

## ENTRANCE REQUIREMENTS AND PROCEDURES

**Muffles College** welcomes your application as a Standard VI student or secondary school transferee and will make every effort to assist you. The admission procedures include the following:

1. Complete and submit to the Principal's Office your **Prospective Student Application & Recommendation** forms along with a \$15.00 non-refundable fee.
2. Provide evidence of good conduct and satisfactory academic performance through letters of recommendations from the principal and Standard VI/English teacher of the appropriate primary or secondary school.
3. Submit your Standards IV, V, VI report cards or cumulative grade record or transcript. (All secondary school transferees must sit a Math & English Placement Exam.)
4. All prospective applicants must graduate from their appropriate primary school, sit the **Belize Primary School Examination** and submit to the Principal's Office a copy of their individual P.S.E. report.
5. Attend an interview with the College's Principal and/or a team of faculty members when required to do so.
6. **Letters of Acceptance** from the Principal's Office are sent to all qualifying students.
7. Prospective applicants who applied but did not receive a **Letter of Acceptance** are placed on the College's freshman class waiting list and may be accepted if a space becomes available.
8. All prospective students and one of their parents/guardians must attend the College's official registration for the freshman class.
9. Prospective students must submit a copy of his/her passport or birth certificate on the College's freshman class registration day.
10. Proof of nationality (i.e. when applicable) of the prospective student being enrolled must be submitted on the freshman class registration day.
11. The registration fee of \$375.00 toward school fees must be paid on the freshman class registration day. (*The registration fee includes payment for the girl's uniform tie or boy's epaulette and a copy of the **Parent/Guardian/Student Handbook & Curriculum Guide**, when applicable.*)
12. A copy of the official school book list will be provided upon registration.
13. All applicants and one of their parents/guardians must sign and submit to the Principal's Office the **Students Discipline Agreement** and the **Internet Use Agreement** Sign Sheet.

14. Payment of school activity fees and computer lab fees must be made before school re-opens. Parents/Guardians may see the Principal to arrange appropriate payment plan if they are unable to pay the entire activity fees before school reopens.
15. All freshmen are required to enrol in the **Summer School Programme**. Summer School fee of \$60.00 per student must be paid on registration day. Students who need supplemental classes in English and Math will be asked to return in the afternoons or the course may be extended beyond the three weeks. **An additional fee may be required for these supplemental classes.**
16. All freshmen are required to attend a pre-orientation day which is usually the Friday before official reopening of the academic year.
17. Financial Aid Work Scholarship Programme forms are available at the office of the Vice Principal Academic Affairs for a limited number of low-income students who need financial aid.
18. Prospective students are accepted based on the number of spaces available in the freshman class, principal and teacher recommendations, satisfactory academic performance in Core Subjects, and PSE score.

## 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 Daily 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.

## **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.

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*)

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 the 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 normally, therefore, will be 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 II for a sample copy*)

## ENHANCEMENT PROGRAMME

- ❑ 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.
- ❑ The incoming freshmen may go on an educational trip to an exciting and safe site as a part of their English (Language & Literature) curriculum requirement.
- ❑ 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.
- ❑ Students who are accepted into the College (having met the **BPSE** 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 **BPSE**.
- ❑ 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.
- ❑ The summer school fee for incoming freshmen is \$60.00.  
The registration fee for students who are ***strongly recommended*** to take a Core Subject is \$50.00 per subject, known as Remedial Math or Remedial English.  
The registration fee for students who are on ***academic probation*** is \$375.00 for each subject; however, where class size allows, the fee for academic probation may be a minimum of \$100.00.

## GRADING SCHEME

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 first and second semesters will, **in each semester**, represent 2/3 of the end of semester grade. There will be a final examination at the end of each semester which will be worth 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 is 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, will 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
<b>TOTAL</b>		<b>41</b>	<b>136.0</b>

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

The teacher will submit test paper and name of student who was absent for a test to the VPSA.

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 VP-SA. The student will then sit the missed test in the AA Office under the supervision of the VP-AA or of an available teacher. At the end of the testing period, the student will submit the written test to the VP-AA and will then be allowed to return to class.
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. In both award categories, 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. The fee for a student-initiated schedule change is \$15.00.

## **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 322-0302, 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. Any work schedule should not interfere with school hours including transit time to work.

## **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 written copy and/or 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, and final exams are given then. 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. A combination of class work and exam scores will determine the student's final grade. Second semester report cards are either sent home with the students or mailed at the end of the school year (in June). At the end of their senior year, students are expected to sit the Caribbean Examination Council (CXC) General and/or Basic 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 **once** a semester. Parents/guardians may request that end of the year school reports be sent to their business 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 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 generalising 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 are 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 organisation 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.

## ASSIGNMENTS NOTEBOOK

**Each student must have an assignment notebook (logbook) that must be carried by each student throughout the school day. It is the parent's prerogative to check the assignment book for daily and long-range assignments.** Parents, please encourage your child to use this book as an organisational tool. For the first few weeks of school, ask your child to show you the logbook on a daily basis. Insist that assignments for each class be entered in the logbook. Your child should also record specifically what was done in each class. Also use the logbook to convey written messages to teachers with the stipulation to your child that the teacher sign the logbook near the message.

The assignment notebook is to be organised as follows:

Date: \_\_\_\_\_ Subject: \_\_\_\_\_

Due Date: \_\_\_\_\_ Assignment: \_\_\_\_\_

**Note: The assignment is done as required by each subject teacher and not on the assignment notebook.**

## 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 student 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 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 extra-curricular 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 each semester. 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 examinations 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 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
- removal of program diskettes from computer labs

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 conduct marks.

## **MUFFLES COLLEGE CURRICULUM STANDARDS**

1. Minimum of 8 subjects must be taken per semester.
2. Study Periods, if any, will be treated as a class, with a homeroom teacher supervising at 1<sup>st</sup> and 2<sup>nd</sup> Form. Expectations will be given by homeroom teacher (e.g. silent guided study)  
**Students will not be allowed to go outside of classroom for study periods.**
3. Please see Curriculum Guide in the Appendices for course descriptions.
4. We currently operate using System of 10 days per cycle, and each class period runs for 60 minutes. This facilitates the progression of classes whenever we have interrupted school days, namely, public and bank holidays or activities at school.



## SPORTS/SERVICE                      ENHANCEMENT PROGRAMME

	CR HRS		CR HRS
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FRESHMAN CORE	CR.HRS	SOPHOMORE CORE	CR HRS
ENGLISH (LANGUAGE)	6	ENGLISH (LANGUAGE)	6
ENGLISH (LITERATURE)	5	ENGLISH (LITERATURE)	5
MATHEMATICS	7	MATHEMATICS	7
RELIGION	5	RELIGION	5
SPANISH	5	SPANISH	5
INTEGRATED SCIENCE	6	INTEGRATED SCIENCE	6
SOCIAL STUDIES	6	SOCIAL STUDIES	6
KEYBOARDING	4	INTERMEDIATE COMPUTER APP.	4
PHYSICAL EDUCATION	2	PHYSICAL EDUCATION	3
LIFE SKILLS	2	LIFE SKILLS	2
ELECTIVES	2	ELECTIVES	2
BASIC SKILSS MATH	2	BASIC SKILSS MATH	1
BASIC SKILLS LANGUAGE	2	BASIC SKILLS LANGUAGE	2
*Students are placed in various Sport Houses for the purpose of intramural competitions.  *Each student is required to complete 25 hours of community service per year.	1	ENGLISH LANGUAGE MATHEMATICS READING/VOCABULARY COMPUTER LITERACY	5 5 5 5
	2	*Each course is offered daily for a period of three weeks, 50 minutes per class.  Students sit a final examination in each subject. The last day of S.E.P. is sports day.	

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	39
ENGLISH (LANGUAGE)	6	ENGLISH (LANGUAGE)	6
ENGLISH (LITERATURE)	6	ENGLISH (LITERATURE)	6
MATHEMATICS	7	MATHEMATICS	7
SPANISH	3	SPANISH	3
RELIGION	5	RELIGION	5
ADVANCED COMPUTER APPLICATIONS???	4	ADVANCED COMPUTER APPLICATIONS	4
Edpm as core and aca as an elective???		CARIBBEAN HISTORY	5
SOCIAL STUDIES	4	SOCIAL STUDIES	3
BUSINESS STUDIES	18	BUSINESS STUDIES	19
PRINCIPLES OF ACCOUNTS	6	PRINCIPLES OF ACCOUNTS	7
PRINCIPLES OF BUSINESS	6	PRINCIPLES OF BUSINESS	6
INTEGRATED SCIENCE	6	INTEGRATED SCIENCE	6
ARTS AND		ACADEMIC ARTS AND SCIENCE	19
PE		BIOLOGY	6
CLUBS:		GEOGRAPHY	6
		ECONOMICS	7
ACADEMIC SCIENCE I AND II	18	ACADEMIC SCIENCE I AND II	19
PHYSICS	6	PHYSICS/GEOGRAPHY	6
BIOLOGY CARIBBEAN HISTORY	6	BIOLOGY	6
CHEMISTRY	6	CHEMISTRY	7