

PARENT / STUDENT HANDBOOK

2011 – 2012



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 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 keep this handbook as you will need this information throughout the school year.

Sincerely,

Nedzat Asanovski

Headmaster

School Calendar 2011 – 2012

August 8	First Day for Administration
August 10	First Day for Teachers
August 17	First Day for Students
September	School Pictures
October 15 - October 23	Autumn Holidays
December 22 - January 8	Christmas Holidays
February 11 - February 19	Winter Holidays
March 31 - April 9	Easter Holidays
May 4	Common Prayer Day
May 17 - 18	Ascension Day
May 28	School Holiday
June 5	Constitution Day
June 29	Last Day of School
June 30	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 5 members, 3 of them being parents of students from the school, and it is a non-profit making institution.

The school is in Østerbro, near the center of Copenhagen and is easily accessible by bus and train. The nearest train stations are Nordhavn and Østerport.

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 him or her to the full 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 keep them busy, stimulated and entertained, helping them to find their niche. It is a source of pride to us that our pupils emerge as confident individuals, successful learners, responsible citizens and adaptable human beings.

The school's philosophy is to 'make life better for all.' Its values and activities are not just about academic achievement, but also students' welfare and contribution to society. Pupil voice is seen as key contributor to preparing pupils for adulthood and life beyond school.

Our Mission

It is our mission to provide the highest quality education to internationally-minded students in an inquiring and supportive environment. We seek to inspire students and to provide them with the academic and social skills that will enable them to fulfill their human potential as responsible global citizens.

Our commitment at ØIS is to create and maintain a safe, happy and child-centered environment in which children are inspired to become purposeful life-long learners.

Our Values

It is our mission to provide the highest quality education to internationally-minded students in an inquiring and supportive environment. We seek to inspire students and to provide them with the academic and social skills that will enable them to fulfill their human potential as responsible global citizens.

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

Staff members offer 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 learner and the goals of the International Baccalaureate (IB) learner profile
- 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 foreign community in the support of the school
- Ensure a financially sound and operationally efficient organization

General Information

After School Program

Eligibility

The After School Program is available to all students, from Prep to 4th grade. There is a maximum ratio of 12 students per teacher. Registration takes place at the beginning of each school year. After the 1st of September, students may still join the ASP but they will only be allowed to start on the following Monday.

Location & facilities

The ASP building lies perpendicular to the school, within the school grounds. There is one large playroom, a 'quiet room' for reading and games, an arts and crafts room for special projects and a dining room for snack time.

Hours of Operation

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

ASP Fees

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

A. Morning Club	7:30-8:30am	DKK 300,- /mo.
B. Limited ASP	2:00-3:00pm*	DKK 200,- /mo.*
C. Full ASP	2:00-5:00pm	DKK 800,- /mo.
D. Full ASP & Morning Club	7:30-8:30am & 2:00-5:00pm	DKK 1000,- /mo.

*B. This option is limited to students with an older sibling at ØIS who finishes class at 2:45pm, Monday-Thursday.

Late Fees

If you plan on being late please call to inform us. We understand that this may happen occasionally. However, if you are late picking up your child three or more times in one month your account will automatically be charged an additional DKK 200,-.

After School Clubs

ØIS is proud to offer several after school clubs for our students from 4th to 9th grade. Clubs change each term and a different club is offered every day after school, from 3pm to 4pm. Clubs in the past have included: The Yoga Club, The Homework Club, The Math Club, The Sports Club, Girls Health and Wellness Club and Art Club. Registration takes place at the beginning of each term. There will also be homework and math clubs for those who need extra help or who wish to sharpen their skills. More information and registration forms will be available at the beginning of the school year.

Attendance

Students must attend all regularly scheduled lessons, arriving prepared and on time for their classes. Regular attendance is important for students to keep up with their school work and to do well in exams. Student absences should occur only for necessary and important reasons- i.e., medical reasons, death in the family or unavoidable travel.

Absence Policy

Class teachers keep records of all student absences. Legitimate absences are due to illness or special circumstances which must be communicated by the parent's to the school secretary and the class teacher.

All absences must be excused by parents before the student returns to school. If the student is ill for more than one week, a doctor's note must be provided. Whenever possible, medical appointments should occur after school.

All other absences are unlawful absence. Truancy is a serious matter and may lead to severe consequences.

Total Absences

10 days of unauthorized absence in three months:

- The class teacher contacts the parents and has a meeting.
- The class teacher will follow up after a month.

20 days of unauthorized absence in a school year:

- Office contacts parents with a view to developing a plan.

If the plan is not followed:

- Possible expulsion and the school contacts the authorities.

Absence Reporting

When a child is absent due to illness, it is imperative that parents contact the school before 8:30am on the day your child is absent. This is important so that we are able to deal with acts of truancy, and ensures us that your son or daughter is safe.

When reporting your child absent due to illness, you must write an email to the school secretary at: info@oeis.dk with **ABSENCE - YOUR CHILD'S NAME** in the subject heading. Please state the child's full name, grade, class teacher, and cause of absence.

If there is a planned absence, such as an extended holiday, parents must write to the class teacher with the dates they will be away. If there is a planned absence of more than one week, parents must apply for permission and fill in a form, which is available in Reception.

Daily Routine

School Session

Prep Class and 1st Grade

8:30am to 2:00pm

Recess: 10:20am to 10:40am

Lunch: 11:45am to 12:10pm

Recess: 12:55pm to 1:15pm

2nd Grade to 9th Grade

8:30am to 2:45pm*

Recess: 9:35am to 9:55am

Lunch: 11:25am to 11:45am

Recess: 1:40pm to 2pm

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

Before School

The school opens at 8:00am, Monday through Friday. Children who arrive before 8:30am may go to their classroom and read quietly or play games until the bell rings. Children may also play outside but will not be supervised. If parents need to drop their children off earlier than 8am on a regular basis, Children must be enrolled in the Morning Club (please see pg. 13)

Recess

Students must go directly outside when the bell rings for recess. The 6th – 9th graders are allowed in the canteen during lunch and the afternoon recess.

Lunch

All students must eat lunch in their classroom, with teacher supervision. There is a cafeteria where sandwiches, fruit, juice and water are available for purchase. At this time a complete menu is unavailable, but sandwiches will cost between 5 - 30 DKK; salads 15 DKK; and juice 5 DKK. If students wish to buy something from the canteen they must ask the teacher for permission before leaving the classroom. 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 student may leave the school premises without a teacher's permission. No one may play inside the school building during lunch or recess.

Students in 7th, 8th and 9th grade are allowed to leave school premises during the lunch recess, which is between 11:25am to 12:10pm. Parents must sign a permission slip at the beginning of the year and return

it to the class teacher. 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 the After School Program or participating in a School Club. Students, who are not enrolled in ASP or a school club, 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 parent is late, the school Secretary must be notified and the child must wait in the office until a parent comes to collect them.

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 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 Kommune for information about where your child's dentist is located.

Early Arrival

If children arrive before 8:30am, they may wait, unsupervised in the canteen until the classrooms open at 8:20am. It is important that teachers use this time in the morning to prepare for the day. If you arrive early every day, you must register for Morning Club.

Faculty and Staff

Teachers and staff at ØIS are fully committed to serving the needs of students and parents in our community. All teaching staff have professional teaching credentials in addition to University degrees and advanced degrees in several instances. 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. There are 6 nationalities represented on staff. Just as we expect our students to work together and support each other, staff at ØIS are commonly organized in teams where the sharing of best practice is the custom. ØIS staff enjoy a positive working environment and positive working conditions which is one of the factors contributing to the school's very positive atmosphere.

Field Trips

Class trips are designed to be social, educational, and fun. Trips are scheduled at given times throughout the school year and all students are required to participate. Class trips generally include an experience in the outdoors. Students need to agree to abide by guidelines set up 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 school's, but with the following additional guidelines:

1. No radios or other electronic equipment may be taken on any class trip or field trip. Mobile phones may be allowed but must not be visible during guided tours or talks.
2. Under no circumstances is anyone to leave the group without permission.

Foreign Language

Students start learning Danish in the 2nd grade and continue all the way to 9th grade. In the MYP section, students must choose a third language to study. We are, at this moment offering two different languages: German and French.

Grade Placement

A child's grade level placement should allow for success academically and socially in the best way possible. The placement of new students is based on three things:

- The age of the student by the 1st of October
- An admissions test
- A record of previous school experience/grades

The school has the right, in some circumstances, to place children in a grade outside of their age range if this is seen as a necessity for the child's academic and social success. The criteria for advancement to the next grade level are based on two things: if the classroom teacher evaluates that the student has met the requirements of his/her present grade's curriculum, and how effectively he/she will meet the following year's levels.

The following shows the age requirements in each grade (age as of 1st of October):

Class	Age
Prep Class	5+ years
Grade 1	6+ years
Grade 2	7+ years
Grade 3	8+ years
Grade 4	9+ years
Grade 5	10+ years
Grade 6	11+ years
Grade 7	12+ years
Grade 8	13+ years
Grade 9	14+ years

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 turn in homework on time. If there is a grading discrepancy, the teacher's record is final. If you or your child has

questions about homework, contact the teacher who assigned it.

Illness

If a student is feeling ill, they must get the 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. Students must be officially signed out from school before leaving the premises.

Lost and Found

There is a Lost and Found container located outside of Reception. 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.

Milk / Juice

If you wish to order milk or juice for your child to have at lunch time, please visit the website below and sign up. You can order the milk and pay directly on the site.

- Visit <http://www.fm2000.dk>
- Click "**ONLINE BESTILLING**" in the blue box to the left.
- Click the third option called "**Ny kunde**" (= new customer)
- Accept the terms and conditions and click continue
- Fill out the required information

Medication

The school is not allowed to administer any oral medication, 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 Prep to 4th grade. Morning Club is held in the ASP building adjacent to the school. 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 8:30am.

Opening Hours

The reception is open Monday-Friday from 8:00am to 3pm.

Public Display of Affection (PDA)

OIS 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 display 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 OIS 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 headmaster
- 3) If a third incident occurs, a conference with the class teacher and parents will be called
- 4) If the incident happens a fourth time, the student will be suspended for 1-3 days

Permission to be excused from P.E. class

Students requesting permission to be excused from physical education (P.E.) classes must bring a signed note from their parents, for the class teacher and P.E. teachers. A detailed explanation of why your child should not participate in P.E., or a doctor's note is required. If your child is late and PE is scheduled as their first class, they must remain at school (P.E. is held at a gymnasium close to ØIS).

Permission Slips

Permission slips for students to participate in different school activities/field trips normally accompany letters from teachers/sports instructors. Students must return the signed permission slip prior to participation in the activity.

Pizza Fridays

Pizza Fridays are organized by the PTA to raise funds for school projects. Students from Prep to 9th Grade may order pizza through their class teacher in advance. This is to ensure the right amount is ordered each week. If there are extra slices, students may purchase them in the canteen. Order forms are available from the class teacher. One slice will cost DKK 10,-.

PTA – The Parent Teacher Association

At ØIS, the role of the PTA is to provide a social network that creates a sense of community in the school, while striving to improve the school in various ways. Teachers and parents collaborate to plan events that benefit the school and the students.

Events may have a social or fund-raising nature. Social events focus on creating closer ties between the school and parent communities whereas; fund-raising events focus on raising money for future events and

school improvements. Past events have included an annual book fair, bake sales, special celebration parties, Pizza Fridays and the Spring Clean-Up Day, among others.

Every parent is a member of the PTA and your level of involvement can vary according to your time and willingness. Class Parents are elected at the first parent meeting at the beginning of every school year. They represent the rest of the parents, from their class at the PTA meetings. They also organize and coordinate events throughout the year. Other ways for parents to volunteer include helping to organize events, baking for bake sales, contributing ideas for events, etc.

The PTA consists of Class Parents, parent members and teachers. Each class has 2-3 Class Parents. One Class Parent must attend the PTA meetings to represent their child's class and act as the link between the PTA and the Class they represent.

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 will be set up separately by the school and money spent and earned through events will be managed and monitored by the PTA Treasurer.

Throughout the year, the PTA will meet on the first Monday of each month to discuss issues relating to students and general school issues. Specific Dates of meetings and times will be available on the website.

Recess / Rainy Days

Students in our PYP section (prep to 5th grade) must be in the school yard during every recess. Students in the MYP section are allowed to stay in the canteen during every recess. If it rains / snows too much the students in the PYP section will stay in their classroom (supervised by their teacher).

Reports and Grades

Students receive progress reports twice a year and report cards twice a year. Progress reports are given after the autumn holidays and again after the spring holidays. Grades are given before the winter holidays and again before the summer holidays. Grades are given according to the IB system and the Danish system. A guide to understanding the report cards is enclosed when the grades are given.

School Health Service

The 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 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 children.

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 Health Service at ØIS is run by:

Grete Petersen

Health Visitor (sundhedsplejerske)

Main office: Svendborggade 5st, 2100 Kbh. Ø

Phone: 2810 5489 (please leave a message)

e-mail: Grete.Petersen@buf.kk.dk

School Pictures

School picture day is in September. Pictures will be available for purchase through the company **Dansk Skolefoto**. 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

Tardiness

School starts promptly at 8:30am. If a student is late, they must go directly to the Reception and get a late note from the Secretary. If a student has not received a late note from the office, he/she will be sent down to the office by the receiving teacher.

Chronic Lateness

10 late arrivals in three months

- The class teacher contacts the parents and has a meeting
- The class teacher will follow up after a month

20 late arrivals in a school year

- Office contacts parents with a view to developing a plan

If the plan is not followed:

- Possible expulsion and the school contacts the authorities

Transcript Request

Transcript requests must be submitted to the Headmaster in writing. Please allow 3 days for processing.

Withdrawal

Each student must complete and hand in a withdrawal form, at least 4 weeks before leaving the school. Forms are available in Reception.

Rules, Regulations and Policies

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.
- Actions without words using grimaces or gestures.
- Negative actions meant to intentionally annoy or hurt.
- Adverse actions can also be expressed more indirectly through social isolation and exclusion from the group.

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 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.
2. If this fails, the homeroom teacher and headmaster 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.
- 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

Classroom rules in every classroom:

1. Be in your assigned seat, ready to work before the bell rings.
2. Bring pencils, pens, paper, books, and all assigned materials to class (Except Prep and 1st Grade).
3. Keep your hands, feet, and objects to yourself.
4. Do not engage in behavior that creates classroom distractions.
5. Follow instructions the first time they are given.
6. No gum, food, or drinks are allowed in lessons, with the exception of water.
7. Raise your hand before speaking.
8. No students may leave class during lessons without permission from the teacher.
9. Use respectful language when addressing peers, teachers, and staff.
10. Candy and carbonated drinks (i.e. Coca Cola) are forbidden at school.

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

- Sent to the office
- Parent contacted
- Written warning

School-Wide Rules

Students breaking the following rules will be subject to disciplinary action by the Headmaster:

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. Being insolent, disrespectful and/or argumentative 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. Damages or destroys property belonging to a student, the school, or to a teacher.
4. Swears, makes rude gestures, cruel teasing or put-downs

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. It would be helpful if your child's name is written 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 and dangerous or frightening toys may not be used in the school buildings or on the school grounds.

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

Candy or carbonated drinks are not permitted at the school, except for special occasions such as school parties or celebrations.

Language Policy

English Language

Østerbro International School is an International and many students speak one or more languages in addition to English. It is necessary that there is one common language that all students and teachers can understand and communicate in, therefore; English must be spoken by students while on school premises, at all times. This is for educational purposes and for ensuring that all students can be included in participating in the classroom, school activities and socializing at breaks. This rule is also to support students' language development at the school.

If children are speaking in another language other than English the subsequent consequences will follow:

- 1) They will receive a verbal warning from the teacher
- 2) After 3 warnings a written letter will be sent home to parents
- 3) If another incident occurs, they will be sent to the headmaster
- 4) If they continue speaking in another language other than English, a family meeting will be called with the Headmaster

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 courteous and respectful students. If bad words are heard by a class teacher or another member of the faculty or staff the subsequent consequences will follow:

- 1) The student will be sent to the headmaster
- 2) After a second violation a written letter will be sent home to parents
- 3) If a third incident occurs, a family meeting will be called with the headmaster
- 4) If the violation happens a fourth time, the student will be suspended for 1-3 days

Lice Policy

Østerbro International School has a "no-nit" policy. Children are screened twice a year by the health visitor at school. Parents should routinely check their own children, especially if their child is exposed to lice. Children who have nits or lice will not be allowed to return to school until they have used the recommend

treatment by the school nurse. 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 class teacher should then be notified and a course of action decided. Should the problem continue, the Headmaster will become involved and disciplinary action will be taken.

Mobile Phones

Students are allowed to bring mobile telephones to school but are only allowed to use them during lunch and recess. During class, they must be packed away so as not to be visible. 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.

These rules apply to ASP and After School Clubs. Exceptions may be made in connection with school field trips.

Student Responsibilities

Student responsibilities include:

- Students are responsible for maintaining proper hygiene at all times.
- Students are required to demonstrate the required standard of care towards all persons with whom they deal at school at all times.
- Students are required to enter and leave the school through the designated entrance and must remain in the building unless they have been granted permission to leave by a staff member of the school.
- Students must not be disruptive or exhibit otherwise inappropriate behavior during lessons.
- Students must ensure that they are wearing appropriate clothing at all times during the school day.
- Students are to take 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 ASP building).
- Students must not bring to school any object or substance which may be harmful to them or other persons.
- Students must not bring inappropriate material to school.
- Students must not bring 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 (i.e. attendance of classes).
- Rest and free time.
- Access to information, especially that which contributes to his/her mental, moral and social development; the student also has the right to be protected 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.

Systems of Communication

1. Contact books

Each student has a contact book. The contact book is very important for the flow of information between teachers and the parents. When you want to convey a message to the teacher, you can write your message in the book. The teacher will also write in this book if he or she wants to pass on information to you about your child. One of the important things the contact book should be used for is to explain absences and to request extra time off for an extended vacation. Students should bring their contact book to school every day.

You may also contact the teacher by leaving a message for them with the school Secretary or by emailing the teacher directly. Please see the Table of Contents, for the page which lists all Email address for teachers and staff.

It is the parents' responsibility to keep themselves 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 children by their class teachers.

2. Parent Teacher Conferences and Consultations All teachers hold a **Parent Conference** at the beginning of the school year. The first conference is an informational meeting where curriculum, timetable, expectations and requirements are discussed. Parents are also introduced to the Math and English teachers.

Children 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 Conferences.

Parent Consultations are an opportunity for parents to meet with the teacher individually to discuss their child's progress in class. Parent Consultations happen twice a year in the middle of each term. Consultations will be arranged by the classroom teacher.

3. Class Parents and PTA At the first Parent/Teacher Conference, 2-3 Class Representatives must be elected by the parents. One Class Parent must represent the class at the PTA meetings. Class Parents 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.

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.

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

School Property

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. 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.

MYP student lockers must remain clean and tidy. Students may not leave perishable food in the lockers overnight. Students are responsible for their keys. If keys are lost during the year the student must pay 50dkk for a new key. At the end of the school year, all students must return their locker keys.

ØIS School, Faculty and Staff Contact Details

Østerbro International School

Præstøgade 17 2100, København Ø, Denmark

Phone: +45 70 20 63 68

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

ØIS Faculty and Staff

Class or Subject	Teacher's Name	Email
Prep	Liz Toran	et@oeis.dk
1 st Grade A	Claudia McLean	cm@oeis.dk
1 st Grade B	Jannie Ohm Laursen	jl@oeis.dk
2 nd Grade	Leila Jane Fouchard	jf@oeis.dk
3 rd Grade	Danielle Chandler	dc@oeis.dk
4 th Grade	Esma Guvenc	eg@oeis.dk
5 th Grade	Ian Uysal	iu@oeis.dk
6 th Grade	Ian Uysal	iu@oeis.dk
7 th & 8 th Grade and French	Jakob Usta	ju@oeis.dk
9 th Grade	Joshua Mittleman	jm@oeis.dk
Math	Ercivan Özyer	eo@oeis.dk
Math, Physical Education and Science	Lütfi Peker	lp@oeis.dk
Music	Johanne Druitt	jod@oeis.dk
German	Mesut Yilmaz	my@oeis.dk
Danish and Mentoring & Personal Development Teacher	Mustafa Gezen	mg@oeis.dk

Management

Title	Name	Email
Headmaster	Nedzat Asanovski	na@oeis.dk
Assistant Manager	Mustafa Gezen	mg@oeis.dk

The After School Program and Breakfast Club

Title	Name	Email
ASP Coordinator	Jenny Denton	jd@oeis.dk
ASP Coordinator (Maternity Cover)	Alison Henriksen	ah@oeis.dk

Administration

Title	Name	Email
School Secretary	Charlotte Hald Mathiasen	info@oeis.dk
General Administration	Gaby Neubert-Luckner	gaby@oeis.dk

The Health Visitor

Title	Name	Email
The Health Visitor	Grete Petersen	Grete.Petersen@buf.kk.dk