

A-Z for Sønderborg International School

A

Absence

An absence of two days or less must be notified in the contact book before the school day starts. If a child does not appear in school in the morning, and nothing is written in the child's contact book, the family may receive an SMS from the teacher asking them to contact the school office to confirm the absence.

By Danish law, the school is obliged to file a report to Sønderborg Kommune if a student's absence exceeds 15% on an average. Subsequently, the municipality will be in contact with the parents about this issue.

Extended absence, more than two days, needs to be acknowledged by the headmaster.

ASP (After School Program)

For students from Year1 to year4. Opening hours are:

Mondays - Thursdays:	12:45 - 16:45
Fridays:	12:45 - 15:45
School holidays in ASP:	07:30 - 16:00

The ASP is closed between Christmas and New Year, during the Easter holiday and the four central holiday weeks in the Summer Holiday.

Telephone number: 6013 1027

ASC (After School Club)

For students from Year5 and up. Opening hours are:

Mondays - Wednesdays:	13:30 - 16:30
Thursdays:	12:45 - 16:30
Fridays:	12:45 - 16:00

The ASC is closed during all school holidays.

Telephone number: 6013 3082

Attendance

Students must come to school on time in the morning. Lessons start at 08:00 and we expect students to meet at 7:55.

Repeatedly and prolonged illegal absence will result in reporting to the public authorities.

B

Books

Students are provided with books and paper notebooks free of charge. All books must be returned to the Library at the end of any school year or if a child is leaving the school during the school year. Any unreturned books will be invoiced to the parents.

Bullying

Sønderborg International School is committed to creating and maintaining a safe and secure environment for all our pupils and staff. Bullying is an unacceptable form of behavior which can cause lifelong, profound emotional and physical harm. The extended version of the SIS bullying policy is to be found in the parent handbook on the homepage.

Bus Cards

All children are provided with a free bus card from Sønderborg Kommune upon online consent from their parents. Each school year the card needs reactivation. The bus card can be used for free bus rides within the bus zones in Sønderborg Kommune.

If a bus card is lost, damaged, or not functioning, please ask your child to contact the school secretary.

C

Cheating

The increased use of IT technology can create possibilities not only for searching and collecting knowledge but also for misuse and cheating. This practically means that a student would be able to copy a whole assignment from the internet and submit an assignment that has not been made by the student. This is of course cheating and disrespect towards parents and the school as well as fellow students.

If the school detects such a fraud, the student will receive a written warning, which has to be signed by the parents. By repetition of fraud, the student and the parents will be called for a meeting with the school management which may result in termination of cooperation.

Class Representatives

At the beginning of any school year, each class is asked to elect two-three class representatives among the parents. The class representatives are expected to arrange at least one or two yearly social events for the whole class. Furthermore, the class representatives will be asked to assist at one or two events organized by the Parent-Teacher Committee.

Classroom Duties

Each class has a cleaning rota of the classroom. After the last lesson, the responsible students must fulfill their duties, which are communicated by the class teacher. This work is mandatory and is considered a development of personal skills.

Communication

The main communication platform between the school and home is SkoleIntra. We expect all families to get acquainted with this platform and check it daily. Both students and parents need a so-called

Uni-Login to log on to the platform. The UNI-Login is provided by the administration. For more detailed information about SkoleIntra, please contact the school administration.

It is expected of all to communicate respectfully. Our detailed communication policy can be found in the Parents handbook, to be found on the homepage.

Computer - IT

The school's network can handle both MAC and Windows computers. Generally, we recommend that a computer is not older than 2-3 years. The computer must be able to use Office 365 without problems. When to bring a computer:

Y1 - Y4: Can use the school's computers.

Y5: Transition year. We advise that Year5 be used to find the right laptop for your child.

Y6 - Y10: The students should bring their laptops (Bring Your Own Device - BOYD). The students should NOT bring tablets.

Our IT provider, IT-Center Syd, offers a free download of Office 365 to all students. For download, visit IT-Center Syd's homepage www.itcsyd.dk

Conflicts

Any conflicts occurring on the school's premises will be dealt with by the school authorities. If there is a need, the school will be in contact with the parents for further measures.

Any conflict pursued by parents must be addressed properly according to the road of command, which can be found in the Parent Handbook.

SIS does not allow parents to contact any students, own or other parents' students, directly in case of any conflict during the school day. This must be done through the teachers or the school authorities.

Cooperation

Because we believe in positive cooperation with our families, we will conduct parent meetings throughout the school year. We expect you to find time to participate in such meetings as important information will be given and shared on such occasions.

D

Donations

If a family would like to donate books, please contact the Library. For any other donations, please contact the class teacher.

Dress Code

The dress code is loose but decent at SIS. We do not have school uniforms, but we do not accept:

- No exposed shoulders when part of a provocative outfit
- No crop tops showing too much skin
- No hats, caps, and other headgear
- No showing of cleavage for girls

We expect our students to dress decently and appropriately. If judged on this the student will be asked to go home and change the clothes. The headmaster has the last word in judging clothing being provocative.

Drugs

For students, SIS has a zero tolerance for drugs, alcohol, and cigarettes.

E

Events

Welcome Back Event

Sunday before school starts after the Summer holiday. The school invites the SIS community for a welcome back event. This event is part of the school year and is mandatory for students and staff.

Kulturnatten – Culture night in Sønderborg

Late August. The school participates with a stand at this annual culture event in Sønderborg. The purpose of this is mainly to be visible in the Sønderborg community and has grown to be also a social event for the school community.

Exercise Day

Always on the Friday in week 41 before the school closes for the Autumn Break. The school closes at noon (ASP is open for the ASP students until 3.45 pm).

Christmas Event

Each last Saturday of November. The day is a compulsory school day for students and staff.

Easter Egg Hunt

On the Friday before the Easter Holiday, the whole school searches for Easter eggs. The event is sponsored by the PTC and conducted by the school.

Sports Day

The last Thursday before the summer holiday is from 8:00 – 13:00. The ASP is open according to normal operating hours.

Gala Ball

Only for Year 9 and Year 10 and their teachers. The ball takes place in the summer in connection with graduation. The Gala Ball is mandatory and the students are expected to wear gala clothing.

Graduation

In the last week before the summer holiday. For our graduate students, their parents, and the teachers of the class. Evening event.

Barbecue

An afternoon with fun, games, and a barbecue arranged by the school and the PTC for students and their families.

Winter Ball

Last Friday of January. The event is conducted by the PTC. An opportunity to meet and greet the other SIS parents. The PTC is serving drinks, snacks, and cheese for the parents. There will be a little music hall for the students who join the evening.

Exams

The school conducts IGCSE and FP9 and FP10 exams in the subject Danish.

Exams are usually conducted in April - June for year 10 students. The dates for the exams are given by the central Cambridge authorities and for Danish by the Danish Ministry of Education.

The IGCSE exam certificate will be forwarded directly to the family's home address in the fall. The Danish exam certificate will be handed out to the students on graduation day.

Exrollment

Any exrollment during the school year must be given in writing to the school administration. This goes for both school and ASP.

Parents must notify the school one month in advance of the last day of school or ASP. School and ASP fees apply to the final month and the following month.

F

Field Trip

Field trips at SIS are mandatory and part of the student's curriculum. This means that field trips are mandatory. The curricula goal is to have the students learn a lot of skills that are not found in a classroom.

To execute this special part of the curriculum the school wants all students to participate in the field trip. The school's planning is based on the fact that all students in a given class are going on field trips. The trips can be long or short, as seen necessary by the class teacher. The field trip will be joined by two teachers. If two classes go together there can be three teachers going with them.

The fee for a field trip will be invoiced over two months by the SIS office. The sum for a field trip should not exceed a one-month school fee for the Y1 – Y6, and two months' fees for Y7-10

A reason to not join a field trip should be purely medical and the school is not obliged to offer extra hours or an educational program during field trip time. If a student does not participate he or she has to stay home. The only exception to this rule is to agree with the school through the class teacher, where a proper reason is given for not participating in field trips. If no agreement is made, the student's family is expected to pay the field trip fee.

Food

SIS expects all students to bring a nutritious lunch pack every day. The student must bring enough food for the whole day as there is no possibility to buy food at the school. Food is the fuel for the students to please make sure it does not contain too much sugar and white bread. Chocolate, chips,

candy, and soda pops are not allowed. Cake can be brought only for special events like birthdays and class parties.

Fripladstilskud

Families can apply for school and ASP fee subsidies. The application must be submitted at the latest 1 September of any school year and is based on the household income of the fiscal year before. For applying, please contact the school administration.

G

General Data Protection

Sønderborg International School has a data protection policy for parents and students. The policy is available in English and Danish on the school's webpage.

Grades

At SIS we give grades twice a year. The first is given in November and the second in March of any school year. A third and last grading is to be provided for the Year9 and Year10 students at the end of the school year.

The grades are provided online and require a digital signature via Nem-ID by one of the parents. If you are not able to access the grades with your Nem-ID, please contact the school administration.

H

Holidays

The SIS holiday calendar can be found on the SIS homepage.

Homework

There is a homework diary for each year group on SkoleIntra. Students and parents have access from their respective intra versions without any extra configuration. The school expects the students to do their homework and appear well prepared for lessons. More information about the homework policy can be found in the Parents Handbook.

I

Insurance

If a student damages any property belonging to the school or other students, it is the family's insurance that has to cover this damage.

L

Lice

If your child has lice you must advise the school administration office immediately. You must start lice treatment at once and your child is not allowed back to school until treatment has been initiated.

Lost & Found

Lost and found items are placed in the basket at the entrance of the pavilion. All items not being picked up will be donated to charity in connection with the four big holidays, Summer, Autumn, Christmas, and Easter.

M

Medicine

Staff is not allowed to hand out any medicine to students without any prior instructions from the parents and in cooperation with the class teacher. The school does not have medicine in stock and we will not store the medicine.

Mobile Phones

Students are allowed to bring their mobile phones to the school. Applying for the Year1 to Year5 students, the device must be kept in their bag during school and ASP hours. Students are only allowed to use their mobile devices if permitted by a teacher.

The mobile policy for Year 6-Year10 students is:

Mobile phones/watches must be in the bag from 8:00 - 13:30 from Monday to Thursday, this is the mobile-free zone. A device can only be used with the teacher's acceptance. Outside the mobile free zone, students are allowed to use their phones during breaks.

If the policy is not complied with, devices will be confiscated and placed in the school office to be picked up at the end of the school day. Repeated offenses will end in a period where a student will not be allowed to bring a device on school premises.

Phone calls are not allowed unless accepted by staff during school time.

N

Network and Monitor Policy

The students are prohibited to upload and storing personally offensive texts or pictures mentioning or showing students, parents, or staff at SIS.

It is a joint task for the school and the home to create a healthy, critical, digital environment. At the beginning of any lesson, the computer must be switched off, and the teacher of a given lesson decides if and when the computers can be used.

O

Opening Hours

The school building opens at 07:30 but there will not be any supervision of children until 07:50.

The timetable of the school day is:

1st lesson	08:00 - 08:45
2nd lesson	08:45 - 09:30
Break	09:30 - 09:45
3rd lesson	09:45 - 10:30
4th lesson	10:30 - 11:15
Lunch break	11:15 - 12:00
5th lesson	12:00 - 12:45
6th lesson	12:45 - 13:30
Break	13:30 - 13:40
7th lesson	13:40 - 14:25
8th lesson	14:25 - 15:10

P

Photographer

The school aims at having a school photographer visiting us once a year in the autumn after the new students have started in August. The time and date will be announced on SkoleIntra.

Each student will have his or her photo taken for our administrative system and SkoleIntra and a class photo will also be made. Furthermore, all families will be offered the possibility to order various pictures of their children.

Physical Education

Physical Education (PE) is part of the timetable and curriculum at SIS. That means, all students must participate and must bring adequate sporting clothes and shoes to the lessons. PE can also be conducted outside the entire year.

Piercings

Visible piercings; nose, eyebrow, lip, etc. are prohibited at SIS. So are visible tattoos. At SIS we believe that the younger students mirror themselves in the older students and that we must be aware of the signals we send. Therefore, we believe that tattoos and piercings belong to a time after lower secondary school.

Earrings are accepted.

Parent-Teacher Committee

A parent group that supports and plans various events at the school during the school year. All parents are welcome to join the PTC, and the chairperson can be contacted by writing an email to this email address: ptc@sischool.dk

S

School Board

The SIS Board consists of five members from the parent community elected by parents in the Annual General Meeting (AGM). The board members are elected for a three-year term.

School Nurse

The work of the public health service at the school consists of the following:

- Functional examinations of the student following the service offer of the municipality, such as audio and visual testing, measurement of height and weight
- Health consultations with students, single or in groups
- Additional examinations and guidance of children with special needs
- Health pedagogical measurements concerning general health promotion and prevention of diseases

Sickness Procedure

If a child shows any indication of being ill such as fever, running nose, stomach pain, etc. the child must be kept at home. Parents must write in the contact book (not email) before 8:00 if their child is ill. It must be written before the first lesson starts. If a child is ill for more than one day, you do not have to write every day.

SkoleIntra

If you have any questions about or problems with SkoleIntra, please contact the school secretary.

Special Needs

SIS is associated with PPR (Pædagogisk Psykologisk Rådgivning) in Sønderbog Kommune to ensure that students with special needs are being taken care of and to ensure their development.

Student Council

As part of the school's effort to comply with participatory democracy, we have established a student council, which is elected once a year with representatives from all classes. The council conducts small events and works closely together with a responsible teacher and it can bring student issues to the school management. The student council is the voice of the student body.

Substitutes

SIS strives to never cancel lessons if a teacher is absent. In the absence of the regular teacher of any class, the school provides substitute teaching following a lesson plan provided by the regular teacher.

Sudden Illness

If a child becomes ill during the school day the following procedure must be followed:

1. The child is taken to the administration
2. The school contacts one of the parents to ask for the child to be picked up
3. The child should be picked up within a reasonable time frame and if you are unable to pick them up, please arrange for an alternative solution
4. Children are not allowed to go home until the school has been in contact with one of the parents
5. All communication about the above goes through the school and not directly via mobile phone from student to parent
6. Upon picking up your child, please log on to the contact book and write that you have picked up your child.

U

UNI-Login

All students are provided with a personal username and password for the Uni-Login when they start at SIS. The Uni-Login is needed to log on to the school computers, the WiFi as well as most of the programs the students would need access to. The login information is personal and the school expects the students to memorize and take care of the login information.

UU Vejledning

UU-Center Sønderborg offers educational guidance for all students in Year 9 and Year 10. The school's UU counselor can be contacted via email on SkoleIntra.

W

Whom to Contact

The school's main telephone number is: +45 7443 0110

Email: mail@sischool.dk