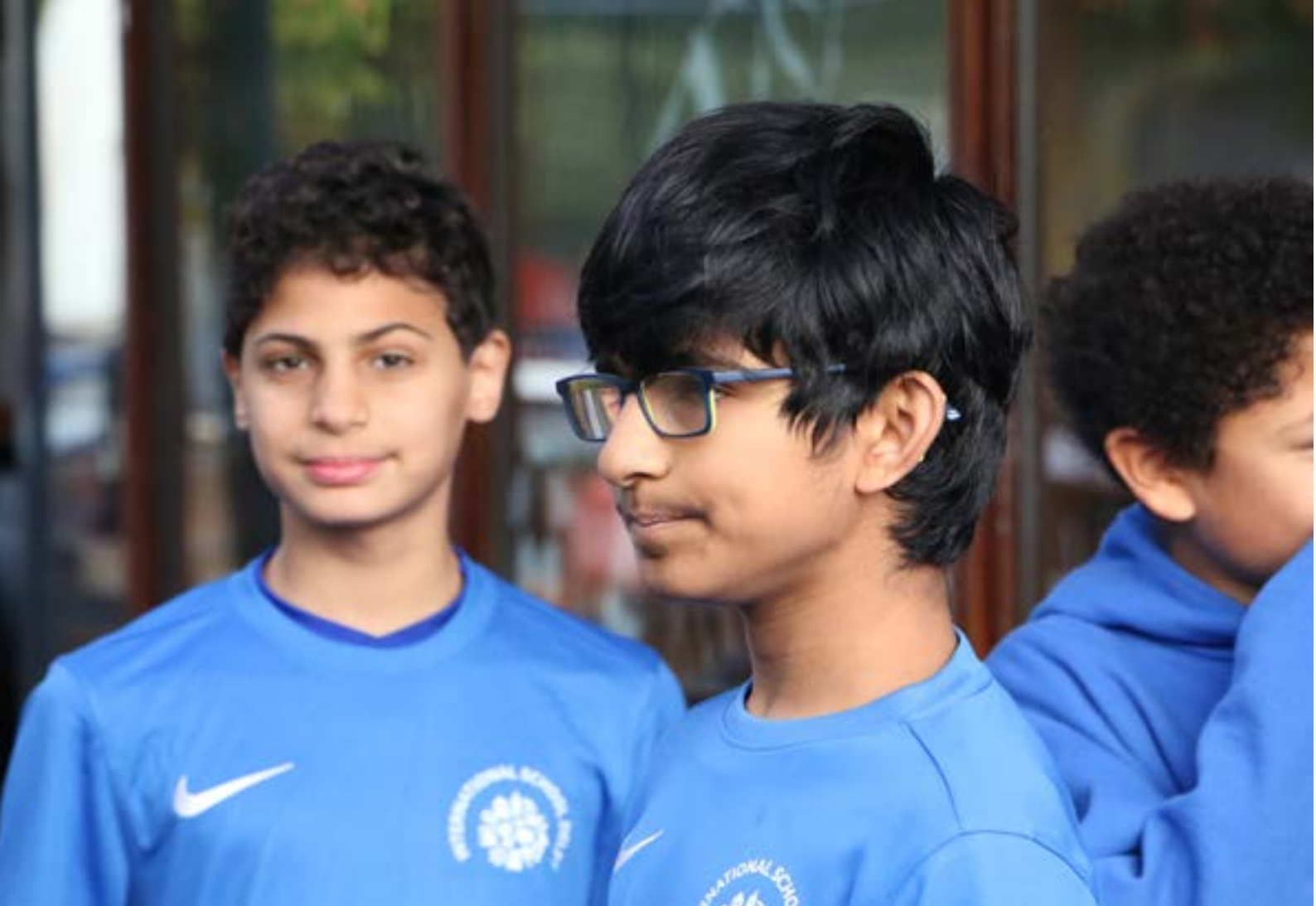




ISD SECONDARY STUDENT GUIDE

2026-2027



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CONTENT

1 Objectives of the Secondary Student guide	4	6.3 Lockers and locker cards	20
1.1 Mission and Vision of ISD	4	6.4 On Campus & Food	20
2 The IB Learner Profile	5	6.5 Attendance	20
3 ISD Code of Conduct	7	6.6 18+ students	22
3.1 School Rules	9		
3.2 Building Guidelines	12		
4 Social and Emotional Wellbeing	13		
4.1 Social Wellness Policy	13		
4.2 The KiVa Anti-Bullying Programme	13		
4.3 Online Bullying	13		
4.4 Pastoral Structure	14		
4.5 Internal confidantE	14		
5 Academic Information	15		
5.1 Homework Protocol	15		
5.2 Topclass and Student Support	17		
5.3 Student Advice	17		
5.4 Academic Integrity	17		
5.5 Media Resource Center	18		
6. School Facilities and Regulations	19		
6.1 Student laptops	19		
6.2 Software and platforms	19		
6.2 Textbooks and school supplies	20		



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 2026-2027](#) which can be found on our website.

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 actively contribute to a safe and supportive learning environment. This means that bullying of any kind is not accepted at ISD. As part of our commitment to the Rock & Water and KiVa anti-bullying programme, students are expected to stand

against bullying, support peers, and report concerns to their Mentor, Student Support, or the Heads of Year team so that action can be taken.

6. 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.
7. We look after both our body and mind. That means keeping clean, eating healthy food, staying active, and getting enough sleep. We also make smart choices by avoiding things that are harmful, like drugs, vapes, cigarettes, alcohol, and energy drinks. Our school is part of the Gezonde School programme, which helps us focus on health and wellbeing. When we feel good—both physically and mentally—we can do our best at school too.
8. We will not discriminate in any way.
9. We will respect school property; this also means we



will help with tidying up after ourselves and help the support staff wherever possible.

10. As a sustainable school, we use reusable and sustainable packaging for lunches and snacks. The use of single-use materials, such as aluminium foil (tin foil), should be avoided.
11. We will bring a positive attitude.
12. 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.
13. We will have fun and communicate using the appropriate language.
14. Keeping in mind the different cultures, religious and ages 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 and will not be offending others.
15. While positive friendships and respectful relationships are encouraged, displays of affection such as a brief hug or a friendly kiss on the cheek when greeting are appropriate. However romantic physical affection (for example, kissing on the lips, holding hands or intimate hugging) is not appropriate on school grounds or during school-related events.
16. We will respect the “No phone” policy at ISD.
17. We will respect the no-laptop policy in the aula.

18. We will not plagiarize: We will keep in mind that all AI platforms have to be referenced and can only be used at the discretion of the teacher.
19. We will attend all lessons. Unauthorised absences will always result in a detention.





3.1 SCHOOL RULES

1. Students will comply with the ISD Code of Conduct.
2. Students will respect themselves and others and will not take part in abusive behaviours (emotional, verbal or physical), whether face-to-face or via social media.
3. Students will respect the property of others and will not take part in vandalism and theft.
4. No dangerous items or (toy)weapons are allowed.
5. Students will engage in healthy and positive activities. This means that using tobacco, vapes, drugs or alcohol is not allowed anywhere during the school day. This includes during breaks, lunchtimes, or when students are off campus during the school day or on school camps. It is also not allowed to have fast food delivered at the school campus.
6. Students are expected to tidy up after lunch and breaks, leaving all spaces clean and ready for others to us.
7. School is phone-free: "Phone off, Learning on". Students' phones must be switched off and kept in lockers or school bags during the day. If a phone is visible, it will be confiscated. The staff member will accompany the student to the caretaker's office, where the phone will be safely stored. Students may collect their phone after their last lesson of the day. If a student has lessons after P8, the phone must be collected after p8, as the caretaker leaves at 4pm. The caretaker will log the incident in a Toddle wellbeing note and inform the Head of Year and Mentor. A note will also be sent to the Mentor, Heads of Year, and parents to inform them. On the third incident, parents will be asked to join the pick-up. If a student needs to make an urgent call, permission can be asked from a staff member. permission can be asked from a staff member.
8. Noise cancelling headsets / airpods can ONLY be used in study spaces when studying. They should not be worn when walking around the building, in the Aula or in outside areas.
9. Breaks at school are laptop-free. To support a healthy balance, wellbeing and reduced screentime, breaks and lunch periods are laptop free for all MYP students. The aula is a laptop free area at all times. During free or unsupervised study periods laptops may only be used in the designated study areas. DP1 students may use laptops in C5 and DP2 in the DP lounge.
10. Students are expected to use the toilets during breaks. Leaving a lesson to use the toilet should only happen in cases of urgent need or when there is an agreed medical reason.
11. Hats, baseball caps, and similar headgear are not allowed inside the building. Teachers may confiscate them and place them in the caretaker's booth until the end of the school day.

In order to keep the school a positive and safe environment, there will 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.

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 Head of Year office to retrieve a 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 Detention slot), posts a behaviour note on Toddle, and emails parents. The teacher fills in their part of the dismissal slip and ensures that the form is delivered to the Head of Year office for administrative purposes.



Detentions: Students may be assigned sanctions/ detentions 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 the Head of Year, 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, they may lose the privilege of attending school events such as end-of-term parties and camps.

BASIC 5

At ISD students and staff work together to succeed. The BASIC 5 is our foundation to ensure our learning environment lets us all succeed and develop.



1 ARRIVAL

- Wait outside the classroom with hallway clear.
- Teacher welcomes the students.



MATERIALS

- Students place the required materials on their table.
- Laptops remain in bags unless instructed / required.

2

3 LEARNING

- Learning Objectives are clear.
- Students contribute / ask questions / take ownership of their learning.



HOMEWORK

- Tasks are explained and students clarify.
- Time is provided to copy information into planners.

4

5 EXIT

- Tidy the room and close windows.
- Place desks back into designated spaces.



3.2 BUILDING GUIDELINES

1. Students will move safely through the school building. Running, pushing, climbing, or jumping in the building is not allowed.
2. To keep classrooms clean, eating food is not allowed in the classroom. A water bottle can be used in the classroom. Chewing gum is not allowed anywhere at school.
3. MYP1 students can: have lunch in the area in front of the MYP Head of Year office. Use the study spaces in the Aula or on the first floor. Only access the second floor when attending lessons.
4. MYP2–5 plus DP1 students will eat lunch in the Aula.
5. DP2 students can eat in the Aula or in the DP2 lounge, provided they keep it neat and tidy. Access may be restricted if this is not respected. The DP lounge is also a community room and may sometimes host other events.
6. MYP5 and DP students may use the rooftop terrace to sit there, as long as they behave safely. Access may be reconsidered if this is not the case.
7. MYP5 and DP students are allowed to leave campus during free periods and breaks. Students are ambassadors of the school and are expected to follow the school's Code of Conduct at all times, both on and off campus, during the school day and during school-related events.
8. Students are expected to separate waste correctly by using the bins provided for Paper, PMD, and

Restwaste. By doing this responsibly, we show that we take pride in caring for our environment.

9. Bikes must be parked in the bike cellar or in the racks on the playground (MYP1) and locked securely. Parking is at the student's own risk, especially when left overnight or during weekends.
10. Bags must not be left unattended during breaks and free periods and must be stored in the lockers. Corridors and other walkways must remain clear at all times to ensure safety and safe evacuation.
11. Cycling on the playground is not allowed.





4 SOCIAL & EMOTIONAL WELL-BEING

4.1 SOCIAL WELLNESS POLICY

Bullying is unacceptable and will not be tolerated. ISD implements the KiVa anti-bullying programme, designed to create a safe and positive school climate. Our Anti-Bullying Coordinator is Ms Tamara Eskue. Students should report concerns to their Mentor, Teacher, Head of Year or Student Support.

4.2 THE KIVA ANTI-BULLYING PROGRAMME

ISD has implemented the KiVa anti-bullying programme, which was developed in Finland and is used in schools worldwide. KiVa focuses on:

- Preventing bullying through class lessons and discussions.
- Teaching students how to recognise bullying and support peers.
- Training all students to be active bystanders who do not stay silent but take action to stop bullying.
- Offering clear reporting channels so that problems are solved quickly.

All staff and mentors at ISD have been trained in the KiVa programme, so they can recognise, prevent, and respond effectively to bullying situations. The KiVa programme uses a no blame approach: instead of focusing on punishment, the emphasis is on understanding what has happened, supporting the student who has been bullied,

and encouraging positive behaviour and responsibility from those involved.

4.3 ONLINE BULLYING

While we strongly condemn online bullying. It is impossible for the school to be held accountable during times when students are not in school. Parents play the primary role in monitoring their child's online behaviour and actions. ISD supports students through Digital Citizenship sessions in the Mentor Programme.



4.4 PASTORAL STRUCTURE

Mentors	First point of contact for students and parents. See school guide for the list of mentors
Heads of Year - MYP 1-3 - MYP 4-5 - DP	Ms Loes Bekkers Mr Suneel Madahar Ms Debbi Bell
Student Support Team - MYP - DP	Ms Tamara Eskue Ms Elize Burgess
Deputy Head	Ms Evelyne Le Poole

4.5 INTERNAL CONFIDANTE

Each student can also speak in confidence with the Internal Confidante if they have a problem they do not feel comfortable sharing with their mentor, Head of Year, teacher, or school management. Any further discussions or steps will only be taken with the student's and their parents' permission.

The Internal Confidantes for ISD Secondary: Ms. Elize Burgess and Mr Frits Bosman.



5 ACADEMIC INFORMATION

5.1 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 their 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:** Students are expected to complete and submit all homework and assessments by the due dates provided by their teachers. Timely submission is an essential component of the learning process.
- 2. Communication:** If difficulties in meeting a deadline are anticipated, it is important for students to communicate with their teacher before the deadline. Early communication may allow for potential solutions, including extensions in extraordinary circumstances.
- 3. Extension Requests:** In extraordinary circumstances, students may request an extension to complete homework or assessment tasks. To be considered, the request must be made at least one day before the submission deadline. The granting of extensions is always at the discretion of the teacher.

Consequences of non-completion homework or non-submission tasks

1. **Late Work and achievement grades:** Late work will not immediately affect achievement grades. However, if the work is not submitted after multiple reminders from the teacher to both students and parents, a zero may be awarded for the missing work.
2. **First Time late submission:** If homework or an assignment is late for the first time:
 - The teacher will remind the student of the deadline and set a new one.
 - If the deadline is not met, a written reminder will be sent to the student, parents, and mentor.
 - A detention may be scheduled to provide 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.
 - Ongoing issues will be escalated to the Mentor, parents, Heads of year, MYP/DP coordinator. This escalation may involve consultation with parents, and could result in additional measures, such after-school homework sessions.

Summary

While occasional delays in not completing or not submitting work may occur, it will have consequences. 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 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 mention N/A (not assessed). It is up to the students to contact the teacher.

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 assessment/testdate. Should this not happen, students will not receive a mark and the score box will mention N/A.

5.2 TOPCLASS AND STUDENT SUPPORT

We have an excellent and equipped support team, who work on ensuring that barriers for learning are identified and removed as much as possible. Our Student Support Team organizes Topclass homework support classes from MYP1-3.

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

5.3 STUDENT ADVICE

The mentor and Heads of Year are 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. Make it a habit of citing all sources.





5.5 MEDIA RESOURCE CENTER

The secondary library, also known as the Media Resource Center (MRC), is located on the first floor of our school campus. All ISD community members are encouraged to visit the MRC to check out books (see open and closing times on the MRC website), and students can stop by to get research and academic writing support from Ms. Ruocco on Monday, Tuesday, Thursday, or Friday. New book titles can be requested via the Secondary Librarian, Ms. Ruocco (g.ruocco@internationalschooldelft.org), or via the MRC website.

[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. SCHOOL FACILITIES AND REGULATIONS

6.1 STUDENT LAPTOPS

At ISD Secondary, students use MacBooks for their schoolwork. There are two options:

School Loan Agreement

- Some students are provided with a MacBook through a loan agreement with the school.
- The device is paid off over a period of three years.
- It is covered by the school's insurance during this time.

Bring Your Own Device (BYOD)

- Other students may choose to bring their own MacBook.
- In this case, families are responsible for the cost and for arranging insurance coverage independently.

If you experience any issues with your device (hardware or software), please speak with your mentor or the ICT coordinator. Each situation will be handled individually, depending on the nature of the issue and the type of device agreement.

Students will use the laptop daily in class so need to make sure it is well protected with a hardcover. To help keep a balance of the digital and virtual world, 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 SOFTWARE AND PLATFORMS

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. From this year, ISD launches the Toddle Behaviour Module (Toddle Wellbeing) to strengthen communication with parents and students- celebrating positive behaviour and addressing concerns constructively.

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

Easy access to all school platforms & websites:

<https://www.isdnet.nl/students.html>

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:

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

6.3 LOCKERS AND 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 the caretaker (in the caretaker booth).

The school reserves the right to open lockers when there is a suspicion of the presence of illegal items, such as (fire)arms, drugs, or (illegal) fireworks. The school – if necessary – can take appropriate measures in cooperation with the police

6.4 ON CAMPUS & FOOD

In order to build a strong school community, MYP 1-4 students are to stay on campus at all times.

Students and teachers must ensure 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.

A school caterer sells snacks and sandwiches at break times. There is also a microwave to heat up lunch that students bring themselves. Hot water can be obtained from the school caterer.

After lunch, every class will have a designated lunch duty to clean up the lunch area. The schedule will be communicated via the Mentor.

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' and 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, 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 will arrive late, permission should be requested in advance, by sending an email to 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 the caretaker. Students will not be allowed into class without a slip. Slips will be recorded by the caretaker; one late is excused, from the second late slip onward, a detention set by the HoY will follow.

Unauthorised absences

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

Unauthorised absences DP PHE

The DP1 PHE program aims to keep students active and encourage them to explore new activities that they can enjoy, now and in the future.

These activities take place on and 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 students cannot (fully) participate. If a lesson is missed, a detention will follow.

If students do not meet the attendance requirement for the year, they will have to catch up in the final week of school (DP1).

A doctor's note is required for long-term injuries or sickness. Bikes can only be borrowed, after emailing the 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.

6.6 18+ STUDENTS

Once a student reaches 18 years of age, the following modifications to the school policies apply, in line with the Dutch law on Privacy and GDPR:

- **Responsibility:** The student is fully responsible for reporting their own absences due to illness via Magister and for notifying the school of any appointments with specialists through the Absence email.
- **Communication:** Without the student's explicit consent, parents/guardians will no longer receive notifications regarding absences or academic

progress.

- **Illness at School:** If the student becomes ill, while at school, the school will not contact parents/guardians unless the student consents.
- **Non-Retroactive Reporting:** Absences or appointments cannot be retroactively excused after they occur.
- **Overdue Absences:** In cases of excessive absenteeism, the student may be reported to the Bureau for Early School Leavers. Missing more than 100 class hours in a school year may result in the student not being automatically promoted to the next grade.
- **Parental Involvement:** Although students assume full legal responsibility at 18, we strongly encourage continued parental involvement. Collaboration between parents, students, and the school is key to ensuring academic success.
- **Advance Notification:** A month before a student's 18th birthday, the school will send a letter to both the student and parents/guardians to explain the process and any actions that need to be taken.



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