

School regulations
1991 / 1992

ADMITTANCE FROM ELEMENTARY SCHOOL TO SUNDIAL (LADVO/ALBO)

1. An admittance committee existing of the principals of the M.P.C./ Sundial school, and St. Maarten Vocational school, inspectorates of Secondary and Elementary Education, an Advisor on Educational matters to the Executive Council, the Coordinator of the Foundation for Secondary Education, Coordinators of Elementary School Foundations viz.: Catholic, Protestant schools; will decide which children leaving the Elementary school will be admitted to the various sectors of Secondary Education.

2. THE ADMITTANCE CRITERIA

1. The starting point is the advice of the principal of the school
2. This advice must be supported by the marks of the "Coordinated Tests".

<u>SCORES</u>	<u>SCHOOLTYPE</u>
A. 100 - 80	VWO/HAVO
B. 79 - 75	Possibly HAVO. MAVO
C. 74 - 60	MAVO
D. 59 - 55	LADVO or LTO Possibly MAVO
E. 54 - 40	LADVO or LTO
F. 39 - 25	ALBO or Preparatory LTO.
G. lower than 25	S.V.T.S. (St. Maarten Vocational School)

CRITERIA

- a. 2 subjects should meet the required norms for admittance to the secondary school in question.
- b. 1 subject may differ from the norms, but the difference may not exceed 10 points.
- c. If there is a discrepancy between the advice of the principal of the elementary school and the test scores, then the principal must support his/her advice with schoolcareer of the student.
- d. Reexamination is possible in situation described under c.

ADMITTANCE A-STREAM L.H.O. CANDIDATE TO SUNDIAL (LADVO)

- A student with a LHO-A-diploma can be admitted to the LADVO 3 in the Service Rendering Sector in account with the promotion requirements for the sectors implemented by the Sundial school.
- Exemption from previous exams are not applicable.
- Good reference from former school.

ENTRANCE REQUIREMENTS STUDENTS JOHN LARMONIE SCHOOL TO SUNDIAL

1. All students must be tested by the Department of Education.
2. Age : minimum 13 years before January of the following year.
3. Academical level: end 4th grade regular Elementary Education for all subjects.
4. Students with major physical, mental, handicap or distortion in sense perception cannot be admitted.
5. Good school reference is a must.

ENTRANCE REQUIREMENTS STUDENTS 5TH GRADERS

1. All students have to be tested by the Department of Education.
2. Age : admission maximum 15 years of age.
3. Academical level: end 4th grade regular Elementary Education for all subjects.

ENTRANCE REQUIREMENTS STUDENTS MAC-SCHOOL TO SUNDIAL (LADVO/ALBO)

1. Student must be in the 6th grade.
2. Student must have done the coordinated tests.
3. Students must meet admittance criteria set by the admittance board for admittance to Secondary Education: viz.:
 - scores should correlate with advice of the principal of the school,
 - if there's a discrepancy, then the principal must support his/her advice with reportcard marks,
 - not older than 15 years by October 1st of that particular scholastic year.

ENTRANCE REQUIREMENTS FOR STUDENTS FROM OTHER SECONDARY SCHOOLS TO
SUNDIAL (LADVO/ALBO).

To the 1st year (1st class)

- a) Must have attended Secondary Education of equivalent level,
- b) not older than 16 by October 1st of that particular scholastic year,
- c) a good reference from former school.

To the 2nd year (2nd class)

- a) Not older than 17 by October 1st of that particular scholastic year,
- b) proof that student was promoted from year one (1) to two (2) of equivalent secondary level,
- c) a good reference from former school.

To the 3rd year (3rd class)

- a) Student must be subjected to a test by Sundial school,
- b) student should meet requirements of the various sectors of LADVO or ALBO after testing, to be admitted to whatever area,
- c) good reference from former school.

To the 4th year (4th class)

- a) Student must be subjected to a test by Sundial school,
- b) student should meet requirements of the various sectors of LADVO or ALBO after testing, to be admitted to whatever area,
- c) good reference from former school.

N.B.: the above is applicable for admittance to LADVO as well as ALBO sectors.

KNOWLEDGE IS AS WINGS TO A MAN'S LIFE

AND A LADDER FOR HIS ASCEND

August 1st, 1991

Welcome,

You are entering one of the most exciting and challenging periods of your life. Ahead of you is an opportunity to make new friends and to acquire knowledge and skills. All of this also mean new responsibilities:

- to respect others,
- to make adjustments
- to follow the rules and regulations which are needed for a smooth running. but also for your safety and security.

Your major responsibility is to yourself: to see that you take full advantage of the academic and social experiences and the skill training offered.

It is a big challenge, but the rewards are worth it and will be cherished for the rest of your life.

M. Hazel
Principal.

REGULATIONS FOR THE STUDENTS

1. School hours:

N.B.: Each student must be in class on time!

- a. The bell will ring at 07.25 a.m. and again at 07.30 a.m. to indicate the start of the lesson.
- b. When late, the student should report to the office and give his/her reason for being late. The student then receives a stamp from the principal. Only after showing the stamp with the signature of the principal, the student can be admitted to the class. When a student has come late four (4) times in a month without a valid reason, he/she will have to return to school on a free afternoon or remain during free hours. Students who arrive late to school too often, will be dealt with accordingly to the discretion of the principal.
- c. No late coming will be tolerated when classes start later than 07.30 a.m.
- d. When there are extracurricular activities all students must be at school for 07.25 a.m. and remain for the duration of the activity. So the normal scheduled hours will be disregarded at that time.
- e. The daily schedule of class is as follows:

0	07.25 - 07.30	a.m.
1	07.30 - 08.15	
2	08.15 - 09.00	
3	09.00 - 09.45	
4	09.45 - 10.30	
	RECESS	
5	10.45 - 11.30	
6	11.30 - 12.15	p.m.
7	12.15 - 1.00	
	RECESS	
8	1.15 - 2.00	
9	2.00 - 2.45	

2. School discipline:

- a. Before school begins, all students must walk through to the playground to their designated space. Students are not allowed to loiter around the school building before nor after classes. Students to be picked up by parents should wait on the school-compound.
- b. Without the permission of a teacher, the student may not be in the classroom.

- c. If a student has no more classes for the day due to absence of a teacher he/she may go home after receiving permission from the principal.
- d. During school hours no one is allowed to leave the school-premises without permission from the principal.
- e. When the bell rings the student must immediately go to the room where he/she has class. If the teacher does not show up within 10 minutes; the leader of the class goes to the office to find out why the teacher is not there. Only after receiving word from the respective classleader, the students may go to their designated seating areas on the schoolcompound.
- f. During the free hours students must remain quiet in order not to disturb classes in session, screaming is not allowed.
- g. One should have selfrespect and respect others, so use of obscene language is strictly forbidden.
- h. Physical violence directed toward another student or a staffmember in or outside of the schoolpremises is strictly forbidden.
- i. Everyone is obliged to keep the schoolgrounds clean. Rubbish must be thrown in the rubbishbins available on the compound.
- j. The students must always appear clean and neat at school.
 - Uniforms must be worn at all time. The dresscode will be strictly enforced daily.
 - Shirts or blouses should be appropriately buttoned in accordance with the design of that shirt or blouse. The length must extend beyond the belt level.
 - Prohibited are caps, hats, exaggerated hairbands, hairties, rollers.
 - Not allowed are bags or other articles bearing political propaganda; portraying obscene language or controversial insinuations.
 - Not allowed is too much jewelry and male students with long earrings.
 - Fingernails should be kept short, for effective skilltraining and for hygienic reasons.
- k. Smoking and the use of alcohol is strictly forbidden.
- l. Radios, headphones etc. are not allowed on the schoolpremises and will be confiscated permanently.

- m. No chewing, eating or drinking is allowed in the classrooms during class.
- n. Any damage done to schoolmaterial(s) must be compensated (paid for).
- o. The student is obliged to attend all classes provided in the programme and be attentive during class.
- p. Everyone is required to keep the toilets clean. Students may only use those facilities provided for their respective sex. No loitering in or around the toilets is allowed.
- q. Harsh disciplinary action will be taken against any student involved in drugs in or out of school. Anything considered to be drug paraphernalia is prohibited.
- r. Students who have been found with any form of weapon in their possession will be penalized.
- s. You are required to keep the Administration informed of your current home address. Any change necessitates your immediate notification.

Wiler

3. Schoolmaterials:

- a. All students are responsible for the schoolmaterials given to him/her. Damaged or lost schoolmaterials must be compensated.
- b. All books must be covered and carried with the other schoolmaterials in a decent schoolbag.
- c. The students must have a diary, books, copybooks and writing material necessary for the lessons with them each day.

4. Physical Education/Swimming lessons

- a. Physical Education as well as Swimming lessons are compulsory subjects. Exemption only on medical advice.
- b. A gymsuit must be worn during Physical Education and swimming-attire (including cap) for Swimming lessons. Gym shoes are strongly recommended for Physical Education.
- c. After Physical Education and Swimming, the students must take a shower and they should bring along their own towel, soap and other necessities.
- d. Other than during Physical Education and Sportsday, it is forbidden to wear the gymsuit.

5. Practical classes or labs.

- a. During each Food Preparation and Housekeeping/Laundry lesson, the students must wear the appropriate attire.

Uniform:

- a) chef uniforms: you must report to class in full uniform.
- b) dining room uniforms: as dining room students you must follow certain professional grooming standards. These standards are similar to those required in fine dining establishments.
- b. Every student is obliged to bring the material specified by the teacher from home for lessons. If the student does not have the material, he/she must let the teacher of that subject know 2 days before that lesson.
- c. Students are not allowed to eat what is cooked or baked during the cooking class.

6. Student Schoolabsenteeism *pro for food*

- a. The student must during the first class after being absent, present to the teacher a letter signed by a parent or guardian stating ~~full name and number, grade, specific dates absent and reason for being absent. The teacher must enter this letter to the principal during the first period. Under no circumstances~~ these letters should be put in the classbooks.
- b. If the letter is not present, the student is given one more opportunity to do so. If after that opportunity, the student fails to submit the letter, the teacher must refuse the student admittance to the class. The student must then report to the principal who will take appropriate measures. Students who are always forgetting their letter will be dealt with accordingly by the principal.
- c. If during the period of absence, the student has missed tests, he/she is obliged to contact the teacher concerned to arrange to sit the test as soon as possible. The test must be done at the most one week after returning to school and outside of the student's normal school hours.

N.B.: 1) A test can only be done at a later date if a valid letter of absence has been entered. If the above is not complied with, the teacher could give a one (1) for the test.

2) Students who are often or always absent on test days will not be granted the opportunity to catch up on missed tests.

3) Above mentioned notes: are only applicable for the none examination class(es).

- d. If a student is absent more than 25% of the schoolyear; the student will not be promoted, nor would be able to participate in exams and/or tests.

7. Expulsion/Suspension

- a. A student expelled from a particular class by the teacher must immediately report to the principal.
- b. The teacher expelling the child from class, shall in writing report the reasons to the principal. This report is given to the child or to another student to submit to the principal.
- c. The principal has the authority to suspend a student for one, two or three days. The parents are informed of this in writing. The letter should state the reason for suspension.
- d. During the period of suspension a suspended student may not enter the school premises.
- e. Upon returning to school after suspension, the student must make sure that the homework for that first day back to school is done.
Suspension is no excuse for not doing homework or not studying for future testpapers.
- f. However, if there has been a testpaper or S.B.A. during the suspension period the student will receive a one (1). There is no make up for a S.B.A. test or testpaper missed during the suspension period.
- g. After the suspension period the student and the parents should report to the principal. Only after doing so the student can be admitted to classes again.
- h. When a very serious violation of rules has been committed or after three-(3) suspensions, the principal can enter a request to the Schoolboard for expulsion of the student from school.

8. Valuables/money

The school is not responsible for any theft of money, jewelry or other valuables brought to school by the student.

9. Materials needed for school/Registration

- ✓ a. The registration must be paid in full before the beginning of the schoolyear. Failure to do so may result in not being allowed to attend classes.

- b. Study books are loaned to the students; the student is responsible for all schoolbooks given to him/her. In cases where books were destroyed, lost or stolen, the student must pay for these immediately. The subjectteacher will then mark off the booklist (students' receipt) and collect the money. With this booklist the student can receive a new book from the subjectteacher.
- c. Every year the student is given:
 a pencil, an eraser, a ballpen, a ruler, a diary, a minimum amount of copy books, a minimum amount of papers for a binder initially. Thereafter the student must in time arrange for supplement or replacement.

In the first form, the student receives only once:
 a pair of compasses
 a triangular
 an ordner

- d. The student must provide for:

a decent schoolbag
 one library card
 one Casio-scientific calculator.

10. How to study

Your success in school will depend to a very large degree upon your ability to study efficiently. The following suggestions or "tips" are offered in the hope that they will assist you in using your study time to better advantage.

TIP ONE: It will pay large dividends to set aside a few minutes as soon as possible after classes each day to review the material covered in class discussions. A large portion of what is forgotten is forgotten within a few hours after being heard or read for the first time.

TIP TWO: Have a regular time for study. Poor management of time is the cause of many college failures. Budget your time as wisely as you do your money.

TIP THREE: Have a regular place to study. This doesn't mean that you can't study elsewhere, but a familiar place reserved for study aids in concentration.

To summarize, the rule of success in learning "How to study" is to form good study habits early. Therefore, if you establish an effective study location, as well as a standard time to study, and are conscientious in reviewing your notes daily, you should achieve academic success.

All this isn't just theory. It has been proven time after time in actual trial. Try it ---- GOOD LUCK!

11. Tests

- a. A maximum of 3 testpapers can be given per day. The teachers must note down these testdates and papers in the classbook at least 1 week before the testdate.
- b. Subjectteachers should give students their marked work within 1 week of the date the test was administered.
- c. Students who are often or always absent on testdays, will not be allowed to do any make up tests, but will be given a one (1). The teacher will give the student a warning before executing this rule.
- d. Points for tests or reportcardmarks are given in decimals. Promotion marks are rounded-off figures.

12. Library

The library is there to facilitate the student in their learning process.

In order to visit the library one must have a librarycard. The fee is at the expense of the student. The class is accompanied by the teacher.

Books may not be destroyed by cutting out parts or illustration material.

N.B.: ANYONE BREAKING THE RULES RUNS THE RISK OF BEING PUNISHED OR SUSPENDED.

IMPORTANT POINTS FOR FACULTY MEMBERS IN GENERAL

1. The schoolhours are:
In normal cases from 07.25 a.m. to 1.00 p.m.

On days when there are afternoon classes, classes resume at 1.15 p.m. and last until 2.45 p.m.
2. a. The teacher must be present at least 10 minutes before starting his/her first lesson.
b. The teacher should as soon as the bell rings, go to his/her respective room to start classes promptly.
3. On days when there are extracurricular activities teachers are requested to be present at 07.25 a.m. and to remain for the duration of the event.
4. Coming in to school, the students must walk through to their respective places and not loiter at the entrance. Teachers arriving must see to it that this takes place.
5. Teachers are expected to be aware of all regulations and see to it that they are lived up to.
6. During the breaks teachers have supervision on the school premises. A schedule is drawn up by the principal and this should be adhered to.
7. During the breaks and during class periods students may not be in the classroom without supervision of the teacher.
8. Minutes of meetings, scoresheets, schedules are often left lying around. Please use your compartment in the staffroom. These compartments should be emptied the end of each school year.
9. The teacher is obliged to fill in the classbook accurately as this is the basis for control on the students and class.
10. a. Each and everyone is responsible during school hours for schoolrooms being used.
b. If your room is not in proper order for usage, please convey this in writing to the principal.
c. Each teacher should leave the classroom they have used, clean and neat (clean blackboard, chairs and desks in place, teacher's desk clean), fans and/or airconditioners turned off, windows closed, door locked.
d. If you are the last to use a particular classroom, that room should be swept, blackboard sponged, facebasin and teacher's desk cleaned, chairs and desks in place, garbagebins cleaned, the porch outside the room swept, fans and/or airconditioners turned off, doors locked.

N.B.: Theoretical lessons: last 5 minutes of period.
 Practical lessons + Physical Education: last 10 minutes of period.

11. All that you will need in the class for the schoolyear, such as chalk, testpapers, book covering paper, typing paper, copy books, should be ordered by means of the orderbook. This orderbook should be entered at the administration at least one (1) day before the material is needed. It is not allowed to order material or make copies just before the class begins or during class.

12. When late, the student should report to the office and give his/her reason for being late. The student will then receive a stamp. Only after showing this stamp, the student can be admitted to the class.

13. Books/registrationfee

N.B.: THE STUDENT MUST HAVE PAID REGISTRATION FEE IN ORDER TO RECEIVE ANY SCHOOL MATERIAL. PLEASE CHECK WITH THE ADMINISTRATION TO MAKE SURE THIS HAS BEEN DONE.

- a. The subject-teachers distribute the books and the specific educational materials for their respective subjects.
- b. All school books must carry the stamp of the school; must be covered and numbered before giving them out to the students. These numbers must be noted on the booklists of the students with the correct price and signed by the subject teachers. The subject teacher keeps a register of which numbers have been given to which class and students.
- c. If during the schoolyear a student loses a book, the subject teacher collects the money from the student and signs off the booklist. The subject teacher then notes down the new book and number on the booklist. The collected money must be submitted to the principal.

14. Tests

- a. A maximum of 3 testpapers can be given per day. The teachers must note down these testpapers and dates in the classbook at least 1 week in advance. Again the classbook is the starting-point. The one that has many lessons per week in the same class, can after consultation, give a colleague with only a few lessons weekly priority.
- b. In the event a student has missed a testpaper, he/she must make arrangements with the teacher to do this testpaper within a week; if the student does not comply with these conditions, then he/she gets a one (1).
- c. To arrive at the report-mark, one must give:
 - at least three (3) testpapers for the theoretical subjects,
 - at least two (2) tests for the practical subjects.

- d. - Testmarks and reportcard marks are given in decimals.
e.g. 4.4.

N.B.: Promotion marks and exam marks are rounded off to one figure: e.g.: 4.4 = 4; 4.5 = 5; 8.4 = 8; 8.7 = 9.

- Computation of the promotion mark is as follows:

$$\text{Prom.} = \frac{R1 + R2 + R3}{3}$$

- e. Students are entitled to get back their corrected work within one (1) week of the testdate.
- f. Students who are often or always absent on testdays will after warning, not be given the opportunity to do the test on another day but receives a one (1).

15. Teachers are expected to come prepared to work.

16. Teachers are expected to submit their updated syllabi in May for the following academic year.

17. Teachers are expected to hand in their evaluation report on the subject(s) he/she has taught in May.

18. Meetings

There are two (2) kind of meetings:

1. Plenary meetings
2. Meetings on reportcards.

18.1 Per academic year at least three (3) plenary meetings are to be held.
The meetings are presided over by the principal or the acting principal.
Place and time are determined by the principal and made known in advance in time to all concerned.

At plenary meetings all teachers and members of the directorate must be present.
Teachers are to submit their agenda points, if any, at least 2 days before the scheduled meeting in writing.

18.2 Per academic year at least three (3) meetings are kept on reportcards. The presence of all teachers is of ultimate importance in these meetings.

19. Excursions/fieldtrips

If you want to have an excursion or fieldtrip during school hours, request this at the least two (2) weeks in advance. This time is needed to:

- a) regulate permission from the employer and inspectorate
- b) request a bus
- c) regulate insurance
- d) notify the parents.

N.B.: PLEASE NOTIFY THE PRINCIPAL ALSO IF YOU ARE MAKING A PRIVATE OUTING WITH THE STUDENTS.

20. Punishment/Expulsion/Suspension

- a. A teacher is expected to maintain discipline and respect at all times and should not rely on the principal to execute punishment in order to do so.
- b. If a student should stay at school for punishment outside his/her normal schedule, then the parents should be notified beforehand.
- c. A student expelled from a particular class by the teacher, (only in extreme cases) must immediately report to the principal.
- d. The teacher expelling the student from class, shall in writing report the reason to the principal.
- e. The principal has the authority to suspend a student for one, two or three days.
The parents are informed of this in writing. The letter should state the reason for suspension.
- f. During the period of suspension a suspended student may not enter the school premises.
- g. Upon returning to school after suspension, the student must make sure that the homework for that first day back to school is done. Suspension is no excuse for not doing homework or not studying for future testpapers.
- h. However, if there has been a testpaper or S.B.A. during the suspension period the student will receive a one (1). There is no make up for a S.B.A. test or other testpaper missed during the suspension period.
- i. After the suspension period the student and the parents should report to the principal. Only after doing so the student can be admitted to classes again.
- j. When a very serious violation of rules has been committed or after three (3) suspensions, the principal can enter a request to the Schoolboard for expulsion of the student from school.

21. Library/Preparation area

Great effort has been made to provide material for each subject area. Please make good use of the library facilities. There are also video tapes and audiocassettes available, also books on psychology and didactics. Do not take along the material and please put everything back in its place.

22. Teachers must appear neatly attired at school.

23. Smoking is not permitted in the classrooms.

24.- A teacher, not able to attend school due to illness or other reason, must report such before 08.00 a.m. to the principal.

- A letter of absence must be submitted in accordance with letter dated September 13th, 1988, from the Lt. Governor.

*check and him
from 1988 to 1990*

TASKDISCRIPTION OF THE CLASS- OR FORMTEACHER

The starting point can be twofold:

I. Seen from the point of the leadership of the school:

Delegating certain tasks, which jointly results in the realization of a certain decentralization.

II. Seen from point of the student:

The right to good education and with that a good reception and a proper guidance, which each student of the school may expect.

A. 1. The function of classteacher is in principle part of the total function of being a teacher.

2. The appointing of the classteacher is done by the principal.

B. Considering the above starting points, the task of the classteacher has the following aspects.

1. An informative aspect
2. An administrative aspect
3. A contactual aspect
4. A stimulating aspect
5. A controlling aspect.

Following is a short explanation of each aspect as well as concrete possibilities that give these aspects their rightful value. It goes without saying that each teacher will in his/her own manner give contents to what is to be expected of him/her.

B.1.1 INFORMATIVE ASPECT

- a. The classteacher informs the class about all important matters with regards to the school and things the students should know. Important here, is that every piece of information is correct and given on time.
- b. At the beginning of the academic year the classteacher must equip him-/herself as much as possible with information about his/her students.
- c. The classteacher sees to it that a current time-table is hung visibly in the classroom.
- d. On the first day of school of the new academic year the classteacher gives the students the schedules and informs them of the schoolregulations.

B.2.1 ADMINISTRATIVE ASPECT

- Keeping check on:
- cards/letters from and to parents,
 - submitting letters of absenteeism to the principal,
 - cards on which the marks and other information of the students have been noted,
 - forms with personal information of the students, to be filled in at the end of the academic year or if a student leaves school earlier,
 - the booklists and books when students leave school before the ending of the academic year and normally at the end of each academic year,
 - the fact that at the end of the schoolyear the books must be taken in and covered.
 - the fact that the student pays for books not returned or damaged by the student.
 - the files on every student of his/her group. These files should contain: test-works, booklists etc.
 - filling in report-cards and making the necessary calculations at the end of the academic year in accordance with the norms.
 - the fact that at the beginning of the schoolyear general educational material is distributed:
(diary, pen, eraser, pencil and so on).
 - the fact that each respective student has a library card.

B.3.1 CONTACTUAL ASPECT

The classteacher must be the person the class puts all confidence in. He/she will have to make time for talks with the entire class or individual talks with the students. He/she will have to endeavour to have good contact with the parents of his/her students and periodic consultation with his/her colleagues who teach his/her students. Home visits are recommended in certain cases.

B.4.1 STIMULATING ASPECT

In connection with happenings during the academic year activities have to be initiated, which concern the school on the whole and the class in particular. The importance of these kind of activities for the unity among the students, the ties with the school and the contact between teachers and students should not be underestimated. It is the task of classteachers to by means of these type of activities promote a fine class-atmosphere. Also if these activities are held outside the normal schoolhours, the classteachers will have to within the scope of his/her possibilities give the necessary cooperation.

There must be such a balance between the activities and the normal school life, that the latter is not unnecessarily disrupted. Planning in time of all activities which have an influence on the normal time-table is a prime necessity. He/she will also as much as possible stimulate the student with their study. Where necessary he/she will have to indeed assist to reduce the risk that a student will get stuck with a certain subject.

B.5.1 CONTROLLING ASPECT

Making sure that each student is in possession of the school-regulations; a regular control on the class and things closely related to that is necessary, to safeguard the correct adhering to the school regulations. The classteacher is in the first place, the rightful person to exercise this control.

TASK COORDINATOR LADVO/ALBOGENERAL

The coordinator functions as a vital link between students, teachers, parents and principal of the school and the business world in order to bridge the gap between the world of school and the world of work. The coordinator deals with all students attending the LADVO and ALBO classes. He/she should perform all duties in consultation and with notification of the principal of the school.

Tasks will entail the following:

1. Keeping files on each student. Files for first graders should be made, existing files 2nd graders and 3rd graders are to be supplemented.
2. Three times per scholastic year a screening of students, whereby the results at that time are laid down in a written report. These reports contain also absenteeism, weaknesses and strengths of performance and/or recommendations.

A copy of this report should be submitted to:
 - a) principal
 - b) Inspectress Secondary Education (only first graders)
 - c) parents/guardians
 - d) form or classteacher.
3. At the end of the scholastic year (first graders) a report should be made up to see if student has met expectations. Results are to be sent to:
 - a) former school
 - b) Inspectorate Secondary schools
4. Every trimester the coordinator should submit a report on duties performed to the principal.
5. Setting up informative meetings with students, parents and teachers in order to give information on possibilities in the various areas.
6. Having private sessions to help students determine which sector to continue in, keeping in mind their ability, marks, wishes.
7. Keeping contact with subject teachers in order to remain abreast of the performance of each individual student. All findings should be done in writing.
8. Selecting suitable addresses for Work Experience Programme (W.E.P.).
9. Collecting tasks from subject teachers for the students going in W.E.P.

10. Setting up contract for W.E.P.
11. Setting up list W.E.P. Conductors (teachers).
12. Checking written reports students of W.E.P.
13. Making overall written evaluations of each student's W.E.P.
14. Performing as mediator between student and supervisor in cases where necessary.
15. Keeping contact with all business sectors in community as an important link between school and business world, for new developments and/or requirements which school should meet towards business world and vice versa.

TASK SUBJECTCOORDINATORSGENERAL

Each subject contributes to the overall goals (curriculum) of this educational system.

The subjectcoordinators make sure that these objectives are adhered to and keep the principal abreast of all activities.

SPECIFIC TASKS

The SUBCO should:

1. hold monthly meetings with other subjectteachers to see if everyone is "on target" and to evaluate performance of teacher and student.
2. make written reports of the meetings and submit these to the principal.
3. discuss any adjustments to existing or planned syllabi with the principal.
4. submit the syllabi for each scholastic year in May for the following schoolyear.
5. see to it that in May written evaluation reports are submitted by all subject teachers.
6. supply colleagues with all information.
7. assist subjectteachers in setting up their syllabi.
8. ensure that audiovisual material at school is optimally used.

TASKS OF SUPPORTSTAFF: a. Administrative person
b. Domestic Workers

A. ADMINISTRATIVE PERSON

1. GENERAL

The administrative clerk not only does administrative work for the school, but is also contact person between the principal and visitors, students, teachers and other personnel. Her performance can have influence on the "image" of the school. Apart from a proper presentation, she must be an example to everyone and polite in her written, verbal expression and use of language.

All tasks are to be set and supervised by the principal.

2. ADMINISTRATION OF STUDENTS

a. New students

Accumulating of forms, making overviews of admission information.

Supplementing of the book on students' registry, filling in of student-cards, entering info into computer.

Typing out student-lists.

b. For all students

Putting the studentbook together for the teachers. Taking care of forms e.g. schooldeclaration, letters for the dentist. Typing of "Model 4" and forms on state of affairs after instruction of principal.

Keep the archives in order.

Selling of schoolarticles such as: eraser, copy-books, etc.

3. ADMINISTRATION OF TEACHERS

Gathering information for the administration of the Schoolboard. Overview of illness, absenteeism, late arrivals for Schoolboard ("Model 4").

Typing out of:

Minutes, agenda points for meetings, School Based Assessment tests evaluation reports, concept examtests, syllabi of subjects to be taught.

4. REPORTCARD

- Preparing lists for marks per class and section for teachers,
- typing lists of points for the teachers' meeting,
- overview of the average mark per subject after each reportcard.

EXAM

- Typing of the written school based assessment testpapers,
- typing time-tables of written and oral exams and school assessment dates.
- taking care of lists of marks, also at re-exams,
- writing out certificates and individual list marks.

5. DETERMINATION. PARENTS EVENINGS:

- Invitations for parents' evenings,
- letters to parents in connection with advice.

6. GENERAL

Letters to parents and schools in connection with incoming and outgoing students. Information on students and applicants. Letters for principals of schools. Inspectorate, Schoolboard, Executive Council, Insular and Central Departments of Education, Radio- and Television and other newsmedia.

Letters to suppliers, orders, magazines, subscriptions, newspapers and advertisements.

7. OTHER MATTERS

- handling of incoming and outgoing telephone calls, accepting notices of illness, dates of meetings.
- collecting the mail at post office, mailing letters, taking care of the archives of the various kinds of correspondence.
- paying of bills.
- taking care of the schooldrugstore.
- taking care of all reasonable work given by the principal in the interest of a well functioning educational system.

8. WORKDAYS

Weekdays Monday through Friday.

9. WORKINGHOURS

Per week 40 hours: daily from 07.30 - 3.15 p.m.
Punctuality is a must.

10. HOLIDAYS

Entitled to 19 workingdays holiday per year; to be taken during summer schoolholiday in consultation with the principal.

11. ABSENTEEISM

- a. When not able to attend due to illness or other reason, the principal must be notified on the first day of absence, at the latest 15 minutes before due time to start working.
- b. After more than one (1) day of absence, the rule stipulated in art. 33 P.B. 1969 nr. 44 should be adhered to.

B. DOMESTIC WORKERS

1. GENERAL

These persons must have a polite and proper presentation as they also form an important part of the school operation.

They are under direct supervision of the principal of the school.

A polite and respectful attitude is a must when dealing with students and directocate.

2. WORKDAYS

Weekdays: Monday through Friday.

3. WORKINGHOURS

Per day 4 hours; according to schedule provided by the principal. Punctuality is a must.

A coffee break is included; at the same time the students have recess (15 minutes).

4. HOLIDAYS

Rights to 19 workingdays per year, to be taken during summer schoolholidays in consultation with the principal. Other termholidays of school can only be considered as free after consultation with the principal and/or employer.

5. ABSENTEEISM

a. When not able to attend due to illness or other reason, the principal must be notified on the first day of absence, at the latest 15 minutes before due time to start working.

b. After more than one (1) day of absence, the rule stipulated in art. 33 P.B. 1969 nr. 44 should be adhered to.

6. APPEARANCE

One must always appear neatly groomed and tidy on the job. No rollers in hair or hairties/hat/caps are accepted.

7. WORKDISCRIPTIONA. DAILY BASIS:

1. Office areas, library area, staffroom, teachers' toilets and consultation room must be kept clean, tidy at all times. This includes:
 - a. replenishing of articles such as toilet paper, handnapkins, filling of ice-trays, water containers etc.
 - b. dishes washed and placed away
 - c. waste baskets emptied
 - d. cleaning of telephones.
2. Washing of all cloths used by teachers and/or students for lessons.

N.B.: Complete full loads for machine.

3. Folding and returning cloths immediately to respective classrooms.

No cloths should be left on the lines at the end of the day nor during weekends. (N.B.: all clothespins should also be removed from the lines).

4. Keeping student lavatories clean and in order.
5. Keeping main entrance clean.
6. The cleaners' room and surroundings should always be clean and tidy.

B. ONCE A WEEK:

1. In office areas; library, staffroom, consultation room, cleaning of windows, doors and doorframes.
2. Office, showers and lavatories, of the gymhall should be given a general cleaning.
3. Storeroom and archives should be swept, doors and/or windows cleaned and mopped.

C. ONCE A MONTH (ALTERNATELY)

1. In office areas; library, staffroom, consultation room,
 - cleaning of bookshelves, cupboards, refrigerators and other appliances.
 - change curtains.

D. GENERAL POINTS OF INTEREST FOR DOMESTIC WORKERS

1. Care should be taken also of all cleaning material used e.g. mops rinsed well after using, changing bags vacuumcleaner etc.
2. Notification should be given to directorate when:
 - a. repairs are needed in lavatory areas of students
 - b. material or equipment used need repair or should be replaced.
3. If at any time your assistance is requested or needed in the classrooms you should give your full cooperation.
4. If one worker is on an extensive sickleave, the Schoolboard will be requested to bring in someone else to fill in temporary.

SUNDIAL

SCHEDULE DOMESTIC WORKERS

SCHOOLYEAR: 1990/1992

DATE: SEPTEMBER 3RD. 1990

NAMES: MS. ELAINE JOHNSON

MRS. WILHELMINA VIOLENUS

SHIFTS	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	07.30-11.45	ELAINE				
	10.45- 3.00	VIOLENUS				
	07.30-11.45		VIOLENUS			
	10.45- 3.00		ELAINE			
	07.30-11.45			VIOLENUS	VIOLENUS	VIOLENUS
	09.00- 1.15			ELAINE	ELAINE	ELAINE

N.B.: 1) 15 MINUTES BREAK FROM 10.30 - 10.45 A.M.

2) PUNCTUALITY IS A MUST.

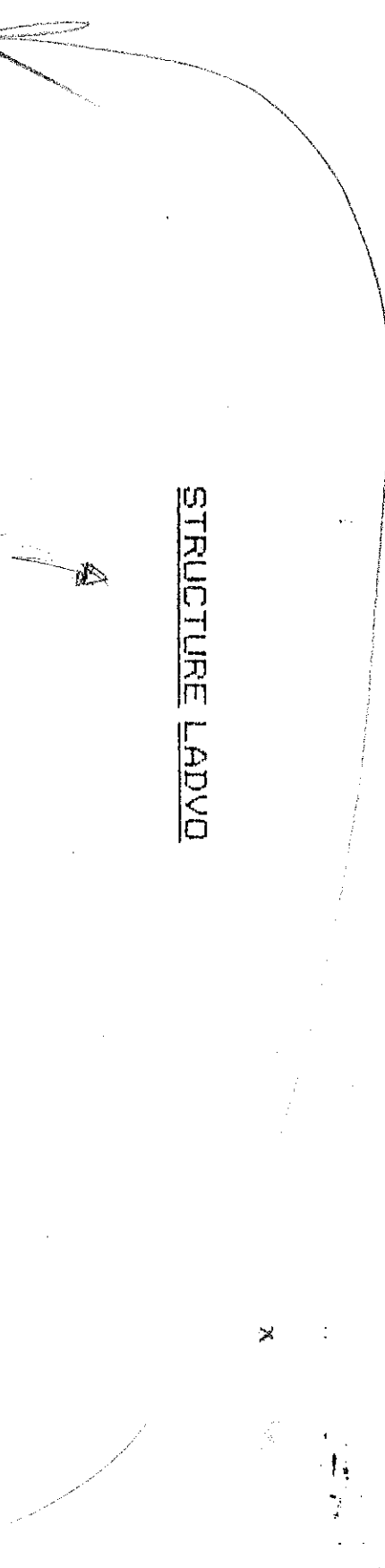
3) VALID FOR ENTIRE SCHOLASTIC YEAR 1990/1992.

SCHOOLPARLIAMENT OF SUNDIAL

1. The Schoolparliament is a body that represents the students of the various classes of the school.
2. The Schoolparliament is elected every September of each year.
3. Every class is represented by at least one and at the most two students.
4. At least two teachers give guidance to the Schoolparliament (volunteers). If there are no volunteers, two teachers will be appointed by the principal.
5. Preferably the elections are to be organized by the outgoing parliament and the teachers.
6. The parliament members decide upon the decision of portfolios among themselves.

STRUCTURE LADVO

4	SALES CLERK	HOBB. STR.	ASST. SEAMS- TREES	----	----	COMMERC COURSE	SECR. COURSE	----	ASST. DAY CARE NURSE	ASST. SER. NURSE	JUNIOR ASST. NURSE FOR THE SICK	----	----	----	TOURISM ↑	
3	SERVICE RENDERING SECTOR					ADMINISTRATIVE SECTOR					<i>WV</i>					
2	BRIDGEYEAR II															
1	BRIDGEYEAR I															



x

HOURCHART

SECTION: LADVO

YEAR: I + II

SUBJECTS	ABR.	BRIDGEYEAR LADVO I	BRIDGEYEAR LADVO II
ENGLISH	ENG	2	2
SPANISH	SP	2	2
DUTCH	DU	3	3
MATHEMATICS	MAT	2	2
WORLD ORIENTATION	WO	2	2
FOOD PREPARATION/NUTRITION	FP/N	3	3
HOUSEKEEPING/LAUNDRY	H/L	2	2
SOCIAL SCIENCE	SOS	1	1
TYPING	TYP	2	2
COMPUTER LITERACY	CMP	2	2
NEEDLE CRAFT	NDC	3	3
HEALTH SCIENCE	HSC	2	2
MUSIC	MU	1	1
ARTS	ATS	1	1
CRAFT	CF	2	2
PHYSICAL EDUCATION	PHE	2	2
STUDYPERIOD	STP	1	
SWIMMING	SWI	2	
		-----	-----
		35	32

PROMOTION CRITERIA

SECTOR: LADVO

N.B.: IN GENERAL FOR ALL FORMS:

- a. Students are not allowed to stay back twice in the same grade or form,
- b. Students are only allowed to stay back once (1) in the bridgeyears.

PROMOTION LADVO I TO LADVO II.

The student should have scored an:

- a. average of six (6) for all subjects,
- b. no more than six (6) calculated fives all round,

N.B.: a 5 = 1 calculated 5

a 4 = 2 calculated 5

- c. no mark lower than a four (4).

N.B.: Promotion rules LADVO I to LADVO II were instituted in schoolyear 1987/1988, also general rule.

SUNDIAL

PROMOTION CRITERIA LADVO 2 TO LADVO 3

DATE COMPILED: JUNE 22ND, 1989

ADMINISTRATIVE SECTOR

A

B

CORE

ENGLISH
SPANISH
DUTCH
MATHEMATICS
COMP. LITERACY
TYPING
WORLD ORIENTATION

SOCIAL SCIENCE
FOOD PREPARATION/NUTRITION
NEEDLECRAFT
HOUSEKEEPING/LAUNDRY
HEALTH SCIENCE
ARTS & CRAFT
MUSIC
PHYSICAL EDUCATION

- min. 42 points
- only 3 calculated fives allowed.
- no point lower than 4.

- a min. of 54 points
- no points lower than a four (4).
- no more than 3 calculated fives.

ON THE WHOLE NOT MORE THAN 6 CALCULATED FIVES, WHEREBY:

- 5 = 1 CALCULATED 5;
- 4 = 2 CALCULATED 5;
- 3 = 3 CALCULATED 5;
- 2 = 4 CALCULATED 5;
- 1 = 5 CALCULATED 5.

(Continuation criteria LADVO 2 to LADVO 3)

SERVICE RENDERING SECTOR (SEWING/HOSPITALITY)

A

B

CORE

ENGLISH
SPANISH
MATHEMATICS
FOOD PREPARATION/NUTRITION
HOUSEKEEPING/LAUNDRY
NEEDLECRAFT

DUTCH
TYPING
COMPUTER LITERACY
HEALTH SCIENCE
ARTS & CRAFT
MUSIC
PHYSICAL EDUCATION

- min. 42 points
- only 3 calculated fives allowed.
- no point lower than 4.

- a min. of 48 points.
- no more than 3 calculated fives
- no mark lower than a four (4)

ON THE WHOLE NOT MORE THAN 6 CALCULATED FIVES, WHEREBY:

- 5 = 1 CALCULATED 5;
- 4 = 2 CALCULATED 5;
- 3 = 3 CALCULATED 5;
- 2 = 4 CALCULATED 5;
- 1 = 5 CALCULATED 5.

(Continuation criteria LADVO 2 to LADVO 3)

ATTENDANCE SECTOR

A

B

CORE

ENGLISH
 SPANISH
 DUTCH
 MATHEMATICS
 HEALTH SCIENCE
 SOCIAL SCIENCE
 FOOD PREPARATION/NUTRITION

HOUSEKEEPING/LAUNDRY
 NEEDLECRAFT
 WORLD ORIENTATION
 TYPING
 COMPUTER LITERACY
 ARTS & CRAFT
 MUSIC
 PHYSICAL EDUCATION

- | | |
|-----------------------------------|--|
| - min. 42 points | - a min. of 54 points. |
| - only 3 calculated fives allowed | - no more than three (3) calculated fives. |
| - no point lower than 4. | - no points lower than a four (4). |

ON THE WHOLE NOT MORE THAN 6 CALCULATED FIVES, WHEREBY:

5 = 1 CALCULATED 5;
 4 = 2 CALCULATED 5;
 3 = 3 CALCULATED 5;
 2 = 4 CALCULATED 5;
 1 = 5 CALCULATED 5.

SUNDIAL

PROMOTION CRITERIA LADVO 3 TO LADVO 4

DATE COMPILED: MARCH 27TH, 1990

ADMINISTRATIVE SECTOR

COMMERCIAL COURSE

A

B

CORE

- ENGLISH
- OFFICE PROCEDURES
- TYPING
- BUSS. ADMIN.
- COMPUTER LITERACY
- SOCIAL LEGISLATION

- DUTCH
- SPANISH
- FUNCTIONAL/SOCIAL SKILLS
- WORLD ORIENTATION
- CREATIVE ARTS
- PHYSICAL EDUCATION

- min. of 36 points
- max. of 1 calculated five
- average of 6
- no mark lower than 5

- min. of 36 points
- max. of 3 calculated fives
- average of 6
- no mark lower than 4.

English MUST be min. of 6.

DISCUSSION:

1 x four + 36 points or more,
English 5 + others excellent.

- 5 = 1 CALCULATED 5;
- 4 = 2 CALCULATED 5;
- 3 = 3 CALCULATED 5;
- 2 = 4 CALCULATED 5;
- 1 = 5 CALCULATED 5.

(Continuation criteria LADVO 3 to LADVO 4)

SERVICE RENDERING SECTOR

HOSPITALITY COURSE

A

B

CORE

ENGLISH
SPANISH
TOURISM
ARITHMETIC
FOOD PREPARATION/NUTRITION
SERVICE

FUNCTIONAL/SOCIAL SKILLS
DUTCH
CREATIVE ARTS
WORLD ORIENTATION
COMPUTER LITERACY
TYPING
SOCIAL LEGISLATION
KNOWLEDGE OF COMMODITIES
ADVERTISING/WINDOWDRESSING
SALESMANSHIP
PHYSICAL EDUCATION

- min. of 36 points
- max. 1 calculated five
- English + Spanish must be a six (6)
- no mark lower than 5.

- min. of 66 points
- max. of 3 calculated fives
- no mark lower than 4.

DISCUSSION:

1 x four + 36 points.

- 5 = 1 CALCULATED 5;
- 4 = 2 CALCULATED 5;
- 3 = 3 CALCULATED 5;
- 2 = 4 CALCULATED 5;
- 1 = 5 CALCULATED 5.

(Continuation criteria LADVO 3 to LADVO 4)

SEWING COURSE

A

CORE

ENGLISH
SEWING
FANCY WORK
KNOWLEDGE OF TEXTILES
ARITHMETIC

B

FUNCTIONAL/SOCIALL SKILLS
DUTCH
SPANISH
WORLD ORIENTATION
COMPUTER LITERACY
SOCIAL LEGISLATION
CREATIVE ARTS
ADVERTISING/WINDOWDRESSING
SALESMANSHIP
TYPING
TOURISM
PHYSICAL EDUCATION

- min. of 30 points
- max. of 1 x 5 + 30 points
- no mark lower than 5

- min. of 72 points
- max. of 3 calculated fives
- no mark lower than 4.

DISCUSSION:

1 x 4 + 24 points or more.

5 = 1 CALCULATED 5;
4 = 2 CALCULATED 5;
3 = 3 CALCULATED 5;
2 = 4 CALCULATED 5;
1 = 5 CALCULATED 5.

DURATION AND IMPELEMENTATION WEP (1991/1992)

- a. In the 3rd year of the LADVO course the student will go out for a total of 2 weeks as orientation for training.

In the 4th year of the LADVO course the students will go out for a total of 6 weeks for training.

- b. At the end of each training period students will be graded. To be graded the student must submit a written report on the date specified by the school.

The mark of this report must be counted with:

- a) the overall assessment mark by the WEP conductor (report)

- b) the overall assessment mark by the supervisor (report).

So the formula is as follows:

$$\frac{\text{Rep. student} + \text{Rep. WEP Conductor} + \text{Rep. Supervisor}}{3} = \text{WEP Mark.}$$

These marks are given in decimals. At the end of the scholastic year, the finalmark is achieved by:

Adding the marks and dividing them = final marks.

This final mark is rounded off to a whole figure, whereby any decimal figure higher than 0,5 adds to the figure.
ex. 5.4 -- 5, but 5.5 -- 6.

- c. In cases of absenteeism, the student must make up for the days missed by going to the WEP address during afternoon hours after school or on Saturdays. All in agreement with the WEP conductor and the supervisor.

If the student has missed 4 days or more without a valid reason, the student will not be able to receive his/her certificate.

I. DOCUMENTATION

The final examination is regulated in the resolution final examinations LADVO: FEDERAL RESOLUTION OF GENERAL PROCEDURES, of the execution of article 32 of the Federal Ordinance Secondary Education (P.B.1979, no.29) and by decree of the regulation of final examinations L.A.D.V.O.

The complete text of this resolution is open for the perusal of interested persons at the Principal's office.

II. Final examination subjects and programme

FOR ALL STREAMS: LANGUAGES : Dutch, English, Spanish

Administrative sector

Secretarial Area: - Business Administration
 - Office Procedures
 - Typing
 - Wordprocessing on the computer

Commercial Area : - Business Administration
 - Typing
 - Business Administration
 - Theory of Trade
 - Business Economics

Service Rendering

Salescourse : - Salesmanship
 - Arithmetic
 - Windowdressing
 - Tourism

Hospitality course- Food & Beverage production
 - Service
 - Housekeeping & Laundry
 - Tourism

Sewing course : - Sewing/ Patterndrawing
 - Knowledge of Textiles
 - Fancy work
 - Arithmetic

ARTICLE 4

The final examination comprises, for:

a. The Administrative Sector:

1. Secretarial area:

- The Dutch language and business correspondence
- The English language and business correspondence
- The Spanish language and business correspondence
- Office procedures (a.o. practical office training)
- Business knowledge
- Typing
- Wordprocessing on computer

2. Commercial area

- One of the languages, Dutch, English, Spanish
- Business Economics
- Business Administration
- Business Arithmetic
- Organisation and Theory of Trade
- Typing

b. Service Sector

1. Sales area:

- Salesmanship
- Windowdressing and presentation of wares / Advertising
- Arithmetic
- Tourism
- The English and Spanish language

2. Basic Hotel - and Restaurant area

- The English and Spanish language
- Service
- Food & Beverage production
- Housekeeping / Laundry
- Tourism

3. Seamstress area

- Sewing and patterndrawing
- Fancy work
- Knowledge of textiles
- Arithmetic
- One of the languages, Dutch, English, Spanish

ARTICLE 8

The final examination consists of:

- a. A School Based Assessment test
- b. A written examination and/or
- c. An oral examination and/or
- d. A practical examination

ARTICLE 9

The School Based Assessment test is set up by the Principal and the examiners, taking into consideration what has been determined by or through this Federal Resolution.

SCHOOL BASED ASSESSMENT TESTS (S.B.A.)ARTICLE 11

1. The School Based Assessment test comprises all of the examination material.
2. Except in the subjects Typing and First Aid, the School Based Assessment test comprises all of the subjects in which a candidate is examined.
3. The School Based Assessment test of a subject takes place during the last school year by administering two or more tests, with the understanding that the last test is administered within a period of six weeks before the start of the written examinations. The tests of a subject, collectively cover the material of which the School Based Assessment test is comprised.
4. Projects
 - a. A School Based Assessment test can consist partly of a project.
 - b. The subject of the project is determined in consultation with the teacher - examiner.
 - c. Knowledge of the material used in the project is tested through an oral examination.
 - d. During this examination, besides the material used in the project, other material may also be tested.

ARTICLE 12

1. The examiner expresses his final evaluation about the knowledge, understanding and skill of a candidate by means of a grade for the School Based Assessment test.
2. For this he uses a grade between one (1) and ten (10), along with the grades in between in decimals. On this scale of grades, the meaning of the grades between one (1) and ten (10) is as follows:

1 = Very bad	6 = Sufficient
2 = Bad	7 = More than sufficient
3 = Very insufficient	8 = Good
4 = Insufficient	9 = Very good
5 = Almost sufficient	10 = Excellent

3. The grade for the School Based Assessment test is the average of the evaluations, which were given to the candidate for the School Based Assessment tests.
4. If a candidate has been examined in one subject by two or more teachers, these teachers will decide the grade for the School Based Assessment tests among themselves. If they cannot come to an agreement, the grade will be decided by the numerical average of their evaluations.
5. If an average grade is one with two or more decimals, this figure will be rounded to the first decimal, with the understanding, that this decimal will be increased by one (1) if the second decimal before the rounding is a five (5) or higher.
6. If the average of the evaluations for a School Based Assessment test is also the final grade and the average meant in this paragraph is not a whole figure, this will be rounded to the nearest whole figure with the understanding that halves will be rounded up to whole figures.

ARTICLE 13

Before the start of the written - oral - or practical examination, the candidate is apprised of his grades for the School Based assessment test in writing.

ARTICLE 15

1. Without prejudice to what is further specified about this in the Resolution of the School Based Assessment tests, a candidate who withdraws from the School Based Assessment test or who is found guilty of any other irregularity, after having had the opportunity to defend himself, can be denied further participation in the School Based Assessment test or the School Based Assessment test already done, can be declared invalid, by the Principal after discussion with the examiner.
2. Denying further participation in the School Based Assessment tests and an invalid declaration of the School Based Assessment test means denying participation in the written - oral - and practical examinations.
3. A decision to deny further participation in the School Based Assessment test and a declaration of invalidity of the School Based Assessment test will be made known to the parents or legal representative responsible for the candidate, by the Principal within three (3) days, in writing.

ARTICLE 16

1. The School Based Assessment test is carried out in accordance with a written fixed Resolution.
2. The Principal provides the Inspector and each candidate with a copy of the Resolution of the School Based Assessment test, at least two weeks before the start of the School Based Assessment test, but not later than October 1st of the year in which the School Based Assessment test is to start.
3. This Resolution mentions, in consideration with what was decided in the articles 3,8,9 and 11 through 15, in any case:
 - a. for each final examination subject, the material which will relate to the School Based Assessment test.
 - b. for each final examination subject, the manner in which the School Based Assessment test will take place (written, orally, or practically or a combination of these).
 - c. for each final examination subject, the period or periods in which or the time at which the School Based Assessment test will take place.
 - d. what was decided in the articles 9 through 11.
 - e. the measures, among which those mentioned in article 15, which can be taken with regard to a candidate who withdraws from the School Based Assessment tests or is found guilty of any irregularities during the School Based Assessment test and by whom these measures will be taken.
 - f. in which cases, to whom and within what period of time, a candidate or his parents, guardians or representatives can appeal, if that candidate has been denied further participation in the School Based Assessment test or if his School Based Assessment test has been declared invalid.

ARTICLE 17

1. The examiner fills in the grades determined by him for the School Based Assessment test on a list of grades, of which the model is determined by the Head of the Department, signs this list and turns it in to the Principal, at least a week before the start of the practical, written or oral examination.

2. The Principal is responsible for ensuring that the grades for the School Based assessment test are copied on a collective list of grades, the model of which is determined by the Head of the Department.
The Principal, the Secretary of the final examinations and the examiners, each in so far as it concerns his candidates, makes certain that the grades were copied correctly and signs the collective list of grades.
3. The Principal sends a copy of the collective list of grades, filled in and signed in accordance with the previous paragraph, to the Inspector, at least three days before the start of the practical, oral and written examination.

EXAMSARTICLE 31

1. If a candidate with a valid reason, to be judged by the Chairperson of the examination committee, is prevented from being present for the written portion of the final examination or the practical portion of one or more subjects, he will be given the opportunity to complete the examination in the period during which the re-examinations take place.
2. If a candidate with a valid reason, to be judged by the Chairperson of the examination committee, is prevented from being present for one or more subjects in the oral portion of the final examination, he will still be given the opportunity to be examined in that subject or those subjects, if possible before the meeting meant in article 49 begins and in any case, within the period in which the re-examinations take place.

ARTICLE 32

1. If a candidate has been found guilty of any irregularity with regard to the final examination and this is discovered before or during the final examination, the Chairperson of the examination committee will deny him further participation in the final examination.
2. If the candidate has acted, in any way, in conflict with the regulations and this irregularity is discovered before or during the final examination, the Chairperson of the examination committee can deny him participation or further participation in the final examination.
3. If the discovery of an irregularity happens after the final examination has finished, the Chairperson of the examination committee can decide that the candidate who has committed the fraud, will not be given a certificate or a list of grades.
4. Before implementing any of the previous paragraphs, the candidate will be given the opportunity to be heard by the Chairperson of the examination committee.

5. The Chairperson of the examination committee immediately makes up a report of the decision taken, in accordance with this article, and of the facts on which the decision is based. He sends a copy of this report to the Inspector at once.
6. If the Chairperson of the examination committee applies the previous paragraphs, he will draw the attention of the candidate to that which is specified in the next paragraph.
7. The candidate can request that the Inspector review a decision of the Chairperson of the examination committee. Such a request is turned in in writing to the Inspector within three days after the candidate has been notified of the decision. The Inspector makes an inquiry, decides on the request and determines, if necessary, in which way the candidate can still be given the opportunity to do the examination in the subjects he missed.

ARTICLE 33

In special cases the Chairperson of the examination committee, with the consent of the Inspector can administer a new final examination in a subject or a part of a subject. This examination is taken before the meeting meant in article 49.

ARTICLE 46

1. The candidate for the final examination Basic Hotel - and Restaurant stream has passed his examination if he has scored:
 - a. for the subjects belonging to group I, at least 30 points.
 - b. for one of his subjects of group I, the final grade five (5) and for his other subjects, final grades of six (6) or higher.
 - c. for one of his subjects of group I, the final grade four (4) and for his other subjects, final grades of six (6) or higher.
 - d. no grade in group I lower than a four (4).
 - e. for the subjects belonging to group II, at least 22 points for four (4) subjects and at least 17 points for three subjects.
 - f. no grade lower than six (6) for the final examination in the English language.
 - g. no grade in group II lower than a four (4).
 - h. for the subjects belonging to group III at least 11 points.
 - i. no grade in group III lower than four (4).

2. The candidate mentioned in paragraph I, who does not meet one of the conditions of group I, II, III has failed the examination.

3. The subjects belonging to each group are:

Group I : Service
Food & Beverage production
Housekeeping / Laundry
Arithmetic
Tourism

Group II : Dutch
English
Spanish

Group III : Health Science / Hygiene
Social Legislation

4. The grade for the School Based Assessment test will be applied as the final grade, if in a subject no written, oral or practical examination is to be administered.

ARTICLE 47

1. The candidate for the final examination in the Seamstress stream has passed her examinations if she has scored:
 - a. for the subjects belonging to group I, at least 18 points.
 - b. for the subject sewing / patterndrawing and for the subject textile knowledge no grade lower than five (5).
 - c. for one of her subjects of group I, the final grade five (5) and for her other subjects, final grades of six (6) or higher.
 - d. for one of her subjects of group I, the final grade four (4) and for her other subjects final grades of six (6) or higher.
 - e. no grade in group I lower than four (4).
 - f. for the subjects belonging to group II, at least 22 points for four (4) subjects or 17 points for three (3) subjects.
 - g. no grade in group II lower than four (4).
 - h. no grade lower than six (6) for the final examination in one of the languages.
 - i. for the subjects belonging to group III, at least 11 points.
 - j. no grade in group III lower than four (4).

2. The candidate meant in the first paragraph, not meeting one of the conditions of group I, II, or III of the first paragraph has failed her examination.
3. The subjects belonging to each of the groups are:

Group I : Sewing and Patterndrawing
Fancy work
Knowledge of textiles

Group II : Dutch
English
Spanish

Group III : Social Legislation
Arithmetic

4. The grade for the School Based Assessment test will be applied as the final grade if in a subject, there is no written, oral or practical examination to be administered.

ARTICLE 49

1. The candidate for the final examination of the Commercial stream has passed his examination if he has scored:
 - a. for the subjects belonging to group I at least 30 points.
 - b. for one of his subjects of group I, the final grade five (5) and for his other subjects final grades of six (6) or higher.
 - c. for one of his subjects of group I, the final grade four (4) and for his other subjects final grades of six (6) or higher.
 - d. no grade in group I lower than four (4).
 - e. for the subjects belonging to group II, at least 28 points for five (5) subjects; 34 points for six (6) subjects.
 - f. for two (2) of his subjects in group II, the final grade five (5) and for his other subjects final grades of six (6) or higher.

- g. for one of his subjects of group II, the final grade four (4) and for his other subjects final grades of six (6) or higher.
 - h. no grade in group II lower than four (4).
 - i. for the subject Typing in group III, a satisfactory result.
2. The candidate meant in the first paragraph, who does not meet one of the conditions of group I, II, or III of the first paragraph, has failed his examination.
 3. The subjects belonging to the groups are:

Group I : Business Economics
Business Administration
Business Maths
Theory of Trade
Legal knowledge

Group II : Dutch
English
Spanish
Office Procedure
World Orientation

Group III : Typing
 4. The grade for the School Based Assessment test will be applied as the final grade if in a subject, there is no written, oral or practical examination to be administered.

EXAMINATIONS SECOND PERIODA. Re-examination

1. The candidate who still can pass the examination, has the right to request a re-examination in, at the most, one of the subjects mentioned in article 3, with the exception of the practical subjects.
2. The candidate, to this end, sends a written request to the Principal, before a date and time determined by the Principal.
3. If a candidate has not requested re-examination on time, the preliminary result becomes final.
4. The re-examination of a written examination is done in the same manner as a regular written examination. The highest grade scored between the re-examination and the written examination previously taken, will apply as final grade for the written examination.
5. The candidate, who sits for re-examination in a subject, has passed the examination if his final grade after the re-examination still meets the conditions set in articles 46 - 47 - 49.
6. The candidate who does not meet the conditions set, has failed his examination.

B. Examinations for those who were ill

Candidates who were prevented from participating in one or more sessions, and having valid reasons, can complete their examinations in the period of re-examination.

ARTICLE 50

The examination committee determines, in accordance with articles 41 through 49, which candidates have passed their examination, which have failed and which have been admitted to sit for re-examination, during a meeting.

ARTICLE 51

1. As soon as possible, after the meeting meant in article 50, the results will be made known to the candidates along with the final grades.
2. The successful candidates are presented their certificates, of which the model is determined by the Minister.
3. Each candidate receives a list, in accordance with a model, determined by the Head of the Department, at the conclusion of the final examinations. On this list and on the certificate, the subjects, in which the candidate has been examined are mentioned, as well as the grades scored for those subjects and the results of the examination.
Duplicates of certificates are not presented.

ARTICLE 54

In cases not covered by this Resolution and for which an immediate decision is necessary, the Chairperson of the examination committee will decide. His decision is made known to the members of the examination committee and to the Inspector as quickly as possible.

SCHOOL BASED ASSESSMENT TESTS / EXAMINATION MEASURESAbsence due to illness and other circumstances1. Illness

In case of illness, a candidate must deliver, as soon as possible, but within a week after his return to school, a statement from the doctor in which is clearly stated that the candidate could not possibly have participated in the School Based Assessment test for medical reasons on that particular day.

Doctor's statements turned in after this period, will not be accepted.

A candidate who does not turn in mentioned statement on time, will be considered to have been absent without authorisation. For the unauthorised absence, the School Based Assessment test missed, a one (1) will be given. This grade cannot be changed.

2. Absence for reasons other than illness

- a. The Directorate will decide if the reason(s) given by the candidate are legitimate or not.
- b. The Directorate will decide in case of legitimate absence, after consultation with the teacher / examiner and the candidate concerned, when and in which way, a School Based Assessment test missed, can be made up.
- c. In case of unauthorised absence a one (1) will be given.

3. Irregularities and measures

- a. When a candidate appears late at a School Based Assessment test or an examination, without a valid reason (to be judged by the Directorate) he/she must complete the test in the time still remaining. Extra time will not be allowed.
- b. In fraudulent cases (copying, using material not permitted, turning in someone else's work), the candidate will get a one (1).
- c. If the School Based Assessment test or part of the examination consists of a workpiece or a project and if this is not turned in on the predetermined date, without a valid reason, a one (1) will be given for this School Based Assessment test or part of the examination.

Reasons for exclusion from examinations

- A. A candidate who has scored an insufficient grade for the W.E.P. is further excluded from the examination.
- B. A candidate who does not stick to the rules in connection with the number of books to be read for the subjects, English, Dutch and Spanish will be excluded from the examination.
- C. A candidate who is not in possession of the basic typing certificate will be excluded from the examination. (Only applicable for students in the Administrative Sector.)
- D. A candidate caught committing fraud during the examination (copying, using material not permitted pertaining to the subject material) will be excluded from the examination.
- E. A candidate who has not complied with the rules of the School Based Assessment test can be excluded from the examination by the Chairperson of the examination committee after the candidate has been heard.
- F. A candidate who, during the last examination schoolyear, has missed more than 30% of the lessons, without permission and without legitimate reasons, can be excluded from the examination.
- G. After a decision has been made to exclude a candidate from the examination, the Chairperson of the examination committee informs the Inspector and the parents of the candidate concerned.

AGREEMENT ON THE WORKEXPERIENCE PROGRAM (W.E.P.)

LADVO

The undersigned:

- a) located at 1)
for the purposes of this provision represented by
hereafter referred to as the Establishment for the W.E.P.
- b) The Foundation for Promotion of Secondary Education in the Windward
Islands, located at 2)
for the purposes of this provision represented by 3)
hereafter referred to as 4)
- c) 5)
for the purposes of this provision authorized by
..... 6)
hereafter referred to as the trainee.

CONSIDERING

- that 7)
under whose jurisdiction the Educational Institution, named the Sundial
School, resorts and which school is located on Charles Vogesstreet 14,
Pondfill, St. Maarten
- that based on the curriculum applied by the Educational Institution, the
Sundial School, the W.E.P. constitutes an essential part of the educational
program
- that on an agreement was reached between the
Foundation for the Promotion of Secondary Education in the Windward Islands
and the Establishment for the W.E.P. with regard to the making available of
training facilities
- that the trainee is presently enrolled at the Educational Institution, the
Sundial School, and that he/she desires to enter the W.E.P. at the afore-
mentioned Establishment, which has expressed its readiness to offer the
trainee the opportunity to receive practical training at its establishment.
- that the activities the trainee engages in should in first instance be of
an educational nature related to the course the trainee is presently
enrolled in at the Sundial School.

The undersigned

Hereby declare to have agreed upon the following:

Article 1

The Establishment for the W.E.P. will allow the trainee to take part in the W.E.P. taking into consideration the syllabus of the course

..... 8)

In the period of until
during day(s) a week and hours
per day.

Article 2

The assignment for the W.E.P. which has to be accomplished within the scope of the course the trainee is enrolled in, reads as follows: 9)

Article 3

- a) The trainee will be engaged in the W.E.P. on the following days
 From until
 o'clock 10) with the exceptions of the days during
 which the Establishment for the W.E.P. will be closed for business.
- b) The trainee shall not be participating in the school holidays during
 the time that the Educational Institution is closed, but abide
 by the days and hours that the business is open.

Article 4

The trainee is obliged to comply with all rules, regulations and
instructions within the Establishment for the W.E.P. set for the purpose
of securing law and order, the safety and well-being of its employees.

Article 5

- a) The Establishment for the W.E.P. appoints
 11)
 as the W.E.P. conductor, charged with the guidance of the trainee at the
 place of training.
- b) While at the place of training the trainee shall follow all instructions
 given by the W.E.P. conductor.
- c) The trainee will engage in no other activities than those assigned with-
 in the framework of the Training Activity by the Educational Institution,
 the Sundial School.

Article 6

The Foundation for Promotion of Secondary Education in the Windward Islands
shall appoint 12)
from the Teaching Staff to function as the W.E.P. teacher, charged with
the monitoring and guiding of the trainee.

Article 7

The trainee is obliged to keep confidential all information relayed in
confidence to him/her, all classified information which incidentally has come
to his/her knowledge or of which he/she is aware of the confidential nature.

Article 8

The trainee shall inform his W.E.P. conductor and W.E.P. teacher in due time when he is to be absent from the W.E.P. and of the time when he will return.

Article 9

The experience will be recorded in a W.E.P. recordbook by the W.E.P. conductor and the W.E.P. teacher.

Article 10

If problems arise the trainee shall in first instance approach the W.E.P. conductor.

Both the trainee and the W.E.P. conductor may bring the problem before the W.E.P. teacher.

If no solution can be found collectively, then each party may state his case before one or more mediators authorized by the Foundation for the Promotion of Secondary Education in the Windward Islands.

A solution for the problem has to be found in consultation with the Establishment for the W.E.P.

None of the parties will terminate the W.E.P. earlier than agreed upon without consulting with each other.

Article 11

The agreement shall terminate at the end of the period stipulated under article 1.

Intermediate termination shall take place by mutual consent and only:-

- a) after written notification from the Foundation for Promotion of Secondary Education in the Windward Islands to the Establishment for the W.E.P., if the Foundation for the Promotion of Secondary Education in the Windward Islands after deliberation with the trainee and the Establishment for the W.E.P. and after consulting the W.E.P. conductor, has assured itself that:
 1. the Establishment for the W.E.P. is not adequately living up to the obligations resulting from this agreement.
 2. such circumstances occur that it cannot be reasonably expected of the trainee that he/she continues with the W.E.P.

- b) after written notification of the Establishment for the W.E.P. to the Foundation for the Promotion of Secondary Education in the Windward Islands after deliberation with the Foundation for the Promotion of Secondary in the Windward Islands and the trainee, when such circumstances occur, that it cannot be reasonably expected of the Establishment for the W.E.P. to continue with this agreement.

Article 12

When the Establishment for the W.E.P. and the Foundation for the Promotion of Secondary Education in the Windward Islands have signed an agreement to cooperate, the latter will submit a copy of the agreement to the trainee.

Thus agreed upon and drawn up in threefold in St. Maarten on

a) The Establishment for the W.E.P.

On behalf of 13)
(Signature of authorized person)

b) The Educational Institution

On behalf of the Foundation for the Promotion of Secondary Education in the Windward Islands 14)
(Signature of authorized person)

c) The Trainee

..... 15)
For authorization and assistance:
..... 16)
(Name & signature of the legal representative of the trainee)

APPENDIX

1. Name and address organisation/establishment offering the Work Experience Program (W.E.P.)
2. Name and address of the Foundation under whose jurisdiction the Educational Institution/School resorts.
3. Name(s) of the member(s) of the Board, representing the Foundation.
4. The Executive Council (if a public school) or the Foundation for the Promotion of Secondary Education.
5. Name and address of the trainee in the W.E.P.
6. Name and address of the trainee's legal representative if the trainee is still a minor.
7. Name and address of the educational institution/school.
8. Type of course the student is enrolled in at the educational institution.
9. The description of the W.E.P. and the assignment that the student has to accomplish.
10. Mention the days, morning and afternoons, hours and time.
11. Name of the W.E.P. conductor.
12. Name of the W.E.P. teacher.
13. Name of the organisation for the W.E.P.
14. Name of the legal entity under whose jurisdiction the educational institution/school resorts.
15. Signature of the trainee.
16. Name and signature of the legal representative of the trainee if the latter is a minor.

STRUCTURE ALBO

FORM 4
FORM 3
BRIDGEYEAR 2
BRIDGEYEAR 1

Duration of the course

The course has a duration of four years.

Language of instruction

The language of instruction will be English.

The rationale for having English as the language of instruction is:

- to upgrade the knowledge of the English language in order to ensure the correct use of standard English,
- to ensure a better understanding and comprehension of the subject matter, thus facilitating the learning process.
- to ensure a better communication with members of the society in which the student lives,
- to make the student better equipped to deal with a job after completion of his/her studies.

THE WORK EXPERIENCE PROGRAMME (ABBR. WEP)

In year 4 there's a W.E.P. Objectives WEP are:

- 1) to bridge the gap between school and jobmarket,
- 2) to make the student aware of the possibilities in the community,
- 3) to give the student hands-on experience, to develop their skills,
- 4) to smooth the path of obtaining job-placement for the student.

DURATION AND IMPLEMENTATION WEP (1991/1992)

- a. In the 4th year of the ALBO course the student will go out 2 (twice) for training.
- b. At the end of each training period student will be graded. To be graded the student must submit a written report on the date specified by the school. The mark of this report must be counted with:
 - a) the overall assessment mark by the WEP conductor (report)
 - b) the overall assessment mark by the supervisor (report).

So the formula is as follows:

$$\frac{\text{Rep. student} + \text{Rep. WEP Conductor} + \text{Rep. Supervisor}}{3} = \text{WEP Mark.}$$

These marks are given in decimals. At the end of the scholastic year, the final mark is achieved by:

Adding the marks and dividing them = final marks.

This final mark is rounded off to a whole figure, whereby any decimal figure higher than 0,5 adds to the figure.
ex. 5.4 -- 5. but 5.5 -- 6.

- c. In cases of absenteeism, the student must make up for the days missed by going to the WEP address during afternoon hours after school or on Saturdays. All in agreement with the WEP conductor and the supervisor.

If the student has missed 4 days or more without a valid reason, the student will not be able to receive his/her certificate.

SECTION: ALBO

YEAR: I, II, III AND IV

SUBJECTS	ABR.	ALBO	ALBO	ALBO III		ALBO IV	
		I	II	HOSP	SEW	HOSP	SEW
NEEDLECRAFT	NDC	6	6		6		15
FOOD PREPARATION/ NUTRITION	FP/N	3	3	4		7	
HOUSEKEEPING/LAUNDRY	H/L	2	2			2	
FAMILY LIFE EDUCATION	FL	1	1				
ENGLISH	ENG	2	2	3	3	3	3
ARITHMETIC	AR	2	2	1	1	1	2
HEALTH SCIENCE	HSC	2	2			1	
SOCIAL SCIENCE	SOS	2	2	2	2	2	2
AGRICULTURE	AGR	1	1	1	1	1	1
DUTCH	DU	2	2	2	2	2	2
FUNCTIONAL/SOCIAL SKILLS	F/SK	1	1	1	1	1	1
ARTS	ATS	4	1	1	1	1	
CRAFT	CF	2	2	2	2	2	
MUSIC	MU	1	1	1	1	1	1
PHYSICAL EDUCATION	PHE	2	2	2	2	2	2
STUDY PERIOD	STP	1					
SERVICE	SV			2		6	
SALESMANSHIP	SAL			1	1		
ADVERTISEMENT/WINDOWDRESSING	A/WD			1	1		
FANCY WORK	FW				1		4
KNOWLEDGE OF TEXTILES	KTX				2		2
SOCIAL LEGISLATION	SLE					1	1
KNOWLEDGE OF COMMODITIES	KNC					1	
TOTAL		31	30	24	27	34	35

CRITERIA FOR PROMOTION (1991/1992)

SECTOR: ALBO

N.B.: IN GENERAL FOR ALL FORMS:

- a. Students are not allowed to stay back twice in the same grade or form,
- b. Students may not stay back in two (2) consecutive years.

PROMOTION ALBO I TO ALBO II:

A
CORENEEDLECRAFT
FAMILY LIFE EDUCATION
FOOD PREPARATION
HOME ECONOMIC

B

ENGLISH
ARITHMETIC
SOCIAL SCIENCE
HEALTH SCIENCE
ARTS/CRAFT
PHYSICAL EDUCATION
MUSIC
AGRICULTURE

- min. 24 points.
- allowed are:
two (2) fives (5) or
one (1) four (4).

- maximum 3 calculated fives (5).

N.B.: a) No more than five (5) calculated fives allowed in subjects mentioned under A + B.

b) A five (5) counts for one (1) calculated five; lower than a five (5) counts for two (2) calculated fives.

PROMOTION ALBO II TO ALBO III:

I. HOSPITALITY

FOOD PREPARATION
HOUSEKEEPING/LAUNDRY
ENGLISH
ARITHMETIC

SEWING

SEWING
FANCY WORK
ENGLISH
ARITHMETIC

min. 24 pts.
>1 four (4) or 1 five
(5) allowed.

SOCIAL SCIENCE
SOCIAL/FUNCTIONAL SKILLS
DUTCH
AGRICULTURE
ARTS/CRAFT
MUSIC
PHYSICAL EDUCATION

SOCIAL SCIENCE
SOCIAL/FUNCTIONAL SKILLS
DUTCH
AGRICULTURE
ARTS/CRAFT
MUSIC
PHYSICAL EDUCATION

min. 42 pts
>1 calculated
five (5)
allowed.

N.B.:

- NO MORE THAN 3 CALCULATED FIVES IN I AND II.
- EVERYTHING UNDER 5 COUNTS FOR 2 CALCULATED FIVES.

PROMOTION ALBO III TO ALBO IV

I. HOSPITALITY	SEWING	
FOOD PREPARATION SERVICE HOUSEKEEPING/LAUNDRY (th. + pr.) ENGLISH	SEWING FANCY WORK KNOWLEDGE OF TEXTILES ENGLISH	<div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; padding: 5px; display: inline-block;"> min. 24 pts. no mark lower than a six (6) </div>

II. ARITHMETIC ADVERTISING SALESMANSHIP SOCIAL SCIENCE	ARITHMETIC ADVERTISING SALESMANSHIP SOCIAL SCIENCE	<div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; padding: 5px; display: inline-block;"> min. 24 pts. 1 calculated five (5) allowed. </div>
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III. AGRICULTURE ARTS/CRAFT MUSIC PHYSICAL DDUCATION DUTCH SOCIAL/FUNCTIONAL SKILLS	AGRICULTURE ARTS/CRAFT MUSIC PHYSICAL EDUCATION DUTCH SOCIAL/FUNCTIONAL SKILLS	<div style="border-left: 1px solid black; border-right: 1px solid black; border-bottom: 1px solid black; padding: 5px; display: inline-block;"> min. 36 pts 1 calculated five (5) allowed. </div>
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N.B.:

- NO MORE THAN 2 CALCULATED FIVES IN I, II AND III.
- EVERYTHING UNDER 5 COUNTS FOR 2 CALCULATED FIVES.

EXAMINATION CRITERIA ALBO FOR SCHOLASTIC YEAR (1991/1992)

At the end of the fourth year, the students will sit an examination.

SUBJECTS	ABBR.	S E W I N G		HOSPITALITY	
		EXAM SEW	S B A SEW	EXAM HOSP	S B A HOSP
<u>CORE SUBJECTS</u>					
SEWING	SEW	X			
FANCY WORK	FW	X			
KNOWLEDGE OF TEXTILES	KTX	X			
ENGLISH LANGUAGE	ENG	X		X	
FOOD PREPARATION	FP			X	
SERVICE	SV			X	
HOUSEKEEPING/LAUNDRY	H/L			X	
<u>NON EXAM-SUBJECTS</u>					
ARITHMETIC	AR		X		X
SOCIAL SCIENCE	SOS		X		X
ADVERTISING/WINDOWDRESSING	A/WD		X		X
SALESMANSHIP	SAL		X		X
DUTCH LANGUAGE	DU		X		X
FUNCTIONAL/SOCIAL SKILL	F/SK		X		X
ARTS & CRAFT	A/C		X		X
AGRICULTURE	AGR		X		X
MUSIC	MU		X		X
PHYSICAL EDUCATION	PHE		X		X

As indicated in the chart the subjects are divided into 2 groups:

- Core subjects (exam subjects)
- non examination subjects.

Re Core subjects

The student has to sit an exam for these subjects. The exam will be administered by the examiner, the teacher who instructed the student during his/her final year and a supervisor appointed by the Minister of Education.

Re non-examination subjects

These are the subjects which are tested by SBA (school based assessments).

(Continuation examination criteria ALBO 4, 1991/1992).

Examination Criteria

The examinee has passed when he/she has:

- a) a six (6) for all core subjects.
- b) a maximum of three calculated fives for the non-examination subjects, whereby a five (5) counts as one and a four (4) or lower counts as 2 calculated fives.
- c) Work Experiences Programme has to be an average of six (6).

Computation of the final marks:

- The final mark of the core subjects is determined by adding the average mark of the SBA + Exam mark and dividing the sum by 2.

$$\frac{\text{AV.SBA} + \text{EX}}{2} = \text{FINAL MARK}$$

- The non examination subjects take the rounded off figure of the average of the SBA as the final mark.

Certificates

- a) At the end of the four years, a certificate will be handed out to those students who have successfully passed their exams.
- b) A student who leaves school during or before completing the four years' course, receives proof of having attended the course.

WORK EXPERIENCE

WMP PROGRAMME

SUMMIAL 90/91



AGREEMENT AND REGULATIONS WORK EXPERIENCE PROGRAMME

S T R E A M A L B O

SUNDIALWHAT IS THE WORK EXPERIENCE PROGRAMME?

Work Experience has been called many things over the years such as:

ON THE JOB EXPERIENCE

ON THE JOB TRAINING

PRACTICAL TRAINING

ETC. ETC.

However, we shall use the term Work Experience Programme, abbreviated: W.E.P. In one form or another it is part of the school's curriculum and is placed in the timetable as an integral part of the student's studies, in the ALBO-stream.

Via the expertise of the W.E.P. Conductor, the student is counselled about job attitudes, punctuality, the types of jobs available on Sint Maarten, etc. etc. The student is then placed in a suitable training environment and receives training in his/her chosen field from the company. However, as you can imagine this is not something which can be realized in a matter of weeks. Rather it can take months or even in some cases years.

The students experiences are varied whilst undergoing training and in some cases initial placement is unsatisfactory and a fresh evaluation and placement has to take place.

In most cases W.E.P. results in full-time employment for the following reasons:

- a) The employer has trained the student to standards required by the company.
- b) The employer knows the student's character, foibles and reliability.
- c) The student's graduation certificate is meaningful to the employer because he already knows that if the certificate says "Shop assistant" the student can write out a bon, or work with a cashregister.

SUNDIAL

THE SCHOOL'S RESPONSIBILITY TO THE EMPLOYER

1. To visit the company on a regular basis.
2. To ensure that students are covered by health and liability insurance.
3. To attempt to organise the student's education in such a way that it is of benefit to both the student and the employer.
4. To be available to both student and employer to deal with problems as they arise.
5. The school is free to terminate the practical training if the pupil is often put to duties outside of his/her training activities.

SUNDIAL

THE EMPLOYER'S RESPONSIBILITY TO THE SCHOOL AND THE STUDENT

1. To give the student good and appropriate training.
2. To assign a suitable employee to train and supervise the student's activities, the business is responsible for the pupil during the W.E.P.
3. To pay the student Naf. 10,-- per day as expense money.
4. To ensure that all reasonable safety measures are taken in the student's working environment.
5. To complete a report on each student in training per trimester.

THE EMPLOYER IS NOT EXPECTED TO:

1. Provide full-time employment unless he wishes to do so.
2. To keep a student if he/she is not suitable or if the student's behaviour is unsatisfactory.
3. To have the student leave the establishment to perform errands and or other activities, this in connection with insurance coverage.

St. Maarten,

SUNDIAL

RULES STUDENTS WORK EXPERIENCE PROGRAMME: (ALBO)

1. Workinghours: 8 hours per day.
2. You should make and submit a full report at the end of each trimester on the date specified by the school.
3. You should be punctual.
4. Your clothing should be suitable for the type of work to be performed.
5. Obedience is a must.
6.
 - a. You will have to make up for any days missed due to absence during afternoon hours or on Saturdays.
 - b. If you miss more than 2 days per trimester without a valid reason, you will not receive your certificate.
 - c. Neither will you receive expense money for the days absent.
7. In case of illness you should notify the management and the school immediately that you'll be absent and the reason.
8. Your practical training will be evaluated by your supervisor and a teacher of the school.
9. Any duties or tasks issued to you by your supervisor which is linked to the smooth operation of the business should be done to the best of your ability.
10. The practical training has to be sufficient for you to obtain your certificate.
11. Each trimester the student must complete the training at a particular address.

Student

WEP Coordinator

Parents/Guardians.

SONDIAL

CHARLES VOGESSTREET 14
PHILIPSBURG
ST. MAARTEN N.A.

TEL. 22910.

WORK EXPERIENCE PROGRAMME

SCHOOL/EMPLOYER AGREEMENT

Student's Name.

.....

1. General Duties.

.....

2. Special Skill Activities.

.....

3. Payment: Amount _____ Payment Date: Monthly.

4. Meals: Provided/not provided.

5. Dress code.

6. Transportation.

Company: Tel.: #

Supervisor:

Training days:

Employer:

W.E.P.C.

Date:

Signature: WEP Conductor.

Signature

SUNDIAL

CHARLES E. VOGESSTREET 14
PHILIPSBURG
ST. MAARTEN N.A.

TEL: 22910

WORK EXPERIENCE PROGRAMME

STUDENT'S PROFILE

Name:

Address:

..... Tel.:

Nationality:

Date of birth:

Whom to contact in case of emergency: SUNDIAL SCHOOL

Telephone: 22910

Other Comments:

.....
.....
.....
.....
.....
.....
.....

Signed:
W.E.P. Conductor

Date:

SUNDIAL

CHARLES E. VOGESSTREET 14
PHILIPSBURG
ST. MAARTEN N.A.
TEL.: 22910

REPORT ON STUDENT

STUDENT'S NAME:

COMPANY:

DATE:

RATINGS: 5 = EXCELLENT 4 = GOOD 3 = AVERAGE 2 = FAIR
1 = POOR.

RATING	DESCRIPTION	STUDENT COULD IMPROVE BY:
	A. Welcomes assistance and suggestions cheerfully.	
	B. Reports to job station on time.	
	C. Clean, well groomed and dressed neatly.	
	D. Carries out work as directed.	
	E. Does his/her share of the work.	
	F. Follows the rules and regulations of the company.	
	G. Polite and shows respect for other.	
	H. Reports when leaving the job station.	
	I. Gets along with fellow workers.	
	J. Honest.	
	K. Dependable.	
	L. Calls in when sick.	
	M. Seldom complains or needs	
	N. Shows interest in self-improvement.	
	O. Skills on the job.	

The student was a) absent days

b) late times.

Supervisor/Employer

Date.

SUNDIAL
WORK EXPERIENCE PROGRAMME
STUDENT REPORT (TRIMESTER

NAME :
COMPANY: TEL.: EXT.
DEPARTMENT: SUPERVISOR
W.E.P. CONDUCTOR:

Date	Comments

EVALUATION FOR TRIMESTER

.....
.....
.....
.....

SUNDIAL

CHARLES E. VOGESSTREET 14
PHILIPSBURG
ST. MAARTEN N.A.

TEL.: 22910

STUDENT INJURY FORM

Date:

Name of Pupil

Home Address

Grade Sex Trade Area

Nature of injury

.....

.....

Cause of accident

.....

Date of accident Approximate time

Place

Witnesses

.....

First Aid given

.....

.....

School Notified

.....

Supervisor/Employer.

SUNDIAL

CHARLES E. VOGESSTREET 14
PHILIPSBURG
ST. MAARTEN N.A.

WORK EXPERIENCE PROGRAMME.

EMPLOYMENT RECORD

Student:Grade:

W.E.P. Conductor:

Date: 1st term:

2nd term:

3rd term:

Job #1

Place of employmentDate entered

Type of jobDate leaving

Reason for leaving

Job #2

Place of employmentDate entered

Type of jobDate leaving

Reason for leaving

Job #3

Place of employmentDate entered

Type of jobDate leaving

Reason for leaving

Withdrawn from programme

Full time placement

Date

Reason for withdrawal