

# *Sr. Borgia Elementary School*

## *PARENTS HAND BOOKLET*



*“Each parent is in charge of their child (ren) development”*



*School year 2024 – 2025*

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# Chapter 1: Welcome

Welcome to the Sr. Borgia Elementary School

We extend greetings to all those parents joining us for the first time. We also extend welcome back to school to all veteran parents. We look forward to a great working relationship in the benefit of your child's educational development; a school year in which your child will continue his/her path of development.

This handbook was primarily written to be a reference for all parents. We have tried to share basic information on our school's structure and management.

**We hope you will take time out and familiarize yourself with the contents as some of the information has been adjusted.**

This 2024/2025 version will be in effect until further notice.

The theme for this year is: **"We are called to Pray without Ceasing"**

## **School Mission**

### **Mission Statement:**

**Sr. Borgia Elementary School strives to nurture a balanced development of the individual child, in harmony with Home, School, Community, and the Roman Catholic Church, thus creating a well-rounded person.**

### **School Motto**

***What I am to be  
I am now becoming  
If it is to be  
It is up to me***

## Chapter 2: Sister Borgia

Information about the Reverend Sr. Borgia, whom our school was named after.

Ms. Charlotte Johanna Wilhelmina Linskens was born on November 1, 1912, in Holland. Her convent name was Sister Borgia.

Sr. Borgia arrived on St. Maarten in August of 1964 and became principal of the St. Joseph School.

Sr. Borgia became directress of the Pastoor Nieuwenhuis MAVO.

She was known to be an excellent teacher. She was always interested in all her students and gave all her students a fair chance.

In those days not everyone had a telephone. So, when she said she was going to call on the parents, the 'call' was made on her bicycle.

Sr. Borgia was also an outspoken person. She loved to work, and nothing was too much for her. She never complained of the pains she was suffering, and she always had a comforting word for people who needed it. She had a lovely way of cheering people around her. She always gave her best to the students.

Before reluctantly returning to Holland, she was head of the "Pedagogisch Didactisch Bureau".

In 1978 our school was renamed Sr. Borgia Elementary School in commemoration of the Reverend Sister Borgia.

Sr. Borgia died on October 21, 1990, in Holland.

Every first of November, her birth date, the school, celebrates Sr. Borgia Day.



## Chapter 2:1 Sr. Borgia Elementary Historical View

### **Sr. Borgia Elementary School**

This school was one of the Catholic schools established in August 1978, to cater to the growing school population of St. Maarten in the late seventies.

### **Historical view of Sr. Borgia Elementary School**

The Sr. Borgia Elementary School has served the St. Maarten community in a number of very important functions as far back as 1910.

In that year (1910) the oldest section of our school was added to the existing houses that were being used as a hospital. This wing was very much needed because of the increasing population of our island.

In 1916 the cistern was added to the new wing. In 1935 the hospital moved to its new location on Front Street. The building was left vacant until 1940. During the Second World War 1940-1945 the building was used as barracks for the Civil Guards, officially called "Schutterij".

In 1946 The Sweet Repose, a home for the aged, was established.

In 1965 the senior citizens of the Sweet Repose moved to their then new location on Front Street and the building was remodeled to house two 6th grades of the St. Joseph College.

After this, the Pastoor Nieuwenhuis MAVO was established until 1976, when it moved to the newly constructed Milton Peters College.

In 1978 this building was converted into a primary school for Catholic Education, known as the 'Old Pondsides School'.

The pioneering Principal was Mrs. Sylvia Nisbeth-Larmonie. In these beginning years there were quite some challenges. There was the first grade with 48 students and the 'all boys' fifth grade. Being built on the Pond side it was barely accessible at times because of poor drainage in those days.

Mrs. Mavis Brooks-Salmon took over management of the school in 1981.

The focus was on the physical and psychological image of the school. Her philosophy was based on the idea that all children can learn. This period in our school's development was characterized by great emphasis on Reading and Art Exhibitions.

Mrs. Brooks was a dynamic principal with many innovative ideas e.g. 'Reading Around the Campfire' was started by her.

Mr. Wim Scheerder, former Superintendent of Catholic Schools and the former Diocesan Representative submitted information pertaining to our school's history.

Mr. Scheerder also served as a teacher during the period that the building was used to house the two 6 grades of the St. Joseph School. Some of the school's history was also obtained from Mrs. S. Nisbeth, the pioneering principal, and her predecessor Mrs. M. Brooks, both former principals of this school.

In 1992 Mrs. J. Greene took over the leadership. The physical appearance of the school was further enhanced with a paved gymnastic field and the construction of our stage known as the 'multi-Purpose Hall'.

In June 1992, our school started with the Annual Education Trip abroad with grade 6 students (group 8).

On September 5, 1995, Hurricane Luis and one-week later Hurricane Marilyn destroyed grades 3 through 6.

We were attending school from 1:00-4:00 p.m. on the premises of St. Joseph School. It was our worst nightmare, however it turned out to be a blessing in disguise. Out of this disaster we received a brand-new school. In October of 1997, we moved back to our original location.

On February 26, 1998, it was officially reopened and blessed by Fr. F. Paulino.

During this year the Catholic School Board moved its office to the older section of the school. (The Historical Building).

In 1999 our school, in partnership with the Sr. Regina Primary School and a school in Amsterdam 'Knotwilg' started an educational and cultural exchange known as the Kans Project.

The Project leader of this venture was our Remedial Teacher Mr. A. Verloop. This exchange lasted for 4 years bringing a lot of new ideas into our school, which we in turn have shared with all elementary schools on St. Maarten, Saba and Statia. This was done in collaboration with our School Board and the Island Government in the form of all-day conferences.

In 2004, our school population was enlarged through the addition of two St. Imelda Kindergarten classes now called year 1 and 2 of Foundation Based Education. To accommodate this, two classrooms were constructed on the site of our stage.

This addition allowed our school to meet yet another infrastructural requirement of becoming an F.B.E. School (Foundation Based Education) of teaching and learning.

In our quest for continuous upgrading and staff development, our teachers are regularly provided with opportunities to enhance their knowledge and skills on new trends in education.

Hence, visits and guidance by educational specialists from "Stichting Ervaringsgericht Onderwijs Nederland from 2003 - 2006.

Staff members regularly visit conferences of the National Catholic Educational Association in the U.S.A.

As of the school year 2013 – 2014 - Ms. E. Jacobs took over the leadership at the school.

### **Language of Instruction**

The language of instruction is Dutch.

Groups (classes)

Our students are grouped as follows:

Group 1	-	Former Kindergarten-1
2	-	Former Kindergarten-2
3	-	Former grade 1
4	-	Former grade 2
5	-	Former grade 3
6	-	Former grade 4
7	-	Former grade 5
8	-	Former grade 6

School commences each day at 7:30 am. On Mondays, Tuesday, and Thursdays we finish at 2:00pm and on Wednesdays and Fridays at 12:45pm.

Our afternoon school program also commenced in the school year of 2014-2015.

In the school year 2015-2016 we had an addition to our school. We received an Early Stimulation Program under our roof.

In the school year 2019-2020 we combined the groups 1&2.

As of school year 2021-2022 we no longer have the Early Stimulation Program at our school. They are now all under one roof within our Foundation.

As of the school year 2022-2023 all Early Stimulation Program within our Foundation will be located at one central location.



In 2022-2023 we will begin with the Educational Area – Dutch by having one teacher in each cycle facilitate these lessons. This is our phase in approach of having our school become a Center School Approach teaching. More developments will be shared with you as we phase in this new approach.

As of the school year 2023-2024 we will be a center school. A primary school operates in the form of a high school. This means that students Sr. Borgia Elementary School are changing. What do you mean? As a school, we want to grow in the direction of a primary school functioning as a high school. This means our school will grow into a primary school that has home-room teachers with each cycle having their own teacher teaching the five main subjects.

As of the school year 2024-2025 we will be redefining the center school. Groups 1 and 2 will remain with their teacher permanently to give them the proper foundation.

Groups 3 and 4 will be peer teaching with the following subjects: Dutch Language, Mathematics, Science, Social Studies, Religion and Cultural Artistic Development.

Groups 5 to 8 will remain with the initial approach to center school. Having a homeroom teacher and rotating among five teachers for the main subject areas.

### **The Center School Approach Cycle 2**

The Center School Approach is an educational model that places the individual needs and experiences of students at the heart of the learning process. It contrasts with more traditional, standardized methods by emphasizing personalized education, student engagement, and the development of critical thinking skills.

### **Why did we choose this concept?**

We found it fitting that our teachers teach according to their passion. When teachers teach according to their passion, they will love teaching the subject and bring the subject and learning for the learners to a different level.

### **Key Principles of the Center School Approach:**

- Student-Centered Learning**
- Holistic Development**
- Project-Based Learning**
- Community Involvement**
- Teacher as Facilitator**
- Flexible Learning Environments**
- Reflective Practice**

### **Benefits:**

- **Personalized Education:** By focusing on the individual student, this approach can lead to more meaningful and engaging learning experiences.
- **Enhanced Engagement:** The emphasis on projects and real-world application keeps students motivated and connected to their studies.
- **Social and Emotional Growth:** The holistic focus of the approach supports the overall well-being of students, not just their academic success.

The Center School Approach represents a progressive and adaptive model of education that seeks to cultivate well-rounded, engaged, and capable learners.

In Cycle 1 we have for groups 3 and 4 the peer teaching approach. Two teachers teach both groups in several subjects. The students shift between the two classes. This is in preparation for the center school approach in cycle 2.

**Key Principles of the Peer Teaching Approach:**

**Reciprocal Learning:**

**Collaboration:**

**Active Learning:**

**Social Interaction**

**Differentiated Instruction**

**Benefits of the Peer Teaching Approach:**

- **Improved Comprehension**
- **Increased Engagement**
- **Enhanced Confidence**
- **Supportive Learning Environment**

The Peer Teaching Approach is a versatile and powerful educational strategy that fosters collaboration, deepens understanding, and builds confidence among students. When implemented effectively, it can significantly enhance the learning experience for all participants.



# Chapter 3: PHILOSOPHY

Staff members of the Foundation Catholic Education are dedicated to the development of each individual student’s potential. The students will be taught the cognitive and affective skills needed to become effective citizens of the world.

The school assumes this responsibility in cooperation with the child’s primary educators, the parents.

Our schools aim to educate intellectually, spiritually, emotionally and physically.

The child will learn to discover knowledge for himself, to solve problems, to be a critical reader, to develop a healthy curiosity and to be open minded.

The child will be encouraged to give witness to his faith by his own life.

Our aim is to form pupils with a social conscience, a desire for racial justice, compassion for those who suffer, and zeal for the common goal.

Our Roman Catholic schools are committed to quality education to meet the needs of the modern child.



## Chapter 4: Educational Goals/Objectives

Our school is committed to nurturing a Catholic identity based on the beliefs that each child is a unique creation of God with spiritual, emotional, intellectual, physical and social needs.

The students will be taught the cognitive and affective skills needed to be effective world citizens.

The school assumes this responsibility in cooperation with the child's primary educators, the parents.

The school is also in communion with the parish faith community and its leadership.

The main objective of Foundation Based Education is to produce citizens who can participate actively in the creation and maintenance of a dynamic community based on the principles of liberty, peace, tolerance, respect, democracy and solidarity.

Foundation Based Education teaches young children to acquire knowledge, vision, skills and values, which set the foundation for their personal development to participate fully in the community later in life.



## Chapter 5: Staff

Our staff during this school year 2024-2025 will be:

### Management Team

Ms. Edmaira Jacobs	School Manager
Ms. Gina Lalbiharie	Asst. School Manager / SCC
Ms. Marike Adelaar	Cycle 1 Coordinator
Mrs. Lecharde Bell	Cycle 2 Coordinator

Ms. Edwina David	Secretary
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### Cycle One

Ms. O'Hara Römer	Group 1
Ms. Marike Adelaar	2
Ms. Chanine Valies	3 – Dutch/Science/Religion
Mrs. Malti Kowlesar-Bhagwat	4 – Mathematics/Social Studies/Cultural Artistic
Ms. Berlinda Missoudan	Teachers' assistant Groups 1 & 2
Mrs. Shenelka Wescott-Richardson	Teachers'assistant Groups 3 & 4

### Cycle Two

Ms. Juline Gumbs	Group 5 - Social Studies
Ms. Carmen Berkel	6 – Mathematics
Ms. Sayonara Boerlieder	7 - Dutch
Ms. Marjorie Breinburg	8 - Science
Mrs. Shenelka Wescott-Richardson	Teachers'assistant Group 5
<b>New Assistant</b>	Teachers' assistant Groups 6-7-8
Mrs. Lecharde Bell	English Teacher groups 4-8
Ms. Gracella Olijfveld	Gymnastic

### Careteam

Ms. Gina Lalbihaire	Student Care Coordinator
Ms. Adelia Mossel	Remedial Teacher
	Social Worker
Ms. Alexandrine Peterson	Child Psychologist
Ms. Edmaira Jacobs	School Manager

# Chapter 6: GENERAL INFORMATION

## **Chapter 6.1: School hours**

School starts at 7:30 a.m. and finishes at 2:00 p.m. on Monday, Tuesday, Thursday and Friday. Wednesday school finishes at 12:45 p.m. Kindly see to it that your child is present before the above-mentioned time. Students are expected to sit quietly or review schoolwork on a bench and wait until school starts. **A student, arriving after 7:30 a.m., must report to the office to collect a late pass to enter the classroom.**

Only with a late pass from the office will he/she be allowed to enter the classroom. A note of tardiness will be made on the child's report card. Excessive tardiness will be reported to the Truancy Officer with parent info, which will give the truancy officer the opportunity to call the parent or give them a fine.

School finishes at 2:00 p.m. **Please see to it that your child is picked up no later than 2:30 p.m.** After this time, the students that have not been picked up will be left unsupervised.

**Punctuality is of utmost importance when dropping your child off as well as picking your child up after school, or after any extracurricular activities.**

**PLEASE DO NOT BLOCK THE GATE, ENTRANCE TO THE CULTURAL CENTER PARKING LOT OR THE STREET, when picking up or dropping off your child!**

## **Chapter 6.2: Extended Day Program**

In the extended school day until 2:00 p.m., we will have the time to emphasize more on the FBE curriculum and focus on the three (3) main areas, which will have tailored programs:

1. Remedial Program for our Academically Challenged Students,
2. Preventative Intervention Program for our social-emotionally challenged students and
3. Enrichment Program for our gifted/academically inclined students.

Also, we focus on cultural artistic development areas.

This extended school day comes with an optional After School Program until 5:00 p.m.

This means that your child should be picked up at 2:00 p.m. instead of 12:45 p.m. If you opt for the After School Program, you will pick up your child at 5:00 p.m.

Every Wednesday (staff meeting and staff development day) and Friday, all students must be picked up at 12:45 p.m. On Wednesdays and Fridays, the After School Program will be available from 1:00 p.m.

**The optional After School Program from 2:00 until 5:00 p.m. will focus on the cultural artistic development of our students and offer Homework Guidance for students of groups 7 and 8 only. There will be various activities coordinated in collaboration with special instructors and our schools.**

Homework Guidance is given from 2:30-3:30 for groups 7-8.

This After School Program will be well organized and monitored by trained personnel. A fee of \$95 for the first child / per month will be requested for joining the After School Program. The second child will be \$90 per month.

**No tutoring is given during this After School Program. Only homework guidance. This means the teacher will assist in making**

**sure the homework is completed. Parents are to follow-up after arriving at home.**

The dress code for the After School Program will be a turquoise t-shirt with the school emblem and short blue gym pants and sneakers. This will be worn after 2:00 pm. Please label all your child's personal items. **The dress code must be adhered to.**

Your child will be supervised at the After School Program until 5:00 p.m. **There will be a late pick-up fee of \$5, - after 5:30 p.m. per child. That late fee must be settled immediately when your child is picked up. Please arrange to pick up your child on time.** When picking up your child, you are required to come to the premises and sign the sign out sheet.

**The After School Program is at the Sr. Borgia Elementary School.**

### **Chapter 6.3: Absence from school**

If your child is unable to come to school, please call the school and leave a message with the secretary. Kindly send a letter stating the reason for his/her absenteeism with your child when he/she returns. If the reasons are medical, please include a doctor's letter. Absenteeism of a student will be reported to the Truancy Officer. You can also send an email or message on ClassDojo.

### **Chapter 6.4: Contagious Diseases**

If your child has a contagious disease like e.g. red eye, ringworm etc. or is infested with lice, your child will not be allowed to come to school until he/she no longer poses a threat to the other students. A doctor's notice is requested to state the condition of the student and the threat he/she poses to their fellow students.

It is very important for every child to get vaccinated against childhood diseases which prevents illness, disability and death from vaccine-preventable diseases including cervical cancer, diphtheria, hepatitis B, measles, mumps, pertussis (whooping cough), pneumonia, polio, rotavirus, diarrhea, rubella, and tetanus. The Collective Prevention Services (CPS), a department of the Ministry of Public Health, Social Development, and Labor, Section Youth Health Care Baby Wellness Clinic who visits our school twice a year to carry out the vaccination. You will be notified by letter about the vaccination and the date they will be visiting.

### **Chapter 6.5: Truancy**

Avoid taking your child out of school during school time. Please adhere to the vacation schedule. Should it become necessary to take your child out of school during school time, this request must be made at the school's office first followed by the **Truancy Office located BTP Building Cannegieter Street #15, Unit 4 (4<sup>th</sup> Fourth) Tel 542-3479**. This office will then handle your leave and after you obtain all necessary documents at school.

### **Chapter 6.6: Recess schedule**

Recesses:      09:00 – 9:30 a.m. Group 1 – 4 (Cycle One)  
                     11:30 – 12:00 p.m.

                     9:30 – 10:00 a.m. Group 5 – 8 (Cycle Two)  
                     12:00 - 12:30 p.m.

### **Chapter 6.7: School cooler & meals**

Our school has a water cooler for our students.

They are required to use their own cups when making use of the water cooler. Because of extremely hot weather, they are encouraged to bring additional water.

Children should bring along a sandwich and something to drink. The canteen provides different sandwiches ranging between \$1.00-\$3.00; water & juice for \$ 1.00; Ice-pop \$0.50. Only on Fridays is pizza \$1.25 and Popcorn \$1.00. See canteen schedule in classroom.

On Wednesdays we encourage the students to bring along a fruit. As we have implemented Wednesdays as our Fruit Day at school.

### **Chapter 6.8: Parental Contribution**

One child: Naf. 300,- or \$ 166.67

Two children: 1st child Naf. 300,- or \$ 166.67  
2nd child Naf. 275,- or \$ 152.78

Three children: 1st child Naf. 300,- or \$ 166.67  
2nd child Naf. 275,- or \$ 152.78  
3rd child Naf. 250,- or \$ 138.88

**This amount should be paid in full by October 1st.**

Occasionally you will be reminded of the payment of the parental contribution through a letter; please return the answer form as an indication you received a letter and have taken note of information.

**All parental contributions are to be paid online or via the Windward Island bank.**

**The account information for parental contribution is:**

Beneficiary information:

**Stichting Katholiek Onderwijs St. Maarten**

**Walter Nisbeth Road #3, St. Maarten**

**Bank accounts:**

**WIB US\$ 814-675-06 or WIB NAF 814-676-04**

**Information needed Child's first name and last name BORG and group**

### **The Windward Island bank account information for After School Program:**

Beneficiary information:

**Stichting Expertise Centrum Ervaringsgericht Onderwijs St. Maarten**

**Simpsonbay Road 62, St. Maarten**

**Bank account:**

**WIB US\$ 217 961 10**

**Information needed: Child's first name and last name BORG and month you are paying for**

**Please advise the school of any change of address, telephone numbers etc. IMMEDIATELY. The address information will only be changed with proof of a detailed registration form.**



### **Chapter 6.9: Registration of new students**

Our School Board sets the registration date for Group One students. This is announced via the Church and in the media.

Registration usually takes place in the month of February / March for children who become 4 years of age **before** October 1st of that year for group one.

Additionally, the following documents are required for registration.

1. Baptism paper
2. Proof of Dutch nationality or Residence permit
3. Registration Form with I.D. nr
4. Copy of Vaccination Card
5. 2 passport pictures
6. Applicable registration fees

Children who become 4 years after the cutoff date can be registered once they have completed 4 years of age and if there is **availability** of space.

The registration process takes place online.

### **Chapter 6.10: Request of Transfer**

Parents wishing to transfer their child from another school can request this by filling in a form online. ([skos-sxm.org/registration](https://skos-sxm.org/registration))

This request can be granted if there is available space in the desired class/group. Request an Educational Report three weeks in advance.

### **Chapter 6.11: School Communication**

At the Sr. Borgia Elementary School, we cherish clear and open communication between parents/guardians and teachers/school and vice versa.

As partners in the education of children, we should have total confidence in each other. **Concerns should not be addressed on the playground, the Whatsapp, BB or Facebook, but with the teacher, SCC, management etc.**

Parents/guardians are encouraged to keep in close contact with the group teacher to be part of their child's school life.

The school's newsletter "News in a Nutshell" will give you a monthly update of activities taking place in school and in the different groups and classes.

The school's website, [skos-sxm.org](https://www.skos-sxm.org) will always have the latest news from the school.

Our facebook page is also up to date and has weekly information.

<https://www.facebook.com/Sister-Borgia-Elementary-School-New-Improved-383744612410687/>

Each class is connected to ClassDojo. All parents receive at the beginning of the year in log codes. It is highly recommended that parents connect to ClassDojo to keep abreast with the class developments and teacher.

**When letters are sent home, they are accompanied by an answer form. Please be so kind as to return the answer forms so that the teacher will know that you have received the letter.**

**Parents are to make appointments with teachers to discuss matters pertaining to their child. To make appointments you will need to send a message via ClassDojo or call the school.**

### **Chapter 6.12: School's Dress code**

Students are required to wear the school uniform every day.

All students are required to wear a white polo with the emblem embroidered, white or navy-blue socks (must be visible), complete black shoes and **no other colors on the shoes.**

**The uniform should be clean.**

Group 1 & 2: It is mandatory for boys to wear short blue pants and the girls skirt pants.

Group 3 – 8: Boys must wear navy blue shorts or long pants with a belt, girls skirt pants.

On special occasions the button-down shirt with red crosstie (girls) and red tie (boys) should be worn. You will receive a letter notifying you when to wear the special uniform. For example, when we attend mass or the First Day of school.

During gymnastics the Sr. Borgia School T-shirt and blue gym shorts **must** be worn.

Failure to adhere to the uniform code will result in the parents receiving a call to redress the child.

Only on the day that your child celebrates his/her birthday is he/she allowed to dress in his/her own clothes. However, the child should be dressed properly for the occasion.

If you wish to treat your child's class on his/her birthday, please think of 'Healthy Snacks' and **keep it as simple as possible.**

(No guest entertainers will be allowed)

### **Chapter 6.13: Proof of School Attendance Letter**

Parents needing a letter of 'Proof of School Attendance' are requested to pay the administrative fee of NafL. 10, -- or \$ 5, --. There will also be a charge of NafL. 1,-- for extra copies. These letters must be requested in advance and collected when called or notified.

### **Chapter 6.14: Accidents/Insurance**

When accidents occur and if it is a minor incident (scratch, minor cut) First Aid will be given by the school's administration office.

If it is a major incident, you will be immediately informed. First Aid will be administered, and an insurance letter will be filled in, so that you can carry your child to the doctor. Your child is insured for NafL. 8.000 per incident. You are required to get that insurance letter stamped at Guardian Group office before going to the Medical Center/Emergency Room.

### **Chapter 6.15: Fundraising**

Sometimes, our school will find it necessary to raise funds. These fundraisings will mainly focus on renewal of school materials, (books, furniture) or funding of programs, educational trip, outings. We are counting on your input with these efforts. Your input can be contributing material, purchasing tickets or donating to fundraising.

### **Chapter 6.16: Cellular Phones**

Cellphones are not permitted. In groups 5-8 all cellphones will be taken away in the morning and stored in the school manager's office in a container from the class. In the afternoon when your child is going home they will receive their device.

**Chapter 6.17: Volunteering / Assisting**

When a parent gives him-/ herself up to assist the school it is for **all children** not your child specific.

**Chapter 6.18: Vacation Schedule 2024 – 2025**

Mid Term break	Oct. 07 - Oct. 11, 2024
Constitution Day	Oct. 14, 2024
Sint Maarten Day	Nov. 11, 2024
Christmas vacation	Dec.23, 2024 – Jan. 03, 2025
Mid Term break	Mar. 03 – Mar. 04, 2025
Easter vacation	Apr. 17, 2025 – Apr. 21, 2025
Carnival vacation	Apr. 28, 2025 – May 06, 2025
Ascension Day	May 29, 2025 – May 30, 2025
Emancipation Day	July 01, 2025
Summer vacation	July 02, 2025 – Aug 19, 2025



**The first school day of the new school year 2025 - 2026 will be on Wednesday August 20, 2025**

**Chapter 6.18: Extra-Curricular Activities**

Mr. R. Pantophlet teaches the sport of Basketball on Saturdays from 8 a.m. until 10 a.m. A contribution of Nafl 5, - or \$ 3, - is requested per month.

# Chapter 7: Curriculum

## Chapter 7.1: Educational Areas are taught based on the Foundation Based Education

*Curriculum and specific methods.*

### **Dutch Language and Communications:**

Ik & Ko, Schatkist, John & Joonie, Sam & Saar, Veilig leren lezen, Taal Actief 4 and other resources

### **Mathematics**

Alles Telt and other resources

### **English Language and Communications**

Various Big Books, World of Reading Level Books, Caribbean Junior English and other resources

### **Handwriting/Penmanship**

Pennenstreken & schrijfdans

### **Religion Philosophy of Life**

Faith Journey for Children (group 1 – 7)  
Growing in Discipleship (group 8)

### **Science & Technology**

Bright Ideas and other resources

### **Social Studies**

Mens en Maatschappij and other resources

### **Traffic**

Veilig Verkeer

### **Health and Physical Education**

### **Cultural and Artistic Development**

### **Social Emotional Development**

Huis van gevoelens, Doos vol gevoelens

## Chapter 7.2: Religion Classes

Students attending Catholic schools are obliged to follow all religion classes in school and in church and participate in a respectful manner.

The Diocese of Willemstad has decided that the First Communion Program should become a two-year program, helping to better ground and deepen our children's faith as they prepare to receive their First Holy Communion. Group four (grade 2) and group five (grade 3) are involved in this program. A contribution is requested for the material toward preparation. For the students in group 4 the contribution is \$10, - and for group 5 \$20, -.

The Sacrament of Confirmation is now administered at high school age.

Group 8 students take a Religion Exam in December and May and receive a certificate upon successful completion.

Group 6 and 7 students sit a Religion Exam in May and receive a certificate upon successful completion.

### **Chapter 7.3: Library**

Students of groups 5 through 7 visit the library every three weeks on different days of the week. The classroom teacher will notify you which day the library visit is. Please check that the students have their library card and books on library day so that they can take books with their class.

It is mandatory that all students take books with his/her class during library hour.

### **Chapter 7.4: Steel pan, Music & NIA**

Once a week, our group 5, 6, 7 and 8 receive music class from a Music Teacher. This is part of the Cultural Artistic Development lessons. Once a week groups 1, 2, 3 and 4 attends dance class of some form. This is part of the Cultural Artistic Development lessons.

### **Chapter 7.5: Level Reading**

On Wednesday the students get the opportunity to read on their own level in Dutch and on Thursdays for English supervised by parents of our school (reading parents), and employees of our local businesses. This has caused great improvement in the level of reading at our school. Our coordinator of our Dutch level reading program is Ms. Jacobs and for English level reading program is Tr. Browne, please contact them if you can assist.

### **Chapter 7.6: School swimming**

On Friday's students of group five will receive swimming lessons at Raoul Illidge Sport Complex. The girls are required to wear a swimming cap. If your child is unable to participate, he/she should bring a letter.

### **Chapter 7.7: Homework**

Homework will not be given to groups 1-6. The extended day program will be used to review. The tests dates will be given to groups 5-6. If students need to bring materials to school this will be noted on the doors for groups 1-6. Book reports are done in school, but the reading of the book at home. Students of groups 5-6 will be making notes of the subject areas as no books are to go home. Testing will be adjusted.

Homework for groups 7-8 is based on what each individual child needs. The extended day will be used to review, start or complete homework. The tests dates will be given to groups 7-8. If students need to bring materials to school this will be noted in their agendas. Book reports are done in school, but the reading of the book at home. Students of groups 7-8 will be making notes of the subject areas and only workbooks are going home not textbooks.

### **Materials**

For cycle 1 see to it that your child has a pencil, colored pencils, erasers, pencil case, placemat and cup. Each child will need a folder. (Group 1-4) For cycle two, see to it that your child has a pen (blue ballpoint only), pencil, color pencils, erasers, a ruler and a pencil case. Each child will need a 23-ring map.

Our school agenda is compulsory; each student, starting group 7, will receive an agenda from school on the first day. Other agendas **are not allowed.**

We also advise parents to have a digital device at home for their child(ren) to use in case of being absent from school or any calamity that occurs on the island.

### **Chapter 7.8: Field trips**

Occasionally there will be a field trip. Field trips are educational; participation is mandatory. Children are insured during field trips. A financial contribution can be asked for a school trip.

### **Chapter 7.9: Annual Educational trip**

Group 8 students go on an Annual Education Trip as part of finalizing their elementary education level. This Annual Educational Exchange has existed since 1992. Parents of this class will be requested to work closely with the school to make this a reality.

### **Chapter 7.10: Assessment/Reporting**

You will be kept informed of your child (ren) development by means of letters, test maps being sent home and quarterly reports.

Tests/quizzes will be given in various forms and on a regular basis for all educational areas.

The teacher will advise you as a parent on areas to work on for the development of your child(ren). Follow-up with your child's class teacher if there are concerns.

When students receive items to study it should be not only for the test but often reviewed.

### **Chapter 7.11: Report Dates**

First Report	December 10 <sup>th</sup> 2024
Second Report	March 27 <sup>th</sup> 2025
Third Report (final)	June 25 <sup>th</sup> 2025

The report card evenings for First report and Second report will be from 2:30 – 5:30 pm.

The third report card / progress report will be given to the students to take home. There will be no third report card meeting.

Parents of students at risk will be invited to school in the week of June 17-21 before the report card date.

In the case of a student performing under class level, the parents/guardians will be kept up to date concerning academic progress throughout the year. An insufficient for two or more main subjects will result in repeating the grade.

Lost or damaged report booklets cost Naf. 10, - or \$5, -.



## **Chapter 7.12: Promotion/Possibilities after group 8**

### **Admission into Secondary Education**

The decision to admit a student to HAVO/VWO, VSBO-TKL and VSBO-PKL or VSBO Practical is the competency of the relevant authorities, school board SVOBE.

The school board establishes the admission committee.

In general, the law provides for the admission committee to have one of the following mandates:

- a) To advise the school board
- b) To make the decision, which can be overruled by the school board after appeal
- c) The committee has the final say

**The admittance committee of the SVOBE for MPC and Sundial has the “C” option.**

#### **Criteria**

The decision of the admittance committee is based on the following criteria:

- 1) A report of the student’s school career during elementary education
- 2) The outcome of the tests which the student has to sit in the sixth grade of elementary school
- 3) The advice of the principal of the school based on the knowledge, insight, attitudes and skills of the student
- 4) Wish of the parents if feasible

## **Chapter 7.13: Student Care**

The care of students within the school is not solely the responsibility of one person, but that of the entire school staff. Each staff member, teaching and non-teaching, has a vital role to play in the care and support of the students who attend our schools.

The teaching staff is responsible for the implementation of the school curriculum but also for social-emotional and psychological developments of the student through the modeling of caring for others, promoting a positive attitude and identifying positive and concerning behavior.

A special component of Foundation Based Education is Student Care.

The main task of the Student Care Coordinator is to provide a safe and healthy learning environment for all students at the school. The Student Care Coordinator strives to provide guidance and support to students who are struggling academically and/ or have behavioral and social emotional difficulties. These difficulties may or may not be negatively influencing their learning or general well-being. The students who are unable to achieve academic success to his/her ability, for various reasons, are referred to the Student Care Coordinator.

Extra assistance will be given to children having difficulties with the main subject, by a Remedial Teacher.

Parents can also request psychological testing of a child. You will need to see the Student Care Coordinator about this.

## **Chapter 7.14: Cycle Coordinator**

The Cycle Coordinator coaches the team or individuals towards accomplishing the educational goals. He / She directs the educational process to ensure that the proper adjustments to the curriculum are made and continued staff development is safeguarded.

## **Chapter 7.15: School Celebrations/Activities/Events**

Mondays:	Week openings from 7:30-8:00 a.m. School masses three times for the year Library day
Tuesdays:	Library day / Gym / Steel pan
Wednesdays:	Level Reading Cycle One 7:30-8:00 a.m. Cycle Two 9:00-9:40 a.m.  Gym Preparation of Sacrament (group 4)
Thursdays:	Dance / Music / Library Preparation of Sacrament (group 5)
Fridays:	Library / Gym Swimming group 5
August:	Parents Information Evenings First two weeks Bonding with school, parents, child
September:	First Holy Communion Parent Evening
October:	Living Rosary Celebration Field Trips Mid-term Discussions groups 3-8
November 01:	Sr. Borgia Day Mass
10:	Pre St. Martin Day Celebration
December:	Collection of dry goods for the needy Christmas Celebration at school First Report Card Religion Exams group 8
February:	Catholic Schools Week Ash-Wednesday Service
March:	Station of the Cross Mass Second Report Card
April:	King's Day Celebration
May:	First Holy Communion Mass group 5 FBE Exams group 8 Educational Trip Group 8 Religion Exams groups 6-8
June:	Traffic Exam group 7 Graduation Ceremony group 8 Promotion Day Field trips Third Report Card Mass

- **It is very important that you as parent attend all workshops / meeting scheduled for your child(ren) class**
- **Reading of your ClassDojo daily keeps you up to date on matters happening at school**

## Chapter 8: Code of conduct

There are rules for proper conduct approved by the school board, management, teachers, parents and students. We live by the rules.

- Form of address: We use “Juf, meester, first name: nobody will be addressed with terms related to appearance or qualities of character.
- We refrain from using indecent or dubious remarks to hurt others, neither discriminating or sexual remarks nor abusive language. This also relates to publications, pictures and video recordings in or on behalf of the schools.
- Respect towards each other is always our starting point. We ensure that all members of our school community are treated with respect and dignity.
- When we console or reward a student, he/she should experience the consolation and reward as positive.
- We use a positive approach when correcting students, hold everyone responsible to the highest standard of respectful and responsible behavior, and model such behavior.
- We will always demonstrate care and commitment to academic excellence within a safe environment.
- We will help students work to their full potential and develop self-worth

### **Personal contact between teachers and students:**

1. Is based on mutual respect
2. Teachers should tell parents if students must stay in school after normal school hours.
3. Social contact with students beyond school hours should be with the permission of parents.

### **Contact pupils/pupils**

1. You take care of self and each other
2. We always use appropriate language and refrain from using foul language, -jokes, and - non-verbal gestures
3. Remarks about appearance/clothing or character that can harm others are not allowed.

### **Assistance and supervision during recess, gymnastics (activities from the school property):**

1. Teachers can only enter bathrooms or changing rooms after “knock on doors” about calamities. Doors cannot be locked.
2. Assistance from teachers with changing of clothes or in toilets are at the request of students only.
3. Social and cultural differences are always considered. There should be clear rules set with parents.

### **Conduct about internet and e-mail with pupils:**

1. We do not share personal information through the internet without the permission of teachers.
2. Pupils must inform teachers or parents immediately if confronted with information that makes them uncomfortable and unacceptable. Pupils should stick to agreements about the use of computers.
3. Sending emails about educational purposes through the internet is in accordance with the teachers.
4. Discuss with the teacher what you are doing on the internet.

**Consequences of violations:** will lead to suspension of computer privileges; school suspension; school expulsion.

## Major School Agreements and Regulations

*“Commitment to strive and motivate each child to achieve according to his/her ability, by creating a loving Christ-like, mutually respectful and privileged environment, where learning can be enjoyable, meaningful and a challenging experience.”* (Mission Statement)

To achieve our Mission, the Foundation Catholic Education St. Maarten requires that all students adhere to the Major School Agreements and Regulations; a breach of these agreements and regulations will result in disciplinary action and can lead, regrettably, to suspension or dismissal.

1. The Catholic Faith must be respected by all students at all times.
2. We communicate with appropriate language and with pleasing gestures towards each other.
3. We expect each child to show respect and consideration for the personal and material rights of others. In other words: bullying, destroying and/or stealing of property (must be replaced by parents), graffiti, writing in books, on covers, desk, chairs or walls and stealing from others are totally unacceptable. We solve problems through dialogue, fighting may never be used to solve a problem. It takes more self-control to walk away from a fight than to enter into it.
4. We expect the students not to bring any dangerous items to school such as: knives, matches, lighters, lasers, Tasers, etc.
5. Electronic games and cellular phones are to be left at home unless otherwise advised by the school. Cellular phones **MUST** be on silent and kept in the schoolbag or in the School Manager’s desk drawer during school hours. The student is solely responsible for their device.
6. The school is the only competent authority to buy and sell items.
7. All students are expected to positively represent their school at all times. We expect students to show appropriate behavior in and outside the school at all times.
8. Each student is expected to produce schoolwork and do homework to the best of his/her ability. Kindly see Homework policy for homework.
9. All students must adhere to the established Dress Code of the school and Board.
10. Students are expected to fully comply with the start and end times of the established school hours.

**WHEREAS:** The Foundation is the trustee of a long and successful tradition of Catholic education on Sint Maarten since 1890. As the sole provider of Catholic

education, the Foundation is committed to maintaining its Catholic identity, which is firmly rooted in the Church and has over a century of tradition. **Our leading principles are faith, modesty and compassion, unity and discipline.** The conduct, appearance and dedication of our students and their parents are essential to fostering our identity.

#### **HAVE AGREED AS FOLLOWS:**

##### Article 1: Catholic identity

The Foundation offers Catholic education in an appropriate environment. The Foundation, parents/guardians and students have an obligation to foster the Catholic identity which is the basis of our education. This means that all school agreements and regulations must be adhered to without exceptions and that, in circumstances not foreseen by those agreements and regulations, solutions need to be in line with our Catholic identity and faith.

##### Article 2: No conflict

The Parents/Guardians declare that their religion, life philosophy, ideology, world view are not in conflict with, opposed to or hostile towards the Catholic faith and faithful, the Pope and the Vatican. Furthermore, the Parents declare that they (will) teach their child to respect the Catholic faith and all its institutions and to refrain from behavior that undermines our Catholic identity and to illustrate any symbols against Catholicism. The Parents/Guardians thus warrant that their consciousness allows them to submit their child to Catholic education and nothing prevents them from following the agreements and regulations that serve to uphold our identity.

##### Article 3: Conscious choice

The Parents/Guardians declare that, even though they were not raised in the church or no longer belong to the church, a Catholic education is the right choice for their child because of the combination of quality, modern education and an in-school upbringing according to Catholic values. The Parents/Guardians warrant that they have not chosen a school of the Foundation for convenience or merely the quality of the education.

##### Article 4: Compliance with the agreements, rules and regulations

The Parents/Guardians declare that they have read and understood all agreements, rules and regulations, especially regarding the appearance and conduct of students, and that they will keep a copy of the school handbook for future reference. The Parents/ Guardians will adhere to those agreements and regulations because they understand their value to the education and upbringing of their child and the identity and tradition of the Foundation. The Parents/Guardians understand that neither they, nor their child are in a position to challenge, interpret or change the agreements and regulations as these come from a long-standing tradition of Catholic education. Furthermore, the Parents/Guardians warrant their child's adherence to the agreements and regulations; and that if compliance becomes impossible for whatever reason, they will withdraw their child from the schools of the Foundation.

Article 5: Purpose of the agreements, rules and regulations

The Parents/Guardians acknowledge that the agreements and regulations serve the purpose of maintaining discipline, uniformity, order and unity while reflecting a longstanding tradition of neatness and modesty. The agreements and regulations are the cornerstone of the Foundation's Catholic identity. Although all agreements and regulations are equally important, adherence to the agreements on the appearance (hair, body ornamentation and dress code) of students is of great importance. These agreements and regulations safeguard the unity, equality and discipline among peers. The Parents/Guardians declare that they understand the nature, background and objective of the agreements and regulations and that they will ensure their child's compliance.

Article 6: Respect for the Catholic faith and participation

The Parents/Guardians are fully aware that the schools of the Foundation are Catholic schools and that therefore admission to a school and the privilege of attending its education is granted under the condition that the Parents/Guardians and their child respect the Catholic faith and participate in all religious activities. Participation is required for all activities pertaining to the Foundation in and outside of the school, before, during and after school hours. This includes, but is not limited to, making the Sign of the Cross, Praying the Holy Rosary, participation in School Masses, Prayer Mornings, Ash Wednesday Services, Stations of the Cross, Advent and Lent practices and participation in Catholic Schools Week. For a child baptized in the Catholic Faith, there is also the obligation to attend mass regularly, participate in activities organized by the church and to participate in a special program to receive the Sacrament of Reconciliation and Holy Communion at the appropriate time.

Article 7: Interpretation of the agreements on appearance and conduct

The Parents/Guardians declare that they understand the agreements and regulations and that there are no issues standing in the way of compliance. If the Foundation deems it necessary to seek more clarity on the Catholic aspects of the rules and regulations on the appearance and conduct of the child and their compliance, it shall obtain the advice of the parish priest and the religious coordinator who may also seek advice from higher ecclesial authorities and take canonical law into account.

Article 8: Involvement of the parents

The Parents/Guardians declare that they will fully support the Foundation and schools' effort to educate their child, this means that the Parents/Guardians will attend all Parent/Guardian's Meetings (failing to attend without a reasonable excuse entails a breach of this provision) and partake in school activities and demonstrate parental involvement.

Article 9: Parents support

The Parents/Guardians declare they will fully support their child in their education. This means that they will bring (or send) their child to school on time and ensure that their child attends all classes and activities organized by the school. Furthermore, it means that the Parents/Guardians will ensure that their child will do his/her homework and encourage and support him/her in the process. The



Parents/Guardians acknowledge that with their supervision, input and support, their child will be able to take full advantage of the education offered.

Article 10: Parent code of conduct

The Parents/Guardians understands that they are important role models of our students. The schools expect a high standard of personal behavior from parents/guardians when on school grounds, including but not limited to such things as: refraining from offensive, insulting or derogatory language as well as conduct on school grounds and social media. This includes wearing clothing with offensive language or insignia. Revealing clothing or beach wear, going barefoot or without a shirt is not appropriate. Please refrain from smoking within sight of the boundary of the school property. Not allowed on school grounds if affected by, alcohol or any other intoxicant.

Interaction with staff, other parents and students; Parents are expected to interact civilly with staff, students and other parents at all times. Abusive language, raising your voice, insulting or violent behavior to anyone on school grounds is not appropriate and unacceptable. Adhere to and respect the COVID safety measures at the school.

Article 11: Assessment & evaluation of the child

The Parents/Guardian understand that a full assessment of the child is required before enrollment. If regular education is not deemed to be in the interest of the child because of his/her intellectual and/or emotional development and/or disabilities, the child will be referred to Individual Education within the Foundation or to Special Education outside the Foundation. If the child has been admitted to school and the need for a further evaluation arises, the Parents/Guardians agree to fully cooperate with the Foundation. This includes cooperation if the child needs therapy, counseling and/or special education services; and a diligent adherence to the recommendations of the psychologist. Furthermore, if it becomes apparent that a registered child needs special education, he/she will be referred to an appropriate group or school providing individual attention and specialized care. The Parents/Guardians agree that this is in the best interest of their child and agree to cooperate with transferring the child to a special school as soon as a place becomes available.

Article 12: School readiness

The Parents/Guardians understand that going from group 2 to group 3 requires a sound foundation. For the benefit of the child, the School Readiness Assessment will be administered to all students at the end of kindergarten (“group 2”). This test will indicate where the child is in its development. In collaboration with the parents it will then be decided whether it is beneficial to extend the child’s time in group 2 to continue in group 3. The Parents agree that it is in the best interest of their child to allow more time in “group 2” if the assessment so indicates. Furthermore, the Parents/Guardians agree to cooperate with the Foundation to ensure that their child does not advance to a higher level if he/she is not ready; as this is detrimental to the wellbeing of the child.

Article 13 Suspension and dismissal

The Parents/Guardians understand, acknowledge and agree that failure to comply with the school agreements and regulations (including those on conduct and

appearance) will result in disciplinary measures that may lead to suspension and/or dismissal. The Parents/Guardians agree to fully cooperate with the Foundation, follow the instructions of the Foundation and ensure their child's compliance. If, for whatever reason, the Parents/Guardians and child are no longer able to comply with these rules and maintain their non-compliance, the child will be dismissed. This means that the child can no longer be a student of the schools of the Foundation and will need to be transferred to another school; the Parents /Guardians pledge their full cooperation.

Article 14 Breach of the agreement

The Parents/Guardians understand, acknowledge and agree that failing to comply with the regulations of this agreement, is a breach of agreement. The Parents/Guardians will be held liable for all potential legal fees pertaining to the removal of the child from the schools of the Foundation.

Article 15 Law and forum

This Foundation-Parent Agreement is governed by the laws of Sint Maarten and is construed to be in accordance with those laws. Any and all disputes arising between Parties under or in connection with this Foundation-Parent Agreement shall be subject to the exclusive jurisdiction of the Court of First Instance in Sint Maarten, notwithstanding the rights of appeal to decisions of the Court.

**AGREEMENTS OF THE SR. BORGIA ELEMENTARY SCHOOL**

For your own safety and well-being in our school, there are agreements that you have to remember and follow.

<b><u>Agreements</u></b>	<b><u>CONSEQUENCES FOR BREAKING THE AGREEMENTS.</u></b>
1. Be in school on time. School starts at <b>7.30 a.m. sharp.</b>	<p><b><u>Break agreement 1:</u></b> Latecomers are requested to collect a late pass upon entering</p> <p>After three times in a week – 1<sup>st</sup> warning letter given; next time (week) – 2<sup>nd</sup> warning letter given, and parent requested to visit school for a meeting</p>
2. You must always remain in the schoolyard. You need permission from the principal if you need to leave the schoolyard. After school, go straight home.	<p><b><u>Break agreement 2:</u></b> Item that was purchased will be taken away.</p>
3. If you have been absent from school or have not been able to do your homework, you must bring a note from your parents.	<p><b><u>Break agreement 3:</u></b> 1) Student will be reminded</p> <p>2) Parent will be called. (After parent(s) have been contacted the homework must be completed).</p>
4. Disrupting a class	<p><b><u>Break agreement 4:</u></b> A written assignment will be given around what was done in the positive manner or work pertaining to the subject – Parents must sign</p>
5. Fighting	<p><b><u>Break agreement 5:</u></b> 1<sup>st</sup> warning letter</p> <p>2<sup>nd</sup> warning letter parents visit school</p> <p>3<sup>rd</sup> warning letter parents visit school and child will not be participating in any fun activities done for the trimester; if it is an educational fieldtrip parent or a family member must accompany the student on the field trip</p> <p>4th – Suspension</p>
6. Disrespect towards staff members	<p><b><u>Break agreement 6:</u></b> 1<sup>st</sup> warning letter</p> <p>2<sup>nd</sup> warning letter parents visit school</p> <p>3<sup>rd</sup> warning letter parents visit school and child will not be participating in any fun activities done for the trimester; if it is an educational fieldtrip parent or family member must accompany the student on the field trip</p>

<p>7. In the morning when you arrive you must <u>sit</u> and await the arrival of your teacher. Playing is only allowed on the playground during recess or gym.</p>	<p><b><u>Break agreement 7:</u></b>  1<sup>st</sup> - Student will be reminded of what takes place in the morning.   2<sup>nd</sup> – Student will sit at an assigned area until classroom teacher is going to classroom   3<sup>rd</sup> - lines will be given around what is expected in the positive manner – Parents have to sign</p>
<p>8. Keep our school clean; put garbage in garbage bins, leave bathrooms tidy after use.</p>	<p><b><u>Break agreement 8:</u></b>  Clean up the mess. The more times, the bigger the area.</p>
<p>9. Handle books and other material with care.</p>	<p><b><u>Break agreement 9:</u></b>  Damage or loss is paid for by the parents.</p>
<p>10. In school we refrain from chewing gum.</p>	<p><b><u>Break agreement 10:</u></b>  1x dispose of chewing.   2x write a story and present to your class on "The damage sweets do to your teeth."</p>
<p>11. Blue and white uniform, white socks and black shoes are required. If wearing under shirts / bras, it <b>must</b> be completely white / black or grey. For Gym Sr. Borgia School, a T-shirt and blue short pants are necessary.</p> <p><b>Hair &amp; Body Ornamentation Boys:</b>  Hair must be kept trimmed (no longer than 1 inch) and groomed (clean and neatly combed). Not allowed: earrings, dreadlocks, braids, tails, designs, mohawks or shaved patterns in head or eyebrows, body piercing, tattoos and jewelry.</p> <p><b>Hair &amp; Body Ornamentation Girls:</b>  Hair must be groomed (clean and neatly combed). Not allowed: long earrings, dreadlocks, extensions/braids, beads, hair dyes, body piercings, shaved styled eyebrows, tattoos, make-up/nail polish, long nails, fashion nails, fashion eye lashes and jewelry (small, short earrings are allowed).</p>	<p><b><u>Break agreement 11:</u></b>  1x verbal reminder about the uniform code and students will sit first recess. ClassDojo sent to parent   If it concerns hair or shoes parents will be advised to: Take out beads, take out braids, shave off designs, cut tails, etc.</p>
<p>12. Homework should be properly and promptly done. Homework should be checked and signed by parents.</p>	<p><b><u>Break agreement 12:</u></b>  1x work must be done at school.   Parents notified immediately on ClassDojo twice and third time parent is invited to school for a meeting</p>

**Note:** Have fun while learning. Try to make the best grades possible. It makes everybody happy; yourself, your parents and your teacher.

## Guidelines for Parents, Guardians or Visitors to the School

Guidelines	Consequences
1. If you would like to visit your child's classroom, you should request this by the secretary. You will receive a parent pass. Refrain from calling out to children by the gate.	The teacher will direct you to the office.
2. See to it that your child is on time.	Child will have to collect a late pass upon entering by assistant teacher.
3. See to it that your child does his/her homework properly and promptly.	Child will have to do the homework during school.
4. See to it that your child is properly dressed in uniform every day except on the day of his/her birthday celebration. Or notified school events.	Parents will be called to redress their child. Child will be redressed at school. If the school does not have the proper size the parents will be called to redress him/her in uniform at school. Consequences of rule 9 will be applied.
5. In case of a misunderstanding with a teacher or school manager you are requested to discuss the matter using appropriate language with the teacher or school manager in the absence of child(ren).	<b><u>Parents are not allowed to approach a student/class to handle a misunderstanding. This will be handled by the teacher.</u></b> Teachers will not listen to parents who are using inappropriate language. <ul style="list-style-type: none"> <li>• This will lead to parents being removed from the premises by the authorities.</li> </ul>
6. Visit the school regularly to monitor the progress of your child and sign letters promptly. We are here to help each other to the benefit of the child. A good relationship between teacher and parent will be a benefit to all involved.	

**If you would like to visit the school manager, you need to inform the secretary of such.**

## **SWPBS – School wide Positive Behavior Support**

We here at the Sr. Borgia Elementary School have started the process of becoming a positive school from the youngest student to the eldest, including the teaching staff.

### **What is PBS you might be asking yourself?**

Positive Behavior Support (PBS) gives people a new way to think about behavior. PBS is based on understanding why problem behaviors occur - the behavior's function. This approach to behavior can occur on a school-wide level, in a specific setting, classroom, or with an individual student. PBS is the application of evidence-based strategies and systems to assist schools to increase academic performance, increase safety, decrease problem behavior, and establish positive school cultures. On an individual level, PBS uses functional behavior assessments to understand the relationships between a student's behavior and characteristics of his or her environment. The functional behavior assessment identifies multiple strategies to effectively reduce problem behavior including changing systems, altering environments, teaching skills, and focusing on positive behaviors. The PBS process results in the creation of effective intervention plans that will impede problem behaviors, teach new skills, and create support systems for the student.

On a school-wide level, PBS relies on accurate and reliable discipline referral data to understand the behaviors occurring across campus. An analysis of the data allows a school team to identify the problem areas, brainstorm interventions such as where and what to teach, reward the students exhibiting the expected behavior, and communicate findings to the staff, students, and families. The PBS process is a team-based approach that relies on a strong collaboration between families and professionals from a variety of disciplines regardless of the level implemented.

PBS provides a positive and effective alternative to the traditional methods of discipline. PBS methods are research-based and proven to significantly reduce the occurrence of problem behaviors in the school, resulting in a more positive school climate and increased academic performance. PBS is consistent with the Individuals with Disabilities Education Act, which advocates the use of positive behavior interventions and school-based disciplinary strategies that reduce or eliminate the need to use suspension and expulsion as disciplinary options.

<http://flpbs.fmhi.usf.edu/index.cfm>

At our school we started the process in 2014-2015 to make our school a PBS school. The three values that our school would like to have are honesty, patience and respect. These values are considered in all our actions here and outside of school. A logo was created together with students to portray these values. The logo can be seen upon entering our school grounds.



The PBS team consists of a coordinator, specialist and data manager. During this school year you will be involved in the remaining process of creating our positive school.

# Chapter 9: Parents Support

## Parental Involvement

Encourage your child to read, do his/her homework and keep his/her books and copybooks clean and tidy.

Please ensure that your child comes equipped with pencil, eraser, pen, colored pencils to do their work.

Answer forms, tests and copybooks with requests for a parent's signature should be returned to school the following day.

The school has a Parents Teachers Committee (PTC) that consists of parents and teachers. We encourage you to become a member. They meet every second Monday of the month at school.

Please contact your child's teacher regularly. Your child will benefit from this. Through better communication there will be fewer misunderstandings and most important there will be a positive working relationship. Teachers are here until 2:30 p.m. except on the first Wednesday of the month, they are here until 1:00 p.m. It would be appreciated if you would send a note or call notifying the teacher that you are coming to meet with her/him.

We encourage you to attend meetings and workshops organized by the school. Support the Parents Teachers Association in their efforts to improve the education of the students.

## Open House

Open House will take place monthly. The objective of this day is to increase the involvement of parents in their child (ren)'s education. You are invited to visit your child's class for a portion of the day. You have the possibility to approach your child and look at his/her work.

**The intention is not for you to have open discussion with your child's teacher, as teaching will continue as usual.**

**The focus is your own child. We expect a level of confidentiality from you regarding the other students.**

If during your visit, you need clarity on certain areas you can make an appointment with the teacher or pass by the Student Care Coordinator for an appointment or School Manager.

## Get involved

Get involved with your children's school.

Overwhelming evidence suggests that students' success stems in part from their parents' involvement in their school.

Weiss stresses, "There is a responsibility on the part of the parents to be proactive and to look for opportunities to connect with the teachers and school." Research shows that when parents and teachers are in touch, children are more likely to do well in school. In addition, when parents are heavily involved with schools, children's academic performance vastly improves. Find ways to become comfortable in your child(ren) school and build lines of communication with teachers and administrators. Think about how you can involve yourself in the academic community. Even working parents and parents with little spare time should get involved.

**Here are some ways to get involved with your child's school:**

1. **Join the P.T.C. Participate** in shaping program policy so that you have a say in how your children are affected, and you can help guide academic programs in a beneficial way.
2. **Volunteer.** Contact your children's teachers and ask if you can help during class time by assisting with experiments and presentations. Get in touch with the school's administrative office to sign up as a chaperone for field trips and other events. Find out if the school needs volunteers for assemblies or lunchtime.
3. **Chat with the teachers.** When you drop your children off or pick them up, say hello to the teachers and talk for a few minutes. Developing a casual rapport with your children's instructors may seem like a minor way to help your children's, but it is actually very important. Doing so opens the lines of communication and makes a teacher more likely to contact you about your child's performance. If you cannot visit the school, write notes to send along with your children, or phone teachers to check up on your kids.
4. **Help at home.** When your child has a project or needs assistance with homework, make yourself available to help. Do not take over or do the work for your children, but act as your child's assistant and let him take the reins. Stay aware of your children's assignments and knowledgeable about what they are learning.
5. **Support the school or academic program.** Get involved in fundraisers and food sales. Offer to help sell raffles, or to obtain donations for school trips and activities. Make the goals of the school your own goals.
6. **Stay in touch with the parents of your child's classmates.** Create a network of parents, so that you all are kept abreast of what is happening in the classroom. Other parents can be a very useful resource, so share information and advice.

**Source: FamilyEducation.Com Parentscentre.gov.uk**

### **How to stimulate your child**

To be a success in life, your child very much depends on the support he/she is getting from you, the parent!

You can support your child by:

- Listening to what he/she wants to tell you about school life
- Appreciating the work he/she is taking home
- See to it that he/she comes to school daily in a clean uniform
- Attending and actively participating in the information evenings
- Attending the "Active Parenting" program offered through the school
- Collecting his/her report card on time
- Helping him/her when needed, however helping does not mean that you do the homework; your child should be assisted where necessary. Tutoring or 'bijles' after school can be valuable but is not a guarantee to success.
- Visiting your child's teacher regularly after you have made an appointment. Please do not visit during school hours unless invited to do so
- Stimulating your child to read. Reading is the key to success in life



- Signing letters, notes, and tests, copybooks when requested to do so and returning them the following day. This ensures us that you have received our message using writing pad paper when you send a message to school placed in a properly addressed envelope; it will encourage neatness by your child
- Seeing to it that your child does not come to school with fancy pens, pencils, games, toys and other gadgets, as they are very distractive and cause problems
- Advising the school of any change of address, by means of and extract of the Census office and or phone number.

# Chapter 10: School Song

Sr. Borgia School,  
Where we know the rules  
Named after a Nun  
Who was a shining sun  
In lives of her students  
A model to parents  
And also to teachers  
May God always bless her

Chorus:  
So open the door of our school  
Let the school begin  
And all children learn  
All teachers and parents  
Join hands together  
To make life better  
For everyone here.

We play everyday  
And make all good grades  
We don't fight at all  
Cause learning is fun  
We work very hard  
And everyone's glad  
There's no time to be mad  
There's good grades to be had.

Chorus

Our school is the best  
And you know the rest  
When time comes to test  
We work with much zest  
We then do our best  
And let God do the rest  
It can be done  
With help and reason

(Tune of song: Hymn Colors of Day)

## **St. Martin's 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 the St. Martin in the sea?

### **CHORUS:**

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

How pretty between all green  
Flamboyants 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!

### **CHORUS**

# Answer form

## Please return the following day:

I have received the Handbook for Parents, and I will discuss it with my child.

**Please provide this information in order for us to update our files. Phone numbers are required.**

Child's name: \_\_\_\_\_  
Group \_\_\_\_\_  
Address \_\_\_\_\_  
Religion \_\_\_\_\_  
Phone / Cell \_\_\_\_\_  
Email address \_\_\_\_\_

### **Means of transportation**

Government bus            0 Yes            0 No

Private bus                0 Yes            0 No

Other \_\_\_\_\_

0 My child's Residence Permit will expire on  
(date)\_\_\_\_\_

In reference to Parental Involvement I am willing to assist with the following:

Reading, Sports Day, Basketball Training, Football, Field trips,  
Sandwich making on Tuesday mornings.

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I am interested in becoming a board member of the Parents  
Teachers Association (P.T.A.):            Yes

0 \_\_\_\_\_

I suggest the School organize a workshop on the following topic:

\_\_\_\_\_  
\_\_\_\_\_

I would like to make the following suggestions:

\_\_\_\_\_  
\_\_\_\_\_

Parents Signature: \_\_\_\_\_