

# MYP STUDENT HANDBOOK 2021-2022

*Everything you need to know to be successful at ISH!*



# WELCOME (BACK) TO INTERNATIONAL SCHOOL HAARLEM

*At ISH our vision is to develop a community of caring, compassionate, honest, open-minded global citizens who enjoy learning in critical and creative ways. We strive to develop a positive sense of self and engage with our world on a local and global scale.*

Dear Students (new and returning),

We are very excited to welcome you (back) to ISH for school year 2021-2022!

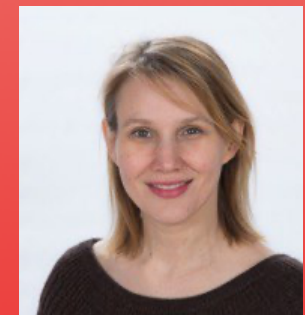
Please read through this handbook carefully, as it tells you everything you need to know about life at ISH. Use it as a reference guide for when you need to know something, but remember that your teachers are always there to answer any questions you might have! You can also find all our policies and other useful documents on ManageBac if you have more questions.

It is our vision to have a caring, compassionate community of learners. We are excited to see all the ways you will contribute to it. Students who aim to make the most of their time at school and become involved in the school community reach their goals and enjoy the experience. Good luck!

Wishing you an excellent year,



Mrs Hannah Mansbridge  
Head of School for Education

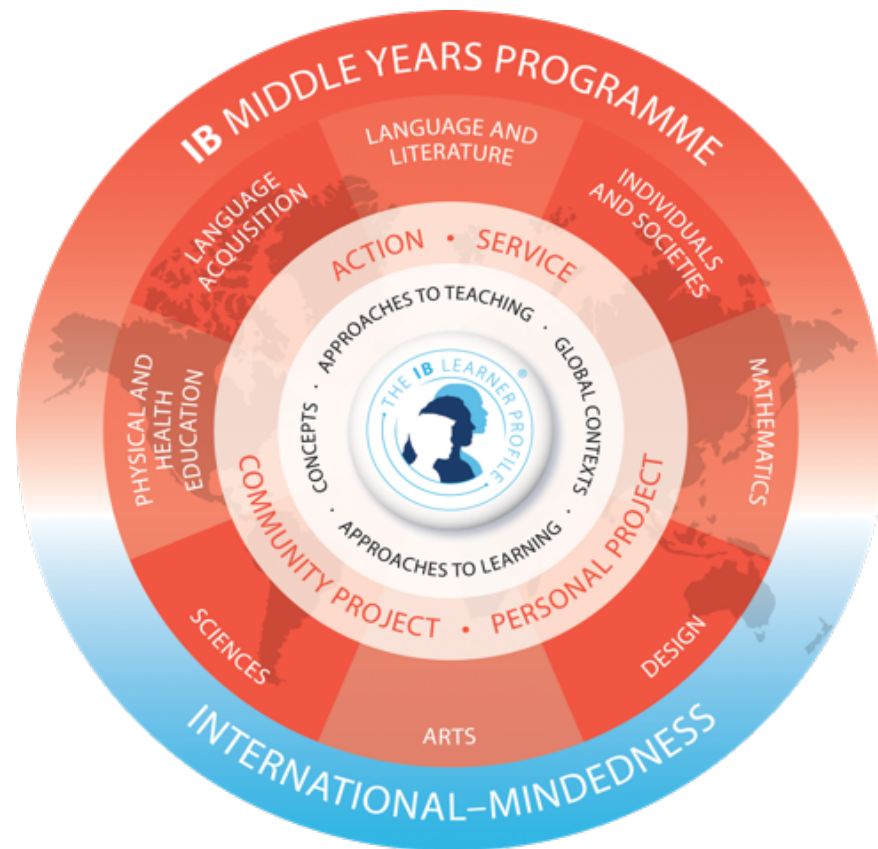


Ms Kate Lupson  
MYP Coordinator

# WHAT AND HOW WILL I LEARN AND BE ASSESSED?

The next four pages in this guide will explain:

1. What is the IB MYP?
2. What are the Concepts and Contexts for learning?
3. Will I get homework?
4. What kind of assessments will I have?
5. What are the criteria I'll be assessed on?
6. How do grades work?
7. What happens if I miss an assessment?
8. What if I am late with an assessment or don't hand it in?



## IB MYP

ISH teaches the International Baccalaureate (IB) Middle Years Programme (MYP). This programme is used by international schools all over the world. One of its goal is to put **you** at the center of the learning.

## IB LEARNER PROFILE

Putting you at the center means focusing on the kind of learner we hope you, as an IB learner, will become. IB learners strive to be:

- Balanced
- Caring
- Communicators
- Inquirers
- Knowledgeable
- Open-Minded
- Principled
- Reflective
- Risk-takers
- Thinkers

These traits are called the IB Learner Profile and you will learn more about these traits throughout the year. To celebrate when our students demonstrate the Learner Profile traits, we award **"ISH Points"**. You collect ISH Points as a class to win class rewards from a rewards menu decided on by student council.





# ATL

Putting you at the center also means focusing on how you learn best. This is called “Approaches to Learning” or **ATL** for short. These approaches to learning include things like research and communication skills, but also self-management skills like learning how to handle stress. You will have a class called ATL where you will focus on these skills, but ATL skills are found in every class. In your ATL class you will track the development of your ATL skills to become a better learner.

## CONCEPTS + CONTEXTS

In the MYP we don’t want you to just memorize facts and procedures. Your learning should be about *concepts* and have a connection to the world you live in! Your learning is always organized into a unit. Each unit has a **Statement of Inquiry**. This tells you what big idea you are exploring in this unit. Your teacher should always tell you what the Statement of Inquiry is – make sure you can understand it, so that you know what you’re exploring!

The statement of inquiry will focus on a *concept*, but your learning will also be set in a context. These are called the **Global Contexts**. For example, imagine you were learning about the Corona virus. You might learn it within the context of Globalization and Sustainability, focusing on how our connected world helps viruses spread...or you might look at Orientation in Time and Space and look at how Corona is related to past viruses and how viruses have developed over time. Can you think of how you could look at the Corona virus through each of the contexts shown here?

If you’re brand new to MYP, don’t worry if this all sounds tricky – we’ll explain more about how MYP works when you join the department!



source: Curry IB

# HOMEWORK

You will sometimes be given homework in order to help you practice a concept or explore something in more depth. Homework will be posted on ManageBac (our online learning system) in **maroon** and the title will be, for example, "Math HW." We have an after-school Study Club where you can get help with your homework. If you are having trouble with your homework or cannot complete it for some reason, make sure you communicate with your teacher. If you do not do your homework you may get a detention.

# ASSESSMENTS

There are two types of assessments: **formative** and **summative** (these are their ManageBac colors).

A **formative assessment** is meant to help you understand where you are in your learning and what you need to improve. It could be, for example, an outline or a first draft of an essay, or a practice test. Formative assessments do not "count" for a grade.

A **summative assessment** is the "real thing" – you will receive a grade for this assessment. A summative assessment could be an artwork, a performance, a presentation, a poster, a test, a lab report, etc.

You will always be told **two weeks ahead of time** what you will be assessed on and what you need to do to do well on the assessment. Every assessment uses a **rubric**, which is like a guide to how you will be graded. Make sure you see the rubric ahead of time and understand it!

# ASSESSMENT CRITERIA

Every assessment you are given will be assessed against one or more criteria. Your teacher will tell which ones.

	A	B	C	D
<b>Language and Literature</b> <i>English, Dutch</i>	Analysing	Organising	Producing text	Using language
<b>Language Acquisition</b> <i>English, Dutch, French, Spanish</i>	Listening	Speaking	Reading	Writing
<b>Individuals and Societies</b> <i>Integrated History, Geography, and Economics</i>	Knowing and understanding	Investigating	Communicating	Thinking critically
<b>Sciences</b> <i>Integrated Biology, Chemistry, and Physics</i>	Knowing and understanding	Inquiring and designing	Processing and evaluating	Reflecting on the impacts of science
<b>Mathematics</b>	Knowing and understanding	Investigating patterns	Communicating	Applying mathematics in real-world contexts
<b>Arts</b> <i>Visual Arts and Performing Arts</i>	Knowing and understanding	Developing skills	Thinking creatively	Responding
<b>Physical and Health Education</b>	Knowing and understanding	Planning for performance	Applying and performing	Reflecting and improving performance
<b>Design</b>	Inquiring and analysing	Developing ideas	Creating the solution	Evaluating

## ASSESSMENT GRADES

On every assessment you take you will get a grade out of 8 for each criterion you are assessed on. Your teachers will give you your graded work back within a timely manner. Your grades will be posted on ManageBac.

You will get at least two chances at every criterion, and your teacher uses your “best sustained effort” to come up with your final grade for that criterion.

You will also get a final grade for each subject at the end of the year. This is out of 7. In order to pass the year, you need to have all your final grades be above a 2 and can have no more than two final grades below 4.

## WHAT HAPPENS IF YOU MISS AN ASSESSMENT?

If you know you are going to be absent on the day of an assessment, you need to **tell the teacher ahead of time** and make an agreement of when you will make up the work. If you are absent the day of an assessment, your parents need to send an explanation for your absence.

If you miss an assessment it is **your responsibility** to contact your teacher to find out how you can make up the work. Your teacher shouldn't have to chase you!

## WHAT HAPPENS IF YOU ARE LATE WITH AN ASSESSMENT?

It can happen that you are having trouble with an assessment or there are things going on in your life that make it hard for you to get your work done on time. If that happens, you must communicate with your teachers! Your parents should explain what is going on, and your teachers will excuse your lateness and make an agreement with you about when you can hand your work in.

If you do not hand your work in and there is not a valid reason for the lateness, you may receive a detention. Your parents will be told that you did not hand in your work. You will have two days to make up the work. After that, you may receive a 0 on the assessment, which can affect your final grade for the class. Receiving a 0 is very serious. Your parents will be informed and you will have a meeting with the MYP Coordinator.

Our goal is not to punish you but to support you to get work you can be proud of done on time!

# HOW CAN I GET INVOLVED IN MY SCHOOL COMMUNITY?

The next two pages in this guide will explain:

1. Sports
2. After-school clubs
3. Yearbook
4. Student Council
5. Service as Action



## SPORTS

In the Netherlands, it is not very common for schools to have sports teams. For a team, students usually join a “vereniging,” which translates to “club” or “organization.” They do this in their community. This is a great way to practice your Dutch and make friends outside of school. Many of our students participate in sports like basketball, football (soccer), hockey, swimming, tennis, and more, through clubs in their neighbourhood.

We don’t have any official sports teams, but we **do** offer clubs and activities after school! Your teachers decide what clubs to offer based on the interest of the teachers and students. For example, we have had a dance club and a basketball club. Let your teachers know what you are interested in!

## AFTER-SCHOOL CLUBS

Besides sports clubs, every term your teachers come up with various things they are interested in and think you might be interested in and offer those things as after-school clubs. For example, we have had a math club, a chess club, a games club, a debate club, an arts & crafts club, a band, a chorus. Every term the clubs will be announced and sign-up sheets will be posted. Please only sign up for clubs you are really interested in because there

is always limited space and we want to make sure that everyone who really wants to participate has the chance!

You might also want to organize your own club and need a teacher supervisor. That’s possible! Let your teachers know what clubs you are interested in!

## YEARBOOK

Every year our school produces a yearbook. The Yearbook club helps create it, under the supervision of teachers. Members of the yearbook club take and gather photos of school events (such as the potluck and cultural celebrations), design templates for the layout of the yearbook, create pages to feature memories of the year and more. This club meets all year long.

## STUDENT COUNCIL

Every form group elects a representative to the Student Council. The Student Council meets once a month to discuss student ideas and concerns. They bring these ideas and concerns to school management, so that the student voice is always represented in the school! They also help plan special activities for the school. This includes parties, last week of school activities, fundraisers and charity actions, and more!

# SERVICE AS ACTION

Our school vision says:

*At ISH our vision is to develop a community of caring, compassionate, honest, open-minded global citizens who enjoy learning in critical and creative ways. We strive to develop a positive sense of self and engage with our world on a local and global scale.*

That means that a big part of our curriculum is taking part in service. You will do this as part of your classes in some units. For example, in MYP1 Dutch the students write Christmas cards to lonely, elderly Dutch people as part of their unit on Celebrations. But the school also organizes days you can get involved in. For example, we have had Clean Up Days, where we have cleaned up the area around the school.

We also run Building Social Justice Days where students participate in a mini-TED conference with both external and internal speakers and reflect on how they can take action. In 2020-2021 we focused on Black Lives Matter, but the topics vary per year. Students participate in workshops, but can also help to organize or present workshops. You will hear more about how you can get involved as the school year goes on. You will learn about this through your ATL class.

You can also organize your own service activity if there's something you are really passionate about. If you want to undertake an activity or want to organize an activity or club for your schoolmates, you should contact your form tutor or our Service As Action Coordinator, Ms. Caroline de Graaf ([caroline.degraaf@internationalschoolhaarlem.nl](mailto:caroline.degraaf@internationalschoolhaarlem.nl)).

We are really excited to see what kinds of events and activities you will come up with to help make not only our school community, but the local and global community, a better place!



# WHO'S WHO?

At ISH you take many subjects and they are equally important!  
Everyone\* takes:

- English (Language & Literature or Language Acquisition)
- Dutch (Language & Literature or Language Acquisition)
- French or Spanish Language Acquisition
- Individuals & Societies (I&S)
- Science
- Mathematics
- Arts (Visual Arts and/or Performing Arts)
- Design
- Physical & Health Education (PHE)

\*in MYP5 there may be some subjects you will not take

In addition to your core subject classes, you will have lessons as a form group that focus on your Social & Emotional Learning (SEL) and Approaches to Learning (ATL).

The next pages tell you who your teachers will be and how to contact them. You can click on the link to email your teachers! You will also receive a timetable that shows you when you have each class and where. Your timetable can also always be seen on ManageBac.

# MYP 1

## Teachers of 1M and 1P

Form Tutors	Kelly Moutsokapa (1M)	<a href="mailto:kelly.moutsokapa@internationalschoolhaarlem.nl">kelly.moutsokapa@internationalschoolhaarlem.nl</a>
	Clare Peterkin (1P)	<a href="mailto:clare.peterkin@internationalschoolhaarlem.nl">clare.peterkin@internationalschoolhaarlem.nl</a>
English	Clare Peterkin (Language & Literature)	<a href="mailto:clare.peterkin@internationalschoolhaarlem.nl">clare.peterkin@internationalschoolhaarlem.nl</a>
	Rïan Richards (Language Acquisition)	<a href="mailto:rian.richards@internationalschoolhaarlem.nl">rian.richards@internationalschoolhaarlem.nl</a>
Dutch	Yvonne Franken (Language & Literature)	<a href="mailto:yvonne.franken@internationalschoolhaarlem.nl">yvonne.franken@internationalschoolhaarlem.nl</a>
	Iris de Haas (Language Acquisition)	<a href="mailto:iris.dehaas@internationalschoolhaarlem.nl">iris.dehaas@internationalschoolhaarlem.nl</a>
French	Daniela Martinelli	<a href="mailto:daniela.martinelli@internationalschoolhaarlem.nl">daniela.martinelli@internationalschoolhaarlem.nl</a>
Spanish	Maria Albors	<a href="mailto:maria.albors@internationalschoolhaarlem.nl">maria.albors@internationalschoolhaarlem.nl</a>
I&S	Caroline de Graaf (1M)	<a href="mailto:caroline.degraaf@internationalschoolhaarlem.nl">caroline.degraaf@internationalschoolhaarlem.nl</a>
	Michelle Mullins (1P)	<a href="mailto:michelle.mullins@internationalschoolhaarlem.nl">michelle.mullins@internationalschoolhaarlem.nl</a>
Science	Krystel Morris	<a href="mailto:krystel.morris@internationalschoolhaarlem.nl">krystel.morris@internationalschoolhaarlem.nl</a>
Math	Collette Zuur	<a href="mailto:collette.zuur@internationalschoolhaarlem.nl">collette.zuur@internationalschoolhaarlem.nl</a>
VA	Katie Vigna	<a href="mailto:katie.vigna@internationalschoolhaarlem.nl">katie.vigna@internationalschoolhaarlem.nl</a>
PA	Frank Insinger	<a href="mailto:franka.insinger@internationalschoolhaarlem.nl">franka.insinger@internationalschoolhaarlem.nl</a>
	Ellen Duckenfield	<a href="mailto:ellen.duckenfield@internationalschoolhaarlem.nl">ellen.duckenfield@internationalschoolhaarlem.nl</a>
Design	Ana Poza del Hierro	<a href="mailto:ana.poza@internationalschoolhaarlem.nl">ana.poza@internationalschoolhaarlem.nl</a>
PHE	Manuel Bouzas Conde	<a href="mailto:manuel.bouzasconde@internationalschoolhaarlem.nl">manuel.bouzasconde@internationalschoolhaarlem.nl</a>

# MYP 2

## Teachers of 2P and 2R

Form Tutors	Ana Poza del Hierro (2P)	<a href="mailto:ana.poza@internationalschoolhaarlem.nl">ana.poza@internationalschoolhaarlem.nl</a>
	Rïan Richards (2R)	<a href="mailto:rian.richards@internationalschoolhaarlem.nl">rian.richards@internationalschoolhaarlem.nl</a>
English	Michelle Mullins (Language & Literature)	<a href="mailto:michelle.mullins@internationalschoolhaarlem.nl">michelle.mullins@internationalschoolhaarlem.nl</a>
	Rïan Richards (Language Acquisition)	<a href="mailto:rian.richards@internationalschoolhaarlem.nl">rian.richards@internationalschoolhaarlem.nl</a>
Dutch	Bart-Jan Kazemier (Language & Literature)	<a href="mailto:bart-jan.kazemier@internationalschoolhaarlem.nl">bart-jan.kazemier@internationalschoolhaarlem.nl</a>
	Yvonne Franken Iris de Haas (Language Acquisition)	<a href="mailto:yvonne.franken@internationalschoolhaarlem.nl">yvonne.franken@internationalschoolhaarlem.nl</a> <a href="mailto:iris.dehaas@internationalschoolhaarlem.nl">iris.dehaas@internationalschoolhaarlem.nl</a>
French	Daniela Martinelli	<a href="mailto:daniela.martinelli@internationalschoolhaarlem.nl">daniela.martinelli@internationalschoolhaarlem.nl</a>
Spanish	Maria Albors	<a href="mailto:maria.albors@internationalschoolhaarlem.nl">maria.albors@internationalschoolhaarlem.nl</a>
I&S	Michelle Mullins (2P)	<a href="mailto:michelle.mullins@internationalschoolhaarlem.nl">michelle.mullins@internationalschoolhaarlem.nl</a>
	Sarah Thompson (2R)	<a href="mailto:sarah.thompson@internationalschoolhaarlem.nl">sarah.thompson@internationalschoolhaarlem.nl</a>
Science	Krystel Morris	<a href="mailto:krystel.morris@internationalschoolhaarlem.nl">krystel.morris@internationalschoolhaarlem.nl</a>
Math	Collette Zuur	<a href="mailto:collette.zuur@internationalschoolhaarlem.nl">collette.zuur@internationalschoolhaarlem.nl</a>
VA	Katie Vigna	<a href="mailto:katie.vigna@internationalschoolhaarlem.nl">katie.vigna@internationalschoolhaarlem.nl</a>
PA	Ellen Duckenfield (Drama)	<a href="mailto:ellen.duckenfield@internationalschoolhaarlem.nl">ellen.duckenfield@internationalschoolhaarlem.nl</a>
	Steven Wilson (Music)	<a href="mailto:steven.wilson@internationalschoolhaarlem.nl">steven.wilson@internationalschoolhaarlem.nl</a>
Design	Ana Poza del Hierro (2P)	<a href="mailto:ana.poza@internationalschoolhaarlem.nl">ana.poza@internationalschoolhaarlem.nl</a>
	Peter Young (2R)	<a href="mailto:peter.young@internationalschoolhaarlem.nl">peter.young@internationalschoolhaarlem.nl</a>
PHE	Kirsten Tielman	<a href="mailto:kirsten.tielman@internationalschoolhaarlem.nl">kirsten.tielman@internationalschoolhaarlem.nl</a>

# MYP 3

## Teachers of 3M and 3T

Form Tutors	Daniela Martinelli (3M)	<a href="mailto:daniela.martinelli@internationalschoolhaarlem.nl">daniela.martinelli@internationalschoolhaarlem.nl</a>
	Sarah Thompson (3T)	<a href="mailto:sarah.thompson@internationalschoolhaarlem.nl">sarah.thompson@internationalschoolhaarlem.nl</a>
English	Pep Mac Ruairi (Language & Literature)	<a href="mailto:pep.macruairi@internationalschoolhaarlem.nl">pep.macruairi@internationalschoolhaarlem.nl</a>
	Amanda Myers (Language Acquisition)	<a href="mailto:amanda.myers@internationalschoolhaarlem.nl">amanda.myers@internationalschoolhaarlem.nl</a>
Dutch	Bart-Jan Kazemier (Language & Literature)	<a href="mailto:bart-jan.kazemier@internationalschoolhaarlem.nl">bart-jan.kazemier@internationalschoolhaarlem.nl</a>
	Yvonne Franken (Language Acquisition)	<a href="mailto:yvonne.franken@internationalschoolhaarlem.nl">yvonne.franken@internationalschoolhaarlem.nl</a>
	Iris de Haas (Language Acquisition)	<a href="mailto:iris.dehaas@internationalschoolhaarlem.nl">iris.dehaas@internationalschoolhaarlem.nl</a>
French	Daniela Martinelli	<a href="mailto:daniela.martinelli@internationalschoolhaarlem.nl">daniela.martinelli@internationalschoolhaarlem.nl</a>
Spanish	Gökçe Topoğlu	<a href="mailto:gokce.topoglu@internationalschoolhaarlem.nl">gokce.topoglu@internationalschoolhaarlem.nl</a>
I&S	Caroline de Graaf (3M)	<a href="mailto:caroline.degraaf@internationalschoolhaarlem.nl">caroline.degraaf@internationalschoolhaarlem.nl</a>
	Sarah Thompson (3T)	<a href="mailto:sarah.thompson@internationalschoolhaarlem.nl">sarah.thompson@internationalschoolhaarlem.nl</a>
Science	Krystel Morris	<a href="mailto:krystel.morris@internationalschoolhaarlem.nl">krystel.morris@internationalschoolhaarlem.nl</a>
Math	Neetha S.M.	<a href="mailto:neetha.sm@internationalschoolhaarlem.nl">neetha.sm@internationalschoolhaarlem.nl</a>
VA	Ana Poza del Hierro (3M)	<a href="mailto:ana.poza@internationalschoolhaarlem.nl">ana.poza@internationalschoolhaarlem.nl</a>
	Krysten Koehn (3T)	<a href="mailto:krysten.koehn@internationalschoolhaarlem.nl">krysten.koehn@internationalschoolhaarlem.nl</a>
PA	Ellen Duckenfield (Drama)	<a href="mailto:ellen.duckenfield@internationalschoolhaarlem.nl">ellen.duckenfield@internationalschoolhaarlem.nl</a>
	Steven Wilson (Music)	<a href="mailto:steven.wilson@internationalschoolhaarlem.nl">steven.wilson@internationalschoolhaarlem.nl</a>
Design	Peter Young	<a href="mailto:peter.young@internationalschoolhaarlem.nl">peter.young@internationalschoolhaarlem.nl</a>
PHE	Kirsten Tielman	<a href="mailto:kirsten.tielman@internationalschoolhaarlem.nl">kirsten.tielman@internationalschoolhaarlem.nl</a>

# MYP 4

## Teachers of 4M and 4T

Form Tutors	Krysten Koehn (4K)	<a href="mailto:krysten.koehn@internationalschoolhaarlem.nl">krysten.koehn@internationalschoolhaarlem.nl</a>
	Kirsten Tielman (4T)	<a href="mailto:kirsten.tielman@internationalschoolhaarlem.nl">kirsten.tielman@internationalschoolhaarlem.nl</a>
English	Beau Brown (Language & Literature)	<a href="mailto:beau.brown@internationalschoolhaarlem.nl">beau.brown@internationalschoolhaarlem.nl</a>
	Rïan Richards (Language Acquisition)	<a href="mailto:rian.richards@internationalschoolhaarlem.nl">rian.richards@internationalschoolhaarlem.nl</a>
Dutch	Bart-Jan Kazemier (Language & Literature)	<a href="mailto:bart-jan.kazemier@internationalschoolhaarlem.nl">bart-jan.kazemier@internationalschoolhaarlem.nl</a>
	Yvonne Franken (Language Acquisition)	<a href="mailto:yvonne.franken@internationalschoolhaarlem.nl">yvonne.franken@internationalschoolhaarlem.nl</a>
French	Séverine Marquilly	<a href="mailto:severine.marquilly@internationalschoolhaarlem.nl">severine.marquilly@internationalschoolhaarlem.nl</a>
Spanish	Gökçe Topoğlu	<a href="mailto:gokce.topoglu@internationalschoolhaarlem.nl">gokce.topoglu@internationalschoolhaarlem.nl</a>
I&S	Sarah Thompson	<a href="mailto:sarah.thompson@internationalschoolhaarlem.nl">sarah.thompson@internationalschoolhaarlem.nl</a>
	Tegan Walker	<a href="mailto:tegan.walker@internationalschoolhaarlem.nl">tegan.walker@internationalschoolhaarlem.nl</a>
Science	Alex Bodha	<a href="mailto:alex.bodha@internationalschoolhaarlem.nl">alex.bodha@internationalschoolhaarlem.nl</a>
Math	John Wright	<a href="mailto:john.wright@internationalschoolhaarlem.nl">john.wright@internationalschoolhaarlem.nl</a>
	Neetha S.M.	<a href="mailto:neetha.sm@internationalschoolhaarlem.nl">neetha.sm@internationalschoolhaarlem.nl</a>
VA	Krysten Koehn	<a href="mailto:krysten.koehn@internationalschoolhaarlem.nl">krysten.koehn@internationalschoolhaarlem.nl</a>
PA	Harry Cherrin (Music)	<a href="mailto:harry.cherrin@internationalschoolhaarlem.nl">harry.cherrin@internationalschoolhaarlem.nl</a>
Design	Peter Young	<a href="mailto:peter.young@internationalschoolhaarlem.nl">peter.young@internationalschoolhaarlem.nl</a>
PHE	Kirsten Tielman	<a href="mailto:kirsten.tielman@internationalschoolhaarlem.nl">kirsten.tielman@internationalschoolhaarlem.nl</a>



# MYP 5

## Teachers of 5M & 5Y

Form Tutor	Amanda Myers (5M) Peter Young (5Y)	<a href="mailto:amanda.myers@internationalschoolhaarlem.nl">amanda.myers@internationalschoolhaarlem.nl</a> <a href="mailto:peter.young@internationalschoolhaarlem.nl">peter.young@internationalschoolhaarlem.nl</a>
English	Beau Brown (Language & Literature)	<a href="mailto:beau.brown@internationalschoolhaarlem.nl">beau.brown@internationalschoolhaarlem.nl</a>
	Amanda Myers (Language Acquisition)	<a href="mailto:amanda.myers@internationalschoolhaarlem.nl">amanda.myers@internationalschoolhaarlem.nl</a>
Dutch	Bart-Jan Kazemier (Language & Literature)	<a href="mailto:bart-jan.kazemier@internationalschoolhaarlem.nl">bart-jan.kazemier@internationalschoolhaarlem.nl</a>
	Yvonne Franken (Language Acquisition)	<a href="mailto:yvonne.franken@internationalschoolhaarlem.nl">yvonne.franken@internationalschoolhaarlem.nl</a>
French	Séverine Marquilly	<a href="mailto:severine.marquilly@internationalschoolhaarlem.nl">severine.marquilly@internationalschoolhaarlem.nl</a>
Spanish	Gökçe Topoğlu	<a href="mailto:gokce.topoglu@internationalschoolhaarlem.nl">gokce.topoglu@internationalschoolhaarlem.nl</a>
I&S	Sarah Thompson Tegan Walker	<a href="mailto:sarah.thompson@internationalschoolhaarlem.nl">sarah.thompson@internationalschoolhaarlem.nl</a> <a href="mailto:tegan.walker@internationalschoolhaarlem.nl">tegan.walker@internationalschoolhaarlem.nl</a>
Science	Carolien Zanstra	<a href="mailto:carolien.zanstra@internationalschoolhaarlem.nl">carolien.zanstra@internationalschoolhaarlem.nl</a>
Math	John Wright Neetha S.M.	<a href="mailto:john.wright@internationalschoolhaarlem.nl">john.wright@internationalschoolhaarlem.nl</a> <a href="mailto:neetha.sm@internationalschoolhaarlem.nl">neetha.sm@internationalschoolhaarlem.nl</a>
VA	Ana Pozo del Hierro	<a href="mailto:ana.poza@internationalschoolhaarlem.nl">ana.poza@internationalschoolhaarlem.nl</a>
PA	Harry Cherrin (Music)	<a href="mailto:harry.cherrin@internationalschoolhaarlem.nl">harry.cherrin@internationalschoolhaarlem.nl</a>
Design	Peter Young	<a href="mailto:peter.young@internationalschoolhaarlem.nl">peter.young@internationalschoolhaarlem.nl</a>
PHE	Kirsten Tielman	<a href="mailto:kirsten.tielman@internationalschoolhaarlem.nl">kirsten.tielman@internationalschoolhaarlem.nl</a>

## More Important Teachers for MYP5:

### Special Contacts for MYP5

MYP Coordinator	Kate Lupson	<a href="mailto:kate.lupson@internationalschoolhaarlem.nl">kate.lupson@internationalschoolhaarlem.nl</a>
DP Coordinator	Stavros Melachroinos	<a href="mailto:stavros.melachroinos@internationalschoolhaarlem.nl">stavros.melachroinos@internationalschoolhaarlem.nl</a>
Personal Project Coordinator	Pep Mac Ruairi	<a href="mailto:pep.macruairi@internationalschoolhaarlem.nl">pep.macruairi@internationalschoolhaarlem.nl</a>
Service as Action Coordinator	Caroline de Graaf	<a href="mailto:caroline.degraaf@internationalschoolhaarlem.nl">caroline.degraaf@internationalschoolhaarlem.nl</a>

In addition to your regular teachers, these special contacts will help you prepare for all the components (like Personal Project and Service) of the MYP eAssessment to finish off MYP5.

Ms. Lupson and Mr. Melachroinos will also help you decide what to do after MYP5. For example, you might join the Diploma Programme (DP) at ISH or find another educational opportunity. You will receive counselling sessions on what your options are and what choices you need to make.

# WHO WILL HELP ME IF I'M HAVING TROUBLE?

## FORM TUTORS

Every morning at 8:50 you will meet with your form tutor for 10 minutes. This is your daily check-in where your form tutor takes attendance, tells you any important news, and most importantly gets to know you a little bit. On Friday mornings 1st hour you will have a full hour with your form tutors.

Your form tutor is the first person you should talk to if you're having trouble. The form tutor keeps the information you tell them confidential, unless there is something very serious going on. They will always tell you if they need to tell someone (for example, Mrs. Mansbridge, the Head of School).

Your teachers let your form tutor know when you haven't handed in an assignment or homework, so that your form tutor knows what's going on with you and can talk to you about these issues. Remember that the form tutor is always there to support you!

Your form tutor may suggest you go to Study Club to get extra help. The form tutor may also connect you with a Student Support Coordinators or the MYP Coordinator.

*If you don't feel comfortable telling your form tutor what's going on, you can talk to any teacher you do feel comfortable with!*

# WHO ELSE WILL HELP ME IF I'M HAVING TROUBLE?

## STUDENT SUPPORT

In addition to your form tutors, we have a whole team set up to help you if you need it. You can email the team at [studentsupport@internationalschoolhaarlem.nl](mailto:studentsupport@internationalschoolhaarlem.nl) and the right person will get back to you!

Student Support Team		
Student Support Coordinator	Amanda Myers	<a href="mailto:amanda.myers@internationalschoolhaarlem.nl">amanda.myers@internationalschoolhaarlem.nl</a>
Student Support Teacher	Sarah Hoekman	<a href="mailto:sarah.hoekman@internationalschoolhaarlem.nl">sarah.hoekman@internationalschoolhaarlem.nl</a>
Student Support Teacher	Kelly Moutsokapa	<a href="mailto:kelly.moutsokapa@internationalschoolhaarlem.nl">kelly.moutsokapa@internationalschoolhaarlem.nl</a>
Student Support Teacher	Michelle Mullins	<a href="mailto:michelle.mullins@internationalschoolhaarlem.nl">michelle.mullins@internationalschoolhaarlem.nl</a>
Student Support Assistant	Jane Glass	<a href="mailto:jane.glass@internationalschoolhaarlem.nl">jane.glass@internationalschoolhaarlem.nl</a>

## CLASSMATES

All students who start new at ISH will get a buddy in their class. This buddy can help new students understand who they should go to for help and how things work at ISH.

# WHAT ARE SOME OF THE SCHOOL RULES?

The next three pages in this guide will explain:

1. What happens if I'm late or absent?
2. What should I wear to school?
3. How do break and lunch time work?
4. Do I get a locker?
5. What are the rules about technology usage?
6. What things do I need with me every day?
7. What happens if I misbehave?
8. What things are absolutely not allowed?

## LATENESS & ABSENCES

The doors of the school open at 8:40. The school day starts at 8:50 with your form tutor. The first lesson begins at 9:00. Your form tutor takes attendance. If you are late and miss form time, you must sign the late book at the front desk (see Ms. Viviënne or Ms. Karin).

We understand that some students rely on public transportation to get to school and that there are sometimes delays. However, when you arrive late to school you disrupt not only your learning, but also the learning of your classmates. Therefore, If you are late **3 times** over a 2-week period, you will get detention. Consistent lateness will result in a parent-teacher conference.

If you are going to be absent, we ask that your parents report that absence through ManageBac. You should also let your form tutor know ahead of time. You are responsible for any school work you miss!

If you need to leave school to go to an appointment during the day, your parents need to let the school know. When you leave and come back, you need to sign the Sign Out book at the front desk.

## APPROPRIATE DRESS

We do not have a uniform. We understand that for many students, the way you dress is a way for you to express who you are as a person. But, keep in mind that school is a place to learn, and so you should avoid wearing anything that could distract yourself or others from learning. This means that we do not allow clothing with offensive text or hats in the classroom. Jewellery should be kept to a minimum (and may not be allowed at all in some classes, such as PHE).

Dress appropriately for the weather. You will go outside for break time even when it is very cold! Coats must be kept in lockers and cannot be worn in classrooms, so if you tend to be cold, keep a sweater with you!

## LUNCH & BREAK

Break is a 30-minute time for you to relax, eat a snack, and get fresh air. Break is outside (unless it's raining a lot).

Lunch is 30 minutes and can be eaten inside or outside. We do not have a canteen, so bring your own food!



## LOCKERS

You will get a locker where you can keep your books. During the day your phone and coat must also be stored in the locker. You will receive a locker contract that you must sign that explains what is not allowed with your locker. If you lose your locker key, you need to tell our caretaker (Mr. Eric) or the front desk (Ms. Viviënne and Ms. Karin).

You can go to your locker before school, before and after break, before and after lunch, and after school. You can not go between classes or during classes. This means you need to plan your day well!

## COMPUTERS & ICT

We are a Bring Your Own Device school. You must have a laptop that meets our ICT requirements, which have been sent to your parents. It is your responsibility to bring your laptop, **fully charged**, to school every day. You should also have your charger with you every day just in case. If you forget your laptop for a day or it runs out of charge, you will have trouble doing your school work!

If your laptop is damaged and is getting repaired, your parents need to send an email to your form tutor. Then we will make sure that you can borrow a Chromebook to work on at school.

In some classes (for example PA or VA) you may also use school iPads. You are **never** allowed to use any mobile devices.

You will receive an ICT contract that you must sign that explains how you are to work with computers and other technology at our school. Violations of this contract result in an automatic detention.

## MATERIALS

You need more than just your computer to be ready to learn! Your teachers will provide you notebooks (color-coded per subject). It is your responsibility to have the correct notebook for the correct class.

In addition you should always have a pencil case with you. Your pencil case should have:

- Pens and pencils
- Colored pencils or markers
- Eraser and pencil sharpener
- Glue stick and scissors
- Protractor triangle and compass
- Scientific calculator (recommended type: TI-30XB)

If you take English Language Acquisition you should also always have a bilingual dictionary, which you can use in all your classes and assessments.

## BEHAVIOR

Having a positive, caring community is the most important thing to us at ISH. It's our vision:

*At ISH our vision is to develop a community of caring, compassionate, honest, open-minded global citizens who enjoy learning in critical and creative ways. We strive to develop a positive sense of self and engage with our world on a local and global scale.*

You will find that your teachers are truly here to support you and want to see you succeed. We do our best to celebrate the positive in our school, with ISH Points and achievement assemblies and the occasional postcard home!

In order to keep that positive environment there need to be consequences for when students violate this vision. Teachers will give warnings for misbehavior, such as being disruptive or rude in class. Multiple warnings will result in additional consequences. These could be a lunchtime detention, or in more serious cases, an after-school detention. For example, fighting will automatically result in an after-school detention. Your parents will be informed if you need to have an after-school detention. In extreme cases of anti-social behavior, you may face suspension. You could also be required to come in for a Saturday detention. You should read our school's Behavior Policy for a fuller explanation.

## NOT ALLOWED IN SCHOOL



No dangerous items or (toy) weapons are allowed.

No alcohol or illegal drugs are allowed anywhere on school grounds.

There is no smoking anywhere on school grounds. That includes during break and lunch time and on school trips.

No chewing gum or lollipops are allowed.

You may bring your mobile phone to school, but it needs to be **off** and **in your locker** for the entire school day, including break and lunch time. If for some reason you need to call your family, please see Ms. Viviënne or Ms. Karin at the front desk. **No mobile devices are allowed during the school day.** We have a "See it, Hear It, Lose It" policy.

You cannot take photos or videos anywhere in school, unless it is specifically for a class and you do it with permission of your teacher using a school device.

Violating any of these rules will result in an automatic detention.

**WE ARE EXCITED  
FOR A GREAT YEAR  
WITH YOU!**

## **FURTHER INFORMATION**

This document and all other important documents will be available to you online on ManageBac and on our school website. Please use it as a resource. But if you don't know something, don't be afraid to ask any of your teachers or classmates!

We are all here to make this a great year for you!

**GOOD LUCK AND ENJOY!**

