

Marion County Private School Student Handbook

General Rules and Regulations

Students Code of Conduct

1. THE ROLE OF MCPS MEMBERS

In setting the tone of discipline and good behavior, the role of MCPS office bearers can not be over emphasized. MCPS office bearers have to be reminded of their duties and taken into confidence to implement MCPS policies on students' conduct and discipline, but this is possible only if their own conduct is above reproach.

1.1.2 THE USE OF MOBILE/CELL PHONES

The use of Mobile Phones (including text messaging, playing games) inside the classrooms, library, or any other facilities on campus, are forbidden. For breaching the law, the mobile phone of the student may be confiscated by faculty or staff, for a period of one month or longer. In addition offenders may be fined a minimum fee of \$50.00. The school will not be held responsible for any damage to the mobile phone during storage.

1.1.3 SMOKING

Smoking is banned on campus. Smokers must be of legal age to smoke, and must be members of the faculty or staff. The area for smoking has been designated and must not be changed.

Students found smoking, illegally will be placed on suspension.

If a student repeats the offense a second time he/she will be fined and suspended according to the disciplinary committee who will decide the sum of the fine.

MCPS has adopted the "Three Strikes you're out" policy and therefore a student found a third time smoking will be immediately dismissed.

1.1.4 ABUSIVE LANGUAGE

Abusive language is unacceptable on campus.

A minimum fine of \$20 is levied against any student or person having signed for these rules, who breaches, abuses or uses unacceptable language at any time, anywhere on campus. Members of a student and teacher board will convene to take appropriate action for punishment in each individual case.

A second offense will warrant the student be suspended for an undisclosed amount of time, which will be decided upon from the disciplinary committee.

The third time a student is found using unacceptable language, he/she will be dismissed from MCPS immediately.

1.1.5 FIGHTING

Fighting is unacceptable on campus, Appropriate action which may include fines, meeting with parents, suspension and dismissal, which includes written records to be forwarded to any other institution that may enroll the student after dismissal with MCPS.

1.1.6 STUDENT ACTIVITIES

During events like sports activities, lectures by visitors, seminars and workshops; it is the responsibility to maintain decorum. Not only that they themselves must be present at all such occasions, especially when requested by the teachers or members of the Board. They may also get assistance from specially assigned students to the task. In the case of overnight events, or those requiring overnight stays, students must obtain permission prior to the event, through written parental consent, failing which they will not be allowed to stay or participate.

1.1.7 LINGERING WITHOUT REASON

Students who linger at school without having signed up to special classes, After School Programs or events, will be required to be seated in the library and quietly read until their parents can arrive for pick up. These students will not be permitted to interrupt, participate or disturb the students who are signed up for After School Programs.

1.1.8 INDECENT BEHAVIOR

Indecent Behavior of students, especially in female students, will be dealt with severely by the discipline committee. Parents will be notified immediately and written record will be maintained in the student's files. Each case will be handled on an individual basis and properly recorded. Members of the Board will be notified in writing of the proceedings and their outcome.

1.1.9 RUDENESS, INSOLENT BEHAVIOR AND INSUBORDINATION

Such behavior in students, faculty or staff will be dealt with severely by both the disciplinary committee and/or the Members of the Board. If a student is not satisfied with his/her scores in a test or exam, he/she has the right to submit his/her complaint in writing to the office to have his/her script re-evaluated.

The student has no right to be rude toward the faculty at any time. Cases of rudeness will be forwarded to the disciplinary committee for suitable action. This may include financial penalties, suspension, written notice to parents and in the student's records, as well as dismissal in some cases.

1.2 DISHONESTY

Students are required to abide by the rules and regulations of MCPS. The school expects and will demand honesty from students. Dishonest behavior during examinations or any other settings will result in irrevocable dismissal from the school. A disciplinary committee is actively involved in dealing with each individual case of dishonesty.

All disciplinary letters are filed to the students personal files.

1.3 DISMISSAL FROM MCPS

Causes of dismissal from MCPS other than academic reasons may include: Submitting false evidence; stealing; willful destruction of school property; furnishings or school equipment, physical violence against other students, teachers or staff; possession of drugs, alcohol or firearms; violation of civil rights of others; organization by a group of students of civil disturbances, representation of MCPS anywhere, at any time in a less than appropriate manner (this includes verbal or written forms of defamation) Non-Payment of tuition and other dues; students who are expelled for disciplinary reasons or any other grounds, will not be entitled to any refund of tuitions paid.

1.4 NOTIFICATION OF EMERGENCY CLOSINGS

MCPS remains open Monday through Friday except for Federal Holidays, and closings noted in the Student Calendar, given at the time of enrollment. In case of emergency or weather related issues it is the responsibility of each student to watch the local News Channel, listen to local Radio broadcasts or contact the offices of MCPS to be informed of any Emergency Closings.

1.5 FINANCIAL ISSUES

1.5.1 Payment of Tuition Fees

Students are required to pay the tuition fees stipulated at the time of the beginning of the school year.

Students who fail to pay dues as agreed will be charged a 10% Late Fee on the Payment amount due.

If the balance of the tuition and Late Fees are not paid the student will be dismissed from the school. Non-payment of a student's account will be reported to all major credit reporting agencies and the possibility of a lawsuit must be reckoned with.

MCPS reserves the right to review its tuition costs and other fees annually, to cover inflation and other costs. All payments can be made via check or money order, if cash is not a choice of payment. A payment book is issued to students who do not pay their entire tuition at time of enrollment.

1.5.2 INSTALLMENTS

MCPS offers the student a choice of payment of tuitions. If a student wishes to pay tuition monthly, bi-monthly or weekly he will have to state so at the beginning of the school year. According to the payment choices a payment book will be issued, for the student to make the required payments.

1.5.3 FINANCIAL ASSISTANCE

Students who request assistance in payment of tuitions **MUST** maintain high merits in their scholastic performance. Anytime a student fails to maintain a minimum of a C+ average the student will not receive assistance from the school.

Parents of students who do maintain an appropriate scholastic performance and receive assistance, will be requested to take turns in helping with the maintenance of classrooms, halls and the facilities in general. This includes assisting with cleaning, painting and other chores. In order to save on janitorial services, or maintenance costs these parents will do their part in order to receive financial assistance.

Applications for scholarships will be reviewed once a year by the members of the board and the teaching staff, who is familiar with the students performance.

ACADEMIC RULES AND REGULATIONS

2.1 SEMSESTER SYSTEM

MCPS follows a bi-annual semester system with two semesters offered in a school year. The fall semester always begins the day after Labor Day and concludes in January. The spring/or second semester follows immediately, ending on the last day of May, or there about, pending make-up days due to school closings. Summer school coincides with our Annual Summer Camp.

2.2 CREDIT SYSTEM

The basis of all credits earned in the two semesters per school year are based on the lecture hours scheduled (180 days per school year)
A student who misses more than 10 days unexcused (medical and/or written script) will have to repeat the school year without further review.
Students must at all times participate in their assigned and scheduled classes in order to receive credit for participation.

2.3 GRADING SYSTEM

The following grades are used to report the quality of a student's work:

<i>GRADE</i>	<i>GRADE POINTS</i>	<i>PERCENTAGE MARKS</i>
A	4.0	91 – 100
B	3.0	81 – 90
C	2.0	71 – 80
D	1.0	61 – 70
F	0.0	Below 61

Grades and their corresponding grade points

Not calculated in the Grade Point Average

- I - Incomplete
- W - Withdrawn

IP - In progress (for a course, for which a grade is not due at the end of the semester)

2.4 TESTING AND EVALUATIONS

The performance of students is evaluated through a continuous testing procedure spread over the entire period of studies. Besides the final examination at the end of each semester, a number of tests and assignments are given at regular intervals during each course. Moreover, the performance of students in class discussions, written assignments, research reports, etc. is evaluated and forms a part of their overall grades.

For the majority of the courses, 60% of the assessment is done during the semester (sectional marks) while the final examination is given a weight of 40%. However the ration may slightly be different for different types of courses.

Following are the various forms of testing and evaluation techniques that may be applied for different courses by different course instructors, as mentioned in their course outlines:

- Pop Quizzes
- Class Tests
- Assignments
- Group Studies
- Class Participation
- Field Survey
- Case Studies
- Achievement Tests
- Final Examinations (both written and oral)

2.6 GRADE POINT AVERAGE (GPA)

The Grade Point Average (GPA) for a particular semester shows the performance of a student for that semester and is computed by:

$$C\ GPA = \frac{\textit{Total Grade Points Earned in a Semester}}{\textit{Sum of Credit Hours}}$$

Both the GPA and the CGPA will range from 0.0 to 4.0. In other words a student who scores an A in each and every course attended would obtain a maximum CGPA of 4.0. Minimum CGPA of 2.0 is mandatory to graduate.

2.7 IN PROGRESS GRADE (IP)

In progress grade (IP) is given for a course for which a grade is not due at the end of the semester. For example, final year research projects and work loads, which are to be completed of the two semesters, rather than just the first semester, will be

annotated as IP. This grade will then be converted to an A, B, C, D or F at the end of the school year report received by the student.

2.8 INCOMPLETE GRADE

An incomplete grade (I) is given to a student whose relatively small part of the semester's work remains undone, usually because of an emergency or severe illness, but has otherwise fulfilled the major requirements of the course. Students under such circumstances may be allowed time as is agreed by teachers, parents and the director of MCPS, to complete their work, and then receive an appropriate grade.

2.9 REPORT CARDS

Report Cards are given out 4 times per school year. These quarterly report cards must be picked up and signed out by a parent or guardian of the student.

No report card will be handed to a member of the family, such as a sister, cousin, aunt or anyone but the parent/guardian of the student.

2.10 ACADEMIC PROBATION

A minimum CGPA of 2.0 is required throughout the academic stay of the student at MCPS> If the CGPA of a student falls below 2.0 the student is placed on an Academic Probation. This implies that if the student is unable to obtain a minimum CGPA of 2.0 or better in the semester following the one in which he was place on academic probation, the student faces dismissal from the school.

If a student has a good chance of improving him/herself during a Summer Program, in which he/she will study the materials necessary to pass into the next grade level, he/she will make arrangements to take Summer School. Parents will be notified in advance of the details of this program.

If a student then, for the second time drops below the necessary CGPA, the student will not be able to participate in regular classroom settings, or after school programs. The student will have to hire a tutor, show signs that he/she are earnestly attempting to raise the CGPA and must succeed.

If this student drops a third time below the necessary CGPA the student faces immediate dismissal.

2.11 ATTENDANCE POLICY

Course work during a semester proceeds at such a pace that regular attendance is necessary and vital for each student to obtain maximum benefits from instruction. Regular and punctual attendance at all class periods is an absolute obligation of the student, and each student is responsible for all the work, including tests and written work, in all classes. No right or privilege exists that permits a student to be absent from any given number of classes except when a written excuse or doctor's script is provided by the parents or guardians.

The following Attendance regulations must be adhered to:

- 90% attendance is mandatory, which means only 10 excused absences are allowed in a semester. Special compensations must be requested for medical reasons demanding the student to miss more than 10 days.
- If the student exceeds this limit, the student will receive a failing grade and be required to seek after school assistance or tutoring.
- If the student then receives and “F” he/she will not be allowed to take the Final Exam.
- At MCPS a student is not allowed to leave early, unless a legitimate reason exists, such as funeral attendance, family emergency, etc. Proper documentation must be presented for the student to receive leave and all work must be made up immediately upon return to school. It is the responsibility of the student to check for any assignments which must be made up.
- Students arriving late to class are marked T = tardy. If a student accumulates 10 tardies within a quarter of a school year, the student faces the possibilities of having to repeat the entire school year. A tardy arrival will only be excused with a written script from physicians or proper authority.

ACADEMIC HONORS

2.2.0 ACADEMIC HONORS

Honor Graduates

A student must have the following minimum cumulative Grade Point Average in order to graduate with honors:

- Cum Laude 3.4 GPA
- Magna Cum Laude 3.7 GPA
- Summa Cum Laude 3.9 GPA

2.2.1 HONORS LIST

At the end of both Fall and Spring Semesters, the following lists are compiled of students who have achieved grade point average of 3.5 to 4.0 on a regular school agenda:

- Deans List (Headmaster’s List) 3.5 to 3.99 GPA
- Presidents List (Director’s List) 4.0 GPA

2.2.2 ACADEMIC RECORDS

The student's permanent academic record is maintained in the Student Records and contains personal information, grades and credits. All notes and comments are filed in these records. Where appropriate, statements of a corrective nature, withdrawals, suspension for failure to meet academic standards, suspension for disciplinary reasons, and graduation data are added. It is a historical record of the student's academic progress.

For any changes in these records, such as the spelling of ones name, contact address, etc. the Office of MCPS must be contacted.

2.2.3 ISSUANCE OF TRANSCRIPTS

At the end of each semester, students will receive a report card, which will show the result of all the courses undertaken. Transcripts are the result of these reports and are absolutely confidential.

A transcript may be requested in writing by an institution or facility of learning, after the student leaves MCPS. Only with proper request of transcript will MCPS forward a student's transcripts. The transcripts must be sealed and sent to the new educational facility with proper documentation that they were in fact sent and a return receipt must be requested.

Any transcript copies carry a research and copying charge of \$30. Duplicates of an original request will be forwarded for a copying charge of \$15, in addition to the original charge for the transcript.

Transcripts will be issued within a week of the request, pending the request was filed prior to Summer Vacation or holidays, extending in length over a period of one week.

2.2.4 ACADEMIC INTEGRITY

The Founder and Members of the Board, as well as all principal decision makers in MCPS had a vision in adding the core curriculum to the Marion County School of Music, which is the Parent Corporation of Marion County Private School . This vision was to afford a superior education to children of all races, creeds and colors, as well as all religious backgrounds. The school was built on the Bi-Laws that all students should receive an education in all of the Arts and Core Subjects, regardless of their ability to pay tuition.

Fundamental to this vision is a mutual commitment to truthfulness, honor, and responsibility toward each individual, without which we cannot earn the trust and respect of anyone.

We value these academic and personal commitments and therefore can not tolerate dishonesty, lying, cheating or stealing.

2.2.5 ACADEMIC INTEGRITY POLICY

Academic dishonesty may be describe as but is not necessarily restricted to:

- Giving, receiving, or using unauthorized aid on any academic work
- Plagiarism, which includes the copying of language, structure, or ideas of another and attributing the work to one's own efforts.
- Attempts to copy, edit, or delete computer files that belong to another person, or use of another person's files, accounts or data.
- Any attempt to help or get help from others during a test or quiz
- Scanning of text from books and submission of assignments without references are also considered as academic dishonest.

Any proof of academic dishonest is severely dealt with. For the first offense, the student is awarded and "F" on his/her quiz/test,

The second offense will assure the student of an "F" in his entire grade on the report card.

The third offense will cause the expulsion of the student immediately.

2.2.6 FACULTY EVALUATION

At the end of each quarter of the school year, the students are asked to fill out a form, in which they evaluate their teachers. This helps us know what the student thinks, and how we can improve our teaching staff.

UNIFORMS AND DRESS CODES

3.0 UNIFORMS

All students are required to wear black trousers, black skirts, or in appropriate weather black shorts, along with white shirts (button down, collared) or white blouses. Shoes are to be black dress shoes with appropriate socks or nylons.

During festivities male students will wear a red bow-tie, and the female students will wear red accessories. This is to support the school's colors RED – WHITE – BLACK. Students may wear jewelry, if it is not offensive, or disturbs during class times. Trousers must be worn with a belt, and must be pulled up to the waist. Blouses or shirts worn by the female student must be appropriate, and may not be exposing her breast.

Skirts must be Arm-length.

3.1.1 UNIFORM CODE NOT ADHERED TO

Any student who does not adhere to the Uniform Code will be requested to stay in the office until a parent or guardian can deliver proper clothing for the student. The student will be counted as unexcused and absent from class until he/she can appear properly dressed in class.

If a student does not adhere to the Uniform Code a second time, he/she will be required to go home and be suspended. This suspension will be presented to the discipline committee who will decide on the length of time this student will remain suspended.

If the same student does not adhere to the Uniform Code a third time, the student will be expelled.

Hair and Make-up are required to be reasonable and not to be annoying, disruptive or a nuisance during class times.

Purses, bags or other carrying devices must be stored away and may not be carried around on school property until students are ready to leave.

No offensive types of jewelry may be worn. Any jewelry approving of violence, sex, drugs, alcohol, devil worship or other offensive subjects will be immediately confiscated and turned over to the parents of the student.

The student will be warned the first time.

The second offense will result in a suspension, with the disciplinary committee deciding the length of the suspension.

The third offense will result in expulsion.

GENERAL RULES AND REGULATIONS

4.1 GENERAL RULES

- The library is to be used for private study only. Discussions and loud talking are not permitted. Joint study groups may quietly talk, without disruption of others studying or doing homework.
- Use of cell phones for any reason is not permitted
- There is no smoking, drinking or eating while doing any book work
- Books may be checked out for a limited amount of time, but must be returned in good condition. Any book destroyed or tampered with, must be replaced by the student. If the book is not replaced by the student, all report cards and transcripts will be held without being forwarded until the book is replaced.
- Students are required to conduct themselves in the library and any other part of the campus in a decorous manner, without causing disturbance of any kind. Disturbances of this kind will be reported to the office and be handled by the disciplinary committee.
- Any items broken, torn, rendered useless in any way shape or form by anyone, will immediately have to be replaced by that person. If a person does not replace them, the school will replace the item at a higher cost, pending the purchase of the item; the time spent purchasing the item, the cost of travel to purchase the item and any other cost involved.
- Running, jumping or pushing are not permitted in the halls, on stairs or in the classroom.
- There is a “Hands Off” policy, which demands no student touch another student in order to push him/her, shove or otherwise attempt to keep control over the student. No wrestling, punching, kicking or other physical violence are permitted anywhere on campus.
- Students who participate in the Karate classes are required to follow the rules of conduct within the class, and may not practice or attempt to use their Karate moves anywhere but in the practice area assigned.
- Students who have signed up for After School Programs will not be allowed to skip a class or be missing for any reason, other than a medical excuse, or a written script by a physician or person of authority. If a student fails to participate properly in these classes, the conduct will be reported to the teacher who maintains record of the student’s conduct. An “F” will be recorded in that case.

4.1.1 Search and Seizure

- The school reserves the right to check any and all students’ personal belongings if in fact a reason exists to do so. This is deemed “The right to search and seizure” and will be maintained as necessary. Students entering the building subject themselves to this rule immediately upon entering.

4.2 PRINTING POLICY

In order to reduce paper waste and control printing costs, the following printing policy is applied:

- Test Printing is discouraged. Students must use the “Print Preview” prior to printing their reports.
- Students may only print up any work on school’s printers if they have paid 10 cents per sheet print cost (black and white) and 15 cents per sheet (color ink).
- Students wishing to use printing paper for other purposes must purchase each sheet of paper for a cost of 10 cents.
- Copies are 10 cents a sheet. Duplex copies are 15 cents a sheet.
- Students may only copy if proper permission has been given by office staff, teachers or the director.

4.3 GETTING HELP AND REPORTING PROBLEMS

The office is a busy, hectic place and often not suitable for research. A student who has reserved time in the office to do online research should be able to take the limited time available to do his work expediently. If a problem arises the student should immediately tell a teacher, staff member or the director about the problem in order to have it repaired.

Students must not use the Internet for any personal communication of any kind...

The computers are used strictly for the purpose of students being able to complete their studies and reports.

Occasionally students will visit the Public Library with their teacher and do their research and studies there.

Students with Public Library Cards must be responsible in returning any materials checked out at this facility in order not reflect a negative light upon MCPS

MCPS is not responsible for any information ascertained on the computer, and used by the student, if in fact the information is false or misleading. The student is responsible for checking all work in his/her report.

LUNCH RULES

5.1 RULES DURING LUNCH

- All food and drinks must be consumed at the lunch table and all trash discarded properly. No plates, cups or eating paraphernalia is to remain after the student is done.
- Proper manners are required at all times during lunch, and students are to wait until everyone has finished their meal. Loud, boisterous and obnoxious talk at the lunch table is not permitted and will be punished.
- No dropping, throwing or discarding of food other than into the trashcan is permitted.

- Any student who fails to adhere to the rules at the lunch table will be asked to leave the table.

AFTER SCHOOL PROGRAM RULES

6.1 RULES OF CONDUCT FOR AFTER SCHOOL PROGRAM PARTICIPANS

- All students who have enrolled to After School Programs must complete their homework prior to participation in the classes offered. A student who is not done will not be able to participate in the classes and will be marked tardy, or unexcused. The rules for being tardy or unexcused apply.
- A student must be properly prepared for the classes offered and have all the equipment, materials, supplies available and prepared to use.
- Students who participate in a Language course will be graded and must have all class materials prepared, homework assignments completed and be ready to participate properly in the classes.
- Students who are enrolled in the Karate Classes must have proper gear to wear and be prepared and suited up at the beginning of their class time.
- Students who are enrolled in the Horseback Riding classes must have their proper gear and maintain it clean and in order from week to week. The shelves and storage areas provided are limited in space and no one can leave other

items lying around. Only the riding helmets, boots and riding gear may be stored.

- Students who have enrolled in the culinary arts course will have to have their required materials on hand and be ready at time of class beginning.
- Students who have enrolled in Golf, Tennis, Basket Ball, Drum Lessons, Piano Lessons, Garden Club, Horseback Riding or Ballet will have to have their proper materials and gear with them on the day that the classes are offered.
- Choir and Debate Club will meet at special times, as announced and students must be properly prepared as requested by the instructor.

I, _____ have read
PRINT YOUR NAME

and understand the Student Handbook,
and I agree, will adhere to and follow the rules therein. I understand the consequences of my actions and will do my best to be a valued member of the student body.

By signing this document, I make known that I agree with the Handbook Rules and I will abide by each of these rules.

Student's Signature

Date

Parent's Signature

Date

Students will review the policies, rules and requirements for the first week of school and will be tested on their knowledge of these rules.

A Disciplinary Committee will be voted upon and formed on the first day of school.

The entire student body, all parents and teachers will vote this panel into office.
Any additional rules furnished in the future will be copied to all students and their families.