

International School Almere

School Guide 2010/11

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CONTACT DETAILS

Visiting Address:

International School Almere
Sas van Gentlaan 6
1324 CT Almere

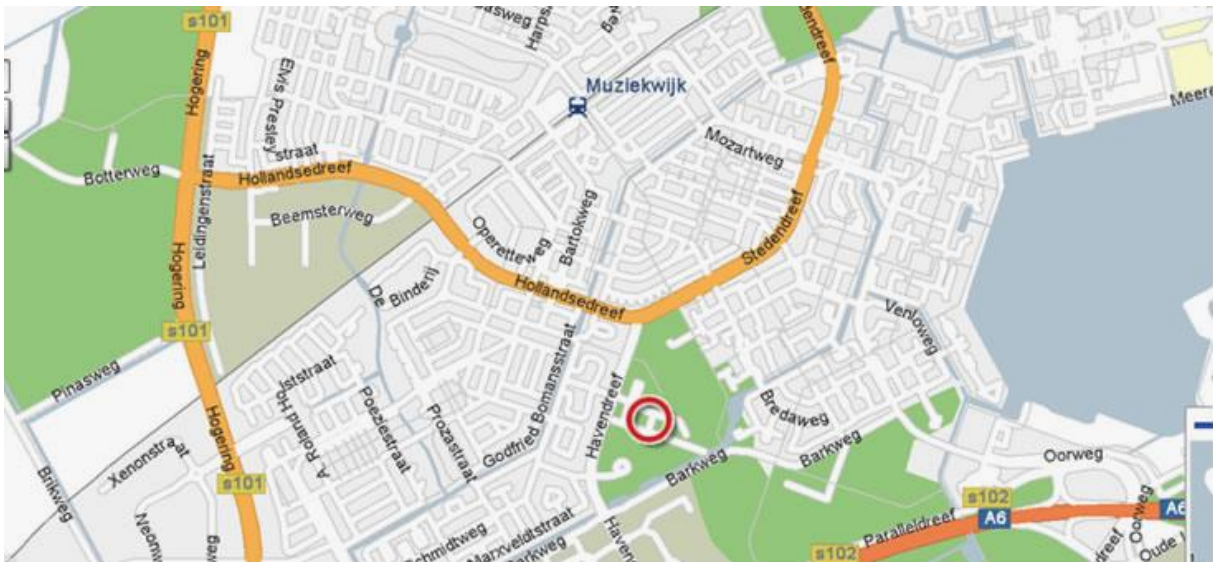
Mail Address

P.O. Box 10015
1301 AA Almere

Telephone: 036 845 3500

E-Mail: info@internationalschoolalmere.nl

Internet: www.internationalschoolalmere.nl



STAFF

	<u>SUBJECT & POSITIONS</u>	<u>TIMETABLE CODE</u>
Mrs S.Ghizdareanu	Head of School Maths DP 1 IB Co-Ordinator	Ghz
Mr C.Champion	Drama	Cha
Mrs Y.Lucas	Front office	YI
Mrs P.Mac Ruairi	English TOK DP Extended Essay coördinator Personal Project coördinator	Mcr
Mr J.De Luca	Science	Luc
Mr P.Gill	Maths – English Business Management DP	Gil
Ms F.Giri	Spanish Mentor MYP 3	Gir
Ms V.Lainé	French Mentor MYP 4 CAS coördinator DP	Lai
Ms S.Makrinius	Humanities Mentor DP 1	Mak
Mr W. Worms	Design/Technology	Wor
Mr G.Hendrickx	Visual Art	Hen
Mr R.Thoolen	Dutch A / B Mentor MYP 5	Tho
Mr K.Papadopoulos	Maths MYP 2, 4, 5	Pap
Mrs J.Modi	Latin Mentor MYP 2	Mod
Mr L.Engberts	PE MYP 4, 5	Eng
Mrs D.Sengupta	Biology, Phys – Chem DP 1	Sen
Mrs R.Villiers	PE MYP 2, 3	Vil
Ms E.Goossens	Career Advisor	
Mrs A. de Haan	School Counsellor	

EXPECTATIONS at the INTERNATIONAL SCHOOL ALMERE

International School Almere expectation 1:

To attend all classes every day. The school day is officially from 8:30- 16:15 and students should be available to be at school during those times. Understandably illnesses occur and other emergencies arise, therefore, when you are absent you must follow the procedure below:

ABSENCE FOR ONE OR MORE DAYS

Parents/ guardians are requested to phone the school between 8.00 and 9.00 to report the sickness of their child. Tel: 036 8453500. A message can be left on the school's voicemail. You can also report sickness by e-mail: info@internationalschoolalmere.nl

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

Students who become ill during school hours must go to the reception and arrange to see Mrs Ghizdareanu or Mrs Lucas. If the student is too ill to remain at school, then the school will contact the parents and with parent permission, the student may be sent home.

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

In the event of absence from school for a reason not related to illness (e.g. the funeral of a family member or of a near relative, special family anniversary) parents/ guardians must inform the school in writing before the event.

ABSENCE FOR ONE OR MORE LESSONS

Students with a special reason (e.g. Doctor, dentist, specialist appointment) for a short absence from school, meaning late arrival, early departure or absence for an hour or two must report to the reception in advance with a letter from their parents/guardians .

The students must report to Mrs Lucas when back at school.

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

Please, try to make appointments before or after school hours

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

Students who miss a test due to an absence should contact the teacher concerned as soon as possible, so that arrangements can be made to make up for that test. Absence due to a medical/dental appointment is not a valid excuse for not doing homework in a particular subject.

International School Almere expectation 2:

To behave in a way that treats others and the environment with respect, and to also behave in a way that allows all students to learn and allows the teacher to teach. In the event that a student does not behave in this way, the following steps will be taken:

First, the teacher will deal with the situation. The teacher may deal with the situation in a variety of ways. For example, he/she may give a verbal warning, have a conference with a student, ask the student to spend their break time with a teacher, or give an after school detention. Before the teacher escalates the situation, the parents will be informed of the situation via email or phone so the school and family can work together to solve the problem.

The next step is to involve the student's mentor. The teacher, mentor, and student will work together to solve any behaviour issues. Again, the teacher/mentor may use a variety of consequences similar to above. The parents will be informed of the situation via email or phone so the school and family can again work together to solve the problem.

Lastly, if the behaviour problem persists, then the head of school will become involved. At this level the consequences will be become more severe and may include such consequences as in-school suspension, out of school suspension, and in extreme circumstances, expulsion. It is our hope that behaviour issues can be fixed before the situation gets to this level.

In extreme cases (such as fighting, bullying, etc.) the consequences for behaviour may be escalated immediately at the school's discretion.

International School Almere expectation 3:

To participate in all class activities including homework and in class tasks. In the instance a student does not complete his/her homework he/she will be required to stay at school on that day during the last hour of the day (15:30-16:15). Once the assignment is complete to the teacher's satisfaction the student may go home.

ABSENCE FROM PHYSICAL EDUCATION LESSONS

Students who wish to be excused from taking part in a Physical Education lesson should contact their PE teacher before the lesson. If the PE teacher is not informed before the lesson, the absence will be seen as invalid.

Students not taking part in Physical Education lessons over a longer period of time must inform the Head of the reasons for this. A medical certificate is required in such cases. PE is an assessed subject in MYP 2 – MYP 5, with strict attendance requirements.

Students not attending Physical Education lessons **do not** have a free period during those lessons, but have to do school work in the assigned study areas.

International School Almere expectation 4:

To be on time to each class each day. If you have an excuse for being late to school, please, follow the procedure in number one (1). Students that are late to class (not only first hour) without an excuse will have to arrive at school by 8:00 on the following day. Students that do not arrive at 8:00 the following day will be required to arrive at 8:00 for the next two days. If the student still does not arrive by 8:00, then further consequences will be applied to the situation.

International School Almere expectation 5:

To use unplanned free time at school for study hours and other academic work. Sometimes teachers are absent and when they are, the school will do its best to cover the lesson with another teacher. In some instances the class cannot be covered and the students are expected to use those hours to do other homework assignments and/or study for their courses. Students should work in the aula without interfering with other students and should not leave the school building. If the student is in doubt about where to go or what to do, ask a staff member for guidance.

International School Almere expectation 6:

To use all school materials and property properly and with respect. School materials and property include, but are not limited to: books, computers, desks, chairs, lab equipment, etc. Of course we expect books and other materials to gather normal wear and tear, but in cases of lost or severely damaged materials/property, students will be responsible for the cost to fix or replace those items.

International School Almere expectation 7:

To maintain a smoke-free environment. We expect our students to refrain from smoking on school grounds or on any school-related activities.

International School Almere expectation 8:

To turn off their mobile phones during the school day. Students may use the office phone to call their parents and parents are requested to contact the office if they need to get a hold of their son/daughter. Also, school break times are from: 10:00-10:20, 11:50-12:20, and 1:50-2:00. If you cannot get a hold of anyone in the office, then call your son/daughter during the break times.

If a student's mobile phone goes off in class or if a teacher observes a student using their phone in class (sending an SMS/text message for example) then the phone will be confiscated until the following Monday unless a parent comes to the school to collect the phone.

The same policy may be used for electronic game systems or music devices such as MP3 players, etc.

International School Almere expectation 9:

To print out their homework assignments at home when applicable. If a student needs to use the schools printer or photocopier, it costs € 0.05 per side to be\ copied or printed.

International School Almere expectation 10:

To keep food and drink out of the classrooms. Some teachers may allow water in the classroom, but other food and drink should be kept in the hallways and the aula and all garbage should be thrown away.