



PARENT HANDBOOK

REVISION MAY 2022



Table of contents

Introduction	2
About SIS	2
Parent involvement.....	6
Parents’ and Students’ responsibility.....	8
Policy on Field Trips	9
Behavioral Policy for SIS	10
Attendance	11
Absence Policy.....	11
Bullying	11
Dress Code.....	14
Homework.....	15
ICT Information and communication technologies	15
Illness.....	16
Permission Slips.....	17
Permission to be excused from P.E. Class.....	17
School Property.....	17
School Rules	17
Classroom Rules.....	18
Services.....	18
School Board	19
Administration at Sønderborg International School.....	19

Note: The booklet describes the broad principles upon which the School is presently run and gives an indication of the nature of the School. Although believed to be correct at the time of printing, the booklet is not part of any agreement between the parents and the school. Parents wishing to place specific reliance on a matter contained in the booklet should seek written confirmation of that matter before entering into any contractually binding agreement with the School

Introduction

Welcome to Sønderborg International School. The following pages should help to be part of Sønderborg International School.

The objective of this booklet is to provide families with an insight into the guidelines and principles by which we operate the school.

We have attempted to make this booklet as exhaustive as possible to address common queries and thus I recommend you study it carefully as part of your preparation for entering our school community.

We take it for granted that you are familiar with, and have accepted, the guidelines and policies described in this booklet when you become a member of our school community.



Headmaster Henrik Kristensen

About SIS

Our Mission

It is our mission in partnership with parents to provide high-quality education and personal development for internationally minded students in a safe and healthy environment.

We seek to inspire students and provide them with the academic and social skills that will prepare them with the capabilities to face the challenges of the future as global citizens.

Our Goals

- *Maintain a supportive, healthy, and secure environment for learning and self-improvement.*
- *Deliver quality education to Danish and International students, centered on the learner, that is based on the Cambridge curriculum and customized courses*
- *Maintain a school with high standards in teaching to prepare each student for further education in Denmark and abroad*
- *Increase student awareness and engagement through social, environmental, and intercultural activities.*

SIS STRATEGY



(Strategy 2021)

Approach

A school is a caring place where each student can feel valued, seen, and respected. Parents and teachers have high expectations and we do our best to ensure that each child achieves his or her potential.

We deliver an exciting and challenging curriculum, which is taught in English, and we follow the Danish language curriculum. Furthermore, we offer a broad and balanced curriculum that reflects and corresponds well to educational systems across the world. The curriculum is inspired by the National Curriculum for England, the Cambridge Curriculum Secondary 1 and Secondary 2, and the students' progress is described following the level descriptions stated therein.

A short history

Since Sønderborg International School was established in 2007 it has undergone a radical change. The school started as a department of the Privatskolen Als and enjoyed the financial support of the global company Danfoss as well as Sønderborg Kommune. Under the brand: The International School of Als, we set sail with just 12 students, but soon this number rose to 24, then 35, then 49. It was evident that the school needed room for expansion and through the committed work carried out by past and present board members and employees, the School separated itself from Privatskolen Als in August 2011 and found a new identity as Sønderborg International School here on Grundtvigs Allé catering for 63 students.

In the summer of 2013, we relocated to Sdr. Landevej 28 in completely refurbished buildings which allowed SIS to grow even further. It culminated in 2017 with the move to our school area on Agervang 14. Here we had the structural change to 10 classes in 2019. This means the absolute possible student number is 220.

We play an important role in the creation of an internationally minded program of education in our region. Sønderborg now has an international Kindergarten department at Børnehaven Engelshøj, we at SIS maintain an international primary and lower secondary school, EUC Syd delivers the International Baccalaureate program, and finally the University College Syd for higher education.

Facts

Sønderborg International School 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 registered with the Danish Department for Children and Education, *Undervisningsministeriet*, as institution nr: 280202.

We are requested to and are proud to prepare the students for *Folkeskolens Afgangsprøve* in the subject Danish. This ensures a smooth transition to the Danish upper secondary level. All our students have passed the entry test for the upper Danish schools.

We are affiliated with the University of Cambridge International Examinations as a Cambridge International School and are registered as school nr: DK 093.

We teach the Cambridge Secondary curriculum and prepare our students for IGCSE exams. Having passed these exams, the student's option for transition to international A-level equivalents including the International Baccalaureate program is secured.

We believe that this combines the best of worlds and is to the benefit of our students' future options.

We are also a member of *Danmarks Privatskoleforening* and its subsidiary, Danish International Schools' Network which is the body that supports the Danish International Schools in their strive for excellence. Both organizations provide professional training and counseling advice.

4

Communication

Our aim for a successful communication

A very important part of Schools is communication. We communicate with teachers, admin, parents, students, etc. Since we are dependent on good communication, it is important to have some guidelines.

The communication policy.

The overall aim is to ensure an environment where people know what to expect and what is expected of them.

The two main values in this communication policy are:

- Expectations – Parents and staff must be informed of what is expected of them. When to write, when to answer, whom to write to, and giving staff and parents time to give proper answers.
- Politeness – All communication should take part in a polite way and in a proper tone to ensure good communication between the home and the school.

Basic Guidelines

- Our main information- and communication portal is Skoleintra. This means that all initial communication is to start on skoleintra.
- The parents need to adhere to the road of command. This means if there is a “problem” in the subject of mathematics the parents must contact the mathematics teacher, not the class teacher or deputy head, or the headmaster. By contacting the right person, a lot of situations can be solved by clear communication, because one is having a dialog with the right person. As a guideline, any concerns are normally raised with the teacher in question, second to that the class teacher is involved and last the headmaster is to be involved if there is no resolution. Please remember that we can only take action on issues that are brought to our attention.
- The parents are obliged to keep themselves informed via Forældreintra (which can be found as an app) and the homepage. The school secretary will help parents with passwords and access. The parents have to make sure that their contact information is valid.
- The school has to make sure that all relevant information can be found on Skoleintra and the homepage.
- Staff is to check Skoleintra once a workday and always concerning meetings. Emails should be answered at the latest 48 hours on workdays.
- If there is an issue, death, sickness or other heavy situation never deal with it by email. Do it by phone or a personal meeting. The staff has to inform the admin about issues.
- Event and meeting information must be shared with all participants and admin. Write it in the school calendar.
- Year plans must be posted on the skoleintra. Use the homework platform to inform of the daily work students have. Weekly plans are mainly a tool for the teachers, but also a good communication platform for students (upper grades) and parents.
- Parents must assist the school with effective communication by:
 - ✓ *Attending meetings and workshops, related to your child’s development and learning.*
 - ✓ *Informing the school of any special needs your child may have, or of any circumstances at home that might affect your child’s performance at school.*
 - ✓ *Seeking assistance as needed from other parents or administrators to learn how to fulfill your responsibilities, and requesting assistance if such information needs translation*
 - ✓ *Keeping the administration informed if deemed necessary*

- The school's administration will inform and post all relevant information for the school like timetables, substitute lessons, etc.
- The class teacher will inform and post on issues about the class.
- The subject teacher will inform about subject-related matters.

The result of this:

1. To know what to expect.
2. That all participants of this school know how and when to contact whom if they feel necessary.
3. Having qualified dialogs, because when people know who and how to contact people. They will then be communicating with the right person.
4. This does not mean that there will be fewer meetings. If there are “problems”, they are never to be solved by email. It has to be by phone and/or personal dialog.

Parent involvement

We expect and welcome the parents' cooperation with our school. There are many ways in which you can be an active part of our community some of which are outlined below. All parents can participate in decision-making at the school through:

- Voting in elections or on special amendments put forth by the Board to the yearly AGM. (Annual General Meeting).
- Serving or volunteering on school committees (i.e. Class Representatives, Parent-Teacher-Committee, Board subcommittees) and task forces.
- Serving on the Board.

Drop off /pick up times

Please remember that drop-off and pick-up times are very busy periods in terms of transitions and adjustments. These periods are not the best times to discuss your child's progress or growth especially if he or she is present along with you. The best way to address questions or concerns is by calling the office and leaving a message via Skoleintra. When the classroom is quiet and the children are situated, the teacher can return your call. Please do not disturb classrooms directly, since the teachers are focusing on all children in their care and have responsibility for conducting lessons.

Class parents

Every year at the first introduction evening in August, parent representatives are elected by the parents from each class. These “class parents” work together with the class teacher on organizing events, fun activities, festive decorations, etc. at the class level.

Parent Evening

Parent meetings can be held at various times throughout the year. These include both social and educational events. Topics for discussion and speakers will be based on parent and teacher requests.

Parents Association

The parents meet once per year at the Annual General Meeting as per the bye-laws of the School (can be found on the homepage www.sischool.dk). This congregation is the governing body of the School.

Parent-Teacher Committee (PTC)

The mission of the PTC, in partnership with parents, teachers, and the PTC board, is to foster a sense of community, build school spirit, promote enthusiasm for learning, and encourage students to contribute positively to society. We welcome all families to a stimulating time at our school. In the words of W.B. Yeats,

“There are no strangers here; Only friends you haven’t yet met”

so: “Welcome to our world”

The PTC organizes, supports, and funds a multitude of events throughout the school year. Some of these may include:

- Welcome Back Sunday (the Sunday before the school year starts)
- Christmas show
- Winter ball
- June BBQ
- Parent Coffee

PTC meetings are held monthly. We welcome all SIS families and teachers to “Make A Difference” by volunteering. Contact a PTC member or Class Representative Parent for more information.

The PTC is responsible for organizing a mentor program for new families who are then guided and supported in the initial stages of life at our school.

Parent-Teacher Conferences

Parent-Teacher Conferences are part of the assessment process for all grade levels and are the occasion where teachers and parents share their views on the student’s progress. Parent-Teacher conferences are held twice a year and are attended by the family and the teachers.

The meetings follow the publishing of the grades. This allows all of us to share important information concerning your child and the program offered at the school. In addition, conferences may be held at any time throughout the year, at either the request of the parent or the teacher and upon notification of the headmaster.

Parents' and Students' responsibility

To support the mission, values, curriculum, and educational standards of the school, and to follow the school's chain of communication, concerning the following:

Academics

To assist the school with the academic progress and growth of each student by:

- ✓ Ensuring that students complete assigned homework on time.
- ✓ Ensuring that students arrive at school on time and ready to learn.
- ✓ Ensuring that students attend school regularly and without extended vacations; informing the school of any time when the family needs to be away.
- ✓ Attending parent/teacher conferences and scheduled meetings.
- ✓ Understanding and supporting the developmental needs of each child.

Curriculum and Instruction

To support the school by:

Participating in committees or programs that empower parents to make educational decisions and support classroom instruction.

Volunteering time, skills, and resources when possible.

Communicate with the school, administration, or teachers when you have concerns about the learning that is taking place.

Safety and Health

To assist the school with creating a safe and healthy environment by:

Sending your child to school ready to learn, well rested, well nourished, properly groomed, and appropriately dressed.

Respecting the health of others by keeping children at home if they are unwell, especially when they have communicable illnesses such as influenza, conjunctivitis, or fever; and disclosing appropriate information regarding illnesses as requested.

Reinforcing with children the need to respect people, property, safety, and the rights of others.

Providing the school with up-to-date contact information, and keeping such information current, in case of emergency.

Electronic communication via School Intra - Parentintra on www.sischool.dk

For direct communication between a teacher and a particular student or his family, a message on the Parentintra is the most efficient method. You must maintain your profile on the Parentintra with the correct contact details and make sure you log on regularly and when notified. Please enable the system to notify you if there is a message.

Please feel free to send a message to your child's teachers with a cc to the class teacher, however observing that messages are not suitable for discussion. We should be able to maintain a response time to messages of no more than 48 hours on workdays.

The contact book on the Parent Web is where you notify us of any absences or requests for leave. The notes in the contact book cannot be deleted.

Family Contact Information

Communication is vital to your child's success. Please ensure the school has your current e-mail address, home, and mobile phone numbers, and emergency contact phone numbers. In the event of an emergency, we need to be in touch with the parent or designated guardian as quickly as possible.

If your contact information changes, including home telephone, home address, parents' e-mails, and office and mobile phone numbers, do change your profile on the Parentintra. If you have questions regarding this, please contact the School Secretary.

Meetings

Often the best and most effective means of communication is talking. Doing so face-to-face is not always easy but usually resolves issues more effectively.

A teacher who wishes to speak with you may make contact by telephone or message to schedule a meeting time. The Headmaster is also available to talk over any issue related to your child and the school that cannot be resolved at the class teacher level.

News

You can keep up to date via the Parentintra calendar or the news section.

Telephone

Teachers are encouraged to get in touch with you on any important issue that involves their child. We recognize that if you do not hear anything then you will assume that all is well.

You should feel free to contact teachers on workdays from 8 am until 5 pm. You may also ring the office and leave a message with the secretary if you cannot reach a teacher directly.

Telephone and address

How to reach us:

Office: 74 43 01 10 (open Monday-Friday, 7.30 am to 2:30 pm)

Address: Agervang 14, 6400 Sønderborg

Website: www.sischool.dk

Contact: mail@sischool.dk

Policy on Field Trips

Field trips are designed to be social, educational, and fun. Trips are scheduled at given times throughout the school year and all students are required to participate.

Field trips should be regarded as an extension of the school and therefore all must still adhere to the overall guidelines not least with regards to behavior expectations and conduct procedures.

The field trips are an extra expense in addition to the school fees and the level of the cost of the field trip is set by the school board according to the overview below.

Students group	The budgeted maximum annual cost for a field trip to be paid by parents
Y1-Y6	One monthly school fee
Y7-Y10	Two monthly school fees

Students must abide by guidelines set up by the school. Failure to follow these guidelines could result in trip cancellation, either for the student or the whole group. Expenses must be covered by the students and parents.

SIS conducts long field trips with 3-4 nights out in Y3, Y7, Y9

Behavioral Policy for SIS

The school needs to create a stable environment in which a student can thrive.

It is the aim of a behavioral policy for SIS that all participants of this school can perform as best as possible in the interest of all.

10

It should be known that common respect for each other is the basis of all communication and interaction.

Based on this we expect students to act according to the following guidelines:

- Act helpfully and respectfully to each other
- Please take care of other people's things
- Improve your learning by being calm and attentive

We have not posted a list of misbehavior issues since proper behavior is expected to be known by a student. If a student is misbehaving a staff member will inform the student. It is then expected that the student will follow the instructions.

If a student is to break from these simple but important factors a teacher will inform the student of his or her misbehavior and if needed the school will inform the parents to find a solution to the situation.

If a situation requires more attention then that parent should contact the class teacher and then, if necessary, the headmaster.

Attendance

Students must attend all regularly scheduled lessons, arriving prepared and on time for their classes. Occasionally extra-curricular activities may be scheduled outside regular school hours, these are also compulsory to attend.

Should a student be prevented from participating actively in a specific lesson, i.e. PE, we request that the student should still be present or be occupied with other school tasks at school.

Regular attendance is important for students to keep up with their school work and to do well in exams.

Absence Policy

Student absences should occur only for necessary and important reasons- i.e., medical reasons, death in the family, or unavoidable travel.

There is a roll every morning at 8 am. Legitimate absences that are due to illness or special circumstances must be communicated by the parents to the school via the Contact book on the Parentintra.

Whenever possible, medical appointments should occur after school.

All other absences are unlawful absences. Absence is a serious matter and may lead to severe consequences. Attendance is recorded daily, reported to the office monthly, and subsequently kept in the school's files. More than 15% absence will lead to the school having to inform the municipality.

It is important that we can deal with acts of absenteeism and ensures that your child is safe.

If there is a planned absence, such as an extended holiday of more than 2 days, parents must write to the Headmaster via the Contact book requesting permission to take the student out of school. It is the parents' responsibility to ensure the student catches up on missed work.

SIS generally allows two weeks of absence due to the nature of our families.

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. Sønderborg International School (SIS) defines bullying as: when an individual or a group of people, repeatedly and intentionally cause hurt or harm to another person or group of people who feel helpless to respond (NCAB).

At SIS we make every effort, first and foremost, to prevent occurrences of bullying. We actively work towards our school values in our daily school life.

As well as following the values of the school, all teachers aim at ensuring a safe and secure environment, through presence, advice, and conflict handling in a professional way.

The primary aim of this policy is to protect the child being affected and change the behavior of the bully. Bullying behavior will be dealt with using positive behavior management. Please note that

the terms 'bully' and 'victim' will be used for this policy, but it is unhelpful to use these labels directly to any children involved.

1. Definition of Bullying
2. Advice to be followed to help prevent/monitor bullying behavior
3. Procedures to be followed by staff and parents
4. E-Bullying

1. **Definition of bullying**

Our school believes it is extremely important to understand the difference between teasing for fun and serious teasing - which is a precursor to bullying.

Teasing for fun:

Children tease each other for fun regularly. It is a core element of having friendships. Sometimes children can become upset, even when being teased for fun. However, teasing and conflicts are natural processes between children. It helps them to develop social competencies, confidence, and identity. At SIS, all staff members work towards helping children deal with conflicts positively. We help them to become independent in dealing with conflict; giving them tools and strategies to manage situations.

Bullying

12

1. Bullying:

- Is when children are excluded from a community, for example, a group of children.
- Takes place in and around a group, where children are playing visible roles.
- Is characterized by repeated exclusion for periods.
- Can happen directly or indirectly due to the actions or words of others.
- Takes place in a social context.

2. Bullying can be:

- Non-verbal/emotional - Acting spitefully, talking behind backs, ignoring, pulling faces, etc.
- Verbal - Calling names, laughing, swearing, spreading rumors, etc.
- Physical - hurting someone physically, with the intent to harm them.

At SIS, we recognize that bullying can take place around a community of children. Thus, the cause and the solution to any issue cannot just be found within the 'bully' and the 'victim' alone.

2. **Advice to be followed to help prevent and monitor bullying behavior**

Advice to Staff

- Watch for signs of distress, especially in new pupils.
- Be vigilant when walking around the school.

- Be aware of trouble spots.
- Intervene when in doubt.
- If you suspect bullying behavior is happening, follow the procedures set out below.
- Communicate to each other what you have seen or what you are concerned about, across all classes.

Advice to Parents

- Discuss what bullying is, including cyberbullying, with your child, explain the dangers of becoming a bully, and talk about strategies of what to do if they become a victim.
- Watch for signs of distress, especially in your child e.g. irrational and changeable behavior, reluctance to go to school, change in appetite and/or sleeping habits, frequently feeling unwell, torn, damaged, or missing clothing or belongings.
- Discuss your concerns with your child, remembering you don't have to have immediate answers.
- If you suspect bullying is going on discuss it with the class teacher in the first instance. Please write an email to arrange a meeting (use Intra).

Parents are encouraged to arrange groups of children for play dates. This is an extremely positive way of preventing bullying, as children learn to get along with all members of their class in a safe, home environment. It helps create good memories for the children which can kick start friendships.

Advice to pupils

- Remember that what one pupil sees as fun may be hurtful to another.
- Ask yourself, "Would I like to be treated that way?"
- Don't stand by when bullying occurs.
- Talk on behalf of the victim who may be too scared to speak effectively and/or report the incident to a teacher
- If you feel you are being bullied, don't bottle it up: talk to someone you can trust – a parent, teacher, friend, or counselor. Remember it is not your fault if you are being bullied. Look out for peer mediators, teachers, and playground friends to help you solve conflicts

3. Procedures to be followed by staff, pupils and parents

The procedure followed by the school when bullying is reported or suspected

Any staff member who sees or suspects bullying must log their concern using the class log-books on Intra. They must also fill out an Incident Form to be filed.

After they have logged their concern they must speak to the class teacher/s of the children concerned.

The class teacher/s involved must:

- Report the incident in the class log.
- Speak to all children involved within two days of a report of bullying being made. They should listen with an open mind and provide comfort and support to both parties.
- Call the parents of the children involved (where appropriate) to ask for a meeting. Staff is encouraged to call a meeting where both sets of parents can speak together, to help find a holistic solution to the bullying.
- Inform all other staff members of their concerns, so that they can help monitor the situation
- Follow-up with any meetings and discussions: i.e. emailing parents, monitoring the children, and helping to implement change (making lunchtime playgroups, working with children in small groups, etc.)
- All decisions made regarding the bullying must be logged in the class log of the individual child.
- If the issue cannot be solved this way the last step is to take it to the headmaster who will invite you to a meeting to discuss the matter and possible consequences for the child. An expulsion is an option here.

Procedure to be followed by the parents

Parents play a crucial role in helping to prevent and deal positively with bullying behavior. If a parent has a concern that their child is being bullied they must:

- Contact their child's class teacher immediately via Intra, stating the reasons for their concern
- Talk to their child: Explain that the bullying behavior is not acceptable and tell them that staff will do everything they can to help them. Do not complain or speak negatively about the suspected bully, or their parents.
- Be open to meetings with class teachers and other parents to find a solution

At SIS we encourage parents to contact one another when conflicts arise between their children, where appropriate. This way, they can work together to forge a better relationship between their children, and help stop negative patterns of bullying behavior. If a parent is to contact the parent of the child, they suspect is bullying them - this should be an invitation for a respectful and open discussion.

4. E-bullying

Our school recognizes that bullying can take place on many different platforms, including social media and SMS. The act of bullying following the above definition is also relevant to this policy.

Dress Code

Students should be dressed appropriately for a school setting and also for the weather. It would be helpful if your child's name is written on the inside tag or label of jackets, jumpers, and sweaters.

We encourage students to wear trainers or sneakers at school to allow for maximum play at recess. Please also send students in Y1-Y4 to school with a change of clothes. Jackets and coats must be left outside the classroom.

All children go outside every day in the breaks. Please send labeled clothing appropriate for the weather. During a light rain, we may take a walk, so a raincoat is always advisable. On snowy days, send boots, hats, gloves, and layers of warm clothing.

We also expect all our students to be decently dressed. Too provocative clothing can lead to the school sending students home to get properly dressed. We expect no headgear or headphones inside.

Homework

Homework is an essential part of your child's educational progress at SIS. Doing homework will help them develop many valuable skills such as good study habits, time management, and responsibility. Teachers will assign homework that will foster individual learning and growth that is appropriate for their grade level. On the website, each grade level has a homework page for parent and student reference.

It is the student's responsibility to complete and turn in homework on time. If there is a grading discrepancy, the teacher's record is final. If you or your child has homework questions, contact/inform the teacher who assigned it.

In the case of a long absence, it is the parents' responsibility to keep the students working via info on intra and do what they can.

All students (parents for the younger years students) have to check the homework diary and the weekly plans (if any). Average homework time a school day is 5 min for Y1, approximately 30 min in Y5, and 1,5 hours for a Y10.

15

If your child experiences a long homework period, please help them to structure their time and focus. A good idea is to give brain breaks (short breaks to rest the mind), turn off the computer and mobile devices while being focused, etc.

We recommend parents still check the student's homework.

ICT Information and communication technologies

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.

The rest of the time, you are allowed to have the device on you, but you are only allowed to use it during breaks that are outside the mobile-free zone.

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

Violation of the above will cause the device to be confiscated and kept in the school office until the end of the day.

B.Y.O.D - bring your own device: SIS expect that students have their laptop from Y6 and it is preferred already from Y5. We will provide Office 365.

Illness

If a student is feeling ill, they must get the teacher's permission to go to the school office. If they continue to feel ill, the Secretary can then make arrangements with the child's parent to go home. Students must get permission before leaving the school premises. In the case of an emergency, the class teacher or secretary will contact parents immediately and if necessary contact the emergency services. A member of staff will accompany the student until another adult (parent or someone nominated by the parent) is present.

Language Policy

English Language

Sønderborg International School is an International school and many students speak one or more languages in addition to English. There must be one common language that all students and teachers can understand and communicate in, therefore; English must be spoken by students, as far as possible, while in class (unless it is a Danish or German lesson). This is for educational purposes and for ensuring that all students can be included and participate in the classroom, and school activities. This is also to support students' language development at the school.

Inappropriate Language

Inappropriate or bad language, including swear words, racial slurs, and other profanities will not be tolerated at Sønderborg International School. We hope to encourage courteous and respectful students. If inappropriate language is used repeatedly the subsequent consequences will follow:

1. The student will be sent to the Headmaster
2. After a second violation, a written letter will be sent home to the parents
3. If a third incident occurs, a family meeting will be called with the class teacher and Head of School.

Mobile device policy

For Y1 to Y5 must the device be always 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 Y6-Y10 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.

The rest of the time, you are allowed to have the device on you, but you are only allowed to use it during breaks that are outside the mobile-free zone.

Devices will be confiscated and placed in the front 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.

Permission Slips

Permission slips for students to participate in different school activities normally accompany letters from teachers. Students must return the signed permission slip by the specified deadline to be able to participate in the activity.

Permission to be excused from P.E. Class

Students requesting permission to be excused from physical education (P.E.) classes must bring a signed note from their parents, for the class teacher and P.E. teachers with an explanation of why their child should not participate in PE. Participation in PE is compulsory and an excuse will only be granted under very special circumstances. Normally the student will be redirected to other school activities instead of the sports lesson.

School Property

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. Hand-out copies must be kept in a suitable file. New notebooks will be handed out on request and upon presentation of the completed old notebook. Students must cover all books to protect them. In the event of loss or damage, students must replace damaged materials or compensate the school for the full cost of the item.

School Rules

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

Substitute teachers, part-time teachers, teaching assistants, mentors, and general staff have the same authority and rights as regular classroom teachers.

General Code of Conduct

To help fulfill our aims and values, all members of our school community will follow this code of conduct:

1. Pushing, hitting, tripping, and shouting is prohibited.
2. No swearing, whether written or verbal.
3. No name-calling or bullying.
4. Students shall not miss class/classes unless excused by a parent, guardian, or teacher.
5. The use of tobacco, matches, or lighters on or near school grounds is prohibited.
6. Being insolent, disrespectful, and/or argumentative is prohibited.
7. Eating and drinking in hallways and classrooms during lessons is prohibited.
8. No soft drinks, sweets, or candy is allowed. A snack in a lunchbox is ok as long as the rest is healthy.
9. No weapons of any sort are allowed on school premises.
10. Students must not leave the school premises unaccompanied or without agreement.

Students not following this code of conduct will be subject to disciplinary action by the staff.

Classroom Rules

1. Be in your assigned seat, ready to work when the lesson starts.
2. Bring pencils, pens, paper, books, and all assigned materials to class.
3. Keep your hands, feet, and objects to yourself.

4. Do not engage in behavior that creates classroom distractions.
5. Follow instructions the first time they are given.
6. No gum, food, or drinks are allowed in lessons, except for water.
7. Raise your hand and have the teacher's permission before speaking.
8. No students may leave class during lessons without permission from the teacher.
9. Treat everyone and their property respectfully.

Services

Bus Facility

Please contact the school secretary who will support you in this. Sønderborg municipality offers free bus cards to all students in the municipality.

Dentist

Students in Denmark are eligible for free dental care through their school dentist. We do not have a school dentist on the premises but you can call your local Kommune for information about where your child's dentist is located.

Learning Support - English, Danish, and special support

The school has a learning support team. Procedures are in place to apply for funding for learning support. Please contact your class teacher for further details.

Lost and Found

There is a Lost and Found box located in the secondary Pavillion. All found items are placed in the Lost and Found box. If the lost item is valuable, the item will be given to the School Secretary and students and parents may check with the School Secretary 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.

School health service

The school has a school nurse allocated by Sønderborg Kommune. The nurse contacts the school each year to arrange a visit and informs the school which students will be offered an appointment with the nurse and which routine checks will be done. Parents will be informed of the appointment day and time.

School Pictures

Parents will be asked to sign a form when enrolling in the school allowing the student to be photographed and the photos used in school literature, digitally, or in the newspapers. It is the parent's responsibility to inform the school if they wish to alter the permission. We generally try to avoid students being mentioned by name if they should appear in photos. It is the school's responsibility to get the parents' permission if a student is subjected to a specific interview with a photo.

Each year a photographer will visit the school and take school photos, class-photos as well as individual photos if desired. This service is at an extra charge.

School Psychologist

The school has an allocated school psychologist. Procedures are in place with Sønderborg Kommune to seek support where deemed necessary by the parents/class teacher. Please speak to your class teacher for further information should you consider your child has special needs.

School Board

As outlined in the By-Laws, the Board represents the parent-owners of the school, in providing direction to the School. Board powers and duties include the following:

- Building the overall frame
- Recruiting, supporting, and evaluating the Head of School
- Strategic planning and goal setting with the headmaster
- Ensuring the financial health of the school

The Board meets regularly to conduct Board business and to provide a forum for parents and others in the school community to air concerns. It is ultimately responsible for the well-being of the school.

The Board's policy guidelines are available on the SIS website and the Board has a section on the website.

Administration at Sønderborg International School

Administration:

Headmaster Mr. Henrik Kristensen

Deputy Head Mrs. Sonia Bansal

School Secretary Mrs. Alice Damgaard Nissen

Librarian and Accountant Mrs. Aase Christensen