

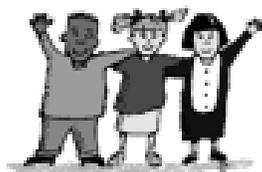
MAR-JAM PREPARATORY SCHOOL

STRIVE FOR EXCELLENCE



STUDENT HANDBOOK 2007 – 2008

90 Main Street, Ocho Rios P.O.
SAINT ANN
Email: info@marjam.org
Website: www.marjam.org
(876)974-2384 / 7012
Fax: 795-3667



Welcome to Mar-Jam Preparatory School.
We hope your years with us will be educationally
profitable for yourself
and your child / children.

**Our parents and students are required to read this handbook.
The support from all members of the Mar-Jam Family will enable us to
"Strive for Excellence" and achieve our goals.**



Annette James,
Director

Heather Maragh,
Administrator/ Director

Belinda Lue
Principal

Dear Parent/Guardian:

Mar-Jam Preparatory School enjoys an outstanding reputation for academic excellence and student success supported by an excellent program and professional staff. We are here to meet the needs of your children and consider your participation in the program vital for your child to achieve his/her full potential. We encourage parent involvement in our school through classroom volunteering, open communication with staff, and attendance at special student-centered activities throughout the school year.

Through this handbook, we hope to provide information about the school to parents and students. We value and appreciate the understanding and communication between home and school. We hope that you will find the handbook useful, review the information with your child, and keep it for future reference.

Please review this information with your child, sign the enclosed contractual page(s) and return it/them.

The staff at **Mar-Jam** wishes to extend an invitation to you to visit our school not only to confer about your child, but also to become more involved in our total school program.

We are looking forward to a rewarding and successful school year.

Sincerely,

MAR-JAM PREPARATORY SCHOOL



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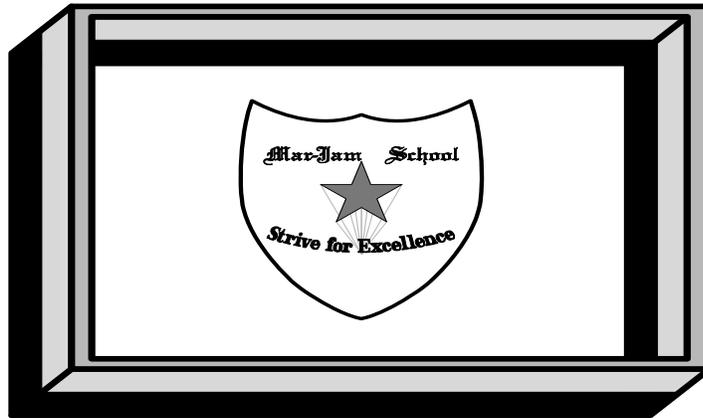
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Contract of Agreement

Mar-Jam Preparatory School

90 Main Street, Ocho Rios P.O. Tel: (876) 974-2384 / 7012.



Mar-Jam School was founded in 1992. It is an independent co-educational day school, which offers students of all nationalities an education from Pre-Kindergarten to Preparatory level. The school also houses a Special Education Unit which caters to students with learning disabilities. The school is governed by a Board of Management and is recognized by the Ministry of Education.

The school is located on a two (2) acre campus in Ocho Rios, ST. ANN, on the picturesque north coast of Jamaica. This campus was once the Convent attached to “Our Lady of the Fatima” Catholic Church, which is immediately opposite the school. The administrative block, kindergarten and primary classrooms are attractively housed in individual wooden cottages connected by a series of walkways, which meander over honeycomb rocks, which typify Ocho Rios.

The school’s current enrollment is approximately 250. The school has two (2) divisions: Kindergarten and Preparatory.

The Board of Management has delegated the responsibility of the day-to-day management of **Mar-Jam School** to the Principal and the Administrator. The Principal is responsible for the rich academic programmes offered and the Administrator is responsible for the business management and school plant. Our office staff consists of 1 and a maintenance staff of 2 personnel. **Mar-Jam School** boasts a wide variety of rich academic and fine arts courses, which provide a general education on which an informed course selection will be made for the subsequent growth of Mar-Jam School as the final years of school is developed.

Mar-Jam Preparatory School

90 Main Street, Ocho Rios P.O. Tel: (876) 974-2384 / 7012

Motto

“ Strive for Excellence ”

Mission Statement

The mission of **Mar-Jam School** is to meet the needs of the community by providing an education that is based on current national and international educational practices for children ages three to twelve.

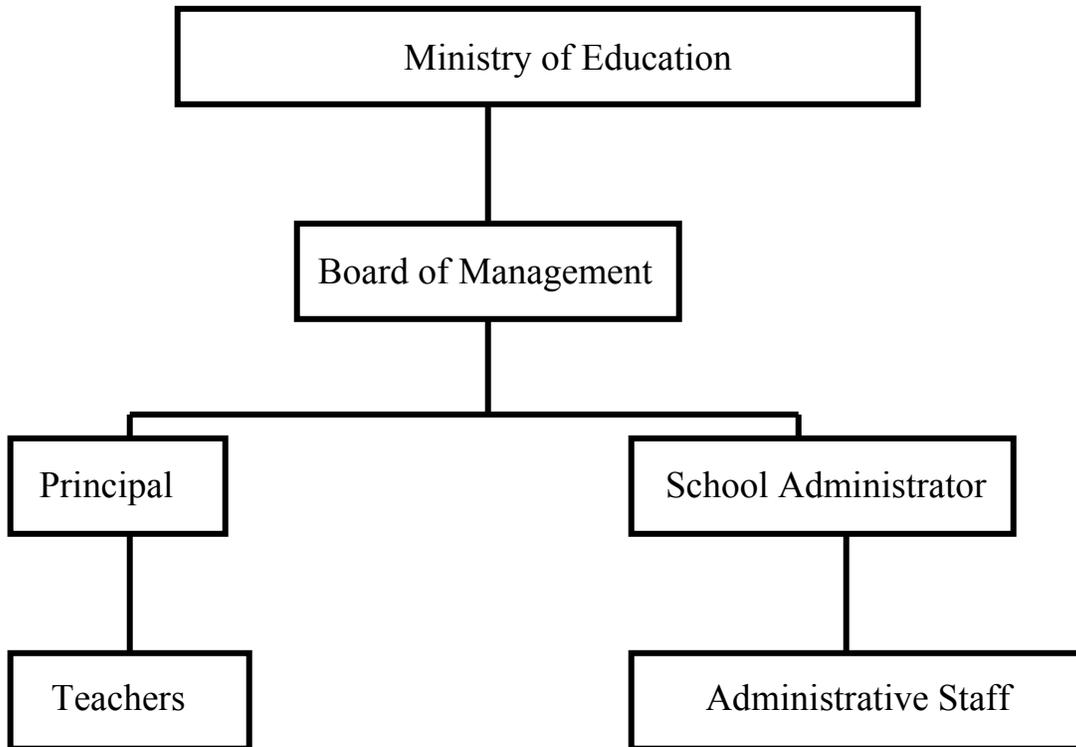
- 🏠 To provide comprehensive training in a supportive and caring environment.
- 🏠 To enhance the attainment of educational excellence.
- 🏠 To encourage the holistic development of each student.
- 🏠 To maintain the highest standards in professional and ethical practices.

As a team (parents, students and staff) we aim to build and nurture a happy, goal-oriented, high-energy team that recognizes creative actions and realizes individual aspirations.

Vision 2000

- Become the Centre of Excellence in Ocho Rios, ST. ANN.
- Construct a new facility to accommodate our staff and students comfortably.
It will have: a library, computer classroom, science laboratories, fine arts department, sporting facilities, auditorium / cafeteria, audio-visual room, staff lounge and administrative offices.
- Implement an active staff development programme to keep Mar-Jam School on the cutting edge of educational practices.
- Enhance the community of Ocho Rios by offering enrichment classes for adult learners.
- To grow as an institution, accommodating quality secondary education.

Organizational Structure



Minister of Education
MarJam School, Board of Management
MarJam School, Director
MarJam School, Administrator & Director
MarJam School, Principal
22 Full-time/ 3 Part time

-
- Chairman, Pastor Wesley Boynes
- Mrs. Annette James
- Miss Heather Maragh
- Mrs. Belinda Lue
1 Admin./ 2 Maintenance

Statement of Goals:

- To recognize the individual differences of its students and teachers, and aim to provide ways to involve and make use of those differences in a meaningful way.
- To teach the fundamental skills and elements of common knowledge: the ability to think, speak and write clearly and effectively, compute accurately, and read and listen with understanding.
- To develop habits of good reasoning and critical thinking, the ability to search out facts, evaluate evidence, sense relationships, think through problems and clarify ideas, and form valid conclusions and judgments.
- To stimulate the creative aspirations and develop useful talents of all students and faculty.
- To enable students to practice self-discipline within the guidelines and rules established for acceptable conduct and social behaviour.
- To encourage the further training and involvement of the administrators, teachers and students by their participation in educational workshops, conferences and seminars.
- The overall goal of **Mar-Jam School** is to provide our school community with those opportunities through which its members might become identified with both the Jamaican and International scenes. It is a goal, which encourages our various nationalities and cultures to live and work together in a spirit that recognizes our differences and at the same time accepts the need for international unity and collective responsibility.

The Board of Management

The Board of Management is the policy-making body of **Mar-Jam School** and makes regulations and decisions on all matters pertaining to the operation of the school. The Board elects a Vice-Chairman who will preside in the absence of the Chairman. The Principal and the Administrator are members of the Board and sit on all committees of the Board. The Administrator is the secretary of the Board and all its Committees and shall record the decisions of the Board and keep an index record of all such decisions. Board meetings are held at least three times annually, or once per term. There are two (2) standing committees of the Board that meet more frequently.

Committee of the Board

The Executive Committee

This committee meets monthly or as necessary to deal with the operational management of the school. This Committee consists of: the Chairman, the Principal, the Administrator, and a staff representative.

Functions:

1. To advise the Board on all financial matters
2. To advise the Board on any aspect of the administration of the school as may affect its long term planning and financial commitments
3. To receive financial audit reports and to insure that all recommendations have been carried out
4. To submit to the Board, and where appropriate, the Academic Committee's plan for the future development of the school
5. To be responsible for matters relating to facilities, planning, construction, and physical plant and equipment.

The Academic Committee

This Committee has responsibility for all matters relating to academic policies and programmes of **Mar-Jam School**. This committee consists of the vice chairman, the principal and a staff representative.

Functions:

1. To be responsible for the formulation of academic policy of the Board.
2. To advise the Board on the provision of facilities to carry out that policy.
3. To direct and regulate the teaching and instruction within **Mar-Jam School**, and in pursuance of this objective, to carry out a continuous assessment of regulation and syllabuses.
4. To administer and evaluate all programmes.

Discipline:

The Board of Management

Teachers, being hired as professionals for the purpose of teaching and supervising students, are primarily responsible for the good order and discipline of the classroom and school grounds. The Principal is responsible for the development and the implementation of the disciplinary policy through the teaching staff. In order to accomplish this, she / he must be firm, consistent and supportive of his / her teachers.

Administrative Policy

The discipline in the school is the concern of all members of staff. The staff must be aware of all student activities and be quick to correct, as well as praise those aspects of their activities which affect the discipline of the school.

Discipline depends to a large extent upon the **example and leadership of parents**, staff and administration. It also depends on the prior preparations and arrangements for school, classes and activities.

It is probably true that when the teacher is cheerful, helpful, and an effective leader and the students are interested and motivated, and other positive factors are present in the school situation, discipline ceases to be a concern. Realistically, we cannot expect this to be the case at all times. It is therefore necessary to establish and enforce a code of conduct or behaviour which clearly states guidelines and expectations of **Mar-Jam School**. Actions contrary to this code of conduct will incur consequences. (Refer to pages on Disciplinary Guidelines and School Rules)

Self-Discipline

Self-Discipline is the goal of such a policy. Experience has shown that before discipline can be internalized it must be externally enforced. Students, especially the older ones, should be given every opportunity to develop and demonstrate their degree of self-discipline. However, when that breaks down or appears to be lacking, then the discipline must come from the adults present. It must also be fair and consistent if it is to be meaningful and effective. The ultimate sanction is that the continuance in the school demands the recognition of certain standards of work, conduct and behaviour and that the failure to conform to these standards leads to the removal of the offender from the school (or in minor cases from such classrooms or areas of the school as may be necessary.)

Each and every student is expected to adhere to high personal standards of behaviour, to care for their fellow students and to realize that good study habits are essential. It is important that students readily recognize what is expected of them in order that self-discipline with the minimum of sanctions is in reality the **Mar-Jam School Code**.

Disciplinary Guidelines:

The purpose of this list is to present a concise set of behavioural guidelines for students attending **Mar-Jam School**. It is not intended as a total list of rules and regulations. Reasonable behaviour is a matter of common courtesy and respect for the rights and privileges of others. All teachers have the responsibility for training and disciplining students in these regards.

- Students are expected to be appropriately dressed for classes and physical education. A uniform is required and no jewelry is allowed. In cases where girls have pierced ears, a knob or 'sleeper' will be allowed. Long or dangling earrings will be confiscated.
A watch is not regarded as an item of jewelry.
- No student may leave the premises between the beginning and the end of school unless permission is granted by the Administration.
- After an absence from school, students are required to bring a note of explanation to the Class Teacher or parents may give a verbal explanation.
- Vandalism of any sort will not be tolerated. Students found guilty will be required to repair or replace damaged property and be suspended from school.
- Students found guilty of theft will be required to restore the stolen property or its equivalent value and could be suspended from school.
- The throwing of stones or any other object is prohibited. This includes attempts to knock down fruits from trees on the compound and adjoining premises.
- Students found guilty of littering the campus will be assigned –'clean up duties'.

School procedures:

The Classroom Teacher is expected to handle the discipline in the classroom. The teacher is primarily responsible for the good order in the classroom and is therefore obliged to handle all problems to the best of his / her ability. A Teacher who is professionally trained should be able to assume the responsibility for the management and control of students behaviour within the classroom and during extra curricular activities. Before referring a student to administrative personnel, the teacher is expected to exhaust reasonable efforts and resources in dealing with the disciplinary problems. Try to develop sensitivity and an awareness of problems before they become large enough to require administrative attention.

Discipline Committee :

A Faculty Discipline Committee exists to provide administration with recommendations as to the appropriate consequences for inappropriate actions, and to help maintain a safe and healthy community. Faculty members representing the various grade levels constitute the Discipline Committee. Administration may ask a student to appear before this committee.

SCHOOL RULES

The school and classroom rules are reviewed at the beginning of the year and again at the beginning of the second and third term. Specific rules are also reviewed by the classroom teacher and the principal when problems arise. Cooperation and support from the home are essential to maintain a good educational environment. The following list of rules includes but is not limited to:

1. The throwing of any article found on the school compound is forbidden.
2. Practicing karate movement on the compound without supervision is forbidden.
3. Loitering on the premises during class time is forbidden.
4. **ABSOLUTELY** no littering of the school premises.
5. Playing in the mornings before school begins is forbidden.
6. Students must not be seen in the kitchen, unless they are with a teacher.
7. The chewing of gum in school is not allowed.
8. Only one person must be in the bathroom at any one time, unless washing hands.
9. Proper uniform must be worn to school at all times unless other wise stated.
10. Running on the stairs is forbidden.
11. All students must be in school by 8:30 a.m.
All students not participating in an organized school program are required to go home directly after school.
12. Home Work must be supervised and signed by parents or guardians.
13. The use of indecent language is forbidden.
14. Toys or play articles must not be brought to school.
15. Jewelry must not be worn to school, except in the case of girls with pierced ears. Only knobs or sleepers are to be worn in the ears.
16. Shouting or loud talking in class or on the school compound is forbidden.
17. Students may not push, fight, wrestle, bite, spit, kick, or cause disruption in the classroom.

18. Sharp implements or knives should not be brought to school.
19. Children should not walk or play on the rocks beyond the fence and in all out of bounds areas.
20. Children will not be permitted on the road unless they are supervised or they have permission to go on the road.
21. Sitting on the fence and rails around the school compound is forbidden.
22. The main building is the **SILENT ZONE**; children using this area are to do so quietly.
23. Climbing over the fence and going onto the properties surrounding the school is forbidden.
24. Electronic games (Game boy etc.) or card toys (Pokeman etc.) are not to be taken to school.
25. Cellular phones are not allowed.
26. Students are to heed all warnings and are expected to follow the directions of all school personnel.
27. All students are expected to be in their classroom or designated line, when the bell rings.
28. Students must stay off planted areas and terraced areas.
29. Students may not run in the administrative building, on walkways, or behind buildings.
30. If a ball goes out-of-bounds, an adult needs to be notified and permission given to fetch it.
31. Skateboards, and roller skates/blades are not allowed at school. Shoes with wheels will not be permitted at school.
32. Students must eat in areas designated by their teachers. All trash must be disposed of in proper containers.

The following will warrant suspension or even expulsion if there is no change in behaviour after the Principal has dealt with the child /children:

1. Consistent use of indecent language.
2. Frequently getting into fights with peers.
3. Insolence to school personnel.
4. Possession of any dangerous weapon or object, as well as talk of possession.
5. Threatening to cause harm or intentionally causing harm.

GUIDELINES FOR RECESSES:

1. Fighting is never allowed.
2. Tackle football, wrestling, or rough play is not allowed.
3. Throwing of rocks, sand or any other object deemed dangerous is not allowed.
4. Any form of hard balls or semi-hard balls must not be used at school at any time.
5. Students must ask permission to get any ball leaving the play area.
6. Climbing or swinging from trees is not allowed.
7. Equipment taken out of the classroom by a student during recess must be shared.

The person taking out the equipment is responsible for bringing it back.

8. Students must have a pass to come to the office. During recess there is to be absolutely no loitering at the canteen, office, or bathrooms.
9. All playground activities need to stop when the bell rings.

Regulations & Policies

Probationary Period:

All incoming students are evaluated through Math and Reading SCREENING TESTS to aid in correct placement. Report cards and previous records are also considered in this placement.

A student admitted to Mar-Jam Preparatory School will be on academic and behavior probation for the first term after entering. During this period, the student's work and behavior will be evaluated according to the expectation set forth in the handbook. A student will be considered in good standing after the successful completion of the probationary period. It may be necessary to re-evaluate a student's admission during the probationary period.

Students and their parents are expected to uphold the philosophy and the policies of the school.

Classroom rules:

Each classroom teacher establishes the rules for his/her classroom with the students at the beginning of the year. These rules are discussed and posted in the classroom during the first week of School. Rewards and recognition for positive behavior are emphasized.

Reports:

Reports are sent home twice per year, at the end of the Christmas and Summer Terms. Parent Conferences are held at the end of the Easter Term.

1. Kindergarten students' report cards will be standards based. Students will be assessed and graded as M-mastered, E- excellent, VG- very good, G- good, U-unsatisfactory, NA-not applicable.

The class teachers recommend at the end of the school year whether the students are promoted.

2. Students in grades 1 - 6 will receive numerical grades for exams and letter grades for the term.

The class teachers recommend at the end of the school year whether the students are promoted.

Home Work:

The purpose of homework is to provide an opportunity for students to practice and review concepts that have already been taught in the classroom. It is also given to help develop a sense of personal responsibility; to encourage self-discipline; to extend each child's ability to study independently and afford the parents an opportunity to see what is being done in the classroom.

Your child's homework assignments could include any or all of the following: completion of work assigned during the regular school day; reinforcement of skills previously taught; long-term assignments, such as book reports and research projects; weekly assignments such as spelling, vocabulary, and math facts. Please encourage neatness at all times.

The amount of time spent on homework can vary with the individual child as well as the level and complexity of the subject. Parents can greatly assist their children by providing a homework-friendly environment. **Home Work is given to all grades everyday except Kindergarten 1.** If the homework is incomplete, a de-merit is given or the child loses a sticker. The work must be made-up. Repeated failure to complete homework will result in parent-principal-child-teacher conference.

Field Trips:

Field trips are an integral part of the instructional programme. Parents are required to sign a permission slip for each field trip. Students will not be allowed to participate unless the permission slip is signed. Parents will be required to pay the transportation and entry fee for any activity.

Physical Education / Sports:

The Physical Education programme is an integral part of the school's curriculum. All students are required to take part unless medically unfit to do so. If a child is not able to participate on any particular day, a medical certificate should be produced or a note from a parent / doctor.

Student Arrival & Dismissal:

Being in school on time and on a daily basis is important to a successful education and is an important life skill. Therefore, it becomes critical that children are punctual.

1. Students should arrive at school by 8:30 a.m.
2. The school is not responsible for the safety and supervision of students who arrive prior to 7:45 a.m.
3. All Kindergarten Students should be escorted to their classroom.
4. If your child is to be part of a **car pool** on a regular basis, a note stating the child's name, class and the person or persons included in the car pool should be kept on file in the school office. Parents are responsible for transportation to and from any school function that takes place outside the regular school day and after school hours.
5. Your child will be marked late if they arrive after 9:00 a.m. but before 10:30 a.m. will be marked tardy.
5. Chronic tardiness will result in a de-merit, conference with parents, and letters of warning placed in the Record File.

Note carefully the following:

K1 ends at 1:30 p.m. These students are expected to be picked up by 2:30 p.m. the latest.

K2 & K3 ends at 2:00 p.m. These students are expected to be picked up by 3:00 p.m. the latest.

P1- P6 & Unit ends between 3:00 p.m. and 3:30 p.m. These students are expected to be picked up by 4:00 p.m. the latest.

NB: P6 ends at 4:00 p.m. during GSAT preparation months and these students are expected to be picked up by 4:30 p.m.

The teacher's playground duty ends at 4:00 p.m. All students must leave the school compound by 4:30 p.m. No teacher will be on the school compound after this time to supervise your child. Please make every effort to have your child/children home early.

Your cooperation regarding all arrival and dismissal rules is crucial for the safety of all students.

Emergency dismissal :

During periods of sudden weather-related emergencies that may occur during the school day, parents should listen to Irie FM radio to determine if the children will be released early or call the school for information. If early dismissal should occur, parents of children who would normally ride the bus/taxi home need to make immediate arrangements for the care of their children. Parents of children who are car riders should make immediate arrangements to pick up their children.

Student Absence:

A student who is absent from school must give a letter of explanation, signed by a parent/guardian to the class teacher upon returning to school. This will be kept in the student's Record File for the school year. However, we will appreciate the parent or guardian calling the school office to inform the school if a child is going to be absent.

Parents should plan vacations and time away from school for other purposes very carefully, taking advantage of the planned holidays and vacation days scheduled on the school calendar. If vacation time must be taken during a time other than scheduled school vacations, check with your student's teacher regarding Independent Study. Students, who are out of school on vacation for other than the regularly scheduled school holidays, will automatically be marked absent.

Teachers are not required to give make-up tests or assignments for absences due to vacation.

Rest Rooms

Rest rooms are not meeting places or places to visit with friends. The facilities in the rest rooms are there for your use. Take care of rest room areas, and help keep them clean. Never mark on the walls. Remember to wash your hands before leaving.

The School Year:

The school year is divided in three terms i.e.:

First Term - September 1 - December 31

Second Term - January 1 - April 30

Third Term - May 1 - August 31

Payment of Fees:

- All school fees must be paid on or before the 1st day of each term.
- School fees must be paid at the national Commercial Bank, Ocho Rios by cash or Manager's Cheque using a voucher provided by the school or by credit or debit card at the school.
- There is a replacement charge of \$50 for those who lose vouchers.
- A copy of the bank voucher must be submitted to the office on the first day of each term as proof of payment.
- Giving your child the copy of the voucher is risky but if there is a need to submit the voucher using this medium, please determine at the end of the day if this was accomplished. A call to the school would help.
 - * Remember the responsibility of proving that the fees are paid rests with YOU, the Parent/Guardian.
- Parents experiencing difficulties with paying fees must see the Administrator or the Principal before the start of the term to discuss their particular situation. A Payment Plan may be recommended based on your circumstances at a 5 % finance charge applied on the first day of every month on all outstanding balances. However, this facility has limits as to the number of persons that can be accommodated.
- For persons on Payment Plans, please ensure that a receipt for each payment is issued.
- Tuition payments are non-refundable for any reason including the absence, withdrawal, suspension or dismissal of the student.
- The school may withhold participation at graduation, or any other event sponsored by the school, report cards, and/or transcripts for any student whose account including tuition, book bills or any other fees whatsoever, is delinquent or in arrears. The school has the right to refuse to accept the registration of members of any family who are delinquent in financial matters.

Detentions:

Detentions may be assigned according to the discretion of teachers and or administrators in keeping with the **Disciplinary Code** and teachers' classroom standards of behaviour. A **Detention Book** is kept in the Office and teachers may enlist students assigned detention along with an assignment for them to do.

The Duty Teacher checks attendance and the names of those who do not report are referred to the Principal.

Detentions should be assigned for the following days in order to allow students to make arrangements for a late pick-up from school. Detentions take precedence over sports and after school activities.

The School Library:

Structurally and educationally, the **Mar-Jam School** Library is at the centre of the school. It is to be hoped that the Library will form an integral part of every learning experience and the importance of gaining confidence in its use cannot be over emphasized. All students of **Mar-Jam School** automatically have the privilege of using the school library.

Library Rules:

1. Books may be checked out between 8:30 a.m. – 3:30 p.m.
2. Students from Kindergarten to Prep. 6 are allowed 2 books per week.
3. NO EATING OR DRINKING is allowed in the Library.
4. When returning books, please put them on the desk/table--- **DO NOT** PUT THEM ON THE SHELVES.
5. There is a fine for overdue books.

Student Record Cards:

A confidential Record Card is kept on file in the Administration Building for every student. It is the class teachers' responsibility to keep these records updated.

Information includes:

- Home Address, Mailing Address and telephone numbers.
- Physical disabilities or any special medical information.
- Former school attended with dates.
- Occupation and nationality of father and mother – include name of firm or organization of work.
- Marks obtain in their term reports as well as the results of any standardized test, external examinations, etc.
- Special interest and activities.
- Future educational and career plans.



Student Emergency Cards:

This information is vital to your child's safety. If you have a change of address or change telephone numbers, the office should be notified immediately. Should your child become ill or injured at school, we must know how to reach an adult. We strongly encourage you to give us the names and contact numbers of at least three adults who may be contacted if we cannot reach you. Children may not be released to persons not on the emergency card without a written note.

Visitors:

All visitors should first report to the Receptionist in the Administrative Office. Students should not have visitors during the school day unless with the permission of the Principal or School Administrator.

Parent/Teacher Conferences:

Conferences may be arranged at the request of either the parent or the school. While it is the policy of Mar-Jam Preparatory School to encourage parents to confer with the school regarding their children, these conferences for the educational well being of the students **must** be scheduled with the following guidelines in mind:

1. A specific appointment time must be set up before the actual conference.
2. Any convenient time that is agreeable to both the school and parent is allowable for a conference. However, conferences **may not** take place during instructional or duty periods.
3. Out of respect for the privacy of teachers and their families, **please do not call teachers at home.**

Syllabus:

A syllabus or course outline for each grade is available in the Principal's Office. All teachers are responsible for knowing the syllabus for their classes. Any teacher wishing to discuss alternatives should feel free to present ideas and the suggestions to the Principal.

Health and Safety Regulations:



In the event of an accident or illness in school, the teachers in charge at the time should send / take the student to the Office. If the injury is minor, first aid will be applied. If the injury is evaluated to be serious the child will be taken to the school's doctor and the parents notified. An accident report will also be filled out.

The health and well being of all students are important; therefore, ill students will not be allowed to remain at school. We do not have a school nurse at Mar-Jam Preparatory School, and our sickbay area is very limited. Office staff will notify a parent or emergency designee whenever a significant illness requires a child to go home. Immediate arrangements must be made to have the child picked up.

A log will be kept of students in sickbay, and they will wait there until an authorized adult comes to pick them up. It is very important that we have the names and current phone numbers for at least three local emergency designees.

Students will not be allowed to remain at school for the following reasons:

1. Fever of 100 degrees or above, vomiting, diarrhea, severe pain, or other conditions not conducive to learning.

(Please do not send your child to school until they are fever free for at least 24 hours.)

2. Any infectious or contagious conditions such as, but not limited to, measles, impetigo, unidentified rashes, pink eye, ring worm, strep throat, chicken pox, head lice etc.

Medication:

Children may take necessary prescribed medication at school, under the supervision of the school office staff, under the following conditions:

1. A written statement from the physician detailing the method, amount and time schedule is on file in the office.
2. A written statement from the parent indicating the desire that school personnel assist the student as instructed on the physician's statement.

If your child must take medication at school, please check with the office for required forms to be signed by physician and parent. Students are not allowed to carry over the counter medication with them. All medications are to be kept locked in the main office. The only exceptions are inhalers

Immunization for School Children:

The Jamaican Law stipulates that all children of school age must be immunized. It is therefore imperative that all children attending **Mar-Jam School** be fully immunized. A copy of the child's immunization status must be kept at school either as a photocopy of the Immunization Card or as a notation made in the school register.

Use of the telephones:

Student use of telephone is limited to EMERGENCY situations only. Forgetting homework, a book or a musical instrument is not an emergency. The staff would appreciate parents reinforcing this at home, because the school phones are usually busy and the lines are limited. It is necessary for parents to make after school arrangements before children leave for school in the morning. Making last minute arrangements by telephone is discouraged. Please send a note with your child if there is a change in plans.

Cellular Phones:

Cell phones are not allowed at school. However, we understand the need for parents to communicate with their children, especially those who travel via public transportation (bus, taxi). For these persons, if you use a cell phone to communicate with your child, the following rules must be followed or the cell phone will be confiscated and the privilege revoked:

1. Written notice from parent to school stating reason for cell phone.
2. Cell phone must be turned off and brought to the main office for safe keep until dismissal time.

Uniform:

All students must be dressed in the correct uniform at all times unless otherwise stated.

If at any time your child has to be out of uniform a note should be sent to the teacher stating why the child is out of uniform.

Boy's Uniforms K1 – P6 & Unit:

1. **Pants/Shorts** - Uniform khaki pants or shorts must be worn. Pants or shorts may not be worn more than 1" below waist. Khaki shorts cannot be shorter than mid thigh.
2. **Shirts** - White shirts are required. All shirts must have the official school logo on them.
Shirts are to be tucked in at all times.
3. **Shoes** - Solid black shoes.
4. **Accessories** - Black, brown, or khaki belts may be worn. Belts must be worn daily except on P.E. days.
5. **Socks** - Only plain white crew socks may be worn. No ankle socks may be worn.

Physical Education Uniform: white shorts, white T-shirt with school logo & or house T-shirt with logo, white socks, and white rubber sole shoes.

Girl's Uniforms K1 – P6 & Unit:

1. **Skorts** – Knee length khaki skorts. Skorts are to be no shorter than knee length.
2. **Blouse** - Plain white blouses with the school logo. They are to be tucked in at all times.
3. **Shoes** - Solid black shoes.
4. **Socks** - Only plain white crew socks are to be worn. No ankle socks may be worn.

5. Hair Accessories – Appropriate clips, ribbons or headbands may be worn. (black, white, brown, beige)

6. Make-up - No make-up, nail polish or fake fingernails may be worn.

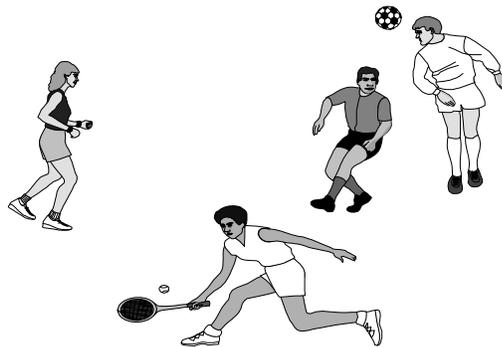
Physical Education Uniform: white skort, white T-shirt with school logo & or house T-shirt with logo, white socks, white rubber sole shoes and white, black, brown, or beige hair accessories.

Jewelry:

Watches, religious medals, and club pins may be worn. Religious medals must be worn inside the shirt. Earrings may only be worn by girls. Only single (one per ear), non-dangling earrings, no larger than the ear lobe may be worn. No other items may be worn.

Hair Styles:

Hair is to be clean and neatly combed at all times. Hairstyles deemed inappropriate by the administration may not be worn. Dyed, bleached or highlighted hair is not acceptable.



N.B. : House T. Shirts are to be worn only during the Easter Term.

Lost or stolen items:

The school is not responsible for lost or stolen possessions. Each student is responsible for his/her personal property. **YOU CAN HELP BY LABELING YOUR CHILD’S POSSESSIONS AND CLOTHING WITH HIS/HER NAME.**

Students may only bring what is required for the day’s activities. The Lost and Found box is located in the Administration Office. At the end of each term, all unclaimed items in the Lost and Found will be donated to charity.

Concerns or Questions:

Mar-Jam Preparatory School has an open door policy. Parents, students and community members are always welcome to share ideas or concerns with school personnel and administration. If the office is hectic, please leave your name and phone number and we will return your call promptly. If you would rather come in and conference with us, we suggest that you call first to make an appointment. The staff member may have a previously scheduled meeting or appointment. Our policy regarding classroom concerns is that the parents first contact the teacher. If the issue is not resolved, then contact the principal.

Daily Schedule

8:00 a.m.	Duty Teacher arrives
8:15 a.m.	Other Teachers arrive
8:30 a.m.	SCHOOL BEGINS
8:30 – 8:45 a.m.	Devotion
8:45 – 9:00 a.m.	Registration & Discussion
9:00 – 10:00 a.m.	Classes
10:00 – 10:15 a.m.	Break
10:15 – 12:00 a.m.	Classes
12:00 - 1:00 p.m.	Lunch
1:00 - 1:30 p.m.	Classes
1:30 p.m.	Classes end for Kindergarten 1
2:00 p.m.	Classes end for Kindergarten 2 & 3
3:00 p.m.	Classes end for Prep. 1 – 6 & Special Ed. Unit
* General Assembly	Mondays & Fridays

Break:

The morning break allows for a period of relaxation for students and teachers. During lunch time the canteen is open for students to purchase a full lunch or snack foods as they choose.

The Curriculum

The Learning Areas:

- Language Arts:
Reading, Writing, Structure, Comprehension/Reasoning, Composition, Phonics and Spelling
- Mathematics
- Social Studies:
Geography, History and Environmental Studies
- Fine Arts:
Art & Craft, Music, Dance and Drama
- Computers:
Integrated within the curriculum, Computer Science & Literacy
- Foreign Language:
Spanish
- Science:
Integrated Science
- Physical Education
- Religious Education

Student Activities:

Red Cross, Dancing, Boys' Scouts, Brownies, Football, Music Club, Environmental Club and Computer.

Grading System:

A+	96 – 100	- Excellent
A	86 - 95	- Very Good
B+	80 - 85	- Good
B	76 - 79	- Fairly Good
B-	70 - 75	- Satisfactory
C+	66 - 69	- Pass
C	56 - 65	- Pass
C-	50 - 55	- Needs Improvement
D	40 - 49	- Needs Improvement
E	Below 40	

Awards:

Academic excellence = 90% in each subject

Commendable work = 90% average

Good effort and progress on recommendation of teacher = Stickers

Most Stickers at the end of the week = Award / Certificate

Most Awards at the end of term = Certificate of Excellence

<p style="text-align: center;">Curriculum</p>
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Pre-Preparatory Department:

Pre-Preparatory Department contains the Kindergartens 1 - 3 sections. The classrooms are well ventilated, lighted and spacious. There is a safe enclosed play area. We aim to make the transition from home to school as smooth as possible by fostering close liaison with parents. In the Kindergarten 1 class the children explore and discover their world and themselves through carefully structured activities.

Alternating between group and individual activities, the children learn early number, phonics, pre-reading and socialization skills so that the transition to the next stage of school life is accomplished easily and successfully. They are also introduced to a kaleidoscope of activities including Art and Craft, Music, Drama, Physical Education, Religious Education, Social Studies, Science, Computer, Spanish and singing which stimulate the imagination, arouse curiosity, widen vocabulary and whet the appetite for knowledge and learning.

The Department offers a very exciting introduction to school life. Children enter Kindergarten 1 the term after their third birthday and move on to the Preparatory Department in the September after their sixth birthday. Children attend school 8:30 – 1:30 p.m. in Kindergarten 1 and 8:30 – 2 p.m. in Kindergarten 2 to 3.

In Kindergarten 2 – 3, the children have a more formal day; learning is still through discovery, but more emphasis is placed on acquiring linguistic, mathematical and hand writing skills, and on learning to work independently. Small class sizes mean that every child can be encouraged to develop at an appropriate pace in order to attain his or her full potential.

As children progress in the Pre -Preparatory Department, they experience a full and balanced curriculum with emphasis placed on the core subjects of Mathematics, English, Science, Social Studies and Religious Education.

The Preparatory Department:

As an independent school the National Curriculum does not legally bind us, but we use this curriculum as a guide and ensure that our curriculum encompasses the national requirements while maintaining breadth, depth and balance. This enables each child to experience a diversity of subjects and develop their skills and true potential.

Apart from an emphasis on the core subjects of Mathematics, English, Science, Social Studies and Religious Education, the following subjects are also taught: Art and Craft, Drama, Computer Studies, Spanish, Music and Physical Education.

PARENT - TEACHERS' ASSOCIATION (P.T.A.)

All parent and teachers are members of the Association, which elects annually an Executive Committee with a President as its head.

The P.T.A. usually meets two times per term and may consider any aspect affecting the school community. We encourage you to join the parent – teacher organization. Your active participation will allow you to become better acquainted with the school staff and be more informed about the schools educational programme.

The Association's aim is to work for the benefit and welfare of the total school. It is also involved with helping to organize such activities as:

- Orientation of New Parents and Students
- School Outings
- Talks, Workshops and Presentations
- Improving buildings and school grounds
- Organizing social and fund raising events

The P.T.A must be aware of the educational policies of the school.



PARENTS' ROLE IN EDUCATION:

We, at Mar-Jam Preparatory School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, morally and psychologically. Together, let us support one another in helping your child to become the best person he/she is capable of becoming.

PARENTS AS PARTNERS:

As partners in the educational process at Mar-Jam Preparatory School, we ask parents:

1. Be role models to their children.
2. To set rules, times and limits so that your child:
 - Get to bed early on school nights;
 - Arrive on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Complete class assignments on time;
 - Has lunch money or packed lunch every day.
3. To actively participate in school activities such as PTA Meetings, Parent-Teacher Conferences and Fund-raising.
4. To see that the student pays for any damage to school property due to carelessness or neglect on the part of the student.
5. To notify the school with a written note when the student has been absent or tardy.
6. To notify the school office of any changes of contact information including addresses, telephone numbers, and email addresses.
7. To meet all financial obligations to the school.
8. To inform the school of any special situation regarding the student's well-being, safety and health.
9. To complete and return to school any requested information promptly.
10. To read school notes and newsletters and to show interest in the student's total education.
11. To support annual fundraising events of the school.
12. To support the educational goals of the school.

13. To support and cooperate with the discipline policy of the school.
14. To treat teachers with respect and courtesy in discussing student problems.

EXPECTATIONS AND RESPONSIBILITIES.

PARENT/GUARDIAN:

EXPECTATIONS:

- to be able to schedule conferences with teachers/administrators;
- to receive school reports and informational bulletins in a timely manner;
- to have concerns reviewed by the school administration;
- to be treated with dignity and respect.

RESPONSIBILITIES:

- to encourage their child/children to do their best work in school;
- to schedule conferences to promote their child's/children's educational progress;
- to stress regular and timely school attendance;
- to provide their child/children with a suitable place to study;
- to encourage progress in learning including completion of homework assignments;
- to cooperate with school personnel in the enforcement of school rules including reporting of all serious incidents involving student safety or misbehaviors to school personnel;
- to participate in the work of the school including attending the orientation and conference meetings;
- to treat school personnel with respect;
- to notify the school of any changes in address, telephone number, and/or their child's health.

FACULTY AND STAFF:

EXPECTATIONS:

- to be treated with dignity and respect;
- to receive the cooperation of parent(s)/guardian(s), other faculty/staff members and students;
- to teach and work in an orderly environment

RESPONSIBILITIES:

- to maintain necessary student records and provide periodic reports of student progress;
- to arrange parent/guardian conferences;
- to establish clear rules for acceptable behavior and apply consequences in a consistent manner;
- to treat students, parent(s)/guardian(s) with dignity and respect;
- to provide students with appropriate classroom instruction as prescribed by the adopted courses of study.

STUDENTS:

EXPECTATIONS:

- to receive equal treatment in the enforcement of the Code of Conduct;
- the confidential handling of their school records;
- the discussion of complaints;
- to learn in an orderly environment;
- to be treated with dignity and respect.

RESPONSIBILITIES:

- to strive to do their best work at all times;
- to attend school daily and on time;
- to come to each class prepared for work;
- to comply with the authority of all school staff members (teachers, administrators, office staff, lunch monitors, aides, bus drivers, crossing guards, extended day staff and other school staff members);
- to obey all school/class rules and regulations;
- to report serious incidents involving student safety;
- to respect fellow students;
- to respect the property of others.



Mar-Jam Preparatory School

90 Main Street, Ocho Rios
SAINT ANN
Tel: 974-2384 / 7012, (Fax 795-3667)
Website: www.marjam.org Email: info@marjam.org

CONTRACT OF AGREEMENT

As a parent of a child/ children attending Mar-Jam Preparatory School, I agree to know and adhere to the policies and principles of Mar-Jam Preparatory School as outlined in the Student Handbook.

I also commit myself to the following:

1. pay my child's school fee in a timely manner in order to facilitate the smooth running of the school for the benefit of my child.
2. support the school by working closely with teaching and non-teaching staff.
3. monitor my child's class work and homework.
4. communicate regularly with my child's teachers.
5. attend a minimum of two P.T.A. Meetings for each school year.
6. be vigilant about developing a disciplined and orderly lifestyle in my child.
7. involve myself in supporting the activities of the school in any way that I can.
8. notify the administrative body of the school regarding any changes in my child's life (address, telephone numbers, family arrangements)

By my signature, I agree to the conditions of this agreement. I also verify that I have received and read a copy of the student handbook.

Parent/Guardian Signature

Date

Student's Name

DD/MM/YYYY
(Student's Date of Birth)

