



# Skaih Pre-University School Guide 2021-2022

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[www.skaihpreuniversity.com](http://www.skaihpreuniversity.com)

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## CONTENTS

Welcome to Skaih Pre-University _____	4
Our School _____	5
Skaih Pre-University _____	5
Rector _____	5
Conrector _____	5
Secretary di SPU _____	5
School Board _____	6
Organogram _____	6
Our School Identity _____	7
Our Vision _____	7
Our Mission _____	7
Education At SPU _____	8
Our Staff _____	8
Addmition to SPU _____	10
Educational Program _____	11
School Hours and Timetable _____	11
Timetable changes _____	11
Curriculum _____	12
Academic Programs _____	14
Form 1 and 2 _____	14
Form 3 _____	14
Form 4 and 5 _____	15
Early exams for all languages and Mathematics: _____	15
Caribbean Examinations Council (CXC) _____	15
Homework and assignments _____	16
School Website & Quickschools _____	17
ASSESSMENT, GRADING, REPORT CARDS, PROMOTION AND GRADUATION _____	18
Course Outlines and Assessment _____	18
Grading _____	18
Quiz, Test, Projects, Test Week etc. _____	18
Report cards _____	19
Promotion _____	19
GENERAL REQUIREMENTS: _____	19
From Form 1 to Form 2: _____	19
Important Dates _____	22
Semesters _____	22
Test Weeks _____	22

Student guidance _____	23
Homeroom Teacher/Mentors _____	23
Apprentice mentor or student's buddy _____	23
Parents' evenings and mentoring sessions _____	23
Help for students with dyslexia _____	24
Help for students with disabilities _____	24
Anti-bullying policy _____	24
Attendance Guidelines _____	25
Arrival _____	25
Dismissal _____	25
Tardiness _____	25
Recess _____	26
Leaving school grounds _____	26
Student sent out of class _____	26
Dental or doctor appointments _____	26
Requests to leave school _____	26
Illness and Injury _____	26
Medical Emergencies _____	27
Fever _____	27
Dress code _____	28
The SPU uniform is as follows: _____	28
Care of property _____	29
School building, furniture and materials. _____	29
Books _____	29
Laptops, cellular phones, cameras, computer games and other digital / electronic devices. _____	29
Teacher's property, Beamers and Smartboard _____	30
Academic Integrity _____	31
Cheating _____	31
Plagiarism _____	31
Discipline Steps _____	32
Alcohol, Drugs and Weapons _____	33
Student council _____	34
Finances _____	35
Voluntary parental contribution _____	35
Extra Fees _____	35

## WELCOME TO SKAIH PRE-UNIVERSITY

Dear Parents/Guardians and Students,

As we start this journey through a new school year together, I want to welcome you back, and in some cases, welcome you for the first time to Skaih Pre-University (SPU). Within this School Guide you will learn what the school has to offer, not only academics but also about extra activities, student guidance and about the school code of conduct.

At Skaih Pre-University, we strive to create a school community that not only focuses on academics but also strive to instill the love of charity which helps students develop their own personalities. Moreover, the knowledge that students gradually acquire is further reinforced by the Humanistic Philosophy. This is the idea that as people have an ethical responsibility to lead lives that are personally fulfilling while at the same time contributing to the greater good for all people. We aim to prepare our students to think globally in our local community by encouraging students to participate in a wide range of projects whereby they will learn various skills.

The team and I are all looking forward to getting to know the new students as well as their parents and working with all of you to ensure that each and every student in the school is successful this year, academically and socially. Success is truly a team effort, and every player (student, teachers, and parents) is an integral part of that team. When every player does his or her best everyone wins!

I wish everyone a productive 2021- 2022 school year.

Best Regards,

Aisha Leer

Rector

*The registration of a student at the Skaih Pre-University means that the parents and students understand the philosophy, policies, rules and regulations of the school and will abide by all of them.*

## OUR SCHOOL

The school is run by the Fundashon Skol Humanista na Papiamentu (FSHP). The school has a Rector with final responsibility Aisha Leer, who is integrally responsible for SPU. The Rector leads the school's management team, which is made up of the Conrector Melissa Woei and Jamie-Lee Damiana-Wyatt.

### Skaih Pre-University

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### Rector

MSc. Aisha Leer [aishaleerspu@gmail.com](mailto:aishaleerspu@gmail.com) or [rector@skaihpreuniversity.com](mailto:rector@skaihpreuniversity.com)

### Conrector

BSc. Jamie-Lee Damiana-Wyatt [j.wyatt@skaihpreuniversity.com](mailto:j.wyatt@skaihpreuniversity.com)  
*Coordinator CCSLC*

MSc. Melissa Woei [m.woei@skaihpreuniversity.com](mailto:m.woei@skaihpreuniversity.com)  
*Coordinator CSEC*

### Secretary di SPU

Sra. Angelina Tomsjansen [a.tomsjansen@skaihpreuniversity.com](mailto:a.tomsjansen@skaihpreuniversity.com)  
*Administration*

## School Board

Our school board is responsible for developing new and improving existing school policies for the school. It is the board's duty to set policies for the administration, faculty and student body so as to provide for a smooth operation of the school, along with high standards for quality programs.

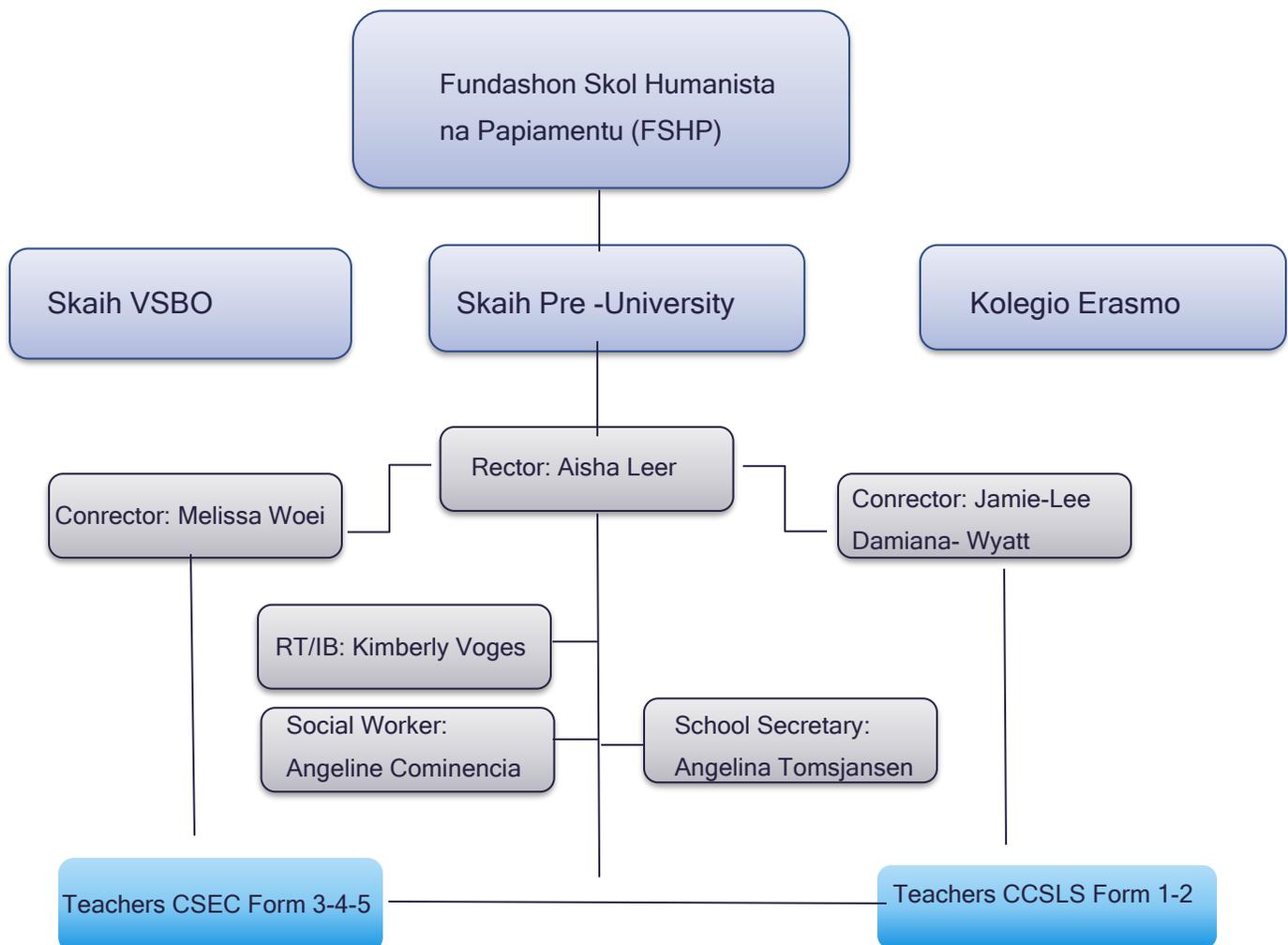
Fundashon Skol Humanista na Papiamentu (FSHP)

Adress: Marowijnestraat z/n, Suffisant

Email: [kolegioerasmo@hotmail.com](mailto:kolegioerasmo@hotmail.com)

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## Organogram



## **OUR SCHOOL IDENTITY**

At SPU we practice the Humanistic philosophy. This person-centered approach to education is based on empathy and caring for each other. This also means that at SPU all faiths are welcome. We ourselves do not adhere to one faith, but different faiths are discussed in social studies and are part of the other subjects. We are a multi-faith school which means that learning about all religions will help students to become more understanding and more respectful of people who hold beliefs that differ from your own. Ultimately, we need to accept that we're all entitled to our own spiritual beliefs. While we respect everyone.

### **Our Vision**

SKAIH Pre-University offers an education where collective identity at the one hand and international orientation at the other hand are central.

### **Our Mission**

Develop students that have strong personality that is anchored in Curaçaoan culture and language but conscious that they belong in a global society. At SPU, students are inspired and prepared to meet the challenges of the 21st century through an innovative academic program where collaboration, innovation, and critical thinking skills ensure that our students will be ready for university and colleges around the world.

## EDUCATION AT SPU

This is essential for our approach in all the years to come:

- Students and teachers reflect on what they do.
- Students and teachers give each other feedback.
- Employees of the SPU show exemplary behavior to the students.

### Our Staff

Abbreviation:	Name:	Subject:	Email:
<b>EM</b>	Ellen Meulens	Papiamentu	Ellen.Meulens.spu@gmail.com
<b>RT</b>	Roxanne Torre	Papiamentu	Roxanne.Torre.spu@gmail.com
<b>JW</b>	Jamie-Lee Damiana-Wyatt	English	j.wyatt@skaihpreuniversity.com
<b>CG</b>	Christie Servania-George	English	Christie.Servania-George.spu@gmail.com
<b>MV</b>	Marelyn Van Blarcum	Dutch	mvanblarcum@hotmail.com
<b>GP</b>	Gina Paola de la Rosa	Spanish	gina.delarosa.spu@gmail.com
<b>FH</b>	Fatat El Haj	French	Fatat.El.Haj.spu@gmail.com
<b>JS</b>	Jeroen Struive	Mandarin	Jeroen.Struive.spu@gmail.com
<b>AH</b>	Adriënne Hermina	Principals of Business & Principals of Accounting	adrienne.hermina.spu@gmail.com
<b>SJ</b>	Suenmely Sint Jago	Economy	Suenmely.Sint.Jago.spu@gmail.com
<b>KV</b>	Kimberly Voges	Social Studies, (Internal/educational) support coordinator (IB'er) & Remedial Teacher	Kimberly.Voges.spu@gmail.com
<b>VG</b>	Vianella Gijsbertha	Social Studies	Vianella.Gijsbertha.spu@gmail.com
<b>CC</b>	Claudio Ching	Integrated Science, Physics and Chemistry	Claudio.Ching.spu@gmail.com
<b>YC</b>	Yenexi Coronado	Biology	ycoronadoskaih@gmail.com
<b>TY</b>	Thaymira York	Mathematics	Thaymira.York.spu@gmail.com

<b>JH</b>	José Henriquez	Mathematics, Physics & Integrated Science	jose.henriquez.spu@gmail.com
<b>RS</b>	Ralpstom Seferina	Integrated Science	ralph.seferina.spu@gmail.com
<b>ER</b>	Ellery Rosina	Technique	erosinda.spu@gmail.com
<b>MN</b>	Marcus Nicolaas	Information Technology	marcus.nicolaas.spu@gmail.com
<b>AK</b>	André Kassenaar	Information Technology	André.Kassenaar.spu@gmail.com
<b>MW</b>	Melissa Woei	Physical Education	m.woei@skaihpreuniversity.com
<b>RR</b>	Garryson Fransisco	Music	Garryson.Fransisco.spu@gmail.com
<b>WL</b>	Wigberto Lopez	Visual Art	Wigberto.Lopez.spu@gmail.com
<b>SR</b>	Shanon Ray	Drama	shannon.ray.spu@gmail.com
<b>MI</b>	Marelva Inacio	Care	marelva.inacio.spu@gmail.com
<b>AC</b>	Angeline Cominencia	Social Worker	angelinepoppi@yahoo.com
<b>AT</b>	Angelina Tomsjansen	Secretary	sekretaria@skaihpreuniversity.com

**ADDMITION TO SPU**

Admissions policy Form 1-4

Decisions on admissions into Form 1 will be made by the School Board appointed Entrance Committee. The following criteria will be used to determine admission to SPU:

- Educational report and EFO exam for students entering Form 1
- Educational report for students entering Form 2, 3 and 4.
- Recommendation of the School Manager/Admittance advice form of the school last attended.
- There may be additional requirements based on individual cases.

## EDUCATIONAL PROGRAM

### School Hours and Timetable

All subjects given at school will be taught throughout the whole school year for a number of periods per week. In total students follow 36 to 38 periods in form 1, 2 and 3. In Form 4 it may be a little more or less, depending on the number of subjects for which they will sit the exams.

One period is 45 minutes. School starts at 7:30 sharp and finishes between 12:30 and 2:00pm.

Periods:	Starts :	Finish:
1	7.30	8.15
2	8.15	9.00
3	9.00	9.45
4	9.45	10.30
Reces	10.30	11.00
5	11.00	11.45
6	11.45	12.30
7	12.30	13.15
8	13.15	14.00

### Timetable changes

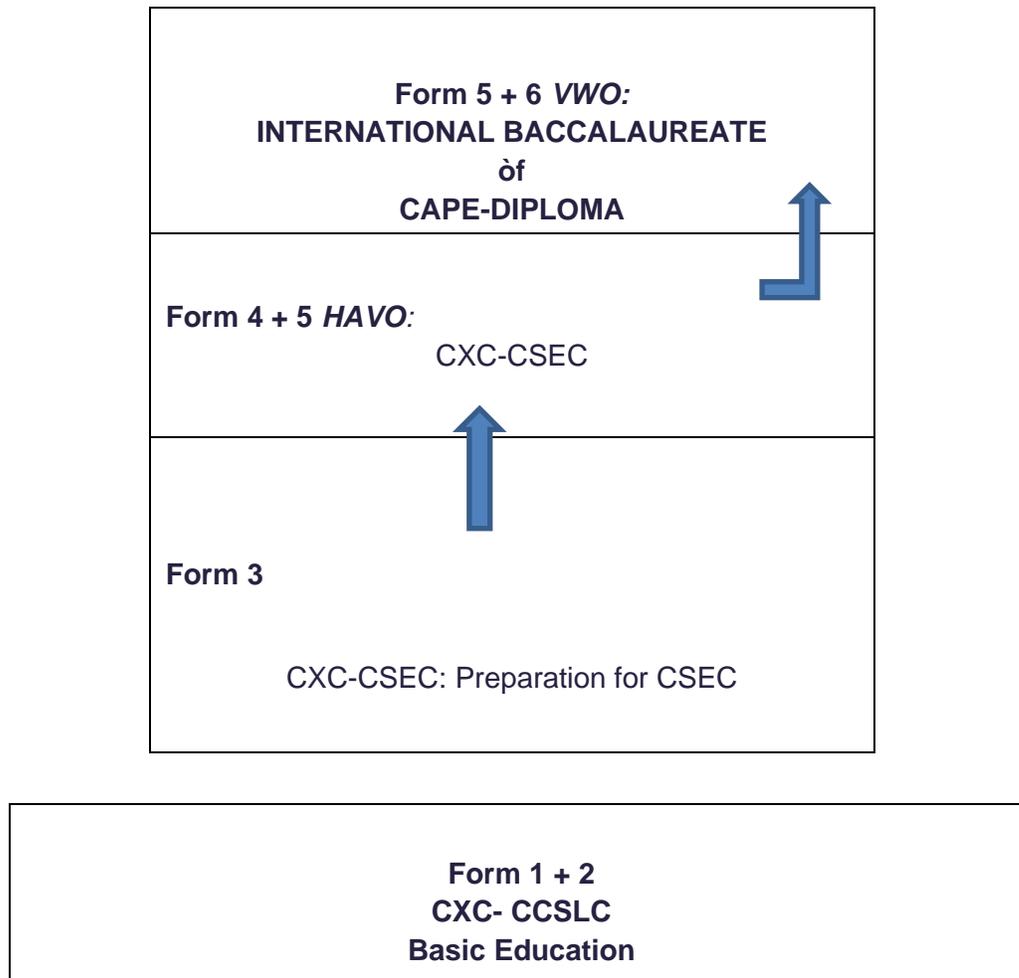
Unfortunately, timetable changes cannot be prevented. Therefore, keep a close eye on our website <https://www.skaihpreuniversity.com/> and our app groups. There you can find the most current timetable. Especially in form 1 we do our best to avoid unexpected gaps in the timetable.

## CURRICULUM

	SPU Form 1	SPU Form 2	SPU Form 3	SPU Form 4
<b>Papiamentu/Papiamentu</b>	3	3	3	3
<b>Ingles/English</b>	5	5	5	5
<b>Hulandes/Dutch</b>	4	3	4	4
<b>Spañó/Spanish</b>	2	2	4	2
<b>Franses/French</b>	2	2		
<b>Mandarin/Mandarin</b>	2	2		
<b>Matemátika/Mathematics</b>	5	5	5	5
<b>Siensia Integrá/Integrated Science</b>	3	3	4	3
<b>Téknika/Technic</b>	3			
<b>Estudio Sosial/Social Studies</b>	3	3	4	3
<b>Informátika/Inform. Technology</b>	2	2	2	3
<b>Biologia/Biology</b>			3	4
<b>Kontabilidadat/Principles of Accounting</b>			3	3
<b>Kímika/Chemistry</b>			3	4

<b>Física/Physics</b>			3	4
<b>Ekonomia/Economics</b>				4
<b>Empresa/Principles of Business</b>			3	3
<b>Historia/History</b>			3	3
<b>Formashon Físiko/Physical Education</b>	2	2	2	2
<b>Músika/Music</b>	2			
<b>Drama/Drama</b>		2		
<b>Kuido/Care</b>	1	2		
<b>Arte Visual/Visual arts</b>		2	2	
<b>Mèntor/Guidance</b>	1	1	1	1
<b>Total</b>	38	37	35	38

## ACADEMIC PROGRAMS



### Form 1 and 2

When a student comes to our school, he/she starts in the Caribbean Certificate of Secondary Level Competence (CCSLC) program. All students will follow classes in the same subjects. SPU offers: English, Dutch, Spanish, French, Mandarin, Mathematics, Integrated Science, Social Science, Information Technology, Art & Craft, Music, Drama & Theatre, Physical Education & Guidance. For all the above-mentioned subjects, basic standards are set by law. Besides the Basic Secondary Education program, extra work will be done by our students in order to prepare them for the C.X.C. examination system. If students do not meet the promotion rules and successfully complete BSE within three years, they will be referred to another type of education at the end of Form 2.

### Form 3

After two years of general Basic Secondary Education, students go to the Third Form, which is a transition year. Students follow classes in at least ten exam subjects. After Form 2 they can choose between two profile areas: **1. General / Business:** Int. Science and Introduction in Economics,

Accounting and Business are compulsory **2. Science:** Biology, Chemistry, Physics and Social Studies are compulsory.

### **Form 4 and 5**

After the Third Form, students choose their final academic courses of at least eight subjects which they will keep during their last two years at SPU. At the end of Form 5, students must sit at least seven (7) Caribbean Examinations Council (C.X.C.) exams and the HAVO Dutch & Papiamentu exam. In order to obtain a SPU School diploma, a student has to sit exams and receive graded results in the following compulsory subjects: CXC English, CXC Mathematics, CXC Information Technology and HAVO Dutch & Papiamentu exam. Besides these compulsory subjects, he/she may choose an additional four or five electives for the examination program.

### **Early exams for all languages and Mathematics:**

1. After Form 3, all students must continue with a subject package of 8 subjects through Form 5.
2. If a student sits early exams, e.g. Form 3 or 4: a follow-up program on a higher level is required or an additional subject is taken.
3. Per subject details are worked out as follows:
  - Math: students can sit the regular CXC Math exam in Form 4. Students entering Form 5 will continue with the Additional Math syllabus and sit the exam at the end of Form 5.
  - Spanish: students can sit the Spanish CXC in form 3. Afterwards they can choose an additional exam subject (9th exam subject) for Forms 4 and 5.
  - Dutch: Students can sit the HAVO Dutch Exam in form 4. After finalizing this exam, a student must continue with Dutch classes.

### **Caribbean Examinations Council (CXC)**

The Caribbean Examinations Council provides exams to almost 700 centers in the Caribbean. The first CXC exams took place in 1979.

In 2021 SPU will be an official registered CXC center and we will offer our first exam in 2022.

Features of this examination system are:

- It is an exam conceptualized and implemented by Caribbean Educators.
- The syllabi require students to identify and compare issues of development in countries outside the Caribbean so that students can become more aware of the environment as well as the regions' potential for development.

CXC has amended several of its syllabi as of 2007. As a result, all exams are only offered at the General level. The exams are graded from I to VI; I being the highest and VI being the lowest. CXC aims to cover a large group of candidates with a wide range of skills. Besides the exams, part of the final CXC grades consist of practical work done at school and at home, called the School Based Assessments (SBAs). These SBAs require independent work from the students. The teachers will guide the students through the process of writing their SBAs and doing their lab work. It is necessary that students plan this work well and strictly adhere to the deadlines set by teachers. Failing to do so might result in exclusion from the final CXC examinations.

A complete exam program with dates and deadlines will be handed out to parents and students at the beginning of the school year. Students and parents can also check [cxc.org](http://cxc.org) for updated information about exams. Most U.S., British, Canadian and Dutch colleges with English programs require students to have five CXC General Subjects with Grades I, II or III. The Island Study Financing Department requires SIX General passes with a I, II and/or III. A grade IV is still a passing grade and is accepted by employers as a “working pass”.

### **Homework and assignments**

All students, regardless of the academic year group, are assigned homework most days. Homework is considered an integral part of the day’s lessons. Therefore, it plays an important role in the student’s success at school. Usually, a student in the first Form will have to do homework and assignments for about 1.5 to 2 hours a day. In Forms 1 and 2, the completion of homework is monitored. As the student reaches higher forms, the amount of study time will increase. More and more nowadays, the trend in education is that students work on projects and do research. This development goes together with the program of CCSLC in Form 1 and 2 and the CXC system in general. This program of independent and practical work is greatly emphasized in School Based Assessments. These School Based Assessments, which are part of the final CXC exam results, demand a responsible and independent attitude from the student. Skills like planning, organization, critical and analytical thinking, research (no copying from the internet!) and creative writing will have to be developed in the five years at SPU in order to be successful at the examinations. The cooperation of parents hereby is often required. Some scenarios where cooperation is needed are as follows: students will have to work together on a project with classmates after school, they might have to go to the library, visit museums and take interviews. Students may call on you to be their “taxi driver”.

## SCHOOL WEBSITE & QUICKSCHOOLS

The school's website address is <https://www.skaihpreniversity.com/>. It offers general information about the school and updates parents and students on activities going on. The SPU is also offering an online student information management service where students can keep track of their grades and parents can monitor the academic progress, attendance and homework of their child as well. The website for this program is <https://spu.quickschools.com/> you can access Quickschools via your browser. This service includes personal information like name, birthdates, address, name of parents, and so forth. You are asked to check this information. If something is incorrect or needs to be updated, please let the school secretary know. All-important notes and letters to parents will be send by email and posted in the parents WhatsApp groups so make sure the school has the correct email address and phone number. To use Quickschools parents/ guardians and students will receive a login name and password at the start of the academic year. Parents are expected to stay updated with school's matters via Quickschools.

### Gradebook

Subject

(1st Grade) Math - Math

Save (Ctrl-S)

+ Add Column (Ctrl-A)

+ Add Formula



Watch a video guide on using the Gradebook



Students	Algebra #1		Calculus #1		Calculus #2		Final Grade	
	(Assignment) 02/19/2018		(Assignment) 02/19/2018		(Assignment) 02/19/2018		(Final Grade)	
Alvin DeSilva	98	A					98	A
Amber Phillips	87	A					87	A
Felicity Bradshaw	77	B					77	B
Gavin Parker	84	A					84	A
Jane Stanton	99	A					99	A

Got a question?

## ASSESSMENT, GRADING, REPORT CARDS, PROMOTION AND GRADUATION

### Course Outlines and Assessment

For each course taught at SPU, a course outline for each academic year at the start of each term is made. In this course outline, which can be found on the school's website, a short overview is given of objectives, material to be covered in class, textbooks used, homework assignments, a time planning, and how teachers will assess the learning outcomes. The course outlines forms the foundation of the school's curriculum and are, therefore, very important. Its purpose is to improve students' competences in planning, time management, taking responsibility for learning, and independent and active learning. The course outline is the students' first resource in determining what was missed if he/she should be absent from class. A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of ten percent for the assignment.

### Grading

The students are graded on a scale between 10 and 100. The passing grade for each subject is 55. The unweighted overall average per academic year is usually between 65 and 70. Students who have an unrounded overall average of between 80 and 89 achieve Second Honors. Students, who score an unrounded average of 90 or higher, achieve First Honors. However, in our system it is very demanding to be an Honors student, especially because students have a heavy workload with many subjects. The academic school year is divided in four periods in Forms 1-5. An end of period exam is given during the 4 test weeks.

### Quiz, Test, Projects, Test Week etc.

At SPU we evaluate our students in different manners. This could be either a quiz, a test, a presentation, a project etc. A quiz is a short test. A test is a series of questions, problems, or practical tasks to gauge the students' knowledge, ability, or experience. In the table below you can see the different weights that all our evaluation methods get.

Type of test	Weight
Quiz	1x
Test	2x
Project	2x
SBA	3x
Test Week	3x

## Report cards

Four times a year, before the report cards are handed out, the school has staff meetings where the academic performance of every student is discussed. At the end of period 1, 2 and 3 report cards are issued to the parents of all students during the report card evening.

## Promotion

For each academic year group, the staff of the school has developed a set of promotion criteria. A student is promoted when he/she meets the criteria. The promotion requirements are based on the final grade (extra credits are not included in this mark) at the end of the school year.

### GENERAL REQUIREMENTS:

- A STUDENT CAN ONLY BE PROMOTED IF HE/SHE HAS ATTENDED AT LEAST 80% FULL SCHOOL DAYS.
- THE PASSING GRADE FOR EACH SUBJECT IS 55.
- A STUDENT IN FORMS 1, 2, OR 3 CANNOT REPEAT THE SAME YEAR TWICE OR REPEAT TWO CONSECUTIVE YEARS.

### From Form 1 to Form 2:

Form 1 and Form 2 are the years of Basic Secondary Education. Students are allowed to repeat once, either in Form 1 or in Form 2. Students who do not successfully complete BSE within three years and/or students who do not meet the requirements below will be referred to VSBO after Form 2.

A student is promoted when he/she:

- Has an overall average of at least 60 AND
- Has no more than 4 failing grades<sup>1</sup> overall AND
- Has no more than 3 failing grades in academic subjects<sup>2</sup>

### From Form 2 to Form 3:

A student is promoted when he/she:

- Has an overall average of at least 60 AND
- Has no more than 3 failing grades overall AND
- Has no more than 2 failing grades in academic subjects AND
- Has an average of at least 70 in Integrated Science and 70 in Mathematics. This rule only applies to students who want to choose the Science package with Biology, Chemistry and Physics.

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<sup>1</sup> Failing grades are any grade less than a 55.

<sup>2</sup> English, Spanish, Dutch, Papiamentu, Mathematics, Information Technology, Social Studies and Integrated Science.

**FORM 3 to FORM 5 PROMOTION**

When a student does not meet the promotional requirements, he/she will be discussed during the report card meeting. Based on the outcome of the discussion: the student may be promoted, may repeat or may be referred to another type of education. All discussion cases are reviewed on an individual basis with consideration given to the distinct merits of each case.

**From Form 3 to Form 4:**

A student is promoted, when he/she:

- Has an overall average of at least 60 AND
- Has at least 7 academic passing grades AND
- Has no grades lower than 40.

*A student is a discussion case, when he/she:*

- Has 9 overall passing grades and 6 academic passing grades OR
- Has 1 or 2 grades lower than 40. In all other cases a student will repeat.

**From Form 4 to Form 5:**

A student is promoted when he/she:

- Has an overall average of at least 60 AND
- Has at least an overall of 8 passing grades out of all subjects AND
- Has at least 7 passing grades for subjects for which he/she will sit the exams.

A student is a discussion case, when he/she:

- Has an overall of 7 passing grades
- Has 5 passing grades for subjects for which he/she will sit the exams. In all other cases a student will repeat.

**Form 5 – Graduation:**

A student receives a Skaih Pre-University diploma if he/she:

- Takes at least 8 examination subjects
- Has taken examinations in the compulsory subjects Mathematics, English, Information Technology and Dutch
- Has met the requirements of the subject Physical Education.
- Scores at least 5 General I-IV scores 20
- Has attended at least 80% of all classes. Students who do not meet this requirement cannot sit the official CXC/ Cambridge examinations.
- Some students are allowed, with the school's approval, to take early examinations in January.

These results count for the high school diploma. However, January examinations taken by students without consent of the management will not count towards the Skaih Pre-University diploma. In all other cases a student will have to re-sit an exam, finish the incomplete work, and repeat the year.

## IMPORTANT DATES

### Semesters

Semester	Date
Semester 1 period 1 (P1)	12 aug – 1 oct 2021
Semester 1 period 2 (P2)	4 oct – 10 dec 2021
Semester 2 period 1 (P3)	13 dec – 25 mar 2022
Semester 2 period 2 (P4)	28 mar – 6 jul 2022

### Test Weeks

Period	Test weeks	Report Card
Semester 1 period 1 (P1)	23 sep – 1 oct 2021	15 oct 2021
Semester 1 period 2 (P2)	1 dec – 10 dec 2021	18 jan 2022
Semester 2 period 1 (P3)	17 mar – 25 mar 2022	8 apr 2022
Semester 2 period 2 (P4)	2 jun – 10 jun 2022	6 jul 2022

Vacation	Date	Amount of Days
Summer Break	2 to 11 August 2021	8
Intermediate Schoolbreak	4 to 8 October 2021	5
Dia Pais Korsou	October 10, 2021	0
Christmas holidays	December 20, 2021 to January 5, 2022	13
Children's Carnival	21 February 2022	1
Great Carnival February 28 to	March 4, 2022	5
Easter holidays	3 April to 22 April 2022	8
King's Day	27 April 2022	1
Labor Day	May 1, 2022	0
Extra day off	2 May 2022	1
Ascension holiday	26 and 27 May 2022	2
Flag Day	2 July 2022	0
Summer Break	July 7 to July 29, 2022	17

## **STUDENT GUIDANCE**

Every week, students in all forms have guidance lessons. During these lessons, students learn about how to study, how to organize/plan and how to think about themselves. They discuss topics like study skills, self-esteem, responsibility, decision-making, drugs, sexuality and so on. In Form 3 and Form 4 guidance will be focus on career guidance. During this class students will focus on decision making concerning further studies and careers, living on your own, living abroad, budgeting etc.

### **Homeroom Teacher/Mentors**

Each form has a homeroom teacher who serves as the first person in the line of direct guidance and, as such, deals with class and academic issues of students. The mentor plays an essential role in guiding students. Mentor communicates with students, parents and teachers mentor meets with students on a regular basis. You can think of an intake interview, a study progress interview, or a future-oriented study choice interview, together with the parents. Mentor also supervises the class. The class agrees on group rules and jointly sets goals for that year. Based on the group results achieved, the mentor looks together with the group at what is needed to improve the results.

### **Apprentice mentor or student's buddy**

The student mentors or student buddy are students from higher forms who help the mentor. They like to help newcomers to school find their way around. They make sure that new students quickly feel at home. All mentors can pick a few of these students at the beginning of the school year.

### **Parents' evenings and mentoring sessions**

We have several parents' evenings at SPU. In August, at the beginning of the school year, there is a general parents' evening for each Form. Here, specific information is given about the school year and the parents can meet the mentor.

In October, the first mentor meeting following the first figures report will take place. The mentor interview takes place before the report meetings, so that the mentor first talks to the students about their successes and aims/ambitions and then informs the teachers' meeting during the report meeting. We do this deliberately in this order because we believe it is important for students to take responsibility for their own learning. We don't tell the students what to do and how, but they tell us what they want to achieve and who and what they need. That is why we first do the mentoring interview and only then the report meeting.

Due to Corona measures, in 2021-2022 some parents' evenings and mentoring sessions might take place online via google meet.

### **Help for students with dyslexia**

Students with dyslexia are mainly supported by their subject teachers in the classroom, who are advised by the remedial teacher. Various arrangements are possible, such as extra time, adapted assessment and laptop use during test and test week. We can give advice on requesting, using audio books. For information or questions about these arrangements, please contact our remedial teacher.

### **Help for students with disabilities**

At SPU we want all students to reach their full potential, this includes students with special needs. Students with any type of disability are mainly supported by their subject teachers in the classroom, who are advised by the remedial teacher. At the beginning of the school year, we encourage all parents/tutor of a child with a disability to make an appointment with our IB'er/remedial teacher to discuss possible accommodation that we could offer during the school year.

Possible accommodations are:

- Note takers or scribes
- Tape recorders
- Test taking accommodations, such as:
  - giving exams in alternative formats (e.g., giving a written exam orally, or changing the way answers are recorded);
  - extending the time allowed.
  - permitting use of a dictionary or spell checker (unless test is designed to measure spelling ability);
  - providing quiet room for test taking in order to decrease auditory or visual distractions.
  - repeating instructions.

### **Anti-bullying policy**

We want everyone to feel safe and at home at SPU. That is why we are currently working on an anti-bullying policy, and we are alert to bullying. First of all, we want to prevent bullying. The homeroom teacher and the group together have an important role in this. And if there is bullying, we will deal with it immediately. Students and parents can report any case of bullying to the homeroom teacher. The homeroom teacher will assess the situation and contact everyone involved. If the issue is not resolved the homeroom teacher will contact management.

## **ATTENDANCE GUIDELINES**

When students are absent from school, they must present a note from parent/guardian upon return, explaining the reason for their absence. This note should be presented to the Conectors. Students without a note carry an “unexcused absence” and will be considered truant. Notes signed by the student, even with the parent’s permission, will be considered forgery, and the student will be disciplined. If an extended absence is anticipated, parents must notify the Conector in advance, and arrangements should be made through the coordinator for assignments in all subjects. If a student is absent for an exam, a doctor’s letter must be submitted to the office on the day the student returns to school.

### **Arrival**

Students may arrive at school up to 15 minutes before the start of the school day and are to report to assigned areas. All students are to be in class by the school’s designated start time, 7:30am. Once arriving at school, students must remain on the school grounds and in the building until dismissal. Students are expected to attend all classes. Attendance and punctuality represent a critical component in the overall success of each student.

### **Dismissal**

Dismissal of students takes place according to their timetable. No students are permitted to remain in any room of the school after dismissal, unless they are under supervision of a teacher. The school is not liable for any accident, which may occur after school hours unless sustained during an activity supervised by school personnel. Parents should pick up their child(ren) on time, no later than 30 minutes after the last class. After 2.30 pm there is no supervision.

### **Tardiness**

Students are considered late if they arrive after 7.30 am. Students who are late for classes will be get a tardy note form the secretary. A record of lateness is kept in the Quickschools pand can be viewed by parents. When a student’s absenteeism or tardiness is excessive, the school will send a letter to the student’s parents/guardians. If the student’s attendance does not improve, the school will make a referral to the Inspection of Education.

**Recess**

Students are not permitted to leave the school grounds during lunch period. No students are not allowed to be in any classroom or on the corridors during break unless the teacher is there with the student. Students are not permitted to loiter on the stairwells or in the bathroom. Students must make sure that the yard is clean after their lunch break. If this is not the case the students will have to take turns cleaning up.

**Leaving school grounds**

Students are never permitted to leave the school grounds without permission of the school management once they have reported to school. Students who become ill must be signed out by a parent or legal guardian.

**Student sent out of class**

A student who has been sent out of the class has to report to their Conector in the case that the Conector is not present they should report to the Rector. Together with the teacher disciplinary actions will be taken. When a student is given a time-out (usually not more than 10 minutes), he/she remains in or just outside the classroom and stays at the place assigned by the teacher.

**Dental or doctor appointments**

The school encourages parents to schedule doctor and dental appointment after school hours.

**Requests to leave school**

As part of the law on Compulsory Education, students must attend classes during regularly scheduled school days. Parents are informed that students are permitted to travel during the authorized school vacation times and dates. Requests by parents for permission to leave the island for children between 4-18 can only be done via the Inspectorate of Education, Culture, Youth and Sports. For this request students should bring a copy of the traveling ticket or document and a letter explaining the reason of traveling. The school will give the student a letter to bring to the Inspectorate of Education, Culture, Youth and Sports at Bon Bini Business Center 10 Schottegatweg Oost, Willemstad, Curaçao.

**Illness and Injury**

If your child is to be excused from activity participation in physical education or dance classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the

classes for the instructional component and observation and complete an alternative assignment or the class activities missed when physically able to participate.

### **Medical Emergencies**

If a student has a medical emergency at school or a school-related activity the parent will be notified. If the parent cannot be reached the school will have the student transported to the hospital to obtain emergency medical treatment. Therefore, parents are asked each year to keep emergency care information up-to-date (name of doctor, emergency phone numbers, and allergies).

### **Fever**

If your child has a temperature of 37.5° C. or above, (taken by mouth) in the morning, it is recommended that he/she remains at home. If your child develops a fever higher than 38°C during school hours, he/she will be excused from school. The student will not be allowed to return to the classroom. You will be called to pick up your child. Students should remain home for 24 hours after a fever has subsided or after there are no symptoms.

## **DRESS CODE**

All students have to wear a school uniform. We hope that you as the parent/guardian help us to maintain standards by ensuring that your son/daughter understands the importance of conforming to the dress code policy. The uniform shirts and gym shirts are sold at Mister & Miss Exclusive at 213 Winston Churchillweg, Willemstad, Curaçao. Their phone number is +599 9 888 4777.

### **The SPU uniform is as follows:**

- SPU polo shirt
- Navy blue or black Jeans. (Ripped and baggy pants or are not permitted, Clothing must be the appropriate size, not too large or small).
- Sneakers with socks
- No visible tattoos are allowed this must be concealed at all times.
- No caps, hats or headscarves
- No piercings
- No earrings (for boys). No large earrings (for girls)
- No designs or outrageous colors in the hair or eyebrows.
- No long and/or bold/brightly polished nails (for girls)
- No excessive make-up (for girls)

## **GYM**

Gym uniforms are to be worn during gym class only, and for all sport activities. The uniform is as follows:

- School T-shirt (white or grey t-shirt)
- School gym shorts (black or dark blue short)
- Sneakers and socks
- Students are not allowed to wear headpieces during gym classes without teacher's permission.
- All students must change right after gym.

## CARE OF PROPERTY

Students must take care and respect all property including books, equipment and materials belonging to the school, other students or teachers. They also have to be careful with their own personal belongings. Any items found on the school premises that do not belong to the student must be brought to the office.

### **School building, furniture and materials.**

Students should note the following about the appropriate use of the building and furniture:

- Student found writing on school building and/or furniture will be fined. (fine of Fl. 100,-).
- Sit properly on the chairs
- Use the bathroom only for its purpose and keep it clean
- Use science lab equipment responsibly
- Chewing gum free school
- Parents will be liable for any damage to school property caused by their children and will have to pay for damaged and or lost materials.
- All students share in the responsibility of keeping the classrooms and school premises neat and clean.

### **Books**

All schoolbooks are property of FMS (Fundashon Material Pa Skol). Each year students get all books for free but they must take care of them. The students are not allowed to write or draw in the books. The books must be covered, and they must be transported in a strong, waterproof school bag. When books are damaged or students have written in books or books are in very bad shape or lost, parents will have to pay for these books. Students must have a school bag that can at least accommodate a letter-sized binder.

### **Laptops, cellular phones, cameras, computer games and other digital / electronic devices.**

It is mandatory for all students at SPU to have a laptop. During school hours laptops can be used only for educational purposes, no gaming is allowed during school hours. The use of cell phones and other electronic devices during the school day for non-educational purposes is disruptive to the daily routine of the school. For this reason, students are not permitted to have cell-phones or any electronic device other than their laptop in the classroom or use them on school grounds during the day (7:30 am-14.00pm). For emergency situations to call their parents, students may request to use a telephone in the office. Students who do not adhere to this regulation will have their cell phone or electronic device confiscated for two weeks and parents will be notified.

In all cases: the school is not responsible for theft and/or damage to any electronic device!

**Teacher's property, Beamers and Smartboard**

Students are not permitted to use the smartboard or beamers without a teacher supervision. Students cannot use a teacher's desk or any materials in/on the teacher's desk without the explicit permission of the teacher. All such material is considered the teacher's personal property and must not be used as common property.

## ACADEMIC INTEGRITY

Integrity is at the heart of a sound academic policy. The integrity of a school course and program depends on the honest completion of student work. Cheating and plagiarism violate the most basic understanding between a student and a teacher – that a student’s work is his/her own. The school expects that all students will complete their assignments and examinations honestly.

### Cheating

Cheating occurs when a student:

- Copies someone else’s work.
- Allows someone else to copy his/her work.
- Assists someone in the completion of a formal assessment.
- Allows someone to complete his/her work.
- Copies of work from previous written notes or electronic devices.
- Manipulates his work after receiving a grade in order to get a higher grade later on.

If a student is caught cheating, he/she:

- Will receive a 10 and fail the assignment without opportunity for retake.
- Is subject to disciplinary action. All incidents will be documented and included in the student’s personal school file.

### Plagiarism

Plagiarism is the representation of someone else’s ideas, statements, or words as one’s own without giving credit. Any material used in a completed assignment that includes the words, ideas, and statements from a traditional or electronic source must be documented using a standard format. This includes interviews, television shows, movies, computer media, and Internet sources. Plagiarism is universally recognized as a serious academic offense.

Students found to have plagiarized may:

- Receive a 10 and fail the assignment or be required to redo the assignment for reduced credit. Teachers may refer the student for additional disciplinary action depending on the individual circumstances.

## Discipline Steps

Depending on the circumstances and the severity of the case, students who do not follow the rules and regulations will be dealt with accordingly. The line in disciplined measures is as follows:

1. Disciplinary “talk” by the subject teacher and/or homeroom teacher
2. Disciplinary “talk” by the Conrector
3. Detention with assignment school work or hands-on work in order to improve the state of the school (clean up or another school related assignment)] by the teacher.
4. Detention by the Coordinator/School Manager. It may be given for violation of any school regulation, including tardiness, incomplete or no homework, not having books or materials at school, disturbance of class, violation of dress code, using obscene language, chewing gum, violation of ICT rules.
5. Suspension and official warning letter

The School Manager is authorized to issue suspensions. Suspension of a student will be used as a disciplinary measure in the case of a serious offense by a student or when, in the opinion of the administration, a continuum of offenses requires that the student be suspended from classes. Suspension is used to modify behavior by giving the student time to reflect upon his/her actions. The duration of each suspension will be at the discretion of the administration. It is impossible to specify each behavior that might result in a student’s suspension and / or expulsion from school.

During the time of the suspension, the student may either not be present on school grounds, or can get a school suspension, meaning that the student comes to school, but cannot follow classes. Instead, he will carry out school duties. In addition, the student may not attend or participate in any extracurricular activities. However, the student is responsible for any work, assignments or tests he/she missed as a result of the suspension. The academic grade of a suspended student will not be affected when class assignments are completed satisfactorily, in keeping with standards applicable to all students set by the student's teacher.

At the time of expulsion, the student and parent will be notified in writing of the charges including details of the circumstances involved within 5 to 10 days. The student will have the right to request a formal hearing before the school team. Let it be noted that a student who receives three official warning letters within one year will automatically be expelled.

## **ALCOHOL, DRUGS AND WEAPONS**

It is strictly forbidden for any student to:

- a) possess, prepare, manufacture, sell or distribute any illegal drugs or alcohol on the school premises or during school related activities.
- b) carry weapons on the school premises or during school related activities.
- c) use and/or be under the influence of any mind-altering substance at any time while on the school premises or during school related activities.

**Points a) and/or b) will automatically lead to expulsion from school and legal authorities will be notified.**

Any student who shows signs of being influenced by the use of drugs or alcohol (point c) will be confronted with his/her behavior. In cooperation with the parents, a student is required to undergo testing and follow a counseling program at a professional rehabilitation center.

A student, who is tested positive for the first time, can stay in school with the condition that he/she does not have a negative influence on other students, has a good record of attendance and a positive working attitude towards school. In case a student or parent is not willing to cooperate, then the student will be expelled from school.

**Rights and duties of students**

Students have both rights and duties at SPU. For example, you have the right to a good education and the duty to come to school if you have lessons.

At SPU students have the right to freely express their opinion (without offending others, of course), to publish a school newspaper with other students and to determine its content freely. Students have the right to meet with each other on matters concerning the school and to make use of the school's facilities in doing so. Students also have the right to expect teachers to make an effort to provide a proper education.

**Student council**

The student council make sures all those rights are respected. The student council consists of several students from the first to the fourth grade, who represent the interests of the students. The council is also elected by students in September. In practice, the council deals with the assessment of new staff members, the handling of complaints from students and the critical examination and commentary of school matters that concern them. The council also organize different social activities. If you want to become a member of the student council, you need to participate in the student council elections in September.

## FINANCES

### **Voluntary parental contribution**

Our school does not receive money from the Ministry for extra activities and facilities that are outside the normal curriculum, but which we consider important. In order to be able to offer these activities and facilities, the school asks parents/guardians to make a voluntary contribution. This includes, for example, maintaining a media library and organizing school activities. This is handled by our parents' association United Parents of SPU. The president Annesol Melaria is available to answer any question via email: [SPU.Parents@gmail.com](mailto:SPU.Parents@gmail.com) or phone +59996635602.

### **Extra Fees**

The school itself charges for things such as locker hire and printing. A list of new fees is available upon request.