



MONA PREPARATORY SCHOOL

**221 Old Hope Road
Kingston 6
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HANDBOOK & DISCIPLINARY POLICY

Revised , May 4, 2023

MISSION STATEMENT

Our purpose is to enable every student to maximize his/her potential to make a significant contribution to society through a well-rounded education, characterized by Christian principles and an active home-school partnership.

Mona Preparatory School

221 Old Hope Road

Kingston 6

AGREEMENT SLIP

I _____ parent/guardian of:

_____ (Name of Child) of Grade _____

_____ (Name of Child) of Grade _____

_____ (Name of Child) of Grade _____

I have read the rules and regulations of the Mona Preparatory School, and agree to abide by them.

I am fully aware that my failure to abide by the rules of the school can result in my child/ward being deregistered.

SIGNATURE OF PARENT

DATE

SIGNATURE OF PARENT

DATE

NOTES

VISION STATEMENT

Our vision is to be providers of world class services in the early childhood and primary education sector and to be seen by the wider society as a valued partner in shaping a competitive workforce for Jamaicans and the entire Caribbean community.

VISION OF AN IDEAL MONA PREPARATORY SCHOOL STUDENT

The Ideal Mona Preparatory School student is a model for other students in displaying leadership qualities, being well-mannered, well-groomed, participating in at least one sport, one cultural and one service-oriented extra-curricular activity while exceeding 90% academic average and 90% punctuality and attendance.

This ideal student understands and embraces diversity within society; has a sense of responsibility in caring for the environment and the community; and is eager to move forward with independent learning.

This ideal student has the required research, technological and creative skills and is learning a second language, in addition to English.

Parents are asked to note that the following will not be tolerated:-

- Purchasing from vendors on school trips/outings
- Teasing or bullying
- Unauthorized selling on the school compound.

DEALING WITH CONCERNS

If a parent has a concern about his/her child, a discussion must first be held with the class teacher. If the parent is not satisfied, the matter can then be brought to the attention of the Vice-Principal. If the parent is still not satisfied with how the matter has been dealt with, the matter can then be brought to the attention of the Principal, who is available for appointments between **7:30 a.m. and 8:00 a.m. and between 1:00 p.m. and 3:00 p.m. daily**. Appointments can be made by calling the school office and speaking to the Principal's assistant. Parents/Guardians should not engage in bullying or reprimanding another child with whom their child/ward is having a problem. All problems should be dealt with through the channels stated above. All discussions must be conducted in an orderly manner - loud talking, indecent language and physical contact are not permitted.

VISION OF AN IDEAL MONA PREPARATORY SCHOOL PARENT

The Ideal Parent takes primary responsibility for the holistic development of his/her child, while partnering with the school.

This parent is in constant communication with the school regarding the child's progress and finds time to support the child while volunteering in an active manner in the school.

CORE VALUES

- ♦ INTEGRITY
- ♦ COMMITMENT
- ♦ RESPECT
- ♦ FAIRNESS

RESPONSES TO MAJOR INFRACTIONS

Action
Continuation of Level II misbehaviour
Deliberate destruction of school/ peer's property
Use of indecent language; swear words
Fighting/causing injury to fellow students
Bringing offensive or inappropriate literature to school; Fighting
Disrespect shown to the principal, teacher or any adult in authority associated with the school
Leaving school premises without permission
Causing or contributing to causing serious injury to another student

LEVEL III INFRACTIONS : Level III infractions are any misbehaviour which may pose a threat to the health and safety of others in the school or has a lasting effect on the individual and warrants a Purple Slip.

Disciplinary Procedures for Level 3:

- The staff member reports the infraction to the teacher who may refer the student to the principal for appropriate disciplinary action.
- Where the matter is escalated to the principal, the principal meets the student, determines the most appropriate disciplinary response, and then informs the class teacher of the action taken.
- The principal maintains a record of the offence and the disciplinary action in the incident book.
- Referral to school counsellor (optional). Referral to the Board of Governors in the instance of causing or contributing to causing serious injury to another student.

RESPONSES TO MAJOR INFRACTIONS

Action
Unmodified Level 1 misbehaviour
Possession of 'weapon' such as knives, or any other cutting instruments etc.
Teasing/bullying/threatening peers & name calling.
Cheating or lying
Cursing, verbal abuse or making rude signs, or body language
Physical assault, hitting/kicking another child
Inappropriate physical conduct
Forgery
Throwing stones or other objects
Vandalism
Buying or selling items from or to other students
Deliberate destruction of school/peer's property
Use of indecent language; swear words

LEVEL II INFRACTIONS: Level II infractions will warrant the Pink slip and is any misbehaviour whose frequency or seriousness tends to disrupt the learning climate of the school and to seriously affect the student's own education. Infractions at this level include Level 1 infractions committed by a student who continues or repeats the infraction after being disciplined at Level 1 for that infraction.

Disciplinary Procedure for Level 2: The staff member reports the infraction or refers the student to a teacher and or principal for appropriate disciplinary action. A teacher and/or principal meet with the student and determines the most appropriate disciplinary response

- The parent will be notified
- The offence and the disciplinary action are recorded in the incident book
- Referral to school counsellor (optional)

'I SERVE'

1

Just below the mountain green,
Lies a centre of learning,
Right here, it's clear, excellence is everywhere
Decked in blue and white you'll find
Mona's children, open minds
As we play, we pray
Here success will ever stay

CHORUS

**I serve, you serve, we all serve
We serve each other in special ways,
As we learn and play at Mona
We aim for brighter days
I serve... you serve
We serve each other in special ways
As we learn and play at Mona
We aim for brighter days**

2

With God at hand we'll surely grow,
He'll direct our paths, we know
He'll guide, provide
And will keep us all in line
The future of this world we are
We'll outshine the brightest star
As he leads, we'll heed
Reaching out to those in need

BRIDGE

(Girls) Forever we will serve (Boys) oh yeah
(Boys) That's what God deserves (Girls) we say
While we hold our books and pencils
We will serve as his vessels
Forever we will serve
That's what God deserves
May he watch our steps
Long live Mona Prep

Chorus

Written by Mark Rhooms (September 2009)

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Agreement Slip

RESPONSES TO MINOR INFRACTIONS

Careless or unauthorized use of school property, facilities
Abuse of hall or bathroom privileges
Consistently not wearing the prescribed school uniform.

Disciplinary Procedures for Level I:

Teacher immediately intervenes or upon being advised by staff member, and applies the most appropriate disciplinary option. In cases of repetitive misbehaviour, teacher shall communicate to the principal. Since the frequency of occurrence determines subsequent response to the same infraction, a record of infractions and the disciplinary response to each will be kept for each student in the class behaviour-monitoring book

Please note that there are several areas on the school compound which are out of bounds to students. These include the Staff Room, the Chapel and the Hall (unless attending a class or worship). The stairs leading into the administrative office is to be used, only by parents, teachers and other adults.

RESPONSES TO MINOR INFRACTIONS
LEVEL 1 WHITE SLIP

Action
Sauntering (aimless walking around) during class time No/incomplete/sloppy home work
Loud/disruptive playing before class in the morning
Disregard for /disobedience to school bell/signs, silent zones
Noisy running to line, along corridors to/from devotion or classes
Playing in bathrooms
Continuous chatter during devotion/ on— line
Disrespect to prefects or any person contracted to the school.
Eating in restricted areas Deliberate littering of campus
Leaving the class without permission
Persistent lateness
Pushing or not lining up properly for the canteen
Teasing or name calling
Disruptive behaviour
Littering
Bringing or chewing gum at school
Bringing toys, comics, tapes, tape recorders, electronic games, cellular phones to school without permission
Coming to class unprepared
Consistently providing no or incomplete homework

History

Mona Preparatory School, formed under the auspices of the United Church in Jamaica and the Cayman Islands, opened its doors on September 22, 1964. The school is a private institution which is governed by a Board of Directors appointed by the Synod of the United Church.

The Mission: Our purpose is to enable every student to maximize his/her potential to make a significant contribution to society through a well-rounded education, characterized by Christian principles and an active home-school partnership.

The school boasts a library, auditorium equipped with dance floor, sick bay, music room, guidance counselling department, a Science Lab and a Computer Lab. In addition to providing students with the opportunity to develop their numerical skills and teaching them to read and write, there are several specialist subjects which are offered to all students. These include Computer Studies, Speech/Drama, Dance/Movement, Spanish, Library, Music, Physical Education, Art & Labs (Grades 3-6). The opportunity is also provided for students to participate in at least one extracurricular activity.

All students in the upper grades (4-6) are engaged through technology and the use of devices for Music, Spanish, French and Science Lab classes.

The personal qualities we want our students to value are:

- confidence in their ability to be the best that they can be in everything they do.
- honesty, reliability, fair-mindedness
- willingness to be of service to each other and members of their community.
- tolerance of persons and ideas that appear to be different or unusual; and
- enthusiasm to acquire new knowledge and share that knowledge.

In an effort to ensure that this is a reality, the Board and administration of the school will seek to ensure that persons on our staff:

- dedicate their careers to Mona Prep. in order to achieve the School's mission.
- are trained, congenial professionals who maintain and enhance their performance standards through continuous professional development
- are exemplars of students' values and are committed to inculcating these in each and every student.
- respect parents, students and each other.
- provide a nurturing environment for each student and are open, honest and supportive.

Parents also have an important role to play and so must:

- acknowledge and show respect for the authority of the administration and accept the code of conduct.
- be committed to the Mona Prep. Mission
- actively engage in their child's cognitive development and monitor their child's physical maturation.
- show respect and consideration for staff, students and each other.
- participate in and support the school's activities .
- behave responsibly in meeting their financial obligations to the school.

2nd Level 1 Offence in a month - the child will receive a White Slip to indicate that his/her behaviour is unacceptable. A White Slip may indicate any of the following consequences:

- Talk to student – adult counselling
- Seat change
- Parental contact
- Behavioural contract
- Restriction of privileges
- Written apology
- Time Out

3rd offence in a month or Level II Infraction - a Pink Slip is issued.

A Pink Slip may indicate any of the following consequences:

- Continuation of more stringent White Slip options
- Parental conference
- Temporary withdrawal of participation in certain school activities.
- Referral to school counsellor/dean of discipline
- In-school suspension

If within a month a fourth offence is committed, a Purple Slip will be issued. A Purple slip means that a note is sent home to parents/guardians to keep them informed. A Purple Slip may indicate any of the following consequences:

- Continuation of more stringent Pink Slip options.
- Parental conference
- Written plan of action designed to help the student change his/her behaviour
- Temporary withdrawal of participation in certain school activities.
- In-school suspension
- Out of school suspension
- A student may be suspended from school for up to three (3) days. This action is taken at the principal's discretion and may involve prior parental consultation.
- Expulsion at the option of the Board of Governors in the instance of causing or contributing to causing serious injury to another student

If there is another offence within a two-week period, the parents/guardians will be asked to come in and meet with the principal, class teacher and guidance counsellor to discuss any additional support measure that is required (e.g. a good behaviour contract, exclusion from certain activities) Sanction will be age and incident appropriate.

DISCIPLINARY STRATEGIES

The entire staff of Mona Preparatory School is committed to establishing an atmosphere where our students can feel safe, secure and happy and fulfill the reason they are here - that of having the maximum opportunity to learn.

In an effort to achieve this goal, we have developed a school-wide Disciplinary Plan. The plan specifies rules which cover the behaviour we expect from students. The plan also states that students who break the rules will receive negative consequences and those who adhere to them will receive positive consequences.

Our school-wide rules are to:

1. follow directions the first time they are given.
2. be on time and prepared for school.
3. always use appropriate language, no name-calling, cursing, teasing, or fighting.
4. play in designated areas only and use playground equipment, responsibly.
5. clean up your space after eating.
6. do not litter or abuse school property.
7. when waiting in line to be served, do so in an orderly manner.
8. **walk** quietly and directly in an orderly manner to class or school assemblies', **no running**.
9. display good behavior during school assemblies.
10. stay in assigned areas when asked to do so.

Students who disobey the rules or incur an infraction (see pages 24-28 of handbook) will receive the following:

1st offence (not being a level 2 or up infraction) - The child will receive a verbal warning to indicate that his/her behavior is unacceptable and or the child is given 5 minutes to contemplate his/her behavior. The child is given 5 minutes 'reflection time' to correct the behavior.

The Board of Governors of the school will:

- Articulate a clear vision for the school
- Have a balanced representation of major stakeholders and required competences.
- Keep abreast of the threats and opportunities in the school's external environment.
- Employ participatory mechanisms in reviewing and formulating school policies.
- Be visible and accessible to the school community.
- Encourage the best managerial practices and provide support to the Principal as the school's Chief Executive Officer.

RULES & REGULATIONS

Parents/Guardians are asked to read the rules and regulations. Every member of the Mona Preparatory School community is required to agree to and abide by these rules and so each parent is asked to complete the agreement slip and return it to the class teacher at the beginning of the school year. Parents who fail to abide by the rules will be asked to remove their child/children from the school.

SCHOOL HOURS

School begins at 8:00 a.m. each morning and ends at:

1:30 p.m. for Kindergarten 1 students

2:00 p.m. for Kindergarten 2 to Grade 1 students

2:30 p.m. for Grades 2—6 students

except on Wednesdays when classes end at 2:00 p.m. to facilitate staff workshops. Parents/Guardians are encouraged to pick their children/wards up promptly after school. Teachers are expected to be in their classrooms by 7:45 a.m. to receive students. Children who arrive prior to this time are expected to begin the 'Early Work' set by the teacher at the end of the previous day. Students will be engaged in their classrooms under the supervision of their teachers until 3:00 p.m. after which, unless involved in an extra-curricular activity, official supervision ends. Parents/Guardians are therefore asked to ensure that their children/wards are collected no later than 3:00 p.m. For students involved in extra-curricular activities, parents/guardians are encouraged to pick-up their children/wards at the end of that activity or to arrange for aftercare. Mona Preparatory School does not accept responsibility for children who are left on the school compound unsupervised after 5:30 p.m.

Removal from class: No student is allowed to leave the school grounds after he/she arrives. If it is necessary for a child to leave during the day, then he/she must be signed out by his/her parent/guardian. The 'Early Dismissal Book' held by the School's Receptionist/Secretary is located on the Administrative Block and is to be completed and signed by the parent/guardian collecting the student. The parent/guardian will then be given a withdrawal slip to be completed, then signed by the class teacher who will return it so it can be presented to the security officer on duty. The slips are returned to the office for filing.

OTHER IMPORTANT INFORMATION

Extracurricular Activities

Mona Preparatory School boasts a wide variety of extracurricular activities. These include:

Dance - Modern & *Ballet

Speech Choir

*Piano and *Violin

Football

Cricket

*Chess Club

*Learn to Swim - Kindergarten 1 to Grade 6

Builder's Club

Brownies

Drumming

School Choir

*Karate

Netball

Swimming

*These activities attract an additional cost which is to be paid each term to the Bursary.

Accident Insurance

The insurance fee of \$500 is a one-time payment at the beginning of each academic year. The fee offers some financial coverage in the event of an accident whether at school or away from school. If there is an accident, the parent/guardian would seek medical care for the child/ward and then request a claim form from the school. Once completed, the claim form will be submitted to our insurance provider along with the original copy(ies) of the bill(s) on behalf of the parent/guardian. The parent/guardian will receive full or part refund depending on the nature of the accident.

Promotion of Students

Students are promoted from one grade level to the next upon the recommendation of the class teacher. Once a student has been recommended to be retained at his/her current grade level, the case will be carefully examined by the Principal in conjunction with the team to include the class teacher and Guidance Counsellor. The team will then meet with the parent. The decision of the school administration will stand.

Absence from School - Students absent from school are expected, on return, to present a letter from their parent/guardian, addressed to the class teacher indicating the reason for their absence. A doctor's certificate should be presented after absences of more than three (3) days.

Illness at School - The school has a sick bay which is manned by a Registered Nurse. However, parents/guardians are urged not to send sick children to school, especially if they have a communicable disease. A student who becomes ill during the school day will be taken to the nurse who will assess the child's health and determine if it is necessary to contact the parent/guardian. In the event of an emergency requiring immediate medical attention, the student will be taken to the nearest medical facility and the parent/guardian contacted. Parents/Guardians are asked to respond quickly when contacted by the school.

SCHOOL FEES

School fees are normally determined on an annual basis after the budgeting process has been completed. Parents will be informed of any adjustments at least three months before a change is to take effect. Payments by cash should be made to the National Commercial Bank. Only credit or debit card payments will be accepted at the school.

Electronic transfer or deposit to our account detailed below:

Bank: National Commercial Bank

Branch: Matilda's Corner

Address: 15 Northside Drive

Account #: 371030018

Account Type: Chequing

Electronic credit card payment using NCB Online Bill Payment (NCB customers only)

Business Category: Education

Name of Payee: Mona Preparatory School

Voucher Number: (Insert Student's First Initial and Last Name)

In the case of electronic payments, kindly send a screenshot showing the proof of payment, the amount paid and any bank reference number given to monaprepbursary@gmail.com. Please include your child/ward's full name and grade. A class pass must be obtained from the Bursar's Department once school fee payments are cleared. Students without a pass will not be allowed in the classroom.

Fees must be paid before the start of each term. In the event a child is sent to school and there is an outstanding balance, the Principal reserves the right to remove such a child from classes.

WITHDRAWAL FROM THE SCHOOL

Parents must give the school one term's notice if their child is being withdrawn from the school. If there is an instance in which this has not been done, a refund will NOT be granted.

UNIFORMS

Mona Preparatory School has designed uniforms for both its male and female students. The school uniform is the most obvious way for your child to identify with and feel a part of the Mona Prep. family and it is important that every effort is made to conform to the standards set out under the dress code. The school uniform is to be worn at all times while at school. The only exception to this is when students are participating in games, dancing or any other occasion stated by the school.

All items that make up your child's school uniform are to be clearly labelled so as to enable easy identification and to reduce the risk of loss. Uniforms can be purchased at the school. However, only the following items are sold: Blue gingham tunic for girls, gingham shirts for the boys and P.E./gym wear. The white cotton break neck short sleeved blouse for girls and navy blue shorts or pants for boys can be purchased at any clothing outlet.

NB: Please take your child/ward for fitting when purchasing uniforms.

If for any reason your child is unable to wear the specific uniform then you **MUST** inform the class teacher in writing. Consistent failure to wear the correct uniform will become a disciplinary matter.

GIRLS: White cotton break-neck short-sleeved blouse worn under a navy blue gingham tunic accompanied by black shoes and white ankle school socks. Navy blue, or white clips are allowed. A simple gold knob and a wrist watch are the only pieces of jewelry which are allowed.

GROOMING: Girls are required to comb their hair in styles that are appropriate for school, i.e. plaits, corn rows or clipped up at all times. False hair is not allowed and hair colouring is not permitted. School attire is not to be tight or worn in a revealing manner. Nail polish is not allowed on the fingernails and nails are to be kept clean and short. Makeup should not be worn at school unless directed by teachers. This is usually in the case of a performance, or other similar activities. Appropriate foundation garments are essential.

Parents/Guardians are not to park in spaces identified as reserved for staff members at the school and at the Chapel. Except in the case of rain, parents/guardians are not allowed to drive around the roundabout directly outside the canteen.

The blowing of horns is not allowed on the school compound or outside the chapel except to alert someone to an emergency or likely accident. Motorists who have 'racing type' engines are asked to refrain from revving the engines while on the school compound.

Behaviour on the Compound

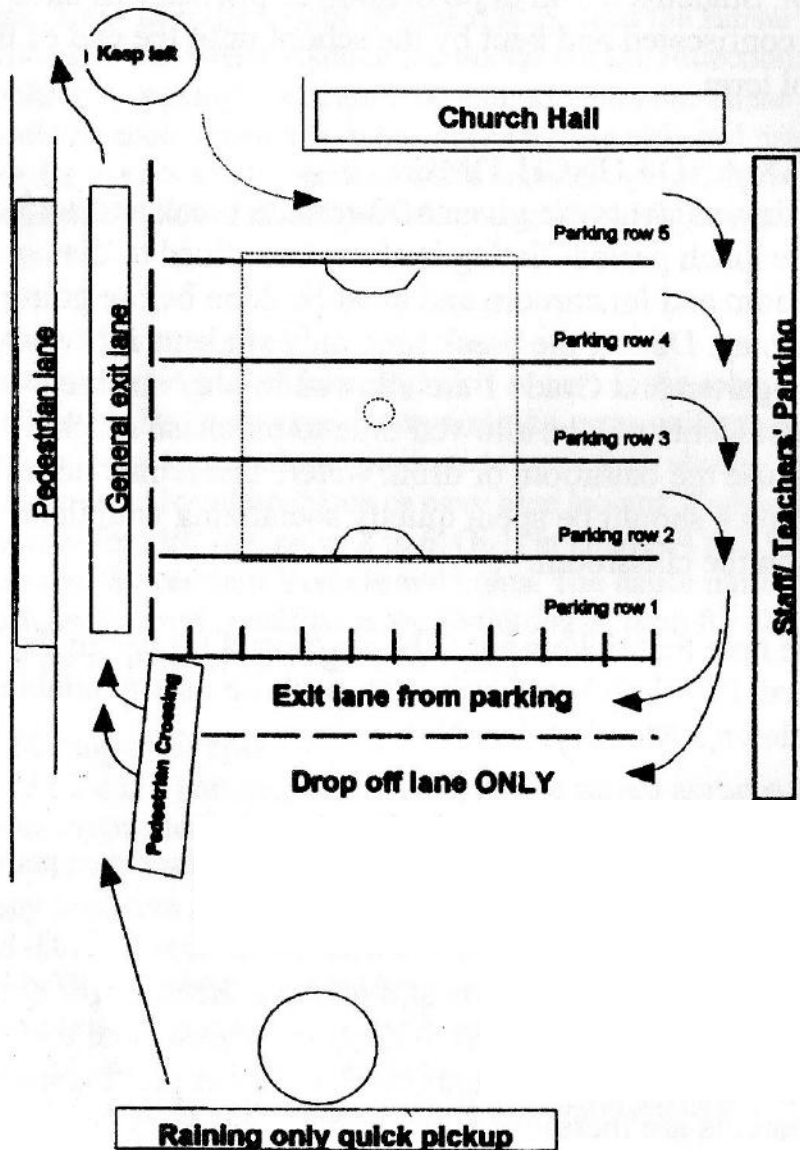
Parents are expected to be appropriately dressed while on the school compound. Please refrain from wearing revealing clothing.

No smoking is allowed on the school compound.

Parents are expected to obey the instructions of the Security Officers who assist in directing traffic flow in the morning and the evening.

Parents **WILL NOT BE ALLOWED** in the classrooms. Parents who wish to conference with a class teacher must make an appointment to do so.

Diagram of parking arrangement



BOYS :

Gingham shirt and navy blue shorts (Kindergarten to Grade 3) or pants (Grades 4 to 6) accompanied by black shoes and navy blue socks. Boys are required to wear their hair in a style that is appropriate for school. Earrings are not allowed. Shirts are to be tucked in pants at all times and a clean appearance maintained.

Inappropriate and incorrect dress is considered to be a serious offense which will be brought to the attention of the Principal. Please note that athletic shoes are NOT considered appropriate footwear for the formal/full school uniform.

Uniforms can be obtained from:

- **Mona Preparatory School's Book Shop**
221 Old Hope Road
Kingston 6
- **Stylish Kloset & More**
216 Old Hope Road
Shop #10
Upstairs Papine Plaza

Physical Education:

Girls should wear the skirt and white physical education shirt while boys are to wear the navy blue t-shirt and shorts. These items should be accompanied by white socks for the girls and navy blue socks for the boys with black or white sneakers which have adequate traction and will provide your child/ward with proper support.

Dance/Movement

Dance is taught to both boys and girls as a part of the school's curriculum. Boys should wear the same uniform worn to Physical Education classes. Girls in Kindergarten 1– Grade 1 should wear their skorts accompanied by a white, black or navy blue leotard. Girls in Grades 2 to 6 should wear their tunics over their leotards and tights. The dance uniform is worn on the days specified at the beginning of term for dancing, or on the request of the Dance Instructor.

Off Campus Events

Field trips and participation in competitive games are seen at Mona Preparatory School as playing a vital role in providing a well-rounded education for the students. These activities in many instances offer opportunities for more effective teaching and they foster in the students a sense of healthy competition. For both the safety of the students and to facilitate easy identification, students are usually required to wear their school uniforms when going on field trips. In instances where the uniform is not appropriate, parents/guardians will be advised of the alternative.

Cellular Phones

Students are NOT allowed to take cellular phones to school. Students found in possession of phones will have them confiscated and kept by the school until the end of the school term.

Break & Lunch Times

Each day, students are given a thirty (30) minute break and a forty-five (45) minute lunch period. Eating is confined to the classroom and must be done before going out to play. During break time, only students in Kindergarten to Grade 1 are allowed to play outside. Other students will be allowed time to purchase snack items, use the bathroom or drink water. The remainder of their break should be spent quietly socializing with their peers in the classroom.

Please note that students can purchase lunch items up to 9:30 a.m. each day. Snack items will be on sale throughout the day.

Traffic

Students should not be dropped off in the Chapel area and left to make their way to their classrooms. Parents /Guardians are expected to note and observe the rules for the flow of traffic shown in the diagram on page 18. Please note that after 8:00 a.m. , cars are not allowed in the car park and parents/guardians are therefore asked to park their cars, if necessary in the parking area outside the church. Children arriving at this time are to be dropped off by the Hall.