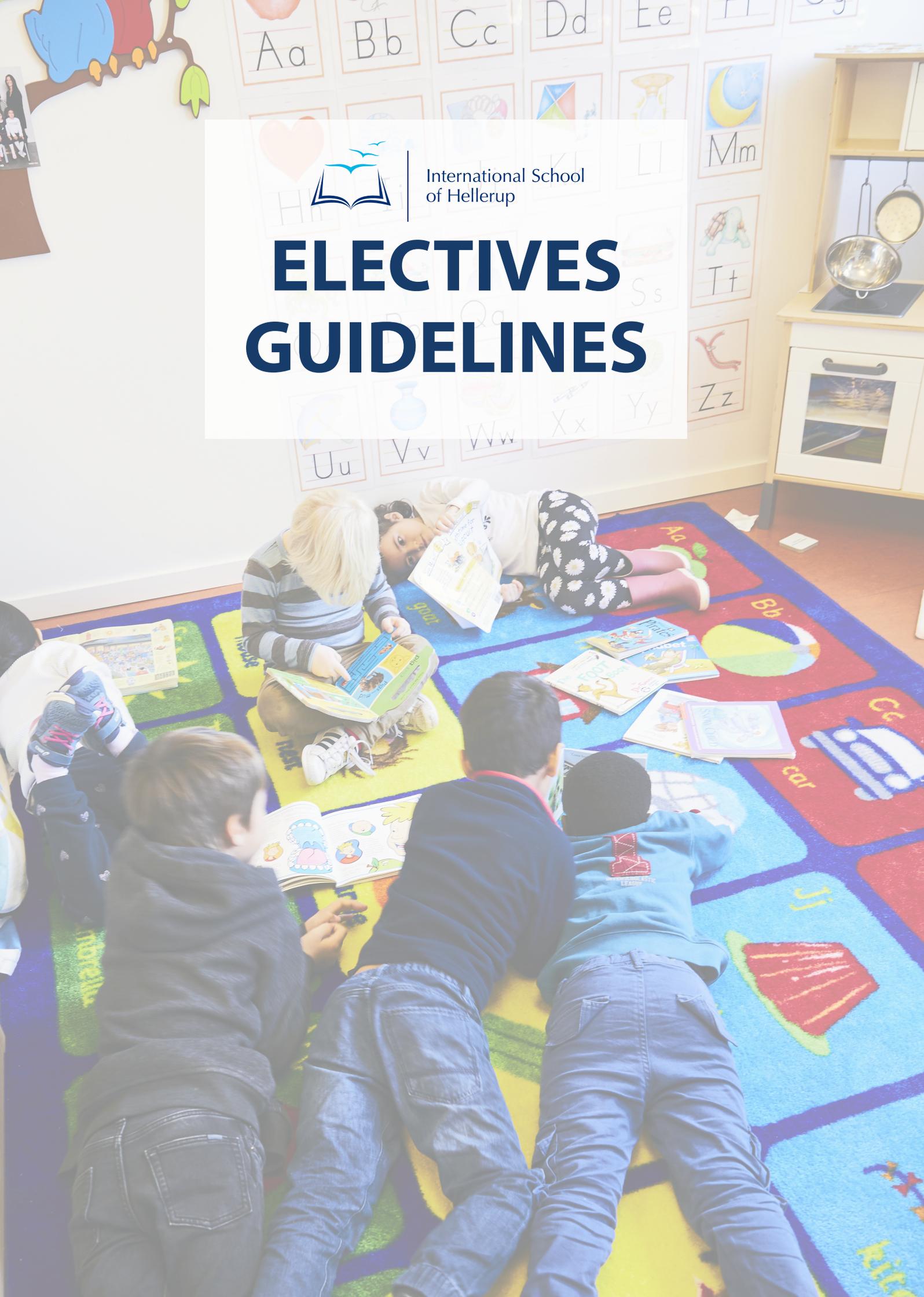




International School
of Hellerup

ELECTIVES GUIDELINES





Expectations and guidelines for Electives

At ISH, Extra-curricular activities strongly support our school mission: to provide enriching experiences in a student-centred environment, which empowers individuals to fulfil their human potential. This policy is created to ensure that the Extra-curricular activities, also called Electives, fulfil that mission.

This policy includes responsibilities for:

- ISH Leadership Team
- Facilitators that offer Electives to ISH students
- Students and families that enroll for electives

ISH Leadership Team

The ISH Leadership team consists of the Electives Coordinator, Primary School Principal, and School Management/Administration as appropriate.

The ISH Leadership Team:

- Fosters a safe, nurturing, respectful school environment
- Upholds all of the policies described below
- Ensures that Electives facilitators:
 - have appropriate qualifications in their specialist subject and in coaching young children
 - are of good character and suitable to work with children by following required safeguarding checks and procedures
 - have clear guidelines and support about health and safety procedures and school behaviour policy
 - a member of staff may attend a session of each elective to ensure that the adult in charge is suitable

Students enrolled in Electives:

- At ISH we expect responsible, safe participation in both school time and during electives. This is for student safety and to maximize participation, learning and enjoyment for all students.
- If a student is unable to meet these behavioral expectations, they will be given reminders and the family notified of the problem. If the behavior does not improve, then the student may be withdrawn from the elective with no refund.

Electives facilitators:

- Demonstrate high standards of professional conduct and behaviour and consistently act with honesty and integrity
- Communicate effectively, respectfully, and responsively with enrolled families, students, and the Electives Coordinator
- Treat students, parents and the wider community with dignity and respect at all times.
- Provide the parents and the Electives Coordinator with a plan of their lessons (a calendar of the lessons, with a general outline of the program covered).
- Are available to organize a briefing-meeting with the parents, to go through the guidelines/Q&A.



Families/Parents:

- Consistently act with honesty and integrity
- Responsibly fulfil payments, consistent attendance of their child, and other agreed requirements to the Electives facilitators
- Communicate effectively, respectfully, and responsively with Electives facilitators and the Electives Coordinator
- Treat students, other parents, and the wider community with dignity and respect at all times

Payment

- Electives at ISH is a direct arrangement between families and external facilitators.
- Facilitators provide specific instructions about payment expectations prior to the start of the course, with respect to non-payment, late payment etc., including these policies:
 - If correct payment is not given on time, then a reminder is given. After one (or more) reminders, at the discretion of the facilitator, then the facilitator has the right to withdraw the student from the class.
 - If the elective required payments (rental of facilities, pre-paid resources, etc) that cannot be recovered, then the family may not receive a refund for the remaining classes.
- Parents are entitled to receive a receipt for any payments related to the course and facilitators are required to track the payments and being able to show it if needed.

Cancellation

- Any lessons cancelled by the facilitators will be communicated promptly in writing (e.g. email) as soon as possible. In case the cancellation takes place on the same day, ASCP will be available also for those not enrolled, as a back-up plan.
- Cancelled lessons will either be rescheduled to another time (for example at the end of the season), or a refund will be given to families.
- If an entire Elective course is cancelled by the facilitator, a refund of all the missing classes will be returned to the enrolled families.
- Cancellation of a Student's enrollment will be followed by a refund for the rest of the classes, minus any finances that cannot be recovered (rental of facilities, pre-paid resources, etc).
- In case a Student needs to cancel one or Student's missed participation to one or more classes, cannot be refunded.

Disputes:

- If a dispute occurs between any party in an elective, the parties should first attempt to resolve the matter together through direct, respectful communication, preferably in person.
- If the dispute resolution is not successful, then the Electives Coordinator (and ISH Leadership if necessary) may be asked to mediate the issue, preferably in person.
- In severe cases, the Electives Coordinator and ISH Leadership may decide to either exit a family from the elective, cancel an elective, or not permit an elective facilitator to continue a collaboration with the school

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