

SECONDARY SCHOOL
PARENT / STUDENT HANDBOOK
2019 – 2020



International School
of Hellerup

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Introduction

Dear Students and Parents,

At ISH, we believe that education is a collective responsibility and that the successful function of a school depends on the cooperation of everyone involved: students, parents, teachers and staff. All of our policies are intended to provide a secure and inspiring environment that will contribute to learning. We encourage you to get to know our school, its schedule, and its activities.

This handbook is an overview of our school's aims, expectations, services, and rules. It is an important reference book describing school policies, procedures and general information about the school. Please read through it and discuss it with your child. It has been written to provide you with the information that will make your child's year purposeful and rewarding in every aspect. This handbook is useful for reference throughout the school year. Please sign the School-Home Partnership Agreement on the last page of this handbook, and return it to the class advisor by the 4th of September (Back to School Night) to confirm that you have read and understood this information.

Sincerely,

Mustafa Gezen

Secondary 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 nearby.

International School of Hellerup is a school where the individual comes first. Our primary aim is to identify and appreciate the unique potential of each pupil, and develop them fully in a caring, comfortable and happy environment.

Pupils receive an excellent, well-rounded education from dedicated and highly qualified teachers, developing qualities which will equip them to face life's challenges with self-belief and optimism. In addition to our broad curriculum, pupils can enjoy a fabulous range of activities which engage, stimulate and inspire them. It is a source of pride to us that our pupils emerge as confident individuals, successful learners, responsible citizens and adaptable human beings.

International School of Hellerup's philosophy is to 'make life better for all.' The school's values and activities are not just about academic achievement, but include students' welfare and their contributions to society. A student-centered learning environment is seen as a key contributor to preparing pupils for adulthood and life beyond 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 Values

Acceptance

Students are tolerant and understanding;
Students and teachers are mindful of the needs and rights of others;
Our school community is open-minded and inclusive;
We are supportive of each other.

Responsibility

We are responsible in all our actions;
We are reliable;
Staff members are dedicated and professional.

Caring

Students are considerate and kind;
Staff members are respectful and considerate;

All are supportive of each other.

Excellence

All students strive to do their best;

The teaching staff offers a high quality education;

Our school community supports the staff members and the students.

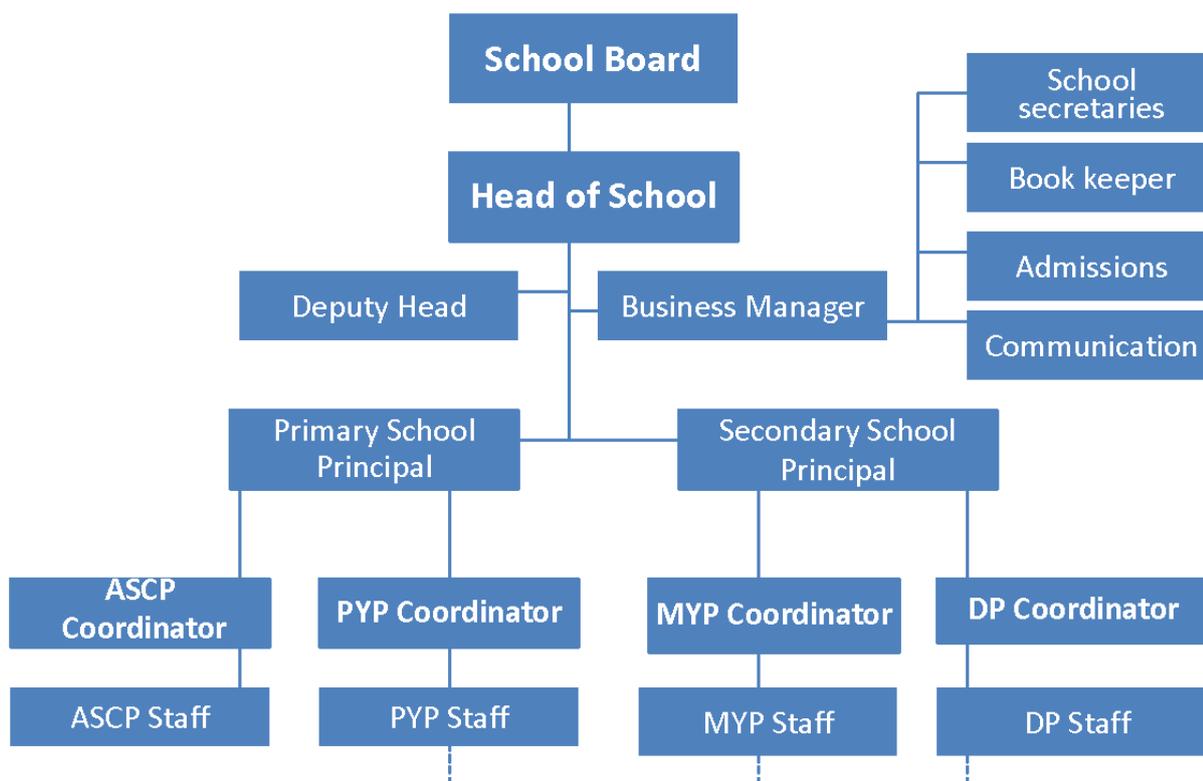
Our Aims

- Maintain a school culture of excellence in teaching, achievement, 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. One of the most frequently heard comments about ISH staff is that they are both “personable and professional.” 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. ISH staff enjoy the work environment and conditions which contributes greatly to the school’s very positive atmosphere.

Organizational Chart



PTA – The Parent Teacher Association

The PTA is a volunteer organisation that support 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 promotes a sense of community at ISH. Each class has its own Parent or Class Representative (all parents are eligible for this role and can register for it). There is also a wider 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 ManageBac one week before each meeting. 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 Coordinator, Juanita van der Watt at 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. Student Council is responsible for the creation of events to support the school body as well as the wider community.

Methods of Communication

ISH welcomes open communication and has an open door policy. There are a number of ways to communicate such as Managebac, emails, telephone calls, parent conferences, following the school on Facebook (the main

page and the ISH Community), Instagram, our website and a number of other channels. We also encourage personal interactions and short pop-ins. Please keep in mind though that as schedules are busy, longer parent meetings need to be booked in advance.

Managebac

Academic information is shared with students and parents via Managebac. All students and parents have access to units and assessment tasks on Managebac. A parent can contact the teacher also through Managebac or directly via their emails.

All parents are required to check Managebac on a regular basis. 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 letters and notes given to the students by their teachers.

Emails

Teachers are asked to 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.

Parent Information Meetings, Academic Meetings and Conferences

The Secondary school holds a Back to School Night at the beginning of the school year. The first meeting is an informational meeting where curriculum, timetable, expectations and requirements are outlined by teachers to parents. Parents are also introduced to the class team.

Parent Information Meetings and Academic Coffee Mornings and Evenings are a key component in building a strong School-Home Partnership. They are held throughout the year and advertised on Managebac or the Parent Newsletter.

3-Way Conferences are opportunities for parents to meet with teachers about their individual child to discuss their child's progress in class. MYP students are expected to attend the meetings that their parents attend. This is the format used in the Middle Years Programme, MYP.

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 at least 30 minutes long and include a full presentation by each student specifically for their parent. All MYP students are required to participate.

Teacher / Parent Conferences are followed in the Diploma Programme, DP.

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/>

Facebook - ISH Community (closed group): <http://bit.ly/ISHCommunityFB>

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>

Monthly School Newsletter

Published quarterly, the ISH 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.

Concerns and Complaints

If a situation arises where there is a concern, please write directly to the person involved. In most cases, this will be their advisory or subject teacher. Should the matter not be resolved at this level, please write to the programme coordinator. For more general matters, please write to the divisional principal. In exceptional cases, please contact the Assistant Head or Head of School as well as the divisional principal.

Contact Numbers

Name and Role	Email Address	Phone Number
Nedzat Asanovski , Head of school	NAsanovski@ish.dk	35550542
Mustafa Gezen, Deputy Head and Interim Secondary Principal	MGezen@ish.dk	35555046
Yasmin Hildebrandt, Receptionist	YHildebrandt@ish.dk	70206368
Evis Qeska , IB DP Coordinator	EQeska@ish.dk	35555049
Abenaa Uttenthal, IB MYP Coordinator	AUttenthal@ish.dk	35555049
Heather Siekkinen, Librarian	HSiekkinen@ish.dk	35555044
Kirsten Thøgersen, School Psychologist	KThogersen@ish.dk	35555047
Katrina Dockerty, Admissions Officer	KDockerty@ish.dk	35555048
Juanita van der Watt, Marketing and Communications Officer	Jvanderwatt@ish.dk	70206368

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 closes for one hour each day to allow the team a lunch break.

School Hours

The School Day is from: 8:30am to 3:30pm*

*The beginning and end of the school day will vary from class to class and day to day (due to PHE lessons and meeting times). Please check the class schedule from the advisory teacher.

Before School

The school opens at 8:00am from Monday to Friday. Students who arrive before 8:00am may wait outside or in the canteen or at the top of the stairs of the second corridor until 8.00. Students need to be in school by 8.30 at the latest to be on time for class registration.

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 us 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 a form, which is available at the Reception and can be downloaded from the school website: ish.dk/school-documents.

Absence/Lateness

- In case of illness, tardiness or absence, the school must be notified of this through parents writing an excusal in Managebac.
- The school works with legitimate absences. Legitimate absences are absences due to illness or special circumstances. Parents commonly explain this in the field provided in Managebac.
- Doctor or dental appointments should be scheduled outside school hours. A high number of Health appointment absences in school time will warrant a meeting with parents and principal.
- All other absences are unlawful absence.
- Truancy is very serious and can lead to serious consequences.

- Students at ISH must not exceed 20 absences in a school year according to Danish law. If a child is not at school, it is considered an absence, regardless of whether it is due to illness or travel. After 10 days of absence in three months, the following actions can be expected:
 - The class or advisory teacher will contact the parents to inform them of their child's attendance record and clarify the consequences of excessive absence.
 - The advisory teacher will discuss a plan with the family and follow up with parents. After 20 days of absence in a school year:
 - The Principal will invite the family to a meeting and, in extreme cases, the authorities will be notified.
- It is the student's/parents responsibility to contact each teacher individually to ask for work he/she is going to miss.

Recess Time

Students in MYP1-2 must go directly outside for morning recess and lunch recess. MYP 3, MYP4 and 5 and DP students may go outside or stay indoors in their designated areas during recess times. During afternoon recess, all students remain on the second floor corridor or DP area.

Rainy Days

In the event of rain or snow, students in MYP 1-3 will stay in the MYP3 lounge area, supervised by recess duty teachers.

Cold Days

The weather can get very cold. Students need to dress accordingly as recess will continue to be outside unless deemed too cold. MYP 1-3 will be in the MYP3 lounge area supervised by the outside recess teacher.

Lunch

Students are encouraged to bring their own healthy and balanced lunch to school. There is no provision for lunch at present but we are looking into a solution which will be communicated in due course. MYP1 students stay in the canteen to eat lunch. Other students may eat there, too, but MYP 2-DP2 are permitted to leave school. MYP1 lunch is 11.45-12.05. Recess, outside, is 12.05-12.30.

School Access Tag

All MYP students need to collect an Access Tag from reception. The TAG provides access to the school. The TAG is free of charge, however a lost tag will cost 100DKK. The tag should be used appropriately at all times.

Lockers

Lockers are provided to all MYP 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. A locker may be checked by a staff member with the student present.

Backpacks

Students should house their backpacks in their lockers. Backpacks may not be placed by fire exits or by fire extinguishers. They need to be placed in a safe location in Science labs. Students are expected to take care of their belongings and not leave backpack, especially with laptops, unattended.

Lost and Found

There are two lost and found containers located on the lower ground floor. All found items are placed in the Lost and Found container. 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 holidays and before the summer holidays.

After School

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

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. The school may need to take the necessary disciplinary action on complaints from the community.

Assemblies

Assemblies are held throughout the school year during advisory time. Parents and friends may be invited to attend.

Re-enrollment

In the spring of every year parents will be required to re-enroll 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 your child, you confirm your child's place at the school. Please note: If you re-enroll your child and subsequently change your mind before 1 June 2020, you will forfeit your deposit, but you will not be charged tuition after June. If you inform us after 1 June and during the Summer holidays, you will forfeit your deposit and be charged for three months from when you inform us.

Withdrawal

Each student must complete and hand in a withdrawal form, three months before leaving the school. Forms are available in reception and from our website.

Transcript Request

Transcript requests must be submitted to the Principal in writing. Please allow at least 7-10 working days for processing. There is a charge of 400DKK 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.

School Photos

The school photo days will take place from 10th-11th September 2019 (these dates will also be listed in the school calendar on ManageBac and the school website). Photos will be available for purchase. More information will be available closer to the school photo day.

Student Academics

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

The Academic Programmes

The two academic programmes in the secondary school are the Middle Years Programme (MYP) and the Diploma Programme (DP).

Middle Years Programme (MYP)

The MYP 1-5 covers the age range 11 to 16 (Grades 6 to 10). It is an international curriculum that combines academic rigor with the skills and attitudes appropriate to the challenges and opportunities of contemporary society. 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 inter-relatedness of these subject areas through interdisciplinary projects and activities.



The Global Contexts and Concepts in the inner ring connect the subjects to today's ever-changing world. Through Service, Action and Projects, students are supported in applying their knowledge on a personal, local, national and international level. Encircling the model is a band of International Mindedness, which signifies the open-mindedness of our students to different approaches to problems and points of view around the world.

IB Diploma Programme (DP)

The IB Diploma Programme (DP), for students aged 16-19, is a two-year course of study. Recognized internationally as a qualification for university entrance, it also allows students to fulfill the requirements of their national education system. Students share an educational experience that emphasizes critical thinking as well as intercultural understanding and respect for others in the global community.

The IB Diploma Programme offers a broad and balanced curriculum taught in 6 subject groups.



Students at the end of grade 10 need to meet with our IB Diploma Coordinator and decide upon their subject choices within the IB Diploma Programme.

Grade Placement

A child's grade level acceptance (new students) and placement should allow for success academically and socially. The placement of new students is based on four factors:

- Results of the Admissions test (for new students)
- The age of the student by the 15th of August
- A record of at least 2 complete years of report cards from previous school
- Student will be placed in 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
MYP 5	15-16 years
DP 1	16-17 years
DP 2	17-18 years

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 then the teacher will contact home.

BYOD Policy

ISH has a Bring Your Own Device program. Students in PYP 5, MYP and DP are required to bring their own laptop to school. The advantages of student--owned devices:

- opportunities for more personalized learning
- greater agency in choice of tools
- greater technology familiarity
- opportunities for more responsible use of technology

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 and that the computer is insured.

Assessment Tasks

All assessment tasks set by teachers will be placed on Managebac with adequate time for the students to complete them. 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 is their responsibility to submit all outstanding pieces of work and/or catch up with missed work upon return to school. If a student misses a deadline due to an excused absence, the teacher will provide the student with a new deadline. If the student misses the adjusted deadline, the work will be read, but a grade of 0 will be assigned to the student's profile in Managebac for that assessment task. If no assignment is handed in, a 0 is placed in the student's profile in Managebac. Long term issues with regard to homework will warrant a parent meeting to resolve issues.

Format for Delivering Work

All work should be delivered electronically on Managebac mail as an attachment 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 and the school's server.

Referencing

When an assessment task is handed in all work must be cited and referenced using the MLA referencing system with a provided bibliography 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:

- First instance: will be addressed by the teacher. The student will receive a zero for the plagiarized work. At the discretion of the teacher, the student may be required to redo the work. The redone work may or may not receive a grade, at the discretion of the teacher. The teacher will report the offence to the principal.
- Further offences: will be dealt with more severely and may result in grounds for disciplinary action, up to and including suspension, the loss of the IB diploma and/or removal from school.

Homework

Homework is an essential part of a child's educational progress at ISH. Doing homework 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 that is appropriate for their grade level. It is the student's responsibility to complete and submit homework on time. Homework is assigned through Managebac along with the assignment's due date. Students are expected to use a homework diary so they are able to plan their time and activities. Students in MYP 1-3 need a paper diary while students in MYP 4-DP2 are expected to use an electronic diary. Expectations from IB coordinators:

MYP 1: per subject and week , 30 minutes homework.

MYP 3: per subject and week , 45 minutes homework.

MYP 5: per subject and week , an hour homework.

DP 1& DP 2: At least 15 hours additional study per week, and more when students are approaching internal or external exams

External Examinations

Students in MYP 5 and DP 2 undertake formal exams coordinated by external bodies. Additional fees are incurred by examinations.

Foreign Language Offerings

Multilingualism and host country integration is encouraged at ISH. Danish is offered from PYP1 to MYP4 at beginner level. Intermediate and Advanced Danish is offered from PYP1 to DP 2.

In the MYP all students must select a third language to study. Spanish is offered in MYP1 to 4. French is offered in MYP1 to 5. Please contact the Admissions Officer for availability and the applicable phase of the language of your choice.

For DP students, please see the document relating to subject choices.

ISH is also proud to offer EAL (English as an Additional Language) classes and as an elective, high demand Mother Tongue courses.

Library

The MYP school library, which is shared with the PYP, is developing each year. The library has a full time and part time librarian. 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 library is open 8.15-15.30 on Monday to Thursday and 8.30-14.15 on Fridays. The DP library is located in the DP lounge area. Students need to check out books in the same way as if in the MYP library.

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.

August Retreats

All Secondary school students participate in a class bonding trip which may involve an overnight stay. This is an important activity at the start of the year, which aims to build up a mutual respect and appreciation between the class members. The advisory teacher organizes the trip and all students are expected to attend. This has an additional cost. The DP retreat involves two nights and the programme covered focuses on the philosophy of the DP and provides insights into the various core aspects of the programme.

MYP Core Week

MYP 1, 2, 3 and 5 each take a study trip in the Spring in the same week. ALL Students are required to participate unless there are specific medical issues and then a doctor's note must be shared. The Core trips are academic. They are an additional cost. During Core Week, practical classes are integrated throughout the trips incorporating the MYP subject groups. Classes are not held in the school for MYP students during that week. Students are assessed on the worked covered during the week.

Practicum

Students in MYP4 participate in a practicum/ 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.

Personal Project in MYP 5

MYP5 students are engage in an in-depth, collaborative inquiry. They synthesize and apply their learning of previous years and reflect upon their journey through the MYP. The purpose of exhibition is to unite the students, teachers, parents and other members of the school community in a collaborative experience that incorporates the essential elements of the MYP.

College Counselling

DP students wishing to attend colleges and universities are supported by the College Counsellor with selection choices, recommendations, application letters and essays.

Graduation Ceremony

Students in DP2 attend a graduation ceremony in May to mark the completion of their DP programme. The event takes place off campus.

Reports and Grades

Students receive a 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 reflect 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 by 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

Advisory System

Advisory teachers in MYP & DP 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 where registration is taken and notices are shared. A longer advisory session which covers a range of grade relevant pastoral issues takes place once a week.

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 student 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 than 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 the 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 about their own health.
- Detecting early signs of illness and developmental problems and poor health.
- Giving extra assistance to student 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 student.

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 is available:

Onsite: Milada Bijedic (Mondays) and Nina Groth Larsen (Wednesdays)

Health Visitor (sundhedsplejerske)

E-mail: Milada: f83l@buf.kk.dk and Nina: 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 student, families and teachers. The school psychologist works collaboratively with school staff, parents of the student and in some cases the Kommune (local government services). 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 SSS 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: kt@ish.dk (Tuesday's and Thursday's)

Illness

If a student is feeling ill, s/he 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, at the programme leader's discretion. 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, including ibuprofen (200mg) and panodil (500mg). 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 MYP students without which they will not receive their MYP 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 an email to both the class teacher and PHE teacher. A detailed explanation in the note is required. A student will still be expected to complete homework and related assessments. Long-term absences or injuries need to be covered by a doctor's note.

PHE classes are held in a sports hall 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 public facilities in the Sports Hall and when on public transport to and from the venue.

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 co-operation, 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.
- Special care in legitimate cases (illness, disability, exceptional abilities or talent).
- Learn and develop in a healthy environment devoid of harmful substances (within the school's capacities).
- Social, emotional support throughout each programme.
- 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 advisory 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.
- 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 totally unable to follow the expected code of conduct 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 repeated bullying behavior.

If at any time a student's disciplinary record includes three (3) documented disciplinary actions within the school year or if serious or unacceptable behavior continues to occur, the student will be expelled from school. Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of the administration.

Guide Lines for Daily Regulations

Dress Code

Clothing should be dressed appropriately for a school setting and also for the weather. Clothing that is made of see-through material or that is excessively torn or that is very short is inappropriate. Shoes must be worn at all times. Students are encouraged to wear trainers or sneakers at school to allow for maximum motional flexibility. If a teacher deems a student as dressed inappropriately, the student may be directed to go home, cover up, or asked to change clothes. Hats/berets/caps/hoods/knitted caps/coats may not be worn in the building.

Inappropriate Language

Inappropriate or bad language, including swear words, racial slurs and other profanities will not be tolerated. Students are encouraged to use language and tone that are courteous and respectful, without the need to use inappropriate language. 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 and under the supervision of school staff members.

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.

Public Display of Affection (PDA)

ISH is a learning environment where students feel safe to discover their full potential. Wholesome relationships among our students are encouraged; however, students shall refrain from any public displays of affection (PDA) during school hours and at school sponsored events. A public display of affection (PDA) is defined as any action which implies a romantic relationship between two individuals. While we recognize that special relationships exist, we also believe that these special friendships must show respect for social norms. The ISH community is religiously and culturally diverse. We celebrate this diversity and encourage our students to respect the value systems of others.

If teachers or administrators observe a public display of affection, the following consequences will follow:

- 1) Students will receive a verbal warning.
- 2) If another incident occurs, students will be sent to the Principal. If the situation continues, a parent meeting will be held and appropriate actions may need to be taken.

Mobile Phones

Students may use mobile phones before school, during recess, and after school. During class, they must be on the teacher's desk on the phone tray so to be visible and must be on silent mode unless they are not used for educational purposes with the teacher's permission. These rules also apply to elective classes.

Violation of the above may lead to the following actions:

- 1) The mobile will be confiscated and kept in the principal's office until the end of the day.
- 2) If a second infringement occurs, the mobile will be confiscated for three days.
- 3) If a third violation occurs, the mobile will be confiscated for one week and will only be returned to the student's parents/guardians by personal application to the office.

The same rules apply to headphones and earphones.

Internet Rules and Digital Citizenship

Students are responsible for appropriate behavior while accessing technology at ISH. Independent access to the Internet is provided, yet students are required to act in a considerate and responsible manner. Access is a privilege, not a right and entails responsibility. 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 Policy

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 teacher if they suspect their child or another child is being bullied. It is important that students can express their concerns to an adult if they are being bullied or harassed at school.

Definition of bullying

Bullying is different from teasing and it is therefore important to define the concept.

"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself." Dan Olweus, *Bullying at School: What We Know and What We Can Do*.

This definition includes three important components:

1. Bullying is aggressive behavior that involves unwanted, negative actions.
2. Bullying involves a pattern of behavior repeated over time.
3. Bullying involves an imbalance of power or strength.

Bullying may involve the following:

- Physical bullying, pushing, hitting, kicking, etc.
- Verbal bullying, actions accompanied by words, threats or insults.
- Cyber bullying – includes internet gaming, emails, texts, social networks, manipulation of images, and slander.
- Social exclusion.
- Actions without words using grimaces or gestures.
- Negative actions meant to intentionally annoy or hurt.

Signs of bullying:

The person being bullied will be inclined to:

- Be passive, withdrawing from the community.
- Go off by themselves and be alone during breaks.
- Seek little adult contact.
- Demonstrate low self-esteem.
- Be late or absent from class.
- Poor grades.
- Be afraid to go to school.

Adults should be aware of the above warning signs, but also know that they can be caused by other things. Sudden or major changes in behavior are important signs. It is important to create a dialogue with students and an environment where they can discuss their feelings openly.

Prevention

Preventive measures are planned and executed in collaboration with parents, school staff and students:

- General awareness of bullying, by parents, school staff and students.
- Parent Conferences might include a discussion on bullying.
- Commitment of parents, teachers, and students to stop bullying if it occurs.
- All individual classes will discuss bullying and how to prevent it in their own classroom.
- Student council will discuss bullying in at least one meeting and lead an assembly about bullying.

Disciplinary Action

1. The school will first try to resolve problems among the involved students. Parents will be informed.
2. If this fails, the advisory teacher, programme coordinator, and the principal will be involved.
3. Bullying can ultimately lead to permanent expulsion

Advice for parents about prevention:

- Do not speak badly about your child's classmates or their parents. It affects the whole class culture.
- Support your child in cultivating relationships with the entire class. It is a benefit for your child.
- Encourage your child to defend their classmates who cannot defend themselves.
- Prioritize togetherness with the other parents in class. It rubs off on kids.

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. At the beginning of the year students are introduced to general safety procedures by the teachers. At the start of each unit, specific guidelines and procedures are demonstrated by the teachers according to the materials, chemicals and equipment according to class level. In specific cases, students must pass a trial, before personal work begins.

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 jewelry 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 behavior 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.

School-Home Partnership Agreement

By signing the School-Home contract I agree to:

- Read all school communications, emails and letters sent to me by the administration and class teachers.
- Keep my contact details (address, phone number etc.) up to date in ManageBac, and inform the school of any changes to my contact details by sending an e-mail to info@ish.dk.
- Attend bi-annual parent-information meetings and parent consultations to receive information about my child's progress at school.
- Follow the absence and lateness policies and procedures outlined in the Parent-Student Handbook.
- Provide my child with a laptop for his/her educational needs at latest by the 1st week September.

Please fill out one form per child and return it to the class advisor in the first week of September

Student's Last Name: _____

First Name _____

Programme level of Student (MYP 1, MYP 2, etc.): _____

Date: _____

I have read and understood the information, policies and guidelines in the ISH Parent-Student Handbook.
Please sign:

Parent: _____
(Please print full name) (Signature)

Guardian: _____
(Please print full name) (Signature)

Student: _____
(Please print full name) (Signature)