



INTERNATIONAL SCHOOL DELEY

# ISD SECONDARY STUDENT GUIDE

2024-2025



**ISD Secondary School**

Colijnlaan 2  
2613 VZ Delft

**Satellite campus - Krakeel**

Krakeelpolderweg 1  
2613 NV Delft

Tel: +31 (0)15 820 0208

**Email:** [admin@internationalschooldelft.org](mailto:admin@internationalschooldelft.org)

**Absence / Illness:**

[absence@internationalschooldelft.org](mailto:absence@internationalschooldelft.org) or via  
the Magister App



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## 1 OBJECTIVES OF THE SECONDARY STUDENT GUIDE

The objectives of this Student Guide for Secondary Students are to promote good behaviour, responsibility and respect and to ensure that all members of the ISD community understand their role in developing a positive school culture by:

- Making boundaries of good behaviour clear and ensuring wellbeing by explaining house rules
- Making clear the distinction between minor and serious misbehaviour and the range of repercussions that will follow
- Addressing problems when they occur in a compassionate manner with the aim of achieving an improvement in behaviour

This Student Guide for Secondary Students is written for students; we encourage you to read this in conjunction with the more elaborate [School Guide 2024-2025](#).

### 1.1 MISSION AND VISION OF ISD

#### Mission:

*‘Inspiring learning for a sustainable future’*

**Our vision** is to be an inclusive community that embraces authentic, inquiry-based learning experiences that create empathetic, internationally minded individuals who strive to make positive and peaceful change in the world.

The open and inclusive community of ISD aims to:

- Establish community spirit through responsibility and accountability
- Respect everybody, including those with different opinions
- Treat everybody fairly and consistently
- Provide a safe environment for learning

## 2 THE IB LEARNER PROFILE

The IB Learner Profile represents ten attributes valued by IB World Schools. At ISD, we believe our students should strive to be:

### *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 others and ourselves. We recognise 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.

The International Baccalaureate Learner Profile is our foundation for expected student behaviour.

[More information about the programmes: www.ibo.org](http://www.ibo.org)

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### 3 ISD CODE OF CONDUCT

AT ISD, we value the input of our students and provide opportunities for their voice to be heard. The Student Council at ISD have collaborated to produce the following code of conduct:

1. We will always be kind to others
2. We will always have an open mind
3. We are culturally sensitive and we are always respectful to other cultures and beliefs
4. We will respect each other's personal space and do not touch each other in a way that makes the other person uncomfortable
5. We will always try before we give up. 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 care of our bodies and minds. For example, by being hygienic, eating well, exercising and getting enough sleep. We also stay away from drugs, vapes, cigarettes, alcohol and/or energy drinks
7. We will not discriminate in any way
8. We will respect school property; this also means we will help with tidying up after ourselves and help the support staff wherever possible
9. We will bring a positive attitude
10. We will make sure we come to lessons on time, well-prepared and organized. This means we bring what we need for the lesson, books, notebooks, fully charged laptop, PHE kits, writing supplies etc.
11. We will have fun and communicate using the appropriate language.
12. Keeping in mind the different cultures we have in our school, we will make sure our clothing communicates the correct message and image. This means, the way we dress is appropriate for a learning environment.





13. We respect the 'NO Phone' policy at ISD
14. We will not plagiarize. We will keep in mind that Chat GPT (AI) has to be referenced and can only be used at the discretion of the teacher.
15. We will attend all lessons. Unauthorised absences will always result in a detention.

### 3.1 SCHOOL RULES

1. Students will respect themselves and others and will not take part in abusive behaviours (emotional, verbal and physical) to either themselves or towards others, whether this is face-to face or via social media.
2. Students will respect the property of others and will not take part in vandalism and theft.
3. Students will engage in healthy and positive activities. This means using tobacco, vapes, drugs or alcohol is not allowed anywhere during the school day, this includes during break, lunchtime or when travelling from one campus to another. It is also not allowed to have fast food delivered at the school campus.
4. No dangerous items or (toy)weapons are allowed
5. School is phone-free including earphones and headsets/earpods. This means the phone is in the student's bag or locker during the day. If a staff member sees you with the phone, they will mark a tick on our lists in the staffroom. 3 ticks will mean

detention and your parents will be informed. Headsets/airpods are only allowed in the classroom up to the teacher's discretion or approval. If you have to use your phone to reach your parents, always ask permission of a staff member.

6. Hats, baseball caps, hoodies and similar headgear are not allowed in the schoolbuilding. Caps/hats worn inside on campus, will be confiscated and placed in the concierge booth till the end of the school day.

In order to keep the school a positive and safe environment, there need to be consequences when students violate the code of conduct or the school rules. Teachers and staff will use the following routine when dealing with behaviour that is unacceptable.

#### *In the classroom*

- Step 1- Student is verbally reminded of the behaviour agreement/school rules and the potential consequences.
- Step 2- Appropriate action is taken e.g., seat change, spoken to outside the classroom.
- Step 3 - Student is removed from the classroom.

If a student is removed from class, the student leaves the classroom, ensuring they take all their belongings with them. The student proceeds to the Caretaker's office or the Deputy Head's office to retrieve the Removal Form.



Upon completion of the Removal Form, the student arranges to meet with the teacher at the end of the lesson, showing the filled-out Removal Form for a follow-up conversation. In cases where the teacher has another class immediately after, an appointment is scheduled for later the same day.

The Subject Teacher determines the consequence (could be attending the Tuesday Detention slot), posts a behaviour note on Toddle and emails parents. The teacher fills in his/her part of the dismissal slip and ensures the form is delivered to the Deputy's Office for administrative purposes.

#### *Outside the classroom*

Step 1 - Students who fail to follow the code of conduct or the school rules will receive a verbal reprimand. If the student is cooperative, no further action is required unless it is a serious incident E.G. fighting.

Step 2 - If the student fails to respond appropriately or if there was a serious breach of conduct, the teacher completes an incident report on Toddle and informs mentor/parents. The mentor then meets and discusses the behaviour issues with the student if appropriate.

#### *Repercussions*

**Detentions:** ISD has a central detention slot, every Tuesday P8. Students may be assigned sanctions for various reasons including:

- Making up missed class time after removal from classroom
- Incomplete homework on 3 occasions
- Inappropriate behaviour and/or failing to comply with our code of conduct/ school rules

In some cases, teachers may choose for the detention to occur during school hours, such as morning break or lunch break. Parents and mentors will be informed by the teachers, along with the date and time of the detention. This will be recorded in Toddle under the behaviour tab.



**Suspensions:** When serious incidents occur or when misbehaviour continues after repeated detentions, parents are involved in a meeting with a representative of the School Leadership Team, Mentor, and teacher. An internal or external suspension will always be issued in writing by the school's principal or Deputy Head (for internal suspensions).

If a student **continues to violate the ISD code of conduct**, attendance at school events such as end of term parties and camps may be at risk or jeopardised.



## 4 SOCIAL, EMOTIONAL WELL-BEING

### 4.1 SOCIAL WELLNESS POLICY

Bullying is unacceptable and will not be tolerated. If a student feels bullied, please report this to a mentor, teacher, student support or Deputy Head and appropriate action will be taken. For more information, please refer to the International School Delft Behaviour and Bullying Policy on ISD's website for complete information. Our anti-bullying coordinator is Ms Tamara Eskue.

### 4.2 ONLINE BULLYING

All forms of cyberbullying which are against our school Mission, Vision and values are against the law in the Netherlands. Cyberbullying often happens outside of school. While we strongly condemn this, it is impossible for the school to be held accountable during times when students are not in school. Parents are first and foremost carers of their children's wellbeing and must fulfill their duty to monitor their child's online presence and actions. We will provide sessions for students on Digital Citizenship, and this is part of our Mentor programme, but responsible Digital Citizenship must be reinforced at home.

*[ISD Behaviour Policy](#)*





## 5 ACADEMIC INFORMATION

### 5.1 SECONDARY HOMEWORK PROTOCOL

We aim to enhance student learning by providing a positive learning environment for students in order for them to flourish. Homework is an integral part of the education provided by ISD Secondary. We strive for homework to be meaningful, purposeful and relevant. Homework consists of tasks that are connected to the learning in class and focuses on development of specific skills and goals.

Students in MYP 1-3 will be given a MYP planner at the beginning of the year. In mentor lessons and in class, students will be reminded to write and plan their homework using the planner. Teachers may write notes for students and parents in these planners when homework has not been completed.

Major Assessments and assignments, both formative and summative, will be placed on Toddle. Students will check Toddle on a daily basis.

#### Non-completion of Homework and assessments

Completing homework and assessments on time is essential for your academic success. However, we understand that there may be circumstances that prevent you from meeting deadlines. This section explains the expectations, consequences, and procedures related to late or incomplete submission.

#### Expectations

- 1. Timely Submission:** You are expected to complete and submit all homework and assessments by the due dates provided by your teachers. Timely submission is a key-component of your learning process.
- 2. Communication:** If you anticipate difficulties in meeting a deadline it is important to communicate with your teacher as soon as possible. Early communication may allow for potential solutions, including extensions in extraordinary circumstances.
- 3. Extension Requests:** Under extraordinary circumstances, a student may request an extension to complete homework or assessment work. For an extension to be considered, the request must be made at least the day before the submission deadline. The granting of extensions is always at the discretion of the teacher.



### Missing school Consequences of non-completion homework or non-submission tasks

- 1. Late Work and achievement grades:** Initially, late work will not immediately impact your achievement grades. If you do not submit the grades after multiple reminders from the teacher to both you and your parents, a zero may be awarded for missing work.
- 2. First Time late submission:** If homework or an assignment is late for the first time:
  - The teacher will remind you of your deadline and set a new one.
  - If the deadline is not met, a written reminder will be sent to you, your parents, and your mentor.
  - A detention may be scheduled to give you time to catch up on work.
- 3. Persistent non-submission:** If non-submission becomes a persistent issue, the following steps will be taken.
  - After ample reminders and opportunities, a zero may be awarded for missing work.
  - Problems continuing beyond this stage will be escalated to your Mentor, Parents, Deputy Head and Student Support Team. This escalation will involve consultation with your parents and may result in additional measures such as after-school homework sessions.

### Summary

While occasional delays in not completing or not submitting work may occur, it will have consequences. Remember clear communication and seeking help early can prevent problems from escalating. The school provides support to help you succeed, but it is your responsibility to manage your assignments and meet deadlines.

### Missing schoolwork and homework when absent

- Handing in assignments/projects - students need to upload the assignment to Toddle by 8.30am the morning it is due. Non uploadable work should be handed in on the day the student returns to school.
- Daily homework - it is the students' responsibility to visit Toddle, to check their homework planners and to complete the work.

**If a student is absent for:**

**Individual presentation** – Students will be expected to present during the next class, unless the teacher and student will negotiate a different moment. Students are responsible for reminding the teacher upon return and arranging the presentation.

**Group Presentation** – Student's information will be pulled from the group project and they will present their part. 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.

**Assessment/Test** - Students will be expected to take the test the next lesson they return or during the assessment catch up session on Tuesday. 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.





### 5.2 TOPCLASS AND STUDENT SUPPORT

A schedule will be created for homework support and learning support throughout the year for secondary students. Support hours for English and Mathematics are embedded in the timetable. More information about this will follow.

### 5.3 STUDENT ADVICE

The mentor is always the first port of call for general issues. A teacher is there for subject specific issues. Students should inform their teachers if they are finding it difficult to cope with the homework/assignments demands. As stated above, any consideration of deadlines requires advanced warning.

### 5.4 ACADEMIC INTEGRITY

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

[Academic Honesty Policy](#)

**Remember:** Academic Honesty is very important; therefore, students should remember to do their own work and not commit plagiarism. Students are to cite all their sources using MLA9 Referencing. Students will follow the guidelines on the [Referencing Checklist](#)

Citing sources includes:

- Individuals who helped the student with work, such as parents, people working in a group
- Any source read and got ideas from, such as newspapers, internet and many more.
- Pictures, logos, graphics, etc. from someone else

Also Remember Academic Honesty gets more and more serious as you move up the grades. So, make it a habit of citing all sources.





### 5.5 MEDIA RESOURCE CENTER

The secondary library, The MIND, is located in the main campus on the ground floor. You are encouraged to visit the MIND to borrow books on Monday, Wednesday and Friday morning until period 5. New book titles can be requested via the Secondary Librarian, Ms. Ruocco [g.ruocco@internationalschooldelft.org](mailto:g.ruocco@internationalschooldelft.org)

#### [Media Resource website](#)

At the end of the academic year, all the books need to be returned to the library. In case of failing to return books or returning a damaged book, a fine for the cost of the book will be invoiced to the parents.

The Media Resource Center is a place in the school where you can work on school work and group projects.







## 6. ISD HOUSE REGULATIONS

### 6.1 COMPUTER: SOFTWARE AND HARDWARE

Students are assigned a MacBook with a loan agreement. This agreement needs to be adhered to. Each case will be dealt on an individual basis. Any issues with the computer hardware or software, please ask your mentor or the ICT coordinator [Raquel Berkel](#).

Students are given a school email address and a Toddle account. In the induction period, students will receive a booklet to familiarize them with these platforms.

**Toddle Account:** this account will provide all the students' subject information, such as important assignments, grades, reports, resources, service as action, personal project, events etc. Any issues with the Toddle account, please ask your mentor for help.

In addition to Toddle, Google Classroom, students will have access to diverse platforms linked to research and learning. (Education Perfect, Britannica etc.)

You will use your laptop daily in class so make sure it is well protected with a hardcover. To help keep a balance of the digital and virtual world, MYP students will have a device free lunch time. Remember the laptops are for educational use; downloading or playing non-educational games on the laptops is not allowed.

### 6.2 TEXTBOOKS AND SCHOOL SUPPLIES

Students are expected to keep books and supplies issued by the school in the same condition as to when they have received it. Subject Textbooks will need to be covered.

Students will pay for the books and/or supplies when

- Item is lost
- When an item is damaged. This excludes normal wear and tear.

### 6.3 LOCKER CARDS

Students will receive a locker card at the beginning of the school year. A lanyard will be given to the new students for safe keeping of the locker card. When a locker card is lost or damaged, 5 € will be charged for replacement. When students have a problem with their lockers, please ask John (caretaker booth)

### 6.4 ON CAMPUS & FOOD

In order to build a strong school community, MYP students are to stay on campus at all times. Except when migrating to the satellite campus or PHE locations.

Students and teachers will also make sure to be in the appropriate location at the appropriate times. Lesson times and timetables will be explained in the Mentor Lessons, when reviewing the schedule.

At the Colijnlaan, students have access to a microwave and kettle. 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. After lunch, every class will have a designated lunch duty to clean up the lunch area. The schedule will be communicated via the Mentor and on the board near John (caretaker booth).

### *Nut-free school*

Our school community has made a commitment to follow nut-free guidelines for the health of all our students and particularly those with food allergies. This means that no nuts or products containing nuts, such as peanut butter, granola bars or treats that contain nuts or traces of nuts, are allowed in school.



## 6.5 ATTENDANCE

It is extremely important not to miss school. In the Netherlands this is regulated by law. Please refer to our School Guide located on our website for all the information and regulations. Mentors will review this information and it is the students', parents' responsibility to follow the guidelines.

### *Remember*

- Parents will receive a Magister login to stay up to date with their child's attendance in school.
- If a student is ill, parents need to contact the office between 8.00-8.30 the same day by sending an email to [Absence@internationalschooldelft.org](mailto:Absence@internationalschooldelft.org), stating the full name and class of your child and the reason for illness. They can also phone the office or use the Magister app.
- If a student is ill at school and needs to be picked up and go home, the parents will be contacted by a member of staff.
- If students need to leave school before the end of the day, or going to arrive late, permission should be requested in advance, by sending an email to [Absence@internationalschooldelft.org](mailto:Absence@internationalschooldelft.org)
- Departure or arrival should be with as little disruption to the rest of the class, preferably between lessons or break.
- If late to school, students need a late slip from John (Colijnlaan) or the teacher in charge (Krakeel). You will not be allowed into class without a slip. Slips will be recorded by John, after 3 offences, an early morning start at 8:00 in the morning will follow.

### *Unauthorised absences*

All unauthorised absences will need to be caught up in the weekly detention hour on Tuesday.



### ***Unauthorised absences DP PHE***

The DP PHE program aims to keep students active and encourage them to explore new activities they can enjoy, now and in the future.

These activities take place off school grounds which means all students need a bike at school for transportation. Attendance is mandatory, and we will always find something to do, if you cannot (fully) participate. If you miss a lesson, it is your responsibility to contact the teacher to arrange a make-up session with one of the MYP4 or 5 groups.

You can also explore other make-up opportunities if you cannot join these lessons. If you do not meet the attendance requirement for the year, you will have to catch up in the final week of school (DP1) or before April 25 (DP2).

A doctor's note is required for long-term injuries or sickness. Bikes can only be borrowed, after emailing your PHE teacher one day in advance and explaining the reason. The teacher will then approve or request further information. For last-minute incidents, this can be done in person on the day.



Colijnlaan 2

2613 VZ Delft

telephone +31 (0)15 285 00 38, press 1

e-mail [admin@internationalschooldelft.org](mailto:admin@internationalschooldelft.org)

website [www.internationalschooldelft.com](http://www.internationalschooldelft.com)