



Form 1 Orientation Booklet

HANDBOOK FOR STUDENTS AND PARENTS

2016 – 2017

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Dear Incoming Form 1 students,

As the Lower Forms and PrO Department Leader, it is my pleasure to welcome you to Saba Comprehensive School! I hope you will have a very smooth transition to high school and a very successful and fun year ahead!

As you may know, high school is quite different from primary school, so in an effort to better prepare you for these changes, I have put together this Form 1 Orientation Booklet with some essential information you will need to know for the upcoming school year.

Additionally, in an effort to ensure a smooth transition to Saba Comprehensive School, you have already had a tour of the facility and you will have the chance to meet with your homeroom teachers beforehand and get to know one another, as well as your other new teachers. You have also been paired up with your student mentors from the current Form 1 class and these students will also be able to help you and guide you when necessary during your first year at Saba Comprehensive School.

In closing, I would like to leave you with some wishes I have for you as you embark on your high school journey.

- ❖ *May you be creative and think and work independently as well as in a group.*
- ❖ *May you work in harmony with your classmates and encourage each other to succeed.*
- ❖ *May you find and recognize your true talents and use them.*
- ❖ *May you use wisdom to make good decisions.*
- ❖ *May you always treat others with respect and kindness.*
- ❖ *May you work diligently and vigorously to achieve your goals.*
- ❖ *And may you and your parents have a wonderful year ahead!*

Best wishes,

Tracy Zagers-Johnson
SCS Lower Forms and PrO Department Leader



Dear students,

Mr. Bent and Mr. Simpson will be your new homeroom teacher or mentor for the upcoming academic school year 2016-2017. Mr. Simpson has been with the Saba Comprehensive School for the past two years; with responsibilities of mentoring the current Form 2 students and has also been subject teacher for English Language, Mathematics, English Literature and Library for both Form 1 and Form 2. He believes that hard work and discipline are the hallmarks of success.

Like Mr. Simpson, Mr. Bent is also Jamaican and has been a teacher of Physical Education and Sports since September 1996. In 2005 Physical Education and Sports was introduced at the CSEC level and while at Denbigh High School, he entered four students, all of whom received a Grade one.

Since then the numbers have grown tremendously, but the results have always been one of success. In the May/June 2015 CSEC examinations, he entered 25 students, all of whom received Grade ones. This is what he intends to bring to the Saba Comprehensive School family.

Mr. Simpson and Mr. Bent 's philosophy is: "Working hand in hand, we will achieve success together!"

Best wishes,

Your Homeroom Mentors,

Mr. Xavier Simpson

Mr. Errol Bent

Homeroom Teachers' contact information



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SCS Mission and Vision statements

Mission

At Saba Comprehensive School we promote an exceptional level of education within the (Dutch) Caribbean in an effort to shape unique future leaders who demonstrate high moral values and are proud to be SCS students.

Vision

At Saba Comprehensive School we develop our young people holistically, so that they will make a meaningful contribution to the global society.

We establish a clean, safe and healthy learning environment, in cooperation with all stakeholders. We bring our students to a level of readiness by equipping all with the necessary knowledge and skills. We provide inclusive quality secondary education and care.

Bell Schedule

Period	Warning Bell	Start Time	End Time
1st period	7:10am	7:15am	8:00am
2nd period		8:00am	8:45am
3rd period		8:45am	9:30am
1st break		9:30am	10:00am
4th period	9:55am	10:00am	10:45am
5th period		10:45am	11:30am
6th period		11:30am	12:15pm
2nd break		12:15pm	12:30pm
7th period	12:25pm	12:30pm	1:15pm
8th period		1:15pm	2:00pm

Class Schedule, hours per subject, teachers

	Form 1 Subjects	Hours per subject	Subject Teacher
1.	English Language	5	Zavier Simpson
2.	Mathematics	5	Zavier Simpson
3.	English Literature	2	Zavier Simpson
4.	Library	1	Zavier Simpson
5.	Dutch	5	Esther Schasfoort
6.	Spanish	3	Esther Schasfoort
7.	Information Technology	2	Delroy Sinclair
8.	Physical Education	2	Errol Bent
9.	Guidance	1	Carol Irvine-Skinner
10.	Homeroom	1	Zavier Simpson & Errol Bent
11.	House Hour	1	Depends which house
12.	Integrated Science	3	Adiola Khan-Amsterdam
13.	Social Studies	3	Michelle Martie
14.	Visual Arts	2	Genghis Khan
15.	Food Preparation and Care	2	Simone Saul
16.	Technical Science	2	Marlon Sitladin
		40 hrs total	

Recess, cafeteria

There are two recesses at Saba Comprehensive School; one from 9:30am-10:00am and one from 12:15pm-12:30pm. During both breaks students can play air hockey, pool, foosball and chess. Foods and drinks are sold during both breaks by the canteen lady Xiomara Hassell. Foods sold include pastechis, pizza, hamburgers, hotdogs, meatball sandwiches, tuna sandwiches, wings, sates, cinnamon rolls. Drinks include juice, Gatorade and malt. Prices range from \$2 to \$4. There are also two water coolers located on the courtyard, but students are also encouraged to bring water with them from home.

Library

In an effort to promote literacy and improve the reading level of our students, every two weeks all SCS students visit the library. They should choose an English, a Spanish and a Dutch book on their level. Parents should ensure that they read their library books at home and return them, along with their library cards, every other week. During the week that students are not scheduled for library they should still bring their library books to school to read during the library period. It is a wise idea for students to keep their library cards in a Ziploc bag in their school bags so as not to forget them at home every other week.

House system and house hour

In 2012, the House System at Saba Comprehensive School was reintroduced. Our House Coordinator since August 2015 is Mr. Genghis Khan. Every Friday the last period, from 1:15pm-2:00pm, is designated as house hour. All students gather in the court yard around the gazebo and the House Coordinator informs all students and teachers of that week's particular house activity. Activities can range from playful events in the court yard to sports' games in the gymnasium to singing and dancing competitions at the school.

At the Saba Comprehensive School all students, teachers and other staff members are randomly divided into four houses. The four houses at SCS are named after significant persons in Saban history. The four houses are:

The Cornelia Jones Blue House Flames

The Othello Maude Edwards-Linzey Green House Grenades

The Godfried Hassell Red House Dragons

The Thomas Eric Johnson Yellow House Blazers

On Fridays all students must wear their house T-shirts and sports pants.

Curriculum, CCSLC

This past year the CXC CCSLC (Caribbean Certificate of Secondary Level Competence) program was reintroduced in Form one at Saba Comprehensive School. It is a two to three year competency-based program and is offered in English, Mathematics, Spanish, Social Studies and Integrated Science. Students are required to complete five modules per subject area and complete a school based assessment at the end of each module. The scores of these internal assessments are then combined with the score of an external assessment of fifty multiple choice questions per subject area. Students who pass all five subjects will be awarded a certificate from CXC. Our curriculum is currently being adjusted to facilitate this new program and can be found on our school website at www.learningsaba.com.

Form 1 Book List

	Form 1 Subjects	Textbook Used
1.	English Language	CCSLC English Language Book 1
2.	Mathematics	CCSLC Mathematics Book 1
3.	English Literature	Books are chosen by subject teacher.
4.	Library	English, Dutch and Spanish book on student's level.
5.	Dutch	Stap 1
6.	Spanish	Chévere Students' Book 1 and Chévere Activity Book 1
7.	Information Technology	No prescribed textbook
8.	Physical Education	No prescribed textbook
9.	Guidance	No prescribed textbook
10.	Homeroom	N/A
11.	House Hour	N/A
12.	Integrated Science	CCSLC Integrated Science
13.	Social Studies	No prescribed textbook
14.	Visual Arts	No prescribed textbook
15.	Food Preparation and Care	Home Economics in Action Book 1
16.	Technical Science	No prescribed textbook

Supplies needed

School supplies needed for a successful academic year at SCS:

1. School uniform- at least 3 pants and 3 shirts, 1 gym shirt and gym shorts, and closed black or white shoes-no toes exposed.
2. A sturdy and good size school bag
3. School textbooks which students borrow from the school and will need to be returned in good condition at the end of the year.
4. Copy of timetable given to students by Homeroom teachers on the first day of class. Their timetable can be laminated and stuck or taped into their agendas so they don't misplace or lose it easily. Their timetable is vital in making sure they are in the right class at the right time.
5. Pencil case
6. Agenda
7. 14 Copy books
8. 14 folders for subject handouts
9. Dictionaries for all language classes –English, Dutch and Spanish
10. Thesaurus for English class
11. Library card-\$5.00 renewal fee. Students must bring their library card along with books borrowed from the Queen Wilhelmina Library each time they are scheduled to visit the library.
12. Student's Atlas
13. At least 3 blue and 3 black pens
14. At least 3 #2B pencils
15. Correction fluid
16. White eraser
17. Pencil sharpener
18. Ruler
19. Geometry set (includes compasses, protractor and small ruler)
20. Scientific calculator
21. At least 2 highlighters
22. Small scissors
23. Glue stick
24. Sticky notes
25. Paper clips
26. Small stapler along with staples
27. Staple remover
28. Tape

29. Colored pencils
30. Markers
31. 256 MB Thumb drive
32. Computer with internet access
33. Printer
34. Letter size paper- 8.5 x 11
35. Flash cards for studying
36. Hand sanitizer
37. Mini packs of Kleenex tissues
38. Lip balm
39. A watch so students can be more mindful of the time ☺
40. Umbrella for rainy days
41. Jacket/wind breaker for cold or rainy days
42. Small packet of Tylenol in case the student gets a headache, etc.
43. Bottled water
44. Healthy snacks everyday for lunch, such as a sandwich, granola bar, yogurt, fruit, etc.
45. Any medications needed to be taken during school hours
46. A good attitude for learning ☺

Uniforms (school, P.E., house)

The SCS uniform 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.

The P. E. uniform consists of a white t-shirt with the school logo, 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 will be available for purchase at the Artisan Foundation in The Bottom.

Rules: school, bus, library

To ensure your safety and well-being while at school, it is necessary for SCS to lay out some rules and boundaries:

General Conduct

- 1.** Your actions should never disturb others or interfere with the educational process, which is the sole reason for your being in school.
- 2.** You should be capable of accepting responsibility for your actions or the results of your actions.
- 3.** You should respect the rights of others as you wish them to respect yours.
- 4.** Any form of bullying will not be accepted.
- 5.** Once in school, you may not leave without first receiving permission from your Department Leader, who may refer you to the (Vice) Director.
- 6.** Students may be placed on periodic contracts for academic or behavioral issues. This measure will also require parental involvement.
- 7.** The Management of Saba Comprehensive School reserves the right to carry out random drug and weapon searches on students.
- 8.** The use of cell phones and other electronic devices (e.g. iPods, MP3 players) is not allowed in school. Failure to adhere to this rule will result in confiscation of device for two weeks.
- 9.** Bringing or forwarding of articles portraying obscenity or drugs is not allowed.

Specific areas of conduct

- 1.** Abusive or belligerent behavior by a student toward any faculty or member of staff will result in suspension.
- 2.** Fighting in school will result in the suspension of all participants.
- 3.** Possession and/or use of weapons, tobacco, alcohol, or illegal drugs at school will result in immediate suspension. The police will be informed. The Director may require a student to open his/her bag.

Attendance

- 1.** Students are required to attend all classes.
- 2.** Only excused absences according to the rules on compulsory education can be accepted.
- 3.** A written note of explanation from the parent/guardian or doctor must support all absences. In case of suspicion of unlawful absences, the truancy officer will be informed.
- 4.** If a student must leave school because of an illness, permission has to be given by the Department Leader, who may refer the student to the (Vice) Principal. In case the school is unable to contact the parents by phone, a form may be given to the student which, signed by the parent/guardian, must be brought in when the student returns to school.
- 5.** Tardiness (coming late to class) will be recorded and students will be required to attend detention after school. Parents will be contacted and bus transportation will be provided.
- 6.** Students are not counted as late/tardy if the school bus has mechanical problems.

Personal Appearance

- 1.** All students must observe personal hygiene and grooming, for example males should be neatly shaved.
- 2.** Fingernails should be kept clean.
- 3.** Students must wear the correct school uniform while on the premises and while travelling to and from school on any school day. Neither tight pants, jeans, nor baggy/hanging pants are allowed. The uniform is a symbol of the school and as such should be worn with pride and kept clean and tidy.
- 4.** The school uniform should only be used for school purposes. Students who are out of uniform should submit a letter from the parent/guardian with a valid explanation to the principal before attending class.
- 5.** Undergarments should be white, blue or black and without print. Students will be asked to remove their undershirt if they do not adhere to this rule.

Both male and female students:

- ★ Heads are uncovered, so no caps, hats etc. are allowed.
- ★ No visible piercings are allowed, except ear rings for girls.

Bus Rules

On the bus...

I am Respectful.

- I am courteous to everyone and I talk quietly.
- I do not use vulgar or obscene language on the bus.
- I do not yell, scream or make excessive noise which distracts the bus driver and could result in a serious accident.
- I keep my hands and feet to myself at all times.
- I cooperate with the bus driver and my teacher.

I am Responsible.

- I am on time for the bus.
- I keep the bus clean.
- I do not eat nor drink on the bus.
- I do not chew gum on the bus.
- I do not leave my books, bags or other articles on the bus.

I am Safe.

- I remain seated while the bus is moving.
- I keep my head, hands and feet inside the bus at all times.
- I do not throw objects in or out of the bus.
- I do not horseplay, push, shove, hit, kick or fight on the bus.
- I do not damage or tamper with any bus equipment.

Library Rules

In the library...

I am Respectful.

- I am quiet while entering, leaving and using the library.
- I respect other people's right to learn and read.
- I choose books quickly and carefully.

I am Responsible.

- I am careful with the books.
- I put books back in their correct places.
- I keep the library clean.
- I do not eat nor drink in the library.

I am Ready to Learn.

- I bring my library ID card and return my books on time.
- I choose books at my reading level.
- I choose books I am interested in.

Care

In the new school year we will be welcoming our new Guidance and Career Counselor and Care Coordinator. Students are scheduled for guidance once a week, but may also schedule individual meetings with the Counselor if necessary.

Each Homeroom Teacher, Department Leader and the Care Coordinator meet biweekly to discuss student's individual needs and set up a group or individual plan to cater to their educational and social-emotional needs. Parents are always contacted if students need any additional testing, care from EC2 or homework support.

Agenda usage, organizing and planning

It is mandatory and extremely important that all SCS students have an agenda. Students will have fourteen different classes and anywhere from ten to fourteen different teachers. Each teacher will give homework and assignments and schedule tests. It is therefore imperative for students to plan accordingly and keep organized so as not to miss deadlines. Parents should also help their child at home to become familiar with using an agenda and ensure that they are using it daily.