

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 NIGHT CLUBS, 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 night club, 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 organised 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.

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*)



In May, students need to indicate how many students are willing and able to attend and pay for Prom. All seniors will be required to attend a meeting in which teachers will outline our policies and graduation practice information. This meeting must be attended by all seniors or the student will be issued two jugs and the senior will jeopardise his/her right to participate in graduation ceremonies and the prom.

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 school 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 behaviour. 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; wilfully 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 in 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 and then furnish 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.

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, 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 five 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/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 a school officer. All reading materials should be strictly approved for class use.

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, call slips, emergency cards and/or admit cards, conduct mark cards, student I.D. card, meal ticket, 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 HARRASMENT

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, assistant 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 two (2) weeks 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.
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 bring 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 seem 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 **CORE** 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) / The Belize Family Court*

POLICY ON SUICIDE

Because of the urgency of attempted suicide cases, the administration and the **SAP** (Student Assistance Programme) **CORE** Team 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:

- 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.
- 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.



- 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.
- 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.
- 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.
- 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.
- 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.
- Individual consideration will be given to each student who becomes pregnant or is responsible for a pregnancy.
- A student who becomes pregnant or is responsible for a pregnancy for the second time will not be allowed to return to Muffles College.
- 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 head 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” 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.
- (All correspondence copied to the Ministry of Education and Board of Governors.)**

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:

- when moving from one building to another, periodically check to see if 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;
- when coming to the campus or leaving school, walk with friends; communicate your whereabouts in those instances considered appropriate;
- 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.
- 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.
- immediately report any observation of strangers on campus to the nearest source of help – security officer, faculty, other students, the Principal’s office.
- must not invite unauthorised guests on campus.
- students must have their I.D. at all times when on campus.
- 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 and get a visitor’s pass at the Business Office.
- after 4:30 p.m., students may remain on campus only if they are adequately supervised by a teacher.
- projects and activities held on campus over the weekend must be adequately supervised by a teacher or an adult(i.e. parent/guardian).
- parent/guardian should indicate at what time they expect their children to be at home after school hours or on weekends.



- 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.
- 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 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?

Privacy - Computer storage space may be treated like any school property. Administrators and technical support personnel may review computer content to maintain system integrity and insure that students are using the system responsibly.

Storage capacity - Users are expected to remain within allocated disk space and delete E-mail or other material which does not pertain to school and takes up excessive storage space. Users are expected to delete old information which is no longer in use.

Software - Students should never download, load or install any software, shareware, or freeware onto network or workstation drives or disks, or load any such software from floppy disks, unless they have written permission from the Technology Department Chairperson. Students may not copy other people's work or intrude into other people's files.

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. Anything that disrupts the function of the computer system(s) will result in disciplinary action. Students may not have in their possession any item which can be used for the purpose of bypassing computer security.

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

Advice: Any use of the computers must be for school purposes only.

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

- 1) Do not use a computer to harm other people or their work.
- 2) Do not damage/ deface the computer system or network in any way.
- 3) Do not interfere with the operation of the network or any workstation by installing or loading software, shareware, or freeware.
- 4) Do not violate copyright laws or license agreements.
- 5) Do not view, send, or display offensive materials.
- 6) Do not share your password with another person.
- 7) Do not waste limited resources such as disk space or printing capacity.
- 8) Do not trespass in another user's folders, work, or files.
- 9) Notify an adult immediately if you encounter material which violates the rules of appropriate use.
- 10) **Students must use approved storage devices only.**



- 11) BE PREPARED to be held accountable for your actions and responsible for replacing any equipment, software or peripheral that is intentionally damaged.
- 12) Do not use computers assigned for the use of faculty and staff.
- 13) Do not change the computer configurations.
- 14) Do not play any out of hand computer games during and after class hours.
- 15) 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 access to the computer labs during supervised study hours from Monday to Friday from 3:15pm to 4:30pm. Any other services (eg. lab access after 4:30) may be made available to students for a fee of \$30.00 payable per semester. The fee may be paid at the Accounts Office.

POLICY ON POSTING AND DISTRIBUTION OF LITERATURE

Information posted on bulletin boards 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/Vice-Principal, Student Affairs for their posting. Any student who defaces a sign or tampers with notices will be served disciplinary action that can range from a warning to expulsion.

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 written notes, radio or television.

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.

- 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.
- 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.
- A student is not allowed to swim without written permission from a parent/guardian.
- 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.)
- At least two trained lifeguards will accompany a class trip where there will be swimming.
- Individual classes must meet the cost of a class trip. The cost of the trip should be affordable for all students.
- Only one class trip is allowed during a school year.
- No overnight trips for pleasure will be allowed.
- Seniors may be granted an overnight class trip within the country if permission is granted by the Principal.
- Two classes or more may combine for a class trip where feasible.
- 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%.
- b) “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 minimise 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 fund raising 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 fourth forms or a Student Government 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 authorisation 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 authorisation 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, jewellery, 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. At the end of each school week, a list of articles recovered for that period will be posted on a designated bulletin board; 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 unauthorised 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.

