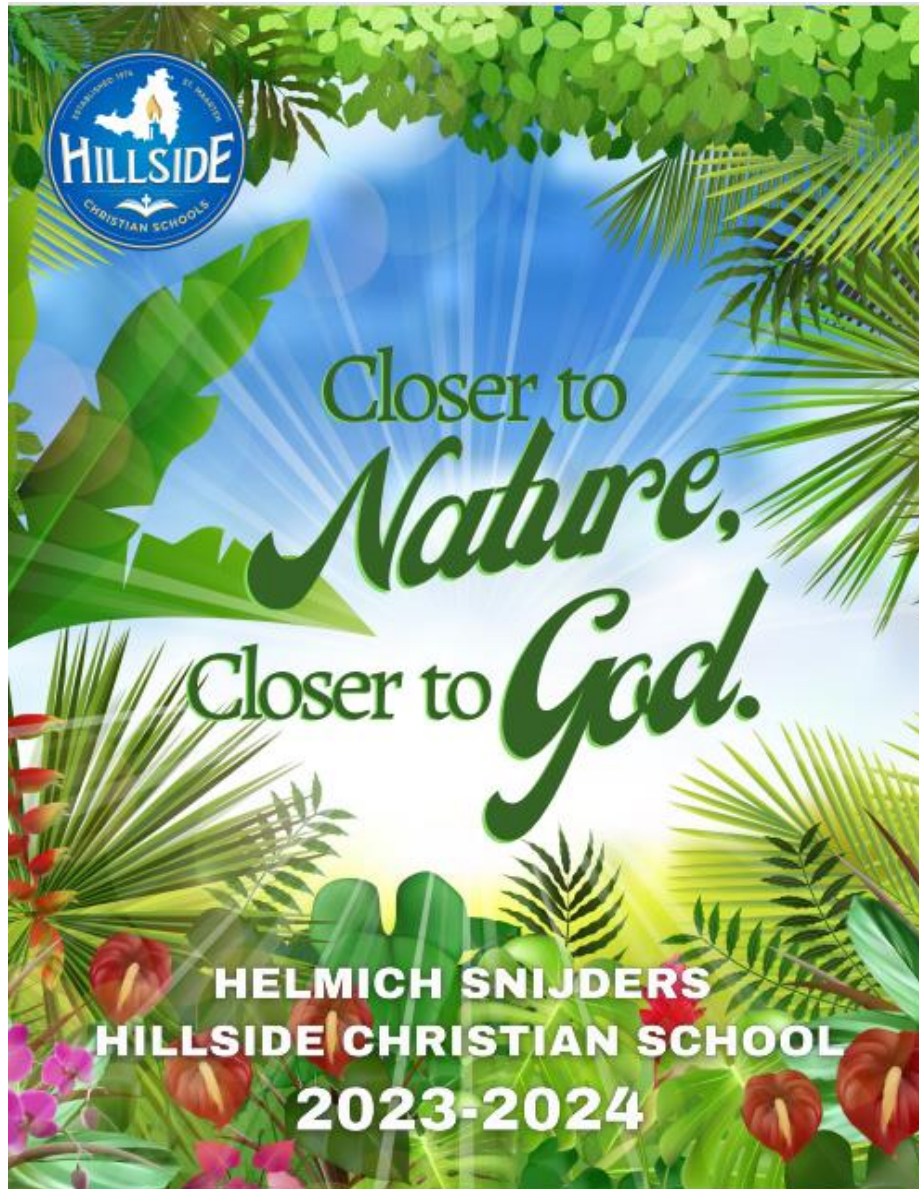


Parents Handbook 2023 - 2024



HELMICH SNIJDERS HILLSIDE CHRISTIAN SCHOOL
GRAPEFRUIT ROAD #25
ST. PETERS
Tel: 1-721-548-4757

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PROTESTANT CHRISTIAN SCHOOLS OF THE WINDWARD ISLANDS

PHILOSOPHY OF EDUCATION

The Hillside Christian Schools were established upon the conviction that the Holy Bible is the infallible and inspired Word of God. In this revelation of Himself to man, God shows that:

1. He is Triune, or three persons in one being; namely, the Father who created and sustains the universe; Jesus Christ, the only begotten Son, our Savior who intercedes for us as the King of the universal church; and the Holy Spirit, who is our Comforter, Sanctifier and Guide.
2. He has appointed the parents to train their children to know that commitment to Christ comes first in their lives.
3. The training of the child shall be continued under the parent's responsible supervision in a school that carries out the basics of a God-honoring, God-centered program beginning in the home.

These principles make it inevitable that our Christian education be of the highest academic quality so that each child may utilize his or her unique God-given abilities. To help each student reach a high level of spiritual and academic development, we aim to select staff members who are committed Christians. This commitment will be reflected in the ability they demonstrate to apply these principles as they teach, discipline, and converse with their students as well as in their relations with fellow teachers and parents. All faculty members must be well trained in their respective fields in order to give each student the tools needed to become the best he or she can be.

The underlying philosophy of education regarding its origin, purpose, and application to everyday life must then be distinctively Christian. The God-directed goal of both teacher and student must always be, to do the best job possible, using the best tools available.

In conclusion, it is the goal of the administration, faculty and parents of Hillside Christian Schools to educate each child to his/her highest potential as a child of God and as a responsible citizen.

The School Board of the Foundation for Protestant Christian Education

PROTESTANT CHRISTIAN SCHOOLS OF THE WINDWARD ISLANDS

Dear Parents/Guardians,

The handbook that you hold is the eighth edition for Hillside Christian Schools. We present this handbook to you with the hope that you will join us in one of the most exciting endeavors ever undertaken: the education of your children. The first and foremost educators of children are their parents. With the total commitment of parents and their cooperation with school faculty and staff, there is virtually no limit to the quality of education your children can receive.

The school board of Hillside Christian Schools, our teachers, administrators, and support staff are dedicated to providing your children with an outstanding educational program.

The information, which this handbook contains has come from many sources and represents the work of a great number of people who are very interested in the welfare of our students (your children).

Please take the time to read each page that follows. We, who have put this handbook together, have made effort to keep the topics short, clear and helpful to parents and students.

The handbook will be updated on a regular basis and we earnestly seek your comments and recommendations. Please contact the school's office if you have any question about the handbook or any matter concerning the welfare of your child. We care.

Sincerely,

Mrs. Asha Stevens-Mohabier
Executive General Director

Theme 2023 – 2024

CLOSER to NATURE, CLOSER to GOD

Dear Parents/Guardians:

We at the Hillside Christian Schools extend a warm welcome to you as we begin our new school year. With our dedicated staff and a commitment to educate, we feel that we can provide the opportunities needed for your child to develop and learn. It will take a united effort from parents, teachers, board members, and the community to achieve our goals. So let us pull together and experience true success.

The pages of this handbook are filled with information that you will find useful about your school. Go through the entire handbook quickly at first; then go back and study the pages together with your child or children. Feel free to ask your child's teacher for additional information or for an explanation of material in this handbook. Continuous improvement is one of our goals and we encourage you to be part of our team. You are welcome to visit the school occasionally by appointment and speak to your child's teacher. Don't wait until you are sent for, by then it may be too late. We also encourage you to make full use of our parent/teacher conferences.

Also a special welcome to all our new students here at Helmich Snijders Hillside Christian Schools. We are happy to have you as part of our school family.

Sincerely,

Mrs. S. Grant-Hazel
on behalf of School Management Team

HILLSIDE CHRISTIAN SCHOOLS

Vision Statement

“And the Lord said, “Write the vision, and make it plain upon tables, that he may run that readeth it.” (Habakkuk 2:2)

Hillside Christian School provides Christian kindergarten, elementary, and secondary education for the school population of Saint Marten. Using the Holy Bible as its guide, children will be facilitated in their learning to utilize and develop their unique God-given abilities.

HCS employs Christian teachers to teach Christian education and to teach children to know, love, respect, and serve God. Consequently, children are equipped with the necessary tools, and encouraged and supported to be life-long learners.

Education is provided in the mother tongue, which takes into consideration the different needs of our students. The school provides different streams for the language of instruction, English, Dutch, and a mix of English and Dutch.

There is an exchange of ideas with other schools, which enriches the experiences for teachers and expands the learning opportunities for students.

Mission Statement

The purpose of The Hillside Christian Schools (HCS) is to meet the holistic needs of the child, which allows their fullest God-given potential to be addressed. Consequently, we will provide a quality education which teaches them to maintain Godly values and beliefs, with an approach which uses the principles of Foundation Based Education.

Our mission will be guided by the Holy Bible, carried out by a dedicated and committed Christian staff group, with the help and co-operation of parents and other stakeholders, in a positive, safe, challenging, and Christian environment, where all persons are valued.

**THE SCHOOLBOARD FOR PROTESTANT CHRISTIAN
EDUCATION**

CONSISTS OF THE FOLLOWING PERSONS:

BOARD OF DIRECTORS

CHIEF EXECUTIVE DIRECTOR: Mrs. G. Asha Stevens-Mohabier

DEPUTY EXECUTIVE DIRECTOR:

MEMBER:

SUPERVISORY COUNCIL

PRESIDENT:

VICE-PRESIDENT:

SECRETARY:

} Under Construction

**HELMICH SNIJDERS HILLSIDE CHRISTIAN SCHOOL
FACULTY AND STAFF DIRECTORY 2023-2024**

SCHOOL MANAGER

Mrs. Shermel Grant-Hazel

ASSISTANT SCHOOL MANAGER

Mrs. Marushka Levestone

EARLY STIMULATION TEACHER

Mrs. Christa Hardeman

CYCLE 1 TEACHERS

Ms. Peggy Nibte	Grp 1
Mrs. Latanya Grant-Collins	Grp 2
Ms. Dayen Tevreden	Grp 3
Ms. Melisa Kasanwidjojo	Grp 4

CYCLE 2 TEACHERS

Mrs. Yvonne Mambre - Kartoredjo	Grp 5
Mrs. Monique Tjon Tan Pau-Renfurm	Grp 6
Ms. Marushka Levestone	Grp 7
Mrs. Shanella Romney-James	Grp 8

ENGLISH SUBJECT TEACHER

Mrs. Ruth Chattergoon-Naraine

LITERACY COORDINATOR

MUSIC TEACHER

Mr. Shawn Wilkinson

ASSISTANT TEACHERS

Ms. Eugenie Remilia	Mrs. Pearl Pengel
Mrs. Yarish Fleming-George	Ms. Mirougia Richardson
Ms. Judeiska Milton	Ms. Shumaris Lake

PHYSICAL EDUCATION COACH

Ms. Julisa Ellis

CYCLE 1 COORDINATOR

Ms. Dayen Tevreden

CYCLE 2 COORDINATOR

Mrs. Shanella Romney-James

SECRETARY

Ms. Charisna Charles

ADMINISTRATIVE CLERK

Ms. Anna Dorzier

IT

Mr. Alphonso Missoudan

STUDENT CARE COORDINATOR

Ms. Robinette Barby

SCHOOL COUNSELOR

Mrs. Nina Espacia-Joseph

CANTEEN STAFF

Ms. Ezra Straun

MAINTENANCE STAFF

Mr. Joel Alcala
Mr. Oswaldo St. Vil

SCHOOL PASTOR

Pastor Rodrick Webster

CLEANING COMPANY

Total Cleaning

HILLSIDE CHRISTIAN SCHOOLS

DISCIPLINE CODE

Note: Parents who disagree with disciplinary measures derived from God's Word will not be in agreement with our school discipline policy and should not register their child(ren) in Hillside Christian Schools.

Statement of Discipline

Discipline promotes a child's development and growth. The Hillside Christian Schools faculty and School Board view discipline as an opportunity to teach and to train children according to God's Word – *Train up a child in the way he/she should go, and when they are older they will not depart from it. Prov. 22:6*

Forms of Disciplinary Correction

The following forms of discipline actions are used as necessary to attempt to have students correct unacceptable or inappropriate behavior. ***Discipline is administered in love, not anger, and according to Biblical Principles.***

1. Deprivation of privileges (a logical consequence of the misbehavior), e.g. non-compliance to numerous warnings of disturbance during discussions or work period, will result in a loss that is significant to the student.
2. Isolation (time out that gives child a period to **cool off** away from the site of the misbehavior). All work to be caught up on in own time, and completion signed by parent.
3. Notification of parent by teacher (special conference, note to parents, or telephone).
4. Child referred to Principal when child fails to change behavior in classroom after appropriate number of attempts by teacher to have child correct the behavior. Also, notification is made to child's local pastor or assigned pastor, requesting a home/school visit for discussion with child.
5. After **two referrals to the Principal**, a three-way conference between principal, parents and teacher will be held. Child's pastor, or assigned pastor also to be invited.
6. Required participation in special behavior modification exercises and activities, which may include extra study tasks at school, writing or research assignments, etc. Participation of parent is also required to ensure: leisure time is reduced, child focuses on behavior; learning from discipline happens; and any study task will cause learning to happen motivating the child to change, and to enjoy study.
7. Temporary suspension from classroom (time related to severity of problem).
8. Warning letter is sent home outlining infraction/misbehavior.
9. Child is suspended from school, with letter outlining infraction/misbehavior. For 3 day or more suspensions, child must return to school with parent. Pastor to be informed.

10. Where a child is suspended for a second occasion, the School Board will be informed. After 2 suspensions, a disciplinary meeting will be held to include the School Board, Child, Parent(s)/Guardian(s)/Principal, Teacher and Pastor.
11. Where a child receives 3 suspensions, consideration for expulsion from the school will be given serious consideration, and specific contracts will be drafted.
12. If inappropriate behavior persists, and the above disciplinary measures have failed to bring desired outcome in the life of the student, dismissal from the school will be the final action.

HILLSIDE CHRISTIAN SCHOOLS

PSYCHOLOGICAL TESTING

GUIDELINES FOR TESTING

There are occasions that children experience learning difficulties, emotional and behavioral problems that affect their ability to function. Should serious behavior and/or academic problems be recognized, the child will undergo a psychological evaluation. If necessary, the child will be placed in another institution that will provide adequate help for the problem. Prior to any testing, every effort will be made to contact and discuss this with parents, and seek their agreement.

NOTE: PARENTS WHO DISAGREE WITH THE PSYCHOLOGICAL TEST/POLICY THAT IS ADMINISTERED AT OUR SCHOOL WHEN AND IF NECESSARY SHOULD NOT REGISTER THEIR CHILD (REN) AT THE HILLSIDE CHRISTIAN SCHOOLS.

HILLSIDE CHRISTIAN SCHOOLS

ADMISSION POLICIES

Hillside Christian Schools has an open door policy. All children (of all backgrounds and denominations) who register not later than the published deadlines and who meet the basic requirements are admitted provided that space is available.

Because Hillside Christian Schools was founded as a Protestant school, children of Protestant families will have priority in those cases where the number of applicants exceeds space requirements.

The basic requirements for admittance:

1. Birth Certificate
2. Residence Permit of child (for non-St. Maarteners)
3. Vaccination card showing required immunizations
4. Three recent passport pictures
5. **Early Stimulation:** Three years old prior to October 1st of the year in which enrollment takes place.
Cycle 1: on the day that students turn four years, enrollment can take place if space is available.
Cycle 2 (Grades 3 -6)
6. Insurance documents of parents/ students
7. APN Workshops

Students, (nine years old or older) who speak neither English nor Dutch, will not be admitted.

Registration will normally take place during office hours on two days during the first week of March of each year. Any changes to this schedule will be announced in the newspapers and on the radio.

ARRIVAL AND DISMISSAL

Children are sometimes late for school because parents bring them late. Parents often state that they cannot get their children to school on time because of the traffic. We know that the flow of traffic on St. Maarten, and especially in the St. Peters area just before school commences is very bad and is not likely to get better. Please leave home early so that you can arrive at school on time and spare your children the embarrassment of entering class late.

Do not ask your children to run errands on the way to school or to take younger children to Cycle 1 since these things often cause children to be late for class.

If you know in advance that your child will be late, please send a short note with your signature to the teacher giving the reason for the lateness.

If your child must be absent due to sickness, please inform the school's secretary on the same day. You may call us at **(721)548-4757** or visit the school anytime between 7:30 AM and 3:00 PM.

In case of prolonged illness (two or more days), please contact your child's teacher during normal school hours to pick up assignments and make-up work for your child.

Do not keep your child at home to baby-sit younger children.

If you cannot get your child to school on time because of bad weather (storms or extremely heavy rain), bring the child to school as soon as the weather clears (unless school has been dismissed).

A parent or guardian should send a signed note to the child's teacher giving a reason for any lateness or absence from school.

Teachers will accompany students at the end of the day to their waiting designated areas in order to be picked up.

Please pick your children up promptly after school is dismissed so that they don't wander aimlessly on the street or school grounds.

During regular school hours, children are not allowed to leave the school premises without permission of the principal or assistant principal.

If there is an emergency and your child must leave the island before holidays start, please inform the principal in advance.

Please cooperate with us so that together, we can teach our children responsibility and punctuality.

TRANSFER FROM SCHOOL

Should you decide to place your child in another school, or if you have to leave the island for another country, it is advisable to inform the school about this well in advance. Time is needed to complete the necessary procedures for transfers. All textbooks must be returned and all fees must be paid before the student's records are released.

PARENTAL CONTRIBUTION

Parental Contribution may be paid in advance. (Some parents like to pay the contribution in June for the school year that begins in August.) The contributions may be paid when school starts in August and must be paid not later than September 15th.

The registration fee and contribution for the academic year (August to June) are:

	Registration Fee	Contribution
Early Stimulation	NAF 50, -- or USD 28.--	Monthly: NAF 180 -- or USD 100.--
Cycle 1 & Cycle 2	NAF 50, -- or USD 28.--	Yearly: NAF 300 -- or USD 167.--

LIBRARY CARD

Here at Hillside Christian Schools we believe having a library card is an important resource tool for our students. We want our students to develop a love for reading at an early age. We also believe if our students visit the library often, enough this will enable him/her to develop both a wider range of interests and a broader view of the world. All children (groups 4 to 8) are encouraged to have a library card. (Library cards are free for children). Do encourage your child/children, twice a month, to **return** the borrowed books on time to avoid late charges. Parents are encouraged to accompany their child(ren) as often as they can to the library Satellites that are located around the island.

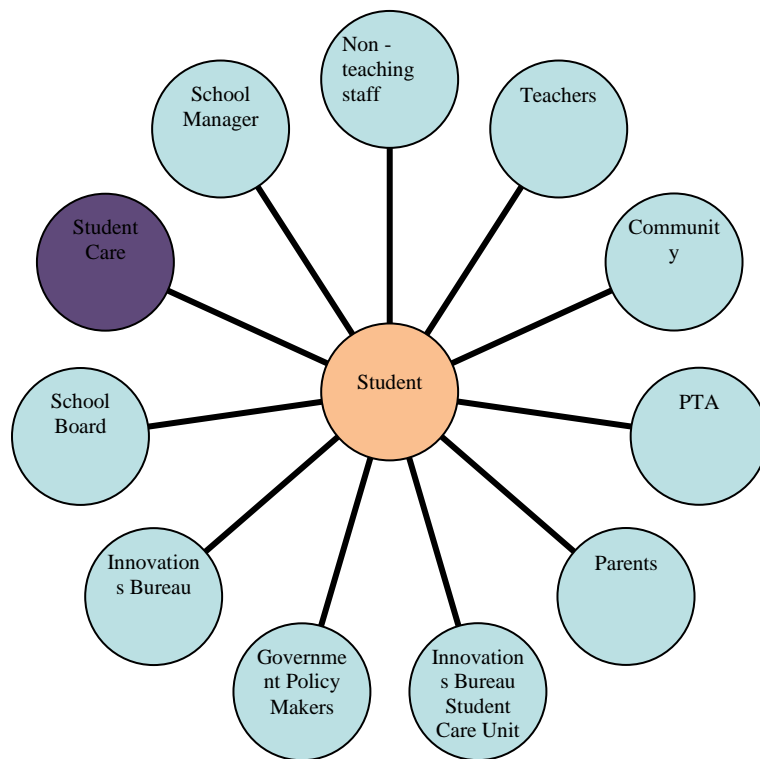
SCHOOL COUNSELOR AND SCHOOL PSYCHOLOGIST

Sometimes children experience difficulties for which they need help. The difficulties may be emotional, social, psychological, or intellectual, and cannot be addressed by the classroom teacher or principal. On these occasions the support and involvement of other professionals are needed. After consultation with the parents/guardians, referrals may be made to the school counselor to help resolve the difficulties. If and when necessary outside professional assistance will be sought from the Department for Student Support Services or Mental Health Foundation.

STUDENT CARE COORDINATOR

Many people are involved in the life of a child. Regarding the child's education at Hillside Christian School, the role of the student care coordinator is varied, and demands working with all stakeholders shown in the diagram below. Our goal is to focus on the needs and best interests of the child, and identify ways to meet those needs within the limits of our resources and imagination. We recognize that each child is unique, and whilst we respond

to their individuality, we contribute to how they can best function within a wider social group. Thus our practice is student centered.



What we do!

- Support student development, by monitoring the child's participation in school, and their achievements in various subjects.
- Act as a resource person for teachers and parents, by offering various strategies and techniques to work within a child's needs and preferences.
- Interpret statistics on child development, by presenting information in an understandable way on the child's progress, targets, and achievements.
- Motivate and stimulate students to learn, by identifying and acquiring learning aids, opportunities and challenges to enhance the learning experience.
- Carry out various assessments, such as learning styles assessments.
- Detect learning & behavioral problems and refer to other professionals, by conducting child observations, and discussing or reporting in an agreed forum, any concerns or strategies needed.
- Form part of the Innovation Team for the development of the school, by working on various projects to ensure a smooth implementation process of FBE.

If you need to speak to an SCC about your child, she/he is located centrally on the school site, in a private room to meet with you. Walk-in meetings are held, and appointments can be made by calling the office on **1-721-548 - 4757**

HOMEWORK POLICY

Homework is assigned according to need and grade level. Homework includes such activities as practicing or extending a skill learned in the classroom, studying concepts or spelling words, doing individual activities that are assigned to reinforce a particular skill, or doing research as part of a project. Homework must be signed.

We feel it is important that parents should endeavor to provide a proper place of study and should see that the necessary materials are available. Each student should be free from interruptions and conflicting demands during the time required to complete his/her assignments. He/she should be encouraged to stick to his/her assignment, receiving advice and help only when necessary. The parent should never do the homework for the child. This homework must be returned on the due date.

Recommended amount of time that students should spend on completing homework varies by grade level:

Groups 1-4: Total not to exceed 30 minutes at least three days per week (**projects & presentation**)

Groups 5-6: Total not to exceed 45 minutes (**including projects and presentations**)

Groups 7-8: Total not to exceed 60 minutes per day (**including projects and presentations**)

REPORT CARDS: CYCLE 1 & 2 Students

- Report cards are issued on average at the end of each 13-week grading period. Parents/Guardians will receive a letter of invitation to collect the report cards.
Dates: December, March and June of each said school year.

EARLY STIMULATION

December or January & June – Parent-Teacher Conferences.

All dates will be preceded by a detailed letter.

ONLINE PLATFORMS

Our online school platforms are as follows:

- **Quickschools**

- This is our online tracking system which allows parents to view grades, attendance, homework and communicate with teachers through the parent portal.
- You can access Quickschools through the website www.hcsas.quickschools.com with your username and password.



- **Seesaw**

- In the event of a lockdown associated with any type of disaster, epidemic or pandemic, this platform will be used to foster the continuity of our students' education.
- Seesaw may be accessed through the website, <https://web.seesaw.me/>. The class code will be given by your child's teacher.
- Seesaw will be used for Groups 1 through 4.
- **SEESAW is - Temporarily not in use for the school year.**



- **Google Classroom**

- In the event of a lockdown associated with any type of disaster, epidemic or pandemic, this platform will be used to foster the continuity of our students' education.
- Google Classroom may be accessed through the website, <https://classroom.google.com/h>. The class code will be given by your child's teacher.
- Google Classroom will be used for Groups 5 through 8.



Google Classroom

**HILLSIDE CHRISTIAN SCHOOLS
Vacation Schedule 2023-2024**

Midterm Break I October 2 – 6, 2023
Constitution Day October 9, 2023
St. Maarten Day November 11, 2023
Christmas Holidays December 18, 2023 – January 1, 2024
Midterm Break II February 12 – 13, 2024
Easter Holidays March 28 – April 1, 2024
Carnival / King’s Day / Labor Day April 24 – May 3, 2024
Ascension Day May 9 – 10, 2024
Emancipation Day July 1, 2024
Summer Holidays July 2 – August 9, 2024
First Day of New School Year 2024 - 2025 August 12, 2024

NOTICE

**PARENTS/GUARDIANS ARE REQUESTED TO KEEP THIS
SCHEDULE AT HAND AND PLAN THEIR VACATIONS
ACCORDINGLY**

HILLSIDE CHRISTIAN SCHOOLS

INSURANCE FOR STUDENTS

The island government provides personal accident insurance for students.

Each student is covered up to a maximum of Nafl. 5.000,-- for accidental death; Nafl. 40.000,-- in case of permanent disablement; and Nafl. 2.000,-- for medical bills incurred due to an accident.

Students are covered by insurance during school hours while on school premises or during school-sponsored activities, or while enroute between home and school. Insurance also covers prescription medicine and laboratory fees.

An accident form, which is available at the school's office, must be completed and submitted to the attending doctor or directly to the insurance company FATUM (along with proof of medical payment) in cases where the doctor has been paid by the parents.

Please note that the insurance is for accidents only and does not cover normal illnesses.

HEALTH SERVICES

Children enrolling at Hillside Christian Schools for the first time must have a certificate indicating that they have received the DTP (Diphtheria, Tetanus and Polio) immunization.

Children will receive a DTP booster in Cycle 1 and again at the age of nine.

Girls are immunized against German measles at the age of 11.

The school nurse pays a regular visit to the school and refers students having health problems to the appropriate doctor or specialist.

LUNCH

Hotdog, Hamburger/Cheeseburger, sandwiches, bottled juice and bottled water are on sale at the school's canteen. Costs range from \$1.25 to \$2.25.

Children are not allowed to bring candy (sweets / chocolates / chips, sweet sodas (Busta/Chubby)/ puddings/ jello bubblegum, etc.) to school.

A copy of the canteen order list is on our monthly bulletin.

Students may also bring sandwiches and drinks from home if they desire to do so.

Sandwiches, snacks and drinks may only be eaten during scheduled times.

PARENT VISITING DAY

An appointment must be made with the teacher and or principal according to the necessity.

If a student is having behavioral or learning problems, parents are encouraged to come to school and observe the child(ren) in the classroom.

SCHOOL RULES

1. School Hours

Early Childhood – Group 2: Monday, Tuesday, Thursday, Friday 7:30 A.M. – 1:00 P.M.
Wednesday 7:30 A.M. – 12:45 P.M.

Groups 3 – 8: Monday, Tuesday, Thursday, Friday 7:30 A.M. – 1:30 P.M.
Wednesday 7:30 A.M. – 12:45 P.M.

- 1.1 Pupils are not allowed in the classrooms before school starts without a teacher's permission.
- 1.2 Pupils are not allowed to leave the school premises during school hours, unless authorized by the Principal or her substitute.
- 1.3 Pupils must sit in the designated place each morning to wait until their teacher arrives.

2. School Bells

2.1 The bell will ring at 7.25 A.M. at which time all students should be in class, preparing for the day activity to begin.

3. Late Arrival

- 3.1 The school gate will be closed at 7.35 A.M.
- 3.2 Pupils arriving late must present a letter signed by their parent(s) stating the reason for their late arrival.
- 3.3 A pupil arriving late three (3) times without a letter will be sent to the Principal for a written warning.
- 3.4 After receiving 3 written warnings, upon arriving late the fourth time appropriate measures will be taken.
- 3.5 If the pupil arrives late again without a valid reason the matter will be referred to the Truancy Dept. of Education.

4. Absenteeism

- 4.1 Upon returning from absence pupils must present a written statement, signed by either parents/ guardians stating the reason for their absence.
- 4.2 Parents should keep the vacation schedule in mind when planning their family vacations to avoid unnecessary absenteeism for their children. Request for students to be absent during schooldays must be made at the Truancy Department of Education.

5. Parental Contribution/Book-fees

5.1 It is expected that parents/guardians make their parental contribution before August of each school year.

6. Homework/Assignments

- 6.1 Pupils must complete their homework neatly.
- 6.2 Parents/guardians are expected to sign homework.
- 6.3 Parents/guardians should notify the class-teacher of the reason for incomplete homework.
- 6.4 Parents/guardians of pupils who do not complete their homework or extra work on time and who do not have a written notification will be invited to meet with the teacher to discuss the matter and seek a solution.

6.5 Students of groups 3 to 8 (grade1-6) are required to purchase a school agenda. This should be in the students' possession on the first day of school.

6.6 Homework requests for students who are out due to illnesses or other important reasons should be made via the class teacher / school's administration. Do allow a complete school day for the homework package to be prepared.

7. School Properties

7.1 Every pupil must treat all furniture, equipment, buildings, toilet facilities and books belonging to the school with due care. Pupils are not allowed to put their feet, stand or walk on chairs, tables, benches. Rocking of chairs is prohibited. There will be consequences for pupils who destroy school properties.

In such cases the parents/guardians will be financially responsible for repairs or damage caused by their child.

7.2 All books must be carried in a sturdy sizeable school bag to avoid damaging the books. Pupils are not allowed to place stickers, draw or write on or in textbooks, desks and walls.

8. Recesses

8.1 The first recess takes place at different intervals per 2 groups. The second recess is from 11:45 to 11:55 a.m. – However, this is more of a water/bathroom break for Cycle 2 students.

8.2 During recesses pupils must report to teachers on the playground or their class-teacher if there are problems. All students are encouraged to use problem-solving skills to resolve issues.

8.3 During recess pupils are not allowed in the classrooms without the teacher's permission. Students who are not allowed to play during the break for one or more reasons must sit on the bench close to their teacher if he/she is on playground duty.

9. General Behavior and Guidelines

9.1 Pupils must promptly obey all instructions from those in authority at the school and show respect at all times.

9.2 All participants in fights will be disciplined. Parents/guardians will be notified of such occurrence.

9.3 Repeated rude, disrespectful behavior towards those in authority or other pupils, use of indecent language, fighting, in and around the school, constant bullying, teasing and nagging, stealing and swearing are considered serious offenses and **will result in suspension**. Parents/Guardians will be notified of these offenses.

9.4 Pupils are not allowed to remove anything from another pupil's desk or schoolbag unless instructed by teacher.

9.5 Before entering the staff room, the secretary 's office or the principal's office, pupils must knock and wait for permission to enter.

9.6 Pupils are not allowed to chew gum, or eat candies during the lessons.

9.7 The school will not be held responsible for jewelry and money that may be lost or stolen at school.

9.8 Process of discipline for inappropriate conduct: 1st offence: Student will be given an oral warning. 2nd offence: written warning with work to complete. After 3 written warning, student will be suspended. All warnings are based on the severity of the case.

9.9 After a suspension period the student and parents/guardians must first report to the principal/ SCC.

10. Communication and Visits

10.1 Parents/Guardians wishing to speak to the class-teacher or their child must first report to secretary's office.

10.2 Visits to classrooms during school hours are only permitted with approval of the principal. Approval should be sought via the secretary. Parents will receive a pass if permission is granted.

10.3 Parents/guardians wishing to speak to a teacher or the Principal during school hours should first make an appointment via the secretary's office or with the teacher.

10.4 Parents are expected to attend all parent meetings at school. The school should be informed if unable to attend.

10.5 Parents should notify the school office of changes in address and phone numbers (home and work). This makes matters easier when contact is needed in case of emergency.

11. Expulsion: Pupils who continue to display unacceptable behavior will be brought before the School Board, Inspector of Education and CPO for further intervention.

End of School Day

12.1 At the end of the school day pupils must walk quietly in line to the gate and be dismissed.

12.2 For safety reasons pupils are not allowed to run around while waiting for their transportation.

12.3 The parents/guardians **are responsible for** bringing their child to school and picking them up on time.

12.4 Whenever a pupil is to be notified that he/she will be picked up late, parents must contact the secretary on time. The secretary will notify the pupil/teacher.

12.5 Waiting parents/guardians as well as those at home will be notified in the event their child must stay in class after school to complete assignments.

13. Report Card

13.1 Parents/guardians must collect their child's report card. Report cards will not be handed over to pupils.

14. Teacher-Parent Conference – Cycle 1 & 2

14.1 December 2023, March 2024 & June 2024.

15. Completion of Forms/ Emergency Contact

15.1 Parents/guardians must complete and sign all forms and other queries sent home and return them on the day requested. Please look out for our monthly news bulletins.

15.2 Emergency Contact information – please inform the school of all updated information in your child's file as soon as possible.

15.3 Custody Notice – it is the responsibility of the custodial parent to provide the school with a copy of the custody section of their divorce decree.

16. Cellular Phones/ IPod/ PSP/DS/DSI or other electronic games

16.1 Cellular phones etc. as listed above are **not allowed** in school. In case of emergency, the phones in the office will be used. Our school will not be held responsible for any of these items that may be lost or stolen or misplaced. **NO ACTION** will be taken by the school's administration to recover forbidden items reported lost or stolen, which should have not been brought to school.

17. Check-outs from school

17.1 Students who must leave school for any reason must be signed out in the main office.

Students may only be signed out by persons whose names appear on the registration form, unless the school receives written permission in writing from the parent/guardian in advance.

17.2 Communicable Diseases /Contagious Diseases. The school reserves the right to remove or exclude any student whose physical condition interferes with his/her ability to learn or exposes other students to contagious diseases. Parents will be asked to pick-up their child/ren and take them to the doctor. A doctor's slip is required for re-admission.

17.3 Doctor/dentist appointments – medical appointments must be scheduled before or after school hours, if possible. However, if such scheduling is not possible, parents are expected to present a written notification or call the secretary.

18. Bullying

Bullying is defined as any pattern of behavior by a student or a group of students that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another student or group of students.

Respect for self and others is of utmost importance here at our school.

18.1 Students who prey on others will be subjected to disciplinary actions accordingly. Students are responsible for alerting a teacher, an administrator or another responsible adult on campus to hostile attempts directed towards them.

18.2 Administrators are then required to take immediate action to prevent any further confrontations from developing.

19. Dress Down Days

19.1 Occasionally, as a special reward or school fundraiser, students are allowed to “dress down” or come to school out of uniform.

19.2 Days when uniforms are optional it **will always be preceded with a note sent home from the school's administration.** Student and parents must adhere to the attire of the day. Parents will be asked to bring appropriate clothing if your child's clothing is not appropriate for school.

20. Internet use at school

Students are expected to follow all rules stipulated in the school's technology policy.

21. Illness or Injury

In case of sudden illness or injury, school personnel with basic first aid training will provide temporary care for your child or administer **basic first aid treatment only.**

Emergency medical treatments will be directed to the professionals and parents will be contacted. Please make sure your contact and emergency numbers, your child's health insurance and other important information in the school's main office are up-to-date.

If your child has a medical matter that is being dealt with by the house doctor – a valid doctor's note is needed in order for special requests to be carried out for the child.

School Song

1. In this dear land so bright, so fair
Beneath the hills of green;
There stand some monuments of grace,
Beloved and serene.
'Tis there that children learn and play
'Tis there that Jesus rules;
'Tis there of friendliness and cheer,
At Hillside Christian Schools.
2. We thank Thee Lord, we give you praise
For happiness, for woe;
For teachers, children, workers, --- all;
For blessings you bestow.
We'll use our heads, our hearts, and hands,
Our time and all the tools
To do our best, uplift the name
Of Hillside Christian Schools.

Written by former teacher: 1991.

Sports Day Song

When I play a game
I want to have fun
From the time it's started
Till it is done
I don't have to fight
Worry or fuss
Beat up my friend,
Quarrel or cuss.

I will be a sportsman,
Honest and true.
Always kind and thoughtful
In all I do.
Have a pleasant spirit,
Do all I can.
Win, draw or lose
Be a sportsman!

**Win, draw or lose
Be a sportsman!**

Written by former teacher.