

The Sundial School is a **BSE** and a **VSBO** school located on the Pondfill in Philipsburg next to the Philipsburg Jubilee Library

The **address** is:

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Dutch Caribbean

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Mission Statement: *We Care for: The Quality of Education
Each Other*

Past, Present and Future of our students

Sundial School's motto: *Working together (student, school, parents, and community) to
achieve and believe in the good services we have to offer the
world.*

Motto for school year 17-18: *Having an Attitude of Gratitude (Be Thankful)*



What does BSE mean? (B.S.E.).

BSE is the English abbreviation for **Basic Secondary Education**.

Form1 and **Form2** are B.S.E. years ('Basisvorming' in Dutch).

This program is compulsory for all secondary schools, recognized in the Netherlands Antilles. All students have to follow the same subjects and at the end of Form2 have to meet the core objectives. If the student has not met the core objectives sufficiently he/she will have to extend his/her Basic Secondary Education for one more year. After completion of the BSE program a student can choose a sector on the **VSBO PKL** or **PBL** level.

What does VSBO mean?

VSBO is the Dutch abbreviation for '**Voorbereidend Secundair Beroeps Onderwijs**' (Preparatory Secondary Vocational Education: PSVE).

There are three pathways in the VSBO and Sundial caters mainly to the PKL & PBL pathways.

TKL: Theoretical Pathway ('Theoretisch Kadergerichte Leerweg')

PKL: Practical Pathway ('Praktisch Kadergerichte Leerweg')

PBL: Basic Practical Pathway ('Praktisch Basisgerichte Leerweg')

At the VSBO you are prepared for further education at the **SBO (Secundair Beroeps Onderwijs)**, which is Secondary Vocational Education (**SVE**). There are numerous courses already in existence, which is done in collaboration with DERPI SBO Service Center. Please contact the school's Career Guidance Counselor for further information.

THE DIRECTORATE

The Sundial school is managed by:

- Mr. W. de Visser (**WVR**) : General Director of SVOBE Schools
- Mrs. M. Peterson-Regales (**REG**): Director
- Mrs. J. Provence-Laurence (**LAU**): Coordinator Forms 1 & 4
- Mrs. L. Hodge-Henry (**HEN**) : Coordinator Forms 2 & 3

Assisted by:

- Ms. N. Watson (**WAT**) : Administrative Assistant
- Mr. R. Davis (**DAV**) : Social Worker
- Mrs. H. Mill-Schreurs (**SSH**) : Care Coordinator, 'Orthopedagoog'
- Mrs. Z. Salmon-Violenus (**SNZ**) : School Psychologist
- Mrs. S. Moniz-Baldew (**MIZ**) : Career Guidance Counselor
- Mrs. C. Lejuez-van Putten (**LEJ**) : School Coach
- Mr. Y. Provence (**PRV**) : General WEP Coordinator
- Ms. U. Chemont (**CHE**) : School Fit & Timetable Coordinator

SUNDIAL SCHOOL'S FACULTY MEMBERS.

	<u>Name</u>	<u>Abbreviation</u>	<u>Subjects Taught</u>
1	Mr. Barry, W.	BAR	Physical Education
2	Mr. Beek van, J.	BKJ	Hospitality
3	Ms. Brown, L.	BNL	Mathematics
4			Arts; Cultural Artistic Formation
5	Ms. Chemont, U.	CHE	French
6	Mrs. Daye, A.	DAY	Social Studies, Economics
7	Mr. Ducreay, D.	DDY	Information Technology; Integrated Science
8	Mr. France, S.	FRA	Social Studies
9			Care 2, 3, & 4
10	Ms. Heyningen van, D.	HEY	Teachers' Assistant
11	Ms. Hoogdorp, J.	DOR	Arts; Cultural Artistic Formation
12	Ms. Karimbaks, L.	KSL	Dutch
13			Physical Education
14			French
15	Mrs. Lejuez-van Putten, C.	LEJ	English
16	Mr. Liesdek, R.	LKR	Technical Science
17	Ms. Maccow, A.	MAW	Mathematics
18	Ms. Milan, K.	MNK	Music, Dance & Drama; Cultural Artistic Formation
19	Mrs. Moniz, S.	MIZ	Philosophy of Life
20			Hospitality; Numeracy
21			Care 2 & 4
22	Ms. Murray, O	MUR	Care 1 & 2; Remedial Dutch
23	Ms. Pantophlet, R.	PTO	English; Remedial English
24	Mr. Peut, A.C.	PEU	Hospitality
25	Mr. Provence, Y.	PRV	Spanish
26	Mrs. Richardson, D.	RIC	Care 2, 3, & 4
27	Ms. Rozenblad, J.	ROZ	Biology; Mathematics; Numeracy
28	Ms. Salaroe, K.	SEK	Mathematics; Numeracy
29	Mrs. Sewbaransingh, L.	SEW	Dutch; Remedial Dutch
30	Mr. Sprott, K.	STK	French
31	Mrs. Tadimoeljo-Stein, W.	TAD	English
32	Mrs. Vinck, C.	VNK	Spanish, Dutch coordinator
33			Information Technology
	SUPPORT STAFF MEMBERS		
34	Ms. Watson, N.	WAT	Executive Administrative Assistant
35	Mr. Alexander, R.	ARR	Concierge/Care-Taker
36	Ms. Lake, F.	FLK	Office Care-Taker
37	Mr. Adner, V.	ARV	Gardener/Handyman
38	Mr. Baptiste, L.	BTL	Security
39	Ms. Verwayne, M.	VEW	Security
40	Mr. Ho, T-Y	TYH	IT personnel
41	Mr. Gomes, R.	RAG	IT personnel
42	Mr. Bell, G.	BLG	IT personnel
43	Mr. Richardson, R.	RRG	IT personnel Coordinator
	AUXILIARY SUPPORT STAFF MEMBERS		
44	Ms. Pantophlet, J.		Canteen Manager

THE SUNDIAL SCHOOL SONG.

The Sundial School Song is sung at every assembly and official or celebratory event. It is important for all students to know the words and sing the school song with pride.

The Sundial School,	When the night draws near
Where dreams do come true,	We will stand with no fear
A place we mold our youths	We will make our school very proud
With respect, love & truth	So while we are here
Here we live by the rules	Let us give ringing cheer
Yes we are the Sundial School	For our great Sundial School

The Sundial School
Where our dreams do come true
The Sundial School
Never we'll forget you
As we march on to victory

Written by Mrs. LaVaune Henry-Hodge & Mr. Daison Marks
Sundial School
Produced and Recorded at
Lil' Man Production

Student Registration.

When registering a student for admittance to the school one must fill out a Sundial School's registration form and submit it with the following items.

- Registration form from the Census Office with ID-Number.
- Copy of valid passport.
- Valid Residence permit for Dutch St. Maarten for all Non-Antilleans and residents from Fr. St. Martin.
- EMBF (Educational Material Parental Contribution) can only be paid at the:
Windward Island Bank: US\$ 22509402 or NAFIs 22509500
RBTT : US\$ 8200000404096279 or NAFIs 820000005441167

The School fee for school year is as follows:

- 1st child NafIs. 850.00 or US\$ 472.00
- 2nd child NafIs. 800.00 or US\$ 444.50
- 3rd child NafIs. 750.00 or US\$ 417.00

NB: The school fee **must be completed/paid in full** before **August 30th.**

UNIFORM

Correct Uniform is worn neatly **at all times**.

This includes:

- while traveling to and from school
- while on the school premises
- during Work Experience Program (WEP)
- while representing the school during interscholastic events
- and while on official school trips.

Students **ALWAYS** look presentable!



Shirts and blouses are neatly buttoned and worn with pride at all times; while in class or on the school premises.

Skirts are worn no more than 2 inches or 5 cm above the knee and must not be tight.

Pants: plain dark grey slacks.



UNDER SHIRT



Undershirts should be tucked in and in **plain** white, black, dark blue, or grey (a solid neutral color). They should not be visible!
NO propaganda is allowed on undershirts!

NOT allowed: the school's gym uniform shirt as an undershirt.
GYM uniform shirt is only allowed during Physical Education (PHE) Lessons!

FOOTWEAR

All students must wear sturdy, black enclosed comfortable shoes. They must be of one solid color (Upper & Sole) (Fancy flat ballerina shoes are not sturdy!). All students must wear a pair of sneakers for PHE classes.

UOVO



HAIR CUTS, HAIR STYLE & HAIR ACCESSORIES

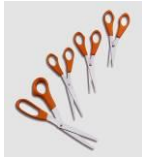
- **Male students must wear simple, neatly groomed low haircuts. No designs, pigtails, twists, or corn rows.**
- **Faces should be neatly shaved.**
- **NO designs in eyebrows!!!! Students will be asked to shave the eyebrow or buy fake eyebrows!**
- **NO earrings (male students). Earrings should be worn in lower earlobe!**
- **NO visible piercings (lips, eyebrows, tongue, nose etc.) or tattoos on exposed body-parts.**
- **Female students must have well groomed hairstyles (braids/weave/wigs) in their natural hair color.**
- **No wild open hair styles allowed.**
- **One pair of earrings allowed, which should be worn in the lower lobe.**
- **Hair accessories are allowed in the following colors:**



ITEMS NOT ALLOWED



* Caps; * Bandanas; * Sunglasses; * Large Belt Buckles; * Rosaries; * Cellular phones; * any non school related or approved electronic devices.



SCISSORS



KNIVES



LASER POINTER



Also NOT allowed are:



Alcoholic beverages OR beverages in glass bottles (Students must walk with a Sports Bottle or Thermos Flask)

- Drugs and all related materials
- Matches/lighters
- Guns and firearms
- Boxing Brass Knuckles
- Weapons of any kind or anything that can be used as a weapon (eg: afro pick, large belt buckles, rat-tail comb, hairbrushes etc.).
- Stink bombs and related items.
- Large sums of money
- Excessive or oversized jewelry.



ZERO TOLERANCE ON CELL PHONES

Absolutely no cell phones allowed.

Students that bring cell phones to school will be suspended for 2-3 days.

If caught the second time the cellular phone can be confiscated and only returned at the end of the school year.



EARLY SEND HOME LETTER

In the event that your child is sent home early you will receive a digital letter via the Student Tracking System (SOMToday).

LATE ARRIVAL

Students arriving to school 7:30am – 8:00am will be noted in the student tracking system. Students arriving late to class throughout the day will receive a double notification in the student tracking system. Students with **multiple noted late passes** will receive detention (Wednesday or Friday afternoons).

Students arriving after 8:00 a.m. **will not be permitted to attend classes**, unless they have a letter from their parent/guardian with a valid reason. **Students will have to return home to get their parent/guardian's notification letter.**

The School Bell and School Times.

The school bell signals when it is time to go to class or leave class. It also allows students to know when it is time for recess. Please note that school time is regulated according to the setting of the school bell and not your personal watch nor the clock in the classroom.

The first bell in the morning is at 7:25am, which signifies that you should already be standing by the classroom door waiting to be seated in order to begin the lesson.

1.	7:30 – 8:15am	1 st lesson hour of 45 minutes
2.	8:15 – 9:00am	2 nd lesson hour of 45 minutes
3.	9:00 – 9:45am	3 rd lesson hour of 45 minutes
	9:45 – 10:00am	recess of 15 minutes
4.	10:00 – 10:45am	4 th lesson hour of 45 minutes
5.	10:45 – 11:30am	5 th lesson hour of 45 minutes
6.	11:30 – 12:15pm	6 th lesson hour of 45 minutes
	12:15 – 12:45pm	recess of 30 minutes
7.	12:45 – 1:30pm	7 th lesson hour of 45 minutes
8.	1:30 – 2:15pm	8 th lesson hour of 45 minutes
9.	2:15 – 3:00pm	9 th lesson hour of 45 minutes

*Please note: The busses leaving from school are only available at **12:15pm** and **3:00pm***

On Wednesday and Friday school ends at 12:15pm for everyone. Parents will receive an electronic notification if a student has to remain in school after 12:15pm for those particular days

Before 7:25am and during the morning and afternoon recess students must walk through to the inner court and not loiter at the entrance or at any surrounding areas. This is dangerous and therefore a punishable offence! (See Student's Code of Conduct booklet.)

The entire school premises must be kept clean at all times.

All students who might have to be outside during lesson periods should proceed to the open-air cafeteria/canteen.

At the end of the day students must at all times remain in class until the bell rings. Students are **NOT** allowed to wait on the corridors or by the gates. Students should follow their given time table daily.

WHAT'S AT SUNDIAL FORM 3 & 4?

- Care & Wellness (Intra-Sectoral)
- Hospitality

Care & Wellness (Intra-Sectoral)

This sector covers the basic skills within the service oriented care areas, which can range from anywhere between Cosmetology, Household assistance (housekeeping & patient care), Child care, Care for the Elderly, Nursing, Pre-schooling, etc. You can prepare for a future in nursing, education, dietician, pharmacist, lab technician, mortician, public health worker, and other facility institutions



Hospitality

This sector introduces the students to basic food preparation techniques and basic service techniques. The students also learn the theory and practice of food service and beverage, Guest Relations, and Tourism. One can study to become a chef, a Hospitality teacher, a hotel manager, bartender, waiter/waitress, caterer, tourism guide, host/hostess and much more.



The School Presently Consists of the Following Classrooms and Labs:

Abbreviation

- CPL
- NSCL
- Care 2
- Care 1A
- Care 1B
- TSCL
- VAL
- RSCL
- REST
- KTCN
- MUCL
- MED
- GYM
- RM1
- RM2
- RM3
- RM4
- RM5
- RM6
- RM7
- RM8
- RM9
- A Student Support CARE Unit Center

Full Name

- Computer Lab
- Natural Science Lab
- Care Room for Forms1&2
- Care Basic Health Care Room
- Care Cosmetology Room
- Technical Science Lab
- Visual Arts Lab
- Research Lab
- Restaurant
- Kitchen
- Music Lab
- Mediatheek
- Gymnasium
- Theoretical Room 1
- Theoretical Room 2
- Theoretical Room 3
- Theoretical Room 4
- Theoretical Room 5
- Theoretical Room 6
- Theoretical Room 7
- Theoretical Room 8
- Theoretical Room 9

Names and Abbreviations of the Classes.

<u>ABBREVIATION</u>	<u>FULL NAME OF CLASS</u>
• B1A	Theorie & Praktijk 1A SUN.
• B1B	Theorie & Praktijk 1B SUN.
• B1C	Theorie & Praktijk 1C SUN.
• B1D	Theorie & Praktijk 1D SUN.
• B1E	Theorie & Praktijk 1E SUN.
• B2A	Theorie & Praktijk 2A SUN.
• B2B	Theorie & Praktijk 2B SUN.
• B2C	Theorie & Praktijk 2C SUN.
• B2D	Theorie & Praktijk 2D SUN.
• B2E	Theorie & Praktijk 2E SUN.
• ZSEP3A	Intrasectoral Care & Welfare PKL3A
• ZSEP3B	Intrasectoral Care & Welfare PKL3B
• ZSEB3	Intrasectoral Care & Welfare PBL3
• EHOP3	Hospitality PKL3
• EHOB3	Hospitality PBL3
• EHOP4	Hospitality PKL4
• EHOB4	Hospitality PBL4
• ZSEP4A	Intrasectoral Care & Welfare PKL4A
• ZSEP4B	Intrasectoral Care & Welfare PKL4B
• ZSEB4	Intrasectoral Care & Welfare PBL4

Subjects Taught in Basic Secondary Education (BSE), Basisvorming (Forms1 & 2).

- English (EN & REMEN)
- Dutch (DU & REMDU)
- French (FR)
- Spanish (SP)
- Mathematics (MA)
- Numeracy(Basic Arithmetic) (NUM)
- Care (CA)
- Integrated Science (Physics, Chemistry, Biology) (ISC)
- Social Studies (Geography, History, Civics) (SOS)
- Philosophy of Life (PHL)
- Information Technology (IFT)
- Technical Science (TS)
- Economics (ECO (only for Form2))
- Visual Arts (ART) and Dance and Drama (Theater, Poetry, Dance, and Song) (M&D)
- Physical Education (PHE)
- Guidance/Mentoring Lessons (GUI)

Each subject has a set amount of time periods per week and the times may differ in Forms 1&2

TEXT BOOKS

A student will receive his or her own subject text book, reader, or folder/map at the beginning of the school year. This is theirs to use for the entire school year upon payment of the EMBF. At the end of the year the loaned material will have to be returned in the same state as it was given. If the given material is damaged or lost you will have to pay for the cost of the material or the cost of the damages done to the material. Each subject teacher has a price list, which was made known to you upon collection of books.

The subject teacher will note the code number of the material you were given on the **book list form**. This same form will be used when the material is collected at the end of the year. Please make your own personal list in order to keep track of the material, books or folders that have been given to you, which can be noted in your **compulsory** school agenda. A student will **not receive his or her final results** if material are not handed in or paid for at the end of the school year.



Subjects Taught in VSBO (PSVE) 3&4 per Sector.

HOSPITALITY

General Subjects

- English (EN)
- Dutch (DU) and Remedial Dutch (REMDU)
- French (FR)

- Social Studies 1 (SOS1)
- Cultural Artistic Formation (Music & Drama and Visual Arts) (**CAF**)
- Physical Education (PHE)
- Numeracy (advanced Arithmetic) (NUM)

Core Subjects

- Economics (EC)
- Mathematics (MA) (or Spanish (SP))

Sector Program (HOS)

- Food Preparation Practical & Theoretical (HOSFP or HOSFT)
- Service Practical & Theoretical (HOSSP or HOSST)
- Beverage Practical & Theoretical (HOSB)
- Tourism (HOST)
- Information Technology (HOST)

Compulsory Work Experience Program (WEP)

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### **CARE AND WELLNESS INTRASECTORAL**

#### **General Subjects**

- English (EN)
- Dutch (DU) and Remedial Dutch (REMDU)
- Spanish (SP) or French (FR)
  
- Social Studies 1 (SOS1)
- Cultural Artistic Formation (Music & Drama and Visual Arts) (**CAF**)
- Physical Education (PHE)
- Numeracy (advanced Arithmetic) (NUM)

#### **Core Subjects**

- Biology (BIO)
- Mathematics (MA) (or Social Studies 2 (SOS2))

#### **Sector Program (CAW)**

- Health Science/Occupational Therapy
- Nursing
- Nutrition
- Anatomy
- Knowledge of Medicine
- Beauty Care & Hair Care
- Job skills/Social Skills
- Information Technology

#### **Compulsory Work Experience Program (WEP)**

#### **WORK EXPERIENCE PROGRAM (WEP).**

In the 3<sup>rd</sup> and the 4<sup>th</sup> form the students of the PKL and PBL have to do on-the-job training at institutions, businesses or establishments related to the sector they have chosen. This can be a minimum of 3 weeks or a maximum of 6 weeks. During WEP the students will have to wear the school uniform (Form 3= Lilac; Form 4= Old Pink) or job related prescribed uniforms.

Students are monitored by all staff members at the beginning of the school year and evaluation reports are made. If the student fails this initial monitoring period he/she will not be allowed to participate in the WEP. The following areas will be closely monitored: overall attitude towards directorate, staff, and fellow students; behavior; punctuality; school/class attendance; academic performance; proper dress code; ethics; etc. Students with a poor evaluation will have to remain in school and follow a special program in order to be re-evaluated again. Failure to pass the re-evaluation will automatically result in the student receiving a failing grade for WEP.

**Failure to get a sufficient grade for the WEP program will result in the student not receiving a Diploma until this has been completed.**

#### **ID BADGE.**

All students must wear an ID Badge to enter and leave the premises. ID Badge must be worn at all times on school premises with prescribed string around the collar of the shirt/blouse. (See Student's Code of Conduct.) The initial price of the ID Badge is NAFIs.18.00 or US\$10.00.

If a student loses his or her badge he/she should immediately report this to his/her **mentor** who then reports this to the **Form coordinator**.

A new ID Badge will be issued to the student at a cost, which is **NON REFUNDABLE!!!**

#### **PHYSICAL EDUCATION UNIFORM.**

All students must wear the prescribed gym uniform for classes. There are consequences for students who neglect to bring his/her gym uniform.

The gym uniform consists of:

- A white T-Shirt with the school's logo on it.
- A pair of royal blue shorts
- A pair of sneakers (Mandatory to wear during gym lessons).

#### **HOSPITALITY UNIFORM.**

All students in the hospitality sector must purchase a cooking uniform at PDG (in Colebay). This uniform is mandatory for the Food Preparation classes. Students who do not report to Food Prep classes with their complete uniform, incl. sturdy black enclosed shoes, will be sent home to get the uniform or given alternative work. Definitely no soft shoes allowed for the kitchen and the restaurant in order to avoid injuries. Students must also have a scientific calculator with them during the lessons.

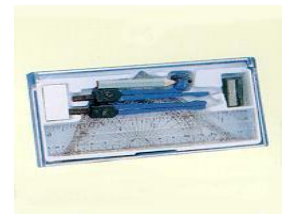
Students scheduled for Service are required to wear:

- A clean white shirt/blouse.
- A black pair of trousers or a skirt.
- A black tie/bow tie.
- Comfortable sturdy, solid black enclosed shoes

#### **MATHEMATICAL SET.**

Each student must purchase a mathematical set. The math set is mandatory for the student to be able to function properly during Math, Technical Science, Care, Hospitality, Economics, Integrated Science, Information Technology, Visual Arts, and Social Study classes. The Math set should consist of:

- **A Scientific Calculator.**
- **Math Tools.**
- \* **A Pencil.**
- \* **Glue**



#### **DRAWING TOOLS NEEDED FOR TECHNICAL SCIENCE & VISUAL ARTS LESSONS.**



A student must have the necessary tools in order to properly participate in TSC and VA or CAV lessons. These tools are a vital part for participating and understanding the lesson. Failure to report to classes without the necessary tools will be dealt with immediately. The necessary tools are:

- **1 pencil #2H and #HB.**
- **1 pen each (black & blue)**
- **1 plastic eraser**
- **1 plastic/metal ruler equivalent to or longer than 30 centimeters.**
- **1 wrist watch or table clock (to learn time management with assignments)**



**Exam/Graduation Information**

**All exam students are obligated to participate and assist with the necessary preparation activities for graduation.**

Exam students are required to make a financial contribution of **NAFIs 90.00 or US\$ 50.00** towards the exam/graduation events. **This contribution must be paid before March 1<sup>st</sup> to the office or teacher Barry. Graduation tickets can be purchased for \$5.**

**School Community Service (SCS).**

The School Community Service (SCS) is mandatory for all students who attend the Sundial School. This involves taking care of the school premises, property and surrounding areas. The objective of this program is to teach our students to take pride in their school and give them a sense of belonging or ownership. The program makes students co-responsible for the beautification/upkeep of the school and to maintain a pleasant learning atmosphere. Dates will be set in year calendar.

**Emergency Cases.**

- Injury

Students who have injured themselves during any lesson must report the specific injury suffered at school to the subject teacher or to the office immediately on the same day when it occurs.

- Hurricane, Flash Flooding and Storm Preparations

Since the intensity and direction of storms is unpredictable, students will be given specific directions for emergency procedures should a storm, flash flooding, or a hurricane approach. Students are expected to follow all directions that are given by the directorate before, during and after the storm or other emergency.

**Vacation Schedule School Year 2016-2017.**

|                     |                     |                |
|---------------------|---------------------|----------------|
| Summer Vacation     | 1 Aug. – 12 Aug.    | 10 days        |
| Mid Term Break      | 3 Oct. – 7 Oct.     | 5 days         |
| Constitution Day    | 10 Oct.             | 1 day          |
| St. Maarten's Day   | 11 Nov              | 1 day          |
| Kingdom Day         | 15 Dec.             | 1 day          |
| Christmas Vacation  | 21 Dec. – 3 Jan.    | 10 days        |
| Mid Term Break      | 27 Feb – 28 Feb     | 2 days         |
| Easter Vacation     | 12 April – 17 April | 4 days         |
| Carnival's Vacation | 24 April – 3 May    | 7 days         |
| Ascension Day       | 25 May – 26 May     | 2 days         |
| Emancipation Day    | 1 July              | 0 day          |
| Summer Vacation     | 5 July – 31 July    | 19 days        |
| <b>Total</b>        |                     | <b>61 days</b> |



**The first day of school for the school year 2017/2018 is on the 14<sup>th</sup> of August 2017.**



## TIPS FOR STUDYING AND FUNCTIONING IN SCHOOL.

- The way you feel about yourself (your **self-image**) can directly affect your performance. For example, if you see yourself as a successful student, you will be open to learning experiences. When you get rid of the negative feelings about yourself, you will have the mental energy and the self-confidence to work to your potential.
- If you have experienced academic disappointment or failure, learn from it. Do not let it defeat you!
- Therefore, building a positive self-image is the first step toward becoming a successful student.
- To develop self-confidence and reduce stress before a test, try practicing a mental exercise called **positive imaging**. Through positive imaging, successful students “see” their papers returned with “A’s” on them before they take tests!
- To be a successful student, you need to *identify*, *understand*, and *eliminate* (or work around) anything that blocks the road to learning.

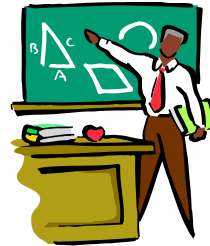
- For example:
1. **Laziness** (Intellectual laziness is a common block to academic success. Learning is hard work!)
  2. **Fear of Failure** (Some students are so afraid of failure that they are unable to make the effort required to succeed. Knowing how to use study skills will give you both the self-confidence to try to succeed and the ability to learn from your mistakes.)
  3. **Fear of Success** (Students are also afraid to succeed because success might isolate them from fellow students who might dislike their good grades. Success might also be stressful. Success demands hard work and is time-consuming. However, don’t be afraid to succeed! The self-confidence and sense of achievement that you will gain by being successful will far outweigh any possible negative factors.)
  4. **Learning Disabilities** (If you have a learning disability, do not allow it to become an *excuse* for failure. Learn all that you can about your disability and how it affects your learning style. Recognize that, although you may have difficulty learning, you can succeed.)
  5. **Measuring Up** (You should see yourself as an independent person with your own strengths and weaknesses. Never evaluate your success in school in terms of someone else’s achievement.)
  6. **Absence** (A student can maintain a good grade average despite absence, but it is difficult to do so. Therefore, do not miss school unless you are ill. If you must miss a class because of an appointment, try to schedule appointments for sometime after school. **You cannot afford to miss a single day in a class that is difficult for you! Remember, if you do miss school, it is your responsibility to ask the teacher for makeup work.**)
  7. **Test Anxiety** (Test anxiety can prevent you from learning information for an exam.)
  8. **Rebellion** (Poor performance in school might be caused by feelings of rebellion against the authority of parents and teachers. These feelings of rebellion are a normal part of growing up. Learn to express your independence in positive and constructive ways instead of letting rebellious feelings affect your academic success. Although you may hurt or worry your parents and teachers by your failure, you are hurting *yourself* the most. You are missing an opportunity to learn new information that can help you succeed.)
  9. **Poor Self-Image** (Having a negative self-image is the most common block to success in school. If you don’t think you can learn, you probably won’t!)
  10. **Lack of Study Skills** (In many cases, failure in school is the direct result of not having the skills that are necessary to promote learning.)

- **A**t all times, be aware of your manners and of the body language you use in classroom. Teachers *are* human and, of course, prefer teaching students who are polite and who act in a positive manner in their classes.
- **R**emember, being rude (even once) in the classroom can permanently damage your relationship with a teacher. The way you behave *does* influence your grades!
- **T**o gain a teacher's support and goodwill, you need to get to class on time, bring all required materials to class, sit where you can maintain eye contact with the teacher, be an active listener, participate in classroom activities, and obey *all* classroom rules.

### **TEACHERS' WISH LIST**

The following suggestions will help you to interact successfully with your teacher.

- ✓ Acknowledge your teacher's presence by being courteous
- ✓ Respect your teacher's feelings and privacy, just as you would like others to respect yours.
- ✓ If you feel that you have been disciplined unfairly, do not argue the point in class. Talk with your teacher when you have both calmed down – after class, after school, or even the next day.
- ✓ You don't have to like your teacher or the teaching method(s) in order to learn. Do not waste valuable energy trying to change your teacher. Instead, think of positive ways in which to deal with the situation.
- ✓ Go to your teacher for help. Your teacher will appreciate your desire to improve. Do not wait until you are failing before you seek help.
- ✓ Remember that most teachers really care about young people. Give your teacher a chance – you may make a very good friend!
- ✓ See **ART** above.



### **TEACHERS' PET PEEVES**

Teachers are usually annoyed when students:

- are late to class often
- enter or leave the classroom in a bored, rude, or hostile manner
- ignore the teacher's presence during class or when entering or leaving the classroom
- sit sideways, backwards, or slumped in their seats
- work on homework for another class
- rest their heads in their hands or on their desks
- write personal notes, read notes, or pass notes
- comb their hair or put on makeup during class
- close textbooks or put away class materials before being told to do so (Important information is often given at the end of the class period.)
- Make unnecessary noises, such as tapping pens or pencils. Clanking bracelets, shuffling papers, or setting off watch alarms
- throw fits when things don't go their way
- come to class with edibles and drinks
- come to class without necessary writing materials, subject essentials, home assignments
- leave the classroom before/without being dismissed
- destroy/deface school property e.g.: furniture, walls, textbooks, etc.
- wander aimlessly around the classroom
- write on desk tops, walls, themselves, or their classmates
- eat candy, chew gum, or chew on pen caps and pencils
- look through the teacher's papers or grade book without permission
- touch or take teacher's personal belongings
- display disrespectful attitude

**NB:** Keep in mind that individual teachers have individual pet peeves. Identify other behaviors that may annoy your teachers and avoid behaving in those ways.

## ORGANIZING YOUR MATERIALS

- ❖ Have all necessary materials together when you begin to study.
- ❖ Use a large pencil case to store pens, pencils, and other supplies.
- ❖ Keep plenty of paper in your folder for each subject.
- ❖ Use a pocket divider or folder marked “assignments due today” for all subjects. As soon as you have completed a homework assignment, file it in that divider or folder.
- ❖ Gather together, each night, the materials you need to take to school the next day. Put them in a spot where you will be sure to see them when you leave for school in the morning.



## ORGANIZING YOUR TIME

- ❑ Keep a calendar in your study area and record on it all long-term assignments, important tasks, social engagements, and other activities that require your time. Refer to your calendar daily. This will help you budget your time and finish everything that you want to do, without having to rush.
- ❑ Rank your activities in the order of importance. This will save you from wasting time and energy worrying about what you should be doing. Some things must be done at certain times. Set priorities. When you have a choice, do the hardest jobs first. In this way, you will gain a sense of accomplishment and avoid having something hanging over your head.
- ❑ Set realistic goals each time you begin to study and put your energy into achieving these goals.
- ❑ Keep a detailed written account (for at least one week) of how you spend your time each day. When you have a clear idea of how you are using your time, you will be able to figure out what changes need to be made.
- ❑ Create a daily study schedule. Write your schedule down and *follow* it! Revise it when necessary. Estimate how much time you will need to complete each assignment, and then plan accordingly. As you finish each assignment check it off your list.

## CREATING A STUDY SCHEDULE

- To determine the best time for you to study, you must carefully examine your daily activities. For one week, keep a journal of how you spend your days. Be certain to record each activity. What did you do? What time was it? How long did it take? Be as exact with your time slots as possible.
- Once you have determined how you spend your time, you will be ready to create your own personalized study schedule. The usefulness of your study plan will depend on how carefully you *organize* and *follow* it. Do not rely on your mother, your father, or anyone else to monitor your study time. Scheduling your time is *your* responsibility!

## STUDY SCHEDULE GUIDELINES

1. Begin by scheduling all fixed activities such as school, sports practice, and family activities. Be certain to record when the activity will begin and when it will end.
2. Next, schedule your study time. Be certain to allow enough time to study each subject.
  - a. Study in timed segments (perhaps twenty or thirty minutes long) followed by short breaks. These breaks should be spent doing something you enjoy. For example, make a quick phone call to a friend or listen to music. *Warning: Watch your time!*
  - b. Before you begin each study segment, review the information you have already studied. Recite the information *aloud*. If you can't say it, you don't know it! Move on only when you have mastered the material.
3. Label the specific subject area you plan to study at a particular time. Avoid generalizations like “study” and “read” in your written schedule. Instead, commit yourself to studying a particular subject, or reading a specified chapter in one of your textbooks. The length of time that you spend studying a subject each night will vary according to the current assignments that you have.
4. Schedule your weakest subject in your best time slot. The best slot is the time you feel you are at your best, both physically and mentally. Your best time slot is not necessarily the first one, but *do not* study your most difficult subject last.
5. Study contrasting subjects. Avoid studying two subjects in a row, which require similar ways of thinking. For example, avoid studying Mathematics immediately after you have studied

Natural Science. Instead, study Social Studies or English after Mathematics. Once you have established a workable schedule, try not to change the order in which you study your subjects.

6. Keep a monthly calendar on your desk and record all test dates, long-term projects, fixed activities, and other major assignments. Allow for changes in your schedule. Revise your study schedule thoughtfully and only when necessary.
7. If you must change the time period for studying a subject because of an unexpected activity, reschedule your study time immediately. However, do not shorten the total amount of your study time!
8. Study each subject every night whether you have homework or not! Why? Studying each day will ensure that the knowledge you acquire will be stored in your long-term memory. If you do not have a homework assignment, use your scheduled study time to do one of the following activities:
  - a. Rewrite or study your lecture and textbook notes.
  - b. Review previous homework assignments and test papers to refresh your memory.
  - c. Work on long-term assignments such as term papers and projects. Be sure to consult your calendar.
  - d. Review aloud the main ideas and details in one of your textbook chapters.
9. Do not get overconfident and skip studying even for one night. Stick to your fixed routine. Not only will you consistently get better grades, but you will also avoid having to cram the night before a test.
10. Each Sunday night, evaluate your past week's grades (listed in your agenda) and make a list of any changes you need to make in your study schedule or in your classroom behavior in order to improve your grade-point average.
11. Always create a written schedule. Do not get lazy and convince yourself that you can do without one. It takes time, but it is worth it!

### **ORGANIZATIONAL GUIDELINES**

- Select a quiet place that is free from interruptions. This may be your room, a study, or even the public library. Try to use the same study area daily.
- Study on a flat surface, such as a cleared desk or table. Sit in a comfortable, straight-backed chair. Never study on your bed or on the floor – you may become too relaxed and therefore lose your concentration.
- Keep your study area clean and neat. A cluttered space is distracting and can make it hard to find your notes and other materials. Avoid sitting by windows or open doors so that you will not be interrupted by outside distractions.
- Eliminate distracting noise. Studies indicate that 99% of the population needs to have a quiet environment in which to learn effectively. For example, don't turn on the radio, stereo, or TV during study time. This may be a difficult habit to break, but hang in there! The results will be worth the effort.
- Make sure that you have good lighting. Try to direct your light so that it shines on your study surface without glaring or reflecting into your eyes.
- Organize study materials so that they are readily available. Do not waste study time searching for pencils or other supplies. Keep a dictionary and a thesaurus available in your study area.
- If you have a telephone in your room, unplug it during study segments. If possible, do not answer phone calls when you are studying. Instead, ask others in your family to take the caller's name and number; then return the call later.
- Enlist your family's cooperation in planning a good study environment. Create the right atmosphere for good grades!



## MEMORIZATION GUIDELINES

- 📖 To succeed in school, you need to be able to memorize and retain information.
- 📖 Learn with the aim of remembering. Be certain that your study environment promotes concentration.
- 📖 Be sure that you fully understand the information that you need to remember. If any material is not clear, seek an explanation from another source. If you memorize information without understanding it, you will quickly forget it.
- 📖 Memorize in short, focused, frequent sessions to store information in your long-term memory.
- 📖 Review information immediately after you have read or heard it. Since forgetting occurs shortly after you have acquired new material (within 20 minutes), you need to review immediately to establish long-term memory. Summarize lecture and textbook notes, and review these notes immediately after you write them.
- 📖 Read it! Write it! Say it! Hear it! These 4 methods of review help to promote long-term memory.
- 📖 Relate ideas and information that you need to remember to ideas and information that you already know.
- 📖 Create enthusiasm for those subjects that you do not particularly like. Memorizing is easier if you enjoy the topic. You can use your imagination to spice up and increase your interest in subjects that do not interest you.

## PARENTAL INVOLVEMENT

Parents must not release their parental responsibilities into the hands of the school. They must assume their primary responsibility to their children. In the promotion of proper classroom behavior and good academic response, parent-school cooperation is essential. Parental consistent involvement and support are key factors in helping children do better at school.

### Some do's and don'ts for parents

- Visit your child's school to monitor his/her progress
- Unscheduled meetings with teachers are strictly forbidden
- Refrain from making school appointments on Mondays
- Make note of the name of your child's class mentor and the name of your child's class
- Postulate yourself to join the P.T.A./PTA Board and attend P.T.A. meetings
- Support your child's school
- Lend your services, talents, skills to your child's school
- Encourage your child to read; get them a **library card!**
- Show interest in your child's schoolwork and school activities
- Ask questions
- Do not speak negatively about your child's teacher, Directorate and school, especially in the presence of your child
- Do not be confrontational or judgmental to teacher (it is essential that you avoid doing so in the presence of your child or other students)
- Talk and listen to your child's teacher. Mutually, civil communication is more effective
- Find out who your child's friends are
- Listen to the complaints of your child but do not be too quick to take sides
- Read, sign, and return all school letters sent home
- Provide firm, loving discipline. **UNDISCIPLINED MINDS CANNOT LEARN.**



**SUNDIAL SCHOOL**

**STUDENT RULES**

**&**

**GUIDELINES**



Dear Parents/Guardians and Students,

On behalf of the entire staff and Directorate of the Sundial School, I would like to extend warmest greetings and a hearty welcome to our school. We wish you much success during this school year and hope that you will grasp the opportunity to get the quality education that we are offering at our school.

As you know, to achieve a very high standard, it is very important that we offer your child the best possible environment that will facilitate and enhance the learning process.

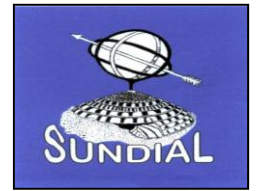
School Rules & Guidelines and Drugs & Alcohol and Weapons Policy are published in this booklet called **Sundial School Student's Code of Conduct**. Students are expected to conform to the following rules stipulated for their guidance and to maintain the discipline of the Sundial School. All children should be able to conform to these rules without difficulty. However, if a student is being challenged to conform, the school's mission obliges it to come to the student's assistance by ascertaining if there are social or developmental deficits, and to formulate a plan to come to the student's assistance. The Sundial School therefore reserves the right to refer students to its Student Care Unit or external specialists when deemed necessary. Students failing to comply may result in the imposition of penalties.

All parents/guardians of students attending our school are asked to sign the front page of this booklet and have it returned to school. We urge you to read and study this booklet thoroughly and discuss it with your child(ren). Only together can we educate your child(ren) in a proper manner.

We wish you much success this school year.

Sincerely,

***Mrs. M. Regales –Peterson, M. Ed.***  
***Director***



**Sundial School/Milton Peters College**  
10 Basic School rules: code of conduct

*We feel safe at school  
We take each other in consideration  
We are here to learn from each other*



**That's how it's done at MPC/Sundial:**


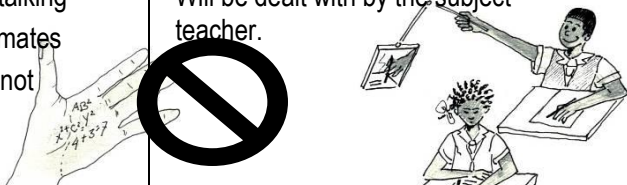
1. We respect each other and follow the instructions given by each and every staff member at school.
2. We keep our school and the surroundings clean and beautiful.
3. We carry no weapons whatsoever.
4. We do not smoke at school, don't use drugs or come to school intoxicated or under the influence.
5. We do not carry mobile phones, electronic audio equipment and or cameras with us without permission.
6. We wear our uniforms every day in accordance with the rules in force.
7. We go to class on time and observe the rules regarding tardiness and attendance.
8. We always have our materials (books, copybooks, pens, calculators etc.) with us.
9. We never leave a classroom without permission when the teacher has not arrived as yet.
10. During our free periods we remain exclusively in the schoolyard in the vicinity of the canteen.



*Be safe  
Be considerate  
Be a thinker*



**SUNDIAL SCHOOL STUDENT'S CODE OF CONDUCT**

|                                           |  |
|-------------------------------------------|--|
| <b>SCHOOL YEAR:</b>                       |  |
| <b>STUDENT'S LAST NAME:</b>               |  |
| <b>STUDENT'S FIRST NAME:</b>              |  |
| <b>STUDENT NUMBER:</b>                    |  |
| <b>CLASS:</b>                             |  |
| <b>STUDENT'S SIGNATURE:</b>               |  |
| <b>DATE SIGNED:</b>                       |  |
| <b>PARENT'S/GUARDIAN'S NAME IN PRINT:</b> |  |
| <b>PARENT'S/GUARDIAN'S SIGNATURE:</b>     |  |




| RULES                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | PROCEDURES                                                                                                                                                                                                                                | CONSEQUENCES                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>GENERAL RULES:</b></p> <p>1. <i>Loitering at the school entrance and surrounding area (bar, library, shops, etc) is not allowed.</i></p>                                                                                                                                                                                                                                                                                                                                     | <p><i>Students should go directly to the security checkpoint and then enter the inner courtyard. Security, staff, and volunteer parents will monitor the gates.</i></p>                                                                   | <p>a. <b>Detention after warnings.</b><br/>b. <i>Letter to parents.</i></p>                                                                                                                                                                                                                                                                                       |
| <p>2. The first bell rings at 07:25 a.m.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Students must go to classes immediately.</p>                                                                                                                                                                                           | <p>Will be dealt with by the teacher.<br/><b>Detention after warnings</b></p>                                                                                                                                                                                                                                                                                     |
| <p>3. <i>Before entering the premises, students must be properly dressed according to the school's set dress code.</i></p>                                                                                                                                                                                                                                                                                                                                                         | <p><i>Students will receive a warning by the security guard, concierge or staff member.</i></p>                                                                                                                                           | <p>a. <i>Student receives punishment and <b>Detention after warnings</b></i><br/>b. <i>Mentor discusses this with the student(s).</i></p>                                                                                                                                                                                                                         |
| <p>4. <b>NOT ALLOWED:</b></p> <ul style="list-style-type: none"> <li>- Noisy behavior along corridors and stairs, outside the classrooms or on the premises and in the canteen.</li> <li>- Obstruction of gateways, corridors and stairs.</li> <li>- Opening doors &amp; disturbing lessons.</li> <li>- Loitering by the restrooms, canteen, staircases and porches.</li> <li>- Sitting or climbing on banisters</li> <li>- Hanging on the fence and gates at any time.</li> </ul> | <ul style="list-style-type: none"> <li>- Students must follow all given instructions</li> <li>- Warning.</li> </ul>                                     | <ul style="list-style-type: none"> <li>a. Mentor discusses this with the student(s) and gives official warning</li> <li>b. Student receives punishment by staff member and mentor.</li> <li>c. Letter to parents.</li> <li>d. <b>Detention after warnings.</b></li> </ul>                                                                                         |
| <p>5. Sitting in front of classrooms while classes are in progress is not allowed.</p>                                                                                                                                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>- Students should go to canteen area if the teacher does not show up within 10 minutes after the bell.</li> <li>- Students must sit in the canteen during free hours and not corridors.</li> </ul> | <p>Will be dealt with by the teacher, mentor and security.</p>                                                                                                                                                                                                                                                                                                    |
| <p>6. <b>SKIPPING CLASSES:</b> Students are not allowed to skip class.</p>                                                                                                                                                                                                                                                                                                                      | <p>Teacher, staff member puts it in student tracking system and notifies the Coordinator.</p>                                                                                                                                             | <ul style="list-style-type: none"> <li>a. Will be dealt with by the <b>Mentor and Coordinator.</b></li> <li>b. Detention or send home letter will be given to notify parent.</li> <li>c. Schoolboard and Inspectorate will be infomed</li> <li>d. Student is responsible for subject information missed.</li> <li>e. <b>Suspension after warnings.</b></li> </ul> |
| <p>7. <b>HALL PASSES</b><br/>All students must have a hall pass in order to be out of class (eg. To make use of restroom).</p>                                                                                                                                                                                                                                                                                                                                                     | <p>Student must collect the color coded hall pass from subject teacher. Student is given a set amount of time to go and return. Only two passes per class.</p>                                                                            | <p>If caught on premises without a hall pass students will receive a warning or detention.</p>                                                                                                                                                                                                                                                                    |


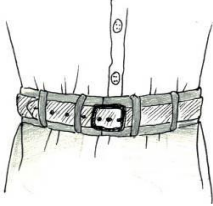
| RULES                                                                                                                                                                                                                                                                               | PROCEDURES                                                                                                                                                                                                                                                                                                                               | CONSEQUENCES                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>8. Students must follow <b>all</b> instructions given by <b>all</b> staff members and supervising adults of the Sundial School.</p>                                                                                                                                              | <ul style="list-style-type: none"> <li>- A student excluded from class by the teacher must immediately report to the Coordinator's office with a student's behavior incident report form.</li> <li>- Teacher gives a teacher's behavior incident form to another student of the class to take to the Coordinator's office.</li> </ul>    | <ul style="list-style-type: none"> <li>a. Subject teacher fills in incident report form whether student is excluded from class or not.</li> <li>b. The teacher and <b>Coordinator</b> discuss and solve problem with the student.</li> <li>c. Letter to parents.</li> <li>d. Detention</li> </ul>                   |
| <p>9. Students must have a waterproof school bag minimum (15X15 inches). <b>Not allowed: cinch bags or small back packs.</b></p>                                                                                                                                                    | <p>Students will receive a warning by the security guard or a staff member. Information will be placed in student tracking system. Coordinator must be notified as well.</p>                                                                                                                                                             | <ul style="list-style-type: none"> <li>a. Student can be sent home to change bag after warnings.</li> <li>c. Damaged books must be paid for. Parent will receive payment letter.</li> </ul>                                                                                                                         |
| <p>10. Students <b>must</b> come to school each day with their <b>school-agenda</b> and all school material needed for the lessons, including copybooks, writing material, and dictionaries.</p>  | <ul style="list-style-type: none"> <li>- Student must report to teacher first thing in the morning if any material was forgotten.</li> <li>- Student will be sent to the <b>Form Coordinator</b>.</li> <li>- Student receives warning for first time offence.</li> <li>- Students are advised to mark all personal belongings</li> </ul> | <ul style="list-style-type: none"> <li>a. Purchase material by the teacher or office</li> <li>b. Rent material by teacher or Coordinator.</li> <li>c. Will be sent home by Coordinator in order to pick up material.</li> <li>d. <b>Students who fail to return will be dealt with as skipping class</b></li> </ul> |
| <p>11. Students must do the home-work /any assignment given to them.</p>                                                                                                                                                                                                            | <p>Non-compliance dealt with by the subject-teacher (can affect grades).</p>                                                                                                                                                                                                                                                             | <p>Will be dealt with by the subject teacher and Mentor. (Detention)</p>                                                                                                                                                                                                                                            |
| <p>12. Cheating on a test or talking /interacting with classmates during a test is totally not allowed.</p>                                                                                     | <p>Will be dealt with by the subject teacher.</p>                                                                                                                                                                                                                                                                                        | <p>Parent will be informed in writing by subject teacher or mentor concerning this offence.</p>                                                                                                                                                                                                                     |
| <p>13. <b>ABSENT:</b> Student must be prepared to sit any missed test the next scheduled lesson period for that particular subject.</p>                                                                                                                                             | <p>Student must hand in letter of absenteeism or doctor's letter to the Form Coordinator to be permitted to sit test.<br/>Exam students <b>must hand in a doctor's statement.</b></p>                                                                                                                                                    | <p>Letter should be handed in the day upon return to school.</p> <p>Exam students should hand in doctor's statement to Form4 Coordinator</p>                                                                                                                                                                        |
| <p>14. <b>BOOK LIST/BOOKS:</b> At the end of the school year, all books should be turned in to the subject teacher/mentor during Test Week at the scheduled time</p>                                                                                                                | <p>The subject teacher gives a booklist with prices to the mentor. The book list must be used to sign off the books. After all books are received, the student receives a copy of the signed off book list. Subject teacher /mentor keep a copy and turn it in to the office.</p>                                                        | <ul style="list-style-type: none"> <li>1. Damaged materials must be paid for!</li> <li>2. Mentor sends payment letter to parents/guardians.</li> <li>a. <b><u>Damaged material must be paid for.</u></b></li> <li>b. Payment letter booklist to parents.</li> </ul>                                                 |




| RULES                                                                                                                                                                                                                                                                                                                                                                                                                       | PROCEDURES                                                                                                                                                                                                                  | CONSEQUENCES                                                                                                                                                                                                                                                                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>*Exam class students turn in books after exams to the mentor.</b></p>                                                                                                                                                                                                                                                                                                                                                 | <p>Date will be made known to the students. Subject-teacher collects the books from the mentor. Booklist must be signed off.</p>                                                                                            | <p>c. Student receives new book when bill is paid<br/>d. Students receive exam results when all bills are paid.</p>                                                                                                                                                                                                                                                                  |
| <p><b>15. BEHAVIOR:</b><br/>Rude behaviour, the sucking of teeth, insults, threats, racist &amp; homophobic remarks, verbal and/or physical abuse against teaching staff, support staff and students are not allowed on school premises. <b>Threatening, extorting, rough-housing, and bullying others is NOT allowed.</b><br/><b>*Zero tolerance for Gambling/extortion games for active and passive participants.</b></p> | <p>Verbal abuse will be dealt with by the subject teacher. After warning, student will be spoken to or given punishment or suspended.</p>  | <p>a. Physical abuse will be dealt with by the <b>Directorate</b> and results in suspension/expulsion<br/>b. The office reserves the right to have offending students escorted off the school premises.<br/>c. Verbal abuse may result in detention or suspension.<br/>d. A request for expulsion will be submitted for repeat offenders.</p> <p><i>* Rule b &amp; d applies</i></p> |
| <p>16. Disrespect to teachers and students, the use of obscene language, extortion, immoral conduct, fighting or any other forms of misconduct in class, on the premises or off premises is strictly forbidden.</p>                                                                                                                                                                                                         | <p>Subject teacher fills in behavior incident form.<br/>Student writes an incident report<br/>Parties are required to dialogue in order to settle the matter.</p>                                                           | <p>a. Punishment/Detention by teacher/mentor and Coordinator.<br/>b. Letter to mentor/parents.<br/>c. Suspension by the Directorate.<br/>d. Application of the consequences listed by rule 14b &amp; d.</p>                                                                                                                                                                          |
| <p>17. The school is not responsible for loss or damage to personal property; stolen or lost money, jewelry, or other valuables brought to school by the students.<br/><b>Large sums of money, excessive jewelry, and other valuables are absolutely not allowed!!</b></p>                                                                                                                                                  | <p><b>Will NOT be dealt with.</b></p>                                                                                                    | <p><b>Will NOT be dealt with.</b></p>                                                                                                                                                                                                                                                                                                                                                |


| RULES                                                                                                                                                                                                                                                                                                                                                                                        | PROCEDURES                                                                                                                                                                                                                             | CONSEQUENCES                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>18. Each student is required to assist in the proper upkeep, beautification and maintenance of school building and surroundings, furniture, gym and school equipment.</p> <p>Do not vandalize or damage school property in any way.</p> <p>- Once a trimester there will be a monthly clean-up campaign*.</p> <p><i>* This is part of our school community service program (SCS).</i></p> | <p>Cleaning of school premises, corridors, classroom and canteen will be according to schedule.</p> <p>Student must be present on cleaning day.</p>  | <p>a. Note in student tracking system.</p> <p>b. The teacher discusses and solves problem with the student.</p> <p>c. Damages must be paid for.</p> <p>d. Punishment/Detention will be given by mentor.</p> |
| <p>19. Handle all personal belongings of others with care and respect</p>                                                                                                                                                                                                                                                                                                                    | <p>In case a student damages or loses school property, classmate's property, equipment, etc. the parents/guardians and student shall accept full responsibility for payment in order to repay or replace.</p>                          | <p>a. Mentor is notified</p> <p>b. Damaged materials must be paid for.</p> <p>c. Payment letter to parents/guardians</p>                                                                                    |
| <p>20. Female restrooms must only be used by female students. Male students use the male rest rooms. Restrooms must be used in a proper manner. Writing on doors is seen as vandalism</p>                                                                                                                                                                                                    | <p>Mentor and Coordinator discuss this with the class.</p>                                                                                                                                                                             | <p>a. Will be dealt with by the mentor and <b>Coordinator</b>.</p> <p>b. Letter to parents.</p> <p>c. Detention by mentor</p>                                                                               |
| <p>21. Students are not allowed to sell goods of any kind on the school premises without permission by directorate.</p>                                                                                                                                                                                                                                                                      | <p>Directorate reserves the right to conduct searches.</p>                                                                                                                                                                             | <p>a. The mentor discusses &amp; solves problem with student</p> <p>b. Letter to parents.</p> <p>c. Detention by Coordinator.</p>                                                                           |
| <p>22. Eating, drinking or disposal of food in classrooms or any form of littering in class or on the premises is not allowed</p>                                                                                                                                                                         | <p>Will be dealt with by the subject-teacher in charge.</p> <p>To be dealt with by teachers on playground duty.</p> <p>Students must clean up.</p>                                                                                     | <p>Coordinator sends a note to class(es)/mentor(s) in question. Students will clean up immediately or get detention.</p>                                                                                    |



| RULES                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PROCEDURES                                                                                                                                                                                                                                                                      | CONSEQUENCES                                                                                                                               |
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| <p>23. <b>OFFICE PHONE USAGE:</b><br/>Students should bring quarters to school to pay for phone calls that are not related to being ill.</p>                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                 |                                                                                                                                            |
| <p>24. <b>ITEMS NOT ALLOWED:</b><br/>Students shall not have in their possession inappropriate items in school such as hats, caps, I-pods, cameras, and any school non regulated electronic devices Scissors, knives, lasers, flyers of any kind, political propaganda, Articles portraying advertisement, obscene language, beverages in bottles etc. Once an (Office) approved request is given then a jacket is allowed. See page 7 (Items not allowed)</p> | <p>Directorate reserves the right to conduct searches aided by security and staff.</p> <p>a. Items will be confiscated and sent to a <b>charity organization.</b><br/><b>NO RETURNS!</b></p>  | <p>a. Will be dealt with by the Coordinator/Directorate.</p> <p>b. Letter to parents/guardians.</p>                                        |
| <p>24 Students shall not have in their possession inappropriate items in school:<br/>-Drugs and all materials related to it. (see drug and alcohol policy)<br/>-Matches, lighters, guns, firearms, Weapons of any kind or anything that can be used as a weapon.<br/>- Stink-bombs, acid bombs and related items. See page 7 (Items not Allowed)</p>                                                                                                           | <p>a. Items will be confiscated and turned in at the office and police.</p>                                                                                                                 | <p>a. Will be dealt with by the Coordinator.</p> <p>b. Letter to parents/guardians.</p> <p>c. Suspension/Detention by the Directorate.</p> |
| <p>25. Zero tolerance on cellular phone while on school premises. See page 6, 7 &amp; 8 (Items not Allowed)</p>                                                                                                                                                                                                                                                                                                                                                | <p>Student will be sent to the office with his/her phone.</p>                                                                                                                               | <p>a. 2-3 days suspension</p> <p>b. The cell phone can be confiscated by directorate after multiple offences</p>                           |
| <p>26. <b>GROOMING:</b><br/><b>Good appearance, performance, behavior is a must!</b></p>                                                                                                                                                                                                                                                                                                                                                                       | <p><b>To be able to represent the class and school in any activity, these points will be looked at.</b></p>                                                                                                                                                                     | <p>a. Will be dealt with by the Mentor and Coordinator</p> <p>b. Non-participation in any activity.</p>                                    |

| RULES                                                                                                                                                                                                                                                                                                                                                                                 | PROCEDURES                                                                                                                                                                            | CONSEQUENCES                                                                                                                                                                                                                                                   |
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| <p>27. All students must observe personal hygiene and grooming. Fingernails should be kept at a hygienic length (short) , both (natural/acrylic)</p> <p><b>ALLOWED:</b><br/>Light nail-polish.<br/>Light make up.</p> <p><b>NOT ALLOWED: LONG NAILS</b></p>                                          | <p>Non-compliant students will be sent to the Coordinator.</p> <p>Nails must be cut.<br/>Excessive make-up and dark nail polish must be removed immediately at student's expense.</p> | <p>a. Will be dealt with by Mentor and Coordinator<br/>b. Detention after warnings</p>                                                                                                                                                                         |
| <p>28. Shirts and blouses must be worn <b>properly buttoned.</b><br/>Pants or skirt should be neatly worn and at the waist.<br/>Pants must be worn with a <b>BLACK, BROWN</b> (or one solid color) belt at the waist. Belt should have a regular buckle.<br/>Skirts must be worn 2 inches or 5 cm above the knee and must <b>not</b> be tight, especially around hips and thighs.</p> | <p>Student will be sent to the Coordinator's office.</p>                                           | <p>a. Will be dealt with by the mentor, or Coordinator.<br/>b. Letter to parents<br/>c. Punishment will be given after warnings<br/>d. Skirt /pants must be mended, altered, or replaced a.s.a.p.<br/>e. Will be monitored by mentor.</p>                      |
| <p>29 .Under garments should not be conspicuous in color or prints and neither should they be revealing.</p>                                                                                                                                                                                                                                                                          | <p>Student will be sent to the Coordinator's office.</p>                                                                                                                              | <p>a. Will be dealt with by the Mentor and Coordinator.<br/>b. Parents will be notified.</p>                                                                                                                                                                   |
| <p>30. Undershirts are allowed in the following solid colors: white, black, grey or the same color as uniform shirt/blouse.</p>                                                                                                                                                                                                                                                       | <p>Non-regulated T-shirt must be removed at once and placed in charity box. <b>Will not be returned!!</b></p>                                                                         | <p>a. Will be dealt with by the Security Mentor and Coordinator<br/>b. Detention after warnings and<br/>c. Letter to the parent</p>                                                                                                                            |
| <p>31. Students are required to wear the prescribed uniform for:</p> <ul style="list-style-type: none"> <li>-Food Preparation</li> <li>-Service</li> <li>-Physical Education</li> <li>- Care</li> </ul>                                                                                                                                                                               | <p>Non-compliant students will be sent to the Coordinator's office.</p>                                                                                                               | <p>a. Will be dealt with by the subject teacher and Coordinator<br/>b. Student receives a warning<br/>c. Will be sent home to collect uniform and return to school.<br/>d. Letter to parents/guardians by the Directorate.<br/>e. Detention after warnings</p> |

| RULES                                                                                                                                                                                                                                                                                                                                                              | PROCEDURES                                                                                                                                                                                                                               | CONSEQUENCES                                                                                                                                                                                                                                                                   |
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| <p>32. All students must wear sturdy, black enclosed comfortable shoes.</p> <p><b><u>SHOE AND SOLE SOLID BLACK.</u></b></p> <p>Fancy flat shoes (ballerinas), nor high heels are considered appropriate</p> <p><b><u>Shoelaces must also be black!</u></b></p> <p><b>Other colored sneakers allowed only during physical education lessons and sports-day.</b></p> | <p>Students will be sent to the Coordinator's office.</p>                                                                                               | <p>Will be dealt with by the Coordinator and mentor.</p>                                                                                                                                                                                                                       |
| <p>33. <b>JEWELRY</b></p> <p><b><u>FEMALE:</u></b> one pair worn in lower earlobe</p> <p><b><u>MALE:</u></b> No earrings allowed.</p> <p><b><u>MALE/FEMALE:</u></b></p> <p>No earrings/rings or replacement sticks etc. through nostrils, eyebrows, lips, tongue, etc.</p>                                                                                         | <p><i>Earrings/rings will be confiscated by the subject teacher, staff member and turned in to the office to be placed in <b>Charity box.</b></i></p>  | <p>a. Will be dealt with by the Coordinator and mentor.</p> <p>b. Letter to parents/guardians,</p> <p>c. <i>All confiscated items will be donated to <b>Charity Organization</b> to raise funds for the needy on St. Maarten</i></p> <p>d. <i>Detention after warnings</i></p> |
| <p>34. <b><u>MALE/FEMALE</u></b></p> <p>Hair should be:</p> <ul style="list-style-type: none"> <li>-Clean</li> <li>-Well groomed</li> <li>-Absolutely no Highlighted or colored hair, wigs, and braids.</li> </ul>                                                                                                                                                 | <p>Student will be sent to the Coordinator's office.</p>                                                                                                                                                                                 | <p>Will be dealt with by the Coordinator and mentor.</p>                                                                                                                                                                                                                       |
| <p><b><u>35. MALE STUDENTS:</u></b></p> <p>Male students must wear simple, neatly groomed low haircuts. Beard, fringe of beard, moustache must be neatly shaved.</p> <p><b>Not allowed:</b></p> <ul style="list-style-type: none"> <li>-designs</li> <li>- long hair (locks, pony/pigtail, or plaits)</li> <li>- Designs in eyebrows</li> </ul>                    |  <p>Non-compliant student will be sent to the Coordinator's office.</p>                                                                              | <p>a. Will be dealt with by the mentor and Coordinator</p> <p>b. Letter to the parents/guardians.</p> <p>c. Detention after warnings.</p>                                                                                                                                      |
| <p>36. <b><u>FEMALE STUDENTS:</u></b></p> <p>Simple hair accessories allowed in black, white, grey, or color of uniform blouse.</p>                                                                                                                                                                                                                                | <p>Warning by staff member; accessories must be removed.</p>                                                                                                                                                                             | <p>a. Will be dealt with by the Coordinator and mentor.</p> <p>b. Accessories will be confiscated after warnings and placed in <b>Charity Box.</b></p>                                                                                                                         |

| RULES                                                                                                                                                              | PROCEDURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | CONSEQUENCES                                                                                                                                                                                                                                                                                                            |
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| <p>37. <b>ATTENDANCE:</b><br/>All students must attend all scheduled classes <b>ON TIME</b>.<br/>1st bell rings at 07:25 a.m.<br/>2nd bell rings at 07:30 a.m.</p> | <p>Subject teacher notifies the Coordinator in writing and in student tracking system that the student is not attending the lessons.</p>                                                                                                                                                                                                                                                                                                                              | <p>a. Will be dealt with by the Coordinator and mentor.<br/>b. Letter to Parents/ guardians.<br/>c. Repeat offenders will receive immediate punishment and detention.</p>                                                                                                                                               |
| <p>38. Students must be punctual for school as well as for all scheduled classes. Repeated lateness for school/class will not be tolerated.</p>                    | <p>a. <i>Students who arrive on the premises from 7:25 a.m—8:00am. after the official start of the school day are deemed to be late and their lateness will be noted in the student tracking system.</i><br/>b. <i>Students reaching late to class during the day will receive a double notification in the student tracking system. Teacher informs Coordinator in writing.</i><br/>c. <i>Students are not allowed to enter the premises after 08:00 a.m. (only with a valid reason: a note from parents/guardians, an OK note will be given).</i></p> | <p>a. <i>Will be dealt with by the Security/Concierge and Coordinators</i><br/>b. <i>Late during the day is counted as two (2) late notifications</i><br/>c. <i>Letter to parents/guardians.</i><br/>d. <i>Detention after multiple repeat offences or</i><br/>e. <i>Will be sent home.</i></p>                         |
| <p>39. Students are not allowed to leave the school premises <b>WITHOUT WRITTEN PERMISSION FROM THE DIRECTORATE.</b></p>                                           | <p>Student must be sent to the Coordinator's office the following day at 07:30 a.m.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Will be dealt with by the Coordinator/Directorate. Parents will be notified <b>Detention!!!</b></p>                                                                                                                                                                                                                  |
| <p>40. <b>VACATION:</b> <i>Vacation (absent from school) must be planned according to the vacation schedule.</i></p>                                               | <p><i>Student leaving before scheduled vacation must present a letter to the Truancy Officer's Dept (Brooks' Tower). If proper documentation is not handed in, the names of students and guardians will be sent up to the Dept. of EDU.</i></p>                                                                                                                                                                                                                                                                                                         | <p><i>Will be dealt with by the Coordinator/Directorate. Missed tests cannot be made up.</i><br/><br/><i>Parents receive a financial fine 'boete'.</i></p>                                                                                                                                                              |
| <p>41. <b>ABSENTEEISM:</b> <i>Students who have been absent from school for one or more days because of illness, injury or any other unavoidable reasons.</i></p>  | <p>a. <i>Student will be sent to the Coordinator's office by subject teacher.</i><br/>b. <i>Students should immediately upon return to school report in person to the office and to the mentor with a letter signed by parents/guardians. Letter must have date, name of student, class, date and reason of absence. Exam students must have it done by a Doctor</i></p>                                                                                                                                                                                | <p>a. <i>Will be dealt with by the Mentor and Coordinator.</i><br/>b. <i>Parents/guardians are contacted.</i><br/>c. <i>Student must turn in absent letter upon return to the Coordinator.</i><br/>d. <i>Documentation sent to Dept of EDU. (see rule 40)</i><br/>e. <i>Mentor/Social worker makes house visit.</i></p> |

| <b>RULES</b>                                                                                                                                                                                                                                                                                                                                                  | <b>PROCEDURES</b>                                                                                                                                                                                                                                                                                                   | <b>CONSEQUENCES</b>                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <p>42. <b>SUSPENSION:</b><br/>During the period of suspension, a student may not enter or be seen around the school premises.</p>                                                                                                                                                                                                                             | <p>After suspension the student is responsible for all assignments due from the first day back to school.<br/>After the suspension period the student and the parents/guardians should report to the Coordinator.<br/>Student is admitted back in class after the matter has been settled with the Directorate.</p> | <p>a. Will be dealt with by the Directorate.</p>                                            |
| <b>EXCEPTIONS</b>                                                                                                                                                                                                                                                                                                                                             | <b>PROCEDURES</b>                                                                                                                                                                                                                                                                                                   | <b>CONSEQUENCES</b>                                                                         |
| <p>43. In cases such as death of close relatives, sickness, weddings, appointment/ visit to doctor or specialist.</p>                                                                                                                                                                                                                                         | <p>The student must turn in a letter from parents/guardians and a doctor's letter after/before having visited the doctor.</p>                                                                                                                                                                                       | <p>Will be dealt with by the Coordinator and mentor.</p>                                    |
| <p>44. All students are required to participate in <b>Physical Education</b> and they must be appropriately dressed in Physical Education uniform.</p>                                                                                                                                                                                                        | <p>Students may only be exempted on medical grounds (doctor's letter). This must be turned in to the Coordinator's office. However students must stay in the gym hall during gym lessons in order to do the theoretical written assignment.</p>                                                                     | <p>a. Will be monitored by mentor/subject teacher.<br/>b. Dealt with by the Coordinator</p> |
| <p>45. <b>Illness</b> at school.</p>                                                                                                                                                                                                                                                                                                                          | <p>Student should report any illness or injury suffered at school to the subject teacher or to the office. Students are allowed to leave after parents/guardians have been contacted.</p>                                                                                                                           | <p>a. Will be monitored by mentor/subject teacher<br/>b. Dealt with by the Coordinator.</p> |
| <p>46. Students who have <b>injured</b> themselves during any lesson or while on the premises.</p>                                                                                                                                                                                                                                                            | <p>Student must report injury suffered at school to the subject teacher or to the office immediately on the same day when the injury occurs.</p>                                                                                                                                                                    | <p>Will be dealt with by the Office.</p>                                                    |
| <p>47. Students are not allowed to bring <b>animals or pets</b> to school.</p>                                                                                                                                                                                                                                                                                | <p>Student will have to return home with his/ her pet.</p>                                                                                                                                                                                                                                                          | <p>Will be dealt with by the <b>Coordinator and Directorate.</b></p>                        |
| <p>48. <b>PREGNANCY</b><br/>A pregnant student may attend classes on the following conditions:<br/>a. Management (Coordinators) gets timely notice.<br/>b. The student reports to the school's social worker who makes a report and makes arrangements or appointments for the student.<br/>c. The student must adhere to the conditions laid down in the</p> | <p>Student will be dismissed and is not allowed to return until the next academic year if agreements are not upheld.<br/>Upon return a contract will be made up by the Directorate.<br/><b>A student in principle will not be allowed to return by the second pregnancy.</b></p>                                    | <p>Will be dealt with by School Counselors and the Directorate.</p>                         |

| <b>RULES</b>                                                                                                                                                                                                                                                                                                                                                               | <b>PROCEDURES</b>                                                                                   | <b>CONSEQUENCES</b>                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------|
| <p>report mentioned by point b.</p> <p>d. A pregnant student in exam year will be given the opportunity to complete her exams providing her performance meets the requirements of the internal exam and national written exam regulation.</p> <p>e. A student missing one trimester or more of the academic year due to pregnancy will automatically repeat the class.</p> |                                                                                                     |                                             |
| <b>EXAMS</b>                                                                                                                                                                                                                                                                                                                                                               | <b>PROCEDURES</b>                                                                                   | <b>CONSEQUENCES</b>                         |
|                                                                                                                                                                                                                                                                                                                                                                            | <b>See Exam student, BOOKLET</b>                                                                    |                                             |
| <b>WORK EXPERIENCE PROGRAM</b>                                                                                                                                                                                                                                                                                                                                             | <b>PROCEDURES</b>                                                                                   | <b>CONSEQUENCES</b>                         |
| 49. Rudeness to any member of the staff or to a supervisor when on job training will result in measures taken by the school.                                                                                                                                                                                                                                               | See W.E.P. regulations<br>Will be dealt with by W.E.P. conductor.<br>Student must return to school. | Failing of WEP<br>Suspension.<br>Expulsion. |

### **DRUGS, ALCOHOL AND WEAPONS POLICY**

The School board, Directorate and staff of the Sundial School are committed to provide a safe and productive learning environment, and to promote and protect the health, safety and well being of all students.

The School board for Secondary Education has established the following Drugs, Alcohol and Weapons policy. Directorate and Staff of the school ensure that this policy is understood by every student.

**DEFINITIONS** Illegal drugs are:

Substances referred to in the "Opium Landsver-ordering, PB 1960 nr. 65" and subsequent changes.

Illegal weapons are:

Weapons referred to in the "Vuurwapenbesluit, PB 1930 nr. 3", "Wapenverordening, PB 1931 nr. 77", "Vuurwapenverordening, PB 1967, nr. 169", and subsequent changes.

Alcohol is:

Any substance containing alcohol.

Smoking: (rookverbod)

The school has a NO SMOKING policy. (Art. 2 P.B. 1996 No. 55.)

### **INFORMATION**

1. In order to deter students from engaging in the use of illegal drugs and alcohol the Sundial School will provide students and parents with information concerning the physical and social consequences of the use of illegal drugs, weapons and alcohol.
2. Information sessions will be given by the public prosecutor, police, lawyers, social workers, a Rehabilitation Center, which students are obliged to attend.

### **POSSESSION**

3. It is a violation of the law and therefore of the Sundial school policy for any person to possess, prepare, manufacture, sell or distribute any illegal drugs on the school premises, or at school related activities.

4. It is a violation of the Sundial school policy for any person to possess, prepare, manufacture, sell or distribute any substance containing alcohol on the school premises, or at school related activities.
5. It is a violation of the law and therefore of Sundial school policy to carry illegal weapons on the school premises, or at school related activities.

### **INFLUENCE OF DRUGS**

It is a violation of the Sundial school policy for any person or student to use and/or to be under the influence of any mind-altering substance (drugs with mind altering substances specifically prescribed by doctors order not included) at any time while on the school premises, or at school related activities.

### **DISCIPLINARY ACTIONS AND DISMISSAL**

6. In case a student of Sundial school comes into contact with the law (police/public prosecutor) and/or is convicted in regard with violating the "Opium Landsverordening", the "Wapenverordening 1931" or is convicted of a crime using a weapon as described in the "Wapenverordening 1931", the school can take disciplinary actions. Depending on the extent of the violation the school can also expel the student.
7. Any violation of the law, by any student or any other person/ which leads to a possible conviction as mentioned above and of which the Directorate or staff of the Sundial school becomes aware, will be reported to the public prosecutor and/or other authorities. In case a student violates the law/school policy on the school premises, or at school related activities, the school can also take disciplinary actions. With regard to the extent of the violation the student can be expelled from school.
8. In case a student, without prescription, is reported to be using or is under the influence of any mind-altering substance, disciplinary actions can be taken. The student can also be required to undergo treatment.

### **CONTROL AND TESTS**

9. The Sundial school will continuously observe students for the possession, preparation, manufacturing, selling or distribution of drugs and/or alcohol. The Sundial school reserves the right to check the possessions of students for drugs, weapons, non regulated items, and alcohol during school hours.
10. Any student showing signs of impairment such as difficulty in maintaining balance, slurred speech, abnormal conduct or erratic behavior, considerable decrease in performance in the class room, unaccounted absences and such, will be confronted with his/her behavior. In case a student cannot give a reasonable explanation for his/her behavior and the behavior continues after the confrontation, the parents/guardians of the student, and consequently a Rehabilitation Center, will be informed. Parents/Guardians may be advised to seek professional help.
11. The Sundial school will continuously observe students for the possession of illegal weapons. The school reserves the right to check the possessions of the students for illegal weapons during school hours.

### **DRUG TESTING**

12. The purpose of drug and alcohol testing is to provide early identification and referral of treatment for students having or suspected of having a drug or alcohol problem. All confirmed test results will have to be reinforced with a professional medical review.
13. Students who have tested "positive for chemical dependency" for drug or alcohol abuse will be given the opportunity to undergo treatment at a Rehabilitation Center which will propose a treatment plan. It can also be required that a professional Health Care worker (e.g. a social worker or school psychologist) will take over the supervision of the student.
14. During treatment the student will have to report daily to the office of the school no later than 07:30 a.m. and at the end of his/her school day.
15. Any student who agrees to undergo a drug test and who is tested "positive" the first time will not be expelled from the school. The student who did not comply with the treatment plan as was proposed by the Rehabilitation Center, or does not attend school with a valid reason, can be expelled from school after non-compliance.

### **PREVENTIVE MEASURES**



- > Information Sessions.
- > Inclusions in the Curriculum of Social Studies and Philosophy of Life.
- > Random Schoolbags Searching.
- > Usage of Metal Detectors and Sniffle-dogs.

### DISCIPLINARY MEASURES

| <b>CRIME</b>                                                                                                                  | <b>SANCTION</b> |
|-------------------------------------------------------------------------------------------------------------------------------|-----------------|
| Dealing and/or the distribution of drugs:<br>so called "soft drugs": Marihuana etc.:<br>so called "hard drugs": Cocaine etc.: | 5;6;7           |
| The use of drugs / alcohol                                                                                                    | 1;2;3;4         |
| In the possession of a weapon:<br>firearms: pistol etc.:<br>"other" weapons: penknife etc.:                                   | 5;6;7<br>2;3;4  |
| The use of a weapon or an object that is used as a weapon:<br>Threat;<br>Causing body harm:                                   | 2;3;4<br>5;6;7  |

### SANCTIONS

1. Compulsory attendance of sessions on alcohol-and drug abuse after school hours, if these can be organized by the school social worker.
2. Suspension.
3. Compulsory placing under supervision of the school social worker and/or the school psychologist and/or Turning Point and/or Alcohol Anonymous.
4. Contract.
5. Expulsion.
6. Confiscation of the object and possibly turning it over to the Police.
7. Informing the Police.

### Hospitality Events Protocol

| <b>RULES</b>                                                                                                                              | <b>PROCEDURES</b>                                                                                                                                                                                                                                                                                                                                                                                     | <b>CONSEQUENCE<br/>S</b>                                                                                                                                                                                                                                       | <b>ADDITIONAL NOTES</b>                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>General Rules:</b>                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                    |
| 1. There are <b>in-school</b> functions and <b>out-of-school</b> functions, which can be divided in paid or non-paid (community service). | <ul style="list-style-type: none"> <li>• Students must receive a letter stating date, time, location and type of event from a Hospitality teacher or Directorate.</li> <li>• Letter should include the function the student will carry out during the event and whether it is a paid or non-paid event.</li> <li>• Letter must return signed by Parent/Guardian on/before stipulated date.</li> </ul> | <ul style="list-style-type: none"> <li>• No student may attend any function without approved/co-signed letter</li> <li>• Non return of letter with parental permission or signature automatically disqualifies student from participating in event.</li> </ul> | <ul style="list-style-type: none"> <li>• All events will be discussed within the Hospitality group</li> <li>• General Director will be notified of events via mail.</li> <li>• Parent will be informed if their child is not allowed to attend the function to avoid any nasty mishaps at the location.</li> </ul> |
| 2. All students will be insured                                                                                                           | <ul style="list-style-type: none"> <li>• List of names must be handed to the Directorate for processing of the insurance</li> </ul>                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>• Without insurance being processed student will not be able to attend the function</li> </ul>                                                                                                                          |                                                                                                                                                                                                                                                                                                                    |

|                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                  |                                                                                                                                                                                              |                                                                                                                                                                                      |
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| 3. At events at least two school appointed representatives should be present, which one should be a Hospitality teacher.                                                                                                      | <ul style="list-style-type: none"> <li>• School representatives should be notified at least 2 weeks in advance of the event</li> </ul>                                                                                                                           | <ul style="list-style-type: none"> <li>• Without representatives students cannot attend function</li> </ul>                                                                                  |                                                                                                                                                                                      |
| 4. During the event students must report any incidents immediately to the school appointed representatives.                                                                                                                   | <ul style="list-style-type: none"> <li>• Reported incidents should be discussed immediately with the supervising organizer of the function</li> </ul>                                                                                                            | <ul style="list-style-type: none"> <li>• After discussion school representatives will inform the supervising organizer of the decision and actions to be taken</li> </ul>                    |                                                                                                                                                                                      |
| 5. Students are not allowed to take tips from any guests but must report this good faith to the school appointed representatives                                                                                              | <ul style="list-style-type: none"> <li>• School appointed representatives will address guest of the proper procedure for the giving of tips</li> </ul>                                                                                                           | <ul style="list-style-type: none"> <li>• Tips will be immediately taken away from student if caught not following procedures.</li> </ul>                                                     | <ul style="list-style-type: none"> <li>• Tips must be placed in an envelope, which appointed representatives will have, and will be shared amongst all attending students</li> </ul> |
| 6. Students will receive \$50 for maximum 5 hours of work and are not allowed to work after 11:30pm.<br>The School must receive an administration fee of \$25 or \$50 (depending on the type of function) prior to the event. | <ul style="list-style-type: none"> <li>• Payment must be paid no later than two days after the function to the participating students</li> </ul>                                                                                                                 | <ul style="list-style-type: none"> <li>• Payment to students will be collected by the appointed representatives and shared to students no later than two days after the function.</li> </ul> |                                                                                                                                                                                      |
| 7. Students will be provided a meal during or after the event.                                                                                                                                                                | <ul style="list-style-type: none"> <li>• School appointed supervisor will enquire about the meal for students (pending the time and length of the function)</li> </ul>                                                                                           | <ul style="list-style-type: none"> <li>• No meal = No service!</li> </ul>                                                                                                                    |                                                                                                                                                                                      |
| 8. Students under the age of 18 are not allowed to tend the bar or serve alcoholic beverages                                                                                                                                  |                                                                                                                                                                                                                                                                  |                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Students 18 and older must still hand in a parental consent letter in order to serve alcoholic beverages</li> </ul>                         |
| 9. Parents/Guardians are responsible for transportation to and from the functions at the stipulated time as stated in the letter.                                                                                             |                                                                                                                                                                                                                                                                  |                                                                                                                                                                                              |                                                                                                                                                                                      |
| 10. Students/Parents are responsible for notifying the school if the student is not able to attend the planned function as soon as possible                                                                                   | <ul style="list-style-type: none"> <li>• Hospitality Coordinator should be called at once and school appointed representative will be notified of the absence of the student during the function</li> </ul>                                                      |                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Replacement of a former Hospitality student will be possible in such cases</li> </ul>                                                       |
| <b><u>Guest Related Rules:</u></b>                                                                                                                                                                                            |                                                                                                                                                                                                                                                                  |                                                                                                                                                                                              |                                                                                                                                                                                      |
| 11. Students must report all verbal physical or sexual harassment immediately to the school appointed representatives. Students must not argue with the guest. Students must remain professional at ALL times                 | <ul style="list-style-type: none"> <li>• School appointed representative will take students to a safe place and immediately inform the organizing supervisor about the incident and that the students will have to leave unless the problem is solved</li> </ul> | <ul style="list-style-type: none"> <li>• In cases of serious events a police report will be filed.</li> </ul>                                                                                | <ul style="list-style-type: none"> <li>• School appointed representatives cannot be held responsible for behavior of guests.</li> </ul>                                              |