

Parent/Student Information Handbook



CXC Department

MILTON PETERS COLLEGE
2024 – 2025

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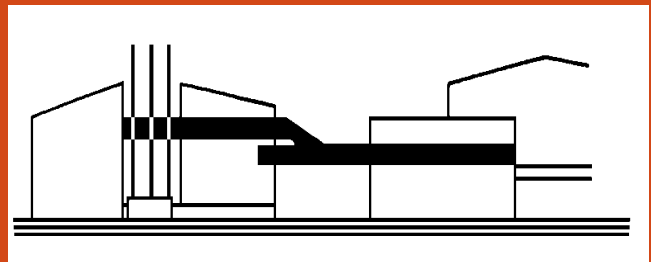


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Milton Peters College



History of the school Until August 1976, there were two schools for secondary education in Sint Maarten. The Catholic Education Foundation had a MAVO school, namely: PastoorNieuwenhuis, and the island government had a MAVO and ETAO school combined at John Philips School. However, these schools were not sufficient. There was a demand for more forms of education, which meant that more schools had to be built. The Netherlands, having to finance the construction of the schools, set the requirement that a comprehensive school be built. In this comprehensive school, the different forms of secondary education had to be accommodated.

A special foundation had to be established to take responsibility for the comprehensive school and secondary education. On the 20th of February 1974 the Foundation for the Promotion of Secondary Education Windward Islands (S.V.O.B.E.) was established, consisting of representatives of the government and of the Catholic Education Foundation. The foundation consisted of 11 members. In the same year, the construction of the comprehensive school started. On the 17th of August 1976, the school was officially opened with 425 pupils and 25 teachers. Mr. Ronald Francisca became the first general manager. The school was named Milton Peters College, after Mr. Milton Peters (January 10, 1891 - October 15, 1985), who from 1955 to 1971 was deputy of education and during that time contributed greatly to education. Meanwhile, the HAVO lower forms (forms 1 through 3), MAVO, and ETEAO as well as LTS were housed in the comprehensive school. In 1982, the school was expanded with the HAVO upper forms, to which the first examinations were administered in 1984. In 1986 the MTS (senior secondary technical school) was added, of which the first final exams were administered in 1990. In 1987, the VWO (pre-university education) was added. The first final examinations thereof were administered in 1992. Soon after construction, the school turned out to be too small and therefore significant additions were made over the years.

On the 1st of August 1990, with the departure of Mr. Francisca, the position of general manager was abolished. This also marked the end of the comprehensive school MPC and the beginning of the conglomerate of schools. This meant that every school had its own director. This form of management was not efficient, which is why the school board decided to appoint another general director, as of the 1st August 2004, who is charged with the general management of the school. As of the 1st August 2009, the same general director was charged with the management of MPC as well as the management of Sundial School, as a result of which both schools work together and integrate better. Currently the school has a student population of approximately 950 students and a teacher base of about 80 teachers.



Welcome Department Head TKL & CXC

Dear students,

Welcome (back) to the TKL/CXC department at the Milton Peters College. This department consists of a Dutch and an English stream. Your main objective while attending is to be successful and pass your final exams. To do this, you have to be a responsible student. A responsible student prepares well for class. You do this by reviewing, studying, and doing homework on time as well as going to class on time and well equipped with all your needed (writing) materials. Once in class you must participate actively. Never be too shy or afraid to ask questions. Remember: you are here to learn! Stick to deadlines and start on time with studying!

In the end you will reap the fruit of your hard work. All of this will surely amount to you passing your final exams and obtaining your diploma. Once you achieve that milestone, you will move on to further your studies or join the labor market.

Whichever path you choose, my two wishes for you are: that you are successful in whatever you do and that you (come back to) contribute positively to our

'Sweet S'Maatin Land'!

I would like to leave you with this poem: **I said a prayer for you today**

I know God must have heard.
I felt the answer in my heart.
Although he spoke no word.
I didn't ask for wealth or fame.
I knew you wouldn't mind.

I asked him to send treasures
of far more lasting kind.
I asked that he's be near you
at the start of each new school day.
To grant you health and blessings
and friends to share the way.

I ask for happiness for you
in all things great and small.
But it was for his loving care
for you during this entire school year
I prayed the most of all.

I wish you much success during your school career at MPC and may you always surround yourself in all things positive!

Yours in Education,

Mrs. Jean Provence-Laurence

Department head of the TKL and CXC department



Welcome CXC – Coordinator

Happy school year 2024 – 2025.

I hope everyone enjoyed their summer vacation and are excited to start the new school year with positivity, energy and dedication to their schoolwork.

First-year parents and students, welcome. I would like to wish you all the best on this exciting next step in your education.

For all other parents and students, I welcome you back. Remember time goes by quickly so be focused and on task from day one.

My name is Jennifer Halley and I am fortunate to be your coordinator for coming school year. I am tasked with the day to day running of the CXC CCSLC/CSEC department. My team and I look forward to building a relationship with the students and the parents to ensure that they all achieve their goals and dreams.

Students remember to always give it your best. Being organized, proactive and good communicators are all skills that will help in making this school year a successful one. Remember you have your teachers, mentor and myself to support you through any issues.

Parents, for students to be successful we must all work as a team. Support, patience and monitoring your son/daughters progress are important to ensure positive results. Do not hesitate to contact me if there is anything that I can help you with.

Have a GREAT schoolyear.

Kind regards,

Ms. Jennifer Halley

Coordinator CXC - CSEC

Email: jennifer.halley@svobe.org



List of Abbreviations CXC Teachers

The following abbreviations you will not only encounter on the timetable but also on letters. Below you will find the full names associated with the abbreviations.



Management:

Abbreviation	Name	Function
LAU	Mrs. Provence-Laurence, J	Department Head TKL & CXC
HYJ	Ms. Halley, J	CXC-coordinator

Teachers: List of names CXC 2024-2025

Abbreviation	Name	Subject	Abbreviation
ASK	Mr. K. Amatdjais	Cultural Artistic Formation	caf
BLC	Mrs. C. Gumbs-Bovell	Integrated Science	isc
BTL	Ms. L. Bonapart	Spanish	sp
DFM	Mr. M. Dijkgraaf	Physical Education	phe
DRM	Ms. M. Draaibaar	Dutch	du
GYK	Ms. K. Gray	Mathematics	ma
HMR	Mr. J. Hamer	Physical Education	phe
ILT	Ms. D. Iltes	Mathematics	ma
JHM	Ms. M. Joseph	Spanish	sp
JSL	Mrs. L. Bennet-James	Technical drawing	td
		Electrical & Electronic Engineering	e&e
		Introduction Industrial Technology	ii
KAT	Ms. N. Karamat-Ali	Introduction Home Economics	ihe
KMM	Mr. M. Kariem	Information Technology	ift
LEJ	Mrs. C. Lejuez	English	en
NES	Ms. S. Ngwete	Spanish	sp
PKA	Mrs. A. Kerkhof-Posthuma	Cultural Artistic Formation	caf
PNY	Ms. N. Penijn	English	eng
POM	Mr. O. Pom	French	fr
		Spanish	sp
PRE	Ms. D. Prevoo	Cultural Artistic Formation	caf
PSM	Ms. M. Philips	Electronic Document Preparation and Management	edpm
		Information Technology	ift
RGM	Mrs. M. Garrin	Social Studies	sos
RNS	Ms. S. Richardson	English	en
RTK	Ms. S. van de Riet	Physics	phy
SEM	Ms. A. Semple	Information Technology	ift
TNJ	Mr. J. Thielman	Music	mu
TSD	Ms. D. Talens	Integrated Science	isc
TSG	Ms. T. Gerlinda	French	fr

Class Times

The first school bell rings at 7.25. This bell indicates the start of a new school day at MPC. The last bell rings at 14:55. This indicates the end of the school day.
Class hours: Each class hour is 45 minutes.

A regular school day

1st class hour: 07.30 — 08.15

2nd class hour: 08.15 — 09.00

3rd class hour: 09.00 — 09.45

1st recess: 09.45 — 10.05

4th class hour: 10.05 — 10.50

5th class hour: 10.50 — 11.35

6th class hour: 11.35 — 12.20

2nd recess: 12.20 — 12.40

7th class hour: 12.40 — 13.25

8th class hour: 13.25 — 14.10

9th class hour: 14.10 — 14.55



Shortened class schedule

The shortened class schedule each class hour is 35 minutes. It is used for example when report card meetings are being held with teachers. .

1st class hour: 07.30 — 08.05

2nd class hour: 08.05 — 08.40

3rd class hour: 08.40 — 09.15

4th class hour: 09.15 — 09.50

Recess: 09.50 — 10.10

5th class hour: 10.10 — 10.45

6th class hour: 10.45 — 11.20

7th class hour: 11.20 — 11.55

8th class hour: 11.55 — 12.30

9th class hour: 12.30 — 13.05

The shortened schedule is used 2x a year

1. December 9th – 13th, 2024

2. March 17th – 21st, 2025

Important Dates 2024 – 2025



Trimester 1: August 19th – November 22nd, 2024

Parents evening (CS1,2,3 & 4):	August 27 th , 2024
Parents evening (CS5):	September 10 th , 2024
Test free week:	November 4 th – 8 th , 2024
Test Week 1 (CS1,2,3,4&5):	November 12 th – 22 nd , 2024
Report distribution 1:	December 19th, 2024 (13.30 – 15.00)

Trimester 2: November 25th, 2024 – March 7th, 2025 (April 24th – CS5)

Shortened schedule:	December 9 th – 13 th , 2024
Test free week:	February 17 th – 21 st , 2025
Test Week 2A (CS1,2,3 &4):	February 24 th – March 7 th , 2025
Test Week 2A (CS5) MOCK EXAMS:	February 24 th – March 7 th , 2025
CS5 SBA submission deadline:	March 28 th , 2025
Report distribution 2 (non exam classes):	April 3rd, 2025 (13.30 – 15.00)
Report distribution 2 (CS5):	April 24th, 2025

Trimester 3: March 10th – June 12th, 2025

Shortened schedule:	March 17 th – 21 st , 2025
Test free week:	May 22 nd – May 28 th , 2025
Test Week 3 (CS1,2,3&4):	June 2 nd – 12 th , 2025
Report distribution 3:	June 23rd, 2025 (10.00 – 12.00)



Vacation Schedule 2024 – 2025

Mid-Term Break:	October 7 – October 11, 2024
Constitution Day:	October 14, 2024
St. Maarten Day:	November 11, 2024
Christmas Break:	December 23, 2024 – January 3, 2025
Mid-Term Break:	March 3 – 4, 2025
Easter Break:	April 17 – 21, 2025
Carnival Break:	April 28 – May 6, 2025
Ascension Day Break:	May 29 – 30, 2025
Emancipation Day:	July 1, 2025
Summer Vacation:	July 2 – August 19, 2025

First day of schoolyear 2025 – 2026: **August 20th, 2025**



***Note:** Please take note of the vacation schedule when planning your vacation. Please see applying for exemption from school attendance – Inspectorate of education in this information handbook for procedure to request exemption.

Career Guidance Counselor

Milton Peters College and Sundial



As the final step before adulthood, high school is an incredibly important time period when students have the opportunity to develop a clearer picture of what they want their future to be like. As the Career Guidance Counselor I play an integral role in this process by providing career-based services. In the lower forms the focus is on the student getting to know themselves so they can choose the correct subjects to lead to their future career. The mentors play a very big role in helping the students to get to know themselves and in identifying the student's aptitude.

In upper level forms the focus is on making decisions on life after high school and the necessary steps that come with those decisions.

Often high school students either have no idea what they want to do with their lives while other times they can't decide between many different options. The service that I provide help students focus on a particular path so they can plan appropriately for their future.

Career counseling is a long and detailed process that must continually adapt to the changing interests and needs of adolescent students. As a student's career aspirations change, so too does the input and direction I provide to that student. This is not to say that I will attempt to push students toward one career or another. Instead, central to the practice of career counseling is the idea that I work WITH students, not on behalf of students, to make progress towards future goals.



Care Team

Abr.	Name	Function
FAM	Mw. Francisca-Thomas, M.	Maatschappelijk werkster
SAP	Mw. Petrona, S.	Maatschappelijk werkster
WRS	Mw. Williams, S.	School Psychologe
KNJ	Mw. Baly-Kolfin, J.	Orthopedagoge/Education Psychologist

The purpose of a Care Team is to provide for students who have a greater need for a higher level of intervention. The Care Team is a visible representation of the school's understanding and valuing of each student as an individual. An essential element of the Care Team is maintaining clarity around the boundaries of confidentiality.

Students can be experiencing many circumstances, challenges and issues that impact their day-to-day functioning. The care team plays a role in guiding students and providing support for those needing more support and encouragement in order to have a successful career at our schools. In addition, preventative care is an essential task.

The care team also functions as an advocate for students and provide counseling as needed with the objective to optimize student progress. They specialize in assisting students with a variety of social, learning and psychological challenges by providing counseling, testing, treatment and evaluation services and organizational strategies to improve educational outcomes

Some examples may be:

- Individual and group counseling
- Crisis intervention
- Help identify the needs of students in order to ensure their educational success
- Conducts battery of tests to determine possible diagnosis
- Formulate treatment recommendations and procedures for classroom accommodations
- To review and monitor the students with care needs



This is how we do it at Milton Peters College



1. We respect everyone. We follow all instructions given and display proper behavior towards each and every staff member at school.
2. We always have our materials (books, copy books, pens, calculators etc.) with us and we take proper care of them. We come to class prepared, meaning homework completed, notes reviewed, studied for tests, etc.
3. We attend all classes. We by no means, cut class. We go to class on time. Failure to do so, my teacher will register it in SOM Today. (see Tardiness policy and Absenteeism policy in Parent/Student information handbook)
4. Teacher not in classroom. We wait quietly. If after 15 minutes the teacher hasn't arrived class representative goes to the office to inquire.
5. When we are sent out of class, we must immediately report to our coordinator with a note from the subject teacher.
6. We do not leave the premises without written permission from management.
7. During our free periods we do not disturb any classes in session.
8. We keep our school and surroundings clean and beautiful.
9. In the event that we are ill, missed a test or not able to do a test our parent(s)/guardian(s) must write a letter / email.
A letter / email from parent(s)/guardian(s) must have in:
 - the dates (on which the letter was written including absentee dates)
 - name of student and class
 - the purpose of the letter with all relevant information and parent(s)/ guardian(s) signature. This letter must be handed in on the same day or the first day we return to school.
10. We may not possess alcoholic beverages, tobacco, drugs nor be under the influence thereof. We may not possess drugs related materials (e.g. wrappers, lighter, etc.).(see Drug and Alcohol Policy in Parent/Student information handbook)
11. We are not allowed to carry any weapons or anything that can be used as a weapon.
12. We are not allowed to sell merchandise of any nature in school without permission from management.
13. We are not allowed to **record** anything on the school premises without permission of our teachers.

In cases where the above-mentioned rules are not provided for, the management of Milton Peters College will decide.



Dress code

Tops	<ul style="list-style-type: none">• OXFORD SHIRTS• POLO SHIRTS
Bottoms	<ul style="list-style-type: none">• Allowed are navy blue pants that must be properly fitting. A black belt must be worn to keep pants up.• NO SHORT PANTS ALLOWED!• No skirts allowed. However, an exception can be made for wearing skirts due to religious reasons, only with an accompanying letter from the parents. Skirts must be knee length.
Undershirts	<ul style="list-style-type: none">• Only black, white, or navy-blue undershirts are allowed.
Shoes	<ul style="list-style-type: none">• Allowed are closed-toe shoes (black) or sneakers.• Color sneakers: solid black, solid white or a combination of black and white. NO OTHER COLOR or COLOR COMBINATION ALLOWED!
Cardigan	<ul style="list-style-type: none">• Navy blue cardigan with MPC logo (for MPC) ONLY.
Grooming	<ul style="list-style-type: none">• Hair neatly groomed.• No visible tattoos (or concealer would have to be applied).• No head gear.• No excessive jewelry.

Note:

- Gym clothing is only allowed to be worn during gym classes.
- Uniforms must be regular fit, not tight, not baggy nor sagging!
- Caps and/or any other head gear are not allowed!
- Sweaters/hoodies are not allowed. Only MPC cardigans are allowed.

Dress code for school days with a special function

(e.g. St. Maarten's Day, Christmas, etc.)

Inappropriate clothing includes, but is not limited to:

- Clothing exposing cleavage (Back, Bust, Legs, Belly)
- Holes in clothing (No distressed jeans/ No holes in jeans even with undergarments)
- See through clothing
- Clothing with inappropriate writings or messages
- Excessively tight or baggy clothing
- Sleeveless tops not covering 3 inches or more of the shoulder
- Crop tops, halter tops, tube tops, tank tops, see-through tops, tops with spaghetti straps and muscle shirts.
- Bicycle / spandex shorts
- Leggings with short tops
- All short bottoms more than 3 inches above the knee
- Undergarments exposed
- Pajamas
- Flip flops, slippers, heels above 2 inches
- Head cover of any type (caps, head gear, hoodies, head ties)
- Sunglasses

Consequences:

Students wearing inappropriate clothing will be required to contact a parent / guardian, so that the parent can bring proper attire to school. Multiple offenses may lead to more severe consequences.

See below a few examples of what is NOT allowed:



Absenteeism

If you are absent from school, your parent/guardian must report this to the school right away. This can be done by emailing cxc@svobe.org or calling the school. Please ensure that the name of the student and their respective class are given as the subject.

On the first day of returning to school, it is important that you pass by your coordinator to submit your doctor's note if this was not emailed. Once proper documentation has been received your absence will be entered in SOMTODAY.

If you missed a test, you will receive a "make-up" test letter (see example below) from the coordinator.

With this letter, you will then contact all the subject teachers of whom you have missed tests in the period of your absence. The subject teacher will then make an agreement with you (the student) when the test can be made up. This will be filled in and signed by the subject teacher.

The student has 5 days from the date that they return to school to make up any tests and/or assignments that were missed during their absence. The responsibility of scheduling make-ups is that of the student. Failure to do so will result in being graded with a number of "1". If the student is sick for the scheduled make-up the same rule applies for rescheduling.

Example of a "Make-up" letter

Milton Peters College
Post Office Box 907
Pikopiko
St. James St. Rd.
Telephone: 548 7751 / 548 3196
Fax: 548 3129
Email: svob@svobe.org
www.svob@svobe.org
Website: www.svobe.org

Schools voor vwo – havo – eekle – vbo diploma

Form Allowing Student To Make Up Test(s)

Student's name: _____
Class: _____
Date(s) absent: _____
Dear Teacher:

I would like to bring the following to your attention: I received a letter from accounting for absence. Student(s) allowed to make up whatever test(s) were missed on the dates mentioned above.

Yours sincerely,

Coordinator

(To be filled in by teacher(s))

Subject	Teacher	Test(s) missed	Date and hour of make up test(s)	Teacher's Signature

Absent during test week

If you are ill during the test week you notify the school however you **must** hand in a doctor's note at the office, this must be done on the first day you return to school. The doctor's note must have the date of the missed test as the date of issue, including the day(s) of illness.

*Note: Please see applying for exemption from school attendance – Inspectorate of education in this information handbook for procedure to request exemption.

Determination of giving the grade 1



Procedure for irregularities (heading)

It is not our first intention to award a grade 1 to a student, but there are circumstances that students can be given a grade 1, due to irregularities.

Irregularities

Definition: Irregularities include but are not limited to, cheating, giving way to cheating, unauthorized talking, unlawful absence, skipping classes, taking over (parts of) other people's work (plagiarism).

When there is a case of irregularity:

- Irregularities are handled by the subject teacher/invigilator.
- Pertaining to written tests: Student will continue the work.
- Management is informed and after investigation management sanctions the grade 1 or not
- Grade **1** should be indicated in SomToday by the subject teacher with the reason/irregularity. T
- The mentor informs the parents/guardians of the grade 1 given with the reason, if no disapproval was received from management within the 3 days.
- If students/parents do not agree they can follow the steps of the complaint policy.

*** The same procedure applies for submitting online classes/work.**



Procedure for missed written tests/assignments

Procedure for make-up of missed tests (quizzes and tests, practical assignment / experiments etc.) due to excused absence:

- It is the student's responsibility to arrange for making up missed tests and assignments.
- On the first day back to school, the student reports to the coordinator to hand in the absent note or doctor's letter to be allowed to do the missed test/assignment. If the student is granted permission to make-up the missed test, student will receive a "make-up test" form from the coordinator and **the student must arrange with the subject teacher** within three days a set date and time to complete the missed test(s)/assignment(s).
- Pertaining to written tests: missed test must be made up within two weeks.
- Pertaining to assignments: the subject teacher will set the new date.
- The subject teacher places a (*) in SomToday pending the make-up test. By placing the asterisk (*), the system no longer calculates an average. Once the student has made up the test, the asterisk will be removed, and the grade will be entered in SomToday.
- If the coordinator grants the student no permission, they will receive a grade 1. No permission is granted when the letter is invalid (wrong date etc.)

-
- If the student **fails** to make up the test at the agreed date and time without giving a valid reason approved by the coordinator/department head, the grade 1 will be placed in SomToday by the subject teacher. In this case the subject teacher informs the mentor and coordinator immediately. The mentor informs the parents/guardians of the grade 1.
 - If students could not contact the subject teacher within the 3 given school days (with the make-up test form) to plan the make-up test, the student reports **immediately** to the mentor and the coordinator.
 - If students have too many tests to make up, a “make-up” test schedule will be made with the mentor and or coordinator.

The same procedure applies for online classes.



Procedure for late submission

Procedure for reports of practical assignment/ experiments, project, book reports, etc.

- On the due date of submission, the subject teacher verifies and makes notes of students that did not submit their assignment. The subject teacher also verifies that submitted assignment was received in good order (including assignments submitted digitally). It is the responsibility of the student to ensure that their assignment was submitted in good order.
- The subject teacher must inform the student and mentor of the unsubmitted assignment and/or that the submitted assignment was not received in good order. The subject teacher puts in an (*) in SOM Today.
- The mentor will inform the parent immediately (same day).
- Late assignments will only be accepted for a maximum of 3 school days after the due day. For each day that the assignment is submitted late, 1 point of the given grade will be deducted each day with a maximum of 3 days.
- When the assignment is submitted, it will be graded prior to any points deducted. Both the original grade and the reductions due to tardy submission must be visible on the paper.
- If the student **fails** to submit the assignment within the 3 days, the grade 1 will be awarded. In this case the subject teacher informs the mentor and coordinator immediately. The mentor informs the parents/guardians of the grade.

***The same procedure applies for online classes.**

Tardiness Policy for Students

STUDENTS COMING TO SCHOOL LATE

1. *Students coming to school late in the morning during the 1st period:*

All students coming to school late in the morning must go straight to class. No need to report to the office. It is **mandatory** for the teacher to register the student as late in SomToday **with the time of arrival and reason.**

2. *Students coming late during the day from the 2nd period onwards:*

Students will not get any late notes from the office for tardiness throughout the day. Upon arriving late it is mandatory for the teacher to register the student as late in Somtoday with the time of arrival and reason such as canteen, bathroom etc. If there is no reason, indicate "no reason". This could result in a detention.

Procedure of tardy students entering the classroom:

Tardy students must knock on the classroom door and wait to be allowed into the classroom by the teacher. This to avoid disrupting the lesson/momentum of what is being explained at the time for example. **Note: teachers be aware to not leave the students outside for a prolonged period.**

WHEN TO REPORT TO THE OFFICE

Students that reach late to school due to an appointment outside of school or to class late due to a valid reason:

- Appointments out of school:
Students must submit a doctor's note or letter/email from a parent
- Valid reason for being late to class (e.g. not feeling well): just report to office

The coordinator or department head will register the information in SomToday. Student will then be sent to class with a late excused note.

Students must report to the office with a doctor's note or letter from a parent. The coordinator or department head will register the information in Somtoday. Student will then be sent to class with a late excused note.

Mentors tracking tardiness/absenteeism

Mentors must keep track of their mentees on a daily basis and discuss tardiness/absenteeism with the students, parents, and report this to the coordinator by email.

Consequences:

1. 2x late student receives verbal warning.
2. 3x late warrants detention. The subject teacher/coordinator must fill in a detention form.

When a detention is being given as consequence, a copy of the detention form must always be submitted to the (assistant) coordinator for placement on the detention list (See Detention Policy)

Disclaimer: A subject teacher can deviate from the above-mentioned consequences to assign the student with a consequence that best suits their subject matter.

Management MPC.



Procedure / guidelines for giving detention

Students can get a detention for the following reasons:

- Skipping class (after 2x)
- Consistently late to class (this must be noted in SomToday) (after 3x)
- Frequently incomplete/no homework made (after 3x)
- Frequently attends class without the necessary lesson materials (books, pen etc.) (after 3x)
- Not adhering to school rules (not mentioned above e.g. uniform) (after x1)
- Not completing punishment given by teacher (after 3x)
- Inappropriate use of language
- Disrespectful behavior
- Disruptive behavior (play fighting, throwing stuff, pulling hair, taking up other student's materials, etc.)

Procedure

Step 1: Teacher indicates via email to mentor and cc the Coordinator if one or more of the above reasons are occurring (often).

Step 2: Mentor discusses this with student and gives a verbal warning and reports this to the parents and Coordinator.

Step 3: If this persists, the mentor will inform the student of the first (1st) detention. The mentor will proceed to inform the parents/guardians. The student receives a detention letter which must be signed by a parent (see attachment) and must be returned to the Coordinator the following day. In the event the letter is returned unsigned or not returned, parents will be contacted by the office. The detention remains.

Step 4: If the situation still persists, the Coordinator schedules a meeting with parents and student, mentor, and subject teacher (if needed). Student receives their second (2nd) detention. The 2nd detention may result in a possible referral to the Care team.

Step 5: If the situation is still unresolved, the Coordinator informs parents and mentor and the student gets a **1 day (in-house) suspension**.

Step 6: If the behavior has not improved student will be suspended for 2 days. The students will receive assignments to make during the suspension. Upon return to school, a meeting will be held with the student and parent along with the Department Head and/or Coordinator.

Note:

1. After any suspension the student can be referred to the care team.
2. After 3 suspensions expulsion can be requested.

Cut-off date for detention is the Friday prior to the detention date.

Extra information:

- Detention takes place on Friday afternoons from 13:30 to 14:55. Teachers will supervise according to the detention schedule and detention registration list. Each department will have their own detention classroom and schedule.
- The subject teacher must submit work to be completed that will cover the 90 minutes timeslot.
- This detention protocol doesn't take away from teachers handling their own detention if they so wish.

Note: the detention form with the name of the student should still be handed in.

Step 1-6 will be used as a guideline, depending on the situation it is up to the discretion of the teacher, mentor, coordinator to deviate from it.

Alcohol and Drugs policy for students

The SVOBE School board, Management and staff of the Sundial School and Milton Peters College 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 SVOBE Schools also wish to preserve their good name and reputation and strive to keep its (former) students and staff proud of their institutes.

Therefore, we have a Drugs and Alcohol policy with an emphasis on prevention and strict but fair execution of the consequences on non-abidance.

Definitions:

Drugs: substances that alter the physiological functioning of the body in a narcotic, stimulant or mind-altering way and are used because of that.

- Illegal drugs are substances referred to in the "Opium Landsverordening, PB 1960 nr. 65" and subsequent changes.
- Legal drugs are: alcohol, tobacco (and tobacco products: e-cigarettes, vapes, brown) and medical substances such as prescribed anti-depressants, cough syrup and Ritalin.

The Opium Ordinance classifies drugs as follows:

List I	List II
Hard drugs	Soft drugs
Opiates (e.g. opium, heroin, morphine) Coca leaves products (cocaine, crack) Amphetamine-type stimulants: (amphetamines, ecstasy, methamphetamines) Other psychotropic/psychoactive drugs: e.g. LSD, tranquilizers, sleeping pills	Cannabis products (marijuana, edibles, space cake) (magic) mushrooms

- Problematic substance use: we define substance use as problematic when someone uses drugs or alcohol in a harmful way, referring to a pattern that affects their physical, mental health and their life in a negative way.

Measures when there is (a concrete suspicion) of drug/alcohol use or trade

4.1 Rules and regulations

Rules about being under the influence of drugs and alcohol:

1. It is a violation of the MPC and 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 doctor's order not included) at any time while on the school premises, or at school related activities.
2. MPC and Sundial School are smoke-free schools when it pertains to students: students are not allowed to smoke on the premises or at school related activities.

Rules about possession and trade:

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

-
3. It is a violation of the MPC and 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.

4.2 Monitoring the rules and regulations:

4. MPC and Sundial school will continuously observe students for the possession, preparation, manufacturing, selling or distribution of drugs and/or alcohol. MPC and Sundial school reserve the right to check the possessions of students for drugs and alcohol during school hours.
5. 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.
6. If there is a reasonable concrete and objective suspicion that a student is under the influence of alcohol and/or drugs during school hours or school activities, a student will be asked:
 - Step 1. By his/her mentor if the suspicion is correct
 - Step 2. By his/her mentor in collaboration with the coordinator if the suspicion is correct
 - Step 3. The parents/guardians will be invited by the coordinator to discuss the situation

4.3 Drug Testing

7. If there is a reasonable concrete and objective suspicion that a student is under the influence of alcohol and/or drugs during school hours or school activities, but the student doesn't confirm this, The student can be asked to undergo a drug test. The parent/guardian will be asked to have a drug test done on the student by a medical doctor at a family practice or at Turning Point Rehabilitation Center. Drug testing is conducted by taking either urine, blood, hair, saliva, breath or sweat. The student and the parent/guardian have the right to refuse to have this test done. This will only be requested by the schools in case there is a strong and reasonable concrete and objective suspicion. The SVOBE schools prefer to establish an atmosphere of trust and openness, which is more conducive to helping the student to abstain from using alcohol and/or drugs during school hours and from gaining awareness of their behavior and self-control.
In case of multiple signs/occasions signaling alcohol/drug (ab)use, persistent denials of such and persistent refusals of undergoing a drug test, MPC and Sundial will regard the refusal of doing the drug test as a confirmation of the suspicion of alcohol or drug use.

4.4 Consequences of violations

In case of alcohol or drug use:

6. If there is a reasonable concrete and objective suspicion that a student is under the influence of alcohol and drugs during school hours or school activities, these will be the measures:
 - In case of a medical emergency the student will receive First Aid and medical help

- Students who have confirmed that they have been under the influence of alcohol or drugs during school hours will be given the opportunity to undergo treatment at a Rehabilitation Center which will propose a treatment plan.
- The parents/guardians of the student will be informed. Parents/Guardians may be advised to seek professional help.
- The student can be asked to attend specific information sessions on alcohol and drugs.
- The student can be placed on a contract.
- Depending on the severity: the student can be suspended.

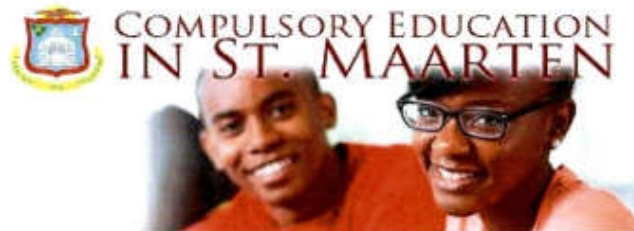
THE SVOBE SCHOOLS find it very important that students get the care they need and therefore students can be invited by the care team to see how they can support and assist.

In case of dealing/distribution of alcohol and drugs:

- When a student is found in possession of drugs, alcohol, tobacco or drugs related materials (e.g. wrappers, lighter etc.) or it can be established that these products were hidden by the student, the products will be confiscated. Illegal drugs will be turned over to the police.
- If a student is distributing, selling, manufacturing drugs or alcohol, the police will be informed.
- The parents/guardians will be invited to discuss the situation and the consequences.
- The school can take disciplinary actions: placing on a contract, arranging meetings with the Rehabilitation Center Turning Point and/or suspension.
- Depending on the extent of the violation: the school can also expel the student.
 - Any student who agrees to undergo a drug test and who is tested "positive" the first time will not be expelled from the school.
 - A student who did not comply with the treatment plan as was proposed by the Rehabilitation Center, or skips school without a valid reason, can be expelled from school after non-compliance.

Violations of the rules	Possible consequences
The use of drugs / alcohol	<ul style="list-style-type: none"> • attendance of sessions on alcohol-and drug abuse after school hours. • Meeting with parents/guardians • Contract • Suspension
Dealing and/or the distribution of drugs: "soft drugs" (Marihuana etc.) "hard drugs" (Cocaine etc.) "legal drugs" (alcohol etc.)	<ul style="list-style-type: none"> • Confiscation of the drugs and possibly turning it over to the Police. • Informing the Police • Meeting with parents/guardians • Contract • Expulsion

Applying for exemption from school attendance – Inspectorate of Education



To apply for exemption from school attendance for your child(ren) under the Ministry of Education, Culture, Youth and Sport, the procedure and requirements are mentioned below.

- A parent/legal guardian of the child(ren) can apply for the student in question with the required documents;
 - ✚ A **valid passport** or **photo identification** of the student(s) in question as well as the person travelling with the student(s) and of the applicant;
 - ✚ A **consent letter from a parent or legal guardian**;
 - ✚ The **proposed itinerary (reservation)** clearly showing a date of departure and return to Sint Maarten (*please note that the Division of Inspection does not take responsibility for the tickets purchased without first receiving approval. Please apply with a reservation*);
 - ✚ **Proof/Documentation** of the reason for the request
- **School** must **fill-in, sign and stamp** the consent form provided by the Division of Inspection;
- **School** sends all supporting documents digitally to the Division of Inspection via email to: truancy@sintmaartengov.org truancyoffice@sintmaartengov.org ;
- **Division of Inspection** submits decision to school
- **School** contacts the respective parent/legal guardian to inform them of the decision and
- **School** supplies respective parent/legal guardian with a copy of the final decision.

The applicant as well as the applicant can reach the Division of Inspection for any questions via telephone number +1 (721) 542-3479 / +1 (721) 542-3182

Promotion Criteria CXC Department

CS1

Subjects

Dutch, Math, English, Numeracy* (grade will be added to Math), Social Studies, Integrated Science, French, Spanish, IFT, Art, Music and Physical Education

A. Criteria subjects

To be eligible for promotion, a student must meet the following grading criteria:

Promoted to CS2

An overall average of 6.0

and

no grade lower than a 5 with a maximum of three 5's.

B. The promotion standards

	Point A	Decision
1	Requirement met	Promoted to CS2
2	In all other cases the students will be discussed.	

C. Additional Provision

- C1.** During the report card meeting, the management, in consultation with the teachers, may deviate from the promotion norms.
- C2.** In the case that promotion to CS2 is not a possibility, it is then the decision of the meeting, to advise promotion to second form in another educational pathway (or school) or for the student to REPEAT.

CS2

Subjects

Dutch, Math, English, Numeracy* (grade will be added to Math), Social Studies, Integrated Science, French, Spanish, IFT, Art, Music and Physical Education, Introduction to Industrial Studies (Electrical and Electronic Engineering and Technical Drawing), Introduction to Home Economics (Food & Nutrition and Family & Resource Management)

A. Criteria subjects

To be eligible for promotion a student must meet the following grading criteria

Promoted to CS3

An overall average of 6.0

and

no grade lower than a 5 with a maximum of three 5's

B. The promotion standards

	Point A	Decision
1	Requirement met	Promoted to CS3
2	In all other cases the students will be discussed.	

C. Additional Provision

- C1. During the report card meeting, the management, in consultation with the teachers, can deviate from the promotion norms.
- C2. In the case that promotion to CS3 is not a possibility, it is then the decision of the meeting, to advise promotion to third form in another educational pathway (or school) or for the student to REPEAT.

CS3

Group 1 subjects

Mathematics, English

Group 2 subjects

Dutch, French, Spanish, Social Studies, Integrated Science

Group 3 subjects

Information Technology, Introduction to Industrial Studies (Electrical and Electronic Engineering and Technical Drawing), Introduction to Home Economics (Food & Nutrition and Family & Resource Management), Physics, EDPM, Art, Physical Education

A. Criteria subjects

To be eligible for promotion, the student must meet the following grading criteria:

Promoted to CS4

A1 group 1: Passing all subjects with a 6 or higher

And

A2 Group 2: Passing all subjects with a 6 or higher and a maximum of one subject a 5

And

A3 Group 3: an average of a 6.0 or higher and with no grade lower than a 4.0

And

A4 An overall average of 6.0

B. The promotion standards

	Point A1	Point A2	Point A3	Point A4	Decision
1	Requirement met	Requirement met	Requirement met	Requirement met	Promoted to CS4
2	Requirement met	Requirement met	Requirement met	Requirement not met, average $\geq 5,8$	Discussion
3	Requirement not met, 1 x 5	Requirement met	Requirement met	Requirement met	Discussion
4	Requirement met	Requirement not met, 2 x 5 and all other grades 6 or higher	Requirement met	Requirement met	Discussion
5	Requirement met	Requirement met	Requirement not met, average $\geq 5,8$ and no grade lower than 5	Requirement met	Discussion
6	Not Achieved, 1 x 5	Requirement met	Requirement not met, average $\geq 5,8$ and no grade lower than 5	Requirement met	Discussion

7	Not Achieved, 1 x 5	Requirement not met, 2 x 5 and all other grades 6 or higher	Requirement met	Requirement met	Discussion
8	Requirement met	Requirement not met, 1 x 5, 1 x 4 and all other grades 6 or higher	Requirement met	Requirement met	Discussion
	In all other cases not promoted.				

C. Additional Provision

- C1.** During the report card meeting, the management, in consultation with the teachers, can deviate from the promotion norms.
- C2.** In the case that promotion to CS4 is not a possibility, it is then the decision of the meeting, to advise transfer to another educational pathway (or school) of for the student to REPEAT.

Sector admission requirements CS4

General admission standards

The sector subjects must be sufficient. Electives with marks lower than 6 but higher than 5, the advice of the subject teacher is binding.

To be eligible for promotion to the sector of the student's choice, the student has to meet the following grading criterion:

Humanities		Technical Studies	
Subject	Norms with regards to admission	Subject	Norms with regards to admission
Compulsory subjects: • ISC • SOS	6 or higher	Compulsory subjects: TD	6 or higher
		Science: ISC or Physics	6 or higher; *PHY – Math 7
Modern Languages: Spanish or French		6 or higher	
Computer Studies: EDPM or IFT			
Electives: • IHE			• IIT
Marks lower than 6 but higher than 5, the advice of the subject teacher is binding.			

CS4

Group 1 subjects

All exam subjects: Dutch, English, Mathematics, remainder of 5 Exam subjects (electives)

Group2 subjects

Physical Education

A. Criteria Exam Subjects

To be eligible for promotion the student must meet the following grading criteria:

Promoted to CS5

A1 Group 1: Passing six or more subjects and no grade lower than 4

And

A2 Group 2: Passing Physical Education with a 6 or higher

And

A3 An overall average of 6.0

B. The promotion standards

	Point A1	Point A2	Point A3	Decision
1	Requirement met	Requirement met	Requirement met	Promoted to CS4
2	Requirement met	Requirement met	Requirement not met, average $\geq 5,8$	Discussion
3	Requirement met	Requirement not met, Physical Education 5	Requirement met	Discussion
4	Requirement not met, passing 5 with nothing lower than a 4	Requirement met	Requirement met	Discussion
5	Requirement not met, passing 5 with nothing lower than a 4	Requirement not met, Physical Education 5	Requirement met	Discussion
6	Requirement not met, passing 4 with nothing lower than a 5	Requirement met	Requirement not met, average $\geq 5,8$	Discussion
7	In all other cases not promoted			

C. Additional Provision

During the report card meeting, the management, in consultation with the teachers, may deviate from the promotion norms.

CS5

Graduation Requirements CXC CSEC at MPC

Student has:

1. sat all their exams (minimum 7 subjects)
2. received minimum of 5 high school passes:
 - I, II, III, or IV for CXC CSEC subjects
 - A1 or higher for all sections of Dutch Exam
3. passed Physical Education

NT2 Dutch Exam: Onderdelen: Luister, Lezen, Schrijven en Spreken (volgens Europees Referentiekader) .

CXC CSEC Grading scheme and Profile

The six-point grading scheme reports on the performance of the candidate under six overall and profile grades as follows:

Overall grades – I, II, III, IV, V, VI

Profile grades – A, B, C, D, E, F

The overall grade and profile descriptions are:

Overall Grades

GRADE I: Candidate shows a comprehensive grasp of the key concepts, knowledge, skills and competencies required by the syllabus.

GRADE II: Candidate shows a good grasp of the key concepts, knowledge, skills and competencies required by the syllabus.

GRADE III: Candidate shows a fairly good grasp of the key concepts, knowledge, skills and abilities required by the syllabus.

GRADE IV: Candidate shows a moderate grasp of the key concepts, knowledge, skills and competencies required by the syllabus.

GRADE V: Candidate shows a limited grasp of the key concepts, knowledge, skills and competencies required by the syllabus.

GRADE VI: Candidate shows a very limited grasp of the key concepts, knowledge, skills and competencies required by the syllabus.

Profile Grades

A Outstanding

B Good

C Fairly Good

D Moderate

E Weak

F Poor

Top 10 tips for Parents

Kids are more successful in school when parents take an active interest in their homework — it shows kids that what they do is important.

Of course, helping with homework shouldn't mean spending hours hunched over a desk. Parents can be supportive by demonstrating study and organization skills, explaining a tricky problem, or just encouraging kids to take a break. And who knows? Parents might even learn a thing or two!

Here are some tips to guide the way:

1. **Know the teachers — and what they're looking for.** Attend school events, such as parent-teacher conferences, to meet your child's teachers. Ask about their homework policies and how you should be involved.
2. **Set up a homework-friendly area.** Make sure kids have a well-lit place to complete homework. Keep supplies — paper, pencils, glue, scissors — within reach.
3. **Schedule a regular study time.** Some kids work best in the afternoon, following a snack and play period; others may prefer to wait until after dinner.
4. **Help them make a plan.** On heavy homework nights or when there's an especially hefty assignment to tackle, encourage your child break up the work into manageable chunks. Create a work schedule for the night if necessary — and take time for a 15-minute break every hour, if possible.
5. **Keep distractions to a minimum.** This means no TV, loud music, or phone calls. (Occasionally, though, a phone call to a classmate about an assignment can be helpful.)
6. **Make sure kids do their own work.** They won't learn if they don't think for themselves and make their own mistakes. Parents can make suggestions and help with directions. But it's a kid's job to do the learning.
7. **Be a motivator and monitor.** Ask about assignments, quizzes, and tests. Give encouragement, check completed homework, and make yourself available for questions and concerns.
8. **Set a good example.** Do your kids ever see you diligently balancing your budget or reading a book? Kids are more likely to follow their parents' examples than their advice.
9. **Praise their work and efforts.** Post an aced test or art project on the refrigerator. Post or mention academic achievements to relatives.
10. **If there are continuing problems with homework, get help.** Talk about it with your child's teacher. Some kids have trouble seeing the board and may need glasses; others might need an evaluation for a learning problem or attention disorder.

Reviewed by: Eric J. Gabor, JD

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