

MIDDLE SCHOOL PARENT / STUDENT HANDBOOK 2021 – 2022



International School
of Hellerup

International School of Hellerup
Rygårds Allé 131, 2900 København - Main Campus (Pre-K - MYP4)
Præstøgade 17, 2100 København - High School Campus (MYP5-DP1)

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Introduction

Dear Students and Parents,

This handbook is an overview of our school's aims, expectations, services, and rules. Please read through it and discuss it with your child. This handbook is useful for reference throughout the school year.

In the first week of school in August, you will receive an email requesting you to digitally sign a School-Home Partnership Agreement, to confirm that you have read and understood the information in this handbook.

Sincerely,

Katherine Krom

Middle School Principal

About ISH

International School of Hellerup is a private educational establishment. It is recognized by and subject to Danish law and receives a subsidy from the Danish State. The school is managed by a Board of Governors consisting of six members, at least two of them being parents of students from the school, and it is a non-profit making institution.

The school is located in Hellerup, a community near the center of Copenhagen, and is easily accessible by bus and train. The nearest train stations are Ryparken St. and Hellerup St. There is a bus, #14, that stops outside of the school.

Our Mission

Our mission is to provide the highest quality education in a student-centered environment by empowering individuals to fulfill their human potential to become purposeful life-long learners and responsible global citizens.

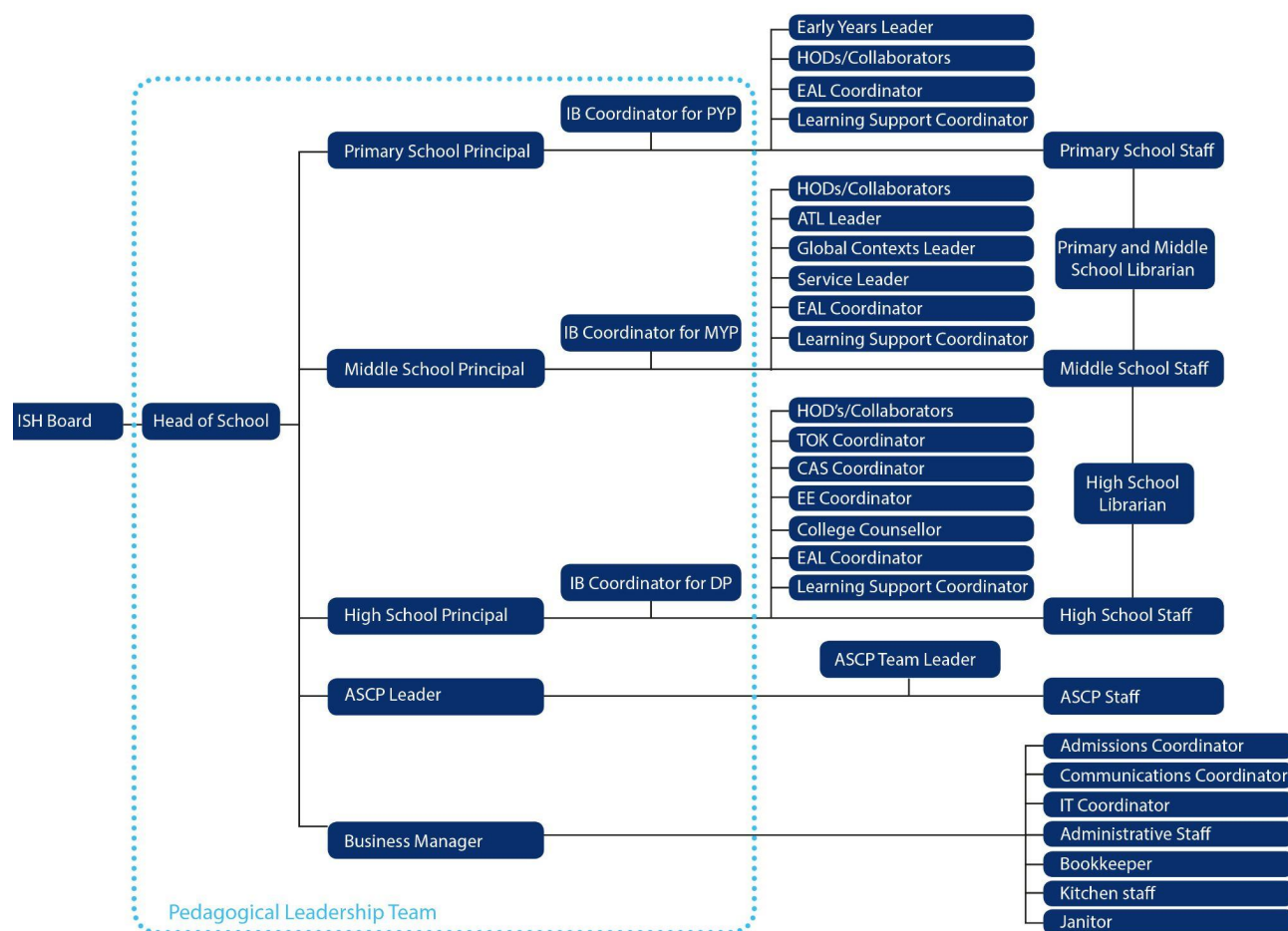
Our Aims

- Maintain a school culture of excellence in teaching, academic fulfilment, innovation and self-improvement
- Maintain a supportive, healthy and secure environment for learning and teaching
- Deliver a balanced and holistic international education program centered on the International Baccalaureate (IB) Learner Profile and the goals of the (IB) programme
- Integrate technology as a meaningful and effective part of the educational process
- Deliver enriching co/extra-curricular opportunities for students
- Provide outstanding facilities and resources
- Attract and retain excellent faculty and staff
- Heighten student awareness and engagement through social, environmental and intercultural activities
- Ensure wise and effective school governance
- Engage parents, alumni and the local and global communities in the support of the school
- Ensure a financially sound and operationally efficient organization

Faculty and Staff

Teachers and staff at ISH are fully committed to serving the needs of students and parents in our community. All teachers have professional education and experience. At ISH you will find the faculty and staff enthusiastic about their work and very supportive of the school's mission. We are proud of our diverse staff which represents many cultural backgrounds and nationalities. In the same way that we expect our students to work together and support each other, the staff at ISH work together in our Professional Learning Community, sharing ideas to improve our teaching practice.

Organizational Chart



PTA – The Parent Teacher Association

The PTA is a volunteer organisation that supports parents, teachers and students. The PTA aims to nurture a positive relationship between home and school, to welcome and help the school community and to support initiatives that enrich school life and promote a sense of community at ISH. Each class has its own PTA Representative (all parents are eligible for this role), and there is a PTA committee that helps with welcome activities and special events.

All parents are automatically members of the PTA, and each family is required to pay an annual DKK 250,- PTA fee at the beginning of the school year, which is used to fund PTA initiatives and events throughout the year. The PTA holds monthly meetings, where all parents are welcome to attend and take part in discussions about school-related issues together with participating teachers and student representatives. An invite is sent out to all parents via the weekly school newsletters one week before the meeting.

Parents are encouraged to become involved in the school community through the PTA. It is a fun and rewarding way to make friends, settle into the school community and help support the school in its aims to achieve the highest quality of education for your children. You can find more

information about the PTA on the school website: <http://ish.dk/pta/>. If you have any questions, please contact the [PTA committee members](#) at the email address pta@ish.dk.

Student Council

The Student body has an active role to take in their educational environment. Students run for election and serve for a school year as representatives of the student body. The Student Council is responsible for the creation of events to support the school body as well as the wider community.

Methods of Communication

There are a number of ways to communicate such as Managebac, Google Classroom, emails, telephone calls, parent conferences. A weekly newsletter will be sent out every Friday with important information for all families.

Managebac and Google Classroom

The following information should be accessed by parents and students via Managebac: up-to-date student and parent information, reports, unit overviews, and assessment deadlines.

The following information should be accessed by students via Google Classroom: daily activities for each class, lesson slides, and details of all assessment tasks (class-based and home-based formative and summative tasks). Students should communicate with their teachers through Google Classroom.

All parents are required to check Managebac on a regular basis for assessment dates. It is the parents' responsibility to keep up-to-date about their own child's progress, the school's teaching programme and the school's social activities by attending parent/teacher consultations, class meetings, and by reading the weekly Friday newsletters and notes given to the students by their teachers.

Emails

Teachers check their emails daily. As teachers spend the day in the classroom, with students or in meetings, please allow a reasonable time period to receive a response. Teachers are expected to return emails in a timely fashion.

In addition to Managebac and Google Classroom, parents and students are welcome to contact teachers directly through email.

Parent Information Meetings, Academic Meetings and Conferences

The middle school holds a **Back to School Meeting within the first weeks of** each school year. This first meeting is an informational meeting where curriculum, timetable, expectations and requirements are outlined by teachers to parents. Parents are also introduced to the grade level pastoral care team.

Parent Information Meetings, Coffee Mornings and Evenings are ways to build a strong Home-School Partnership. They are held a couple of times during the year and advertised in the Newsletter.

First Term Student-led Conferences are opportunities for students to meet together with their parents and teachers about their individual progress in classes. As MYP students are the focus, they are expected to attend meetings related to their academic progress. .

Second Term Student-led Conferences serve as a showcase of your child's learning experiences. This is a meeting between parents and students, and is overseen by teachers in the MYP. These meetings run for 30 minutes and include a full presentation by each student specifically for their parents. All MYP students are required to participate. Please look for exact dates on the school calendar you receive at the beginning of the year.

School Website

The school website offers a range of information regarding the school staff, academic programmes, extra-curricular activities, the calendar, events etc. Please log on to www.ish.dk.

Social Media

There are a number of social media accounts for our school. You can now find the following accounts linked from the social icons in the footer of [the school website](#):

Facebook: <https://www.facebook.com/ishellerup/>

Instagram: <https://www.instagram.com/ishellerup/>

Twitter: <https://twitter.com/ishellerup>

YouTube: https://www.youtube.com/channel/UCIE0DjCEiHK_s4f5WCUGODA

LinkedIn: <http://www.linkedin.com/school/ishellerup>

Middle School Newsletter

Published weekly on Fridays, the ISH Middle School Newsletter brings parents the latest news, updates and stories from International School of Hellerup. Parents and carers of current ISH students receive notification of the publication of a new edition via the ManageBac parent portal.

Contact Numbers

Name and Role	Email Address	Phone Number
Nedzat Asanovski, Head of school	NAsanovski@ish.dk	35550542
Yasmin Hildebrandt, Receptionist	YHildebrandt@ish.dk	70206368
Katherine Krom, Middle School Principal	KKrom@ish.dk	
Abenaa Uttenthal, IB MYP Coordinator	AUttenthal@ish.dk	35555049
Kathy Lynch, Librarian	KLynch@ish.dk	35555044
Kirsten Thøgersen, School Psychologist	KThogersen@ish.dk	35555047
Katrina Dockerty, Admissions Officer	KDockerty@ish.dk	35555048

General Information

Reception Opening Hours

The reception is open Monday-Thursday from 8:15am to 4:00pm and Friday from 8.15am to 3.30pm. The reception is closed during lunch time, 11:45-12:15, and reception is closed 14.00 on Fridays.

School Hours

The School Day is from: 8:20am to 3:10pm*

***Middle School Faculty meetings are held on Fridays until 10am. On Fridays, school starts at 10:20 for students.**

Before School

The school opens to students at 8:00am from Monday to Friday. Students who occasionally arrive before 8:00am may wait outside in the playground area, however this is not recommended. Students need to be in with their Advisory Pod by 8.30 at the latest.

Attendance Policy

Regular attendance is important for students to keep up with their school work. Student absences should occur only for necessary and important reasons - i.e. medical reasons, a death in the family or unavoidable travel. Parents must provide a reason for their child's absence in a timely manner. If the student is ill for more than one week, the school will ask for a doctor's note. Whenever possible, medical appointments should occur after school.

Absence Reporting

When a child is absent, it is imperative that parents inform the school via Managebac when reporting student absence. This will be checked on a weekly basis.

This supports us in addressing student truancy, and it ensures the safety of each student.

If there is a planned absence, such as an extended holiday, parents must write **on ManageBac** to the class teacher with the expected dates of absence. If there is a planned absence of more than **TWO DAYS**, parents must apply for permission by filling an online absence request form, which is available on the Parent Zone page on the school website: ish.dk/comunity/parent-zone.

Absence/Lateness

Absence Policy

Recess/Break Time

Students in MYP 1-4 must go directly outside for morning and lunch recess. MYP 1 students are expected to remain on site during all of their breaks, outside in our playground area.

MYP 2-4 students are expected to remain off campus until 5 minutes before the end of break. Students off campus must represent the character of an IB student and promote the Learner Profile. Parents are requested to ensure that their children understand traffic safety, appropriate behaviour in public and how to interact positively when not supervised by an adult.

Cold Days

The weather can get very cold. Students need to dress accordingly as recess will continue to be outside.

Lunch

The school is providing a lunch service. You can find more information about the lunch service here: <https://ish.dk/school-life/school-lunch-service/>. Students are welcome to bring their own healthy and balanced lunch to school if they do not wish to subscribe to the lunch service. MYP 1 students stay in the

canteen to eat lunch. Other students may eat there, too, but MYP 2-DP2 are permitted to leave school premises. Students must behave in a responsible and respectful manner outside of school grounds.

Nut-Free Campus

Hellerup Campus is a nut free zone. Please ensure that all food brought into the MS floor does not contain any nuts due to student allergies that could be fatal.

School Access Tag

Every student from MYP1 to MYP4 is required to have an access tag in order to enter the school premises. The tag should be used appropriately at all times. Students starting in August will get their tag the first week of school and this will be organised with their advisory teacher. If the tag is not returned on the student's last day at ISH, a fee of 100kr will be deducted from the deposit.

Lockers

Lockers are provided to all MS students. Students are expected to provide a padlock. School items should be stored in the locker. The locker is school property and needs to be respected. Students should not store organic material in the lockers (i.e. food, plants, etc.). For PHE, students should leave all valuables at school in their lockers, not at Ryparken.

Backpacks

Students should keep their backpacks in their lockers whenever possible. Backpacks may not be placed by fire exits, by fire extinguishers or block hallways. They need to be placed in the teacher designated location in the Science lab. Students are expected to take responsibility for their belongings and not leave their backpack, especially with laptops, unattended. The school does not take responsibility for lost or stolen items.

Lost and Found

Most items lost on the middle school floors (2nd and 3rd) will usually be sent to the Middle School Principal's office. If any item is found outside on school grounds, it is usually sent to the reception area or to the designated *Lost and Found* containers which are identified at the beginning of the school year.

Parents are encouraged to label all items. If a student has lost an item e.g. clothing, jewelry, hair accessories, they may claim it at any time. If the lost item is valuable, the item will be given to the school reception or principal; students and parents may check with the school reception to see if it has been returned. Unclaimed items will be donated to a charitable organization or discarded, before the winter and summer holidays.

After School

As soon as lessons are finished for the day, students need to leave the premises, unless they are enrolled in academic enrichment, an after school club or other educational purpose. Only students enrolled in an activity or working with a staff member may remain.

At all times, students must exemplify our school values and the IB learner profile attributes. On the way to and from school, students should respect the rights, privacy, and property of the surrounding community, including the neighbors, stores etc. Students must refrain from loitering, trespassing, littering, or creating noise.

Assemblies

Assemblies will be held throughout the school year. Parents and friends may be invited to attend.

Re-enrollment

In the spring of every year parents will be required to re-enroll online for the upcoming academic school year. ISH has waiting lists for several classes and we would like to accommodate as many applications as possible for the upcoming school year. By re-enrolling, you confirm your child's place at the school. Please note: three month's notice must be given for withdrawal. If you inform us that you have changed your mind by June 1, 2022, you will forfeit your deposit, but you will not be charged tuition after June. If you inform us

in August, the three-month rule applies for withdrawal and tuition will be charged for three months from August 2020.

Withdrawal

Each student must complete an online withdrawal form, three months before leaving the school.

Transcript Request

Transcript requests must be submitted in writing to the email admission@ish.dk. Please allow at least 7-10 working days for processing. There is a charge of 400 DKK for this service if the files have been archived.

Change of Contact Data

Please notify the school immediately of any changes to your address, telephone number or email. It is important to have the correct details for emergencies and mailings. These need to be updated on Managebac.

Safety Evacuation

Emergency evacuation of the school's buildings is indicated by an alarm tone. Practice evacuation drills will be conducted on a regular basis. The class teacher will escort students to a pre-arranged assembly point. During this time students are expected to be quiet, and remain with their teacher at all times unless otherwise instructed.

Guests and Visitors

All guests and visitors need to report to reception on the ground floor, prior to heading in the direction of their meeting point.

Student Academics

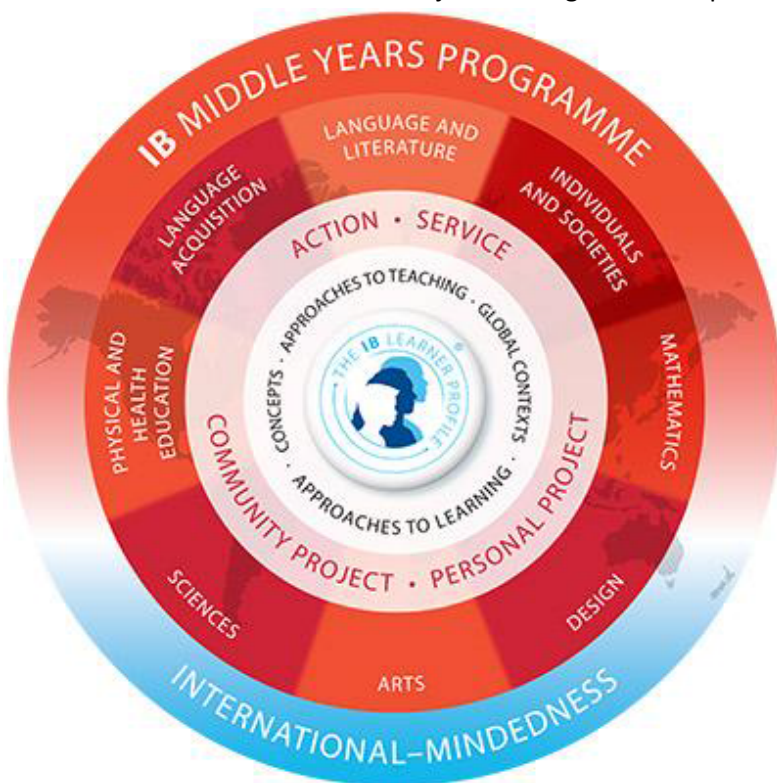
These guidelines have been created so that students are clear on the expectations within ISH.

The Middle School Academic Programme

Years 1-4 of the IB Middle Years Programme are offered in the middle school at the ISH Hellerup campus. Year 5 is offered at our City Campus.

Middle Years Programme (MYP)

The MYP 1-5 covers the age range 11 to 16 (Grades 6 to 10). It is a part of the International Baccalaureate which also offers the PYP and DP programmes. The MYP combines academic rigour with the skills and attitudes appropriate to the challenges and opportunities of a 21st century global society. At the center of the model is the diversity and attributes of our students. The MYP Programme provides a thorough study of various subject disciplines, as listed in the dark red ring of the curriculum model. While acknowledging the unique role that each subject contributes to a student's basic educational foundation, it also emphasises the connections within and between subjects through interdisciplinary learning experiences.



The Global Contexts and Concepts in the inner ring connect the subjects to today's ever-changing world. Approaches to teaching and learning lead students to take part in active service, as well as project-based and inquiry-based learning.

Encircling the model is a band of International Mindedness, which signifies the open-mindedness of our students to different approaches to problem solving and points of view around the world.

Grade Placement

A student's grade level placement should allow for holistic success and fulfilment. The placement of new students is based on three factors:

- The age of the student by the 1st of August
- A record of at least 2 complete years of report cards from the previous school(s)

- The appropriate grade based on their age and set criteria

The criteria for advancement to the next grade level are based on a collaborative evaluation of students by the Advisor, Principal, curriculum coordinator and year level teachers.

The following shows the minimum age requirements in each grade (age as of 15th of August):

Class	Age
MYP 1	11 years
MYP 2	12 years
MYP 3	13 years
MYP 4	14 years

Schedule

Advisory Meeting- 8:30-8:45

Block 1- 8:45-10:00

Break

Block 2- 10:20-11:35

Lunch

Block 3- 12:20-13:35

Break

Block 4-13:55-15:10

Service

Service as Action is a core component of the MYP programme. Its aim is to engage students into service learning which gives them opportunities through research, advocacy and action, to make a positive difference in the world.

All students are expected to complete a minimum of one service learning activity in a school year and by doing so achieve the 7 learning outcomes of service learning in the 5 years of the MYP programme:

- Become more aware of their strengths and areas for growth
- Undertake challenges that develop new skills
- Discuss, evaluate and plan student-initiated activities
- Persevere in action
- Work collaboratively with others
- Awareness and understanding of culture, intercultural understanding and international mindedness
- Consider the ethical implications of their actions

These actions can be student-led or teacher-led, individual or collective, in or out of school and can be embedded in units or take the form of projects in small groups or at whole grade levels.

Our service activities will be articulated around the 17 Sustainable Development Goals, as outlined by the United Nations which call for a positive transformation of the world. Each grade level will work to research and plan action to bring the achievement of these goals closer to home.

Extra curricular

Middle School students are highly encouraged to attend an after school club to build relationships and develop new skills. A variety of clubs will be offered and students will sign up in August/September

Materials

All students must have the necessary materials for full class participation. This includes a ruler, pens, pencils, exercise books, relevant textbooks and laptops, as well as any other designated subject specific material at all times. If students do not have the materials necessary for learning, the teacher will contact home.

BYOD Policy

ISH has a Bring Your Own Device program. Students in Middle School (MYP1-4) are required to bring their own laptop to school.

All maintenance for the hardware device, operating system, software and/or apps purchased by the family is in the responsibility of the family. Families are encouraged to ensure a quick maintenance turn around to support student learning; as well as ensure that the computer is insured.

Assessment Tasks

The deadlines will be shared on Managebac to parents and students. Details of tasks will be provided through Google Classroom. Tasks will be assigned and posted well in advance to allow students appropriate time to complete work. It is each student's responsibility to check deadlines and assessment tasks.

Deadlines for Assignments

Students are expected to meet the assigned deadlines set by teachers. All students should strive to meet the deadline. If students miss a deadline due to an excused absence, it remains the students' responsibility to submit all outstanding pieces of work as agreed with the subject teacher and/or catch up with missed work upon return to school. If a student misses the deadline for an in-class task due to an excused absence, the teacher will provide the student with a new deadline. Teachers will use their discretion with regards to long term assignments.

Work submitted on time can receive achievement levels ranging from 0 to 8 (with 8 being the highest level). Students earn achievement levels for each of the four criteria within each subject. When students do not submit assigned work on time, they will receive Not Assessed (N/A). Students are still expected to submit the work late and teachers will read the work to provide criterion related feedback to support student learning. Long term issues with regard to submitting tasks will warrant a parent meeting to resolve issues.

Format for Delivering Work

Most summative work should be delivered electronically through Managebac unless specified by the subject teacher. All work should be labeled with the assignment title and the students name in the file name and on the attached piece of work. All work must be sent in a format that can be read on Managebac or Google Classroom.

Referencing

When an assessment task is handed in all work must be cited and referenced using the MLA referencing system with a provided list of references, and reading list if required by the subject teacher.

Academic Integrity

All work provided by the student must be original and authentic work. Any work that is thought not to be work which has not been produced in an honest way will be treated in the following ways:

- The first instance will be addressed by the teacher. The teacher will evaluate if this was intentional or unintentional. The student will receive NA for the task. The teacher will reteach missed skills to support student learning. At the discretion of the teacher, the student may be required to redo the work. The redone work will receive feedback. The teacher will inform the student's parents and advisor.
- Second instances will be dealt with more severely. In addition to the above, the informed advisor will contact parents and the curriculum coordinator for further intervention.
- Further instances will be referred to the principal for further action.

Homework

Formative assessment is an essential part of a child's educational progress at ISH. Doing assigned formative tasks (homework, practice projects, reading, etc.) will help develop many valuable skills such as good study habits, time management, responsibility, and perseverance. Teachers will assign homework that will foster individual learning and growth, work that is appropriate for their grade level and relevant to the learning objectives. It is the student's responsibility to complete and submit homework on time. Homework is assigned through Google Classrooms and deadlines for tasks are also posted on Managebac. Students are expected to use a system, such as a homework diary, to plan their time and activities. Teachers will provide time during lessons for students to record their homework.

Foreign Language Offerings

Multilingualism and host country integration is encouraged at ISH. Students start learning Danish in PYP1 and continue through to the end of the program, DP 2. In the MYP, all students generally choose a third language to study. Spanish and French are offered in MYP 1-4. ISH offers English as an Additional Language (EAL) and an after school Mother Tongue programme.

Library

The school library is shared between the PYP and MYP programmes. MYP students are encouraged to borrow books from the library following regular library procedures. Students may also work in the library to

complete their tasks. The librarian is also an additional resource for students as they engage in units of work and research.

Lost and damaged library materials policy

In order to maintain a high quality collection of library materials, library materials that are lost or damaged beyond repair will be billed for the cost of purchasing a new replacement. The cost of replacement will be 100 DKK for paperback books, and 200 DKK for hardback books. This fee covers the value of reordering the book or a similar replacement, as well as shipping, any customs and taxes, and in-house processing costs.

If at a later date these costs are shown to be not sufficient to replace the value of the item lost, this cost of replacement may be subject to change. The library does not accept replacement copies. This policy applies to library materials, not textbooks. If the library book is found and returned to the library, the student can get a refund if the replacement copy has not been ordered, and if it is the same fiscal year.

Field Trips

Class trips are designed to be social and educational. Trips are scheduled at various times throughout the school year and all students are required to participate, as they enrich the class curriculum. Parents will be notified of all field trips at least one week in advance. Students must agree to abide by the guidelines set by the school. Behavior expectations and conduct procedures on such trips are congruent with the schools. Failure to follow these guidelines could result in a student being asked to return home at the parents' expense. Field trips can vary from half a day or to a week-long trip.

Orientation and Retreats (during non-covid years)

All middle school students participate in orientation activities. These are important activities at the start of the year, which aim to build mutual respect and appreciation between the class members. The advisory teacher organizes the trips and **all** students are expected to attend these mandatory activities. These do come at an additional cost which is communicated by the first week of August, at the latest. Other overnight trips may occur later in the year dependent on Covid regulations.

MYP Core Week

MYP 1, 2 and 3 each take part in a week of interdisciplinary study during the same week. We call this week 'Core Week' as the focus of the week is always on the core aspects of the MYP programme. **ALL** Students are required to participate unless there are specific medical issues for which a doctor's note must be shared. Core Week trips are academic and the summative task is graded and applies to two or three subjects. These do come at an additional cost which is communicated by the end of March, at the latest, and applied to the June fee payment.

During Core Week, practical classes are integrated throughout the day or overnight trips incorporating the participating MYP subject groups for that grade level. Classes are not held in the school for MS students during that week. Students are assessed on a task assigned and completed during the interdisciplinary unit which is related to that week of work.

Practicum/work experience

Students in MYP4 participate in a work experience/ internship. Students are required to find work placements in order to experience the world of work and to consider the academic pathway they may wish to consider. They will be visited at their work place by their advisor and/or a subject teacher.

Reports and Grades

Students receive progress reports throughout the year and are accessible through Managebac. Grades awarded in December are based on all work from August –December. End of year grades awarded in June are a reflection of the whole academic year and students are awarded an IB grade of 1-7 according to the IB system.

Grading System

The primary aim of assessment at the International School of Hellerup is to support and promote student learning. Effective and varied assessment is essential in providing students with ongoing evaluations and feedback on their academic achievements within the subject areas to monitor and measure student progress. Students are assessed by using criterion-related assessment. Both formative and summative assessment levels are used to determine a student's final grades. The 1-7 grading system recommended by the IBO is implemented, with 7 being high and 1 low.

Student Led and Parent Teacher Conferences

Conferences where students and parents and teachers can meet to discuss a student's progress take place twice a year in early November and April. These meetings provide the opportunity for a student's progress to be discussed.

Academic and Social Probation

A student may be placed on probationary enrolment as a consequence of academic and/or behavior judged to be ill fitting with the programmes. Students in the Diploma programme who are on probation and making little progress may be asked to reconsider their academic pathway.

Student Welfare

MS Pastoral Care/Advisory System

Advisory teachers in MS work as the contact person for parents about school related matters. The advisory teacher supports the academic and social development of the student in conjunction with subject teachers, programme coordinators and the principal. Morning Advisory takes place each morning at 8.30-8:45 where registration is taken and the community celebrated. A longer advisory session which covers a range of grade relevant pastoral issues takes place once a week.

Mission Statement

- Provide a safe, secure environment for students to develop socially and emotionally.
- Create strong relationships among students and throughout the school community
- Instill advocacy for every student, cultivating a personal balance of academic and personal goals.
- Prepare students to be leaders and active members of their global community, fostering a sense of social responsibility and a commitment to serve others to create a better and more peaceful world.

Goals of the Advisory System:

- To make sure that each student has an adult who they can connect with and can act as their advocate and mentor
- To provide a comprehensive Social Emotional Learning program for all students
- To provide guidance and accountability in upholding Middle School student expectations
- To provide support for students to develop as IB learners
- To help ensure all students experience a vibrant school life
- To focus on service as a key part of becoming an informed and active global citizen
- To create a class atmosphere of respect, trust and community

Role of the Advisor	Role of the Student	Role of the Parent
<ul style="list-style-type: none">❖ Has thorough knowledge of students' strengths, challenges, needs, and personal growth❖ Advocates for the students❖ Supports student learning❖ Monitors student social-emotional state❖ Helps with organization when needed❖ Supports the student in navigating the social dynamics and	<ul style="list-style-type: none">❖ Participates actively during advisory meetings❖ Communicates honestly and openly with advisor❖ Fulfills student duties such as – clean-up lounges, and keeping the shared spaces tidy❖ Works with advisor to develop strategies for school success❖ Acts as a respectful and supportive peer❖ Adheres to the expectations of ISH	<ul style="list-style-type: none">❖ Communicates with Advisor when circumstances outside of school arise that may impact student's experience at school❖ Encourages student to develop a good working relationship with his or her Advisor❖ Emails the Advisor with general questions or concerns❖ Emails the subject-area teachers with course specific questions and

<p>challenges of middle school</p> <ul style="list-style-type: none"> ❖ Communicates with subject-area teachers regarding student growth and challenges ❖ Acts as general contact person for parents ❖ Communicates with parents ❖ Develops specific strategies for working with students as necessary 	<p>Middle School students</p>	<p>cc's the advisor</p> <ul style="list-style-type: none"> ❖ Supports student learning by encouraging students to check ManageBac and Google Classroom and use resources and time effectively
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School-Home Partnership

The School-Home Partnership is an agreement between parents, students and teachers to ensure that effective communication between the school and home is established. It is expected that all parents and students read this handbook and follow the school's procedures and policies. It is hoped that all parents will take an active role in their child's education by attending school meetings, parent consultations and events. Please see the agreement on the last page of the handbook.

Learning Support Programme (LSS)

ISH can support a limited number of students with mild learning difficulties. For these students, assistance is provided by our Learning Support Program, both in and out of the classroom as appropriate, usually in small groups and occasionally on an individual basis. ISH does not have separate or specific classes for students with learning difficulties.

The Learning Support Programme intends to help a student be successful within the regular school curriculum. It is not intended to provide an alternative course of study. Classroom teachers maintain primary responsibility for the instruction and work in collaboration with the learning support specialists to ensure the student's learning needs are met.

Through on-going observation, assessment and evaluation, the learning support teacher in collaboration with appropriate parties including parents, will devise a plan that supports a student's success in their learning. The progress and the effectiveness of the plan will be evaluated regularly and modified to best support a student.

English as an Additional Language, (EAL)

English as an Additional Language (EAL) Programme at ISH, supports students whose primary or secondary language is not English, enabling them to develop the necessary reading, writing, speaking and listening skills to be successful in school. Students who need more support than what the Language Acquisition classes provide are referred to the EAL Programme through either a placement test, home language survey,

previous academic records or/and by a referral from a class teacher. Individual needs and the number of students requiring assistance determines how the programme is delivered. EAL classes take place after school hours. The EAL Program strives to be as integrated into the students' regular schedule as possible.

Student Support Services (SSS)

The Student Support Services consist of the school health service and the school psychologist. At ISH, a student's academic achievement, as well as physical and psychological development is crucial to a positive and enriching school experience. The purpose of the student support services (SSS) is to nurture physical and psychological development and equip the students with skills they need to fully integrate into the school community, access the curriculum, and lead healthy and happy lives.

The School Health Service

The School Health Service is run by a Health Visitor in collaboration with the student, parents and teachers. The aim of the Health Service is to reinforce the student's health and lifestyle. This is done by:

- Making the student able, through their schooling, to take responsibility for their own health.
- Detecting early signs of illness and developmental problems and poor health.
- Giving extra assistance to students with health problems or poor well-being.

The Health Visitor offers a combination of talks, sight and hearing tests and measures height and weight.

Talks and check-ups are offered to selected class levels and as needs arise for individual students.

Talks take place individually or in small groups. Dependent on the age group, relevant matters are discussed, together with the child's own feelings about his/her well-being, health and health patterns.

The Health Visitor is not responsible for the first aid to casualties nor does she give vaccinations. Should the need arise for medical treatment, a referral to the child's own doctor, eye or ear specialist will be given.

The School Health Service at ISH is run by:

Nina Groth Larsen

Health Visitor (sundhedsplejerske)

E-mail: L03e@kk.dk.

The School Psychologist

The role of the school psychologist is to help students who are struggling at school. This may be because of learning difficulties, an emotional problem, a developmental issue, issues with peers, or just struggling to adapt to change. The school psychologist is available to meet with students, families and teachers. The school psychologist works collaboratively with school staff, parents of the student and in some cases the Kommune (local government services). As well as working with students, parents and teachers can also book an appointment with the school psychologist if they have concerns or problems regarding a student.

The school psychologist works to the standards and code of conduct as set out by the Danish Psychological Association and the British Psychological Society. In terms of confidentiality, the work of the LSS will aim to be as open and collaborative as possible. The school psychologist will always inform parents, teachers and students if information needs to be shared with others. However, in instances, such as counselling work, total confidentiality can be expected. Confidentiality can only be broken when a student or another person is at serious risk. In such cases, confidentiality cannot be kept and it is the school's professional responsibility to inform the necessary parties and agencies. If confidentiality needs to be broken, the school psychologist will always inform the necessary parties in advance.

Kirsten Thøgersen

Email: kthogersen@ish.dk (Tuesday's, Wednesday's, Thursday's)

Illness

If a student is feeling ill, they must request their teacher's permission to go to Reception. If the student continues to feel ill, the secretary will arrange with parents to send the student home. Students must be officially signed out from school before leaving the premises.

Medication

The school is not allowed to administer any oral medication without parent's permission. If a student is on regular medication, the Advisory teacher must be notified of the condition and informed about any specific instructions.

Dentist

Students in Denmark are eligible for free dental care through their school dentist at public schools. We do not have a school dentist but you can call your local council (Kommune) for information about where your child's dentist is located.

Physical and Health Education

Physical and Health Education is a mandatory subject for all MS students without which they will not receive their MS certificate.

All students are expected to participate in physical education (PHE) as this is an essential component of a child's holistic development. In case of illness or minor injury, students requesting permission to be excused from PHE classes must have parents send a message to the PHE teacher. A detailed explanation in the note is required. A student will still be expected to complete the homework and related assessments. Long term absences or injuries need to be covered by a doctor's note.

PHE classes are held in facilities close to school. Students are expected to arrive on time, respect school rules, and bring appropriate sports clothes to class. Respect and cooperation are expected from the students at all times while they are using these public facilities.

Rules and Regulations

School Rules

The school rules are intended to develop self-discipline by allowing students to take on responsibilities and enabling the institution including staff, substitute teachers, tutors, parents and students to live in a climate of confidence and cooperation, which is essential to education.

Students' Rights

The student has the right to:

- Good education and teachers who deliver effective instruction and assessment.
- Rest time
- Access to information, especially that which contributes to his/her mental, moral and social development
- Protection from information that may be detrimental to this development
- Express his/her opinion on all matters which concern him/her. This opinion must be expressed in a manner that adheres to the standards of behavior and citizenship and be acknowledged by teachers, educational consultants, and the headmaster
- Be protected against abuse (physical and psychological), and the effects thereof
- Access preventative programmes, which provide support in dealing with the aforementioned issues
- Seek assistance in the event that he/she faces an overwhelming problem
- Seek additional instruction in the case that she/he experiences difficulty in grasping the contents of the curriculum
- Learn and develop in a healthy environment devoid of harmful substances (within the school's capacities)
- Social, emotional support
- Be protected from all forms of sexual abuse

Line of Support

If a student is experiencing problems at school, they should first try and resolve the problem themselves by confronting those directly concerned. If the problem continues the Advisor or subject teacher should be involved. Should the problem continue, the Principal will become involved.

Student Responsibilities

In order for there to be a harmonious environment, the student also has his/ her part to play. A student's responsibilities include:

- Demonstrating the required standard of care and respect towards all persons with whom they deal at school at all times.
- Avoiding disruptive or exhibiting otherwise inappropriate behavior including swearing or fighting during lessons or in the corridor areas, stealing, consuming tobacco, alcohol, or illegal substances.
- Coming to school organized, positive, and ready to learn. Striving to do well in all areas.
- Attending all lessons and submitting work on time.
- Submitting academically honest work.
- Entering and leaving the school through the designated entrance and remaining in the building during lessons unless they have been granted permission to leave by a staff member of the school.
- Ensuring that appropriate clothing is worn for the weather.
- Taking all personal belongings or keeping them in lockers at the end of the day.
- Refraining from bringing any objects, material, or substances which may be harmful to them or other persons to school.
- Refraining from bringing large amounts of money or unnecessary valuables to school. The school is not responsible for stolen or lost items such as cellular phones, laptops, jewelry, etc. If any items are lost during school time the incident must be reported to a teacher immediately.
- Maintaining proper hygiene at all times.

Discipline Measures

When an issue arises, the school, in the first instance, looks to find ways in which to encourage a student to make positive decisions through role modelling, dialogue, and mediation, and parental collaboration. When students are unable to follow the expected code of conduct despite interventions and do not respond to methods of encouragement, they can expect to be subject to disciplinary action in the form of

- Teacher warning
- Parent contacted
- Meeting with the Principal

In more severe cases, such as those listed below, more stringent consequences such as suspension, working with outside agencies, and/or expulsion may be options.

- Commits or threatens to commit physical harm to another student or adult or brings offensive weapons to school
- Possesses or uses tobacco and/or drugs on or near the school campus.
- Behaves in a completely disrespectful way while at school or on a school trip
- Destroys school property or that belonging to a student, the school, or to a teacher.
- Participates in bullying behavior

A student will be suspended or expelled from school at the Principal's discretion based on evidence of negative behaviour. Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration.

GuideLines for Daily Regulations

Dress Code

Dress appropriately and as an IB learner when coming to school. Dress for all weather situations as the weather can be unpredictable. Shoes must be worn at all times. Students must comply with a strict dress code as determined by teachers when working on specific tasks in the science lab and art studio, during all PHE lessons and some announced lessons for other subjects.

Inappropriate Language

Inappropriate or bad language, including swear words, racial or sexual slurs and other profanities will not be tolerated. Students are encouraged to use language and tone that are courteous and respectful. If the use of inappropriate or bad language continues, the student will be referred to their Advisory teacher and/or the Principal.

School Property

The school is for all of our benefit. Students must respect all school property. Sports equipment, games, computers and electronic devices must be used according to the appropriate instructions.

Students are responsible for all materials and books lent to them for the duration of the school year. In the event of loss or damage, students must replace damaged materials or compensate the school for the full cost of the item.

Other Property

Students are not allowed to bring a rented bike, e-løbehjul or other similar things into the school campus.

Mobile Phones

Students are not to use mobile phones on campus so that they can focus on relationships and learning. If they forget then they will be given a warning and then if they forget again, they are asked to leave the phone in the Principal's office for the day. If it becomes a problem, parents will be informed.

Internet Rules and Digital Citizenship

Students are responsible for appropriate behavior while accessing technology at ISH. Individual users of school technology are responsible for their behavior and communications and will be held accountable according to the school Code of Conduct and the laws of Denmark

Bullying

Bullying is a serious matter and requires awareness from teachers, students, and parents. School employees will take immediate action against bullying. Parents must contact their child's Advisor if they suspect their child or another child is being bullied.

Design, Art and Science Classroom Safety Policy

Students will work with materials and equipment which require particular safety awareness during these lessons. The Science Lab, Art Studio and Design rooms are unique environments which must be treated with care and respect. The following guidelines are required:

1. Safety goggles and body protection will be required for operation (gloves, smock, lab coat)
2. Long hair is tied back, no jewellery or scarves hanging from neck or wrists, closed shoes only
3. No food or drink is permitted in the area during class time
4. Students must follow outlined code of behaviour while in the Lab, Art studio and Design room
5. Designated areas of the classroom and storage are off limits to students, unless supervised
6. Work areas must be kept clear of unnecessary materials