor within the week prior to registration for his/her year level. A letter from his/her parent/guardian also is required. The counsellor submits the request to the VP-Academic Affairs who makes the decision in consultation with the principal.

HOMework

All students will have an average of 2 to 3 hours of homework each night. Homework may include study or course work or notes, not just a writing or reading assignment. CXC courses require more study and preparation. Homework will be given on weekends and vacations as well as during the week. If a student fails to understand an assignment, it is his/her responsibility to meet with a particular teacher before the end of the school day to clarify the assignment.

If a student is absent, he/she is expected to contact a classmate for each day's assignments and make arrangements for securing appropriate books. In the case of prolonged illness (more than 3 days), a student's parent/guardian should contact the Student Affairs Office at 606-2036, to request home assignments. Assignments may be picked up 24 hours after the request is made.

STUDENT EMPLOYMENT

Students are strongly discouraged from having an outside job on school days. Work schedules should not take priority over required study time. Please note that the school day does not end until 3:30 p.m.

PARENT TEACHER CONSULTATION

After each period of marking, teachers may ask parents to come in for consultation about the progress, or lack of progress, of a student. Parents can also initiate the dialogue if they feel the need to. A teacher who wishes to see a parent is required to discuss the matter with the principal before the consultation is set up.

SYLLABUS/COURSE OUTLINE

At the beginning of each school year, each teacher will provide students with a verbal explanation of the expectations, procedures, project description, course requirements and evaluation for the class.

ASSESSMENT

All students are formally assessed four times a year. Mid-Semester Progress Reports for students are distributed at the middle of each semester, usually during October and March. A student who is doing poorly in a subject(s) receives a Deficiency Report to the Parents form(s). First semester ends in December. Parents are urged to come pick up report cards during the week prior to the second semester and to discuss their daughter's/son's/ward's progress with his/her teachers. Second semester report cards are either picked up by the student or parent after financial obligations are met. At the end of their senior year, students are expected to sit the Caribbean Examination Council (CXC) General exams in their selected course of study.

i) PROBATION REPORT

Teachers are encouraged to send parents/guardians complimentary reports when they observe special ability, significant improvement, or at their discretion. At the mid-point of each quarter, teachers complete Probation Reports to parents/guardians of students doing unsatisfactory ("D+" or "D" or "F") work and at their discretion. If a student fails to complete assignments, does poorly in tests, or displays erratic study habits and attendance patterns before this date, a notice may be sent sooner. If parents/guardians want to discuss a report further, they are encouraged to contact the student's teacher(s). Teachers are asked to send Probation Reports for all students on *Probationary Support*. If after the Probation Report a student's grade(s) drop to an "F", the teacher will make every effort to notify the parents/guardians by letter or phone. Please note that this may not always be possible if a student does not complete work or fails the final in the last weeks of school within a semester.

ii) REPORT CARDS

Report cards are distributed *twice per* semester. Parents/guardians or sponsors may request that end of the year school reports be sent to their email address. Report cards convey the following information: academic grades for each subject, credits for each subject, number of absences, number of tardiness, number of conduct marks and the teacher's comments.

Mid and End of Semester Reports will only be given to the parents/guardians and sponsors of the student. If the parent/guardian is unable to come to the school to get the report card, a written note from parent/guardian giving consent to a responsible adult is required for us to be able to disburse reports to any other person.

Only End of Year reports will be given to the student.

Incomplete: An "Incomplete" may be issued for illness or other authorized extended absences when a student has not completed sufficient work to earn a passing grade. A student is allowed four (4) weeks from issuance of the report card to make up the incomplete work. Any exceptions may be approved by the student's instructor, counsellor, and the Vice-Principal Academic Affairs. A student who does not make up the incomplete work at the end of four weeks, will receive a failure in that course.

iii) TESTS

These reflect the work accomplished in small segments of the courses. They may be oral as well as written. Tests are generally announced at least one week in advance. Students should have no more than (3) three tests on a given day and not less than (6) six tests per semester. (*See above for Policy on Make-up Tests*)

iv) QUIZZES

These are short check-ups on some specific work. They are usually of a short duration and need not be announced. Make-Up Policy for Quizzes: For students with excused absences, it is up to the teacher to determine if a quiz is to be made up. If it is not to be made up, the student is to receive NO penalty for this.

v) MAJOR LONG TERM ASSIGNMENTS/PROJECTS

A teacher may specify that completion of a long-term assignment which is an integral part of the course is necessary to pass the given quarter and/or semester. Such information will be communicated to students by the teacher in advance. Only one major project per semester is allowed. Students are encouraged to do their research and conduct their group meetings on campus between 3:30p.m. to 4:30p.m. This is to allow students to take full advantage of the College's on campus facilities and resources that are available for their use by students. The sixth period may also be used for this purpose when applicable.

HOMEWORK POLICY & GUIDELINES

We believe homework is important because it is a valuable aid in helping students make the most of their experience in school. Homework is useful in reinforcing what has been learned in class, preparing students for upcoming lessons, extending and generalizing concepts, teaching responsibility, and helping students develop positive study habits.

We expect students to do their best job on their homework. We expect homework to be neat and accurate. Students should do the work on their own and ask for help only after they have given it their best effort.

Students will not receive full credit for work handed in late, if accepted by the subject teacher; the grade on the late assignment will be lowered by one grade per day. After three days, late work will be graded as "F" or "Zero" and the student is expected to complete the work or may be subject to further disciplinary action. The parents/ guardians may be called in for a conference with the vice principal.

If a student is absent, he/ she has two days to catch up for each day missed. The student should see each teacher immediately upon return to school to get assignments.

If a student is taken out of school for medical attention, upon returning, the student should check to see if there were any assignments given during the time of absence. This work should be completed within a week of the return to school. It would probably be wise for the parent to call teachers at the end of that week to be sure the student has caught up with his/her class work.

We feel that parents are the key to making homework a positive experience for their children. Therefore we ask that parents make homework a top priority, provide necessary supplies and a quiet homework environment, set a daily homework time, provide praise and support, and not let children avoid homework. Please contact us if you notice a problem.

Our aim is to provide quality and purpose in homework that will aid independent learning out of school and we subscribe to the following principles:

- Homework should be clearly related to ongoing class work.
- Homework should be varied and call on a range of skills.
- Homework should be manageable and achievable in a given time.

- Homework should allow for individual initiative and creativity - students find work that is investigative and gives them scope to explore or create much more enjoyable.
- Completed work should be recognised and rewarded.
- Students will receive appropriate guidance and support in organization and planning of their work. This support can be provided by teachers, parents or the availability of the school's Supported Study facilities.
- Homework should promote self-confidence and understanding - students appreciate when their own ideas are valued and when the work provided improves their own confidence in their abilities.

HOMEWORK GUIDELINES

Homework is defined as written or non-written tasks assigned by a teacher to be completed outside the classroom. These assignments should complement class work and be relevant to the curriculum. Homework is a natural extension of the school day and an important part of a student's educational experience. Homework encourages self-discipline, pride in one's work, positive self-esteem, and an interest in learning. Homework reinforces the Muffles College home/ school connection.

Homework may be assigned as preparation for upcoming lessons or as an extension of class work.

- preparation homework- given to prepare a student for upcoming lessons.
- practice homework- designed to reinforce lessons already taught in class
- extension/ creative homework - intended to provide challenging learning opportunities for enrichment and extension of the lesson.

These assignments reinforce the Muffles College Curriculum and promote inquiry, problem solving, discovery, analysis, and application of essential concepts.

PARENTS/ GUARDIANS:

- Respond to the school's request for support of stated expectations for homework for a given year.
- Expected daily assignments and insist that students complete them regularly.
- Review progress on long-term assignments periodically.
- Provide a suitable study atmosphere for students that is quiet, well-lighted and supervised periodically.
- Maintain the home/ school connection through calls and conferences.
- Show interest in the homework being done but do not do the work for the child.
- Take part in the child's learning by providing enriching experiences outside the school day.
- Encourage pleasure reading above and beyond specific homework assignments.
- If your child is practicing a skill, ask him/ her to tell you which steps are easy for him/her, which are difficult, or how he/she is going to improve. If your child is doing a project, ask him/her what knowledge he/she is applying in the project. If your child is consistently unable to talk about the knowledge he/she is practicing or using, please call or visit the teacher at school.

Students:

- Develop the habit of recording directions for homework and asking questions for clarification.
- Complete homework assignments accurately, neatly, and on time.
- Complete assignments missed because of absence within three days of your return.

ACADEMIC PROBATIONARY SUPPORT

A student whose grade point average falls below 2.00, because he/she failed 3 subjects, at the end of the semester will be placed on academic probationary support for the following semester. Summer School grades do not alter the student's probationary status. The terms of academic probationary support include:

- Parents/guardians are contacted by the school counsellor and mid-quarter probation reports are issued by each teacher per calendar dates;
- The student will not be allowed to hold office, play on a team, or take part in a school production in order to allow more time for study. If at the subsequent quarter the student earns a grade of "C" or higher in each subject, he/she may, with written parent/guardian permission, resume extracurricular activities;
- Students must see their school counsellor when scheduled; and
- If personal issues are involved, the administration may require out-of-school counselling as a condition of continued academic probationary support.

If academic probationary support has not resulted in the student earning a 2.0 semester grade point average and there continues to be a pattern of not meeting Muffles College's academic requirements, a parent/guardian conference will be held as necessary to determine if Muffles College continues to be the appropriate school for the student.

ACADEMIC PROBATION

- Students may be put on academic probation if: a) they fail the year; and b) poor discipline causes poor academic performance.
- In either case students will also be placed on the counselling list. The performance of students on academic probation will be reviewed at the end of each semester and dealt with on a case by-case basis.
- Students who are failing at mid-semester will be placed on the counselling and tutorial lists and parents/guardians will be informed accordingly.
- A student who receives an "F" in three or more subjects or a grade point average of less than 2.00 at the end of a semester, will be placed on academic probation for the following semester, and may not be allowed in any inter-school competition.
- If a student receives an "F" in three or more subjects and has a grade point average of less than 2.0, he/she may not be allowed to participate in any intramural competition. (*See Academic Probation Support*)

EXAMINATION REGULATIONS

There are examinations in most subjects at the end of Semester II only. In the case of the Fourth year, Diploma Exams are held earlier than the end of the second semester Final Examinations for all other classes.

All students are expected to be in full uniform as normal during periods of examinations.

Students who are absent from any exam are given a zero or "F" unless a legitimate reason is stated for the absence, such as illness or a death in the immediate family. In cases of illness, a medical certificate and note from a parent must be submitted. The student who was absent from the exam on the specified exam date, will be given the opportunity to take a modified version of the exam he/she missed at a later date. The specific regulations for examinations are as follows:

1. Students should provide themselves with their own writing materials. While writing an examination, students should not have in their possession any material not necessary to the writing of the examination. Borrowing of any materials from other students is not allowed while the exam is in process. All other materials such as school bags, textbooks or folders should be lodged with the invigilator in charge before the exam commences.
2. Misconduct in the exam room may lead to disqualification from the exam in which the offence occurs. Suspension or expulsion may result depending on the circumstances of the case. Misconduct includes disturbances of any kind as well as cheating/copying.

A student is not normally disqualified from an examination room unless the offence is so disruptive as to affect the concentration of other students writing the exam. In any event, the matter should be reported to the Principal or Vice-Principal immediately afterwards. Suspension or expulsion may result depending on the circumstance of the case.

3. Under no circumstances should a student be allowed to leave an exam room and return to it unless continuously supervised by a member of staff.
4. No student can leave an exam room for good until the total time allotted has elapsed. Once the exam room has been left, it cannot be re-entered.
5. After students have finished their exams for the morning or afternoon, they should not remain on the campus without the permission of a teacher. They should not congregate around any examination room and disturb students still writing their exams.
6. During the Final Exams in the second semester for Fourth Form, invigilation is done by Fourth Form teachers according to the regular teaching timetable. Teachers should relieve one another promptly and, if an exam carries over into the recess period, the teacher who would normally take over the period after recess should take over at the mid-way point during recess.
7. Examination question papers are to be lodged with the Vice Principal, Academic Affairs, by the deadline set, for reasons of security and to preserve the integrity of the exams.

8. Before releasing marked examination scripts or grades to students, teachers should obtain clearance from the Principal, who may inspect the scripts if this is deemed necessary. Failure to do so may result in unnecessary difficulty later on.
9. Students who have queries about their grades should make these queries to the teacher immediately after receiving their scripts. If the matter is not reported to the Principal or Vice Principal, Academic Affairs, on the same day that query is made, the teacher's original grade will stand. Multiple Choice tests are not retained by the students since these form part of test banks which the school secures.
10. The administration of, and conduct during exams are matters of great importance. The staff and the student body are therefore urged to observe these rules carefully.
11. Cheating does not mean roving eyes. It means using or passing notes, etc. The penalty for cheating is:
 - A failing semester grade in the subject. A note stating the reason for the failing grade will be made on the student report card, and on the permanent record.
 - TEN (10) conduct marks. This is a severe sanction and requires certain knowledge on the part of the invigilator. It cannot be applied as a result of mere suspicion. It is important that an invigilator be alert during an examination and not be reading or correcting papers. An invigilator should normally be standing or walking, and not seated at the desk during examinations.
12. If evidence exists to suggest that many students had access to the examination papers prior to its sitting, then the examination results will be declared null and void. A new examination will be written by the teacher(s) and all students will be required to re-sit the examination(s) in question. Failure to do so by any student will result in that student receiving an 'F' for that examination(s).

ACADEMIC HONESTY POLICY

Muffles College considers cheating or academic dishonesty to be a serious violation of school rules. Cheating/academic dishonesty is defined as follows:

- copying another student's work including homework- plagiarism.
- receiving or providing information during a test
- receiving or providing information on tests given during an earlier period
- using unauthorized material on tests
- violating testing rules as outlined by teacher
- using ideas or written material from other sources--student's or professional writer's--without acknowledging the source in their own writing
- allowing other students to use your work on assignments
- copying from internet sources like google

This list is not meant to be all inclusive. Other actions not specifically delineated herein may also be rightfully determined as cheating. The following procedures will be followed when a student is found in violation of the cheating policy:

First Offense

The student receives an "F" on the assignment or test, five conduct marks, and he/she is referred to the Vice Principal, Academic Affairs who will notify the parents/ guardians of the incident.

Second Offense

The student receives an "F" on the assignment or test; he/she is referred to the Vice Principal, Academic Affairs who contacts the parents/guardians and informs the Homeroom teacher. Student receives five conduct marks, is suspended for one day and is placed on disciplinary probation and a parent/guardian conference follows.

Third Offense

The student is placed on a three-day suspension and a parent/guardian conference follows. The student is subject to dismissal from Muffles College.

* Suspensions, particularly for academic dishonesty, can adversely affect college admissions. A student proven guilty of any form of academic dishonesty is ineligible for honour roll recognition that semester.

*Any student caught cheating during a final exam will receive a grade of "0" (zero) or "F" on the exam and TEN (10) conduct marks.

MUFFLES COLLEGE CURRICULUM STANDARDS

1. Minimum of 8 subjects must be taken per semester.

FRESHMAN CORE		SOPHOMORE CORE	
ENGLISH (LANGUAGE)	7	ENGLISH (LANGUAGE)	7
ENGLISH (LITERATURE)	7	ENGLISH (LITERATURE)	7
MATHEMATICS	8	MATHEMATICS	8
RELIGION	5	RELIGION	5
SPANISH	5	SPANISH	5
INTEGRATED SCIENCE	7	INTEGRATED SCIENCE	7
SOCIAL STUDIES	6	SOCIAL STUDIES	6
ICT: PROBLEM SOLVING SKILLS	4	INTERMEDIATE COMPUTER APP.	4
PHYSICAL EDUCATION	3	PHYSICAL EDUCATION	3
LIFE SKILLS	3	LIFE SKILLS	3
BEACHVOLLEYBALL/ART	2	BOOKKEEPING	3

Please note the following: *Cr Hrs. The numbers reflected above signify the number of times students take the subject per cycle. Each cycle consists of ten days.*

UPPERCLASSMEN CORE SUBJECTS AND ELECTIVES

JUNIORS CORE SUBJECTS	35	SENIORS CORE SUBJECTS	35
ENGLISH (LANGUAGE)	6	ENGLISH (LANGUAGE)	6
ENGLISH (LITERATURE)	6	ENGLISH (LITERATURE)	6
MATHEMATICS	7	MATHEMATICS	7
SPANISH	4	SPANISH	4
RELIGION	4	RELIGION	4
ICT (EDPM for Business and ACA for other)	4	ADVANCED COMPUTER APPLICATIONS	4
SOCIAL STUDIES	4	SOCIAL STUDIES	4
BUSINESS STUDIES	23	BUSINESS STUDIES	23
PRINCIPLES OF ACCOUNTS	6	PRINCIPLES OF ACCOUNTS	7
PRINCIPLES OF BUSINESS	7	PRINCIPLES OF BUSINESS	6
ECONOMICS	7	ECONOMICS	7
HUMAN & SOCIAL BIO	3	HUMAN AND SOCIAL BIOLOGY	3
GENERAL STUDIES	23	GENERAL STUDIES	23
INTEGRATED SCIENCE	6	INTEGRATED SCIENCE	7
CARIBBEAN HISTORY	7	CARIBBEAN HISTORY	6
PRINCIPLES OF BUSINESS	7	PRINCIPLES OF BUSINESS	7
ENVIRONMENTAL SCIENCE	3	ENVIRONMENTAL SCIENCE	3
ACADEMIC SCIENCE	23	ACADEMIC SCIENCE	23
PHYSICS	7	PHYSICS	6
PRINCIPLES OF BUSINESS	3	PRINCIPLES OF BUSINESS	3
BIOLOGY	6	BIOLOGY	7
CHEMISTRY	7	CHEMISTRY	7



SECTION III: STUDENT BEHAVIOURAL EXPECTATIONS

STUDENT BEHAVIOURAL EXPECTATIONS

Muffles College sets a standard of behavioural expectations which includes reverence and respect for self and others. Thus, students can expect assistance and guidance in all aspects of their school experience for which they are to provide equal co-operation. Regardless of age, including students who are over (18) eighteen years of age, all students at Muffles College are required to comply with all rules and regulations found in this Parent/Guardian/Student Handbook. The school requires its students to reside with parent(s) or approved guardian(s) while enrolled. Our goal is to create an atmosphere in which students with different personalities and talents can come together harmoniously while working toward personal and common goals. Implicit in our expectations and policies is the understanding that school and home will work co-operatively to provide the optimum educational experience for each student.

BEHAVIOURAL EXPECTATIONS GENERAL GUIDELINES

Mutual respect and a healthy relationship is expected between students and teachers. Students are required to respect themselves, respect one another and respect their teachers.

In the event of overt immoral misconduct, which includes but is not limited to fornication, abortion, public display of affection, theft, conviction of a crime, cheating etc, which reflects grave discredit upon the college and is not in conformity with the philosophy or objectives of the college, the sanction will be determined by the Board, with the maximum penalty being expulsion.

Violations of the above rules will be sanctioned by use of conduct marks, jugs, and suspension as the gravity of the matter requires.

The Board of Governors may expel any student who, in the perception of the Board, exhibits behaviour and attitudes that are not in conformity with the philosophy and objectives of the College and which bring grave discredit upon the College.

HONOR SOCIETY MEMBERSHIP

Students have an opportunity to abide by the school's Honor Code and to belong to the Honor Society of Muffles College

What the Honor Code Is

The Honor Code is the College's statement on academic integrity and honesty. It articulates the College's expectations of students and faculty in establishing and maintaining the highest standards in social and academic undertakings.

Honor Code:

1. The Honor Code is an undertaking of the students, individually and collectively:
 1. that they will not give or receive aid in examinations; that they will not give or receive unpermitted aid in class work, in the preparation of reports, or in any

other work that is to be used by the instructor as the basis of grading;

2. that they will do their share and take an active part in seeing to it that others as well as themselves uphold the spirit and letter of the Honor Code.
 3. that they will not sit exams provided that they have a grade of 'A' at the end of the semester prior to exams; and that an 'A' will therefore be reflected as their end of semester grade.
 4. that they will greet each other with a handshake when engaging in a dialogue, once they recognize that they belong to the Honor Society and abide by an honor code. Any student who qualifies for membership in the Honor Society will wear an Honor Society Badge.
2. The faculty will avoid, as far as practicable, academic procedures that create temptations to violate the Honor Code.
 3. While the faculty alone has the right and obligation to set academic requirements, the students and faculty will work together to establish optimal conditions for honorable academic work.

Violations of the Honor Code

Examples of conduct that are regarded as being in violation of the Honor Code include:

- Copying from another's examination paper or allowing another to copy from one's own paper
- Any form of copying, this includes homework
- Disrespectful, Dishonest and/or Immoral behavior
- Unpermitted collaboration
- Giving or receiving unpermitted aid on a take-home examination
- Plagiarism
- Representing as one's own work the work of another
- Giving or receiving aid on an academic assignment under circumstances in which a reasonable person should have known that such aid was not permitted

Penalties for Violating the Honor Code

The standard penalty for an offense includes sanctions stated in the handbook of policies and procedures and the student completely forfeits their privilege of reapplying or belonging to the Honor Society of the College.

An accumulation of 5 conduct marks or a jug disqualifies students from membership in the honor society.

SCHOOL HOURS

- i) **Business Office Hours:** **Monday- Friday** **7:30 a.m. to 12.00 noon**
1:00 p.m. to 3:30 p.m.
- ii) **Counselling Room Hours:** **Monday- Friday** **7:45 a.m. to 12.00 noon**
12:55 p.m. to 4:30 p.m.
- iii) **Faculty Advising Hours** **Monday-Friday** **3:30p.m. to 4:10p.m.**
- iv) **Daily Schedule:**

REGULAR BELL SCHEDULE			
FRESHMEN & SENIORS		SOPHOMORES & JUNIORS	
7.43 am	First Bell	7.43 am	First Bell
7.45 am- 7.55 am	Attendance; Homeroom	7.45 am- 7.55 am	Attendance; Homeroom
7.55 am- 8.55 am	1 st Period	7.55 am- 8.55 am	1 st Period
8.55 am- 9.55 am	2 nd Period	8.55 am- 9.55 am	2 nd Period
9.55 am - 10 10 am	BREAK	9.55 am - 10 10 am	BREAK
10 10 am - 11 10 am	3 rd Period	10 10 am - 11 10am	3 rd Period
11. 10 am - 12. 10 pm	LUNCH BREAK	11. 10 am - 12. 10pm	4 th Period
12. 10 pm- 1.10 pm	4 th Period	12. 10 pm- 1.10 pm	LUNCH BREAK
1. 10 pm- 2. 10 pm	5 th Period	1. 10 pm- 2. 10 pm	5 th Period
2.10 pm- 2.25 pm	BREAK	2.10 pm- 2.25 pm	BREAK
2.25 pm- 3.25 pm	6 th Period	2.25 pm- 3.25 pm	6 th Period
If necessary		If necessary	
3.25 pm-4.25 pm	Projects	3.25 pm-4.25 pm	Projects

SHORT DAY BELL SCHEDULE 38 minutes per class	
ALL FORM LEVELS	ALL FORM LEVELS
7:45 am First Bell	
7:48am-7:55am. Prayers/Attendance/Homeroom	
7:55am -8:33am 1st Period	
8:33am- 9:11 am 2nd Period	
9:11am-9:49am 3rd Period	
9:49 am- 10:27 am 4th Period	
10:27 am - 10:42 am BREAK	
10:42 am -11:20 am 5th Period	
11:20 am -11:58 am 6th Period	

FIRST FRIDAYS OR 50 MINUTE SCHEDULE

SHORT DAY BELL SCHEDULE 50 minutes per class

ALL FORM LEVELS

50 Minute Schedule - Fridays	
*Note Faith on Fridays: Students to be seated in the auditorium at 7:48 a.m.	
7:45am	First Bell
7:48am - 7:55am	Prayers/Homeroom
7:55am - 9:00am	Mass/Religious activity
9am - 9:50am	1st Period
9:50am - 10:05am	Break 1
10:05am - 10:55am	2nd Period
10:55am - 11:45am	3rd Period
11:45am - 12:35pm	4th Period (1st and 4th Lunch)
12:35pm - 1:25pm	4th Period (2nd and 3rd Lunch)
1:25pm - 2:15pm	5th Period
2:15pm - 2:30pm	Break 2
2:30pm - 3:20 pm	6th Period

SCHOOL HOURS REGULATIONS

Students are not to arrive before 7:00 a.m. (except those who commute) and must leave by 4:30 p.m. unless under the supervision of a teacher or other authorized school personnel. Once a student enters the campus (even before 7:45 a.m.) he or she may NOT leave without permission from a member of the administration.

- Students should not be in the classroom, science lab, or computer lab before the start of official classes in the morning and afternoon, after classes are over, and during breaks without teacher supervision. Students are to wait outside of the room or building until a teacher is present. UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE IN ANY ROOM WITHOUT BEING SUPERVISED BY A TEACHER.
- When the entire class will be out of the home-room for a period or more, the doors are to be closed, and fans and lights are to be turned off. i.e., for PE, Break, Labs etc.
- When a teacher is absent, students are still required to remain in class for the entire period under the supervision of a substitute teacher. UNDER NO CIRCUMSTANCES ARE STUDENTS TO DISMISS THEMSELVES.
- Students are encouraged to remain on campus from 7:45 a.m. to 4:30 p.m. to take full advantage of Muffles College's academic resources and co-curricular activities. Students may, however, leave campus after their last class. Parents/guardians are asked to review their sons/daughters/wards specific schedules each semester to be informed of his/her dismissal times.
- When the school has early dismissals for faculty/staff meetings, workshops, special schedules, etc., the campus will be closed at the designated time and not at 4:30p.m.
- On days of early dismissal for a faculty/staff meeting, all teachers are to ensure that students leave campus before reporting to the meeting room.
- Should the need arise, parents/guardians are expected to come to school when requested by the administration at a time convenient to both parties.

ATTENDANCE POLICIES AND PROCEDURES

i) TARDINESS: Being on time is a sign of respect and consideration for classmates and teachers, and a sign of a sense of responsibility. Students should be late for serious reasons only.

BEING LATE MEANS COMING IN AT 7:45a.m. AND AFTER.

1. When the first school bell rings at 7:43a.m., the homeroom teacher will be in his/her class. Students are to enter their respective classes and settle down.
2. **Any student arriving after 7:45 will have their names recorded at the gate with the security officer using their ID's.**
3. If the student arrives after 7:45a.m. the student **must present a written excuse from the parent/guardian to the VP Student Affairs.** If the student does not bring a note explaining the tardiness, then **the student is to be given a conduct mark by the VP Student Affairs.**
4. All written excuses are given to the secretary for the student's file by the end of the day.
5. The VPSA is to record this information in the class register by marking an (L).
6. Registers are to be marked and completed by homeroom teachers.

7. If a student is recorded as being **late for three (3) times unexcused**, it is the responsibility of the VPSA to consult about this matter to the home room teachers. The VPSA will call a conference with the parents.
8. Arrangements will then be made for the parent to meet with the VP-SA on a particular school day. (at a time convenient to the parent and VPSA).
9. Failure of a parent or guardian to be present at this meeting, will mean that the student will be expected to remain home until the parent comes in.
10. The VP-SA records and files the lateness excuse and the student is given a late slip.
The student is to present this late slip to the subject teacher who verifies that student has been attended to by the VPSA, signs late slip, sends the student to return the slip to the Student Affairs Office to complete lateness documentation procedure.
11. **Subject teachers should not allow students into class without a late slip.** Subject teachers are to initial all late slips and instruct students to return these to the VPSA immediately.
12. An excused lateness comprises of a written note signed by parents, and parents will be contacted after **5 excused lateness**.
13. An unexcused lateness will merit a 'promptness' mark on the student's conduct card and parents are contacted after **3 "promptness" marks**.

ii) ABSENCES

- Regular and prompt attendance is required for all classes.
- Attendance is required for all school-wide activities (i.e., liturgies, class meetings, etc.).
- Attendance is mandatory for special assemblies (i.e., Career Day, Mercy Day, etc.). A student who is absent for these events must have a valid excuse from parent/guardian or he/she will serve a jug. No early dismissals will be issued.
- The validity of an excuse will include that the parent/guardian will have contacted the school between 7:30a.m. and 10:00 a.m. of the day of absence or may have done so the day before the absence.
- Students may not leave campus during the school day unless the administration gives them permission.

Please Note: School is in session any day not specifically identified on the calendar as a holiday or recess day. Unless otherwise noted, school is dismissed at 2:15 p.m. or 3:30 p.m. dependent on the student's schedule. The primary responsibility for student attendance rests with parents and students. Absence from classes for any reason may be detrimental to the learning process and may promote an undesirable habit in the student. Parental permission to leave school before school ends shall be granted only in extreme and rare situations. Personal appointments and commitments should be planned after class hours. The school reserves the right to deny a request for an early dismissal if the need is not of a serious nature.

It is expected that all students are in homerooms by 7:45 a.m. every day that school is in session so that announcements and messages are received and so that proper attendance records may be kept. Students are to remain in the homeroom and each class for the duration of the class period.

The following procedures are to be followed when the student is absent or excused (The forms to be used for these purposes are available in the Student Affairs Office):

1. Absence for one or more days:
 - Parent or guardian calls the school between 7:30 and 10:00 a.m. stating the reason for the absence and any other pertinent information.

- When a student returns he/she must bring a note signed by a parent or guardian verifying the absence, noting any special instructions and give it to the VPSA.
- If a student needs to be out of school for a prolonged medical reason, a medical certificate needs to be presented. If he/she comes to school without a note or medical certificate, the student will be sent back home.

2. Partial day absence:

- The student brings a note signed by a parent or guardian in the school office by 7:55a.m. stating the reason, specific name or location and time of departure.
- The student completes a pass with all requested information.
- The student picks up the pass in the school office at the designated time when he/she will leave campus. The student presents note to the teacher in order for the student to get his/her belongings before leaving the class
- The student presents the pass to the security officer to leave the campus, and the VPSA records partial absence on the register.

a) EXCUSED ABSENCES/TARDINESS

Excused absences or tardiness are defined as, but not limited to:

1. Personal illness (the school may require a doctor's note for verification if the school deems absences are excessive).
2. Emergency medical appointment; however, the student must have both a note from her parent/guardian and the doctor confirming the emergency.
3. Funeral services of immediate family, close family relatives, or friend.
4. Observance of a religious holiday or ceremony (three days advance notice to school).
5. Personal court appearance (requires verification).
6. Employment or college scholarship interview must be pre-approved by the Vice-Principal.
7. Personal problems excused by administration. We encourage parents/guardians to contact the school ahead of time.
8. At the discretion of the Vice-Principal, tardiness due to unforeseen circumstances may be excused.

In an excused absence/tardiness, the student is expected to make up the work missed and is permitted to make up tests and turn in late assignments no later than three (3) school days after the absence. A "zero" will apply thereafter.

b) ABSENCE FROM SCHOOL *OTHER THAN ILLNESS*

In the event that a student is taken out of school for personal reasons, the parent/guardian and student must assume full responsibility for this action and for the academic consequences entailed. Neither the school nor the teachers can assume responsibility for special assignments, tests, etc. to make up for what is missed in class during this type of an absence unless these procedures are followed:

1. Students and their parents/guardians should consider absence from school as an exception and should make such requests only in extraordinary circumstances.
2. Such requests are to be made in writing to the Vice-Principal at least one week prior to the intended absence. The administration does not excuse absences from school for vacation purposes.

c.) EXCESSIVE ABSENCES

If a student is absent for more than five consecutive days, the **parent must consult with the VPSA**. In the event of an extended illness, a doctor's note is required.

d.) Guidelines for parent/guardian on what must be on an absentee/tardiness note:

1. The date
2. The student's name, form and homeroom number
3. The reason for the absence/tardiness
4. A parent or guardian signature
5. A phone number where the parent/guardian might be reached, if we have a question

e.) OFF CAMPUS AND EARLY DISMISSAL PERMITS

- | | |
|---|---|
| <ol style="list-style-type: none"> 1. The student will bring a note signed by his/her parent/guardian to the Vice Principal BEFORE his/ her first class or homeroom, whichever is earlier. These requests should be considered extraordinary. The reason for leaving campus, time of departure and approximate time of return should be included in the request. 2. Muffles College is a closed campus and students are required to be present unless prior written permission from the | <p>parent/guardian to leave campus has been obtained. A student who is off campus without permission will be automatically suspended for Truancy and placed on Disciplinary Probation. The student may be subject to expulsion.</p> <ol style="list-style-type: none"> 3. The school will not release a student from school unless it is one of the individuals named on the student's Medical Form. |
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f.) ATTENDANCE AT CO-CURRICULAR ACTIVITIES

Students are expected to attend all on-campus co-curricular activities on time. Co-curricular activities which are off campus require parent/guardian permission. Permission slips are sent to the parents/guardians by the school. These permission slips are to be returned to the homeroom teacher no later than the following day during homeroom period. *(Please see: CONSEQUENCES FOR CLASS TARDINESS AND TRUANCY- CUT CLASS)*

CONSEQUENCES OF VIOLATING ATTENDANCE POLICY

a) CONSEQUENCES OF UNEXCUSED TARDINESS

- 1 For each unexcused tardiness to a class, the student will receive one promptness mark on his or her card.
- 2 When a student has five (5) or more unexcused tardiness, his/her parent/guardian is notified and he/she will be placed on Disciplinary Probation.

b) CONSEQUENCES OF CUTS/CLASS SKIPS

1. The teacher will report the class cut to the Vice-Principal Student affairs, who will notify the student of his/her jug penalty. The student who cuts a class or portion of one class will be placed on 1 to 3 days suspension. In addition, in the event that an assessment was scheduled, the student will receive an "F" grade for the day of class cut.
2. The Vice-Principal-SA shall notify parent/guardian when the student has cut a class.
3. The student will not make up tests given on the day he/she cut the class and he/she will not receive

credit for assignments due on the day he/she cut the class.

4. If a student has two cuts or more, he/she will be placed on Disciplinary Probation and suspended. In serious cases, he/she will be expelled from Muffles College.

c) CONSEQUENCES OF TARDINESS TO CLASS/HOMEROOM/ACADEMIC ADVISING

If a student who has already been in attendance is tardy for a class, homeroom or academic advising, he/she must report to the Student Affairs Office for an admit slip. The Vice-Principal will determine if the tardy is excused or unexcused.

d) CONSEQUENCES OF TRUANCY

A student who absents himself/herself from school without following school attendance procedures is subject to the following actions:

1. The student will be placed on Disciplinary Probation and suspended.
2. The student will be responsible to make up all the material covered during his/her absence.
3. A parent/guardian conference, either in person or by telephone, will be required.
4. He/she will not receive credit for assignments.

e) CONSEQUENCES OF FALSIFICATION OF NOTES AND/OR MISREPRESENTATION BY TELEPHONE

Forging a parent's or guardian's name on a note, altering a note in any way, making or having someone else make a telephone call in which the caller falsely claims to be a parent or guardian are dishonest. The parent/guardian will be notified and the student will be immediately suspended, receive 25 marks, and placed on Disciplinary Probation. The student may be subject to expulsion.

DRESS CODE

A uniform policy for Muffles College has been established to provide an atmosphere that enhances learning, teaches hygiene, instils discipline, prevents disruption, and avoids safety hazards. Students shall come to school looking neat and clean, wearing their appropriate uniform, and exhibiting grooming that will promote good health and a safe place for students and staff.

Students are expected to exercise prudent judgment in the selection of appropriate attire for school. **Paramount to proper dress is good personal hygiene.** All students are expected and must come to school clean and well-groomed. Boys are to maintain a **short haircut** and are **not allowed to grow out their hair**. Like all aspects of our educational programme, the dress code that follows is meant to be a learning experience that will prepare our students to be contributing and productive members of society. Personal hygiene, proper dress, and a good education can lead to success. The following are specifics to the Dress Code for Muffles College, especially on uniform regulations, for approved school activities. School Uniform refers to the attire for P.E., Intramurals, educational trips, Sports Day, School Spirit Day, Clean-up Day, etc., including during summer school, or for students who are serving an in-school suspension.

A. UNIFORM REGULATIONS

1. **The administration reserves the right and responsibility to determine what is acceptable regarding uniform and grooming.**
2. Such codes give specific identity to students as members of Muffles College.
3. Research has shown that the dress code enhances student performance.
4. Students should have at least two sets of uniforms. Every student must come to school in uniform and must always wear uniform properly, on and off campus. **Students will NOT be allowed to come to school out of uniform; if they do, they will be charged a fee of \$10.00 to encourage**

responsibility on their part. A written note from parents must be presented on these days.

5. Parents/Guardians are expected to co-operate in ensuring that students are not in uniform late in the evening after leaving school.

BOYS

1. Long khaki pants with straight cut footing (no ruffled footing or skinny fit). Pants are to be worn at the waist (no sagging). Pants should have no other design on them or extra pockets on the side.
2. Plain white short sleeved shirt tucked into pants with one pocket on the left-side of shirt.
3. Epaulette on each shoulder of shirt that represents the academic year student is in, secured with press studs as follows: *First Form--Green; Second Form--Blue; Third Form--Red; Fourth Form--Yellow*
4. Plain socks and plain white undershirt.
5. Brown or black belt to be worn along with the pants.
6. Plain, clean black low-cut shoes or tennis shoes. No boot type shoe or high-top tennis allowed.
(no sandals, slippers, crocs or fashionable footwear allowed).
7. School badge on left pocket held firmly by FOUR press studs; it may be sewn.
8. Plain, appropriate sweater or Jacket (no longer than waist length) for cool weather ONLY.

GIRLS

1. White uniform worn no shorter than 1 inch below the knees.
2. Color tie that represents the academic year student is in, secured with a press stud.
First Form--Green; Second Form--Blue; Third Form--Red; Fourth Form--Yellow
3. Plain anklet white socks (ANKLETS, not "no show" socks) and white undergarment.
4. Girls must wear white tights, petty pants or halfway slip as undergarments.
5. Plain, appropriate well-polished low black shoes, 1" heel maximum **(no sandals, slippers, crocs or fashionable footwear allowed).**
6. **Small stud earring** only may be worn on the bottom lower portion of the ear lobe. **Hanging earrings not allowed on regular school days.**
7. School badge on upper left side of dress (3" below shoulder) held firmly by FOUR press studs; it may be sewn on uniform or embroidered on.
8. Plain, appropriate sweater or jacket (no longer than waist length) for cold weather ONLY.

B. PHYSICAL EDUCATION UNIFORM

For physical education classes, all students must wear the white Muffles College T-shirt, Muffles College shorts, and tennis shoes. **If a student is out of uniform for physical education, he/she will be given a conduct mark.** Five such conduct marks will warrant a referral to the Vice-Principal SA Office. Parents/Guardians are reminded that P.E. uniforms are sold at the school.

For Intramural classes, all students must wear the Muffles College House T-shirt, Muffles College shorts, and tennis shoes. If a student is out of uniform for Intramurals, he/she will be given a conduct mark. Five such conduct marks will warrant a referral to the Vice-Principal SA Office. Parents/Guardians are reminded that Intramural uniforms are sold at the school.

C. APPROPRIATE SCHOOL ATTIRE FOR APPROVED SCHOOL ACTIVITIES

N.B. Only Muffles College school spirit shirts are considered acceptable tops.

PANTS/SKIRTS

1. Pants must be secured and worn at the waist, no lower. Sag style is not permitted. (Plain, appropriate gym shorts may be worn **only on Sports Day**).
2. Skirts should be no shorter than one inch below the knee.
3. Undergarments for both boys and girls should not be exposed in any way.
4. Length of pants should not extend beyond the bottom of the shoe and should not drag on the floor. $\frac{3}{4}$ pants are permitted.
5. Tear-away pants (snap pants) are not permitted.
6. Cut-offs of any type are not permitted.
7. **Ripped Jeans, Pajama pants, Yoga pants, Jeggings, Leggings, Gym pants are not allowed for approved school spirit days.** Students are asked to use a straight cut long jeans pants, or their school's PE pants, with their school spirit shirt.

OFFENSIVE DRESS

1. **The following are not permitted:** School bags, clothing, patches, buttons, pins, tattoos, or jewelry with sexually suggestive writing/pictures; or that are lewd, offensive, vulgar, or obscene; or that depict the occult; or that has sacrilegious signs or symbols; or that represent gang membership; or advocating violence.
2. Clothing, patches, pins, tattoos, or jewelry which advocate, advertise, or promote the use of tobacco, alcohol, or drugs, or any substance prohibited by law or school policy are not permitted.
3. **Ripped Jeans, Pajama pants, Yoga pants, Jeggings, Leggings, Gym pants are not allowed.**
4. Any existing tattoos must be reported and documented with the Vice Principal of Student Affairs when the student has registered. Tattoos are not allowed and will warrant an immediate suspension if students break this rule.

FOOTWEAR

1. Some sort of shoe must be always worn.
2. Shoes with laces must be tied.

JEWELRY

1. Jewelry is not permitted. Girls only may wear a small pair of stud earrings on the lower part of the earlobe. Girls and boys may wear watches.
2. If jewelry is worn, the teacher will ask the student to remove the jewelry and will deposit it at the Business Office where the student may retrieve it as soon as possible upon the payment of a \$5.00 fine per item.
3. Body piercing, other than ears for girls, is not permitted in school. Girls are to have only one piercing on each ear lobe as multiple earrings are not allowed.

HEADWEAR

1. Hats, bandanas, rags, sunglasses, visors, and sweatbands are not permitted to be worn on any school sponsored activity. (Muffles hats may be worn on Sports Day only.)

HEALTH AND HYGIENE

1. Any apparel that is judged to be unhealthy or unsanitary (e.g., clothing that is dirty and/or gives off a foul odor) is not permitted.
2. Each student is expected to maintain good personal hygiene.
3. Body piercings are not permitted, i.e., eyebrows, lips, nose, etc.

GROOMING

1. **Face must be clean-shaven**, with no beards, goatees, or mustaches. Sideburns are not to extend below the earlobe.
2. Boy's hair must not extend past the mid-point of the collar of the uniform shirt, below the earlobe, or below the eyebrows. **Boys must always maintain a short and decent haircut.**
3. Boys may not have ponytails, pigtails, or braids of any kind. Hair at no time should be in students' eyes. Male students are not to grow their hair long or style their hair in any manner that is distracting. Hair coloration is not permitted.
4. Boy's and girl's hair should be neatly groomed and not create a distraction to themselves or others.
5. **Girl's hair should be kept clean, simply styled, and in a ponytail where applicable. Hair coloration is NOT permitted.**

Any student without a valid note from the VPSA for not being in uniform will receive one (1) jug, which must be served at the next scheduled jug following the infraction. Teachers will ask students to remove, if possible, the inappropriate uniform item, which will be sent to the Vice-Principal's office where it may be claimed at the end of the school day after paying a fine of five dollars (\$5.00); money goes towards our works of Mercy.

If a parent/guardian cannot be reached on the day of the violation, the parent/guardian must accompany the student to school to meet with the Vice-Principal of Student Affairs upon the student's return to school.

UNSCHEDULED TEACHER ABSENCE

If a teacher does not report for an assigned class, the class president must contact the Student Affairs Office THREE (3) minutes after the start of the class period. Students must remain in the classroom while a substitute teacher is sent to the class.

ANNOUNCEMENTS

1. Students are not allowed to talk during announcements.
2. Students should be in their assigned seats during announcements.
3. Students should not leave the classroom during announcements.
4. The administration reserves the right to call students over the intercom system.
5. All announcements must be submitted in writing to the school's secretary the day before they are scheduled to be read over the intercom.

BACK-TO-SCHOOL PARENT TEACHER CONFERENCES

Back-to-School Parent/Teacher Meetings are held in the month of September. Home-room parent teacher meetings are held periodically throughout the course of the school year. It is important that parents and guardians make every effort to attend these meetings. Attendance at Parent/Teacher Meetings is an accurate indicator of parental interest in the educational well being of their children.

BOOKS

Books rented from the school are to be considered school property. It is expected that these books are to be kept covered and well maintained. No writing must be done in these books.

Books will NOT be allowed to be left carelessly in the classrooms overnight. ALL books must be taken home on a daily basis.

Students whose books are confiscated at any one time will need to pay a fine of \$5.00 to recover these books. The money will be used for our Works of Mercy.

FACULTY ROOM

Students are NOT permitted in the faculty room. If a student needs to see a teacher, the student is to ask a secretary to call and see if the teacher is available; or to ask another teacher for the person they wish to see. The time allotted for the student to meet with the teacher is after their last class. Teachers are always available between 3:30pm-4:10pm.

POSTING OF INFORMATION

Information posted on bulletin boards is provided exclusively as a service to students. Information posted on bulletin boards includes notices addressed to students through the offices of the College, student organizations, the Student Government, and, periodically, by members of the general student body. Posting material on the outside walls of our building is Prohibited; **use of Electronic Billboard is strongly encouraged.**

Notices will generally require approval by the VP-SA's Office for their posting. Any student who defaces a sign or tampers with notices will be served with disciplinary action that can range from a warning to dismissal from school.

LETTERS OF STANDING

Letters of standing for the purposes of facilitating students in their requests for Visas and other identification purposes can be obtained through the Offices of the Principal or the Vice-Principal.

Requests for visas will only be met if the student has no outstanding arrears with the College. There is a \$10.00 fee for all printed documents furnished by the school.

ELECTRONIC EQUIPMENT/DEVICES

See [Appendix VI](#)

STUDENT MESSAGES / DELIVERIES

1. If there is an emergency, a parent may call the Principal and a message will be given to the student.
2. No other phone calls or messages can be delivered during school time.
3. All packages and messages must be delivered to the Office of Student Affairs.
4. All personal packages and messages must be picked up from the Office of Student Affairs by the student.

STUDENT PHONE CALLS

- a. Students are not allowed to make any phone calls during class time except for an emergency and with the assistance of the VPSA secretary.
- b. Students must get written permission from a teacher or administrator to go to the office to make emergency calls during class time.

LITERATURE

Reading material other than that prescribed by the school or an individual teacher is not allowed during class time.

TATTOOS

While at Muffles College, a student is not allowed to get any tattoo on any part of his/her body. Any previously acquired body marks must be registered at the school prior to his/her admittance to Muffles College. Failure to adhere to the Tattoo Rule will warrant a suspension.

COLLECTION OF MONEY

No student may collect or solicit money on behalf of the school without the expressed permission (in writing) of the Principal. If a student does not adhere to this rule, a Disciplinary Referral Form will be issued to the Principal's Office. This is a serious offence and could warrant a suspension and/or action brought by Muffles College. No parent, group or any person may collect or solicit money on behalf of the school without the written permission of the principal.

CONFISCATION OF ITEMS

Muffles College reserves the right to confiscate from students any item deemed in violation of any of its rules or codes as expressed in the Student Handbook, the laws of the country or as informed by the Principal or any teacher or school officer. Items confiscated should be labeled with the date of confiscation, name and class of the owner. Students should be given a receipt stating the same information and made available to the student for reclaiming the item at the end of the specified period and after payment of the specified fine. As much as possible, items should be enclosed in manila envelopes and sealed in the presence of the student. Claims may be made at the Business Office or Office of Student Affairs.

SCIENCE LABORATORY RULES

Students must:

1. enter labs quietly and in an orderly fashion.
2. obey safety rules.
3. NOT disfigure the surface of tables.
4. NOT destroy lab equipment.
5. NOT take food into, eat, or chew in the labs.
6. NOT enter the labs without permission, nor remain in the labs unless in the presence of a teacher.
7. Leave the room clean after every use

CONFERENCE ROOM RULES

Students must:

1. Enter the conference room quietly and orderly.
2. Obey rules set by the teacher for proper use of the facility.
3. NOT take food into, eat, or chew in the room.
4. NOT enter the room without permission, nor remain in the room unless in the presence of a teacher.
5. Leave the room clean after every use.

DISCIPLINE

Each year the student is given a conduct card with forty numbers on it. If he/she violates any of the rules, one or more of these numbers will be marked. If he/she reaches J (Jug), he/she has to remain at school to complete the jug on the day that the mark is given. When he/she reaches **ten marks**, his/her parents are called in to have a parent/student/principal meeting to discuss the reason why the student has so many marks on his/her card.

After 25 accumulated marks on the student's card, he/she will be suspended for three school days. Any student who reaches forty conduct marks is liable to be expelled.

DISRUPTIVE CONDUCT

Conduct which interferes with the educational process, including insubordination, is considered serious at Muffles College. The student may be issued a jug, placed on Disciplinary Probation and/or suspended.

DISCIPLINE AGREEMENT

At the time of registration ALL students and their parents/guardians are requested to sign a Discipline Agreement Form which states that the student and his/her parents/guardians are fully aware of the school rules and implications and consequences of violating these rules. The agreement forms are issued at registration for returning students. (See [Appendix III](#)) A Student's Disciplinary Intervention Form will be required for students who accumulate 15 marks to be completed at a Parent/Student/VP SA conference. When students accumulate 25 marks, students will be placed on Disciplinary Probation and a Student's Behavioural Expectations Agreement ([Appendix V](#)) will be required to be completed at a Parent/Student/VP SA conference.

DISCIPLINARY PROBATION

Teachers will be made aware of any student who is placed on disciplinary probation.

Students who have repeated infractions of school policy and/or procedures may be placed on Disciplinary Probation. Probation status is determined by the Vice-Principal, Student Affairs, and when appropriate, in consultation with the Principal.

The probationary period will be for the duration of a semester. Conditions and improvements that must be met will be clearly specified. The Student Behavioural Form must be signed during the Parent/Student/VP SA conference.

Depending on the severity, failure to comply with these conditions may result in immediate suspension from school or requested withdrawal from Muffles College. At the end of the probationary period, if appropriate, the student will be removed from Disciplinary Probation.

A student on Disciplinary Probation is neither permitted to participate in nor attend any co curricular activities during the time of his/her probation. A student already involved in a co curricular activity will no longer be able to participate. A student placed on Disciplinary Probation four times during his/her enrolment will be requested to withdraw from Muffles College.

After a student has been placed on Disciplinary Probation, if he/she incurs three (3) more marks, he/she may be placed on suspension. This procedure may be implemented at every three (3) marks while on probation. This is at the discretion of the Vice-Principal in consultation with the Principal. When appropriate, a student is usually placed on an "in-house working suspension."

A student placed on Disciplinary Probation twice will be required, along with his/her parents/guardians, to meet with the Vice-Principal to assess the situation.

A. DISCIPLINARY PROBATION

- Students who are on both disciplinary and academic probation who continue to perform poorly and persist in their misconduct may be asked to withdraw.

- Students who pose disciplinary problems (other than conduct which requires immediate expulsion) may be placed on disciplinary probation and on the counselling list. During the period of probation, the student's efforts to conduct himself/herself as expected will be treated accordingly and he/she will be taken off the probation. If, however, he/she persists in his/her misconduct then he/she will be asked to withdraw.

B. CONDITIONS FOR STUDENTS ON PROBATION

Parents/guardians of students on probation must ensure that their child/ward on probation must:

- Be off the streets by 9:00p.m. every night except in the company of a parent or guardian.
- Do at least two hours of homework and study every night. Must also maintain a passing grade in English language, Mathematics and five other subjects.
- Not attend school parties nor represent the school in sporting or cultural functions until the probation is withdrawn.
- Have no more than 10 sessions absent- 5 days, except in cases of illness, which must be medically certified.
- not arrive late to school
- Report to the Principal on a day specified with a probation report from the teachers, countersigned by a parent or legal guardian.

The duration of the probation will normally be one semester only. At the end of the probation period, probation will be withdrawn if all conditions are met. If any of the conditions are not met, the student will be required to withdraw from school, unless decided otherwise by the Board of Governors.

CONDUCT: EXPLANATION OF CONDUCT CARD

A - Attention	Students are responsible for listening and paying attention during class, assembly, and messages over the Intercom System.
B- Books	Students are responsible for all necessary textbooks, notebooks and other materials that are required for their classes.
C- Courtesy	Students are expected to treat their teachers and each other with respect and dignity.
E- Equipment	Students are responsible for accessories required for any class such as geometry sets, biology specimens, uniforms, etc.
H -Homework	Students are responsible to complete written assignments and reading assignments within the given time limits.
M -Manners	Students are expected to behave politely around their teachers and each other.
N- Neatness	Students are expected to be neat and tidy at all times. They are responsible for their work and lab areas which should also be neat and tidy at all times.
O - Obedience	Students are expected to comply with school rules and with any directions given by a teacher.

P -Promptness	Students are responsible to be on time for homeroom period, classes and school functions.
S- Silence	Silence and quiet should prevail during teaching time according to the nature of the class.
T- Truthfulness	Students are expected to tell the truth at all times and to refrain from any form of lying, cheating and dishonesty in completing assigned work such as homework, oral tests, and written tests.
J -Jug	Students who reach "J" must be sent to the VPSA immediately. The VPSA will acknowledge the "J" by sending a note to the teacher who gave the mark. Students are responsible to report to the VPSA or jug master for assigned work tasks at the end of that same day.

Please note that students will pay a fine of \$10.00 for the replacement of a conduct mark card along with an automatic jug and two conduct marks. VP SA will inform teachers when students replace their cards and log the second card received on the conduct card permanent record. If this action is repeated, the fine is \$20.00 and jug will be doubled. Students need to be aware of the fact that the conduct mark card is an official school document that should be well taken care of at all times. Conduct Cards are the property of the school and will be collected and placed in the student's file at the end of each school year. Students who inform the teacher that they do not have their conduct card will be required to purchase another card immediately, and the parents will be informed of this by the VPSA.

A. JUG

Unless otherwise approved, jug is assigned after school from the last class period to 4:30 p.m. **and is supervised by the Vice-Principal Student Affairs.** A student may be issued a jug by an administrator, faculty or staff member. The administration must approve any change of an assigned jug. A student who fails to report on the day assigned will be reassigned for the day missed and issued an additional jug.

B. MULTIPLE JUGS

1. **At the third jug, 15 conduct marks, a letter is sent home informing the student's parent/guardian of the dates and nature of the jug and advising them of the consequences of future infractions.**
2. At the fourth jug, the student will have a conference with the Vice-Principal alerting the student of the consequences of a fifth jug.
3. At the fifth jug (accumulation of 25 marks), the student will be placed on 3 days suspension and Disciplinary Probation. An agreement of expected behaviour ([Appendix V](#)) will be drawn up at this time. At the end of the probationary period, if appropriate, the student will be removed from Disciplinary Probation. A parent/guardian conference with the Vice-Principal may be required.

Procedures for Serious Misconduct

Steps taken in cases of serious misconduct:

1. Student involved or alleged to be involved in any serious misconduct fills out and signs a Student Incident Report Form which states the incident.
2. Parents/Guardians are called by the VP SA to witness a report of said incident. Parents/Guardians are asked to read, and sign, the report written by their son/daughter.

3. VPSA reviews the incident reports; gathers information from witnesses and interviews students involved in the incident.
4. VPSA presents findings and recommendations to the principal.
5. Principal reviews findings and makes a determination for disciplinary action which may include suspension. If findings warrant expulsion, final approval must be granted by the Board of Governors.
6. VPSA informs parents/guardians in writing of disciplinary action to be taken.
7. VPSA files all documents pertaining to the incident.

C. SUSPENSION AND EXPULSION

For serious reasons, a student may be immediately suspended from school and placed on Disciplinary Probation for the duration of the semester. The dates of suspension will be indicated on the Disciplinary Agreement. The student may not return to class until his/her parent/guardian has had a conference with the Principal or Vice-Principal. The student will be permitted to make up tests, quizzes and homework, but late academic penalties will be assessed per individual instructor. The student will have a period of five school days after his/her suspension to complete and submit all missing assessments. Students may incur an "F/0" grade for assignments or activities specifically designed for a given class period (i.e., lab experiments, critique of a film or guest speaker, group or individual presentations) which a student misses due to his/her suspension. The suspension also includes exclusion from any and all school activities for the duration of the suspension. A student who is suspended is automatically disqualified from becoming a member of the Honor Society. **If a student receives two (2) suspensions in one school year, he/she may be asked to withdraw from Muffles College.**

REASONS FOR SUSPENSION, EXPULSION AND/OR DISCIPLINARY PROBATION

(All suspensions must be approved by the Principal.)

i) SUSPENSION

The following is a list of suspendable behaviors and penalties. These behaviors include but are not limited to the following:

- * Fighting, verbal harassment, bullying, threatening students or physically hitting students - (5 to 10 days)
- * Truancy- (3 days)
- * Cutting or skipping class(es)-(3 days)
- * Disrespectful behaviour or insubordination on or off campus, e.g., overt Public Display of Affection or overt courting- (5 days)
- * Violation of Disciplinary Probation- (5 days)
- * Serious objectionable behaviour off campus, e.g., riding two on a bicycle-(2 days)
- * Stealing-(5days)
- * Falsification of notes and/or phone calls- (3 days)
- * Attending night clubs, lounges, sports bars or bars -(10 days)
- * Possession and/or consumption of alcohol or any other controlled substance -(10 days)
- * Extreme disrespectful behaviour or insubordination on or off campus-(10 days)
- * Smoking on or off campus and possession or use of fireworks (i.e. smoke bombs, firecrackers, etc.) - (10 days)

- ii) DISCIPLINARY PROBATION
- * Excessive tardiness (five or more per semester)
- * Unexcused absences on special days (i.e., assemblies, Career Day, Open Day, Science Fair, Sports Day, Mercy Day)
- * Disregard of rules governing school activities
- * Serious objectionable behaviour off campus
- * Five (5) jugs within one semester
- * Stealing
- * Off campus without a pass

Students facing expulsion may present their case in front of the **Disciplinary Committee** who will make recommendations for/against expulsion. Final decision is to be made by the Board of Governors.

STUDENT CONDUCT AT OUT OF SCHOOL /COMMUNITY EVENTS

While attending events such as retreats, community service, sporting events, school functions, school trips, parades or any other community events, Muffles College students are considered to be representatives of the school. Therefore, the rules governing conduct at in-school functions will apply to behaviour at out-of-school functions. Violations of Muffles College's rules or those of another school or organisation may result in a parent/guardian conference and/or any other disciplinary action deemed necessary depending upon the specific action and circumstances.

THE NEIGHBOURHOOD

It is expected that students will respect the privacy and property of our neighbours in the area of the school. Gathering on the steps or in the doorways of neighbouring homes and stores, leaving refuse lying around, defacing property, not respecting our neighbours or their property is not acceptable. Students will be held responsible for their conduct within the neighbourhood and are subject to disciplinary action. Students should walk two abreast at the side of the road at all times. Students who ride bicycles or drive cars are to follow the transportation laws at all times. Breaking the transportation laws is never allowed and students who break these laws are subject to disciplinary action.

ARRIVING AND DEPARTING FROM SCHOOL

1. Under no circumstances-early arrival or late arrival- may a student be driven onto the campus without permission of the administration.
2. The entrance to Muffles College's campus is the main entrance and exit for students who are driven to and from school. Parents/guardians and bus drivers are not to park directly in-front of the school gate. This causes unnecessary delays, traffic jams and creates an unsafe environment.
3. Parents/guardians driving their children to and from school who use the main entrance must observe the "No Parking" signs or risk a citation by the Police Department. Double parking will also incur a citation. We advise parents/guardians to find other convenient locations for pick up or drop-off, since the street becomes extremely congested.
4. No cars may be driven on campus, except when it is raining, parent/guardian picking up an ill student or attending a parent/teacher conference or to conduct business at the Business Office.
5. Students who violate these rules will be subject to disciplinary action.
6. Students who are seeking permission to leave school before the day officially ends must wait for his/her parent/ guardian at the Students Affairs Office in the "Waiting Area."

PUBLIC TRANSPORTATION CONDUCT AND BICYCLES

A student exhibiting disruptive conduct or courting on public transportation (bus to or from school) will be subject to disciplinary action. All students who ride bicycles to school are responsible for bringing their own lock and chain so as to properly secure their bicycles. Students who do not bring their own security mechanisms will need to pay a security fee of five dollars \$5.00. Any student who takes another student's bicycle without his/her permission will be subject to disciplinary action. Students will also ensure that they follow national laws when riding bicycles.

OFFICIAL SCHOOL DANCE REGULATIONS

1. Muffles College students must be present for all classes on the day of the dance.
2. The faculty moderator will refuse admission to anyone whose behaviour and/or attire are not appropriate to the dance.
3. If the dance is a formal or semi-formal dance, the student's escort should be appropriately attired. Headbands, caps, hats, hoods and walking sticks are never permitted at any dance.
4. Muffles College students and their guests are required to show a current photo ID (NO ID - NO ENTRY). ID's will be collected upon entry and returned when students leave.
5. When a student brings a guest, they must enter and leave the dance together.
6. No "dirty dancing" is allowed.
7. Students are required to conform to school regulations and are to inform their escorts/guests of these regulations. Any inappropriate behaviour by the student will result in him/her being suspended and/or placed on disciplinary probation and he/she may be subject to expulsion. Any inappropriate behaviour on the part of his/her guest will result in denial of admissions for that guest to any future dances.
8. Muffles College reserves the right to deny admission to any student or any other person who has behaved inappropriately at previous school dances or functions.
9. There will be no refunds. Dance tickets are non-transferable unless approved by the Faculty Moderator.
10. Inappropriate pictures at the event (i.e., "gang signs," sexy poses, etc.) will be confiscated.
11. Students/guests shall not knowingly possess, use, transmit or be under the influence of or show any evidence of having used any alcoholic beverage or any kind. These actions are considered serious and may be subject to expulsion. Parents/guardians will be informed of the matter.
12. Students/guests shall not knowingly possess, use or be under the influence of or show any evidence of having used any illegal drug or controlled substance (i.e., marijuana, hallucinogens, etc.), sell, provide or transmit illegal drugs or controlled substances. The student may be subject to expulsion. Parents/guardians will be informed of this matter.
13. Parents/guardians are expected to make arrangements as to how their sons/daughters/wards will be picked **up** promptly after each dance.
14. An evaluation follows each dance. Negative evaluations may be the reason for cancellation of subsequent dances. Individual students may be liable for damages resulting from their actions.

RESPECT FOR STUDENTS, FACULTY AND STAFF

Students are expected to act according to Catholic Christian ideals in their relationships with Muffles College personnel, Board Members, volunteers, other students, parents/guardians and visitors to the school. A student who is disrespectful or uses abusive language may be suspended and is subject to expulsion. Any student found guilty of physically abusing a faculty member or staff member on or off campus will be expelled. The student may be subject to legal action.

RESPECT FOR PROPERTY

Students proven guilty of stealing school property, the property of a fellow student, faculty or staff, or goods from any agency employed by the school may be expelled from Muffles College. Students proven guilty of vandalising the property of teachers, staff members or other students, visitors, or school property are subject to expulsion. This includes marking or carving desks, lockers, walls, pillars, bulletin boards, books, etc. Parents/guardians will be required to pay the cost of repairs as the school requires.

MONEY AND VALUABLES

The school discourages students from bringing large amounts of money or valuables of any kind to school. If it is necessary to bring large amounts of money or valuables to school, students should see the administration and request that such be placed in the school vault. Muffles College will not be responsible for any valuables or items lost on campus.

PROCEDURES FOR WITHDRAWAL FROM SCHOOL

Withdrawal is initiated through the student's counsellor. Parents/guardians will be requested to complete two (2) forms when a student withdraws. When the forms are completed and returned to the VP-SA, transcripts will be forwarded upon payment of such request.

CAFETERIA BEHAVIOURAL EXPECTATIONS

Students may choose to purchase a lunch or bring a lunch and eat in the Cafeteria, shed or out-door picnic tables. All other areas are off-limits during lunch. Your assigned lunch period is an opportunity to enjoy being with your friends and enjoy a well-prepared lunch from the Cafeteria or sack lunch from home. The following guidelines will assist all students in making lunchtime a more enjoyable experience.

1. Arrive on time or early to lunch.
2. Students must be in line to be served. Purchase all food items desired from the meal line or snack bar line before entering the seating area of the Cafeteria.
3. You must not approach the counter at all unless you have stood in the line.
4. Even if you have put in an order before hand, you must stand in the line to collect the order. If you brought a sack lunch, you have the option of eating under the shed or around one of the out-door picnic tables. In the Cafeteria, unless you are standing in the line, you must sit quietly on one of the benches. You must not call out orders or try to get others to buy for you.

5. You must obey any order of the Cafeteria personnel.
6. Upon completion of lunch, dispose of all trash in trash bins and place soda cans/bottles in assigned bin. Failure to do so will result in immediate conduct marks and/or jug.

REMEMBER- your behaviour is your choice. If you CHOOSE to act inappropriately during lunch (outside the above stated guidelines) you will be assigned a jug. Parents are notified. An increase in lunchtime offences brings an increase in the responding consequence. Enjoying the outdoors with your friends at lunch is a group privilege shared by all students assigned to your lunch periods. The guidelines and consequences for Cafeteria and shed dining are relevant outside too. As a consequence of inappropriate behaviour outside, the staff monitor can assign individuals to jug in that lunch period. Outside recreation is a privilege, which carries group responsibility; responsibility that goes beyond your personal space. Encourage others to behave responsibly so this privilege may continue. Encourage others to dispose of their trash responsibly. Do not complain about cleaning up "unidentified trash" and/or trash that may appear in your area.

CAFETERIA: TERMS OF UNDERSTANDING

The terms of understanding between the student body and the College's Administration are outlined as follows:

1. The Cafeteria is the designated location where food services are provided for students and faculty; only authorized outside vendors will be permitted to sell any kind of food or drinks on campus;
2. Teachers and students through a course, home-room, House, the Student Government Association or club may use the Cafeteria for well-planned and organised approved activities; the Administration will be notified no less than five school days in advance;
3. Students engaged in fundraising activities through a home-room, House, the Student Government Association or club will be permitted to fundraise but only when notice is given in advance of sale; the VP Academic Affairs will notify the Cafeteria of all sales no less than five school days in advance;
4. Regular services will be provided on all school days, including times of examinations; summer school, special school events; services at registration time may depend on needs;
5. Service will be provided in a courteous and hygienic manner by adequately trained and properly attired Cafeteria personnel who possess a food handlers permit;
6. The Cafeteria will provide a variety of food and beverages and adequate amounts on a daily basis;
7. Students may bring their own home-made sack lunches to school in their own reusable plastic containers. Furthermore, a Lunch Delivery Agreement (See [Appendix IV](#)) needs to be followed for parents who wish to bring lunch at midday.
8. Parents must be informed in writing of any expected changes in menu prices in mid-day meals;
9. Students may apply for assistance with lunch through the School Counsellor or Principal;
10. Students are expected to conduct themselves properly in the lunch line and in the Cafeteria. All sack lunches, Cafeteria foods, and drinks are to be eaten in the Cafeteria, shed or outdoor picnic tables only. When finished eating, tables should be left clean, bottles returned to the proper area, and trash put into containers provided. It is the responsibility of the student to clean up any spills.

11. Students may sit in the Cafeteria, the shed, or out-door picnic tables. No one is to enter the classrooms or labs until the bell rings at the end of the lunch period unless so permitted by a teacher.
12. Unless there are medical requirements and emergencies, food or drinks may be purchased during class time with the consent of the teacher. Verification, if needed, can take place.
13. Unapproved beverages and beverage containers cannot be brought into the school and cannot be carried around the school without due permission. Any containers may be confiscated or checked by administration or teachers.
14. Any student who disturbs the proper environment in the Cafeteria by throwing food or causing other disturbances will be suspended for (3) THREE days and a conference with the parents will be required before being readmitted to school.
15. ALL EATING MUST BE IN THE DESIGNATED AREAS; CAFETERIA, OUT -DOOR PICNIC TABLES AND SHED.
16. Student comments on food service can be made through student representatives or the Administration.

GUM

Gum chewing is NEVER allowed on campus. Students must pay a \$5.00 fine and receive 2 marks within a designated time period for the first infraction. Non-payment of the fine earns a jug in addition to the fine. The fine will be increased by \$5.00 with each additional infraction. The revenue collected will go toward performing works of Mercy.

SCHOOL SAFETY PLAN OF ACTION

A. FIRE SAFETY

It is the responsibility of the administration, faculty, staff and students at Muffles College to develop a serious attitude toward fire safety. A false "fire alarm" shows a disregard for fellow students by disrupting the school day and, more seriously, by exposing the entire school to a potentially dangerous situation. Because of the nature of the action, the consequences must be serious. Therefore, the individual(s) responsible for a "false alarm" is/are subject to suspension, disciplinary probation or expulsion.

B. FIRE DRILLS/EMERGENCY EVACUATION PROCEDURES

Safety Requirements:

- students should leave all belongings in the classroom, library or lab
- proceed in silence throughout the entire drill in order to hear emergency directions as given
- walk quickly to designated areas
- close classroom, library, or lab doors
- the first persons to reach an exit are to hold the doors open
- leave clear access for fire equipment

- upon arrival at designated area, report to teacher to be sure that all have reached safely
- students assemble in homeroom sections- in single file lines- so that roll can be taken
- respond immediately to directions given by supervising staff
- re-enter when the all-clear signal is given

C. DISMISSAL IN CASE OF SCHOOL EMERGENCY

In the rare instance in which school must be dismissed for the day due to an emergency, the following procedures will be followed:

1. To the extent possible, the parent/guardian will be contacted.
2. School will be dismissed and students will be sent home by their usual means of transportation
3. Students who have special problems (i.e., illness, public transportation shutdown, excessive distance to walk in inclement weather), will be retained and a reasonable effort will be made to contact the parent/guardian by phone.
4. Messages will be shared over the Muffles College Facebook Page, and Diginet Message Blast system when appropriate.

DISCIPLINE POLICIES AND PROCEDURES

Teachers may temporarily remove a student from the classroom for acts of repeated insubordination or gross misconduct if such student is engaging in disruptive behaviour which interferes with the educational process. In such instances, the teacher shall direct the student to the office of the Vice Principal for Student Affairs. The student shall, in the presence of the administrator, be advised of the charges against him or her as soon as reasonably possible after such classroom exclusion and be provided with a reasonable opportunity to explain or deny such charges. The Vice-Principal shall then make a decision as to the disposition of the charge. The student may thereafter request a hearing before the Principal. The subsequent decision of the Principal (or when applicable, the Muffles College Board of Governors) shall be final.

The discipline procedure may include:

- a) The teacher will meet with the student concerning the incident(s) requiring disciplinary action. Conduct mark(s) will be administered when applicable.
- b) If the problem continues the parents will be contacted.
- c) If the desired result is not obtained a parent-teacher or parent-student-teacher conference will be arranged by the teacher. If there are still no desirable results then the matter will be referred to the administration to either:
 - (i) repeat (b) and/or (c).
 - (ii) put suspension procedure in place.
 - (iii) take other action deemed necessary.

Student Appeal: It may happen that a student feels that he or she has been unfairly treated. The issue must not be debated where those directly involved are not present. In such cases the following procedures should be followed:

1. Carry out the direction by the teacher.
2. **If after (a) and (b) you feel that you have not been fairly treated, you should see the guidance counsellor and a meeting will be arranged to discuss the matter.**
3. If satisfaction is still not forthcoming, a further appeal can be made to the school's administration and a meeting will be arranged to discuss the matter.



SECTION IV: SCHOOL POLICIES AND PROCEDURES

The following rules have been put in place to ensure that our young women and young men will be kept safe and sheltered for as long as possible. Because all possible scenarios cannot be accounted for in these rules, parents are advised that if they are unsure about any policy that might be unclear, they should call the College's administration to clarify.

POLICY ON NIGHTCLUBS, DANCES, CONCERTS AND PAGEANTS

1. No MC student is allowed to attend a night club for any public function. If a private function e.g. a wedding or a quince años, is held at a nightclub, the student may attend provided he/she has written parental permission and is accompanied by an adult.
2. No MC student is allowed to be a contestant in a beauty pageant.
3. No MC student is allowed to attend any public concert or dance where alcoholic beverages are sold.
4. Dances, concerts, and talent shows which are organized and sponsored by MC may be attended by the student. The administration reserves the right to approve which concerts they may attend.

POLICY ON PROMS

First and second form MC students **are not** allowed to be escorts for proms. Any violation of this rule will mean an immediate two-week suspension. *(Please refer to Graduation Requirements)*

Seniors wanting to have a Prom must inform the Principal of their intention during the month of January of the year they intend to graduate. A Parent's Committee is formed from the Senior Class and this committee is responsible to organize and oversee Prom. The Committee is not allowed to raise funds in the name of the school for the purposes of having this party. (see below statement)

STATEMENT ON STUDENT BEHAVIOUR RELATED TO PROMS

* The Catholic school finds its true justification in the mission of the Church; it is based on an educational philosophy in which faith, culture, and life are brought into harmony.

It guides the student to true freedom and fuller humanity in all areas of life, according to the mandate of Jesus Christ whose promise to all is life in abundance.

We believe that the school shares with the parents the responsibility of assisting the student to develop a system of values whereby the Gospel of Christ may pass from the level of awareness to behaviour. Parents/guardians have the first responsibility for the education of their children. They bear witness to this responsibility first by creating a home where tenderness, forgiveness, respect, fidelity, and disinterested service are the rule. This home is well suited for education in the virtues.

We believe that parent/guardian guidance and individual student responsibility as well as school regulation and support are essential in social activities sponsored by a Catholic school.

We believe that proms can be a very positive experience for young people and an opportunity for social development. We also believe that young people deserve such opportunities provided that the inherent good is not overshadowed by practical denial of basic Christian values.

We believe that the school must, through an integration of faith, life and culture, encourage each student to look critically at the diversity and challenges of our society and to make responsible choices. We believe that care must be taken by students, parents, and the school in planning all activities associated with proms so that practical decisions will reflect love, respect, and appreciation for the worth and dignity of each individual. *(Source: The San Francisco Archdiocesan Statement on Student Behavioural Related to Proms)*

If students receive permission to have a prom, the following statements must be adhered to:

- The school and parents/guardians share a responsibility in communicating areas of concern and responding to these.
- The school and parents/guardians are expected to set time limits of the prom and related activities.
- The Parent's Committee with the students establish a prom budget and contract of prom costs, and parents/guardians give guidance related to pre-prom and post-prom costs.
- The school is responsible for enforcing dance regulations and for promoting proper behavior. The parents/guardians take direct responsibility for all pre-prom and post-prom activities.
- The school enforces regulations regarding use of alcohol and drugs and parents/guardians are responsible to refrain from providing alcoholic beverages to or for minors or students of majority age (parents/guardians who serve alcohol to minors assume a serious legal responsibility).
- All other school policies, i.e. especially those directly regarding dances, also pertain.

POLICY ON FIGHTING

Definition: Caused, attempted to cause, or threatened to cause physical injury to another person; willfully used force or violence upon the person of another.

Consequences: Students involved in fighting for the first offence within a four-year period - suspension from three to ten days. Consequence for a second offence while enrolled at Muffles College is expulsion.

POLICY ON DANGEROUS OBJECTS

Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object.

Definition: Students may not possess any dangerous object that constitutes a potential threat to the safety and security of the school. Students are hereby informed not to bring any of the following items to campus or any school-related activity (to include but not limited to): laser pen, gun, BB gun, cap gun, dart gun, pellet gun, spot marker gun, stun gun, model gun, toy gun, squirt gun, replica gun, "zip gun", rifle, model rifle, pistol, revolver, taser, semi-automatic weapon, model semi-automatic weapon, toy semi-automatic weapon, knife, locking blade, switchblade knife, butterfly knife, pocket knife, Swiss Army Knife, pen knife, keychain knife, kitchen knife, box knife, exacto knife, dirk, dagger, ice pick, razor blades, bombs, pipe bomb, time bomb, containers of inflammable fluids, clubs, billy club, blackjack, slingshot, nanchaku, sandclub, sandbag, metal knuckles, any metal plate with radiating points with one or more sharp edges, spiked jewelry & apparel, chains (including wallet chains), anything that expels a projectile by force of air or explosion, fireworks or any incendiary devices, pressurized cartridges, and replica weapons.

Consequences: Suspension and possible expulsion on the first offense. In addition, law enforcement may be contacted.

POLICY ON POSSESSION OF AN IMITATION FIREARM

As used in this section, "imitation firearm" means a replica of a firearm that is substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

Consequences: Suspension and possible expulsion for the first offense. Law enforcement may be contacted.

POLICY ON DRUGS/ALCOHOL

Students may not possess, use, sell, be under the influence of, or furnish any amount of controlled substance, alcohol, or intoxicant of any kind. These include, but are not limited to all alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, and hallucinogens. All prescription and over-the-counter medication must remain in the possession of the school secretary. In addition, students may not offer, arrange or negotiate to sell any controlled substance, alcoholic beverage or intoxicant or a substitute item intended to represent the controlled substance, alcoholic beverage, or intoxicant. Muffles College reserves the right to conduct periodic searches as described under the heading of "NOTIFICATION OF SCHOOL SEARCHES" of the Parent/Guardian/Student Handbook.

Consequences: Alcohol- Students found in possession of alcohol or who use alcohol/marijuana while under the school's jurisdiction may be suspended for ten days. If the student has committed a previous alcohol and/or marijuana-related infraction he/she may be expelled. Students who furnish (provide or give) or sell alcohol to another person OR who are under the influence of alcohol will be suspended from school and may be expelled on the first offense. Law enforcement may be contacted. Referral to School Counselor.

Other controlled substances: Students who possess, use, furnish, or sell a controlled substance, or who are under the influence of a controlled substance will be suspended for ten days and may be expelled.

False representation: Students who provide other persons with an item intended to represent any alcoholic beverage, intoxicant or controlled substance will be suspended from school and may be expelled on the first offense.

POLICY ON DRUG PARAPHERNALIA

Students may not possess, offer, arrange, or negotiate to sell any drug paraphernalia. Examples of paraphernalia include, but are not limited to, pipes, bongs, roach clips, rolling papers, and any other devices used in conjunction with illicit substances.

Consequences: Students who possess, arrange or negotiate to sell drug paraphernalia will receive consequences ranging from suspension to expulsion. Law enforcement may be contacted.

POLICY ON TOBACCO

Students may not possess or use tobacco, or any products containing tobacco or nicotine products, including, but not limited to cigarettes, e-cigarettes, vapes, cigars, clove cigarettes, smokeless tobacco, snuff, and chew packets.

Consequences: Students found in possession or who use tobacco, or products containing tobacco or nicotine will receive the following consequences: First offence within a four-year period while enrolled at Muffles College - the student will receive a ten day suspension and referral to the School Counsellor.

POLICY ON ROBBERY

Students may not commit or attempt to commit robbery or extortion. This includes the theft of any property not belonging to a student or any attempt made to force or create fear in others while attempting to steal another's person's property.

Consequences: The consequences for robbery or extortion will range from suspension to expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment. In addition, law enforcement may be contacted.

POLICY ON DAMAGE TO PROPERTY AND VANDALISM

Consequences: The consequences for attempting to cause or causing damage to other's property will range from suspension to expulsion. The student and/or parent will be responsible for payment for the damage. In addition, law enforcement may be contacted.

POLICY ON THEFT

Consequences: The consequences for theft will range from suspension to expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement may be contacted.

POLICY ON RECEIVING STOLEN PROPERTY

Consequences: Students who knowingly receive stolen property will be suspended and may be expelled. In addition, law enforcement may be contacted.

POLICY ON OBSCENITY, PROFANITY & VULGARITY

Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, gesturing or acting in contempt of sacred or holy things, or using irreverent, or coarse language.

Consequences: Will range from suspension to expulsion.

POLICY ON PORNOGRAPHY

Students may not engage in pornographic acts or be in possession of any materials deemed as pornographic by any school officer or teacher.

Consequences: Will range from suspension to expulsion.

POLICY ON DEFIANCE OF VALID AUTHORITY

Students may not be defiant, disruptive, disrespectful, or deceptive. These behaviours negatively impact the orderly operation of the classroom or general education environment of the school. This shall include racial slurs.

Consequences: Students who defy the directions of a school employee or disrupt the orderly operation of any school-related activity will receive consequences ranging from a jug referral, suspension or expulsion. In addition, students who run from or attempt to evade a school official may be excluded on the first offence.

POLICY ON GAMBLING

Gambling is defined as the wagering or betting of money or other stakes on the outcome of a given activity.

Consequences: The consequences for gambling will range from suspension to expulsion. In addition, law enforcement may be contacted.

POLICY ON FORGERY

Forgery is defined as the unauthorized signing or copying of notes, slips, emergency cards and/or admit cards, conduct mark cards, student I.D. card, absentee/tardy notes and slips, etc.

Consequences: A student caught possessing, using or misrepresenting teacher, Administration, office or parent/guardian notes/passes will receive an automatic suspension and may be expelled.

POLICY ON COMMITTED OR ATTEMPTED TO COMMIT AN ACT OF SEXUAL ASSAULT OR COMMITTED AN ACT OF SEXUAL BATTERY

As used in this section, sexual assault includes any sexual acts performed against the victim's will by means of force, violence, threats, or duress, or fear of immediate and unlawful bodily injury on the victim.

As used in this section, sexual battery means intentionally touching the breasts, buttocks, or groin area of another person without his/her consent.

Consequences: Suspension and possible expulsion on the first offense. In addition law enforcement will be contacted.

POLICY ON HARASSMENT, THREATS & INTIMIDATION

Threatened, or intimidated a pupil for any reason, or harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Consequences: The consequences for harassing, threatening or intimidating behaviour will range from suspension to expulsion.

POLICY ON SEXUAL HARASSMENT

Muffles College is committed to make the educational environment for students free from sexual harassment. Board Policy prohibits sexual advances, requests for sexual favours, and other verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting.

The College prohibits conduct that has the purpose or effect of having a negative impact on the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

The College further prohibits sexual harassment which conditions a student's academic status, progress, benefits, services, honours, programme or activities based on submission to such conduct.

Students should report any sexual harassment to the school principal, vice principal, counsellor, or teacher. Students who violate this policy shall be disciplined appropriately, including suspension or possible expulsion. Employees who violate this policy shall be disciplined, pursuant to Board Policy.

Examples of sexual harassment include but are not limited to:

- Sexual comments
- Comments about body parts
- Spreading sexual rumours
- Put-downs or ridiculing while mentioning gender
- Whistling
- Threats of sexual nature
- Sexual gestures
- Sexual looks or propositions
- Cornering or blocking movements
- Unwelcome touches
- Unwanted sexual pressure from staff and students
- Displaying obscene or vulgar objects, pictures, etc.

Complaints must be initiated no later than one (1) week from the date when the alleged discrimination occurred or when the individual first obtained knowledge of the facts of the alleged discrimination. Investigation of alleged discrimination complaints shall be conducted in a manner that protects confidentiality of individuals and the facts. The College prohibits retaliatory behaviour against any complaint or any participant in the complaint process. The initiation of a complaint of sexual harassment will not reflect negatively on the student who initiates the complaint,

nor will it affect the student's academic standing, rights, or privileges.

Complaint procedure:

1. Tell the harasser to stop. If harassment does not stop, go to #2,3, and 4.
2. Write down what happened, including the date and time.
3. Talk with any staff member with whom you are comfortable.
4. If the problem is still unresolved, contact an administrator.

POLICY ON POLICE RELATED CHARGES

The school reserves the right to determine the consequences for any student against whom the police brings formal charges.

BELIZE ASSOCIATION OF PRINCIPALS OF SECONDARY SCHOOLS (BAPSS) CHILD ABUSE POLICY

The plight of the children of Belize has dramatically increased in recent years and the number of incidences of child abuse seems to be on the rise. The Belize Association of Principals of Secondary Schools publicly commits itself to:

1. Protect the rights of every child in secondary school.
2. Defend and assist every student in our schools who becomes a victim of abuse in any form physical, emotional, or sexual.
3. Support all agencies committed to the preservation of the rights of a child (such as NOPCA, WAV, Family Court)
4. Assist in the effort to realise the enactment of a proper Child Abuse Act
5. Provide assistance to parents in developing positive methods of coping/dealing with child rearing problems.

Procedure - in the case of present or on-going abuse:

- A teacher may become aware of behaviours indicating abuse or information to this effect may be reported by other sources.
- The head counsellor is then informed and he/she pass out referral sheets to respective teachers to gather more information on the student.
- The Principal is then informed.
- A conference will be held with the parents, the principal and relevant Team members.

The purpose of this conference is to make parents aware that we know of the situation.

- a. If neither parent is the perpetrator but the abuser lives in the home, the school will advise that the abuser be removed and that the child gets help, either here at school or from outside resources.
- b. If one of the parents is the abuser, then the school will advise that he/she seeks help for himself/herself and for the student.

- c. If (a) and (b) are ignored and the abuse continues, then the police and the Department of

Human Resources will be notified.

**Referral agencies: National Organisation for the Prevention of Child Abuse (NOPCA) I The Belize Family Court*

POLICY ON SUICIDE

Because of the urgency of attempted suicide cases, the administration and the counselor will act immediately when such circumstances arise.

Any student who has mentioned suicidal attempts or thoughts or who exhibits suicidal tendencies should be referred to the counsellor, who will send out referrals sheets to respective teachers.

A conference with parents will then be held to make the parents aware of the intentions of the child, to encourage them to take responsibility for their child's life and to recommend that the parent seek help for the child in school or from outside resources.

POLICY ON FUNERALS in Orange Walk, representatives may be sent to Belize City or elsewhere in the country;

- 1 . All students will attend the funeral of: (a)
 - a Sister of Mercy-
 - (b) a Muffles College faculty member; and
 - (c) a Muffles College student.
2. The class of the student whose immediate family member has died will attend the funeral.
3. The Faculty and Staff and any student who wishes will attend the funeral of an immediate family member of the faculty or staff.
4. All students attending a funeral must wear full uniform.

POLICY ON PARENTHOOD

In response to Mother McAuley's concerns of compassion, respect and justice for women and women's issues, we collaborate as partners of equal dignity in the work of empowering others.

This is particularly true for those who are poor and marginalized, especially when we sense the need to honor the diversity of individual demands. It is this Mercy Value that calls us to formulate the following policy:

1. Any student who becomes pregnant or is responsible for a pregnancy while registered as a student may be excluded or expelled from school programmes. This exclusion or expulsion, however, must be applied only after the entire case has been investigated.
2. Any student who becomes pregnant or is responsible for a pregnancy while attending Muffles College may be allowed to finish his/her education at Muffles College, but the *permission is not automatic*. The consideration to readmit a student after she has given birth to a child from a pregnancy or if he is responsible for a pregnancy while he/she was a student will be at the discretion of the Principal in consultation with the Muffles College Board of Governors.
3. A student who discovers she is pregnant or that he is responsible for a pregnancy should report the matter to the Principal. A consultation will then be held with the parents/guardians

to explain and determine the course of action. If the student and parents/guardians fail to comply with this rule and purposely attempt to mislead the principal, the student will be asked to withdraw from school.

4. A student who becomes pregnant must withdraw from school during the period of the pregnancy. The return date, if permission is granted for her to continue her education at the College, will be determined by the Principal. The return date must coincide with the start of a semester.
5. A student who is responsible for a pregnancy will be suspended automatically for a minimum of 10 school days pending a thorough review of the situation. He will be placed on probationary status and required to sign an Agreement Governing Behaviour, if permission is granted for him to continue his education at the College.
6. A student who is responsible for a pregnancy will be expected to provide adequate financial as well as emotional support to the child. He must assure the Principal that he has made proper provisions for the maintenance of the child, and prove that his academic responsibilities will not compromise his parental responsibilities and that he can maintain good academic standing at Muffles College. Failure to meet these requirements could result in expulsion from the school.
7. A student who has had a child or is responsible for a pregnancy and is granted permission to return to school will attend several scheduled counselling sessions at least two weeks prior to the beginning of formal classes. His/her name will be added to the counselling list and he/she will be required to attend counselling sessions periodically during the academic year.
8. Individual consideration will be given to each student who becomes pregnant or is responsible for a pregnancy.
9. A student who becomes pregnant or is responsible for a pregnancy for the second time will not be allowed to return to Muffles College.
10. Any unmarried student who becomes pregnant or is responsible for a pregnancy while attending Muffles College will not be allowed to participate in the formal graduation exercises. Upon successful completion of his/her studies, however, he/she will receive a Muffles College diploma.

POLICY ON ABORTION

A student who commits an abortion shall be expelled forthwith whenever the information surfaces provided that there is concrete proof of it.

POLICY ON SEXUAL ACTIVITY

If a student is known to be sexually active, he/she will be referred to the School Counsellor, then his/her parents will be called. If the student's behaviour does not improve and counselling is of no use, then his/her parents will be called in for a second conference after the Principal is informed of the situation. If the behaviour continues and is detrimental, then *expulsion* can be the final consequence.

POLICY ON COURTING

Students committing or involved with this type of violation are subject to immediate suspension and/or expulsion. The following are examples of violations:

- a. No "dating" or "courting, overt Public Display of Affection is allowed on or off campus.

- b. Willingly participating in any act which is of a sexual nature and which is offensive or embarrassing.
- c. Sexual harassment, a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature when such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.
- d. Any teacher who courts a student shall be considered to have ignored the contract/teachers' rules which will be understood to be a prior warning about such matters and serves as a preventive measure. Any such illicit relationship may result in the teacher being relieved of his/her duties as a teacher in the school.
- e. If it is proven that any teacher parents a child with a student, that teacher shall be dismissed. f. Student(s) and/or teacher(s) should NOT conduct meetings or conferences in locations that are isolated from the public view e.g. closed classrooms, science lab, computer lab, etc.

POLICY ON THE SECURITY AND SAFETY OF STUDENTS

The security and safety of students on campus is the responsibility of all members of the College community, with the administrative body of the College being the main constituents in ensuring student safety. Thus, the College administration encourages all students to assume responsibility for looking after each other in a way that promotes the reciprocity of service. Students in general are advised to consider the following recommendations:

1. when moving from one building to another, periodically check to see if your bicycles are in the places where they were parked; bicycles are kept in the bike rack at all times; students must maintain locks on their bicycles at all times;
2. when coming to the campus or leaving school, walk with friends; communicate your whereabouts in those instances considered appropriate;
3. when walking on the streets, especially in areas with little traffic or pedestrian movement, students should move along briskly so as to avoid giving the impression of their unfamiliarity with areas of Orange Walk Town.
4. any incident of mugging, robbery, or violence should be reported at the Principal or Vice Principal's Office immediately so that the law enforcement authorities can be appropriately notified. In the event that a detention is made by way of a citizen's arrest, a member of faculty or the administration, with appropriate student assistance, must be present.
5. immediately report any observation of strangers on campus to the nearest source of help-security officer, faculty, other students, the Principal's office.
6. Students must not invite unauthorised guests on campus.
7. students must have their I.D. at all times when on campus.
8. parents/guardians or guests when visiting the school must obtain proper permission from the administration before going to classrooms or other facilities. All visitors must sign the official school Visitors Log Book.
9. after 4:30p.m., students may remain on campus only if they are adequately supervised by a teacher.
10. projects and activities held on campus over the weekend must be adequately supervised by a teacher or an adult(i.e. parent/guardian).
11. parent/guardian should indicate at what time they expect their children to be at home after school hours or on weekends.

12. school functions may be held at night as long as there is at least one teacher and/or adult for every 10 students. All such functions must end by midnight. Security (private or police) must be provided for such functions.
13. a proper description of any nightly function must be submitted to the principal for approval.

VISITOR'S POLICY

A visitor's policy has been enforced as a way of safeguarding the general interests of students, with attention to both the safety of students and the integrity of the College community. The College administration recognises that its resources of space, facilities and services must be dedicated to all students officially enrolled at the College. Additionally, the College administration affirms its intention to preserve the integrity of the student community by disallowing visitors to the campus for the purpose of socialising with students.

Any visitor wishing to see a student and/or member of staff must first check at the Business Office. *(Please see the above Policy on the Security and Safety of Students)*

INFORMATION TECHNOLOGY APPROPRIATE USE POLICY

THE USE OF COMPUTERS, THE INTERNET, ELECTRONIC MAIL AND PERIPHERALS

Muffles College is pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to E-mail and the Internet, all students must obtain parental permission as verified by the signatures on the INTERNET USE AGREEMENT after which students will be issued user ID's to become account holders.

What is possible? Access to E-mail and the Internet will enable students to explore thousands of libraries, database, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using social media and information resources. We certainly will do our part to ensure that all students adhere to strict guidelines on mutual respect and public decency.

What is expected? Students are responsible for appropriate behaviour on the school's computer network just as they are in a classroom or on school grounds. Communications on the network are often public in nature. General school rules, expectations and policies apply. It is expected that users will comply with the Student Behavioural Policies & Expectations, and the specific rules are set forth below. The use of computer resources is a privilege, not a right, and may be revoked if abused. Additional disciplinary actions may be applied in accordance with the Student Behavioural Policies & Expectations. The user is personally responsible for his/her actions in accessing and utilising the school's computer resources. The user is personally responsible for his/her actions when using school equipment to access computer resources outside the school networks. The user may also be held personally responsible for actions of other people using the user's account. Items located on network drives in the account holder's file space, will access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Inappropriate materials or language- No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of the school. A good rule to follow is never view, send, or access materials which you would not want your teachers or parents to see. Should students encounter such materials, they should immediately report it.

Security - Students must not engage in activities designed for the specific purpose of bypassing the security systems or network of the school. Anything that disrupts the function of the school network will result in serious disciplinary action (i.e. expulsion). Students may not have in their possession any software which can be used for the purpose of bypassing computer security (i.e. hacking programs, usb drives or electronic devices with viruses/programs specifically designed to tamper with the Muffles College network or any of its derivatives such as Shared Data, Gmail, or Abacus.)

The Law - Students should never use the computers to engage in activities which may be in violation of local law.

Advice: Any use of electronic devices must be for school purposes only.

These are guidelines to prevent the loss of network privileges at Muffles College.

- 1) Do not use an electronic device to harm or tamper with other people or their work.
- 2) Do not interfere with the operation of the network in any way.
- 3) Do not violate copyright laws or license agreements.
- 4) Do not view, send, or display offensive materials. There is **zero tolerance** for bullying and Cyberbullying.
- 5) Do not share your password with another person.
- 6) Do not trespass in another user's folders, work, or files.
- 7) Notify an adult immediately if you encounter material which violates the rules of appropriate use.
- 8) Students must use approved storage devices only.
- 9) BE PREPARED to be held accountable for your actions and responsible for replacing any equipment, software or peripheral that is intentionally damaged.
- 10) Do not use computers specifically assigned for the use of faculty and staff.
- 11) Do not play any computer games during and after class hours.
- 12) Do not access any social media during and after class hours.
- 13) BE PREPARED to be held accountable for your actions and for the loss of privileges and/or other disciplinary actions(s) if the Rules of Appropriate Use are violated. This may include jug, suspension, and expulsion from MC, or referral to appropriate local authorities.

Because of the ever changing nature of technology, not all possible violations can be covered in this policy. Nevertheless, Muffles College is ready to take immediate action when individuals violate system integrity, the Students Behavioural Expectations & Policies or the rights of members of this community.

COMPUTER USER SERVICE POLICY

In recognition of the high demand for computer services, the College offers free wifi access to the school campus. Use the privilege to research for assignments.

POLICY ON POSTING AND DISTRIBUTION OF LITERATURE

Information shared to be done using our **Electronic Bulletin Board**. This is primarily for the benefit of the student body. Such information includes notices addressed to students through the Principal's office, student organisations, the Student Council, and by members of the general student body. Notices require the approval of the Principal or Vice-Principal, Student Affairs for their posting. **Teachers and students are strongly discouraged from posting notices on our classroom walls.**

CLASS CANCELLATION POLICY

Classes may be cancelled only in the event that coming to school is physically endangering, such as in the case of a storm or a hurricane. Appropriate announcements to the student body would be made by way of social media or messages to parents/guardians cell phones.

POLICY ON CLASS TRIPS OR OFFICIAL SCHOOL CLUB/TEAM TRIPS

Class trips are planned in consultation with the Principal. A class trip is exactly that ...a class trip. Outsiders are not allowed to come along. Parents/Guardians are welcome to act as chaperones if invited by the home-room teacher and if space is available. Parents/Guardians and teachers' relatives are responsible for transportation cost if that is necessary.

School rules must be adhered to by every individual on the trip. These include but are not limited to the following: no drinking of alcoholic beverages, no smoking, no obscene language and gestures, no weapons of any kind, no illegal drugs, and no inappropriate behaviour.

Students are the responsibility of every adult on the trip. A student can be called to task by any adult on the trip.

1. The Principal will be informed of any misconduct on a class trip. Severe cases will be dealt with by the Administration, who will then make a ruling as to further action.
2. A permission slip must be signed by a parent/guardian and returned to the school two days before the trip. Students are not allowed to go on a trip without a signed permission slip.
3. A student is not allowed to swim without written permission from a parent/guardian.
4. There will be one adult chaperone to every seven students. (At least two teachers, one which must be a female, should chaperone a class trip.)
5. At least two trained lifeguards will accompany a class trip where there will be swimming.
6. Individual classes must meet the cost of a class trip. The cost of the trip should be affordable for all students.
7. Only one class trip is allowed during a school year.
8. No overnight trips for pleasure will be allowed.
9. Seniors may be granted an overnight class trip within the country if permission is granted by the Principal.
10. Two classes or more may combine for a class trip where feasible.
11. Students with 15 or more conduct marks will not be allowed to go on class trips.

FUND-RAISING POLICY

The following policy is intended to better define and regulate fund-raising activities. All teachers are bound by this policy and are responsible to ensure that all articles of the policy are carried out.

- a) Each home-room is required to fund-raise a minimum of \$350.00 to subsidise the cost of purchasing teaching resources, equipment and materials.
- b) The funds raised by classes that exceed the \$350.00 minimum requirement would be proportionately divided as follows: Financial Aid- 30%; and Class Activities- 70%.
- c) "Financial Aid Funds" may assist with the cost of CXC exams, book and/or school fee scholarships and school lunch subsidy.

All funds raised by any class or group under the name of Muffles College will be held in trust by the College and will be administered under the authority of the management of the College under the principle of proper accountability to all concerned. Use of the funds for any purpose must be approved by the management of the College.

No funds raised by any class or group shall be used by an individual (student or teacher) for any private purpose.

Teachers are bound by this policy to properly advise students that funds raised by any class MUST be used for purposes that can be demonstrated to be:

- i) for the general good of the class as a whole.
- ii) for the general good of the College as a whole.
- iii) for the general good of the community as a whole.

Proposed use of class funds for purposes which do not include (or benefit) the entire class will not be approved.

Teachers are advised to counsel students about the proper, wise, and careful use of funds raised under the name of the College.

One of the most important objectives of the policy is to minimize or eliminate the need for large scale graduation fund raising in the fourth year.

1. No individual student, teacher, or class, may undertake fund raising activities at any time in the name of the College without the permission of the Principal.
2. Each class in the first and second years will raise funds to be divided as specified at (b.) above.
3. The "Financial Aid Fund" will be common to all year groups and not retained or claimed by any individual class.
4. Funds raised by an individual class for teaching resources, class activities and the Financial Aid Fund, shall be deposited in the name of the class in the Class Funds Account, Teaching Resources Account and the Financial Aid Account, respectively, which is administered by the Bursar.
5. All funds raised by any class or group shall be immediately deposited with the College Bursar by the class treasurer and home-room teacher. Class or group treasurers shall keep an

account log and a file of receipts that may be checked against the Financial Officer's records.

6. The College Financial Officer will keep records of individual class or group funds and graduation and student financial aid funds - the monies will be deposited in a savings account at the bank which serves the College.
7. All home-rooms are allowed to hold fundraising activities only between August to December of the school year. Home-rooms or forms are encouraged to have joint fund-raising activities. It is strongly suggested that the activities be as varied as possible.
8. Seniors are to hold fundraising activities only until December of the school year. Fund raising in the fourth year other than for the purpose of meeting graduation fund or class activities obligations will not be approved.
9. Fund-raising activities must be alcohol free.
10. Home-room teachers are to elect a representative from each form level, who will co-ordinate the fund-raising schedule before the end of September of the school year.
11. The schedule of fundraising activities must be approved by the principal before it is published. Each home-room is to be provided with a copy of the approved schedule.
12. Casual Dress days must be approved by the Principal and must be a joint activity for a Student Government activity, or a Department activity.

POLICY ON IDENTIFICATION CARDS

All students are required to have a PVC photo identification card during the time of their enrolment. The student ID card is non-transferable and should be carried by the student at all times, on campus and off campus. This card may be required for social events and for use of library facilities as well as for purchasing student rate bus tickets and for carrying out business transactions. Students are particularly encouraged to carry their ID cards in a manner easily noticeable while on campus.

All photo I.D. cards are validated for one year and are distributed to students at the time when they become available. The payment of an ID card fee of \$10.00 is required.

POLICY ON STUDENT HEALTH SERVICES

Student health services are limited to emergencies that require assistance by College personnel in obtaining professional care at the Orange Walk Town Hospital or from students' family physicians.

Students who become ill on campus are expected to notify any one - a faculty member, a student immediately in the area so that help can be provided. Generally, contact should be made at the VP-SA's Office. A student identified as having an infectious disease will be sent home and the faculty will be notified accordingly.

POLICY ON PRESCRIPTION MEDICATION

School personnel are not to dispense medication of any kind (including aspirin or over the counter drugs) to students without authorization from parents and the family physician. If medication is to be taken by a student during school hours, the following policy must be observed:

1. The family physician must indicate in writing the frequency and dosage of a prescribed medication.
2. The student's parent must request in writing the administering of the medication as specified by the physician.
3. The parent must deliver, in person, the prescribed medication, in a prescription bottle, to the school's administration.
4. The secretary will store the medication in a locked area.
5. The authorization must be updated at the start of each school year.
6. Medication must be picked up at the end of the school year by a parent, or it will be discarded.

POLICY ON LOST AND FOUND

As an individual member of the College community, each student assumes a great deal of responsibility in safeguarding his/her personal belongings. As a community comprised of students bound together by common concerns and interests, the student body must work with each other in ensuring the welfare of all students.

A lost and found policy is outlined as follows:

1. All lost items, including books, wallets, jewelry, notepads, clothing, etc. found by students, faculty or staff must be returned to the VP-SA's Office;
2. Students are responsible to report lost articles at the VP-SA's Office as soon as possible; periodic checks are to be made during each school day; claims can be made provided students show that they are rightful owners of articles; students are urged to mark their books and all their personal belongings. The College will not be held responsible for any items lost on the campus.
3. Articles not claimed within four school weeks will be presumed unwanted and will be appropriately disposed of.

POLICY ON GANGS/UNAUTHORIZED CLUBS

Students are prohibited from participating in any unauthorized clubs, secret society, satanic activity, and/or gang activity. This includes, but is not limited to the display, wearing, or possession of contemporary gang identifiers, the use of gang hand signals, the solicitation of others for membership, and the requesting of payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating, or threatening an individual or inciting others to participate in any form of physical violence involving a person or property.

Students who are members of any "gang" or involved in "gang-related activities" will be subject to a penalty with the maximum being expulsion.

NOTIFICATION OF SCHOOL SEARCHES

Students are hereby notified that school desks, storage facilities and other school property are subject to searches at any time for any reason. Furthermore, students have very limited expectations of privacy on school property and are hereby notified that, in order to further the school's interest in the educational needs and safety of all students, the school may search any student property, including bags, backpacks, clothing, purses, and automobiles, whenever the administration deems such necessary. When necessary, the police presence will be called.



SECTION V: FINANCIAL EXPECTATIONS

INFORMATION

Early in the second semester, parents/guardians are informed of any changes to the school fees for the following year. The explanation of the various plans of payment is presented at this time.

REGISTRATION

In March/April, when the sophomore prepares his/her courses for the next year, he/she is required to return his/her signed pre-registration form. In June the student along with his/her parent/guardian specifies the fees plan chosen and pays the required fees and his/her registration fee. Should this not be done by the date set for the specific day of registration for the respective year level, it is assumed that the student is not returning the next school year. A place will not be reserved for him/her in his/her classes unless some contact is made with the school by registration date.

PAYMENTS

The first payment of the plan chosen is to be paid before the beginning of the semester. All payments from the previous semester must be paid prior to this new semester. Students' Mid semester Reports or exam scripts, or Semester Reports, or transcripts may be withheld until the parent/guardian contacts the school to make proper arrangements pertaining to arrears. A student will not be permitted to take an off-campus trip if his/her fees are not up-to-date. The school diploma is only given until final payments are made. For accounts still delinquent upon student's transfer or graduation, no official transcript or recommendation can be given until final payments are made. Parents/guardians who are having difficulties paying fees on time are encouraged to dialogue with the Principal on a regular basis.

EXAMINATION CLEARANCE

These will be given to all students who have cleared their accounts both in the Business Office as well as in the library and home-room. A student who pays his/her balance owing prior to the exam is required to show a permit at the beginning of each exam session. Grades, transcripts, report cards, diplomas and permission to take exams will be withheld for non-payment of any school fees/tuition and fees involving lost or damaged school property.

TUITION AND OTHER FEES

Tuition fees and all other fees are payable in advance, preferably by the Monday of each month. The Government of Belize will pay part of the fee for all Belizean students who are permanent residents, or students who have at least one Belizean parent. Non Belizeans pay all fees. There are other fees payable, each as specified below.

OTHER FUNDS: TO BE ANNOUNCED HERE AS THE NEED ARISES

SCHOOL ACTIVITY FEES

Total of our activity fees for all form levels is \$675.00 per annum.	
School Fees Per Annum	Total Amount
Freshmen	\$615.00
Sophomores	\$615.00
Juniors -Business General	\$615.00
Juniors -Academic Science	\$615.00 + \$100.00
Seniors -Business General	\$615.00 + \$100.00
Seniors -Academic Science	\$615.00 + \$100.00
*Registration fee for all students is \$60.00	
* Science Lab Fee \$100.00	
*Graduation fee for all seniors is \$275.00. This includes Parent's Appreciation Mass & Social	
*Prom fee, if any, depends on committee appraisal in consultation with students and parents	

*Students must pay at least half of total school activity and computer fees in addition to registration fees on the official registration day for his/her year level. The other half of the total school activity and computer fees is to be paid before school reopens in August, or not later than mid-semester in the First Semester.

*Parents/Guardians who need assistance may see the Principal to arrange an appropriate payment plan for school activity fees.

School Activity Fees subsidizes the following items in the College's Yearly Budget:

1. Salaries, Increments, Social Security & Benefits
2. Utilities (Telephone, Electricity, and Water)
3. Maintenance and Upkeep of Buildings, Furniture, and School Grounds
4. Library Programme
5. Schools Feeding Programme
6. Athletic Fields and Equipment
7. Maintenance of Lavatories
8. Maintenance and Upgrades of Computer Equipment & Software
9. Paper (Classroom Assessments, Handouts, and Circulars)
10. Security Personnel
11. School Warden
12. Maintenance of Duplicating Machines
13. Staff Development
14. Teaching Materials, Supplies and Resources
15. Business Office Supplies and Equipment
16. Disposal of Garbage

TRANSCRIPTS: Available on request for a fee of \$10.00. These will be prepared on Tuesdays and Thursdays. Express transcripts are available for \$15.00.

STATEMENT ON FINANCIAL ASSISTANCE:

Financial aid is allocated to in-coming and returning families on a yearly basis in the form of on campus work opportunities. Financial aid sources are:

- school-budgeted funds for work scholars
- gifts to the school from individuals/members of faculty and companies
- Home-room Financial Aid Fund

Procedure:

1. The Financial Aid Committee: Principal, Vice-Principal, Bursar, Faculty Representative and School Counsellor- with advice from the other counsellors and teachers as needed, allocates the funds annually.
2. Need-based recipients receive work grants.
3. The Finance Officer's office pro-rates grants to financial aid recipients.

FINANCIAL AID PROGRAMME

Recognising the linkage of high school enrolment and the requirement of meeting financial obligation, Muffles College stands ready to provide financial assistance to a limited number of low-income students, who meet the requirements for admission, and who prove to be financially needy. Financial aid is provided through income from the Financial Aid Fund. Students who receive financial assistance from the College are expected to make a commitment of service by carrying out specific duties and meeting the school's minimum academic requirement of a 2.50 G.P.A.

Financial aid to students must be seen as an assistance and normally covers a part of tuition, book or mid-day meal costs. Teachers contribute toward this assistance. Students must follow the procedures as outlined below:

1. Fill out the application form for financial aid and submit it to the VP Academic Affairs; students may apply for financial assistance during official registration; students wishing to apply for financial aid but who did not indicate so at the time of registration may obtain application forms at the Business Office.
2. All financial aid applications are reviewed through the Financial Aid Committee and students are notified of decisions;
3. Specific duties requiring student services are assigned through the Vice-Principal's Office in collaboration with the Accounts Office; all duties are supervised by designated Student Supervisors and include clerical assistance in the maintenance of office services and maintenance work in the up-keep of facilities;
4. Students are required to maintain a minimum of a 2.50 G.P.A. each semester and must demonstrate a general willingness to assume responsibility in co-operation with others.



Fr. Joseph Meuffels in 1928

APPENDIX

APPENDIX I

MUFFLES COLLEGE SAMPLE REPEATER'S AGREEMENT

I, _____, realizing that I have failed to meet the standards of Muffles College for promotion to a higher Form, do hereby request that special consideration be given to allow me to repeat Form _____.

If I am allowed to return to Muffles College to continue my education, I promise to observe the following:

1. I promise that I will spend at least two hours each school day and each weekend in home study and in doing my homework.
2. I promise that I will co-operate with teachers and administration in all things pertaining to the school.
3. I promise that, insofar as I can, I will live up to the ideals of Muffles College and try to influence my fellow students to do the same.
4. I accept the conditions that I may be ineligible to take part in any kind of inter-high school competition during the repeat year.
5. If my grade point average (GPA) is below a 2.0 at the end of the repeat year, I will withdraw from school.
6. I accept the conditions that I may be ineligible for class office of any kind during the repeat year, and that, if my conduct marks amount to 25 during the year, I will withdraw from school.
7. I accept the conditions that attendance at school parties or representation of the school in academic, sporting or cultural functions during the repeat year shall be at the discretion of the school's administration.
8. I accept the conditions to have no more than 5% absence, except in cases of illness, which must be medically certified.
9. I accept the condition that, if three of the teachers or administrators report that I am not living up to these promises, I will withdraw from school.

Signed _____

Parent or Guardian _____

Principal _____

Date _____

APPENDIX II

MUFFLES COLLEGE

Making Christian Education Meaningful

SAMPLE

INTERNET ACCEPTABLE USE AGREEMENT

Please read the Acceptable Use Agreement before signing it.

Internet access is currently available to students and teachers in the Muffles College Library and Computer Labs. Our goal in providing this service is to promote educational excellence at Muffles College by encouraging and facilitating the sharing of resources, research innovation and communication.

Students and teachers have access to a large variety of information resources and electronic communication accessed via an Internet Service Provider. This access provides users the opportunity to communicate with individuals and organizations and access a multitude of electronic resources not otherwise available at Muffles College.

With the access of computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Muffles College is unable to control all materials, and users may discover controversial materials and information. We at Muffles College firmly believe that the valuable information and interaction available on this world-wide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Muffles College .

TERMS AND CONDITIONS

- 1) Acceptable Use: The purpose of Internet Access is to support research, education, and communication in and among academic institutions throughout the world by providing access to unique resources and the opportunity for collaborative work. The use of the Internet at Muffles College must be in support of education and research and consistent with the educational objectives of Muffles College.
- 2) Privileges: The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. As a representative of Muffles College, I as an Internet user, will accept personal responsibility for reporting any misuses of Internet access to the faculty member supervising Internet use. Misuse can come in many forms, but is commonly viewed as any message(s) sent to or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, and inappropriate language.
- 3) Transmission of any materials in violation of any of Belize's regulations is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

- 4) Etiquette: You are expected to abide by the generally-accepted rules of network etiquette. These include, but are not limited to, the following:
 - a) Be courteous. Do not be abusive in your messages to others or encourage others to be.
 - b) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c) Do not reveal your address, phone number or other personal information or that of anyone else.
 - d) Note that electronic mail (e-mail) is not private. The network administrators will have access to all mail. E-mail will be for school purposes only.
 - e) Do not post anonymous messages.

- 5) So that you do not jeopardise your Internet privileges--exert wisdom. When in doubt about the appropriateness of an Internet site or the proper use, ask a faculty member for guidance.

- 6) Muffles College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Muffles College will not be responsible for any damages to student files while using the system. This includes loss of data resulting from delays, non deliveries, or service interruptions caused by the service's negligence or your own errors or omissions. Use of any information obtained through the Internet is at your own risk. Muffles College cannot and will not take responsibility for the accuracy or quality of information obtained through the Internet.

Student

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations is unethical and may constitute a criminal offence. Should I commit any violation, my access privileges may be revoked, and school disciplinary action may be taken, as well as appropriate legal action.

Student's Name: (Please Print) _____

Student's Signature _____ Date: _____

Parent or Guardian

As the parent or guardian of the above-signed student, I have read the Internet Use Agreement. I understand that access is designed for educational purposes. I recognize that it is impossible for Muffles College to restrict access to all controversial materials and I will not hold the school responsible for materials acquired from the network. I hereby give my permission to allow my son/daughter/ward to have access to the Internet while he/she is a student at Muffles College.

Parent/Guardian's Name: (Please Print) _____

Signature: _____

Date: -;-----;-----;-----;---

Please Note: This agreement is valid for all four years that your son/daughter/ward is enrolled at Muffles College.

APPENDIX III

MUFFLES COLLEGE

Making Christian Education Meaningful

SAMPLE Student Discipline Agreement

This agreement is made on this day ----,-----,-----,-----
(DAY) (MONTH) (YEAR)
between-----,----- and his/her Parent/Guardian(s) of the first part and
(FULL NAME OF STUDENT)
Muffles College of the second part.

STATEMENT OF PARENT/GUARDIAN

I/We the Parent/Guardian(s) of the above named student agree to ensure that our child/ward is fully aware of the rules and regulations of Muffles College.

We, furthermore, agree that should the above named student violate any of these rules and/or regulations he/she will accept the penalty as prescribed in the rules and regulations and as handed down by the Principal/Board of Governors of Muffles College.

I/We also acknowledge that I/We have received a copy of the rules and regulations of Muffles College and that we have read and understood these rules and regulations.

(Signature of Parent/Guardian)

(Signature of Parent/Guardian)

STATEMENT OF STUDENT

I, _____, hereby acknowledge that I have received a copy of the rules and regulations of Muffles College and I have read and understood these rules and regulations.

I hereby undertake to accept the prescribed penalty for any violations of any of these rules as handed down by the Principal or Board of Governors (or any person designated by the preceding) of Muffles College.

I also, hereby state that I have disclosed any serious disciplinary problems that occurred at any previous school that I have attended.

I am prepared to sign (together with my parents/guardians) the contract of conduct as designated by the college.

All the statements made by me are true and correct.

(Signature of Student)

APPENDIX IV



MUFFLES COLLEGE

Making Christian Education Meaningful



P. O. Box 64, Orange Walk Town, Belize, C.A. TEL: 322-2033 or 322-0302 FAX: 322-0713 E-mail: muffiescollege@yahoo.com

Lunch Delivery

Agreement

This agreement is made on this day _____, _____, _____
 (Day) (Month) (Year)
 between _____ and Muffles College in regards to the appropriate
 Name of parent/guardian(s)
 procedure that needs to be adhered to for the delivery of your child's lunch for the current
 academic year 20____ - 20____.

Statement of Parent/Guardian

I/We the parent/guardian(s) of _____ agree to the terms of the
Lunch Delivery Agreement which includes the following:

- Signing of the lunch register beforehand for the delivery of child's lunch for the current Academic Year.
- Specifying the name of the person (preferably family member) that will deliver the lunch at 11:00am or 12 noon. (Note change of schedule for 50 minute classes)
- Lunch must be in recyclable containers
- Containers must be labelled with student's name
- **Styrofoam containers are NOT allowed on campus**
- School is not responsible for the loss of student's lunch containers
- Lunch to be delivered at the security booth.
- Security gate will be closed to safeguard students during the lunch hour

I/We also agree that failure to these terms can lead to the discontinuation of the privilege of the delivery of your child's lunch.

 Signature of Parent/Guardian

 Signature of Parent/Guardian

APPENDIX V

MUFFLES COLLEGE HIGH SCHOOL DISCIPLINARY PROBATION AGREEMENT GOVERNING BEHAVIOURAL EXPECTATIONS

I, _____, realizing that I have failed to meet the standards of Muffles College by not complying with the College's moral rules and regulations and Christian principles, do hereby request that special consideration be given to allow me to continue my education at the institution under Disciplinary Probation.

If I am allowed to continue my education at Muffles College, I promise to observe the following:

1. I agree that it is a condition of enrolment in Muffles College as a Catholic (Mercy) institution that I behave in a manner, both on and off campus, that is consistent with the moral, Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in the Handbook for students, policies adopted by the Board of Management, and the moral rules and regulations communicated to the parents and students of the school by the administration.
2. I agree that my parents and I will work courteously and cooperatively with the school to assist myself in meeting the academic, moral and behavioural expectations of the school.
3. I agree not to pursue or enter into any inappropriate relationship which reflects grave discredit upon the College, and is not in conformity with the philosophy or objectives of the school.
4. I agree to demonstrate respect to my fellow students, and to teachers and administrators.
5. I agree to be engaged in counselling at the College at the time(s) stipulated by the counsellor. A note must be submitted to the administration verifying each attendance at each counselling session.
6. I agree that my parents and I may respectfully express our concerns about the operation of the school and its personnel. However, we may not do so in a manner that is discourteous, scandalous, rumour driven, disruptive (e.g. gloating and boasting), threatening, hostile **OR** divisive as determined by the school in its discretion. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programmes and events (e.g. extra-curricular, athletics, field trips, etc.)
7. I agree that if I reach 25 or more marks, or if I get suspended, and engage in overt immoral misconduct which reflects grave discredit upon the college and is not in conformity with the philosophy or objectives of the College, I will withdraw voluntarily from school.
8. I agree to conduct myself in a manner that will be pleasing to teachers and therefore improve my behaviour and academic performance.
9. I accept the conditions that the probationary period will be for _____. If I do not fulfill all the conditions indicated in this contract during the specified probationary period or if I default in any of the above regulations, I forfeit my opportunity to complete the academic year of _____.

Student _____ Parent/Guardian _____

VPSA _____ Principal _____ Date _____

APPENDIX VI



Muffles College Cell Phone, Laptop, and Electronic Device Policy



Parents may allow students to bring their cell phone to school for the purposes of contacting parents after dismissal subject to the following policies:

1. When entering campus, students are to keep their cell phone OFF and turn it into the office secretary for safe keeping during the day for a reasonable fee of \$10 monthly, \$5 for 2 weeks or \$1.00 per day. If a student has an emergency, feels ill, or would like to contact their parent(s) for any reason, then they shall ask permission from the teacher to go to the Student Affairs office. The secretary will contact the parent, or if all else fails the student will be given their phone to turn on and make the call or message from inside the student affairs office. Students are NOT allowed to have their phones with them inside the classroom or school bag. Failure to adhere to this policy will result in their cell phone being confiscated and a fee of \$50.00 will need to be paid by the parent to the account department to retrieve the confiscated phone after classes are over for the day.
2. Students are allowed to bring their own laptop to school for academic purposes only. Responsibility to keep their personal device secure rests with the individual owner. Muffles College is not liable for any device stolen or damaged on campus. Muffles College will not replace or provide financial restitution for any stolen or damaged personal electronic device. The use of technology to access educational material is a privilege. When abused, privileges will be revoked, and disciplinary consequences will be issued that can lead to suspension or expulsion from school.
3. Students are NOT ALLOWED to take pictures, audio recordings, or video of any teacher, student, or staff member of Muffles College High School; much less post those to any social media platform. Muffles College strongly discourages students from having social media accounts as minors. Risks include exposure to inappropriate content, cyberbullying, and data or privacy breaches. It is strictly prohibited for students to post, re-post, share, like, or follow any account, audio clip, photo, or video that brings discredit to the school, faculty, staff, or student body. Students and parents have a responsibility to report any such cases of negative media in any digital format (e.g., photos, blogs, comments, pictures, videos, audio recordings, stories) circulating online that can bring serious discredit or harm to Muffles College and to their children.

4. All students and parents must sign the ***Responsible Use Guideline Agreement*** acknowledging and adhering to the following but not limited to:

Students are to turn in their cellphone to the office before homeroom session everyday.

- Other electronic devices are not allowed on campus, unless it is asked for by a teacher for academic purposes such as to be used for a presentation or group activity. Such devices include but are not limited to headphones, earbuds, tablets, iPad, Iwatches, Bluetooth speakers, etc. If these devices are brought to school or used in contravention of the rules stipulated in this agreement, they will be confiscated and kept secure at the office. A parent will need to pay a fee of \$50.00 to the business office to have the device returned after classes are over for the day.
- For their own safety, students are not allowed to use their laptop or any other electronic device to photograph or record (either audio or video format) another person on school property at any time.
- Laptops and other electronic devices may not be used for any purpose that promotes academic dishonesty (cheating).
- Students are prohibited from processing or accessing information by “hacking”, altering, or bypassing Muffles College network security policies. This includes, but is not limited to, the use of Inspect Element, VPNs, any application or computer program that can be used to alter or create fake profiles or messages that seek to impersonate, bully, or defraud any student, staff, teacher, or administrator. If this occurs, all parents and students will be notified of the breach in security and the student responsible for the action will face the sanctions which may lead to suspension or expulsion.
- Students will not participate in any behavior utilizing their personal laptop or electronic device on or off campus that “materially or substantially interferes with school operations” and/or creates a “substantial disruption to the educational process”. If such behavior(s) occurs, disciplinary action will be issued as deemed appropriate by the Parent’s/Student’s Handbook of Policies and Procedures.

Student Name: _____ ***Class:*** _____
Student Signature: _____ ***Date:*** _____
Parent Name: _____ ***Contact #:*** _____
Parent Signature: _____