

International School Groningen
DIPLOMA PROGRAMME GUIDE
and
DEADLINES DP1



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**Teachers should be allowed to teach and students
should be allowed to learn**

Expectations at the ISG:

In our school we care...

for each other...

- we are supportive
- we are respectful and polite in our words and our actions
- we listen to others

for our learning...

- we are responsible for our own learning
- we are on time and prepared
- we stick to deadlines

for our environment...

- we keep our surroundings clean and tidy

1. Expectations

At the International School Groningen we go by the basic understanding that teachers must be allowed to teach and students must be allowed to learn.

If a student's behaviour prevents this happening then s/he will be asked to leave the lesson. In the unlikely event that this continues, further action will be taken, such as parental consultation, formal warning, suspension and eventual expulsion.

If a student is sent out of a lesson s/he should report to the reception in the Esserberg and collect a red form. S/he should complete and return this form and then work independently in the Esserberg common room.

In order to create a safe and stimulating learning environment the following general rules also apply:

- With the exception of still water, eating and drinking in the classrooms, computer room or E6 is not allowed.
- The locker room is provided for student use outside of lesson time. This room is for relaxing and some refreshment appliances are provided. The room should be left in a clean and tidy state and students are responsible for cleaning their own food and drinks away and keeping cups and plates clean. The appliances must also be kept clean and hygienic.
- The common room is also provided for student use outside of lesson time: here students are expected to allow others to work or study in a quiet atmosphere.
- Mobile phones/music players should not be used in lesson time. They should be switched off and be put away. It is advised that mobiles, and other valuable equipment be locked away in lockers and must never be left unattended anywhere in the school buildings. The school cannot take any responsibility for loss of such items.
- Smoking is not allowed anywhere in or outside of the school buildings, except in the designated area that is part of the Maartenscollege parking lot.
- Alcohol or drugs must not be brought to school. Any student suspected to be under the influence of alcohol or drugs during the school day or on a designated school activity will be sent home. Further disciplinary action may then occur, resulting in possible suspension. In such circumstances the school reserves the right to search a student's locker. This search will be carried out in the presence of an independent witness.
- In accordance with Dutch law, fireworks or items that can endanger staff or students must not be brought onto school grounds.

2. Attendance

As in any learning institution, regular attendance is vital if a student is to achieve his or her maximum potential. Lateness is disruptive to the lesson and cannot be allowed.

Lateness: In case of lateness a student must immediately report in the area where their lesson is taught. In the Esserberg, that is the reception desk. In the Hemmenlaan, the Balie. A late slip will be required to enter the lesson.

Continual lateness (more than three times) will result in a school detention and a formal warning in a letter to parents. If lateness continues after this, the 'leerplichtambtenaar' (attendance officer) will be informed and this may lead to further legal action.

Absence: Absence due to a medical appointment must be requested in advance by letter or email from parents. Where this is not possible, a note is required on return to school. It is expected that, wherever possible DP students make such appointments outside of school time.

Absence for other personal reasons must be requested on the "Special Leave form". This is available from the school or can be downloaded from the website:

http://www.isgroningen.nl/Life_at_the_ISG/Absence_from_school

This form must be completed in accordance with the school's policy on attendance.

Absence due to sudden illness must be reported before 09.00 on the day of illness. Please phone the school (050-5340084). The absence should be verified by a parental note on return to school.

Where a test or other assessment is missed due to authorised absence, students will be given a chance to resit the assessment. This will be arranged by the student at the convenience of the teacher/school. Assessment missed due to unexplained lateness or unauthorised absence will be recorded as zero.

The school may contact the school doctor in case of frequent absences caused by illness or other health concerns.

In case of frequent absences which have not been accounted for by parents/guardians, the school will contact the 'leerplichtambtenaar' (attendance officer). Parents will be informed of steps taken by the school.

Transport: Students who use public transport to travel to school may apply for a permanent late slip if they are unable to arrive at school by 08.20 without leaving at an unreasonable time from home. These slips will be allocated on an individual basis. Please complete and return the special request form, available from reception. The form should clearly state the student's home address and details of bus/train times.

Apart from public transport, students may walk to school, use a bicycle, moped or car.

- Students who walk may enter by the Esserberg gate.
- Students who are brought to school by car should be dropped off outside the Esserberg gates, by the bus stop or by the Shell garage. The narrow entrance has limited turning space and, in view of student safety, should not be used as a student drop off zone.
- Students who use a bicycle, moped or who have their own car must enter the school grounds via the Hemmenlaan entrance and use the parking facilities available. They are not permitted to park at the Esserberg building. Suitable locks should be used to secure property in the parking area.

3. Other Matters

All text books remain the property of the International School. Every student will be issued with an individually numbered copy. Books should be treated carefully and covered within a week of receipt. Books should never be left in the common room or the classroom. Books that are lost or damaged will need to be replaced and the charge for this will be made to parents.

4. Term Grades

Students get a minimum of three assessed works and thus a minimum of three grades per term. If a student misses one or more of the assessed works without a valid reason, **a zero** is awarded for every work missed, which will affect the report grade. The DP Coordinator and mentor will inform teachers where an exception can be made in case of prolonged illness and/or other extenuating circumstances.

5. Promotion to DP2

The final report of DP1 decides whether a student will be promoted to DP2. The following expectations apply for promotion.

- Students must obtain a minimum total of 24 points from *his/her* overall year grades.
- Students must obtain no lower than three grades 3 on his/her overall year grades.
- Students must have completed all assessment requirements within the required deadline. This will include subject requirements as well as the TOK and Extended Essay requirements. Please see the appendix: 'Deadlines' for further information.
- Students must have completed all CAS requirements as designated by the CAS coordinator.
- A minimum of a grade D is required in ToK

6. Deadlines

It is essential that work is organised throughout the year according to the required deadlines. Deadlines are set in order to spread assessment requirements throughout the year and also to comply with the international assessment requirements of the International Baccalaureate.

Students must organise their time to keep to deadlines. Where unforeseen circumstances, such as illness, mean that a deadline cannot be met, the student must arrange an extension with his or her teacher. This must be requested in writing, with a copy to Ms. Jansma, the DP coordinator.

The teacher reserves the right not to mark work submitted after a deadline and also to record a zero for an assessment and also as the grade required by the subject's internal assessment. If students are allowed to write a first draft and a final version of any written assignment, and a student misses the deadline for the first draft, they will not be allowed an extension and consequently will not receive feedback on their first draft. The final version will be their only version. If a student misses the deadline for the final version, their first draft/version will be used for assessment. If there is no first draft or final version, there is no work to be marked and a grade 0 is awarded.

7. Academic Misconduct

Academic Misconduct is a behaviour (whether deliberate or inadvertent) that results in, or may result in, the student or any other student gaining an unfair advantage (or that disadvantages other students) in one or more assessment components. Academic misconduct is divided into the following categories:

- **Plagiarism** is defined as the representation, intentionally or unwittingly of the ideas, words or work of another person without proper, clear and explicit acknowledgement.
- **Collusion** is defined as supporting academic misconduct by another student, for example allowing one's work to be copied or submitted for assessment by others.
- **Misconduct** during an exam includes taking unauthorized material into the exam room, disruptive behavior and communicating with others during the exam

Sanctions – internal:

Internal sanctions are in place for any type of academic dishonesty in an assessed homework, classwork or test. Teachers use Turnitin to check written work for authenticity.

1st offence → The work in which there was a breach in academic honesty needs to be discussed between the student and subject teacher, so that further mistakes can be avoided. The work in question will need to be redone. The subject teacher will notify the parents by email and cc the mentor and add a behavioural note in ManageBac.

2nd offence → In the case of a second breach of academic honesty, the student will receive a zero for the assignment. The subject teacher and the student will discuss the mistakes in academic honesty and the work will need to be redone. The subject teacher informs the DP coordinator, who will have a formal meeting with the student. An letter will be sent to the parents by the DP coordinator and a behavioural note will be added to ManageBac.

3rd offence → The student will receive no report grade for the subject concerned. The parents will be notified by the DP coordinator. The issue will be discussed with the student and parents by the DP

coordinator and the head of school. As a consequence the student may not be promoted or may be withdrawn from the final exams.

In the case of draft versions of IA, ToK, or the Extended essay the work will need to be redone. The student will be formally warned and a letter will be sent home. In case of a second offence regarding draft versions of IA, ToK or the extended essay, the school may decide to withdraw the st

Sanctions – external:

External sanctions are taken by the IBO and/or the school with regard to Internal Assessment and other assignments that count towards the final IB examinations in DP2. . This also includes the first drafts of any IA, the Extended Essay and ToK, and CAS work/records in DP1. Should academic misconduct occur in DP1, internal sanctions will apply. If the misconduct occurs at a later stage; when final versions of IAs are handed, either the work will or once the work has been submitted to the IBO, the IBO will apply sanctions.

For further detail, please see: *Academic Honesty Policy IB Diploma Programme International School Groningen, June 2017*

8.Dress Code

Students have chosen to come to the ISG and we therefore expect them to dress in a manner that is respectful and appropriate for school. Students' attire should not disrupt the learning process or pose a health or safety issue.

ISG students should adhere to the following guidelines:

- Jackets, coats, and other outerwear must be in lockers or on coat racks during school hours.
- Caps, hats, hoods and other headwear (excluding religious headwear) must be in lockers during regular school hours (lessons/activities).
- Skirts, shorts, and dresses must be no shorter than 'mid-thigh'.
- Clothing should be hygienically clean.
- Sunglasses should not be worn during lessons.

Specifically, we do not allow students to wear the following:

- See-through or low-cut tops;
- Clothing that exposes the underwear or exposes the skin between the trousers/skirt/shorts and top/shirt; clothes must be appropriate size, with waist of garment worn at student's waist.
- Clothing, accessories, or other items that communicate derogatory messages, or approve/provoke any form of harassment or violence against others;

- Clothing, accessories, or other items that include words or pictures that are obscene, contain sexual messages (explicit or innuendo), or promote any substance that is illegal for use by minors and/or illegal on school property;

If a student comes to school wearing an item that violates the dress code, he or she must put on an article of clothing to replace the inappropriate item. The student may borrow an item from a friend or from school or call home. In the event that this does not resolve the issue a the student will be asked to go home and parents will be informed.

Our administration and staff reserve the right to have the final word regarding the appropriateness of a student’s attire.

All visitors to the school are requested to respect the dress code of the school.

Adapted from dress code guidelines:

<http://www.harborcityschool.org/index.cfm?pid=5592>
<https://sites.google.com/a/cienaguas.org/cien-aguas/Home/dress-code>

9. Assessment of Study Skills

Motivation & engagement requires self-motivation and a positive ‘attitude towards learning’. This is reflected in the content of both your classwork and homework.

You should be able to work independently, take responsibility for your own learning and ask for help, showing commitment to your study. To get a good grade you need to...

7-8	<ul style="list-style-type: none"> • be proactive in ignoring distraction, demonstrating focused concentration with respect to tasks set • display excellent effort in the content of your classwork and homework – doing more than is generally required. • show excellent participation, and can take a leading role where opportunities arise
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Interaction requires good social skills: communication, cooperation and respect for others. You should be able to demonstrate collaborative skills, be a good communicator and show respect for people and their belongings. To get a good grade you need to:

7-8	<ul style="list-style-type: none"> • behave well and can set example for others. • work cooperatively within a team and can also demonstrate leadership and responsibility for others. • take a lead in showing respect for others, for example learning about their viewpoint thorough appropriate questions,
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Organisation includes completing and submitting homework on time, meeting deadlines and being prepared for the lesson with required materials. To get a good grade you need to:

7-8	<p>always</p> <ul style="list-style-type: none"> • complete or hand in homework appropriately and according to the required deadline, • comes to the lesson prepared and with required materials
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- **1-2: below expectations** (*definite improvement required*)
- **3-4: approaching expectations** (*some improvement required*)
- **5-6: meeting expectations** (*satisfactory*)
- **7-8: exceeding expectations** (*excellent*)

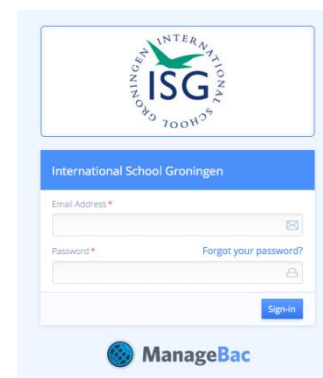
A complete overview of all study skill descriptors can be found on the isg website:
www.isgroningen.nl

10. Managebac

Teachers enter all tasks and assignments into Managebac, as well as grades and criteria levels.

The link to the ISG Managebac site is <https://isgroningen.managebac.com>.

This link can also to be found on the ISG homepage (www.isgroningen.nl), where there's also help sheets available.



CAS records, Extended Essay and Careers information, as well as all reports, are in Managebac.

All students are required to use Managebac and check messages and homework via Managebac.

→ Problems with Managebac? ✉ managebac@maartens.nl

11. Use of school email

All students must use their school email address in communication with teachers and support staff and check and read their school email on a daily basis.

12. Timetable 2017-18

Timetable	
lesson 1	08.20 - 09.10
lesson 2	09.10 - 10.00
break (20')	
lesson 3	10.20 - 11.10
lesson 4	11.10 - 12.00
break (30')	
lesson 5	12.30 - 13.20
lesson 6	13.20 - 14.10
break (10')	
lesson 7	14.20 - 15.10
lesson 8	15.10 - 16.00
lesson 9	16.00 - 16.50

*Classrooms beginning with E are in the Esserberg Villa, the DP Learning Centre.

*E1 and 2 are downstairs; ECR (computer room), E3, 4 and 5 are upstairs.

*Classrooms 074 – 080 are in the D building, the MYP Learning Centre.

*All other class rooms are in the main building of Maartenscollege.

DP1 Deadlines 2017-2018

Term	Month	Date	Subject	Task/Assignment/Assessment
<i>Term I</i>	Sept			
	Oct.	Fri 6	V.A.	Comparative Study Proposal (present to whole group)
		Fri 6	CAS	CAS Project proposal
	Oct./ Nov.	Tue 31 -Fri 4	V.A.	Present Task 1 & 2 to the group, plus workbook pages
	Nov.	Fri 3	CAS	Ensure all reflections are up to date and at least 3 activities listed plus CAS project progress
		Fri 3	V.A.	Hand in draft Comparative Study
		Mon 27	EE	Supervisors appointed: research question finalised
		Wed 29	CAS	CAS portfolio up to date
<i>Term II</i>	Dec.	Mon 4	V.A	Present planning/ideas for task 3
		Fri 8	TOK	TOK presentation plan completed.
		Thu. 14	Ma St	Choice of subj. Maths Project to Ms. de Vries
	Jan	week of 15th - 19th (day to be confirmed)	TOK	TOK presentations (in class)
		Fri 26	V.A.	Present task 3
		Fri 26	CAS	CAS portfolio up to date
	Feb.	Mon 5	Eco	Draft version Commentary 1
		Mon 12	Eco	Final version Commentary 1
		Mon 12	EE	Outline due
		Fri 23	V.A.	Final version Comparative study
<i>Term III</i>	Mar	Thu 29	V.A	Present progress task 4
		Fri 30	EE	Final due date reflection 1
	Apr	Mon 9	Bio	Proposal sheet for Internal assessment lab

		Fri 20	ToK	Essay 1 - proposal
		Fri 20	V.A	Present Task 4
		Mon 23	CAS	Completion of CAS project
	May	Fri 18	ToK	Essay 1 - draft
		Fri 18	CAS	CAS portfolio up to date
		Tue 22	EE	First full draft EE
		Wed 23	V.A.	Present progress task 5
		Wed 23	Ma	Choice of subject + brief outline to Mr Goodijk & Ms de Vries
		Fri 25	His	Hand in sections A,B, C Hist. Invest.
		Mon 28	TOK	Essay 1 - final version
	Jun	Mon 11	CAS	Present Portfolio - At least 6 activities spanning all areas and learning outcomes.
		Mon 18	Eco	Draft version Commentary 2
		Fri 22	EE	Final due date reflection 2
		Mon 25	Eco	Final version Commentary 2
		Thur 28	V.A	Present Task 5
		TBC	Bio	Lab day.
		Jul/Aug	Mat Std	Work on Project
	Jul	Tue 10	TOK	presentations
		Wed 11 + Thu 12	group4	Group 4 Project
		Te 17+ Wed 18	Maths	Maths Project Days
		Thu 19	Chem	hand in topic IA (Google docs)
		Sat 21		start summer holidays