

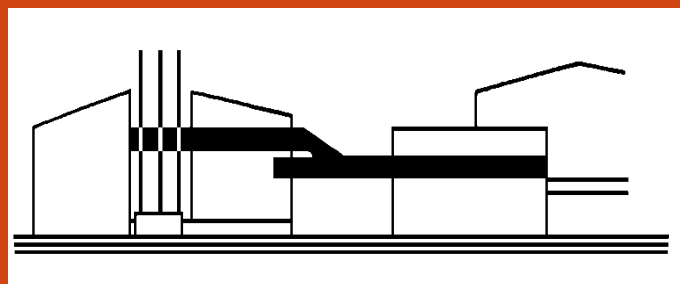
Parent/student Informatieboek

TKL
Afdeling



MILTON PETERS COLLEGE 2024 – 2025

L.B. Scot Rd, South Reward
P.O. Box 907
Phillipsburg
+1 721 548 3190/3776



Inhoudsopgave

Milton Peters College.....	4
Voorwoord afdelingshoofd TKL.....	6
Voorwoord Coördinator.....	7
Lijst van afkortingen van docenten op TKL-afdeling.....	8
Lestijden.....	9
Belangrijke datum 2024 – 2025.....	10
Vakantieschema 2024 – 2025.....	11
Career Guidance Counselor.....	12
Care Team.....	13
This is how we do it at Milton Peters College.....	14
Dress code.....	15
Dress code for school days with a special function.....	16
Absenteeism.....	17
Absent during test week.....	17
Determination of giving the grade 1.....	18
Procedure for missed written tests/assignments.....	18
Procedure for late submission.....	19
Tardiness Policy for Students.....	20
Procedure / guidelines for giving detention.....	22
Alcohol and Drugs policy for students.....	24
Applying for exemption from school attendance – Inspectorate of Education.....	27
Bevorderingsnormen TKL afdeling.....	28
.....	30
Top 10 tips for Parents.....	31



Milton Peters College

Het Milton Peters College (MPC) valt onder het bevoegd gezag van de SVOBE. Het MPC is een scholengemeenschap die onderwijs biedt op de volgende niveaus:

- het Voorbereidend Secundair Beroeps Onderwijs (VSBO) welk uiteenvalt in:
 - Theoretisch kadergerichte leerweg (TKL)
 - Praktisch kadergerichte leerweg (PKL), 2^e, 3^e en 4^e leerjaar
 - Praktisch basisgerichte leerweg (PBL), 2^e, 3^e en 4^e leerjaar
- het hoger algemeen voortgezet onderwijs (HAVO) en
- het voorbereidend wetenschappelijk onderwijs (VWO)
- Vanaf schooljaar 2016-2017 het Caribbean Certificate of Secondary Level Competence (CCSLC) een onderdeel van CXC

De school heeft niet altijd de vorm en structuur gehad zoals we die nu kennen. Hieronder volgt een summier overzicht van de ontwikkelingen.

De geschiedenis van de school

Tot augustus 1976 waren er op Sint Maarten twee scholen voor voortgezet onderwijs. De Stichting Katholiek Onderwijs had een MAVO-school, de Pastoor Nieuwenhuis voor MAVO, en het eilandsbestuur had een MAVO- en ETAO-school samen ondergebracht in de John Philips School. Deze scholen waren echter niet voldoende. Er was behoefte aan meer vormen van onderwijs, hetgeen inhield dat er meer scholen gebouwd moesten worden. Nederland, dat de bouw van de scholen zou financieren, stelde de eis dat een scholengemeenschap gebouwd zou worden. In deze scholengemeenschap moesten de verschillende vormen van voortgezet onderwijs ondergebracht worden.

Er moest een bijzondere stichting in het leven geroepen worden die de verantwoordelijkheid voor de scholengemeenschap en het voortgezet onderwijs op zich zou nemen. Op 20 februari 1974 werd de Stichting tot Bevordering van het Voortgezet Onderwijs Bovenwindse Eilanden (S.V.O.B.E.) opgericht, bestaande uit vertegenwoordigers van de overheid en de Stichting Katholiek Onderwijs. De stichting bestond uit 11 leden.

In hetzelfde jaar werd begonnen met de bouw van de scholengemeenschap. Op 17 augustus 1976 werd de school officieel geopend met 425 leerlingen en 25 leerkrachten.

De heer Ronald Francisca werd de eerste algemeen directeur.

De school kreeg de naam **Milton Peters College**.

De school is vernoemd naar de heer Milton Peters, die werd geboren op 10 januari



1891. Als politicus had hij veel belangstelling voor het onderwijs. Van 1955 tot 1971 was hij vier keer commissaris van Onderwijs. Op de leeftijd van 76 werd hij gekozen voor een vierde termijn in de Eilandsraad. Hij stond bekend als de vader van het onderwijs. Deze naam verdiende hij voor het bezoeken van de scholen op een wekelijkse basis als commissaris van Onderwijs en voor de interactie met zowel docenten als studenten. Hij overleed op 15 oktober 1985.

In de scholengemeenschap waren intussen ondergebracht: de HAVO-onderbouw (klas 1 t/m 3), het MAVO, het ETEAO en de LTS. In 1982 werd de school uitgebreid met de bovenbouw van het HAVO, waarvan de eerste eindexamens in 1984 afgenomen werden. In 1986 werd de MTS toegevoegd, waarvan de eerste eindexamens in 1990 plaatsvonden. In 1987 kwam het VWO erbij. In 1992 werden daarvan de eerste eindexamens afgenomen.

Al gauw na de bouw bleek de school veel te klein te zijn en zodoende werd er in de loop der jaren veel bijgebouwd.

Op 1 augustus 1990 werd met het vertrek van de heer Francisca de functie van algemeen directeur opgeheven. Dit was ook het einde van de scholengemeenschap MPC en het begin van de gemeenschap van scholen. Dit hield in dat iedere school haar eigen directeur had. Deze vorm van management was niet efficiënt, vandaar dat het schoolbestuur besloten heeft om per 1 augustus 2004 opnieuw een algemeen directeur te benoemen die de algemene leiding van de school heeft. Per 1 augustus 2009 heeft de algemeen directeur zowel de leiding van het MPC als van de Sundial School, waardoor beide scholen beter samenwerken en integreren.

Momenteel kent MPC een leerlingenpopulatie van ongeveer 900 leerlingen en een docentenbestand van ongeveer 80 leerkrachten.

Voorwoord afdelingshoofd TKL

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

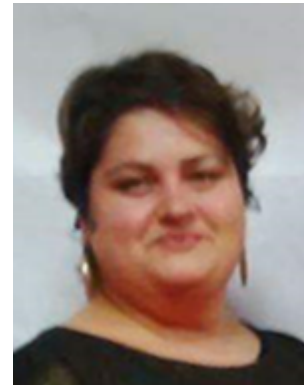
'Sweet S'Maatin Land'!

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 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

Voorwoord Coördinator

Welcome back to the new school year of 2024-2025. I hope you were able to enjoy your summer vacation as much as possible and are eager to face this new school year with positive energy, patience, and an excellent work ethic.

Let me first start by welcoming all our first-year parents and students. I wish each of you all the best as you start this new chapter of your education. Remember, give maximum effort, be patient, be organized and always exercise effective communication skills. Do not hesitate to inform your mentor or myself, if you are struggling with any issues on or off campus.

To all other students and parents, a warm welcome to you as well. I wish you much success as you continue to strive for excellence. Remember, what you put in will determine what the outcome will be. Students, a major part of succeeding this year is efficient time management and effective organizational skills. Thus, stay on top of your work. Parents, please guide, assist and more importantly encourage your child positively, as much as possible.

As coordinator, I will do my utmost to guide all students towards becoming well-rounded human beings; socially, emotionally and mentally. Together with my team, we look forward to a pleasant and constructive relationship in which we can get the best out of each child.

Do not hesitate to let me know if there is anything I can do to help during this process.

Have a GREAT start of the school year.

Kind regards,

Laticia Alverna-Brown
Coordinator VSBO TKL 1-4
Email: laticia.brown@svobe.org



Lijst van afkortingen van docenten op TKL-afdeling

De volgende afkortingen zul je niet alleen op het lesrooster tegenkomen, maar ook weleens op brieven en dergelijke. Hieronder staat de volledige naam die hoort bij die afkorting.



Management:

Afkorting	Naam	Functie
DUG	Mw. Duggins-Horsford, J.	Algemeen directeur
LAU	Mw. Provence-Laurence, J	Afdelingshoofd TKL & CXC
BNL	Mw. Alverna-Brown, L	Coördinator/Adjunct afdelingshoofd TKL

Docenten:

Afkorting	Naam	Vak/Functie	Afkorting
RUH	Mw. Hems, R.	Frans	fr
ARF	Mw. Abdoelgafoer, F.	Natuurkunde, Scheikunde	nask, na, sk
ASK	Dhr. Amatdjais, K.	Beeldende vorming, CAV	bv, cav
HMR	Dhr. Hamer, J.	Lichamelijke Opvoeding	lo
BNJ	Dhr. Benjamin, R.	Engels	eng
PNY	Mw. Penijn, N.	Engels	eng
ODT	Mw. Oedit, S.	Wiskunde A/B	wisA, wisB
MIM	Mw. Moenadi, M.	Spaans	sp
KMM	Dhr. Kariem, M.	Informatica	in
JAB	Mw. Boldewijn, J.	Nederlands	ned
LEM	Mw. Lestrade, M.	Nederlands	ned
PSS	Mw. Petres, S.	Nederlands	ned
PRE	Mw. Prevoo, D.	Kunstvak	kv
ROC	Mw. Romeo, C.	Biologie	bio
RTK	Mw. Van de Riet, K.	Natuurkunde	na, nask 1
SLR	Mw. Sital, R.	Natuurkunde, Scheikunde	na, sk mu
KEM	Mw Soetotaroeno, I.	Economie/ Administratie	ec/ eac
TNJ	Dhr. Thielman, J.	Muziek	mu
HRS	Dhr. van der, H	Mens en Maatschappij	m&m
HYJ	Dhr. Van Houts, J	Mens en Maatschappij	m&m
ZRD	Dhr. Zwennicker, D	Economie/ Administratie	
NES	Mw. N'gwete, S	Spaans	sp
BGH	Dhr. Berghuis, H	Lichamelijke Opvoeding	lo
KAT	Mw. Karamat- Ali, N	Verzorging	vz
SOB	Dhr. Bouterse, S	Wiskunde	wi
BKR	Dhr. Baker, R	Integrated Social Skills	bgv

Lestijden

Om 07.25 uur gaat de bel en dat geeft het begin aan van een nieuwe schooldag op het MPC. Vanaf dan tot officieel 15.00 uur gebeurt er zoveel.
Lesurenindeling: elk lesuur telt 45 minuten.

Een normale schooldag heeft de volgende lesurenindeling

1^e lesuur: 07.30 — 08.15

2^e lesuur: 08.15 — 09.00

3^e lesuur: 09.00 — 09.45

1^e pauze: 09.45 — 10.05 uur

4^e lesuur: 10.05 — 10.50

5^e lesuur: 10.50 — 11.35

6^e lesuur: 11.35 — 12.20

2^e pauze: 12.20 — 12.40 uur

7^e lesuur: 12.40 — 13.25

8^e lesuur: 13.25 — 14.10

9^e lesuur: 14.10 — 14.55



Verkort lesrooster

Bij een verkort lesrooster telt elk lesuur 35 minuten. Een verkort lesrooster wordt ingezet bijvoorbeeld als er rapportvergaderingen worden gehouden met docenten.

1^e lesuur: 07.30 — 08.05

2^e lesuur: 08.05 — 08.40

3^e lesuur: 08.40 — 09.15

4^e lesuur: 09.15 — 09.50

Pauze: 09.50 — 10.10 uur

5^e lesuur: 10.10 — 10.45

6^e lesuur: 10.45 — 11.20

7^e lesuur: 11.20 — 11.55

8^e lesuur: 11.55 — 12.30

9^e lesuur: 12.30 — 13.05

Verkorte lesrooster zal op de volgende datum worden gehanteerd.

- 9 december t/m 13 december, 2024
- 17 maart t/m 21 maart, 2025

Belangrijke datum 2024 – 2025

Trimester 1: 19 augustus 2024 t/m 22 november 2024

Ouderavond:	27 augustus 2024
Toetsvrijeweek:	4 november t/m 8 november 2024
Proefwerkweek 1:	12 november t/m 20 november 2024
Inhaaldag Proefwerkweek 1:	21 november 2024
Rapportuitreiking 1:	19 december 2024 (13.30 – 15.00)

Trimester 2: 25 november 2024 t/m 7 maart 2025

Verkort lesrooster:	9 december t/m 13 december 2024
Toetsvrijeweek:	17 februari t/m 21 februari 2025
Proefwerkweek 2A:	24 februari t/m 6 maart 2025
Inhaaldag Proefwerkweek 2A:	7 maart 2025
Rapportuitreiking 2:	3 april 2025 (13.30 – 15.00)

Trimester 3: 10 maart 2025 t/m 12 juni 2025

Verkort lesrooster:	17 maart t/m 21 maart 2025
Toetsvrijeweek:	22 mei t/m 28 mei 2025
Proefwerkweek 3:	2 juni t/m 11 juni 2025
Inhaaldag Proefwerkweek 3:	12 juni 2025
Rapportuitreiking 3:	23 juni 2025 (10.00 – 12.00)



Vakantieschema 2024 – 2025

Tussenvakantie:	7 oktober t/m 11 oktober 2024
Constitution Day:	14 oktober 2024
St. Maarten Day:	11 november 2024
Kerstvakantie:	23 december 2024 t/m 3 januari 2025
Tussenvakantie:	3 en 4 maart 2025
Paasvakantie:	17 april t/m 21 april, 2025
Carnavals vakantie:	28 april t/m 6 mei, 2025
Hemelvaartsvakantie:	29 en 30 mei 2025
Emancipation Day:	1 juli 2025
Grote vakantie:	2 juli t/m 8 augustus 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. <p>NO OTHER COLOR or COLOR COMBINATION ALLOWED!</p>
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 hv@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
Philipsburg
St. Maarten D.M.E.
Telephone 5483776 / 5483190
Fax 5483529
Email: svobedirectora@svobe.org
www.miltonpeters.nl
Website: www.svobe.org

Scholeu voor vwo – havo – cele vabo tkl/pkl/pli

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 is 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



COMPULSORY EDUCATION IN ST. MAARTEN

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 costs purchased without their 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: juancy@stmaartengov.org / juancyoffice@stmaartengov.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) 542-3476 / +1 (721) 542-3182



Bevorderingsnormen TKL afdeling

Final grades for all the Exam Subjects. A student have succeeded if:

- ▶ PASS: All the final grades and the combination grade are a 6 or higher, or
 - ▶ PASS: They have one 5 and for the rest a 6 or higher, or;
 - ▶ PASS: They have one 4, a 7 or higher (Compensation grade) and for the rest a 6 or higher, or;
 - ▶ PASS: They have two times (2x) a 5, a 7 or higher (compensation grade) and for the rest a 6 or higher;
 - ▶ PASS: No final grade is lower than a 4.
-
- ▶ 5.5 - regeling

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

Date reviewed: January 2015