

PYP PARENT / STUDENT HANDBOOK

2016 – 2017



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Table of Contents

TABLE OF CONTENTS	2
INTRODUCTION	4
SCHOOL-HOME PARTNERSHIP.....	4
ABOUT ØIS.....	5
FACULTY AND STAFF	5
OUR MISSION	6
OUR AIMS	7
GENERAL INFORMATION	8
ADMINISTRATION & RECEPTION.....	8
<i>Opening Hours</i>	8
<i>Re-enrollment</i>	8
<i>Withdrawal</i>	8
<i>Transcript Request</i>	8
AFTER SCHOOL CARE PROGRAM (ASCP)	9
<i>Eligibility</i>	9
<i>Location & facilities</i>	9
<i>Hours of Operation</i>	9
<i>ASCP Fees</i>	9
<i>ASCP Late Fees</i>	9
<i>Attendance Policy</i>	10
<i>Absence Reporting</i>	10
<i>Absence</i>	10
<i>Lateness</i>	10
DAILY ROUTINE.....	11
<i>PYP School Session</i>	11
<i>Before School</i>	11
<i>Recess</i>	11
<i>Lunch</i>	11
<i>After School</i>	12
DENTIST	12
FIELD TRIPS	12
FOREIGN LANGUAGE	12
GRADE LEVEL PLACEMENT.....	13
HOMEWORK.....	13
ILLNESS	13
<i>KLASSEKASSE</i> OR 'CLASS MONEY'	14
LIBRARY AND MEDIA CENTER.....	14
LOST AND FOUND.....	14
MEDICATION	14
MORNING CLUB.....	14
ØISIE	14
PHYSICAL AND HEALTH EDUCATION	14
PTA – THE PARENT TEACHER ASSOCIATION	15
REPORTS AND GRADES	15

SCHOOL PICTURES	15
STUDENT SUPPORT SERVICES	15
EAL	15
THE SCHOOL HEALTH SERVICE	16
THE SCHOOL PSYCHOLOGIST	16
RULES, REGULATIONS AND POLICIES	17
SCHOOL RULES	17
BULLYING POLICY	17
CLASSROOM RULES.....	19
SCHOOL-WIDE RULES	19
DRESS CODE.....	20
FORBIDDEN ITEMS	20
SCHOOL POLICIES:	20
<i>Inappropriate Language</i>	20
LICE POLICY.....	20
MOBILE PHONES	20
STUDENT RESPONSIBILITIES	21
STUDENTS’ RIGHTS	21
HOME-SCHOOL COMMUNICATION	22
SCHOOL PROPERTY	22
ØIS SCHOOL, FACULTY AND STAFF CONTACT DETAILS	23
SCHOOL-HOME PARTNERSHIP	26

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 your school, its activities, and schedule.

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 children. It has been written to provide you with the information that will make your child's year purposeful and rewarding in every aspect. Please sign and return the School-Home Partnership Contract on the last page of this handbook, and return it to the class teacher by Monday, September 5th 2016 to confirm that you have read and understood this information.

Sincerely,

Stef Fleet

Primary Years Principal

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.

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, at least two of them being 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 station is Ryparken. There is a bus, #14, that stops nearby.

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

Pupils receive an excellent, well-rounded education from dedicated and 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. A student centered learning environment is seen as key contributor to preparing pupils 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 standards and practices 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 community 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 1st of August.

Withdrawal

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

Transcript Request

Transcript requests must be submitted to the Principal in writing. Please allow up to two weeks for processing.

After School Care Program (ASCP)

Eligibility

The After School Care Program is available to all students, from Pre-K to PYP 4. Registration takes place at the beginning of each school year. After the 1st of September, students may still join the ASCP but they will only be allowed to start on the following Monday.

Location & facilities

The lower level of the school.

Hours of Operation

The After School Care Program is offered from 2:00pm to 5:00, Monday – Friday. You are welcome to pick up your child anytime during ASCP hours.

ASCP Fees

Fees include all daily activities and a small snack. There are five fee options for the ASCP:

A. Morning Club	7:30-8:20am	DKK 300,- /mo.
B. Limited ASCP	2:00-3:00pm	DKK 200,- /mo.
C. Limited ASCP 1.30 h. Only for PYP students waiting for their siblings.	2.00-3.00 pm	DKK 300,-/mo
D. Full ASCP	2:00-5:00 pm	DKK 800,- /mo.
E. Full ASCP & Morning Club	7:30-8:20am & 2:00-5:00pm	DKK 1000,- /mo.

ASCP Late Fees

If you plan on being late please call to inform us. We understand that this may happen occasionally. However, if you are picking up your child after 5.15 pm your monthly account will automatically be charged an additional DKK 200,-.

For more information about ASCP procedures, organization and program offerings please download the ASCP Parent Manual and Registration Form which you can find on our school website.

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 send a message to the class teacher before 8:30am via ManageBAC on the day your child is absent. When reporting your child absent, the reason for absence should be given.

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 two days, parents must apply for permission by filling a form, which is available at the Reception and can be downloaded from the school website.

Absence

Students at ØIS must not exceed 20 absences in a school year according to Danish law. If a child is not at school, it is considered an absence, regardless of whether it is due to illness or travel.

10 days of absence in three months:

- The class teacher will contact the parents to inform them of their child's attendance record and clarify the consequences of excessive absence.
- The class teacher will discuss a plan with the family and follow up with parents.

20 days of absence in a school year:

- The management will invite the family to a meeting and in extreme cases, the authorities will be notified.

Lateness

School starts promptly at 8:30am. If a student is late, parents must notify the class teacher of the reason why their child is/was late, via ManageBac by the end of that day.

Chronic Lateness

10 late arrivals within three months

- The class teacher contacts the parents and informs them of their child's chronic lateness
- The class teacher will follow up within the month

20 late arrivals in a school year

- The Principal contacts parents to form an action plan regarding chronic lateness

If the plan is not followed:

- The student may face possible expulsion and the school contacts the authorities

Daily Routine

PYP School Session

Pre-K Class to PYP 1

8:30am to 2:00pm*

PYP2-PYP5

8:30am to 2:30pm Monday-Thursday
8:30am to 1:30pm Fridays *

Note that PYP2 is considered a transition grade from Lower PYP to Upper PYP. It follows lesson times of Lower PYP but has Upper PYP start and end times each day.

***The start and end times should be confirmed with the homeroom teacher in case there are any special arrangements for the class.**

Before School

Children may enter their classroom at 8:20am. Please be advised that if children arrive at school earlier than 8:20am they will not be supervised, and parents are held accountable for their conduct. If parents need to drop their PYP children off earlier than 8:20am on a regular basis, these children must be enrolled in the Morning club where there is adult supervision.

Recess

Students in the PYP (Pre-K to PYP 5) must be in the school yard during every recess. Students must go directly outside when the bell rings for recess.

Rainy Days

In the event of excessive rain or snow, students in the PYP may or may not stay in their classroom supervised by their class teacher or teachers on recess duty. Weather appropriate clothing is expected at all times.

Lunch

We encourage all students to bring a healthy and balanced lunch to school. All students must eat lunch in the canteen, 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 classroom and go outside to the playground, weather permitting.

No PYP student may leave the school premises without a teacher's permission. No students may remain inside the school building during recess unless they are involved in a club or activity.

After School

As soon as lessons are finished for the day, students must leave the premises, unless they are enrolled in ASCP. Students who are not enrolled in ASCP 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.

If a PYP parent is late picking up their child, the child will be brought to the ASCP, checked in and be included in ASCP activities, no exceptions. If a parent is late three times in a month, they will be charged the After School Care limited Program fee (DKK 200,-). Siblings in Pre-K to PYP 4 waiting for their siblings must be enrolled in ASCP.

On the way to and from school, students should respect the rights, privacy, and property of the community, neighbors, stores etc. and refrain from loitering, trespassing, littering, or creating noise. If needed, the school may take disciplinary action on reports of complaints.

Dentist

Students in Denmark are eligible for free dental care through their school dentist at public schools. We do not have a school dentist but you can call your local council (kommune) for information about where your child's dentist is located.

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 two weeks in advance. 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 student. Expenses must be covered by the students and parents. Behaviour expectations and conduct procedures on such trips are congruent with the regular school rules. In addition:

1. Mobile phones are not to be seen or used during PYP class trips
2. Under no circumstances is anyone to leave the group without permission

Foreign Language

Multilingualism and host country integration is encouraged at ØIS. Students start learning Danish in PYP 1 and continue through to the end of the program, PYP 5. In the MYP, all students must choose a

third language to study. 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 website.

Grade level Placement

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

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

Children will be placed in the appropriate grade level based on their age and set criteria, to ensure the child's academic and social success.

The following shows the minimum age requirements in each grade level (age as of 15th of August):

Class	Age
Pre-K	3/4 years
Kindergarten	5 years
PYP 1	6 years
PYP 2	7 years
PYP 3	8 years
PYP 4	9 years
PYP 5	10 years

Homework

Homework is an essential part of your child's educational progress at ØIS. Homework helps students develop 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 turn in homework on time.

Illness

If a student is feeling ill, they must request their class teacher's permission to go to Reception. If they continue to feel ill, the secretary can then make arrangements with the child's parent to go home, at the class teacher's discretion. Students who are feeling ill must be picked up by their parents or guardian.

***Klassekasse* or 'Class Money'**

Klassekasse, ('Class Money') is a small fee, provided by parents, either monthly or yearly and organized by the class teacher to supplement class parties, field trips or special activities for the class. It is collected by the homeroom teacher.

Library and media center

The new school library and media center was established in August 2015. Opening hours are posted outside the library and families are encouraged to utilize the space. Classes visit and borrow books on a weekly basis.

Lost and Found

There is a Lost and Found container located outside of the canteen entrance. 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 reception and students and parents may check there 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 class teacher must be notified of the condition and informed about any specific instructions.

Morning Club

Morning Club is available to all students in Pre-K to PYP 4. Morning Club is held in the ASCP. Registration takes place at the beginning of each school year. After the 1st of September, students may still join the Morning Club but they will only be allowed to start on the following Monday. Please have children eat breakfast before coming to morning club or pack breakfast for them. Fruit will be provided and students may read, play quietly or finish their homework. Hours of operation are Monday to Friday, from 7:30am to 8:20am. More information is available on our website or by contacting the ASCP Coordinator: Chiara Giani CG@oeis.dk

ØISIE

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

Physical and Health Education

All students are expected to participate in physical education (PHE) as this is an essential component of a child's holistic development. 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 P.H.E. or a doctor's note is required.

Students must wear appropriate sports clothing (i.e. exercise shorts or pants, t-shirts or sports jerseys, etc.) and indoor shoes.

PTA – The Parent Teacher Association

The PTA is an essential part of every school community. Every contribution however small, helps in bringing us all together, strengthening our home/school spirit and community.

Any ideas or suggestion please contact Katrina Salinas (PTA Coordinator) kasa@oeis.dk.

PTA meeting dates for the school year 2016-2017:

Monday, August 29th (initial)

Thursday, October 27th

Thursday, January 26th

Thursday, March 30th

Thursday, June 1st (final)

Thursday, September 29th

Thursday, November 24th

Thursday, February 23rd

Thursday, April 27th

Reports and Grades

Students receive progress reports once a year and grades twice a year. Progress reports are given before the autumn holidays Grades are given before the winter holidays and again before the summer holidays. Parents attend a Parent-Teacher consultation in the autumn and a Student-Led Conference in the spring.

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

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 and/or 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.

The School Health Service

The School Health Service is run by a Health Visitor in collaboration with the children, parents and teachers.

The aim of the Health Service is to reinforce the children's health and lifestyle. This is done by:

- Making the children able, through their schooling, to take responsibility about their own health.
- To detect early signs of illness and developmental problems – and children in poor health.
- Give extra assistance to children with health problems or poor well-being.

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.

The School Psychologist

The role of the school psychologist is to help children 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 children, 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

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:

- 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 may 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 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 will 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 students' general well-being.

Disciplinary Action

1. The school will first try to resolve problems among the involved students. Parents will be informed by class teachers or relevant subject teachers.
2. If this fails, the management 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.
- 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.
- If you are having a birthday party it should be all girls or boys, or the entire class.
- Prioritize togetherness with the other parents in class. It rubs off on kids.

Classroom Rules

Each year, class teacher in the PYP develop rules and expectations for the year ahead. These are referred to as “Essential Agreements”. Though they will change from class to class, in general students should:

1. Come to class prepared.
2. Respect the personal space of others.
3. Remain in class during lessons, unless given permission otherwise from their teacher.
4. Be respectful to peers, teachers, and staff.

In situations where these expectations are not being followed, parents will be notified.

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 (see bully policy).
5. Absence and late policies should be respected and followed.
6. The use of tobacco, matches, or lighters on or near school grounds is prohibited.
7. Respectful behavior is expected by all.
8. Eating in hallways and classrooms during lessons is prohibited, unless it is teacher initiated.

Discipline: Severe Clauses- Immediate involvement of management

Management will be contacted and immediate disciplinary action will occur if a 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. Destroys or damages 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 may be suspended or expelled from school.

Serious misbehavior or actions occurring outside of a particular classroom are handled at the discretion of management.

Dress Code

Clothing should be dressed appropriately for a school setting and also for the weather. Please write your PYP child's name on the inside tag or label of jackets, jumpers and sweaters. 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 play at recess. 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.

School Policies:

Please see our website to access the following policies. We expect all stakeholders at Østerbro International School to be familiar with and follow the following policies: Language policy, Inclusion Policy, Assessment Policy, Academic Honesty policy, and Admissions policy.

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, parents will be notified.

Lice Policy

Østerbro International School has a "no-nit" policy. Parents should routinely check their own children, 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. Children 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.

Mobile Phones

PYP students may use mobile phones before school and after school. During class, they must be packed away so as not to be visible and must be on silent mode. Phones being used within the school day will be confiscated. These rules apply to ASCP.

Student Responsibilities

Student responsibilities include:

- 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 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 at the end of the day, with the exception of indoor shoes (which may remain in designated boxes in the ASCP building).
- 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, 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.

Home-School Communication

1. ManageBAC and staff email

You may contact a teacher directly through school email addresses (or ManageBAC for absences). PYP teachers and Management use ManageBAC to send out weekly newsletters, monthly newsletters, and other important documents and vital pieces of information. It is important that all families have access to and knowledge of the ManageBAC system. If you need support in this area, please feel free to contact the PYP Principal directly. 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 notices sent home via ManageBAC.

2. Parent Information Evening, PYP-Wide Academic Sessions and Parent-Teacher Consultations

All 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 are a key component in building a strong School-Home Partnership.

Children should not attend these meetings. It is important that at least one parent be present at the initial Parent Information Evening.

Parent Consultations are an opportunity for parents to meet with the teacher individually to discuss their child's progress in class, taking place in Autumn. Parent – Teacher Consultations will be arranged by the classroom teacher and will take place prior to Autumn break.

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 textbooks lent to them for the duration of the school year. Students must cover all books in order 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.

Student lockers must remain clean and tidy. Students may not leave perishable food in the lockers overnight. Students are responsible for their own property.

ØIS School, Faculty and Staff Contact Details

Østerbro International School

Rygårds Alle 131,2900

Phone: +45 70 20 63 68

Email: info@oeis.dk, Website: www.oeis.dk

ØIS PYP Faculty and Staff

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

ØIS MYP Faculty

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

ØIS DP Faculty

Class or Subject	Teacher's Name	Email
Head of School	Nedzat Asanovski	na@oeis.dk
Senior School Principal	Mustafa Gezen	mg@oeis.dk
DP Coordinator	Evis Qeska	eq@oeis.dk
DP Language A English teacher	Agnieszka Ceren	agce@oeis.dk
DP Physics and Math teacher	Hasan Khan	hk@oeis.dk
DP Chemistry and Biology teacher	Anita Ponce	avp@oeis.dk
DP History teacher	Robert van Leeuwen	rvi@oeis.dk
DP Visual art teacher	Elizabeth Moore	em@oeis.dk
DP Language A & B Danish teacher	Rune Ploug Hansen	ruha@oeis.dk
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 Life, Student Welfare and 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.
- Keep my contact details (address, phone, etc.) via Open Apply and ManageBAC and send an email to info@oeis.dk.
- Attend regular 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.

Please fill out one form per child. Please return to the class teacher by Monday, 5 September 2016.

Student's Last Name: _____ (First Name) _____

Program level of Student (Pre-K, Kindergarten, PYP 5, 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)