

MYP PARENT / STUDENT HANDBOOK

2016 – 2017



Østerbro International School  
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## Introduction

Dear Students and Parents,

At ØIS, 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 student. 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 Contract on the last page of this handbook, and return it to the class teacher on Monday the 1<sup>st</sup> of September to confirm that you have read and understood this information.

Sincerely,

Nedzat Asanovski

Head of School

## School Calendar 2016 – 2017

Please also visit [www.oeis.dk](http://www.oeis.dk) for the complete school calendar, which includes assemblies, school events and activities.

August 17	First Day for MYP
August 18	ASCP Opens
September 22&23	School Photos
October 14	Sports Day
October 15 - October 23	Autumn Holidays
October 24	School closed-Teacher Professional Development
October 28	Goal Setting Consultations
December 16	School Closes at 12pm
December 17 - January 8	Christmas Holidays
January 9	School closed for MYP/DP-MYP standardization
February 11- February 19	Winter Holidays
March 2	World Book Day Celebration
March 30-March 31	Student Led Conferences
April 8 – April 17	Easter Holidays
May 1-May 5	MYP Trips
May 12	School closed- Common Prayer Day / Stor Bededagsferie
May 25-May 26	School closed- Ascension Day / Kristi Himmelfartsdag
June 2	MYP Olympics Day
June 5	Constitution Day / Grundlovsdag
June 18	End of Year Ceremony
June 22	Last Day of School
June 23	Summer Holiday begins

## About ØIS

Østerbro 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 managed by a Board of Governors consisting of six members, minimum two of which are parents of students from the school, and it is a non-profit making institution.

The school is in Hellerup, a community near the center of Copenhagen, and is easily accessible by bus and train. The nearest train stations are Ryparken and Hellerup.

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

Pupils receive an excellent, well-rounded education from dedicated and well-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.

Østerbro International School'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. Developing pupil voice is seen as a key component to preparing each student for adulthood and life beyond school.

## Faculty and Staff

Teachers and staff at ØIS 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 ØIS staff is that they are both "personable and professional." At ØIS 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 ØIS work together in our Professional Learning Community, sharing ideas to improve our teaching practice. ØIS staff enjoy the work environment and conditions which contributes greatly to the school's very positive atmosphere.

## 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) program
- 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

## General Information

### Administration & Reception

#### Opening Hours

The reception is open Monday-Friday from 8:00am to 4:00pm.

#### Re-enrollment

In the spring of every year parents will be required to re-enroll online for the upcoming academic school year. ØIS has waiting lists for several classes and we would like to accommodate as many applications as possible for the upcoming school year. By re-enrolling, you confirm your child's place at the school. Please note: three months' notice must be given for withdrawal. If you have re-enrolled your child for the new academic year, the withdrawal notice is only acceptable from the 1<sup>st</sup> of August. If your child does not attend ØIS in August after re-enrollment, the deposit will be kept.

#### Transcript Request

Transcript requests must be submitted to the Headmaster in writing. Please allow one week for processing.

#### 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 (Parents>School Documents>School Withdrawal Form).

#### 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 before the student returns to school. If the student is ill for more than one week, the school can 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 supports us in addressing student truancy, and it ensures us that your son or daughter is safe.

If there is a planned absence, such as an extended holiday, parents must write to the class teacher with the expected dates of absence. If there is a planned absence of more than THREE DAYS, parents must apply for permission by filling a form, which is available at the Reception and can be downloaded from the school website (Parents>School Documents>Absence Form).

### **Absence/Lateness**

- In case of illness the school must be notified of the student's parents by writing this in managebac
- Mentor teachers keep records of student absence days and lessons absences. Furthermore the mentor teacher tracks student lateness.
- Mentor teacher reports to the principal on the last day of each month.
- The school works with legitimate absences. Legitimate absences are absences due to illness or special circumstances. Common to them is that they are explained from the parent's side.
- All other absences are unlawful absence.
- Truancy is very serious and always leads to serious consequences.

### **MYP Students**

- 5% absences/lateness will lead to a meeting with the mentor teacher
- 8 % absence/lateness will lead to a meeting with the Principal where you will get a verbal warning
- 10 % absence/lateness will lead to a meeting with the Principal where you will get a written warning
- If the situation does not improve the student will be expelled from school

## Daily Routine

### MYP School Session

The School Day is from: 8:30am to 3:20pm\*

**\*The end of the school day will vary from class to class and day to day. Please check the class schedule from the mentor teacher.**

### Before School

The school opens at 8:00am from Monday to Friday. Students will not be allowed to enter their classrooms until 8:20am. Students who arrive before 8:20am may wait outside or in the canteen until the first bell rings at 8:20am. Please be advised that if students are dropped off earlier than 8:20 they will not be supervised by school staff.

### Recess

Students must go directly outside when the bell rings for recess. MYP 4, MYP 5 and DP students are allowed to stay in the designated areas during recess times.

### Rainy Days

In the event of excessive rain or snow, students in the MYP will stay in the lounges supervised by teachers on recess duty.

### Lunch

We encourage all students to bring a healthy and balanced lunch to school. All students must eat lunch in the canteen area with teacher supervision. At this time, there is no food available for purchase. When the bell rings, after students have eaten their lunch, all students must leave the canteen and go outside to the playground.

If any student is found to be misbehaving outside of school grounds during the break, this privilege will be revoked.

### After School

As soon as lessons are finished for the day, students must leave the premises, unless they are enrolled in an elective or other educational purpose. **Students, who are not enrolled in an elective or other educational purpose, may not remain on school grounds after school as it interferes with planned activities and is confusing for teachers who are organizing the various programs.**

On the way to and from school, students should respect the rights, privacy, and property of the surrounding community, including our neighbors, stores etc. Students must refrain from loitering, trespassing, littering, or creating noise. The school may take the necessary disciplinary action on reports of complaints from the community.

## **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 (Commune) for information about where your child's dentist is located.

## **End of Year Ceremony**

The End of Year Ceremony is a whole school event and takes place in June. Families are invited to attend and the event takes place at a venue in Copenhagen.

## **Field Trips**

Class trips are designed to be social, educational, and fun. Trips are scheduled at various times throughout the school year and all students are required to participate. Parents will be notified of all field trips at least one week in advance. Field trips generally include an experience in the outdoors. Students must agree to abide by the guidelines set by the school. Failure to follow these guidelines could result in trip cancellation, either for the class or the whole school. Expenses must be covered by the students and parents. Behavior expectations and conduct procedures on such trips are congruent with the schools, but with the following additional guidelines:

1. Mobile phones may be allowed but must not be used during guided tours or talks unless it is used for educational purpose.
2. Under no circumstances is anyone to leave the group without permission.

## **MYP Study Trips**

MYP 2,3 and 5 classes will each take a study trip in May on the same week. Study Trips are both academic and social highlights of the school year. Classes prepare and plan the trips as a year group, with the mentor team and in cooperation with the parents. It is a requirement of the trip that students consider angles such as budgeting, social framework, and tour planning. Students will plan fundraising events to help support. During Study Trip 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.

## **Foreign Language**

Multilingualism and host country integration is encouraged at ØIS. Students start learning Danish in PYP1 and continue through to the end of the program, DP 2. In the MYP, all students must choose a third language to study. We currently offer Spanish (starting in 2016 for MYP 1) and French as third language options. ØIS is also proud to offer EAL classes and a Mother Tongue

program. For more information regarding the language program and policies at ØIS, please visit the link on the school website in the (About > Policies and Procedures > Language Policy): [http://www.oeis.dk/ckfinder/userfiles/files/Language%20Policy\\_newformat\\_0514.pdf](http://www.oeis.dk/ckfinder/userfiles/files/Language%20Policy_newformat_0514.pdf)

### Grade Placement

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

- The age of the student by the 15th of August
- An admissions interview
- A record of previous school experience/grades

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 an evaluation by the Class Mentor Team of each student's academic achievement in the current grade level.

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

<b>Class</b>	<b>Age</b>
Prep Class	5 years
PYP 1	6 years
PYP 2	7 years
PYP 3	8 years
PYP 4	9 years
PYP 5	10 years
MYP 6	11 years
MYP 7	12 years
MYP 8	13 years
MYP 9	14 years
MYP 10	15-16 years
DP 1	16-17 years
DP 2	17-18 years

### Illness

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

### Library update

The school library is developing each year. Students are encouraged to borrow books from the library. Students may also work in the library to complete their tasks. Please check the opening hours from the Librarian.

### Lockers

Lockers are provided to all MYP students. They may be used to store school supplies and personal items for use during school hours. **These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by school rules. A student who uses a locker that is the property of the school corporation is presumed to have no expectations of privacy in that locker or the locker's content.**

### Lost and Found

There is a Lost and Found container located in the janitors room.. All found items are placed in the Lost and Found container. 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 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.

### Medication

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

### ØISIE

The student literary magazine, ØISIE (Østerbro International School in English) is published online. It contains student work in the form of essays, poems, and short stories.

### PTA – The Parent Teacher Association

The PTA is a social network to strengthen the ØIS community. Parents and teachers work together to improve the school in various ways. All parents are members of the PTA. The school requires that each family pay an annual 250DKK PTA fee at the beginning of the year. An account for the school's PTA is set up separately by the school and money spent and earned through events will be managed and monitored by the PTA Treasurer. The PTA holds planning and organizing

meetings each month. Specific Dates of meetings and times will be available on the website. All parents may attend. We encourage you to participate in a way that suits your interests and availability. Join the “ØIS Community” group on Facebook to meet other parents and learn about events going on at school and in Denmark.

Each class must have a Class Representative and an assistant. Interested persons are asked to volunteer at the Parent Information Evening at the beginning of the school year and the class parents can vote.

#### Class Representative and Assistant (Job description)

- Prepare class telephone tree (Name of child, name of parent, phone and email)
- Assist mentor teacher with class activities/field trips
- Attend monthly PTA meeting
- Welcome new families to the classroom and introduce to the New Families Coordinator??
- Organise a parent get together 2 times per year
- Coordinate school wide activities with the PTA Coordinator

PTA activities in the past have included: Halloween Parties, Bake Sales, Cultural Festivals, Career talks and themed days. If you would like to volunteer for another position or activity, or you have a suggestion please contact Katrina Salinas (PTA Coordinator) [kg@oeis.dk](mailto:kg@oeis.dk).

#### School Pictures

School picture day is in September. Pictures will be available for purchase through the company **Dansk Skolefoto**. **School photo dates are listed in the school calendar on the website and** more information will be available closer to the school picture day. Dansk Skolefoto, Gammellosevej 180, 2800 Lyngby. Tlf: 44 37 37 37, Fax: 44 44 48 21. [www.danskskolefoto.dk](http://www.danskskolefoto.dk)



## **Student Academic Policy**

This policy has been created so that students are clear on the expectations within the Middle School at Østerbro International School. This policy aims to improve student learning and to provide clear expectations of students and teachers.

### **1. Preparation for School**

All students must have the necessary materials for full class participation. This includes a ruler, pens, pencils, exercise books, relevant text books and laptops, as well as any other designated subject specific material at all times. If students do not have materials necessary for learning then the teacher has the authority to administer necessary consequences so that the student can complete the assigned work.

### **2. Assessment Tasks**

All assessment tasks must 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.

### **3. Deadlines for assignments**

Students should meet the assigned deadline set by teacher. Deadlines should be set by teachers to ensure that students can achieve the best results possible. 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 or reason, 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 N/A will be assigned to the students profile in Managebac for that assessment task. If no assignment is handed in, a 0 is placed in the students profile in Managebac.-check with Anna

### **4. 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 e-mail and on the attached piece of work. All work must be sent in a format that can be read on the school's server.

### **5. 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.

### **6. Plagiarism**

All work provided by the student must be their own work. Any work that is thought to be plagiarized will be handed back to the student and a 0 will be awarded to the students profile for that assessment task in Managebac.

### **7. Homework**

Homework is an essential part of your child's educational progress at ØIS. Doing homework will help them 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.

Homework is part of all students' regular evaluations. It is the student's responsibility to complete and submit homework on time. Homework is assigned through Managebac and is posted on the assignment's due date. For the complete ØIS Homework Policy, please visit the school website.

### **Reports and Grades**

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

### **Student Life**

Student Life is a vital element in the educational process and refers to the quality of life student's encounter inside and outside the classroom. Student Life organizes extra-curricular activities, enrichment workshops and student run events, and works on bringing the school environment into focus.

### **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 four events per year, and has responsibility to and for the school community.

### **Student Initiated Events**

Student Council have four dates scheduled to have events to work towards. Students themselves must organize and produce the events, with adult guidance. (Past events included: a Talent Show, Dance parties and a Movie Night).

## **MYP Mentor System**

Mentor teachers in MYP work as a classroom teacher. Mentor teacher of the student is the contact person for parents about school related matters. MYP Mentor Teacher is responsible for the academic and social improvement of the student.

## **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. We expect that all parents and students read this handbook and follow the school's procedures and policies. We hope 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.

## **Student Support Services**

The Student Support Services consist of the school health service, the school psychologist and EAL (English as an additional language) provision. At ØIS we realize that as well as academic achievement, the physical and psychological development of students 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.

## **EAL**

English as an Additional Language (EAL) Program at ØIS, 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 are referred to the EAL Program through either a placement test, home language survey, previous academic records or/and by referrals from class teachers. Individual needs and the number of students requiring assistance determines how the program is delivered. EAL classes take place during school hours as inclusion support or sheltered lessons. The EAL Program strives to be as integrated into the students' regular schedule as possible. Please read our Language Policy and language pathways.

## **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.
- To detect early signs of illness and developmental problems – and student in poor health.

- Give 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 at school, neither 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. Please see the school website for more information about the Health Visitor.

**The School Health Service at ØIS is run by:**

Milada Bijedic

Health Visitor (sundhedsplejerske)

Phone: 3317 5047

E-mail: [f83i@buf.kk.dk](mailto:f83i@buf.kk.dk)

**Learning Support Program**

ØIS can offer support at each grade level to 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. ØIS does not have separate classes for student with learning difficulties.

The Learning support program is not intended to provide an alternative course of study; rather they are intended to help a student be successful within the regular school curriculum. 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, teachers within multi-disciplinary teams, including parents, establish the steps students are advised to follow, in order to be successful in their learning.

ØIS takes into account the number of students that require learning support in the grade level applied for, and the level of resources needed to support the student. Teachers refer students to the learning support program, when necessary.

The learning support team, together with the teachers and the parents, meet to decide upon further appropriate action, either via in-class support or in some cases individual out-of-class support.

The learning support team meets on a weekly basis to discuss new referrals, review the students' progress and update the Individual Educational Program (IEP).

The learning support team consists of:

Kirsten Thøgersen- School Psychologist

Angeliki Kalapotharakou (lower PYP – Support teacher)

Stephanie Noda (upper PYP – SENCO)

Melia Baker (MYP - DP SENCO)

### **The School Psychologist**

The role of the school psychologist is to help student who are struggling at school. This may be because of a learning difficulty, 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 and where necessary will draw up a plan (an individualized education plan – IEP) so that the school and family are working together to help the child. The school psychologist works collaboratively with school staff, parents the student and in some cases the kommune (local government services) to develop a plan (IEP). The IEP may involve developing specific strategies the student can use in class and at home, in class support, 1:1 or small group lessons, counselling sessions and, or further assessment. As well as working with students, parents and teachers can also book an appointment with the school psychologist if they have concerns or problems regarding their child / student.

What to do if you feel your child needs help from the school psychologist:

The first step is to talk to your child's teacher to see what they think; the teacher can then refer to the child to the SSS. Alternatively you can book an appointment to talk with the school psychologist.

What about confidentiality?

The school psychologist works to the standards and code of conduct as set out by the Danish Psychological Association and the British Psychological Society which you can [access online](#). 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 some instances, such as counselling work, the student and/or parents may want to keep some aspects confidential. This is acceptable except if something said during the session indicates that you or another person is at serious risk. In such cases, confidentiality cannot be kept and it is the schools professional responsibility to inform the necessary person(s). If confidentiality needs to be broken, the school psychologist will always tell you in advance.

#### **How do I contact the school psychologist?**

Kirsten Thøgersen

Email: [kt@oeis.dk](mailto:kt@oeis.dk)

## Rules, Regulations and Policies

### 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 co-operation, which is essential to education.

Staff members, substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers.

### 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, mentor teacher and the principal will be involved.

Bullying can ultimately lead to permanent expulsion of pupils.

### **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.

### Classroom Rules

Classroom rules in every classroom:

1. Come to class prepared.
2. Respect the personal space of others.
3. Do not create classroom distractions.
4. Follow instructions.
5. No gum, food, candy or carbonated drinks (i.e. soda) during lessons.
6. Remember to raise your hand.
7. No student may leave class during lessons without permission from the teacher.
8. Be respectful to your peers, teachers, and staff.

One or a combination of the following consequences may be implemented in response to the violation of daily classroom rules:

- Sent to the Principal's office
- Parent contacted
- Written warning

### School-Wide Rules

Breach of the following rules may be subject to disciplinary action:

1. Students are always to be in assigned supervised areas only.
2. Pushing, hitting, tripping, and shouting are prohibited.
3. No swearing, whether written or verbal.
4. No name-calling or bullying.
5. Students shall not miss class/classes unless excused by a parent, guardian, or teacher.
6. The use of tobacco, matches, or lighters on or near school grounds is prohibited.
7. Disrespectful behavior is prohibited.
8. Eating in hallways and classrooms during lessons is prohibited.

### Discipline: Severe Clauses- Immediate Office Referral

Immediate office referral will occur if the student does any of the following:

1. Commits or threatens to commit physical harm to another student or adult.
2. Possesses or uses tobacco and/or drugs on or near the school campus.
3. Destruction of school property or that belonging to a student, the school, or to a teacher.
4. Swears, makes rude gestures, cruel teasing or put-downs
5. Graffiti

**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 occurs, 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.

### **Positive Reinforcement**

The teacher will reinforce positive behavior through any of the following ways:

1. Oral praise from the teacher
2. Note to parents
3. Phone call to parents
4. Trips, picnics
5. Personal notes to student
6. Notes accompanying report cards
7. Notes on papers, tests, etc.
8. Field trips

### **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 is inappropriate. Shoes must be worn at all times. We encourage students 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.

### Forbidden Items

Chewing gum, scooters, skateboards, roller skates/blades, sneaker wheels and dangerous or frightening toys may not be used in the school buildings or on the school grounds.

Hats/berets/caps/hoods/knitted caps/coats may not be worn during lessons. Smoking and the use of alcohol is forbidden for all students.

### BYOD Policy

ØIS has a Bring Your Own Device program. Students in MYP 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 or. Families should ensure a quick maintenance turnaround for student or staff devices. Insurance for the device is highly recommended. The insurance can be purchased from the company you bought the device from or the insurance families use personally.

### PHYSICAL AND HEALTH EDUCATION IB Policy

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 of why your child should not participate in PHE or a doctor's note is required.**

If a student is unable to participate in PHE classes for medical reasons, a medical doctors note must be provided. If a student is not able to participate in the physical aspect of the exercise, they are still expected to complete the homework and related assessments.

PHE classes are held in a sports hall close to school. The following consequences will be applied for failure to send a MESSAGE to the mentor teacher and PHE teacher: a warning will be given on the first occurrence. On the second occurrence, a detention of 60 minutes will be given to the student.

Students not having appropriate PHE clothing with them to lessons will also receive a 60 minute detention.

### Language Policy

For more information regarding the language program and policies at ØIS, please visit the link on the school website in the (About > Policies and Procedures > Language Policy):

[http://www.oeis.dk/ckfinder/userfiles/files/Language%20Policy\\_newformat\\_0514.pdf](http://www.oeis.dk/ckfinder/userfiles/files/Language%20Policy_newformat_0514.pdf)

### Inappropriate Language

Inappropriate or bad language, including swear words, racial slurs and other profanities will not be tolerated at Østerbro International School. We hope to encourage expressive students whose language and tone 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 the mentor team.

### Lice Policy

Østerbro International School has a “no-nit” policy. Parents should routinely check their own student, especially if their child is exposed to lice. If lice or nits are found in the student’s hair, the student will be sent home. Student who have nits or lice will not be allowed to return to school. Treatment requires a specific type of shampoo that can be bought at a pharmacy.

### Line of Authority

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 mentor teacher should be involved. Should the problem continue, the Principal will become involved and disciplinary action will be taken.

### Mobile Phones

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

Violation of the above will cause the following:

- 1) The mobile will be confiscated and kept in school office safe 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. Exceptions may be made in connection with school field trips.

### **Public Display of Affection (PDA)**

ØIS 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 ØIS 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.
- 3) If a third incident occurs, a conference with the mentor teacher and parents will be called.
- 4) If the incident happens a fourth time, the student will be suspended for 1-3 days.

### **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 co-operation, which is essential to education.

Staff members, Substitute teachers, part-time teachers, mentors, and tutors have the same authority and rights as the regular classroom teachers.

### **Student Responsibilities**

Student responsibilities include:

- Maintaining proper hygiene at all times.
- Demonstrating the required standard of care towards all persons with whom they deal at school at all times.

- 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.
- Avoiding disruptive or exhibiting otherwise inappropriate behavior during lessons.
- Ensuring that they are wearing appropriate clothing at all times during the school day.
- Taking all personal belongings with them or keeping them in their lockers at the end of the day..
- Refraining from bringing any objects or substances which may be harmful to them or other persons to school.
- Refraining from bringing inappropriate material 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.

### Students' Rights

The student has the right to:

- Education
- Rest and free 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 programs, 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)
- Be protected from all forms of sexual abuse.

## 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 jewellery or scarves hanging from neck or wrists, closed shoes only
3. No food or drink is permitted in the area during class time
4. Students must follow outlined code of behaviour while in the Lab, Art studio and Design room
5. Designated areas of the classroom and storage are off limits to students, unless supervised
6. Work areas must be kept clear of unnecessary materials

## Systems of Communication

### 1. Managebac

Academic information is shared with students and parents via Managebac. All students and parents have access to units and assessment tasks on Managebac. You may 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 program and the school's social activities by attending parent/teacher consultations, class meetings, and by reading the letters and notes given to the student by their teachers.

### 2. Parent Information, Academic Meetings and Consultations

All mentor teachers hold a **Parent Information Meeting** at the beginning of the school year. The first meeting is an informational meeting where curriculum, timetable, expectations and requirements are discussed. Parents are also introduced to the class team. Parent Information Meetings and Academic Evenings are a key component in building a strong School-Home Partnership.

Student should not attend this meeting. Some teachers may choose to hold a second meeting at the beginning of January but this is at the discretion of the individual teacher. It is important that at least one parent be present at the Parent Meetings.

**Student led conferences** are an opportunity for parents to meet with the teacher individually to discuss their child's progress in class. Consultations will be arranged by the mentor teacher.

**3. Class Representatives and PTA:** At the first Parent Information Meeting, two Class Representatives must be elected by the parents from among the parents. One Class Representative must represent the class at monthly PTA meetings. Class Representatives will help the teacher organize fellow parents for social events, class parties, school events and field trips. There should be at least one event for the students and one event for parents and students to attend together.

### **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.



## ØIS School, Faculty and Staff Contact Details

### Østerbro International School

Rygårds Alle 131,2900

**Phone:** +45 70 20 63 68

**Email:** [info@oeis.dk](mailto:info@oeis.dk), **Website:** [www.oeis.dk](http://www.oeis.dk)

### ØIS PYP Faculty and Staff

Class or Subject	Teacher's Name	Email
Head of School	Nedzat Asanovski	<a href="mailto:na@oeis.dk">na@oeis.dk</a>
PYP Principal	Stef Fleet	<a href="mailto:sf@oeis.dk">sf@oeis.dk</a>
Vice Head and Senior School Principal	Mustafa Gezen	<a href="mailto:mg@oeis.dk">mg@oeis.dk</a>
PYP Coordinator	Liz Toran	<a href="mailto:et@oeis.dk">et@oeis.dk</a>
Pre-K A teacher	Angelica Leon	<a href="mailto:al@oeis.dk">al@oeis.dk</a>
Pre-K B teacher	Ming Chen Gunnarsson	<a href="mailto:mcg@oeis.dk">mcg@oeis.dk</a>
Pre-K C teacher	Giselle-Freyja Kristensen	<a href="mailto:gikr@oeis.dk">gikr@oeis.dk</a>
Pre-K assistant	Magdalena Povlsen	<a href="mailto:mp@oeis.dk">mp@oeis.dk</a>
Pre-K assistant	-	-
Kindergarten A Class Teacher	Victoria Sadeghi	<a href="mailto:visa@oeis.dk">visa@oeis.dk</a>
Kindergarten B Class Teacher	Jamé Johnson	<a href="mailto:jajo@oeis.dk">jajo@oeis.dk</a>
PYP Grade 1A	Katrina Salinas	<a href="mailto:kg@oeis.dk">kg@oeis.dk</a>
PYP Grade 1B	Angeliki Kalapotharakou	<a href="mailto:ak@oeis.dk">ak@oeis.dk</a>
PYP Grade 2A	Claudia McLean	<a href="mailto:cm@oeis.dk">cm@oeis.dk</a>
PYP Grade 2B	Joanna Okolowicz	<a href="mailto:jo@oies.dk">jo@oies.dk</a>
PYP Grade 3A	Sylvia Linehan	<a href="mailto:sl@oeis.dk">sl@oeis.dk</a>
PYP Grade 3B	Jenny Denton	<a href="mailto:jd@oeis.dk">jd@oeis.dk</a>
PYP Grade 4A	Gary Jones	<a href="mailto:gj@oeis.dk">gj@oeis.dk</a>
PYP Grade 4B	Olivia Biagetti	<a href="mailto:olbi@oeis.dk">olbi@oeis.dk</a>
PYP Grade 5A	Joshua Mittleman	<a href="mailto:jm@oeis.dk">jm@oeis.dk</a>
PYP Grade 5B	Leila Jane Fouchard	<a href="mailto:ljf@oeis.dk">ljf@oeis.dk</a>
PYP Music (upper)	Johanne Druitt	<a href="mailto:jd@oeis.dk">jd@oeis.dk</a>
PYP Music (lower)	Jennifer Bauer	<a href="mailto:jod@oeis.dk">jod@oeis.dk</a>
PYP Danish Advanced	Kathrine Astrid Speirs	<a href="mailto:ksp@oeis.dk">ksp@oeis.dk</a>
PYP Danish Intermediate	Lilly From-Poulsen	<a href="mailto:lifr@oeis.dk">lifr@oeis.dk</a>
PYP Danish Beginner	Mette Rønde	<a href="mailto:mero@oeis.dk">mero@oeis.dk</a>
PYP PHE	Laura Demaria	<a href="mailto:ld@oeis.dk">ld@oeis.dk</a>
EAL Coordinator	Ramazan Dicle	<a href="mailto:rd@oeis.dk">rd@oeis.dk</a>
Librarian	Andrée Manuel Keenoy	<a href="mailto:anke@oeis.dk">anke@oeis.dk</a>

## ØIS MYP Faculty

Class or Subject	Teacher's Name	Email
Head of School	Nedzat Asanovski	<a href="mailto:na@oeis.dk">na@oeis.dk</a>
MYP Principal	Nedzat Asanovski	<a href="mailto:na@oeis.dk">na@oeis.dk</a>
Vice Head & Senior School Principal	Mustafa Gezen	<a href="mailto:mg@oeis.dk">mg@oeis.dk</a>
MYP Coordinator	Anna Söderström	<a href="mailto:as@oeis.dk">as@oeis.dk</a>
MYP Language A English teacher	Rachel Castillo	<a href="mailto:rc@oeis.dk">rc@oeis.dk</a>
MYP French teacher	Julienne Boura Gbaïe	<a href="mailto:judo@oeis.dk">judo@oeis.dk</a>
MYP Lan B English and French teacher	Katie Fox	<a href="mailto:kf@oeis.dk">kf@oeis.dk</a>
MYP I&S teacher	Dilshod Karimov	<a href="mailto:dk@oeis.dk">dk@oeis.dk</a>
MYP Design and Visual Art teacher	Natasha Withøft	<a href="mailto:nw@oeis.dk">nw@oeis.dk</a>
MYP Design teacher	Rafael Vasques	<a href="mailto:rv@oeis.dk">rv@oeis.dk</a>
MYP Math teacher	Ôzhan Akdag	<a href="mailto:ozak@oeis.dk">ozak@oeis.dk</a>
MYP Science tech assistant	Zafer Kahraman	<a href="mailto:zaka@oeis.dk">zaka@oeis.dk</a>
MYP Science teacher	Anita Ponce	<a href="mailto:avp@oeis.dk">avp@oeis.dk</a>
MYP Science teacher	Jevon Clement	<a href="mailto:Jecl@oeis.dk">Jecl@oeis.dk</a>
MYP Lang B Spanish	Saioa Landa Arteche	<a href="mailto:saar@oeis.dk">saar@oeis.dk</a>
MYP Language B English teacher	Danielle Sanford	<a href="mailto:dasa@oeis.dk">dasa@oeis.dk</a>
MYP French teacher	Mette Rønde	<a href="mailto:mero@oeis.dk">mero@oeis.dk</a>
MYP Language A Danish teacher	Pernille Ingwar	<a href="mailto:pi@oeis.dk">pi@oeis.dk</a>
MYP Language B Danish teacher	Dorte Søndergård	<a href="mailto:ds@oeis.dk">ds@oeis.dk</a>
MYP Language B Danish teacher	Rune Ploug Hansen	<a href="mailto:ruha@oeis.dk">ruha@oeis.dk</a>
MYP Music teacher	Johanne Druitt	<a href="mailto:jod@oeis.dk">jod@oeis.dk</a>
MYP Drama, Visual art teacher	Elizabeth Moore	<a href="mailto:em@oeis.dk">em@oeis.dk</a>
MYP PHE teacher	Ahmet Kilicaslan	<a href="mailto:aki@oeis.dk">aki@oeis.dk</a>
MYP I&S teacher	Robert van Leeuwen	<a href="mailto:rvi@oeis.dk">rvi@oeis.dk</a>
EAL Coordinator	Ramazan Dicle	<a href="mailto:rd@oeis.dk">rd@oeis.dk</a>
Librarian	Andree Manuel Keenoy	<a href="mailto:anke@oeis.dk">anke@oeis.dk</a>

## ØIS DP Faculty

Class or Subject	Teacher's Name	Email
Head of School	Nedzat Asanovski	<a href="mailto:na@oeis.dk">na@oeis.dk</a>
Senior School Principal	Mustafa Gezen	<a href="mailto:mg@oeis.dk">mg@oeis.dk</a>
DP Coordinator	Evis Qeska	<a href="mailto:eq@oeis.dk">eq@oeis.dk</a>
DP Language A English teacher	Agnieszka Ceren	<a href="mailto:agce@oeis.dk">agce@oeis.dk</a>
DP Physics and Math teacher	Hasan Khan	<a href="mailto:hk@oeis.dk">hk@oeis.dk</a>
DP Chemistry and Biology teacher	Anita Ponce	<a href="mailto:avp@oeis.dk">avp@oeis.dk</a>
DP History teacher	Robert van Leeuwen	<a href="mailto:rvi@oeis.dk">rvi@oeis.dk</a>
DP Visual art teacher	Elizabeth Moore	<a href="mailto:em@oeis.dk">em@oeis.dk</a>
DP Language A & B Danish teacher	Rune Ploug Hansen	<a href="mailto:ruha@oeis.dk">ruha@oeis.dk</a>

DP Business Management teacher	Evis Qeska	eq@oeis.dk
DP Language A teacher	Agnietszka Ceren	agce@oeis.dk
DP French teacher	Julienne Boura Gbaïe	judo@oeis.dk
DP Chemistry and Biology teacher	Jevon Clement	jecl@oeis.dk
DP Language B English teacher	Danielle Sanford	dasa@oeis.dk
EAL Coordinator	Ramazan Dicle	rd@oeis.dk
Librarian	Andrée Manuel Keenoy	anke@oeis.dk

### Administration

Title	Name	Email
Administration & School Secretary	Martine Grandjean	info@oeis.dk mag@oeis.dk
Administration & School Secretary	Katrine Dalsgaard	kd@oeis.dk
Receptionist	Gunilla Finsrud	gufi@oeis.dk
Admissions officer	Kristina Dodier	kdo@oeis.dk
Bookkeeper and accountant	Murat Inal	mi@oeis.dk
Subs coordinator	Chiara Giani	cg@oeis.dk

### Student Support Services

Title	Name	Email
The Health Visitor	Milada Bijedic	f83i@buf.kk.dk
School Psychologist	Kirsten Thøgersen	kt@oeis.dk
SENCO	Stephanie Noda	stno@oeis.dk
SENCO	Melia Svendsen	mesv@oeis.dk
EAL Coordinator	Ramazan Dicle	rd@oeis.dk

### After School Care program

Title	Name	Email
ASCP Coordinator	Chiara Giani	cg@oeis.dk
ASCP pedagogical assistant	Ragna Gudbrandsdottir	ragu@oeis.dk
ASCP pedagogical assistant	Björk Þorgeirsdottir	bt@oeis.dk
ASCP pedagogical assistant	Venera Stika	vs@oeis.dk
ASCP pedagogical assistant	Stephen Dominey	stdo@oeis.dk
ASCP pedagogical assistant	Julius Beglaubter	jube@oeis.dk
ASCP pedagogical assistant (maternity leave)	Yasmin Hildebrandt	yt@oeis.dk
ASCP pedagogical assistant (morning club)	Paloma Andersen	ps@oeis.dk

## School-Home Partnership

By signing the School-Home contract I agree to:

- Read all school communications, emails and letters sent home by the administration and class teachers.
- Update my contact details (address, phone, etc.) in Managebac and send an email to [info@oeis.dk](mailto:info@oeis.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 September 1<sup>st</sup>.

**Please fill out one form per child. Please return to the mentor teacher by Monday, 1 September 2016.**

Student's Last Name: \_\_\_\_\_

First Name \_\_\_\_\_

Program level of Student (MYP 1, MYP 2, etc.): \_\_\_\_\_

Date: \_\_\_\_\_

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

Parent: \_\_\_\_\_  
(Please print full name) (Signature)

Parent: \_\_\_\_\_  
(Please print full name) (Signature)

Student: \_\_\_\_\_  
(Please print full name) (Signature)