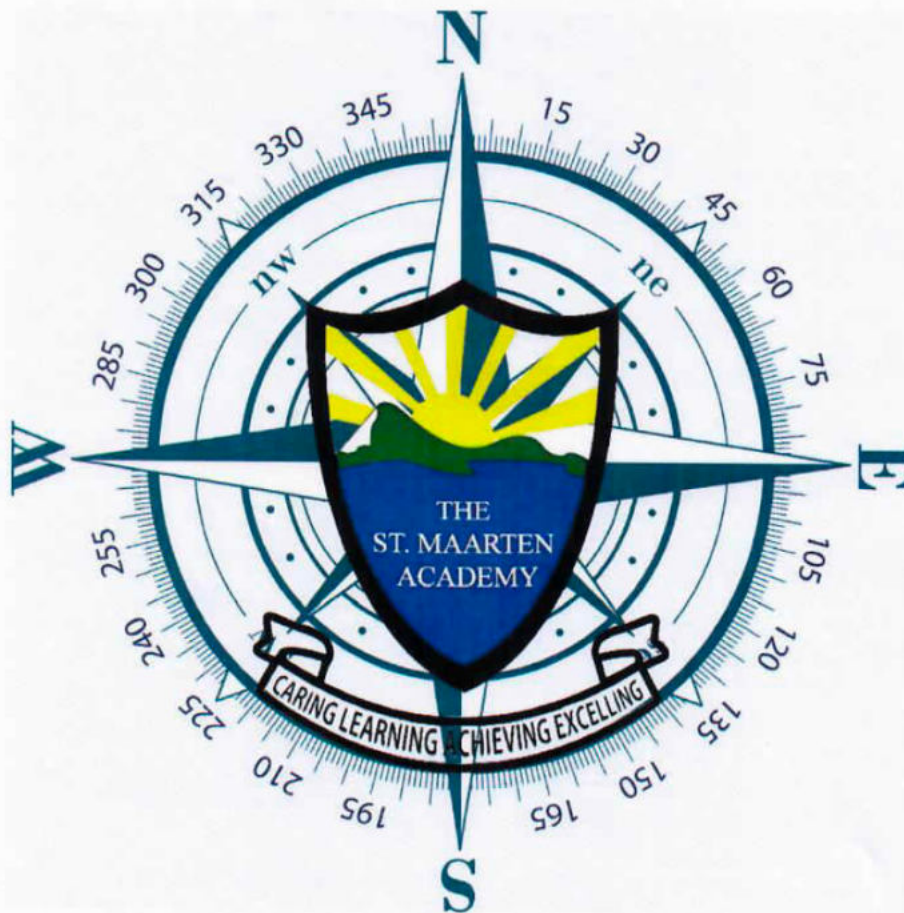


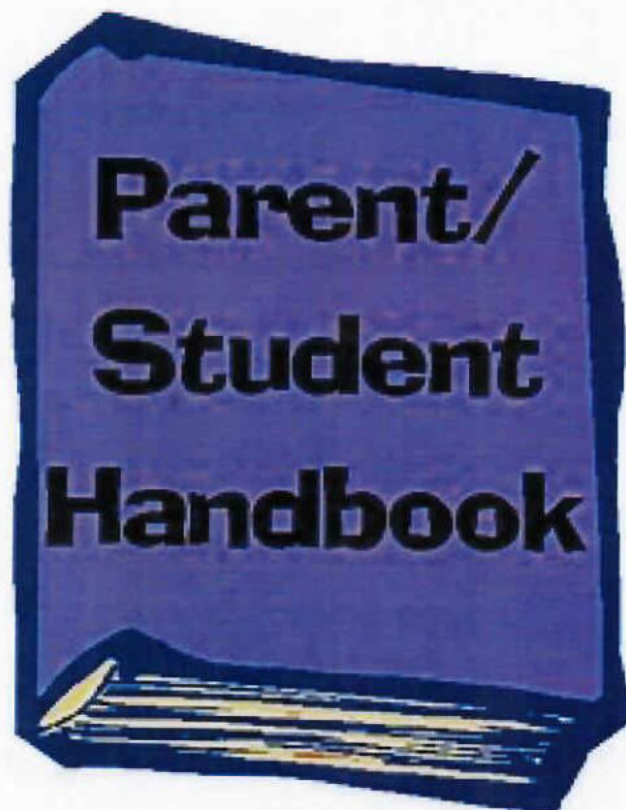
The St. Maarten Academy

Handbook for Parents and Students



The St. Maarten Academy

Excerpts from
Handbook for Parents and Students



SCHOOL PROFILE



St. Maarten Academy is an independent secondary school located on the island of Dutch St. Maarten. Operating under Foundation for Academic and Vocational Education (FAVE), it emerged in 1974 as the first secondary school with English as the language of instruction. The school has two campuses – the academic section is located on L.B. Scott Road, while the vocational section is located in Ebenezer.

St. Maarten Academy offers quality education for challenged post-elementary students and provides a sound foundation for tertiary education, or the world of work. The school's environment is one in which students can feel comfortable and thus, perform optimally. The principal and staff seek to provide an atmosphere that is conducive to learning and continual development. **At St. Maarten Academy, students experience the joy of caring, learning, achieving and excelling. This is our motto.**

Both the academic and vocational sections have a diverse racial, ethnic, and national population of an average of 500 students on each campus. The school is fully accredited.

SCHOOL PHILOSOPHY

St. Maarten Academy is committed to excellence in scholastic achievement, social development, self-discipline, sound morals and values practised by responsible and successful citizens.

Vision Statement

The Foundation for Academic and Vocational Education (FAVE) provides and inspires a caring and stimulating learning environment where students of varying abilities thrive and excel vocationally, academically, socially, cooperatively, and individually, seeking to maximize their learning potential to meet the challenges and expectations of tertiary and higher education and/or the workforce.

Mission Statement

St. Maarten Academy is a caring and nurturing community committed to learning, achieving and excelling. Our mission is to develop the character and intellect of all students to the fullest extent possible, by motivating and inspiring them to academic excellence and instilling social and civic responsibility and moral values through a dynamic medium involving teachers, school management, parents and the community at large, so that they can function optimally in a global society.

OUR EXPECTATIONS OF PARENTS

We expect all parents/guardians to:

- attend all parent meetings
- ensure that your child obeys the school rules
- send a letter when your child will be /was absent from school
- come to school promptly when required
- make certain that your child is doing his/her assignments or homework
- keep in touch with the principal and staff on a regular basis
- supervise your child's activities in/out of your home
- contribute to the development of our school by cooperating with PTF activities
- respect all authorities, rules, regulations, and policies at our school

OUR EXPECTATIONS OF STUDENTS

All students are expected to:

- represent our school in an outstanding manner
- study to the best of your ability
- treat others with dignity, worth, and respect
- keep our campus beautiful and clean
- respect and obey all the rules and regulations set forth by the school and your teachers
- strive to keep a positive relationship with parents, teachers, and friends
- reach beyond your grasp to learn and experience new things
- make all of us very proud
- respect all authorities at our school. This includes security officers and other staff



OUR SCHOOL'S ORGANISATION

School Hours

- 1) School starts at 7:30a.m. and ends at 3:45p.m. Students must be in school at least 10 (ten) minutes before the start of school.
- 2) No student is allowed to leave school during school hours, unless a written and signed letter from the parent is received and permission is given by the Principal or Vice Principal.
- 3) Dismissal of students takes place according to the school's timetable.

PERIOD	TIME
Period 1	7:30 am - 8:10 am
Period 2	8:10 am - 8:50 am
Period 3	8:50 am - 9:30 am
Period 4	9:30 am - 10:10 am
BREAK	10:10 am - 10:40 am
Period 5	10:40 am - 11:20 am
Period 6	11:20 am - 12:00 pm
Period 7	12:00 pm - 12:40 pm
Period 8	12:40 pm - 1:20 pm
Period 9	1:20 pm - 2:00 pm
Period 10	2:00 pm - 2:40 pm
Period 11	2:40 pm - 3:20 pm
Period 12	3:20 pm - 3:55 pm

- 4) Students are not permitted to remain in any room of the school, unless under the supervision of authorised adults.
- 5) Parents are not allowed to visit students in the classrooms, unless the Principal grants permission.
- 6) A vacation schedule and a schedule for important events will be given during the first week of the new academic year.

CARE FOR SCHOOL PROPERTY

All students must show respect and care towards all school properties, including furniture, books, computers, lab equipment, and other materials belonging to the school, teachers, staff, and other students.

Students must note the following:

- absolutely no writing on walls and desks inside or outside classrooms;
- loitering is not permitted on campus, especially in the following areas:
 - outside the main entrance
 - in the courtyard
 - outside the main office
 - near staircases
 - in the bathrooms
 - behind any of the buildings, especially the Modern Languages building
 - the canteen
 - the side of the Gym
 - along the corridors
- All restrooms must be used only for its intended purpose.
- Students must take good care of all books. In case of destruction or damage to the school or other student's or teacher's property, an estimate of the cost for the damage will be sent to the parents of the student responsible for such damage. That student will not be allowed back in school until the damage has been **paid for by his/her parent(s) or guardian.**



HOMWORK

All students are assigned homework. Homework is very important for a student's success and must be completed on time. Parents should be aware that a student's grade will be affected by not completing assigned homework. This could result in repeating the year.

ATTENDANCE AND PUNCTUALITY

- 1) Students must be on time for school and all classes. Students must be in school before 7:30a.m. Students must be in class before the second bell rings. In cases of emergencies and illnesses, students must report to the office and a tardy note will be given by the Administrative Assistant.
- 2) If a student is absent from school for unavoidable reasons, a written and signed excuse must be presented by the parent/guardian to the Homeroom Teacher upon return to school. If this is not done, your child will be sent to the Year Coordinator and you will be contacted.
- 3) If an extended absence is anticipated, parents must contact the Truancy Officer of the Ministry of Education for permission. A copy of the permission letter must be presented to the Principal and Homeroom Teacher. The school will then make arrangements for assignments in all subjects to be given to the student. It is, however, the students' responsibility to determine and follow-up on work missed.
- 4) If a student is absent for an exam due to illness, a letter from the doctor must be submitted immediately to the school. If this is not done, the student will not be given a make-up exam.
- 5) Students are not allowed to leave the premises during school hours, unless they have a written permission from the Vice-Principal or Principal.

Promotion Requirements and Grading Scheme

Basis for Norms:

The norms for the Academy's promotion requirement are based on the following principles:

- the final year-end grades are considered;
- all subjects are included in the assessment process;**
- all subjects carry equal weight;**
- the teacher uses a scale of grades from 10 to 100% to express his/her evaluation of the student's knowledge and acquired skills in a particular subject. Grades are rounded off to the nearest whole numbers.

Grading Scheme – Forms 1 - 4:

The final grade is calculated according to the following scale:

TERM 1

Term Work - 20%
Term 1 Exams - 20%

TERM 2

Term Work - 20%
No Exams

TERM 3

Term Work - 10%
Term 3 Exams - 30%

Grading Scheme – Form 5:

The final grade is calculated according to the following scale:

TERM 1

Term Work - 20%
Term 1 Exams - 20%

TERM 2

Term Work - 20%
No Exams

TERM 3

No Term Work
Mock Exams - 40%

Promotion from the one class to the other class is based on the student's ability to attain the required number of passes for promotion.

They are:

Promotion requirements from Form 1 to Form 2, Form 2 to Form 3 are:

- Passes in at least Ten (10) subjects, 60% and above.

If a student has passed 4 or less subjects in Forms 1 and 2, he or she will be transferred to the PSVE section of our school.

Students are only allowed to spend a maximum of three (3) years in basic Secondary Education (Forms 1 & 2). At the end of the third year, if a child repeats, the child will automatically be transferred to the PSVE section of our school.

Promotion requirements from Form 3 to Form 4 are:

- Passes in at least Nine (9) subjects, 60% and above.

Promotion requirements from Form 4 to Form 5 are:

- Passes in at least Seven (7) subjects, 60% and above.

A child is not allowed to repeat twice in the same year level. If this happens, parents will be required to seek another type of education.

At the end of Form 5, students take examinations with the Examination Boards:

C.X.C. – Caribbean Examinations Council.

I.G.C.S.E. – Cambridge International General Certificate of Secondary Education.

Passing grades for the C.X.C. General Proficiency are grades 1, 2, 3 and 4.

For the I.G.C.S.E. Exams, the passing grades at the advanced level are A to D; and at the intermediate level (core) passing grades are E and F.



HONOUR ROLL SYSTEM

The St. Maarten Academy has an Honour Roll System to recognise students who attain outstanding academic standards.

For a student to be on the Honour Roll, the following conditions must be satisfied:

- 1) The student must pass all subjects.
- 2) For Forms I and II, students must have at least 10 grades higher than 76%.
- 3) For Form III, students must have at least nine (9) grades higher than 76%.
- 4) For Forms IV and V, students must have at least seven (7) grades higher than 76%.
- 5) For CAPE, students must pass ALL subjects with 70% and above.

A student who has achieved the Honour Roll status will receive a special certificate from the St. Maarten Academy.

COLLEGE PLACEMENT

After graduation, most students of St. Maarten Academy opt to pursue tertiary education. They attend mainly the University of St. Martin and colleges in the U.S.A., Caribbean, The Netherlands, and France.

Most colleges/universities matriculation for entry are:

- ◆ **At least *five* CSEC subjects at the General level with grades 1, 2 and 3**

The school's counsellor provides guidance and information in terms of study financing and college selection. Also the school's Faculty and advisors organise extra-curricular workshops for S.A.T. preparation and career choices.



Graduation, Career Fair and Motivational Day



Compulsory Education

Compulsory education is the move that governments make through legislation and actions to ensure that there is access to education for children within a specific age group.

Compulsory education for the former Netherlands Antilles was introduced in 1991 and as of August 2009, the phased implementation of compulsory education in St. Maarten started.

This means that education will be mandatory for every child between the ages of four and 18 years by 2014.

Registration

Schools have to report the registration of students in their "stamboek" within seven days to the Ministry of Education.

To Write Out

- Schools have to report within seven days to the Ministry of Education when students have been written out.
- Students can only be written out after they have been registered at another school.
- Students can only be written out after the procedure of expulsion has been completed.
- Students can only be written out if **exemption** has been granted.
- Relocation

Parents of children with a legal status need to prove that the child is written out from the Census Office.

Exemptions

Parents do not have to send their child to school if:

- the school is closed
- the student is ill, etc.
- the school decides to send a child back home and ask the parents to keep the child at home in case of contagious illness.

Unlawful absences, on the other hand, include:

- Parents go on vacation with the child and the vacation is extended;
- Not in school at times other than the scheduled vacation period;
- Unlawful expulsion;
- Unreported suspension;
- Recurrent absence (Social/emotional, development, care, parenting problems).

If students do not attend school, the **Truancy Officer** must be contacted.

The Truancy Officer does the following:

- Monitor the compliance of the Compulsory Education law;
- Grant permission for persons of compulsory age to leave the island;
- Establish and maintain networks and maintain contacts with various actors;
- Provide parents and children with the obligations and consequences for non-adherence to the Compulsory Education law.

Summary of the obligations of the schools

- The school informs the Truancy Officers within seven days about Registration/Write Out.
- The school informs the Truancy Officers when a student is removed from school.
- The school informs the Truancy Officers of unlawful absence of more than three days.
- The school provides the Truancy Officers with all the information that is necessary for the implementation of their tasks.
- The school informs the Truancy Officers when a student leaves the school prematurely.

Other regulations under Compulsory Education

- Students must be in full uniform at all times (during and after exams). Exceptions are made for specially organized activities;
- Students (4-18 years old) are not allowed to leave the island during school time without written consent of the Truancy Officers. The school cannot give consent for that child to leave. This must be done via the Truancy Officers at the Ministry of Education;

Students (4-18) requesting to leave the island during school time

Permission will only be granted for the following:

- ❖ Funeral
- ❖ Referral by a specialist
- ❖ Relocation

Nb. Proof must be provided to the Ministry of Education to support the request.

Schools are responsible for students during school hours and it is therefore forbidden to send students home or grant them permission to leave prior to the close of school.

*****Adapted from a document prepared by Ruth Verbeek, Peter Suwijn & Roberto Arrindell.***

3.0 Dress Code

The St. Maarten Academy expects every student to show a sense of pride for self and school, a positive attitude towards schooling, proper respect for the staff and a willingness to help develop the institution. The staff will be willing to assist students with any matter related to school life or personal development. Students are urged to consult staff members about their problems. The following rules and regulations will guide students as to their expected behavior while attending school:

Uniforms

Students are required to wear the school's uniform at all times. Any student who is not in uniform will not be allowed in school.

Dress Code- Boys

- White polo shirt with S.M.A. school insignia engraved (available only at the school). Shirts must be **tucked into pants**.
- **Only plain white undershirt or gym shirt is allowed.**
- Navy blue long cotton pants (No jeans, no other colors); these pants must be loose-fitting. Tight pants and jeans are strictly forbidden. (No other colours).
- White, black, or navy blue socks.
- **Only white, navy blue, or black** closed toe shoes or sneakers with socks are allowed.
- **P.E.:** blue shorts or blue running pants and S.M.A. school gym shirt, obtainable at the school's office.

- Black, brown, white, or navy-blue belt. No other colours.
- Low cut business haircuts (as shown in picture).
- Boys are allowed to wear a wrist watch.

Strictly Forbidden for Boys:

- Earrings, necklaces, rings, wristbands
- Dreadlocks and plaited hairstyles
- Long hair/ afro/ pony tails/ wigs
- Long nails
- No Hoodies, Sweaters, Pullovers. (if a student has to wear a sweater due to illness, he/she has to produce a letter signed by parents/ guardians).
- No skinny pants.
- Hair picks, caps, head coverings.
- Gang paraphernalia -hats, headbands (bandanas, coloured shoelaces, etc.)
- Cuts design in eyebrows.
- Designer haircuts (Mohawks, inscriptions in hair, lines, etc.)
- Visible tattoos.



- Any form of visible piercings, example, nose, eyebrows, tongues, eyelids etc.

Dress Code-Girls:

- White polo shirt with the school's insignia engraved (available only at the school). Shirts must be **tucked into skirts and pants**.
- **Only plain white undershirt or gym shirt** is allowed.
- A navy blue all around *pleated skirt below (covering) the knees* OR long navy-blue cotton-polyester pair of pants. These pants **must be loose-fitting**.
- Only black low-heeled shoes or black, navy blue or white sneakers are allowed.
- White, black, or navy-blue socks.
- **P.E.:** white short pants (**mid-thigh, not shorter**) or blue running pants. White S.M.A. Physical Education T-shirt, obtainable at the school's office.
- **One pair of stud earrings on lower lobe.**
- Black, brown, white, or navy-blue belt. No other colors.
- Black, brown, white, or navy-blue hair ornaments. All other colors are strictly prohibited.

Strictly Forbidden for Girls:

- Make-up and jewelry.
- Tight pants and jeans. (No other colours).
- Gang paraphernalia (bandannas, colored shoelaces, etc.)
- Long nails or acrylic nails.
- Head coverings, hair picks, caps, dreadlocks, hats, headbands
- Slippers/ open-toe shoes/ sandals
- Color hairstyles, colourful braids (only natural hair colors are allowed)

- Cuts/designs in eyebrows
- Designer haircuts
- Visible tattoos
- Wristbands
- No skinny pants
- No hoodies, Sweaters, pullovers. (if a student has to wear a sweater due to illness, he/she has to produce a letter signed parents parents/guardians).
- Any form of visible piercings, for example, nose, eyebrows, tongues, eyelids etc.

3.2 Infraction Code

The infraction code presented here makes it easier to determine who should handle what at the different levels. Therefore, teachers know the expectations of management for classroom and student discipline, what they should handle and what should be sent to management. Cumulative offences will result in progressive consequences, even though any one of the offences by themselves may not warrant such corrective measures. For levels 1 to 4 below the principal reserves the right to designate the responsibility to any member of staff to handle infractions and take the necessary corrective measures.

Level 1: Subject Teacher
Level 2: Homeroom Teacher
Level 3: Year Coordinator
Level 4: Vice Principal/ Management Team
Level 5: Principal and School Board

3.3 Rules and Regulations

All infractions will be documented and placed on the student's file.

1. Students must come to school on time (Level 1-5)
 - a. Acceptable excuses for lateness are: medical reasons (note from parent/doctor's letter); transportation problems with school bus or personal transport; family emergency (with written letter); bad weather.
 - b. After three times late in a month the student will be given a warning. If the student is three times late for a second month, the student will be given detention for one day. If the student is late three times for the third month, the student will receive one-day indoor suspension. After these three steps chronic late comers will receive a detention for every time being late and a warning letter will be issued. If lateness persists, a parent conference will be held. After that, referral to Truancy and second warning letter will be issued.
2. Students who are in school on time must attend homeroom on time. Between 7.30-7.40 am, all students must be in class and must not leave class until the 7.40am bell rings. (Level 2-3)
 - a. Students will be given detention or some other consequence by homeroom teacher in the first instance.
 - b. Should this continue (three times late for homeroom), the year coordinator will be notified and parents will be called in.
3. All students must attend classes on time, before the second bell rings. (Level 1-3)
 - a. If a student is delayed by the Principal, Vice-Principal, a counselor, or the Year Coordinator, then a note with the time the student was released must be given to the student.
 - b. Students could be given detention and assignments by the subject teacher if they arrive late to class. It depends on teacher's discretion to use the appropriate disciplinary measures
 - c. After the second time coming to class late parents will be notified and called in.
4. Students must be present for all class tests. There will be no more than three tests per day and no more than two foreign language tests. (Level 1 and 2)
 - a. If a student was absent for a test and the homeroom teacher receives a letter or phone call from parent or doctor then a makeup test maybe given. This is based on the teacher

meeting the minimum number of assessments per term as per the teacher guidelines. Students will not be penalized in this case.

- b. A student will automatically get 0 marks for a test if the student is absent without an excuse, is suspended or is in school and chooses to stay away from the test.
5. Students must complete all projects/assignments on time. (Level 1)
 - a. All requirements, specifically the rubrics and deadlines must be clearly given before students embark on a project.
 - b. Students lose 10 % of marks for each day after the deadline.
 - c. Students who do not submit projects will be awarded 0 marks.
 6. Students must complete all homework assignments. (Level 1)
 - a. When students do not complete homework assignments the subject teacher will determine the consequence before referring the student to the year coordinator.
 - b. Should this behavior continue the SUBJECT TEACHER will arrange a parent conference with the assistance of the DSC. Arrangements to complete the homework will be made here.
 - c. Homework assignments can be graded assignments, in which case consequences b and c of rule 5 will be used.
 7. Students must be present for all End of Term Exams. (Level 4)
 - a. Make-up exams will be done immediately upon the return of the student to school during the term in question under the following circumstances: medical reasons (letter signed by doctor); family emergency with note from parent(s); death in the family with letter from parent(s).
 - b. Should students not be able to submit a letter they will automatically be disqualified for that exam and awarded a zero.
 8. Students must not cheat on exams. (Level 4)

If there is concrete evidence that a student has cheated on exams, he/she will be automatically disqualified and a zero will be awarded for that exam.
 9. Students are not allowed to leave the school premises without permission from the Principal or Vice Principal or substitute in case of absence of either the principal or vice principal. (Level 4)
 - a. Any student caught in the act of leaving the premises for the first time, parents will be called in. An incident report will be filled in by the member of staff that caught the student.
 - b. Students who are caught a second time attempting to leave campus will be suspended for one day and parents will be called in.
 - c. Students who have left the campus without permission will be suspended from school for one day and parents called in.
 - d. If a child leaves home for school, but never made it to school, but is truant for the day:
 1. Parents will be called,
 2. Truancy will be notified,
 3. Management will meet with parent, student, and the counselor
 4. Student will be responsible for getting all the work missed
 5. Missed deadlines, tests or other assignments will be left up to the teacher's discretion.

10. Students must not skip classes. (Level 3-4)
 - a. Students who skip classes for the first time will be addressed by the year coordinator. The subject teacher will inform the year coordinator of this. An incident report will be filled in and the matter will also be recorded in the class book and in the student tracking system. Parents will be notified as well.
 - b. Should this behavior continue, students will be suspended for a day and parents will be called in to discuss this with the assistant principal, year coordinator and/or counselor.

11. All students must wear the school uniform at all times as outlined by the Dress Code in this document. This includes students writing external exams. (Level 1- 4)
 - a. Students who come to school without uniform will not be allowed in school. Parents will be informed by any member of the management team or Year Coordinator to pick up their children from school.
 - b. Students will be subjected to uniform spot checks by any staffer, homeroom teacher, subject teacher, Year Coordinator or management.

12. Students must NOT fight in and or out of school. (Level 3- 5)
 - a. Should students fight, parents will be called immediately to take home their children.
 - b. When students fight, they will be given three days' suspension. Parents will be required to come to school to discuss the matter with the Principal, Assistant Principal, Year Coordinator and the Counselor before they are allowed to return to school.
 - c. A record of the fight will be placed on the student's file.
 - d. A copy of suspension letter will be sent to Inspection Ministry ECYS.

13. Students are not allowed to use indecent language. (Level 1- 4)
 - a. Students who are caught for the first time will be given a warning, brought to the office and this will be recorded in Quick School.
 - b. If this happens again students will be given detention, with an incident report documented and parents will be notified.
 - c. If infraction is repeated students will be given a one-day indoor suspension and parents will be called in.

14. Students are not allowed to threaten, throw missiles or use indecent language to teachers or other members of staff. (Level 4)
 - a. Should a student be caught or reported using indecent language to, or threatening any member of staff, he/she will be sent home by the Principal for three days. Parents will be required to come to school to discuss the matter with the Principal, Assistant Principal, Year Coordinator and the Counselor.
 - b. The student will also be referred to the DSC for counseling

15. Students should not be engaged in physical aggression towards teachers, members of staff, members of the school board or persons acting on behalf of the school including security, bus drivers and so on. (Level 5)
Should this happen:
 - a. The student will be suspended for three (3) days by the Principal.

- b. Parents will be required to come to school to discuss the matter with the Principal/ Vice-Principal, Year Coordinator and Counselor.
 - c. A report will be sent to the school board and Inspection Department.
16. Students are not allowed to be disrespectful, direct any form of verbal abuse to or ignore the directives of or engage in any deliberate action that result in harm to a staff member, member of the school board or persons acting on behalf of the school including security, bus driver and so on. (Level 1-5)
- a. Should this happen the matter will be reported to the Principal/Vice- Principal or any member of the management team and an incident report will be completed in QuickSchools and a hard copy placed in the student's file.
 - b. A suspension will be given for up to three days depending on the severity of the offence
 - c. Any cost involved will be borne by the parent/guardian.
 - d. Depending on the severity of the offence the matter will be referred to the school board.
17. Students must not indulge in any intimate contact or inappropriate physical contact with other students. (Level 4)
- a. Students engaged in this type of behavior will be sent to the main office and issued a severe warning. The incident will be documented in QuickSchools.
 - b. After having been warned, if this behavior continues, parents will be called in to discuss the matter with the Principal, Vice Principal, Year Coordinator and/or Counselor.
 - c. If caught copulating on campus the students will be suspended immediately for three days, parents will be called in and they will also be referred to the student care department for counseling.
18. The St. Maarten Academy has a zero-tolerance policy on the use/sale of illegal drugs, misuse of prescriptive drugs and alcohol by students. (Level 4-5)
- a. Any student caught with any of these items on school premises will be sent home immediately for three days and a report will be sent to the school board.
 - b. If the student is suspected of using drugs on or off campus, the parent must take their child immediately for a drug test at a facility chosen by the school and paid for by the parents/guardians. Mandatory counseling will also be conducted.
 - c. If the student tests positive, he/she will be suspended for three days, and a report sent to the school board.
 - d. In cases where the school suspects that a student is using drugs, and the parents refuse to take their child for testing, the matter will be referred to the School Board.
19. Cellular (cell) phones, hand-held electronic devices such as mp3s, iPods, PSPs etc. are strictly prohibited in school, these items will be confiscated. Only laptops and tablets are allowed for classroom use at the discretion of the teacher. (Level 1-4)
- a. In the first instance it can be retrieved by the parent from the Principal for a fee of \$50.00
 - b. If this occurs a second time, it can be retrieved by the parent from the Principal for a fee of \$60.00.
 - c. If it occurs a third time, it will be confiscated and it will be returned at the end of the school year after the fee of \$60.00 is paid. THE SCHOOL WILL NOT BE

HELD LIABLE FOR ANY CONFISCATED ITEMS THAT MAY BE LOST OR STOLEN

- d. Parents who require their children to carry cell phones, must seek special permission from the Principal by way of a letter. These cell phones must be booked with the Principal's Administrative Assistant and turned over to the principal.
20. Students are required to be well prepared with all materials for school. Students must have a bag big (at least 14" x 8" x 12") enough to accommodate folders, textbooks and copybooks. No small bags are allowed. (Level 1 and 2)
 - a. Parents will be called by any member of the management team or Year Coordinator to bring missing material.
 - b. If this happens again a parent conference will be scheduled by the vice-principal
 - c. If this continues the student will be given detention.
 21. Bullying is absolutely not tolerated at this school. (Taunting/name calling, physical, cyber bullying, etc.). (Level 4)
 - a. Any student determined to be bullying other students will be sent home immediately for two days. Parents will be called in for a meeting before the student is allowed to return to school.
 - b. If bullying consist of physical aggression then the student will be suspended for three days. Parents will be required to come to school to discuss the matter with the Principal, Vice Principal, Discipline officer, Year Coordinator and the Counselor before the student(s) is/ are allowed to return to classes.
 - c. A record of the behavior will be placed on the student's file.
 22. Students are not allowed to take the property of others without their permission. This will be deemed stealing. (Level 3 and 4.)
 - a. Should a student be determined to have stolen he/she will be sent home by the Principal for one day. Parents will be required to come to school to discuss the matter, including returning or replacing said item with the Principal, Vice Principal, Year Coordinator and the Counselor, before he/she is allowed to return to school.
 - b. Student will also be referred to the department of student care for counseling.
 - c. The school reserves the right not to take any action on items reported stolen that are not allowed on the school premises.
 23. Students are not allowed to damage, deface or destroy school property nor the property of other student, staff of the St. Maarten Academy, members of the school board or persons acting on behalf of the school. (Level 4 and 5)
 - a. Any student determined to have vandalized the property of the school and/or others parents will be called in.
 - b. The cost of repairing or replacing said item will be borne by the parents within one week.
 24. Students are not allowed to have in their possession weapons or metal picks, knives, tasers, and scissors look alike weapons or other harmful objects such as metal pics, scissors, taser.
There is a zero-tolerance for this kind of behavior. (Level 5)

- a. Any student caught with any of these items on school premises will be sent home immediately for three days and the police will be called in.
- b. A report will be sent to the school board, with a recommendation for expulsion.

25. Students are not allowed to have in their possession or view/listen to in any form indecent material. Indecent material is defined as language or material that in context depicts or describes sexual or excretory organs or activities. (1.2.3.4)

- a. Any student caught with any of these materials will be suspended for one day.
- b. A parent conference will be called and mandatory counseling sessions will be scheduled.

4.0 Sent Out Of Class

The principal considers the teacher's removal of student from class justifiable if the following criteria are met:

- a) the student poses a threat to self, other students or the teacher.
 - b) Removal is necessary to restore a learning environment free from interruptions or obstructions caused by the student's behavior after teacher and/or administrator's intervention has failed to end the students' disruptive behavior.
- Students removed for disruptive behavior must be sent to the vice- principal or any member of the management team, who will then determine the action to be taken. An incident report will be completed by the teacher.

Materials List

Each student must have:

- An Agenda
- At least one copy book for every subject
- At least : two pencils, two pens, a 12 inch ruler, an eraser, scissors, glue, markers, colour pencils, highlighters, a sharpener and a pencil case
- 3x5 index cards and sticky notes (post-its)
- Complete Geometry Set
- Dictionaries (English, Dutch, French and Spanish)
- Graph Book
- Scientific Calculator (if applicable)
- One Binder with sheet Protectors
- Three-ring Binder for English for Portfolio
- An Art Book (\$ 7.00) at the Main Office (if applicable)
- An Art Portfolio for Forms 3, 4 and 5
- One Recorder for Music
- P.E. T-shirt (\$ 9.00) at the Main Office
- Uniform: please refer to the uniform code in Parent- Student Handbook
- Towel and soap (if taking a bath after gym)
- One laptop and one memory stick (USB)
- Students must have a bag big enough with measurements at least 14"x 8"x 12" to accommodate folders, binders and textbooks.
- A pack of 10-12 manila folders
- Dividers for the binder (the kinds with pockets are good for loose papers and handouts)
- Three ring binder paper
- **NO SMALL BAGS ALLOWED**



COMPLAINT FORM

BULLYING/HARASSMENT



If someone is abusing, insulting, or otherwise harming you on a regular basis, it's called harassment. At school, harassment is often known as bullying. Bullying is the use of force, threat, or coercion to abuse, intimidate, or aggressively dominate others. The behavior is often repeated and habitual. This may be carried out by an individual or a group, adult or child.

Name of Complainant _____	Form/ Dept _____
Name of Offender _____	Form/Dept _____
Offense _____	on Date _____
Description of Incident (include time and place of incident, and previous unreported incidents)	
<input type="checkbox"/> Name-calling	<input type="checkbox"/> Cyber harassment
<input type="checkbox"/> Sexual harassment	<input type="checkbox"/> Intimidation
<input type="checkbox"/> Teasing	<input type="checkbox"/> Physical bullying
<input type="checkbox"/> Threatening	<input type="checkbox"/> Other _____
Complainant's signature _____	Date _____
Received by _____	Date _____
Referred to _____	Date _____
Actions Taken:	Result or Comment
<input type="checkbox"/> Mediation conference called <input type="checkbox"/> Warning issued to _____ <input type="checkbox"/> Other (state below) _____	

St. Maarten Academy



Parent Teachers Foundation

Cupper Drive 2, Cul de Sac, St. Maarten

Tel: 1(721) 548-3780

~ Get involved; Make a difference ~

St. Maarten Academy Parent Teachers Foundation (PTF) is aimed at creating a stronger bond between parents and the school, as well as between the school and students. Additionally, we at St. Maarten Academy encourage all parents to get involved to make a difference in their child's school life.

Studies show that parental involvement in a child's education is one of the most important factors in raising student self-esteem and academic achievement. It is not only about attending an open house, orientation, or coming to pick up report cards.

We recognize that each of our families is unique – with its own priorities, needs, talents, and time constraints, so we try to provide as many different kinds of opportunities for parental involvement as possible. Membership to the PTF is automatic! When you become a member of the St. Maarten Academy family, you are automatically a member of the PTF for the entire school year, including the right to have a say in important school issues; notices about upcoming events, issues and meetings; access to resources and information that can help your child succeed in school and help with family dynamics at home.

Meetings are just once a month on the first Saturday at 11:00am, lasting about an hour, and you can choose which, if any, events you wish to participate in, and how you wish to participate. If you are unable to attend at that time, we will update you via the school's tracking system – Quickschools.

If you would like to be a powerful influence for your child's education, meet great people, and have fun supporting our school, please complete the attached form.

After completing the information below, you may send the form to your child's homeroom teacher with attention to PTF (in an envelope if possible) or send it via Quickschools.

Once again, thank you for being a part of our PTF!

Mr. Elroy Hughes
President

Registration Form PTF

PARENT'S NAME: _____

PHONE NUMBER: _____

ADDRESS: _____

EMAIL ADDRESS: _____

NAME OF CHILD(REN) _____

STUDENT'S FORM LEVEL: _____

In what capacity would you like to volunteer?

- Time at event
- Donations to events
- Prep time for events
- Mentoring

Any other: _____

Although we have set a time for meetings, please indicate your preference for meeting times that will fit your schedule ____ Sat at 11:00 pm ____ Mon at 6:00 pm Other (specify) _____

Please contact any of the below-mentioned persons with questions!

- * Elroy Hughes, President * LaVaune Hodge, Vice-President * Esmeralda Rommy, Treasurer
- * Georgieana Richardson, Assistant Treasurer * Manita Bajaj-Punjabi, Board Member
- * Phylesia Clarke, Public Relations Officer * Sophia Farrell-Hassell, Board Member
- * Joanna Trim, Teacher Representative * Kim Lucas-Felix, Management Representative



THE ST. MAARTEN ACADEMY

(Foundation for Academic and Vocational Education)

L. B. Scott Road, St. Peters
P. O. Box 299, Philipsburg, St. Maarten N.A.

Phone: 548-
Fax: 548-

Tips to help your child excel in school.

1. Look for and report changes in behaviour.
 - *Such as, an increased or decreased appetite. Increase or decreased sleeping patterns.
 - *Your child no longer enjoys the things that they loved doing. If your child is very sad or has unusual happiness, feels hopeless, helpless and may be thinking that nothing in life is going their way. Please look out for alcohol and other illegal drug use or suspect of which may be a sign of dealing with challenges.
2. Openly discuss matters affecting the life of your child and lend a listening ear.
 - *For example, school, friendships, etc.
3. Monitor your child's television, video games, phone and Internet use.
4. Keep in touch with your child's homeroom teacher and visit the school at least once a month to see subject teachers.
5. Make sure that your child does his/her homework at home.
6. Check your child's agenda regularly at least once per week.
7. Encourage your child to ask questions if he/she does not understand the class work or homework assigned.
8. Whether or not your child has been assigned homework, have your child revise his/her school work daily, until it is clear.
 - *Create ways of testing to ensure understanding
9. Check and keep track of your child's grades on Quickschools.
10. Seek extra help in tutoring, homework or counseling.
11. Ensure that your child creates and follows a study schedule.
12. Ensure that your child gets 6-8 hours of sleep.
13. Remember healthy eating creates a healthy mind.

At the end of
the day, the
most
overwhelming
key to a child's
success is the
positive
involvement
of parents.

St. Maarten Academy

Student Contact Information Sheet

Today's Date Is: _____ I Am In Form: _____

My Last Name Is: _____

My First Name(s) Is/Are: _____

My Gender Is: () Male () Female

Date Of Birth: _____ Place Of Birth: _____

Which Passport Do You Hold? _____

Do you have Legal Residence to reside on the island? Yes _____ No _____

Language(s) spoken at Home: English Spanish Dutch French Creole
 Other _____

My Religion Is: _____

My Address Is: _____

My Cell Number Is: _____

My E-mail Address Is: _____

My Doctor's Name Is: _____

Relevant Medical Problems/Illnesses (If So, What): _____

My Mother's Name Is: _____

Which Passport Does Your Mother Hold? _____

My Mother's Address Is: _____

My Mother Works at: _____ Occupation: _____

Tel: (H) _____ (W) _____ (C) _____

My Mother's E-mail Address Is: _____
.....

My Father's Name Is: _____

Which Passport Does Your Father Hold? _____

My Father's Address Is: _____

My Father Works at: _____ Occupation: _____

Tel: (H) _____ (W) _____ (C) _____

My Father's E-mail Address Is: _____

THE ST. MAARTEN ACADEMY

(Foundation for Academic and Vocational Education)

L. B. Scott Road, St. Peters
P. O. Box 299, Philipsburg, St. Maarten N.A.

Phone: 548-3780
Fax: 548-3664

PARENTAL CONTRACT WITH THE ST. MAARTEN ACADEMY

The undersigned parent/ guardian _____ of:
(Print name of Parent/Guardian)

_____ Form: _____
(Print full name of Student)

Born: _____ in _____
(Day) (Month) (Year) (Country)

hereby acknowledges receipt of the website link to access the information shared during Orientation.

The website link is: <http://stmaartenacademy.net>.

When the Parent-Student Handbook for 2019-2020 becomes available online, I agree to read the said handbook with my child. Additionally, my child and I agree to uphold and respect all the rules and regulations as set forth by the St. Maarten Academy. This agreement is valid for the duration of my child's enrolment at the St. Maarten Academy and I accept responsibility to uphold all future amendments to the Parent-Student Handbook.

We believe that St. Maarten Academy is a partnership between parents and educators in creating the best possible education for your child.

Parent / Guardian Name

Student Name

Parent / Guardian Signature

Student Signature

Date

Date