

Table of Contents

School Mission Statement2

Expectation 1:.....2

Expectation 2:.....2

Expectation 3:.....4

Expectation 4:.....5

School Mission Statement

It is the mission of the International School Almere to inspire our students to reach their full potential and through them contribute to a better and more peaceful world by striving for academic excellence, intercultural awareness and mutual respect.

To do so, we offer our students a challenging, comprehensive education within a diverse, caring and encouraging community of learners, enabling them to develop the intellectual and social skills necessary to achieve their full potential. Diversity is essential to our mission. According to the principles stated in the United Nations Declaration of Human Rights, people of all races, nations and religions should respect and honor each other. We teach our students to understand and respect the views, values and traditions of other individuals and cultures, as well as their own.

The school's commitment to academic excellence is matched by a belief in holistic learning and nurturing a value system that can help students to make a positive impact on society. All members of the school community are encouraged to pursue excellence leading to personal growth. These achievements are recognized and we take pride in celebrating our differences and are open to each other's views.

What does the ISAlmere expect from students?

Expectation 1:

The International School Almere is an international school that upholds the principles of the International Baccalaureate, which means that students aim to become inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Furthermore, the International School Almere expects students to respect their social and physical environment and to act according to the 'green' policy of our school. This implies that students have an active responsibility in keeping the school building clean from litter and to be pro-active in the strive to sustainability in and around the school.

Expectation 2:

To attend all classes every day. The school day is open officially from 8:30- 16.30 and students must be available at school according to their schedule. Understandably, illness occurs and other emergencies arise, therefore, when you are absent you must follow the procedure below:

ABSENCE FOR ONE OR MORE DAYS

Parents/ guardians are requested to phone the school between 8.00 and 8.30 to report the absence of their child. Tel: 036 7600750. A message can be left on the school's voicemail. You can also report absentees by e-mail:

absent-secondary@isalmere.nl

In case of longer absence, parents/ guardians are requested to inform the school's reception by telephone. The mentor coordinates arrangements concerning homework and informs subject teachers concerned of the reason for prolonged absence.

Students who become ill during school hours must go to the front desk for appropriate follow- up action. If the student is too ill to remain at school, the school will contact the parents and with parental permission, the student may be sent home.

No student may leave the school before the office is informed.

Extra-ordinary leave request:

In the event of absence from school for a reason not related to illness (e.g. the funeral of a family member or of a near relative, special family anniversary) parents/guardians must complete a request for special leave form which can be downloaded from the website or collected from the front desk. The mentor will need to support the leave request. The completed form is then handed to the Head of school for approval. This request needs to be made at least 5 working days in advance in case of planned extra-ordinary leave.

The following is important to note:

- The absence cannot be longer than 10 school days
- The absence cannot be at the end of the summer holiday
- Only special/extraordinary occasions will be accepted as a valid reason, for e.g. the wedding/funeral of a close family member or other circumstances that are deemed extraordinary
- Evidence needs to be provided e.g. wedding invitation or funeral letter
- All extraordinary leave applications are discussed with the truancy officer from the Gemeente

ABSENCE FOR ONE OR MORE LESSONS

Students with a special reason (e.g. Doctor, dentist, specialist appointment) for a short absence from school, meaning late arrival, early departure or absence for an hour or two must report at the front desk in advance with a letter/email from their parents/guardians. The email address that can be used for such messages is absent-secondary@isalmere.nl

Parents are strongly advised not to arrange appointments during school time where possible. The students must report to the front desk when back at school.

A student who has an appointment is expected to come to school before and after the appointment. No free morning is allowed because of an appointment at 11 o'clock for example.

A student who is absent for 15 minutes or longer (due to oversleeping etc) is considered absent (without a valid reason).

Students who miss a test/ assignment deadline due to an absence should contact the teacher concerned as soon as possible, so that arrangements can be made to retake the test/hand in the assignment during the next lesson. If a pattern is observed in this regard, then parents will be contacted by the mentor. Absence due to a medical/dental appointment is not a valid excuse for not doing homework in a particular subject.

ABSENCE FROM PHYSICAL EDUCATION LESSONS

Students who are injured and thus cannot take part in a Physical and Health Education lesson should contact their PHE teacher before the lesson. If the PHE teacher is not informed before the lesson, the absence will be seen as invalid.

Students not taking part in Physical and Health Education lessons over a longer period of time must inform the Head of school of the reasons for this. A medical certificate is required in such cases. PHE is an assessed subject in MYP1 – MYP 5, with strict attendance requirements.

Students with approval for not participating in the PHE lessons do not have a free period during those lessons, but have to be in their PHE lesson to help and miss as little as possible of the explanations. This has to be arranged with the PHE teacher.

ATTENDANCE

To be on time to each class each day. If the student has a valid excuse for being late to school, please follow the procedure as described under expectation 2.

Students that are late to class (not only first hour) without an excuse will have to get a late slip from the front desk. In between lessons students have three minutes to get to the next lesson.

Students have to report at 8:30 a.m the following morning at the front desk regardless what time their first lesson starts the next day. Students that do not report at 8:30 the following day will be required to arrive at 8:30 for the next two days. If the student still does not arrive by 8:30, the mentor will request a meeting with parent(s)/guardians(s) of the student.

Students are expected to use unplanned study time at school for study hours and other academic work. During unplanned free time, MYP students are not allowed to leave the premises.

The school has the obligation to inform the [truancy officer](#) of the city of Almere if there is a noticed pattern of unexplained absences of a student.

Expectation 3:

GENERAL BEHAVIOUR

Each class will discuss behavior and come up with a set of class expectations at the start of the new school year. This can be revised during the course of the year. However, these class expectations will be in accordance with the school's overall principles and code of conduct.

USE OF SCHOOL COMPUTERS/IPADS/LAPTOPS/ELECTRONIC MEDIA/INTERNET

Students are encouraged to use electronic equipment to support their academic work. Gaming and the use of social media are not allowed during lesson times or study hours. Responsible use of social media is encouraged outside the classroom.

Students are not allowed to film on the school premises without the permission of a teacher. No footage containing or referring to the International School Almere may be made public without the permission of the Head of school.

Students are **solely responsible** for all their personal electronic gadgets, including their phones, iPads and MacBooks. The school will not be held responsible for any damage or loss of the student's electronic gadgets or books. Students are asked to be vigilant, store their belongings in their lockers and not to leave them unattended.

Students will leave their phones in their lockers or in their school bags. These should be on silent mode or switched off. If a student does not wish to do this, they should leave their mobile phones at home.

Electronic devices such as the MacBooks are to be stored in the school bags and will be used in class only when the teacher allows the student to use the device as an educational tool.

ACADEMIC HONESTY

Students are expected to adhere to the academic honesty policy at all times. In the lower MYP grades, students will be guided in their understanding of academic honesty and may learn through their mistakes. From MYP4 through DP2, the academic honesty policy will be applied in a strict manner. This may result in a student not being allowed to take the MYP5/DP exams or not receiving the official diplomas.

DRUG & ALCOHOL POLICY

There is a zero-tolerance policy regarding drug and alcohol use during school hours and during school events and activities. Please read the consequences that are stated clearly in the drug and alcohol policy of the school.

Expectation 4:

DRESS CODE:

All students are required to wear appropriate clothing to maintain a tasteful academic atmosphere as well as to show respect for each other and to the various cultural backgrounds of our school community. To cultivate consideration and respect among the school community, we require students to:

- ⇒ Avoid wearing clothing displaying vulgar or obscene words or graphics
- ⇒ Wear clothes that cover the body decently. All shirts and tops must cover the midriff at all times. The following are examples of clothing that are unacceptable for the school environment: tank tops with straps thinner than 2 inches, strapless, spaghetti straps, off-the-shoulder, cut-out designs, low-cut shirts, bare-back, sheer or mesh clothing that does not have an appropriate blouse or shirt underneath, etc. Boys must wear shirts with sleeves.
- ⇒ All pants and shorts must fit at the waist. No sagging or low riding trousers/bottoms will be permitted. Clothing must cover undergarments when sitting, standing, or bending.
- ⇒ Hemlines and slits on dresses, skirts, and shorts should be not shorter than 4 finger width above the top of the knee.
- ⇒ Hats/caps/hoodies are not worn indoors especially in classrooms and corridors

These measures are in place to encourage the development of student values in an academic or professional environment and maintain a focus on the holistic development of the student in a school setting. The above list has been made specific on request from the student council. It may not cover all clothing items.

