Student Charter 2025-2027

APPROVED BY PARTICIPATION COUNCIL ON 24 SEPTEMBER 2025

RIJNLANDS LYCEUM WASSENAAR
VRIJ, NIET STUURLOOS

INTRODUCTION

This Student Charter sets out your rights and responsibilities as a student at our school. It helps us interact with one another in a pleasant and respectful way.

The charter is established by the school management for a period of two academic years. The charter has been approved by the Participation Council. Without such approval it is not valid. In case something does not go according to the agreed rules, please first discuss this with your teacher. If you cannot resolve the problem together, approach your mentor or coordinator - unless they are the teacher involved, in which case you should speak to someone not directly involved -.

We encourage students to speak up for themselves and therefore ask parents kindly to give their child the opportunity to discuss the issue with school first before intervening.

The Student Charter's aim to provide clarity and guidance. Together, we ensure a pleasant and safe school environment, where problems can be resolved through meaningful conversations and where we treat each other with respect.

CONTENTS

GENERAL

1 MEANING

A Student Charter is an overview of the rights and responsibilities of students at our school.

2 PURPOSE

The Student Charter clarifies and strengthens the position of students within the school. It serves three main purposes:

- **Preventing problems** – helping to avoid issues before they arise;
- **Resolving problems** – providing guidance when issues occur;
- **Ensuring fairness** – making sure students are treated consistently and without bias.

3 KEY TERMS

In this charter, the following terms are used:

- **Students**: all students enrolled at the school;
- **Parents**: parents, legal guardians, or primary carers;
- **Educational Support Staff**: staff members with roles other than teaching;
- **Teachers**: staff members responsible for teaching;
- **School Management**: the principal together with vice principals, team leaders and coordinators;
- **Senior Leadership Team**: the principal and vice-principals;
- **School Board**: the board of the educational foundation (Stichting Het Rijnlands Lyceum);
- **Student Council**: a group of elected students representing the interests of all students (as defined in Article 12 of the Dutch Education Participation Act);
- **Class Representatives**: each class and year group has representatives. The Student Council is elected from this group;
- **Participation Council (in Dutch: MR)**: the representative body of the whole school, made up of 50% staff, 25% parents, and 25% students (as defined in Article 4 of the Dutch Education Participation Act);
- **Section/ Group**: a subdivision within the school, e.g., the 'student section of the MR';
- **Mentor**: a teacher assigned to provide guidance to a group of students throughout the school year;
- **Summative assessments**: assessments designed to provide a final judgement, usually resulting in a grade;
- **Formative assessments**: activities aimed at understanding a student's learning progress;
- **Skills**: assessments where students demonstrate their abilities in specific skills, such as practical work, presentations, reading, listening, writing, project work, or creative tasks;
- **Written quiz**: a short test covering material from one or a few lessons, intended to check understanding and retention;
- **Examination**: a more extensive test covering larger amounts of material, often at the end of a chapter, term, or school year.

4 PROCEDURE

The Student Charter is established or amended by the school management. The Participation Council (MR) must give its approval.

5 VALIDITY

The Student Charter is establishedc by the school management for a period of two academic years. After this period, it is resubmitted to the MR and may be approved, with or without amendments, for another two-year term.

If no discussion occurs, the Student Charter is deemed renewed for an additional two academic years; however, it still requires formal approval by the MR. The Charter is not valid without the MR's approval.

6 APPLICATION

The Student Charter is binding for:

- Students
- Teachers
- Educational Support Staff
- School Management
- The Senior Leadership Team
- The School Board
- Parents

This is subject to any legally established powers and regulations.

7 PUBLICATION

The Student Charter is published on the school website at the start of each academic year. The Charter becomes binding upon publication. Publication is the responsibility of the school management.

EDUCATION

8 RULES IN THE SCHOOL

8.1 The basic school rules

8.1.1 We respect each other, each other's property, the property of the school, and our environment.

8.1.2 We are collectively responsible for a positive atmosphere and smooth functioning of the school.

8.1.3 We help each other whenever needed.

8.1.4 We contribute to open communication: we solve problems by discussing them.

8.1.5 We do not bully, threaten, or ignore others.

8.1.6 We accept that alcohol, drugs, weapons, smoking, and gambling have no place at school.

8.1.7 The school may carry out locker inspections without prior warning.

8.1.8 We accept that there is no place for racism, discrimination, or violence.

8.1.9 We uphold a positive attitude, correct behaviour, and use polite language.

8.1.10 We adhere to the above rules of conduct and remind others if they do not.

8.1.11 The practical application of school rules is outlined in the school guide, available on the school website.

8.2 Rules for education

8.2.1 Students have the right to teachers who strive to provide high-quality education, including:

- Clear and engaging presentation of lessons;
- Teachers responding to students' individual and social needs;
- Reasonable distribution of curriculum content across lessons;
- Use of appropriate school materials (books, articles, digital content);
- Homework that aligns with taught lessons;
- Clear explanation and notification of assessments;
- Maintaining order in class.

8.2.2 If, in the opinion of a student or a group of students, a teacher is not properly fulfilling responsibilities, the student(s) may raise this in confidence with the team leader or coordinator.

8.2.3 Reasonable and fair complaints regarding teacher performance will be acted upon by the the team leader or coordinator.

8.3 M.A.S.T. Code of Conduct

When necessary, we use M.A.S.T. as a framework to discuss behaviour. Our school is a community where students, parents, and staff work together to create a safe, inclusive, and stimulating learning environment. To strengthen this collaboration and to clarify what we expect from one another, the Student Council has developed the M.A.S.T. Code of Conduct.

M – Met respect | Mutual Respect
A – Aanspreekbaar | Accountability
S – Samen voor veiligheid | Safety
T – Teamwork

This is not a replacement for our existing school rules and statutes, but a practical and recognisable tool. M.A.S.T. makes it easier to discuss behaviour and helps everyone within the school community to interact with each other in a respectful manner.

9 ATTENDING SCHOOL

9.1 Effort and attendance

9.1.1 Students are expected to be available for school from the 1st to the 9th period.

9.1.2 Students are required to attend lessons according to their timetable, unless another arrangement has been made.

9.1.3 During breaks, cancelled lessons, and free periods, students from the lower years are required to remain on the school premises.

9.1.4 Students are expected to actively contribute to a successful learning process. The practical requirements for this are outlined in the school guide under the school rules. The guide is finalised each school year before 1 October and published on the school website.

9.1.5 A student who disrupts or prevents the proper progress of a lesson may be removed from class by the teacher. For more serious disciplinary measures, the teacher will refer the student to the team leader or deputy head.

9.1.6 Student attendance is recorded daily, among other methods, in Somtoday. There may be occasions when attending school is not possible. Articles 9.3, 9.4, and 9.5 of the Student Charter outline the steps you or your parents should take if you cannot attend, as well as the consequences of unauthorised absences or being removed from a lesson

9.2 Homework

9.2.1 Homework and Somtoday

- At Rijnlands Lyceum Wassenaar, we use Somtoday and ManageBac, which are electronic learning environments. In addition to giving students and parents access to academic performance, Somtoday and ManageBac provide the following functions:
- Recording homework
- Adding digital learning materials
- Digital submission of assignments
- Plagiarism checking
- Documentation of student support
- Incident registration

Accurate recording of homework is a shared responsibility of the teacher and the student.

9.2.2 The teacher

Teachers assign homework in class and enter it into *Somtoday/ Managebac* by the end of the school day. In upper years, teachers also refer to the study planner.

9.3 Tardiness

9.3.1 It is important to arrive on time for lessons. Being late is regarded as a form of truancy. A student who is late must report to the Service Desk and obtain a late note granting them access to the lesson. In the case of authorised absence, the student must also collect a late note from the Service Desk before being allowed

into class.

9.3.2 Measures for frequent lateness
The government regards truancy as a punishable offence and imposes strict measures in cases of repeated lateness. Enforcement is carried out by the Leerplichtambtenaar (Compulsory Education Officer) and Bureau Halt (a youth intervention service). Naturally, we hope such measures will never be necessary, particularly since regularly missing lessons can be detrimental to a student's development

9.3.2.1 Step-by-step procedure for lateness
Step 1: For every instance of tardiness without a valid reason, the student must report to the Service Desk at 08:00 the following day.
Step 2: After 4 instances of tardiness, a member of staff (mentor, head of department, or a Service Desk staff member) will hold a meeting with the student, and the school will inform the parent(s)/guardian(s).
Step 3: After 8 instances, the school invites the parents to a meeting. The student must also attend this meeting, which will be led by the team leader of deputy head.
Step 4: After 12 instances of tardiness, the school reports this to the Compulsory Education Officer. The student and their parent(s)/guardian(s) will then be summoned for a meeting.
Step 5: After 16 instances of tardiness, the Compulsory Education Officer refers the student to *Bureau Halt*.

9.4 Absence

9.4.1 Unauthorised absence
In cases of unauthorised absence (truancy), parents will be informed. The time missed must be made up at double the amount. If this happens repeatedly, the school will report the matter to the Compulsory Education Officer.

9.4.2 Absence due to doctor's appointments, etc.
Medical appointments should, as far as possible, be scheduled outside school hours. If appointments must take place during school time, parents can report this in one of the following ways: leaving a message on the voicemail (+31(0)70-5146374), contacting the Service Desk by phone, registering the absence in *Somtoday*, or submitting a written note. The reason for absence, the date and time, and the expected duration of the appointment must always be provided.

9.4.3 Absence due to illness
Before the start of lessons, your parents must inform the school (using one of the methods mentioned above) that you are ill.

9.4.4 Going home sick
If you wish to go home because you feel unwell, you must first go to the Service Desk. You may never leave without permission: prior authorisation from the Service Desk is required.
If you are in Years 1 to 3/4, you must then call your parents so that they can confirm with the Service Desk that you are allowed to go home. Once you have arrived home, either you or your parents must call the school to confirm you arrived safely.

9.4.5 Teacher absence
Timetable changes due to a teacher's absence will, where possible, be published in *Somtoday*. If it has not been indicated that a lesson is cancelled, you are expected to attend school as normal.
Students in the lower years (Years 1 to 3/4) are not permitted to leave the school grounds during free periods.

9.5 Leave of absence

9.5.1 Leave during term time
The Compulsory Education Act determines how requests for leave outside of school holidays are assessed. In the case of special circumstances, parents may apply in advance for up to ten school days of leave per school year (or within two days after the reason for absence has arisen) through the team leader of deputy head.

9.5.2 A request for additional leave of more than ten school days must be submitted at least one month in advance via the team leader to the Compulsory Education Officer in the student's municipality of residence.

9.5.3 If parents keep their child away from school for longer than permitted, this absence will always be reported by school to the Compulsory Education Officer.

10 ASSESSMENT

10.1 Assessment regulations

10.1.1 The school works with a continuous average to determine final grades.

10.1.2 The results of students are recorded in *Somtoday*. Reports from the International School Wassenaar (ISW) are recorded in *Managebac*. Results are visible to both students and parents.

10.1.3 The teacher determines the number of test results and assignments on which the report is based.

10.1.4 At the beginning of the school year, students receive an overview of all assessments for their year group (assessment plan). All assessment plans are also published on the school website.

10.2 Reports

The school year is divided into three periods (trimesters). At the end of each trimester, the student receives a report. Each report shows a trimester grade and a continuous average (annual grade), plus evaluation of work attitude. Final grades are rounded off to whole numbers.

10.3 ISW assessments and examinations

For assessments and examinations at the International School Wassenaar (ISW), the *Assessment Policy* applies, which can be found in *Managebac*.

10.4 RLW assessments and examinations

10.4.1 Types of assessments

Formative or practice assessments do not count towards weighted grades.
Summative assessments do count. These include:
Written test (weighting 1)
Examination (weighting 2 or 3)
Skills based test (weighting 1, 2 or 3)

10.4.2 Maximum number of tests

The school applies rules regarding the maximum permitted number of tests. The rule is a maximum of one test per day, with the exception of catch-up assessments. The number of examinations per week depends on the year group:

- Year 1 (Brugklas): maximum of 3 examinations per week
- Years 2 and 3: maximum of 4 examinations per week
- Upper school: maximum of 5 examinations per week

The school monitors the distribution of tests using a test logbook in the lower years and an assessment timetable in the upper years.

10.5 Induction period Year 1 (Brugklas)

For the first year of the *Brugklas*, there is an induction period up until the autumn holiday. This means that assessments resulting in an insufficient grade may be retaken, with the maximum grade being 6.

10.6 Assessment and examination weeks

The rules outlined in 10.4.2 do not apply during test and examination weeks. Also in these weeks, the school

leadership team aims for as balanced a distribution of assessments as possible. The maximum number of assessments per day during an assessment week is three.

10.6.1 Tests may not include material that has not been taught at least one week before the assessment.

10.6.2 A test, along with its weighting, must be announced in class at least five school days in advance.

10.6.3 Teachers are expected to mark and return completed assessments within five school days, starting from the day of the assessment. During test and examination weeks, this deadline may be extended.

10.6.4 The teacher reviews corrected tests with the students. This may be done using an answer model. Test papers remain the property of the school.

10.6.5 Test and examination papers are not given to students to take home. In principle, students may take home the work they have completed. Students and their parents/ guardians have the right to inspect completed work that remains at school, in the presence of the teacher.

10.6.6 If a student disagrees with the marking of an assessment, they must first raise an objection with the teacher.

10.6.7 If the teacher's response is unsatisfactory, the objection may be referred to the team leader of deputy head.

10.6.8 If cheating is detected, the teacher and the team leader will jointly decide on the penalty. The penalty must be clearly explained.

10.6.9 Entering grades in the student administration system
Once grades have been communicated to the students, they must, in principle, be entered into *Somtoday* by the teacher on the same day.

10.7 Student absence during an assessment

If a student is absent during a test, the teacher indicates the missing grade in *Somtoday* by entering an asterisk (*). This makes it clear to both students and parents that the grade list is incomplete. As soon as the student has made the assessment, the teacher records the grade.

10.8 Rules for catching up on assessments

10.8.1 For missed tests, the teacher decides whether the student must catch up the missed work or not.

10.9 Central Test Catch-up Moment (CIT)

10.9.1 In the first lesson after the missed test, the student must make a CIT appointment with the subject teacher.

10.9.2 The teacher records the date, time, and subject matter in *Somtoday* (Appointment > Individual).

10.9.3 The assessment must be made up within two weeks.

10.9.4 If a student is not present for the scheduled catch-up assessment (CIT), the invigilator records this as an absence. The teacher informs the parents and the mentor by email, pointing out that promotion is not possible with an incomplete grade list (see 10.10.3). The teacher then arranges a new CIT appointment in *Somtoday*.

10.9.5 If the new appointment is not met, the student and parents are required to attend a meeting with the mentor.

10.9.6 If the assessment is still not completed, the asterisk remains in *Somtoday* (see 10.10.3).

10.10 Measures in cases of frequent absence from assessments

10.10.1 In cases of repeated absence from assessments, the student and parents are invited to a meeting with the team leader, coordinator or deputy head.

10.10.2 If the student has missed so many assessments that, in the teacher's opinion, the report grade is no longer representative, the teacher contacts the team leader/ coordinator before the report meeting.

10.10.3 A student with an incomplete grade list cannot be promoted to the next year group.

11 ASSIGNMENTS AND PLAGIARISM REGULATIONS

11.1 Assignments

An assignment that is part of the curriculum and counts towards the report grade must be clearly explained in advance by the teacher. It must be made clear what qualitative standards it should meet, including presentation, content, and language use. It must also be clear when it is due and what the consequences are for late or non-submission.

11.2 Plagiarism Regulations

Plagiarism is the use of someone else's texts, ideas, or structure as if it were your own work. This also includes texts generated by ChatGPT or other AI tools. Plagiarism includes, among other things:

11.2.1 Copying text without providing a source, even with minor modifications.

11.2.2 Using ideas without citing the source, even if expressed in your own words.

11.2.3 Using mostly the work of others, even with sources cited, without adding your own contribution.

11.2.4 Consequences

- **Year 1 (Brugklas):** The student must redo the work. The maximum grade achievable is 6.
- **From Year 2 onwards:** The work is graded 1. The student must redo the work. The final grade is the average of the two grades.

12 PROMOTION

The promotion regulations are finalised each school year before 1 October and published on the school website.

13 EXAMINATION

For regulations on the Assessment and Examination Programme, the examination regulations apply. Both the programme and the regulations are finalised each school year before 1 October and published on the school website for RLW and on Managebac for ISW.

RULES REGARDING THE SCHOOL ORGANISATION AND BUILDING

14 FREEDOM OF EXPRESSION

14.1.1 Everyone has the right to express their opinion at school, provided that the rules in Article 8.1 are respected.

14.1.2 Anyone who feels offended by another person is asked to raise the matter with any teacher, the mentor, the school leadership, and/or a confidential advisor.

15 FREEDOM OF APPEARANCE

15.1.1 Everyone has the right to freedom of appearance, provided that the rules in Article 8.1 are respected.

15.1.2 The school may require or prohibit certain clothing when it needs to meet specific practical requirements.

15.1.3 Wearing clothing that hinders open communication is not permitted.

16 STUDENT ORGANISATION

16.1 Activities Committee (AC)

All students at the school are automatically members of the student association of Rijnlands Lyceum Wassenaar. Each year, an Activities Committee (AC) is formed. The members of the AC organise a variety of activities outside of lessons.

16.2 Student Council (LR)

In addition to the AC, there is a Student Council (leerlingenraad in Dutch). This council is established at the start of each school year. The Student Council consists of students elected to represent the interests and ideas of all students at the school.

16.3 Student representation in the Participation Council (LMR)

Student participation at RLW is regulated according to the guidelines of the Dutch *Wet Medezeggenschap op Scholen* (WMS – Participation in Schools Act). The Participation Council (MR) at RLW consists of 4 staff members, 2 students, and 2 parents. The MR meets at least five times per school year with the principal and provides advice or participates in decisions on certain matters.

16.4 Class Representative

Class representatives are appointed at the start of each school year. Each class selects one student to speak on behalf of the class. Regular meetings take place between the class representatives and supervising teachers.

17 NOTICEBOARDS

There is a noticeboard in the school building on which the Student Council and other student committees may post appropriate non-commercial announcements and posters without prior permission.

18 MEETINGS

18.1.1 Students have the right to hold meetings regarding school matters and to use the school's facilities for this purpose.

18.1.2 The school leadership team is obliged to provide a room for student meetings about school matters, within the practical limits of the school's resources.

18.1.3 Students are required to leave any room provided in a tidy and proper condition.

18.4 Users are responsible and liable for any damage caused.

STUDENT PROTECTION

19 STUDENT REGISTRATION AND PRIVACY PROTECTION

19.1.1 Student data is recorded in personal digital files (Somtoday and/ or Managebac).

19.1.2 This is the responsibility of the school leadership team.

19.1.3 Except where legally required, student data is deleted immediately after the student leaves the school.

20 USE OF IMAGES

In accordance with the General Data Protection Regulation (GDPR), it is important to have clear agreements regarding the creation and use of photos and videos at school. These agreements apply to teachers and staff, students, and parents.

20.1 Protocol for the use of images

20.1.1 The school publishes photos of school life, class photos, and individual photos of graduating students in the yearbook.

20.1.2 The school publishes photos and videos of school life on the website (photo archive) and the school's social media channels.

20.1.3 Photos of school activities may occasionally appear in (regional) newspapers. This includes community activities such as charity sports days.

20.1.4 The school shows images of school life to parents and students, for example during information meetings for (new) parents and graduation ceremonies.

20.1.5 The school publishes photos of school life in the school brochure and in advertisements for the open day. For such publications, when a student is explicitly featured, prior permission will be requested from both the student and their parent/ guardian.

20.1.6 For images taken by third parties (i.e., not teachers or staff), prior permission from the school leadership team is required. Exceptionally, students and parents may take photos of extracurricular activities for personal use.

20.1.7 Each year, an individual photo (passport-size) of all students is taken by an external school photography company. This photo is linked to the student digital file (in *Somtoday and/or Managebac*). Parents/ guardians are given the opportunity to order the photos taken by the school photographer, including the class photo. To protect privacy, the school has a data processing agreement with the photography company.

20.1.8 The school asks parents/ guardians and students aged 16 and older whether they consent to the procedures described above.

20.2 Privacy Policy

More information about the Privacy Policy of the Stichting Het Rijnlands Lyceum can be found on the foundation's website.

21 INAPPROPRIATE BEHAVIOUR

21.1.1 Every student has the right to be treated respectfully as an individual.

21.1.2 In case a student feels hurt by unwanted or inappropriate behaviour from fellow students or school staff, they are asked to report this to their mentor, the head of department, or a confidential advisor.

SANCTIONS AND DISPUTES

22 SANCTIONS

22.1.1 Physical punishment and corporal discipline are strictly prohibited.

22.1.2 When applying a sanction, the severity of the punishment should be reasonably proportional to the seriousness of the offence. Whenever possible, the sanction should align with the nature of the offence.

22.1.3 It must be clear which offence the sanction relates to.

23 DISPUTES COMMITTEE AND THE STUDENT CHARTER

23.1.1 In instances of suspected improper or negligent application of the Student Charter, anyone may raise an objection with the school leadership team by emailing the principal at info@rijnlandslyceum-rlw.nl

23.1.2 If the objection or complaint is not upheld, there is an option to appeal either digitally or in writing to the Board, which will issue a decision within four weeks. Contact: Email bestuur@rijnlandslyceum-csb.nl or Postbus 33, 2270 AA Leidschendam-Voorburg

23.1.3 Until the Board reaches a decision, the ruling of the school leadership team remains in effect.

23.1.4 Throughout the complaint process, all parties will have the chance to present their views. They may receive assistance from others, and witnesses can be called to provide testimony

23.1.5 Besides submitting a complaint to the Board, a complaint can also be directed to the national complaints committee, in accordance with the regulations for the general special education sector (info@onderwijsgeschillen.nl).

24 COMPLAINTS PROCEDURE

We feel responsible for providing high-quality education and maintaining a positive educational climate. If, despite our efforts, things do not go as expected, students are encouraged to discuss the matter with us. Our principle is that the issue should first be addressed with the directly involved party(ies) and, if this does not resolve the matter, with the teacher/mentor or the head of department. If this also does not lead to a solution, the student may turn to the principal. The principal hears the directly involved parties and seeks a resolution together with them.

If you and your parents believe the problem cannot be resolved at school, it is possible to submit a complaint to the Board of Stichting Het Rijnlands Lyceum or to the National Education Complaints Committee. The full complaints procedure and instructions can be found on the Stichting Het Rijnlands Lyceum website.