

Sr. Borgia Elementary School

PARENTS HAND BOOKLET



School year 2022 – 2023

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Table of Content

Chapter	1	Welcome	page 3
	1.1	School Mission	page 3
	1.2	School Motto	page 3
Chapter	2	Sister Borgia	page 4
	2.1	Sr. Borgia Elementary Historical View	page 5
Chapter	3	Philosophy	page 7
Chapter	4	Educational Goals/Objectives	page 8
Chapter	5	Staff	page 9
Chapter	6	General Information	page 10
	6.1	School Hours	page 10
	6.2	Extended School Hours Program	page 10
	6.3	Absence from school	page 11
	6.4	Contagious diseases	page 11
	6.5	Truancy	page 11
	6.6	Recess Schedule	page 11
	6.7	School cooler & meals	page 12
	6.8	Parental Contribution	page 12
	6.9	Registration of new students	page 13
	6.10	Request of Transfer	page 13
	6.11	School Communication	page 13
	6.12	School's Dress code	page 14
	6.13	Proof of School Attendance Letter	page 14
	6.14	Accidents / Insurance	page 14
	6.15	Fundraising	page 14
	6.16	Cellular Phones	page 15
	6.17	Volunteering / Assisting	page 15
	6.18	Vacation Schedule 2019-2020	page 15
	6.19	Extra-Curricular Activities	page 15
Chapter	7	Curriculum	page 16
	7.1	Educational Areas	page 16
	7.2	Religion Classes	page 16
	7.3	Library	page 17
	7.4	Steel pan, Music & NIA	page 17
	7.5	Level Reading	page 17
	7.6	School swimming	page 17
	7.7	Homework	page 17
	7.8	Fieldtrips	page 18
	7.9	Annual Educational Trip	page 18
	7.10	Assessment / Reporting	page 18
	7.11	Report Dates	page 18
	7.12	Promotion/Possibilities after group 8	page 19
	7.13	Student Care	page 19
	7.14	Cycle Coordinator	page 19
	7.15	School Celebrations/Activities/Events	page 20
Chapter	8	Code of Conduct	page 21
Chapter	9	Parents Support	page 31
Chapter	10	School Song	page 34
		Answer form	page 35

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 on his/her path of development.

This hand booklet has been primarily written with the purpose of being a reference for all parents. We have endeavored to share basic information on the structure and management of our school.

It is our hope that you will take time out and familiarize yourself with the contents as some of the information has been adjusted.

This 2022/2023 version will be in effect until further notice.

The theme for this year is: "We are called to be Faithful"

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 up 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 with great emphasis on Reading and Art Exhibitions.

Mrs. Brooks was a dynamic principal with many innovative ideas e.g. the '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 of 1992 our school started with what has become the Annual Education Trip abroad with grade 6 students (group 8).

On September 5, 1995 Hurricane Luis and one week later Hurricane Marilyn completely destroyed grades 3 thru 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 infra structural requirement of becoming a 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 as of group 1.

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, Thursdays and Fridays we finish at 2:00pm and on Wednesdays 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 school year 2022-2023 there will no longer have an Early Stimulation Program within our Foundation.

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.

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 both the cognitive and affective skills needed to be effective citizens of the world.

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 principals of liberty, peace, tolerance, respect, democracy and solidarity.

The purpose of Foundation Based Education is to teach young children to acquire knowledge, vision, skills and values, which set the foundation for their personal development in order to be able to participate fully in the community later in life.



Chapter 5: Staff

Our staff during this school year 2022-2023 will be:

Management Team

Ms. Edmaira Jacobs
Ms. Marjorie Breinburg
Mrs. Malti Kowlesar-Bhagwat
Mrs. Gina Pershad-Lalbiharie

School Manager
Asst. School Manager
Cycle 1 Coordinator
SCC / Cycle 2 Coordinator

Ms. Edwina David

Secretary

Cycle One

Ms. Berlinda Missoudan
Mrs. Malti Kowlesar-Bhagwat
Ms. O'Hara Römer
Ms. Marike Adelaar
Mrs. Monique Karsowidjojo
Ms. Carmen Berkel

Group 1/2a
1/2b
3 / Dutch Language Teacher
4
Teachers' assistant Groups 1&2
Teachers'assistant Group 3 & 4

Cycle Two

Ms. Juline Gumbs
Ms. Chanine Valies
Mrs. Sharisse Elizeé-Daniel
Ms. Marjorie Breinburg
Ms. Carmen Berkel
Ms. Shanuska Bennett

Group 5
6 / Dutch Language Teacher
7
8
Teachers'assistant Group 5
Teachers' assistant Groups 6, 7 & 8

Ms. Lechardes Browne

English Teacher groups 4-8

Mr. Floyd van Dillen

Gymnastic

Careteam

Gina Pershad Lalbihaire
Adelicia Mossel
Desiree Greene
Alexandrine Peterson
Ms. Edmaira Jacobs

Student Care Coordinator
Remedial Teacher
Social Worker
Child Psychologist
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 the school starts. **A student, arriving after 7:30 a.m., has to 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 School Hours 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 Extra-Curricular Activities 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 Extra Curricular Activities Program, you will pick up your child at 5:00 p.m.

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

The optional Extra-Curricular Activities Program from 2:00 until 5:00 p.m. will focus on the cultural artistic development of our students, as well as offering 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 Extracurricular Activities Program will be well organized and monitored by trained personnel. A fee of \$85 per child / per month will be requested for joining the Extracurricular Activities Program.

No tutoring is given during this Extracurricular Activities Program. Only homework guidance. This means the teacher will assist to make sure the homework is completed. Parents are to follow-up after arriving at home.

The dress code for the Extracurricular Activities 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 of your child's personal items. **The dress code must be adhered to at all times.** Your child will be supervised at the Extracurricular Activities 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 on the premises and sign the sign out sheet.

The Extracurricular Activities Program will be at two locations St. Joseph School and Sr. Borgia Elementary School. The students will come down at 4:45 to be picked up 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 for their fellow students.

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 BPT Building Cannegieter Street #15, Unit 4 (4th 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 – 10:00 a.m. Group 1 – 4 (Cycle One)
 11:45 – 12:45 p.m.
 11:45 – 12:15 p.m. (Wednesdays)

 10:00 – 11:00 a.m. Group 5 – 8 (Cycle Two)
 12:45 - 13:45 p.m.
 12:15 – 12:45 p.m. (Wednesdays)

Chapter 6.7: School cooler & meals

Our school has a water cooler for the use of 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 several different meals. See canteen schedule in classroom.

Wednesdays we are encouraging 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 Extracurricular program is:

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 at our school or online. (skos-sxm.org/registration)

This request can be granted if there is available space in the desired class/group.

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 the 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.

Each "News in a Nutshell" is accompanied with an answer form.

Return this answer-form A.S.A.P; the teacher will then know that you have received and read the latest edition.

The school's website, 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 then the teacher will know that you have received the letter.

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 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 with a belt and the girls the skirt pants.

Group 3 – 8: Boys must wear navy blue short 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 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 dressing in its 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 on Monday and collected on Wednesday.

Chapter 6.14: Accidents/Insurance

When accidents occur and if it is a minor incident (scratch, minor cut) First Aid will be given at 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

From time to time, 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 in the form of contributing material, purchasing tickets or donating towards the fundraising.

Chapter 6.16: Cellular Phones

Please refrain from sending your children with a cellular phone to school. If your child is caught with the cellular phone, it will be taken from your child. You will be notified and the phone will be given back at the end of the school year.

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 2022 – 2023

Mid Term break	Oct. 03 - Oct. 07, 2022
Constitution Day	Oct. 10, 2022
Sint Maarten Day	Nov. 11, 2022
Christmas vacation	Dec.19, 2022 – Dec. 30, 2022
Mid Term break	Feb. 20 – Feb. 21, 2023
Easter vacation	Apr. 06, 2023 – Apr. 10, 2023
Carnival vacation	Apr. 24, 2023 – May 05, 2023
Ascension	May 18, 2023 – May 19, 2023
Emancipation Day	July 01, 2023
Summer vacation	July 03, 2023 – Aug 05, 2023



The first school day of the new school year 2023 - 2024 will be on Monday August 07, 2023

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.

The 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 write a Religion Exam in December and May and receive a certificate upon successful completion.

Group 6 and 7 students write a Religion Exam in June and receive a certificate upon successful completion.

Chapter 7.3: Library

Students of group 1 through 7 visit the library every three weeks on Tuesdays. 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 4, 5, 6, 7 and 8 receive music class from a Music Teacher. This is part of the Cultural Artistic Development lessons.

Once a week group 1-5 attends dance class of some form. This is part of the Cultural Artistic Development lessons.

We have a Bell-Choir group at our school.

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 from groups 1-6. The extended day 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, color 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 absence 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 been in existence since 1992. Parents of this class will be requested to work along 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 letter, 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 is concerns.

Chapter 7.11: Report Dates

First Report	December 1	2022
Second Report	March 30	2023
Third Report (final)	June 27	2023

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 come to school in the week of June 20-24 prior to the date of the report card.

In case of a student performing under class level, the parents/guardians will be kept up to date concerning the 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 for 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 of the school. The Student Care Coordinator strives to provide guidance, 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 monthly Music / Steelpan Library day
Tuesdays:	Library day / Gym / Steel pan Preparation of Sacrament (group 4)
Wednesdays:	Level Reading Cycle One 7:30-8:00 a.m. Cycle Two 9:00-9:40 a.m.
Thursdays:	Gym Dance Music Preparation of Sacrament (group 5) Library day
Fridays:	Gym Swimming group 5 Library day
August:	Parents Information Evenings
September:	First Holy Communion Parent Evening
October:	Living Rosary Celebration Mass Field Trips
November 01:	Sr. Borgia Day Mass
10:	Pre St. Martin Day Celebration
December:	Mass Collection of dry goods for the needy Christmas Celebration at school First Report Card Religion Exams group 8
January:	Mass
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 Mass FBE Exams group 8
June:	Traffic Exam group 7 Religion Exams groups 6-8 Graduation Ceremony group 8 Promotion Day Field trips Third Report Card Mass

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 inform parents if students have to remain in school after normal school hours.
3. Social contact with students beyond school hours should be with permission of parents.

Contact pupils/pupils

1. You take care of self and each other
2. We use appropriate language at all times 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 on the request of students only.
3. Social and cultural differences are always being taken into account. 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 have to inform teachers or parents immediately if confronted with information that makes them feel uncomfortable and is not acceptable. 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, desks, 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 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.
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 in 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.

<u>Agreements</u>	<u>CONSEQUENCES FOR BREAKING THE AGREEMENTS.</u>
1. Be in school on time. School starts at 7.30 a.m. sharp.	<u>Break agreement 1:</u> Late comers are requested to collect a late pass upon entering by assistant teacher.
2. You must remain in the schoolyard all times. You need permission from the principal if you need to leave schoolyard. After school, go straight home.	<u>Break agreement 2:</u> Student remains in school until 2:30 p.m. with permission and with work or assignment.
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.	<u>Break agreement 3:</u> 1) Student will be reminded 2) Parent will be called. (After parent(s) have been contacted the homework must be completed).
4. Proper behavior is shown at all times at school. Using inappropriate language, behavior or fighting is not permitted here at school.	<u>Break agreement 4:</u> <u>Inappropriate Language, Behavior & Fighting in School:</u> 1x warning talk, parent contacted and letter sent home 2x talk and write about how to solve the problem (e.g. by walking away) and letter sent home 3x warning letter. 4x suspension. N.B. If you fight warning letters are given the first two times. The second time parents are requested to come in to discuss approach.
5. In the morning when you arrive you must <u>sit</u> and await on the arrival of your teacher. Playing is allowed only on the playground during recess or gym.	<u>Break agreement 5:</u> Student will be reminded of what takes place in the morning.
6. Keep our school clean; put garbage in garbage bins, leave bathrooms tidy after use.	<u>Break agreement 6:</u> Clean up the mess. The more times, the bigger the area.
7. Handle books and other material with care.	<u>Break agreement 7:</u> Damage or loss is paid for by the parents.
8. In school we refrain from chewing gum.	<u>Break agreement 8:</u> 1x dispose of chewing. 2x write a story and present to your class on "What damage can sweets do to your teeth."

<p>9. Blue and white uniform, white socks and black shoes are required. If wearing under shirts / bras, it must be completely white or black. For Gym the Sr. Borgia School T-shirt and blue short pants is necessary.</p> <p>Hair & Body Ornamentation Boys: 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>Hair & Body Ornamentation Girls: 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><u>Break agreement 9:</u> 1x verbal reminder about the uniform code 2x parents are informed to come and redress with the dress code. 3x student will be redressed at school or parents will be called in to redress him/her.</p> <p>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>10. Homework should be properly and promptly done. Homework should be checked and signed by parents.</p>	<p><u>Break agreement 10:</u> 1x work must be done at school. 2x homework letter will be sent to parents. 3x talk with parents. 4x stay after school and complete. All work must be neatly done.</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's celebration. Or notified school events.	Parent will be called to redress child. Child will be redressed at school. If the school does not have the proper size the parent 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 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).	<p><u>Parents are not allowed to approach a student/class to handle a misunderstandings. This will be handled by the teacher.</u></p> <p>Teachers will not listen to parents who are using inappropriate language.</p> <ul style="list-style-type: none"> • This will lead to parents being removed from the premises by the authorities.
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 taken into account 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 Association (PTA) that consists of parents and teachers. We encourage you to become a member.

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 exist 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 twice a year. 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 are expecting a level of confidentiality from you when it comes to 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.A.** 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 communications 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

In order 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)

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.

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: _____