



Sister Marie Laurence Primary School

Established in 1988

Parent/Guardian
Handbook 2026-2027

***“We are Called to be the Salt of
the Earth.”***

CONTENT PAGE

• Foreword	page 3
• About the Sister Marie Laurence Primary School	page 3
• Vision	page 4
• Mission	page 4
• Catholic Education	page 4
• The FBE Curricula	page 4
• Parental Involvement and Cooperation	page 5-6
• Student Cooperation and Involvement	page 6-7
• School Dress Code	page 8-9
• Student Records and Resources	page 9-10
• Positive Behavior Support	page 11-12
• School Song and St. Maarten Song	page 13

Foreword

This year our theme is *"We are Called to be the Salt of the Earth."*

Dear Parents, Guardians, and Visitors,

Welcome to a new school year a year full of promise, purpose, and the joyful journey of learning together in Christ.

At the heart of our school is a deep belief that education is a shared mission. We are not only here to teach minds but to shape heart-forming children who are not only knowledgeable but kind, compassionate, and rooted in faith. We believe that every child is a unique gift from God, and we are committed to nurturing their spiritual, academic, emotional, and social growth.

As we begin this new chapter together, we extend a warm invitation to you: walk with us. We see parents and families not as spectators, but as essential partners in our mission. When school and homework are in harmony, children flourish. Your presence, your support, and your involvement are vital to building the strong, faith-filled community that helps our children thrive.

Throughout the year, we will create many opportunities for you to be involved, whether through class activities, parent meetings, celebrations of the liturgical calendar, or informal moments of connection. We encourage you to step in, speak up, and share in the life of our school. Together, we form a living community of faith, learning, and love.

Thank you for entrusting us with your children. It is a responsibility we hold with reverence and joy. May this school year be filled with growth, grace, and the guiding presence of God in all we do.

In faith and partnership,
Anjanie Kavita Ganput, MSc
School Manager
Sr. Marie Laurence Primary School

About the Sister Marie Laurence Primary School

- The school is named after Marie Laurence Teeuwen. She was born in Tegelen, Holland on October 6, 1929.
- After working as a teacher in the Netherlands for 14 years, she came to Sint Maarten to join the Dominican sisters. After resigning as a teacher, she became President of the Foundation Catholic Education for the Windward Islands and served there from 1977 to 1990.
- The Sister Marie Laurence Primary School is 1 of the 7 schools under the Catholic Schoolboard.
- The school was founded on August 1, 1988 in a former part of the St. Joseph School, which now houses one of the stores on Front Street.
- In February 1993, the school moved to Middle Region to its own compound.
- English was introduced as the language of instruction for students in Group 1 in the 2014/2015 academic year. The other classes retained Dutch as the language



of instruction as the language was phased out as the language of instruction throughout the school. This process concluded when the last group of students who were educated in the Dutch language left Group 8 at the end of the 2020/2021 academic year.

- In 2017 the school was destroyed by hurricane Irma and thereafter vandalized. The school was then split and housed between the St. Dominic Primary School and the Sister Magda School.
- In June 2022 a funding agreement was signed with the World Bank to have SML rebuilt into a state of the art school. The school was then regrouped and has been housed solely on the St. Dominic Primary School compound since August 2022, pending the completion of the reconstruction in Middle Region.

Vision

Our vision is to empower all students, through the foundation of the Catholic Faith, to embrace learning, acquire the skills, abilities, and attitude to be successful members of a global society and spiritual being.



Mission

The Sister Marie Laurence Primary School is dedicated to nurturing the whole child, spiritually, emotionally, physically, academically, and artistically. We are driven to creating a work environment that encourages and supports trust, cooperation, and involvement from all stakeholders, while fostering creativity, critical thinking and the development of social skills through meaningful interactions, as students are prepared for a future of lifelong independent learning.

Catholic Education

The Sister Marie Laurence Primary School is a Roman Catholic School. It is one of the 7 Catholic Schools that falls under the Foundation Catholic Education St. Maarten (FCES). Our teachings are based completely on the foundations of the Roman Catholic Faith. Students will partake daily in prayer, devotion, and praise and worship activities. We periodically attend school mass at the Risen Christ Church in South Reward. Preparation for the Sacrament of First Holy Communion takes place for Catholic students in Group 4 and 5. Through our Catholic Faith students will excel in all other areas of the scholastic curriculum. Our faith is the foundation for all our teachings.

The FBE Curricula

Our curriculum follows the 8 learning areas, namely Mathematics, English Language Arts, Dutch Language Arts, Science & Technology, Social Studies, Physical Education, Social Emotional Development, Cultural & Artistic Development. The students experience 45 minutes and more of each of these subject areas per week through fieldtrips, hands-on experiences, project based learning, and much more. Our language of instruction is English.

➤ **Parental Cooperation and Involvement**

When school and home work hand in hand, students excel in all areas of their scholastic experience. They are more involved, more cooperative, and more responsible.

We look forward to working closely with you in your child's educational journey.

As parents you are expected to

1. Have regular check-ins with your child's class teacher to follow up on their academics and behavior.
2. Commit to coming to school when called upon.
3. Keep up to date with all events at school.
4. Volunteering time when possible.
5. Committing to the yearly Parental Contribution due in June of the preceding school year.
6. Filling out answer forms and returning them to school in a timely manner.

Parental Contribution

The annual fees are as follows:

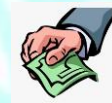
*Parental contribution for the 1st child XG. 300,-- or US\$ 166.67

*Parental contribution for the 2nd child XG 275,-- or US\$ 152.78

*Parental contribution for the 3rd child XG 250,-- or US\$ 138.89

We encourage you to pay online to the following Windward Island Bank accounts:

USD 81467506 and NAF 81467604.



Parent-School Communication

As we continue to strive towards sustainable development, as part of complementing our move towards a "Paperless" classroom in combination with our other online learning platforms Exam.net, MS 365 Office Suite, **QuickSchools** will remain communication platform for the groups.



Be sure to check with your child's class teacher to ensure that you are connected.

Contact with the school administration:

Email: info@sml-school.org

Follow us: on Facebook at *Exceptional School, Sister Marie Laurence Primary School*

➤ **Student Cooperation and Involvement**

Students play a crucial role in their learning. We anticipate positive involvement, cooperation and trustworthiness from each of our students.

Our students are expected to:

1. Share with others
2. Work Cooperatively
3. Be nice to others
4. Stay calm
5. Play with others

Attendance

Children aged 4-18 are required by law to attend school. In the case of illness or family emergencies, the school must be notified on the first day of absence (refer to communication options). A doctor's letter is required on the 2nd day of absence in the case of illness. If your child is absent on the day of a test, a letter from the doctor is mandatory. If this is not done, the test will not be administered to the child. If any child is absent from school for more than three months consecutively, your child will be de-registered and therefore no longer enrolled.

School Schedule

Mondays, Tuesdays, Thursdays 7.30am-2.00pm

Wednesdays and Fridays 7.30am-12.45pm

Truancy Reporting

Your child's school attendance is tracked and documented in your child's school records. A letter is issued to students who have high tardiness/absenteeism. Students who are frequently absent or late with or without a valid excuse are reported to the truancy office at the Division of Inspection of Education. The Department of Truancy will then follow up with you about this matter as needed.

Parents who require to travel with their child during school time, are required to request this officially via the school along with supporting documents.

Inclement Weather

In case of severe weather (tropical storms, flash floods, hurricanes etc.), parents should follow the official media channels (radio, internet, etc.) as the relevant authorities will put an announcement out to the public. If this is not the case, parents should use their own discretion as to whether to send their child to school or not, as the school will be unable to make such a decision. If your child is already in school, please refrain from coming to pick up your child before the relevant authorities makes an official announcement.

Sickness at school

The school has adequate medical resources to handle minor accidents and emergency situations that might occur on the premises.

If medication must be administered during school hours, please inform and make arrangements with your child's class teacher to come in and administer the medication to them or teach your child how to administer the medication to themselves. Note that the class teacher must be informed of any medication brought to school.

In consideration of the other children and staff members, please do not send your child to school if he/she is sick, particularly if it is a contagious one such as mumps, measles, chicken pox, pink eye, ring worm, flu, fever etc. If your child shows signs of not being well, you will be contacted to pick up your child up from school.

If your child needs emergency care while at school, you will receive a call. In the meantime, if the school deems it necessary, an ambulance will be contacted to transport your child to the St. Maarten Medical Center. where you will meet your child and a school representative.

Insurance

Every student is insured by government for accidents, up to a certain amount. This is operative with regard to accidents that the students may encounter, while commuting directly to and from school, attending classes, during the recesses, and during school-related activities. Coverage begins an hour before school starts and ends an hour after school ends (6:30 a.m. – 3:00 p.m.).

If you become aware of an injury your child may have suffered during school the hours mentioned, please notify the school immediately (maximum 3 days after the incident) so that the necessary insurance documentation can be prepared and provided to you for coverage. This is handled on a case to case basis. **Children who suffer an injury at school after 3:00 p.m. are not covered by school insurance, unless they are enrolled at the SML Community After School Program.**

School Dress Code

Adherence to Catholic Dress Code: All students must strictly adhere to the established Dress Code and biblical appearance standards as outlined in our comprehensive policy. These requirements reflect Catholic teaching on modesty, gender complementarity, and appropriate presentation within our sacred educational environment. Compliance with dress and appearance standards is non-negotiable and essential to maintaining our Catholic identity. Kindly refer to the Updated Agreement booklet for registration Foundation Catholic Education St. Maarten for full details on Dress code for students.

School Uniform

The students are required to wear their school uniform daily, unless otherwise informed by the school or class teacher.

The school uniform consists of:

BOYS	GIRLS	Physical Education/Dance
Pink polo shirt with embroidered school logo	Pink polo shirt with embroidered school Logo	Gym T-shirt with school logo and gym shorts with school logo
Plain navy blue pants (No cargo pants)	Navy blue skirts, no shorter than 2 inches above the knee	Group 5 swimming Girls wear a one-piece bathing suit, short tights, and a swimming cap. Boys wear swimming trunks. Towel
Navy blue school socks (no ankle socks) and plain black school shoes/sneakers	Navy blue school socks (no ankle socks) and plain black school shoes/sneakers	

***Gym clothes**

Students in Groups 1 to 4 must come to school wearing their gym uniform. Students in Groups 5-8 must come to school wearing their school uniform, with their gym uniform under their school uniform or packed in their bags for changing.

All uniform can be bought at Penny's Department Store or 0-14 Kids.

Hair and Accessories (what is not allowed)

Boys	Girls
No earrings	No extravagant earrings
No jewelry (except a simple watch)	No jewelry (except a simple watch)
No beads	No beads
No locs	No locs
No long hair. Hair must be maintained with a low cut and properly groomed.	Neatly combed in
No fade cuts	No hair accessories outside of the school uniform colors
No pattern cuts on the eyebrows	No pattern cuts on the eyebrows or hair.
No hats, caps, hair ties	No hats, caps, hair ties
No tattoos	No tattoos
No sunglasses, unless medically prescribed	No sunglasses, unless medically prescribed with corresponding proof
No unnatural hair coloring/hair extension (false hair)	No unnatural hair coloring /hair extension (false hair)

Birthday Celebrations

Students are welcomed to celebrate their birthday in school by dressing up and/or treating their class. Ensure that your child dresses appropriately at all times, when out of school uniform. If treating, provide healthy treats.

Inform your child's class teacher if your child will be celebrating their birthday at school at least 3 days in advance. All birthday treats must be pre-packaged/cut and ready for distribution.



Other Dress Up Occasions

Once in a while the school will have dress up events such as for fundraisers, class and/or school parties, etc. When your child is out of school uniform they are expected to dress appropriately for school. This includes, no back-outs, no short pants or skirts more than 2 inches above the knee, no spaghetti straps, no form-fitting clothes, no crocs, no slippers, etc. If you are unsure if what you have chosen for your child to wear is appropriate or not, please contact your child's class teacher.

Persons visiting the school premises must dress appropriately.

Let us work together diligently in raising responsible and respectful students, by ensuring adherence to our school agreements.

Student Records and Resources

An enrollment card for each student is on file in the office. Parents/guardians are asked to keep information on enrollment cards up to date. This information is very important and should be kept current at all times. This is the responsibility of the parent/guardian. It is important to notify the office if there is any change in address, phone numbers, court orders as it relates to custody, etc. An updated census registration form may be requested. An updated residence permit must be submitted once renewed. A fee of \$5 will be charged for school letters. Note that the school letter

will reflect the information on school record. If there are mistakes on the letter due to your neglect of informing the school, you will be charged for a new school letter.

Student Progress

The academic year is divided into 3 terms. Throughout the term, your child will be assessed in various forms to show their understanding of the topics taught. At the end of each term your child will receive a report card reflecting the grade average performance of your child. For term 1 and 2 there will be face to face parent-teacher conferences scheduled. All report cards will be issued digitally. For term 3 your child's report card will be sent home digitally and teacher-parent conference held only upon invite.

Grading Norms:

- Sufficient Grade is 60% and higher
- Insufficient Grade is 59% and below
- Main Subjects are Mathematics and English Language Arts
- Study Subjects are Social Studies (incl. Traffic) and Science (incl. Technology)

A student is considered for repeating, if:

- 2 main subjects are insufficient or
- 1 of the main subjects and the average of both study subjects are insufficient or
- English Language Arts average is insufficient and English Reading is below grade level or
- Any combination of the above

Homework

Students from Group 1 to 8 will receive homework in accordance to our *Homework Policy*. A regular newsletter will be posted on QuickSchools (3-8) by class teachers, reflecting current topics. The students of Group 7 and 8 will be assigned homework more frequently. A school agenda is mandatory and can be purchased by the school for Groups 7 and 8.

Valedictorian (GROUP 8)

The Valedictorian is the academic title conferred upon the highest ranked student among those graduating from an educational institution, typically based upon the highest grade point average and other key factors. The valedictorian must meet the following criteria in the following order (in the event there is more than one possible candidate based on a tied highest average overall):

- Highest Average Overall for all academic subjects throughout Group 8 including FBE results
- Student must have spent at least 3 years at his/her current school
- Student must be in good academic standing (70% and above) for at least 3 consecutive years
- Student must have scored sufficient (60% or higher) for the creative subjects (Dance, Music, CAD, PE,) throughout Group 8.
- School attendance and punctuality throughout Group 8 is good to excellent
- Student must display positive behavior with no negative behavior records for two consecutive years.
- Student must be respectful to his/her peers and teachers(adults)

- Student must display positive school spirit
- Student must get along with his/her peers positively

Books and materials

Children must have a schoolbag to transport their school materials (books, copybooks etc.) When textbooks or other school material is taken home (groups 7 and 8), they should be returned the following school day. If a student loses or damages school material, parents are obliged to pay the cost for the replacement of the damaged material. The books and materials remain the property of the Sister Marie Laurence Primary School.

Positive Behavior Support (PBS)

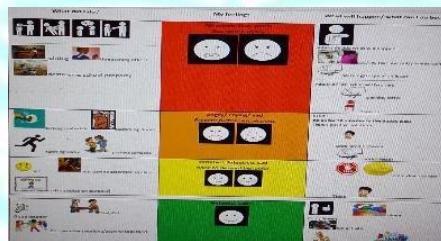
Positive Behavior Support is a behavior management system used to understand and change an individual's challenging behavior. PBS can target an individual student or an entire school. It does not focus exclusively on the student, but it includes changing environmental variables such as the physical setting, task demands, curriculum, instructional pace and individualized reinforcement.

SML implemented PBS in 2014. As part of PBS, the school has implemented 3 core values that is lived out school wide.

In 2019 The "Radar Trap" and the "Cool down Corner" was introduced to the students. The Radar trap is a tool used to allow students to identify

1. where they are emotionally, what possible behaviors can be seen,
2. what they can do to change the behavior and
3. possible consequences if behavior continues

A "Cool down" corner can be found in every classroom. This space gives students who are not in a good place social emotionally, a safe space within the classroom to calm down and get back to an emotionally healthy place. The cool down corner is identified by a yellow mat. The student is then able to rejoin the group and be a positive contributor to what is happening in the class.



PBS at Sister Marie Laurence Primary School

School-wide Values

Students are expected to:

1. Be Trustworthy



2. Be Involved 

3. Be Cooperative



School-wide Agreements and Expectations

Students are expected to adhere to the school wide agreements and expectations at all times:

1. Respect all adults, peers, and school material.
2. Follow school dress code.
3. Be prepared for class.
4. Punctual Arrival to school
5. Punctual pick-ups from school
6. We use kind words.
7. We all contribute to maintaining a safe environment for all.

Students are expected to follow all school and classroom agreements. Students who have challenges adhering to the school expectations and agreements will face one or several of the following consequences in accordance to our School Wide Behavior Management Policy:

1. Teacher-student consultation
2. Parent-teacher consultation
3. Behavior letter
4. Student Care Coordinator Intervention
5. Referral to Care Team
6. Suspension/Expulsion

School song

Chorus

We are students of the Sister Marie
Laurence School (3x)
And we love to obey the school rules.
It gives us such a joy every day.
When we come to school where we can
learn and play.
Our teachers are so nice, such a blessing in
God's eyes.
We are proud we can stand up and sing out
loud.
Chorus: We are students of.....
From the very first group right up to the
end.
It's to discipline and pleasure we consent.
Education, dedication set the order of the
day,
For all nations that unite here both in work
and in play.
Chorus: We are students of.....
We are happy to be students of this school,
Education is our most important tool.
We are taught to give the best in all the
subjects that we do
May the dedicated guidance of our teachers
see us through.

Chorus: We are students of.....

By: Mrs. Allison Simon

The St. Maarten Song

Where over the world, say
where: You find an island
there
So lovely small with nations free
With people French and Dutch,
Though talking English
much, As thee Saint
Martin in the sea.

Chorus:

O, sweet Saint Martin's Land,
So bright by beach and strand
With sailors on the sea
And harbor free;
Where the chains of mountains green;
Variously in sunlight sheen;
O, I love thy Paradise,
Nature beauty fairly nice! (2x)

How pretty between all green
Flamboyant's beaming
gleam
Of flowers red by
sunlight set
Thy cows and sheep
and goats In meadows
or on roads,
Thy donkeys keen
can't I forget.

Chorus:

Saint Martin, I like thy name
In which Columbus fame
And memories of old are closed.
For me a great delight:
Thy Southern Cross the night.
May God the Lord protect thy coast.



Be Cooperative



Be Involved



Be Trustworthy