



SCHOOL GUIDE

HANDBOOK FOR STUDENTS AND PARENTS

2016 – 2017

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St. John's, August 2016

Dear parents/guardians and students,

In the Academic School Year 2016-2017 the Saba Comprehensive School will continue to improve the quality of education. That includes the quality and information in this school guide.

This guide can be used when you have questions about rules and regulations, if you would like to contact one of the teachers directly, or if you would like more information about for instance term dates and report card distributions.

The Saba Comprehensive School still is a very unique school within The Kingdom of the Netherlands. Not only because of our geographical position or the diversity of students and teachers, but most of all because of our education: Saba Comprehensive School provides inclusive quality secondary education & care.

The upcoming Academic Year more information will be shared about the further implementation of the CCSLC and the introduction of the CVQ. Furthermore our focus will be of the Care and the Career and Guidance department.

Of course the school is reaching out to all parents, guardians and students to share what is on your mind. You can do so via (homeroom) teachers, department leaders, the director, the MR and/or the Student/Parent body.

I wish everyone a successful and memorable school year in which we continue to build on a good relationship with all stakeholders.

Best regards,

Anton Hermans

Principal

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History and character of the school

Saba Comprehensive School (S.C.S.), located in the village of St. John's, is an English language secondary school. The S.C.S. was founded in 1976 as a Dutch language secondary school offering M.A.V.O., L.T.S., and Huishoud (Home Economics). The Island Government of Saba decided to make English the language of instruction throughout both the primary and secondary levels, which required S.C.S. to change its educational system. With English as the primary language of instruction the Saba Comprehensive School offers three educational streams (PrO, Vocational, and Academic). Although English is the language of instruction, Dutch is being taught as a strong foreign language given the status of Saba.

Organizational structure

The Saba Educational Foundation (SEF) is the employer of all staff at the Saba Comprehensive school¹ and is referred to as the School Board.

The School Board is responsible for developing new and monitoring existing school policies for the school.

The school board consists of

Mr. Franklin Wilson	President
Ms. La-Toya Charles	Secretary
Mr. Gied Mommers	Treasurer

The day to day management of the school has been delegated to the director and the management team.

There are two departments : the Lower Forms & Praktijkonderwijs and the Upper Forms (Vocational Department and Academic Department). The department

¹ For the organization chart please turn to page 13

leaders are members of the management team and part of teaching staff.

The school has 21 teachers. Most teachers teach in more than one stream. Each class has a homeroom teacher.

The non-teaching staff consists of a Financial officer, an Administrative clerk, a Cleaner and a Security officer. In addition to the SCS-staff there is a Maintenance officer and a Directors' secretary, the latter is also the Truancy officer.

Educational Organisation

When students finish primary school they will be accepted at the Saba Comprehensive School. During the first two years, in the lower forms, students will use the CCSLC-Syllabus² for 5 core subjects. These are English, Social Studies, Mathematics, Integrated Science and Spanish.

This CCSLC programme incorporates the skills, abilities, attitudes and values that all secondary school students should have. The programme is very flexible and targets students with a wide range of abilities. Students will be assessed at the end of form 2 when they have demonstrated readiness.

The outcome of these assessments, the results of the TerraNova test, the teacher's recommendation and the student's/parental wish will determine whether a student will continue in the Academic or in the Vocational stream.



² Please visit CXC.org for more information

EDUCATIONAL REFORM

At this moment the Ministry of Education, Culture and Sciences is considering implementing a three-year lower forms for Saba and St. Eustatius followed by either the Academic Stream or the Vocational Stream. The students that enrolled in form 2 (2016-2017) might be the first students that will be effected by this change. The MBO will be phased out with the implementation of the Caribbean Vocational Qualification per School Year 2017-2018. Information will be shared regularly.

GENERAL INFORMATION

All important data such as report card meetings, parent evenings, and internship weeks can also be found on the SCS Website.

You are also informed via our newsletter. This newsletter is sent home to the parents/guardians regularly with the students and is digitally available via our website.

SCHOOL HOURS

Lesson	Time
1	07.15 – 08.00
2	08.00 – 08.45
3	08.45 – 09.30
break	09.30 – 10.00
4	10.00 – 10.45
5	10.45 – 11.30
6	11.30 – 12.15
break	12.15 – 12.30
7	12.30 – 13.15
8	13.15 – 14.00
9	14.15 – 15.00
10	15.00 – 15.45

VACATION SCHEDULE

Start of the school year	August 15 th
Mid-term break	October 17 th -21 st
Saba Day	December 2 nd
Christmas vacation	December 19 th – January 6 st
Mid-term break	February 27 th - March 3 rd
Easter Vacation	April 10 th – 17 th
King's Day	April 27 th + 28 th
Labor Day	May 1 st
Ascension Day	May 25 th + 26 th
Pentecost vacation	June 5 th
Summer vacation	June 30 th - August 11 th

Please turn to page 11 for information about sports days and report cards.

TRANSPORTATION

The government of Saba provides school transportation to and from school. The buses are also available for field trips and other events. Students are expected to respect the bus driver and behave well towards each other.



Education is compulsory.

The obligation of parents/guardians to ensure that a youngster is registered as a pupil in a school starts on the first school day of the month after he/she has turned four years old. This obligation will terminate at the end of the academic year in which he or she has reached the age of sixteen and has obtained a start qualification. In general this will be the case at the end of the school year in which the youngster has attended one or more schools for at least twelve academic years of complete education. If a youngster has not obtained a start qualification at that age, an obligation to follow a complete education or to follow a combined learning and working trajectory will remain in effect until he or she has either achieved a start qualification or reached the age of 18.

In case of special circumstances, extra mitigating leave may be granted up to a maximum of 10 school days per school year. A request must be submitted to the director. Extra leave will not be granted during the first two weeks following the summer holiday. In cases in which the requested leave amounts to more than ten days per school year, the Truant Officer shall decide if leave can be granted. Requests for extra leave must be submitted 8 weeks in advance.

Students are required to attend all classes. Tardiness will be recorded in our digital system. In this system, a distinction is made between authorised and unauthorised absenteeism. Students who do not give notice of their absence will be recorded as unauthorised absent. These records are passed on to the Truancy Officer. High absenteeism can lead to sanctions such as detention, suspension or an official report to the Prosecutor/Judge.

SCHOOL DISCIPLINE

In order for the school to function we have set a few rules and regulations. Discipline, courtesy, good manners and respect for each other's personal property are expected norms of behaviour.

School starts at 7.15 am. Students who come in late will be registered in the digital tracking system before entering a class.

Assembly Every Monday the school gets together to start the week and to give the students the opportunity to work on their presentation skills. This assembly is also used to share general information and school announcements. Parents/Guardians are cordially invited to join.

Reporting sick/absenteeism If a student is not able to come to school the parent/guardian should contact the school administration stating the reason for not attending class. Students with dental/doctor appointments have to submit a note to the administration office as proof. This can also be done digitally via administration@learningsaba.com.

During the recess various healthy snacks and drinks are being sold. We encourage students to bring their own packed lunch. Water fountains are located around the school and can be used at all times. Fizzy or energy drinks are not allowed.

Students are not allowed to leave the school grounds unless with permission from the management.

If a student falls ill during the school day, parents/guardians will be contacted before sending him/her home. In case the school is unable to contact the parents by phone, a form may be given to the student which,

must be signed by the parent/guardian and brought in when the student returns to school. School ends at 2.00 pm.

Unauthorised absenteeism of 16 hours or more in 4 successive weeks will be reported to the Truant Officer

Specific areas of conduct

- a) Abusive or belligerent behavior by a student towards any member of staff will result in suspension³;
- b) Fighting in school will result in suspension;
- c) Possession and/or use of weapons, tobacco, alcohol, or illegal drugs at school will result in immediate suspension. The police will be informed. The Security officer or Director may require a student to open his/her bag;
- d) Theft is not allowed and is punishable.

SCHOOL TIME

Because the students are brought to school and taken home again in the afternoon by school bus, the starting and ending times are set. It is customary not to schedule free periods. This means that all students have a schedule of 40 teaching periods of 45 minutes duration per school year. This yields (on average 39 school weeks) a total scheduled classroom time of 1140 clock hours. The number of scheduled cancelled class days is limited; over a school year between 5 and 10 days, 30 to 60 clock hours. The scheduled classroom time is therefore sufficient.

Unscheduled cancellation of classes may occur. For example, due to weather

³ A suspension can either be an in school suspension or outside of school suspension

conditions for example when there is a hurricane threat the school must be closed. In exceptional circumstances teachers may be absent. Because the SCS is a small school, this can hardly be handled through substitution by subject teachers. If a teacher is scheduled to be absent, he/she prepares assignments. Cancelled classes from the first two grades are always substituted, in the higher grades this depends on the available substitutes.

BULLYING

Any form of (cyber) bullying or teasing will not be tolerated.



If a student has been bullied or teased, he should inform an adult at home as well as the homeroom teacher. Our bullying protocol can be found online as well as the form to report bullying. The school has a Bullying Prevention Coordinating Committee⁴. The Committee assists the school when they have questions or concerns and need advice / support.

The bullying forms can be dropped in the 'idea' box near the staff room.

SCHOOL UNIFORM

The uniform is a symbol of the school and as such should be worn with pride and kept clean and tidy. Students are required to wear the correct school uniform while on the premises and while travelling to and from school on any school day.

⁴ Members are Child Focus, School Social Worker, Public Health Nurse, Center for Youth and Family, Police, MR, SCS Counselor, PE Teacher, Security Guard, Victim Support, Saba Reach Foundation

The **SCS uniform**⁵ consists of a blue polo shirt with the school logo, a navy blue loose fitting long pants, socks and white or black closed-toe shoes. Sneaker are allowed too.

The **P.E. uniform** consists of a white T-shirt with the school logo, a knee length black sports pants, socks and sneakers⁶.

Friday's **house uniform** consists of the house color T-Shirt, a knee-length black sports pants, socks and sneakers.

Undergarments should be white, blue or black and without any print.

School uniform shirts, as well as the P.E. t-shirts, can be purchased at Everythings in Windwardside. All house shirts can be purchased at the Artisan Foundation in The Bottom.

All students (SCS+SKJ) must observe personal hygiene and grooming.

– Both male and female students;

- 0 Hair should be clean and well groomed;
- 0 Heads are uncovered, so no caps, hats etc. are allowed;
- 0 No visible piercings are allowed, except ear rings for girls.

– Male Students:

- 0 Face should be neatly shaved;

Students who do not wear the correct school uniform will not be allowed to enter the school premises.

They will be sent home to change.

⁵ SKJ Students wear a different uniform

⁶ Meaning sport shoes

PRAKTIJKONDERWIJS

Praktijkonderwijs (PrO) is an educational programme that includes some basic academic subjects and a lot of practical or hands-on subjects. PrO students generally range in age between 12 and 18 years.



The main purpose of PrO is to offer education to students in such a way that they are well equipped with the social and practical skills in order to obtain a

job and function properly in society. In some case a student will have the possibility to further his or her studies at an MBO/CVQ level.

Besides basic academic work and much hands-on training, the student will also have to do a job training- when he or she is ready. The PrO programme caters to each student's talents and interests, while assisting with the student's needs. This programme allows each student to work in his/her area of interest at his/her level and pace.



LOWER FORMS

Students in form 1 will start the CCSLC⁷ programme and will be examinable when they have acquired the requisite skills at the end of form 3. The core subjects in CCSLC are: English, Mathematics, Social Studies, Integrated Science and Spanish.

Students in form 2 will complete their current curriculum and will take the CCSLC exams at the end of form 2 if they show the attitude and aptitude.

At the end of form 2 students can choose either between the Academic (Science, Business or Social Economics) or Vocational stream (Hospitality or General Construction).

ACADEMIC DEPARTMENT

Students in the Academic stream take CXC exams. School Based Assessments (SBAs) start in form 3 and may partly determine the final CXC Exam results. For Dutch the students take the Cambridge Exams.

Based on the level of readiness, and a student's attitude and aptitude, he or she is free to take (some) CXC Exams in form 3 and/or form 4.

In the school year 2016-2017 Academic students will also be able to take CSEC Exams for vocational subjects.

VOCATIONAL DEPARTMENT

Students in the Vocational stream take the MBO level 2 General Construction or

⁷ CCSLC : Caribbean Certificate of Secondary Level Competence

Hospitality exams at the end of form 5, based upon the standards of the Ministry of Education, Science and Technology (OCW). Students in the Vocational stream are also allowed to take CXC exams based upon the level of readiness, attitude and aptitude. The form 3 students will start preparing for the CSEC English and Mathematics. Other subjects offered include IT, EDPM, Technical Drawing, Physical Exercise.

All students who are enrolled in Form 5 Vocational are entitled to Study finance. For more information surf to : www.rijksdienstcn.com/en/education/studiefinanciering

For the internship dates please visit our website

www.learningsaba.com

SCHOOL IMPROVEMENT

Every two years a survey will be conducted among students, parents/guardians, and staff to ask them what they think of the SCS. The results of this survey are used to improve the quality of teaching, the working and the learning environment in the school.

The Dutch Inspectorate visits the school twice a year and assesses amongst others the targets set, the quality of the lessons and exams and the results. You can find the reports on the inspectorate's website: www.onderwijsinspectie.nl

COMPLAINT PROCEDURES

Our school aims to have good relationships with each and every parent/guardian. Nevertheless, it may be possible that you as a parent/guardian seriously disagree with your child's teacher or the school. When this is the

case, it is important to know where to go with your complaint. We have set a procedure for this. This procedure takes legal obligations into account.

- When you have a complaint concerning your child's teacher, you first discuss it with the teacher and try to find an acceptable solution.

-If this conversation doesn't lead to a satisfactory solution, or your complaint concerns school management, you can submit your complaint to the management of the school. You will be invited for a meeting in which your complaint will be discussed and hopefully solved.

- If this meeting doesn't lead to a satisfactory agreement, you can turn to the school board. You have to report your complaint in writing to the board. The board will issue a statement after all concerned parties have been heard. You can send your letter to:
board@learningsaba.com

If your complaint still hasn't led to an acceptable solution, you can turn to the Complaints Committee for Education. There is a separate procedure in place for submitting a complaint to this committee. This procedure can be found on the SCS website.

The Educational Inspection in the Netherlands has a unit of inspectors who can be contacted in specific cases like sexual intimidation, sexual misuse, psychological or physical violence, discrimination or radicalization.

PARTICIPATION

In accordance with the stipulations of Dutch law on participation in schools the **medezeggenschapsraad** was elected in

September 2014. The MR represents the staff (teaching and non-teaching), parents/guardians and the pupils, and defends the interests of these groups. You can contact the MR via mr@learningsaba.com

It is also very important to know what students think of their school and the education they receive. Every form has a representative in the **student body** and sits down regularly with the principal.

Parents speak to other parents, hear what their child is saying at home and discuss with other SCS students as well. Since we are continuously striving to improve the school, parents are invited to informal meetings with the **parent body** and principal every 6-8 weeks.

CARE & GUIDANCE

With the new care plan in place all the students at the SCS will receive the care they need. When the care coordinator and teachers of the SCS are unable to cater to the needs of the student, the student will be referred to the EC2, Educational Expertise Centre Saba (www.ec2saba.org).

Parents/guardians will always be contacted in advance to inform them about the care that will be provided to their son or daughter.

The Care Coordinator of the SCS is also the Guidance and Career Officer of the students. Guidance classes will be taught to all students and the Guidance & Career teacher can also be contacted with any question on career-choice and tertiary education, either in the Kingdom of the Netherlands, the Caribbean or the United States/Canada. Furthermore the Guidance & Career teacher will assist students in

filling out forms like application forms for study financing and registration forms for tertiary education abroad.



STUDENT TRACKING

All teachers use Presentis as the student tracking system. Every student and parent will receive a (separate) username and password to log in to the system. In Presentis you can see the attendance, grades and also the outcome of meetings about the students, including the specific goals that students have to work on.

You can find the instructions for login on our website. For more information you can also visit the website presentis.nl.

Graduation requirements

For the Academic stream, students must obtain 6 CXC CSEC passes for Grade I, II or III subject or 5 CXC CSEC passes for Grade I, II or III subjects and should obtain at least a C grade for the Cambridge Dutch Extended Level for a school diploma.

HAVO DIPLOMA

In order to graduate with the HAVO diploma the students must obtain 6 CXC CSEC passes for Grade I,II or III subjects, at least a C-Grade for the Dutch Cambridge Extended Level, have a sufficient for the extra modules, PE, Cultural Education and Social Studies.

For the Vocational stream, students must successfully pass the MBO Level 2 exam with at least a 60% rating on their Dutch, English, Spanish and Mathematics.

PROMOTION POLICY

In general it can be stated that a student needs a good attendance record in order to be promoted. Other important factors are the teacher's recommendation and the learning attitude of the student.

Conditions for Form 1 to Form 2

A 60% overall average and sufficient (60%) in two core subjects (English, Math, Dutch).

Conditions for Form 2 to Form 3

Academic

60% overall average and sufficient (60%) in two core subjects (English, Math, Dutch) as well as the Stream (Science, Business or Social Economics).

Vocational

60% overall average and sufficient (60%) in two core subjects (English, Math, Dutch).

No more than 4 insufficient grades (below 60%).

Conditions for from Form 3 Academic to Form 4 Academic and from Form 4 Academic to Form 5 Academic.

70% overall average and sufficient (60%) in two Core Subjects (English, Math, Dutch).

No more than 2 insufficient grades of a 50%, which can include maximally 1 core subject and 1 package subject.

For all students: In special circumstances, such as sickness, a death in the family or other mitigating circumstances, the student may be allowed a resit, an extra assignment or may be promoted under

probation, meaning that the student must meet the terms of a strict contract, signed by parent(s), student and homeroom teacher by the end of term 1.

Conditions from Form 3 Vocational to Form 4 Vocational and from Form 4 Vocational to Form 5 Vocational.

60% average package subjects* and sufficient (60%) in two core subjects (English, Math, Dutch).

No more than 2 insufficient grades of a 50%.

*Package subjects are General Construction, Food Preparation and Housekeeping.

Conditions for PrO to Form 3 Vocational.

Students must achieve the required level for entrance to Form 3 Vocational (see above).

GUIDELINES

End of term 1 and End of year exams

Students must come to the examinations (and regular classes) with all necessary materials, such as pens, pencils, erasers, white out, rulers, calculators, geometry sets, etc., and will be informed of such by their subject teachers.

Students must wear the correct uniform to the examinations. Failure to do so will result in the student being sent home to change and missing part of their examination.

Students are not allowed to leave the examination room to go to the bathroom or for water during the first half hour of each examination. Students are not allowed to leave the exam room until the

time is over for that particular exam. Students must therefore bring other materials to study or a book to read if they finish their examination before the allotted time.

Students are expected to be quiet during the examination period. Failure to adhere to this rule will result in the student having to hand in their examination. The student will then be sent out of the examination room to the principal's office and parents will be notified,

End of Term 1 Exam weeks

November 28, 2016 till December 9, 2016

End of year Exam weeks

June 12, 2017 till June 23, 2017, review day June 26, 2017

Report cards (2016-2017)

December 9, 2016 Term 1 ends

December 16, 2016 Report card distribution

March 17, 2017 Term 2 ends

March 24, 2017 Report card distribution

June 23, 20167 Term 3 ends

June 30, 2017 Report card distribution

End of Term 1 Exam weeks

November 28, 2016 till December 9, 2016

End of year Exam weeks

June 12, 2017 till June 23, 2017, review day June 26, 2017

Teaching Staff			Subjects	Email
Mrs.	Adiola	Amsterdam	Biology, Chemistry, Integrated Science	aamsterdam@learningsaba.com
Mr.	Ian	Babb	Business and Accounting	ibabb@learningsaba.com
Mr.	Errol	Bent	Physical Education	ebent@learningsaba.com
Mr.	Frederick	Charue	Vocational Department Leader, General Construction	fcharue@learningsaba.com
Ms.	Coney	Clement	Vice Principal, Academic Department Leader, English	cclement@learningsaba.com
Mrs.	Elsje	de Roos-Stoeken	Dutch	ederoosstoeken@learningsaba.com
Mr.	Marc	Dodds	Social Science	mdodds@learningsaba.com
Mr.	Derrick	Goffe	Physics, Mathematics, Chemistry	dgoffe@learningsaba.com
Mr.	Anton	Hermans	Director	ahermans@learningsaba.com
Mrs.	Carol	Irvine-Skinner	Counselor	cirvineskinner@learningsaba.com
Mr.	Peter	Johnson	Mathematics	pjohnson@learningsaba.com
Ms.	Kamela	Johnson	Housekeeping	kjohnson@learningsaba.com
Ms.	Madelyn	Johnson	PrO teacher, Internship Coordinator	mjohnson@learningsaba.com
Mrs.	Rhiannon	Jorna	English	rjorna@learningsaba.com
Mr.	Genghis	Khan	Visual Arts, House Coordinator	gkhan@learningsaba.com
Ms.	Michelle	Martie	Social Science	mmartie@learningsaba.com
Ms.	Simone	Saul	Housekeeping/Care/Food preparation	ssaul@learningsaba.com
Ms.	Esther	Schasfoort	Dutch, Spanish	eschasfoort@learningsaba.com
Mr.	Zavier	Simpson	Mathematics, English	zsimpson@learningsaba.com
Mr.	Delroy	Sinclair	Information Technology	dsinclair@learningsaba.com
Mr.	Marlon	Sitladin	General Construction	msitladin@learningsaba.com
Mrs.	Tracy	Zagers-Johnson	Department Leader Lower Forms and PrO, Spanish	tzagersjohnson@learningsaba.com

Administrative Staff				
Ms.	Charlena	Hassell	Administrative Clerk and Financial Assistant	chassell@learningsaba.com
Mr.	Frank	Granger	Maintenance	--
Ms.	Sharon	Hassell	Director's Secretary	shassell@learningsaba.com
Mr.	Jeff	Johnson	Financial Officer	jjohnson@learningsaba.com
Mrs.	Adrienne	Latvia	Cleaner	--
Mr.	Randall	Thielman	Security Officer	rthielman@learningsaba.com
Ms.	Lousi		Cleaner	--

LIBRARY

To stimulate reading in especially the lower forms and Pro, the students will visit the library regularly with their teacher.



The SCS will finance all library cards.

Book week 2017 is planned for May 14th – 19th, 2017.

Partners & Links

Sacred Heart Primary School (SHS)

<http://www.sabasacredheartprimary.com>

Saba Reach Foundation

<http://sabareach.com>

Body, Mind and Spirit (BMS)

<http://www.bmssaba.org>

Child Focus

<http://www.childfocussaba.org>

Expertise Center Education Care (EC2)

<http://www.ec2saba.org>

OCW

<https://www.rijksdienstcn.com/>

Raad Onderwijs Arbeidsmarkt Caribisch Nederland

<http://www.roacn.com/>

Centrum Youth and Family (CY&F)

<https://www.rijksdienstcn.com/>

Study finance

<https://www.rijksdienstcn.com/en/education/studiefinanciering>

Caribbean Examinations Council (CXC)

<https://www.cxc.org/>

Cambridge International Examinations (CIE)

<http://www.cie.org.uk/>

Everyt'ings

<http://www.etsaba.com>

Queen Wilhelmina Library

<http://qwlsaba.com>

Gwendoline van Putten School,

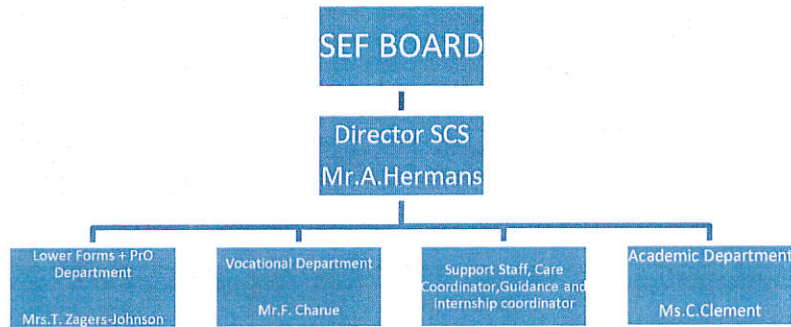
St. Eustatius (GvP)

<http://www.gvpschool.com>

Inspectorate (onderwijsinspectie)

www.onderwijsinspectie.nl

Organisational Structure SEF / SCS



Homeroom Teachers

	Homeroom Teacher 1	Homeroom Teacher 2
Form 1	Zavier Simpson	Errol Bent
Form 2	Esther Schasfoort	Adiola Amsterdam
Form 3A	Mark Dodds	Derrick Goffe
Form 3V	Marlon Sitladin	Elsje de Roos-Stoeken
Form 4A	Rhiannon Jorna	Peter Johnson
Form 4V	Michelle Martie	Ian Babb
Form 5A	Genghis Khan	Kamela Johnson
Form 5V	Simone Saul	Delroy Sinclair
PrO	Madelyn Johnson	Carol Irvine-Skinner

The Homeroom teacher plays a very important role in this.

HOMEROOM TEACHER

In education it is not just about teaching knowledge and skills, but also about (and particularly) the development of the student into a free, independent individual. This means that in education ample attention is also dedicated to the social-emotional development of the student.

Since the Homeroom teacher is assigned to a group of students for preferably a number of years (first and second form or form 3 up to and including form 5) the homeroom teacher is capable to build a strong relationship with the students (and their parents). If you have any questions about your child, please contact the Homeroom teacher first.