

Secondary Student Guide

A school is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents, teachers and staff have the right to such an environment here at ISUtrecht. With this right comes the responsibility to conduct oneself in a manner that contributes to this environment and to be accountable for any actions that jeopardizes it.

IB Learner Profile

As an IB school, students at ISUtrecht should strive to reflect the IB Learner Profile:

Inquirers - We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable - We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers - We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators - We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled - We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded - We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring - We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers - We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced - We understand the importance of balancing different aspects of our lives—intellectual, physical and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective - We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Attitude towards study and general behaviour (written by students)

We are to conduct ourselves in a proper manner, which reflects the IB Learner Profile.

The IB Learner Profile expects us to act appropriately, being the best we can be. This means:

1. We will treat others like we want to be treated, with respect and integrity.
2. We are culturally sensitive, and we accept and inquire about each other's cultural and religious differences.
3. We are balanced and take care of our bodies and mind. For example, by being hygienic, eating well, exercising and getting plenty of sleep; and staying away from drugs and alcohol.
4. We communicate using the appropriate language and even our clothing communicates the correct message and image. Meaning the way, we dress will not hinder our learning or make others feel uncomfortable at ISUtrecht.
5. We will be responsible by engaging with the work that is assigned to us, in the given time frame and to the best of our ability.
6. We take ownership of our school community and reflect these positive behaviours at all times. This means we will help with tidying up after ourselves and help the support staff wherever possible.

With any violation of the above and below guidelines, appropriate action will be taken.

School Rules

1. Students will engage in healthy and positive activities and will not be involved with drugs, alcohol or acts of sexual promiscuity.
2. Students will respect themselves and others and will not take part in abusive behaviours (emotional, verbal, and physical) to either themselves or others, whether this be face-to-face or via social media
3. Students will respect the property of others and will not take part in vandalism and theft.

Students should be aware that breaches of school rules could result in expulsion.

Social, emotional wellbeing

Bullying is unacceptable and will not be tolerated. If students feel bullied, please report this to a mentor, teacher or Leader of the Middle Years/Diploma and appropriate action will be taken. For more information, please view the Social Wellness Policy.

ISUtrecht strives to build a culture, which promotes peace and democracy, values diversity, and works toward a sustainable future for all. Students should;

- be aware of what bullying is as defined here and understand the definition of bullying
- act - seek help for yourself or others, intervene if you witness bullying
- support each other and provide support for those around you

What can you expect of your teachers?

- To be aware of social changes and student mood
- To intervene when they suspect a student is unhappy
- To listen to complaints of bullying and take them seriously as it takes a great deal of courage to discuss
- To provide support for students in the most appropriate way, including referral to mentor, student support counsellor, programme leader

Academic Information

Homework

As a school, we aim to enhance student learning by providing a positive learning environment for students in order to allow them to flourish. Homework is an integral part of the education provided by ISUtrecht.

Homework is set for the following purposes:

- to review and consolidate what students have learnt in class;
- to extend and further challenge what student have learnt in class;
- to research or prepare for the next lesson or topic;
- to develop habits of self-directed learning.

Homework is appropriately set when:

- the level of challenge matches what students are doing in class;
- there is a connection and relevance to classroom lessons.

Homework is done well when:

- the student achieves a regular routine – with sensible time, in a well-organized space and a quiet environment;
- the student reflects actively on what was learnt in class and uses the opportunity to demonstrate to the teacher what they have understood;
- the student applies his/her own effort and ideas;
- the student completes assignments as required on time.

Homework is assessed when:

- the teacher identifies strengths and the student's achievement is commended;
- the teacher's comments and suggests areas and strategies for improvement;
- the student is motivated to maintain and raise his/her own standards.

ISUtrecht wants students to establish good study habits. Homework/Assignments must be completed on the date assigned. This means the homework for the day is ready on arrival at school and:

- o uploaded onto Managebac;
- o non-uploadable assignments completed and ready for submission;
- o checked for understanding before the due date. (It is the students' responsibility to ensure they know what they are doing well in advance.)

Non-completion of Homework

1. Homework that is late will not have their achievement grades deducted (e.g. a 5 is not reduced to a 4).
2. Failure to hand in homework should only affect the student's overall ATL level.
3. Under extraordinary circumstances and at the discretion of the teacher a student may negotiate an extension to complete the homework. For the extension to be considered it must be requested in advance of the scheduled due date.
4. If a student fails to submit homework on time on three occasions (without extension) an email to the student and c.c. parent(s), mentor and programme leader will be sent.
5. Problems continuing beyond this will be dealt with by programme leader and Deputy Head of School and will involve consultation with parents and/or after school homework sessions.

Missing schoolwork and homework when absent:

- Handing in assignments/projects - students need to upload the assignment onto Managebac the morning it is due. Or for non-uploadable work – hand-in on the day the students return to school. Should this not happen, students will not receive a mark and the score box will be left empty. It is up to the students to contact the teacher to fill this emptiness.
- Daily homework –it is the students' responsibility to visit Managebac and complete the work.

If a student is absent for:

- Individual presentation- students will be expected to present during the next class or the teacher will negotiate a different moment. Students are responsible for reminding the teacher upon return and arranging the presentation. Should this not happen, students will not receive a mark and the score box will be left empty. It is up to the students to contact the teacher to fill this emptiness.
- Group presentation – students' information will be pulled from the group project and they will present on their own. Students are responsible for reminding the teacher upon return and arranging the presentation. Should this not happen, students will not receive a mark and the score box will be left empty. It is up to the students to contact the teacher to fill this emptiness.
- Test – students will be expected to take the test the day they return. Students are responsible for reminding the teacher upon return and arranging the test make up. Should this not happen, students will not receive a mark and the score box will be left empty. It is up to the students to contact the teacher to fill this emptiness.

Please note: This protocol applies to everyone. However, there are exceptions for students who need special accommodations. These accommodations can only be made between the students' parents, mentors and teachers. For more information, please refer to the Learning Support Policy.

Additionally, any grades left empty results in the students receiving a non-applicable (n/a) on their reports. N/A will affect the students' chances for promotion to the next grade. Please refer to the Promotion Criteria.

Student Advice

Students should inform their teachers if they are finding it difficult to cope with the homework/assignments demands. As stated above, any consideration of extension of deadlines requires advanced warning. If you simply do not complete the work, then it will be recorded as not completed.

If you find it difficult to understand what is expected of you when the teacher sets the homework/assignment in class, it is your responsibility to ask them to clarify the task.

Where work is set with a deadline that is several days or a week away, you are advised to use your time wisely to complete it. This will prevent you leaving it to the last minute and having a large amount of work to complete.

If it takes you a long time to complete your homework/assignment - because you work slowly, or need to take longer with the language used, then use your common sense. Students may need to work a little longer after school, but this should not happen every night and should not mean that students are consistently up late working. Contact your mentor or subject teachers for support if this is the case.

Maintain a good balance - sport, music, drama and other interests are all important parts of your education. Please note that school work takes precedence over tutorials or work set by external tutors.

Speak to your teacher - they need to know what is going on! Remember that speaking to your teacher is different to complaining!

Promotion Criteria

Promotion means whether or not students move onto the next grade level. When deciding this, many factors are taken into account and it is a decision, which is taken very seriously. To help students understand the Promotion Criteria, please refer to this document that is made available on ISUtrecht's website. In addition to this, all mentors will review these criteria. If there are any questions, please ask the mentor. In special circumstances (due to long absences or low attendance or academic standard) we understand that it is the Programme Leader and Deputy Head of School's discretion for the decision of promotion to the next grade. Please refer to the Promotion Protocol on the website. Academic Honesty

Students at ISUtrecht are expected to conform to high standards of conduct. Please see the Academic Honesty Policy on ISUtrecht's website for complete information.

Remember: Academic honesty is very important, so students can receive the best possible education. Therefore, students should remember to do their own work and cite all their sources using Harvard Referencing. Citing sources includes:

- individuals who helped the student with work, such as mom, people worked with in a group;
- any source read and got ideas from, such as newspapers, internet, and many more. This also includes when putting the ideas in own words;
- pictures, logos, graphics, etc. from someone else, such as Nike ads, dad's holiday photos or anything on the internet.

Please note: For grades 10 -12, student assignments uploaded to managebac will be automatically be processed through Turnitin. This is a tool, which encourages a high level of academic integrity.

Also remember academic honesty gets more and more serious as students move up the grades. So, make a habit of citing all sources now, even if it is just jotting a person's name down on the paper as a helper. For example, on paper it may say: 'Person who helped me with my homework – my mom' or 'my group was Ricky, Debbie, Josie.'

Computer: Software and Hardware

Students are assigned MacBook Airs with a contract. This contract needs to be adhered to; otherwise there will be consequences. Each case will be dealt with on an individual basis. Any issues with the computer hardware or software, please ask the mentor for help and if that is not successful, then technology support will assist.

Students are given a Microsoft Office 365 account. This is an online package of applications which allows students to work and store files online via the 'Onedrive'. The package contains a school email account. This email is to be used only for school, so students' personal email accounts stay personal. Students may contact teachers and students about school. Do not use this school email account for anything other than school. Also, keep personal email accounts personal and only access this through an Internet format, such as Safari, Firefox or Chrome. Any issues with the Microsoft Outlook account, please ask the mentor for help and if that is not successful, then technology support will assist.

Students are given a school Managebac account. This account will provide all the students' subject information, such as assignments, grades, reports, resources, service as action, personal project, events, etc. Any issues with the Managebac account, please ask the mentor for help and if that is not successful, then Managebac support will assist.

In addition to Managebac, students are assigned log in information to access, RM Books, Encyclopaedia Britannica, Reference Generator, for grades 9-12 Turnitin, and for grades 10-12 EBSCO. These are the students' digital library resources for their classes. Any issues with these accounts, please ask the mentor for help and if that is not successful, then the librarian.

Housekeeping at ISUtrecht

Textbooks Supplies and Locker Keys

In the interest of health and sustainability, the school aims to provide students with digital textbooks and hand-outs. This in turn avoids having to carry heavy books and saves a forest or two.

Books and supplies issued by the school

Students are expected to keep books and supplies issued by the school in the same condition as to when they received it. Students will pay for the books and/or supplies when:

- item is lost;
- item is damaged. This excludes normal wear and tear.

Students and parents will receive an email from the classroom teacher or mentor when the item is damaged or lost and an invoice will be sent, directly to the parents, from the finance department.

Books and supplies purchased by students

Individual classroom teachers will tell students, which supplies are to be purchased for class. It is the students' responsibility to purchase the appropriate items and to have the items in the proper class when assigned. However, for all MYP/DP classes (grades 6-12), students should have:

- pencil case containing: pens, pencils, eraser, ruler, protractor, glue stick, set of colour pencils/markers, pencil sharpener
- 2 - notebooks with removal pages: 1-lined paper, 1-graph paper (0.5 square cm)
- 1 - binder with 1- set of 10 dividers
- Maths (grades 6-9): scientific calculator – any brand
- Maths (grades 11-12): graphing calculator – the brand and model must be TI – 84 plus
- PHE (grades 6-10): 1-pair of indoor sport shoes (only to be used for indoor activities), 1 pair of outdoor sports shoes, t-shirt, pair of shorts/jogging trousers
- Drama (grades 6-7): two 2-ringed binders A4, maximum 5 cm wide
- Music (grades 6-10): one 2-ringed binder A4, maximum 5 cm wide, and one package of music paper (with 5 bars)

Locker Keys

Students are expected to have a locker. The students' mentors will guide the students on how to use their lockers responsibly. All locker keys have a 10 euro deposit and that will be returned when the key is returned.

How to receive a locker key?

At the start of the school year, there will be allocated time when students are provided with a key, as long as the students have their 10 euro deposit. Remember, no deposit, no key. As students enter during the school year, students need to arrange this with their mentors. (And at all times, for the first key, there is a 10 euro deposit). If the key is not lost, the students will receive their 10 euro deposit back when returning their key*. If the key is lost, the deposit will be used to purchase a new key and the students lose their deposit.

If students need a second key, then the students will contact their mentor and arrange for another key to be cut. This can take up to seven working days. The students will only receive the second key by paying 20 euro and waiting. When students leave the school and return the key, they will receive their 10 euro deposit back (regardless if it was a second key).

*Keys and lockers are kept by students for their entire stay at ISUtrecht. When students leave, students need to clear out their locker and return the key. When returning their locker key, they receive their 10 euro deposit back.

In and Out of the Building

Students will be allowed into the building by way of a thumbprint locking system. When students want to enter the building, they simply place their thumbprint on the appropriate location and the door will unlock. Students will need to register their thumbprints into the system. Please note, secondary campus (annex) closes at 17.00 hrs.

On Campus

In order to build a strong school community, students are to stay on campus at all times. Additionally, please be in the appropriate locations at the appropriate times. Times will be explained in mentor lessons when reviewing the schedule.

Students have an equipped kitchen. This is where students will be able to heat up lunch, get hot water, etc. Remember it is very important to clean up after yourself, so the kitchen can stay open. Rules to keep the kitchen clean are clearly posted in the kitchen. Mentor will review these rules, but the sign will be posted in case you forget.

Off Campus

Only DP has permission to leave the campus for the lunch period ONLY. Students who are late back to class will lose this privilege.

Attendance

It is extremely important not to miss school. Please refer to the Attendance Protocol located on ISUtrecht's website for all the information. Mentors will review this protocol and it is the students' responsibility to follow this protocol.

Remember:

- If missing school, parents need to contact the office before 8:30 AM on the day and for everyday the students are out. Please send an email to: absenteeism@isutrecht.nl, stating the first name, surname and class of your child.
- School teaching starts at 8:30am – if you are late – it will be registered as a late unless parents have called and there was an issue with transportation or a valid reason.
- If late to school, the students need a yellow slip from the office – you will not be allowed into class without a slip. There maybe a detention assigned to make up the time missed.
- Students will only be allowed to leave campus during the day, if their parents' written permission was sent directly to absenteeism@isutrecht.nl.

Secondary Sanctions at ISUtrecht

Detention

Students may be assigned detentions by teachers for various reasons including:

- making up missed class time (see Attendance Protocol),
- incomplete homework,
- inappropriate behaviour and/or
- failing to comply with other school rules.

In some cases, teachers may choose for the detention to occur during school hours, such as morning break or lunch. However, most detention will be held directly after school for one hour on Thursdays from 14:45 to 15:45. Parents, mentor and MYP or DP Leader will be informed via email, from the teacher, along with the date and time of the detention one day prior to its occurrence. However, should there continue to be no improvement then there will be once a month 'Deputy Head of School detention' on a Thursday afternoon until 17.00 hrs – date to be confirmed by the programme leader and Deputy Head of School. Parents will be notified in good time.