



**ISGR  
Student & Parent Handbook  
MYP  
2012/2013**

**Embrace Diversity,  
Explore the World!**

***ISGR/IHGR Mission Statement***

The ISGR/IHGR is a K-12 school providing a safe, secure and dynamic, environment that prepares students for a successful future. ISGR/IHGR encourages its students to become democratic, responsible, knowledgeable world citizens, who are capable of interacting positively and productively with others. ISGR/IHGR offers an education that balances academic, creative, social and personal growth and achieves critical thinking, informed decision making and purposeful action.

***The Mission Statement of the International Baccalaureate Organisation***

‘Through comprehensive and balanced curricula coupled with challenging assessments, the International Baccalaureate organization aims to assist schools in the endeavours to develop the individual talents of young people and teach them to relate the experience of the classroom to the realities of the world outside. Beyond intellectual rigour and high academic standards, strong emphasis is placed on the ideals of international understanding and responsible citizenship, to the end that IB students may become critical and compassionate thinkers, lifelong learners and informed participants in local and world affairs, conscious of the shared humanity that binds all people together while respecting the variety of cultures and attitudes that makes for the richness of life’.

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# Contact Numbers, Addresses & E-mail

ISGR North Campus – MYP: Molinsgatan 6,  
411 33 Göteborg.

Reception: 031 7089200

Gula Sidorna (yellow pages) map references: North Campus 33 C7

Head of School

Birgitta Sandström-Barac 031 7089215

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Principal International Section

Spring 2013

Jayson Williams

[Jayson.Williams@isgr.se](mailto:Jayson.Williams@isgr.se)

Acting Principal International Section

Autumn 2012

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[Graham.Miselbach@isgr.se](mailto:Graham.Miselbach@isgr.se)

Acting Deputy Principal/

Coordinator

[Corinna.Ljungberg@isgr.se](mailto:Corinna.Ljungberg@isgr.se)

Principal National Section

Helena Rundéus 031 7089225

[Helena.Rundeus@isgr.se](mailto:Helena.Rundeus@isgr.se)

School Nurse – MYP

Minna Backman 031 7089210

[Minna.Backman@isgr.se](mailto:Minna.Backman@isgr.se)

Development and Admissions

James Teasdale 031 7089265

[James.Teasdale@isgr.se](mailto:James.Teasdale@isgr.se)

If your child is sick please call: 031 7089203 before 7.45 am.

ISGR homepage: [www.isgr.se](http://www.isgr.se)

Teacher's e-mail addresses can be found on the ISGR homepage.

If you have any suggestions for additional information for inclusion in this handbook please contact James Teasdale on: 031 7089265 or [James.Teasdale@isgr.se](mailto:James.Teasdale@isgr.se)

# School Routines

## **The School Day**

The school operates between the hours of 8.00am and 5.00pm. Students start and finish times may vary from day to day but are between the hours stated.

## **Open Campus**

The school is situated on an open campus and the students in grades 8 – 10 are allowed to leave the campus during the day outside lesson time. Students in grades 6 and 7 have the area at the rear of the school building for playing and they may NOT leave the campus during the day except to travel to the Guldheden campus for their sports lessons. Students in grade 6 will be supervised during their break times.

## **Car Parking**

If you are driving your child to school please do not drop them off in the staff car park as this causes congestion when the staff is arriving.

***PLEASE DO NOT PARK IN THE STAFF CAR PARK – EVER!***

Staff car parks are monitored by the traffic authority and failure to display a parking permit or recognized visitors badge may result in a parking fine!

## **Tardiness**

Students who are late disrupt the lesson for both the teacher and students and is in direct contravention of the student's right to learn and the teacher's right to teach as stated in the behaviour policy. If students are persistently late without good reason then they will be spoken to by the Principal and their parents will be called. If tardiness or unexcused absence persists, the school is obliged to report the matter to social services.

## **Teacher Absence/Substitution**

If a member of staff is away from school then a substitute will take the class. If students arrive for class and there is no teacher, perhaps due to them suddenly becoming ill, then the students should go to the Deputy Principal, Graham Miselbach and he will organize to open up the classroom for the lesson.

Some students seem to believe that if a teacher does not turn up after ten minutes then it means the class is cancelled. This is absolutely **NOT TRUE!** Students leaving without permission will be regarded as absent without leave and face the consequences.

In some cases a class may be cancelled and the class dismissed early but this is a last resort and only usually if it is the last class of the day. Students will be given the opportunity to call home informing their parents if this is the case. For students without a cell phone the means to call home will be provided by ISGR.

## **School Lunches**

Lunch is provided by school in the canteen and students must show their identity card when they enter the canteen and eat at their scheduled time. Students in Grade 6 will be accompanied by a teacher. A hot meal is provided and there is a salad bar plus milk, juice or water to drink. Students with specific dietary requirements are catered for and they are required to fill in their dietary needs on the appropriate form. Students are not allowed to take their own food into the school canteen.

## **Bicycles**

Students may cycle to school but must lock their bicycle in the designated cycle racks in front of the school. Helmets should be worn.

**NB The school cannot be responsible for either loss or theft of bicycles.**

### **Bus/Tram Cards**

Students living within the Municipality of Gothenburg City are provided with a bus/tram card that is valid on weekdays up until 18.30. This can be 'topped up' at 'Tidpunkten' which can be found at Brunnsparken near the Nordstan Shopping Centre. This allows students to use the card for extended times during the week and also at weekends. This cost is approximately 250SEK.

As students have to travel between campuses for gym/PE lessons for those students not eligible for a tram card, money will be paid directly to the parents to cover the cost of travel.

Lost cards will be replaced at reception at a cost of 50 sek.

**NB If you are eligible for a bus/tram card please ensure that your child has a personnummer and that school has a record of it otherwise we are unable to issue a card.**

### **School Closure Due To Extreme Weather**

Should the weather become extremely severe it may be necessary to close the school. Please check the local radio and television news for information. A message will also be displayed on the school website advising you of the situation.

### **CLOTHING & EQUIPMENT**

#### **Dress Code**

We do not have a school uniform or dress code. Students should however dress in an appropriate, non-suggestive manner with attention given to neatness and cleanliness. T-shirts or sweatshirts should not display offensive slogans or promote drugs, alcohol or tobacco. For those of you new to Göteborg it does rain an awful lot so please be prepared with either a waterproof jacket or umbrella!

#### **Gym/PE Kit**

Gym lessons usually take part indoors except for the beginning and end of the school year and the monthly jogging sessions. The gym is situated on the South Campus at Guldheden and students travel by tram or bus between the two campuses.

Kit required:                      Tracksuit or shorts.  
    T-shirt and/or sweatshirt.  
    Trainers with non-marking soles.  
    Towel, soap & shampoo for use in the shower.

Valuables:                         There are a number of lockers in the gym changing rooms but students must provide their own lock.  
    Alternatively these can be placed in the 'valuables' box at the beginning of the lesson and collected at the end.

***School is not responsible for the loss of items belonging to students.***

### **School Supplies**

ISGR provides all the text books required by students. If a student loses a book then they are responsible for paying a standard fee as follows:

Books purchased in Sweden – 500 SEK per book.

Books purchased outside Sweden – 1000 SEK per book.

At the beginning of the term each class teacher will give the students a list of the stationery supplies that they will need. These may include, pens, pencils, eraser, calculator, notebooks or folders and loose leaf paper.

### **Lockers**

Every student is issued with a locker on arrival at school but they must provide their own lock. This is a privilege and not a 'right' and if abused the student will lose that privilege. School cannot be responsible for anything in a student's locker and we ask, therefore, that they do not bring valuable items into school.

### **Lost Property**

If you lose something then please ask at the reception.

### **Valuables**

Students, and NOT ISGR, are responsible for anything that they bring into school.

## **COMMUNICATION**

The main means of communication between school and home is by the homepage unless a parent's signature is required for permission then a letter will be sent.

### **Homepage**

Please check it regularly as news and changes of information will be posted here. In the autumn there will be a diary or calendar section giving information about class trips, tests etc.

### **Absences**

If your child is sick, please report their absence before 7.30am by calling 031 367 2908 – you must call each day that they are sick.

If a student is missing from class and does not appear on the absence list then that absence is unexcused and will be noted on the student's record.

### **Taking Students Out of School**

If you need to take your child out of school for any reason then you must seek permission by completing a leave of absence form **14 days in advance** which should be given to Graham Miselbach, acting Principal or Corinna Ljungberg, Acting Deputy Principal/Coordinator.

Absences are cumulative in any school year therefore; repeated absences can jeopardize your child's promotion to the next grade level.

Parents & Students must note that the students are responsible for catching up any work or assignments that they miss. Failure to do so will result in the missed assignments receiving a zero. If the student has missed a test then he/she must arrange with the relevant teacher to sit the test at another time.

### **Parent Meeting – Thursday 30<sup>th</sup> August**

Presentations are given by the Principal, the Deputy Principal/Coordinator, the School Nurse, Counselor and Librarian. All members of the teaching staff are then introduced. Parents will have the opportunity to ask questions.

Following this introductory session parents can then visit each of the teachers in turn in their classrooms and hear a short presentation on what will be taught during the year, style of teaching, type of assessment etc. Again there will be some time for informal discussion/questions. Information on the forthcoming year is usually handed out by the teachers at this time. **Please note that this meeting will usually last for around three hours!**

### **Development Talks**

**16<sup>th</sup> October 3.30pm – 6.30pm**

**18<sup>th</sup> October 8.30am – 6.30pm**

**19<sup>th</sup> March 3.30pm – 6.30pm**

**21<sup>st</sup> March 8.30am – 6.30pm**

Each term parents have the opportunity to meet with each of the subject teachers to discuss their child's development. A sign up book is available a week before the talks for parents/students to make appointments, each appointment is ten minutes long and parents are asked to try to keep to this. If you require more time with a particular teacher then you will need to make an appointment to meet on another day.

It is up to you whether you wish your child to be present during the talk.

### **Reports**

Students in MYP receive two reports each term. Mid-term there is an interim report which gives a written account on how the student is performing and does not include a grade. This usually comes out a week ahead of the development talks. The end of term reports combine both written comment on the students' progress and a grade which is taken from all their marked course work, homework and tests.

**IMPORTANT! – If at any time you have concerns regarding your child please arrange to discuss it with their mentor, appropriate subject teacher, the coordinator or the Principal. You do not need to wait for the development talks if you have any concerns but please e-mail the person you want to meet with to arrange an appointment.**

### **Grading**

Students receive a grade from 1 to 7 as detailed below:

- 1 – Very Poor
- 2 – Poor
- 3 – Mediocre
- 4 – Satisfactory
- 5 – Good
- 6 – Very Good
- 7 – Excellent

### **Assessment Criteria**

Assessment is an integral part of teaching at ISGR and is used to determine the effectiveness of both the teaching and learning processes. It is essential that both students and teachers can identify their strengths and weaknesses and the effectiveness of the program. Students are always informed of the criteria being used to evaluate their work.



### **Formative Assessment**

This is part of the daily learning process and helps teachers understand what the students already know which enables them to plan the next stage of learning.

### **Summative Assessment**

This form of assessment takes place at the end of the teaching/ learning process. Students have the opportunity to demonstrate what has been learnt. Summative assessment may include any of the following: acquisition of data, synthesis of information, application of knowledge and processes.

### **Strategies and Tools**

At ISGR we use a broad range of approaches that are designed to provide a balanced view of the student. This enables us to meet and encourage different learning styles. Examples of strategies and tools are: projects, research papers, journals, quizzes, tests, experiments, oral presentations, rubrics, benchmarks, checklists, anecdotal records and continuums.

### **Concerns**

If you have a concern related directly to your child or a general issue, then we would suggest that you speak to the personnel in the following order to ensure that the quickest solution can be found.

The teacher or mentor concerned  
The Deputy Principal/Coordinator  
The Principal  
The Head of School  
The Board

Most issues can be resolved easily if they are dealt with early on. All members of ISGR staff are dedicated to delivering high quality education to the students entrusted to them, furthermore to ensure their health, safety and welfare are properly attended to at all times. If you do have a worry or concern about what is happening in school, **PLEASE TELL US AT ONCE!**

### **What happens after MYP9?**

The International Baccalaureate Organization's Middle Years Program is completed at Grade 10 and students who have attended an IB school for grades 9 and 10 will receive a certificate from the IB for completing the program. Students are then in a position to go on to the IB Diploma for years 11 and 12 at IHGR providing they have gained at least a 4 in English, Math, Science, Humanities and their Personal Project. However, because in Sweden students normally change schools after grade 9 then there are a number of other options open to them regarding their future education..

- Continue to MYP10 and complete the Middle Years Program.
- During MYP9 students can apply to Hvitfeldtska for entry into the pre-IB year of the Diploma program. However, it should be noted that this is a preparation course for students who have not been in an IB school previously. The students must pass an exam in English and Math for acceptance into the program.
- If the students are bilingual in Swedish/English then they can apply for any gymnasium.

### **Procedure for applying for MYP10 or Gymnasium**

In MYP9 the students will receive a letter asking them to advise ISGR what their plans are post MYP9. The choices are:

- MYP10
- Hvitfeldtska
- Swedish Gymnasium
- Moving home or onto another assignment.

Students will only be guaranteed a place in MYP10 if that is their first choice; therefore they should think seriously about what they might wish to do in the future before making their choice.

Students may wish to take the Hvitfeldtska test for entry into the pre diploma course but if they are unsuccessful they must realize that they may not automatically get a place in MYP10.

### **Student Awards**

At the end of each school year the following awards are presented:

- Gunnar Backman Award – Most Outstanding/All round Student
- Most Improved Student – one student per grade level
- Sport Award – MYP and LGRM
- Fine Art Award – MYP and LGRM
- Music Award – MYP and LGRM
- Drama Award – MYP and LGRM
- PTA Award for Math/Science – MYP and LGRM
- PTA Award for Writing – MYP and LGRM

## **FINANCIAL CONTRIBUTIONS**

### **Fees**

The fees for the International Section are to be found on our website. Fees are invoiced and should be paid in full before the student starts school. Students attending for part of the year must still pay the full fee.

### **Swedish Social Number**

Education in Sweden is funded by the state hence the low tuition fee charged. Therefore, it is very important that ISGR receive the student's and parent's '**personnummer**' as soon as possible to enable the school to claim the appropriate level of state funding.

## **STUDENT HEALTH AND SAFETY**

**Students have a right to:**

- Learn in a positive environment**
- Be safe and secure at school**

### **Behavior Policy**

ISGR has a Behavior Policy which is available on the homepage. Both parents and students must read this policy and indicate on the student/parent agreement form that the policy has been read, understood and accepted.

### **Parent/Student Agreements**

Included in this handbook are documents related to:

- The Library
- The School Canteen
- Computer and Internet Use
- Permission to use student work and pictures.

Once you have read these you must fill in the Parent/Student agreement, sign it and return it to your advisor.

### **Fire Drills**

These are undertaken several times each term to ensure that students and staff are prepared in the event of an emergency.

Students should follow the instruction of the teacher regarding the evacuation process.

### **Building/School Grounds Maintenance**

The school has a team responsible for maintenance and they make regular checks of the building and school grounds to ensure that they are kept in good repair. However, should you see anything that you feel requires attention please report it **to Anna Kihl Andersson 031 7089219**

### **Guidance Counselor – John Stanich [John.Stanich@isgr.se](mailto:John.Stanich@isgr.se)**

As part of the Student Service team the guidance counselor works with students as individuals and in group situations to promote their welfare. The counselor is available to meet with students who need to talk to an adult other than a parent or teacher. Students can discuss, in confidence, any issues or problems they may have for example; problems with school, growing up, relationships, sexuality or their home situation.

Parents and teachers may also refer students to the counselor if they feel that it is in the interests of the student. The counselor will also offer guidance to parents and teachers with how best to support the student. When appropriate the counselor will put you in touch with appropriate community agencies or specialists.

In addition to dealing with acute issues the counselor also works on a number of projects in a preventative capacity such as the anti-bullying group, truancy project, sex education, substance abuse and enjoy life group.

The Guidance Counselor is located in the student services section on the ground floor of the Middle School (North Campus).

**Minna Backman – is the nurse for Götaberg - [Minna.Backman@isgr.se](mailto:Minna.Backman@isgr.se)** Telephone: 031 7089210

### **Health Information**

All new students receive a form from the nurse requesting information regarding their medical history including the vaccinations/immunizations that they have received. Please fill in and return this form as quickly as possible to enable the nurse to keep accurate up to date records.

### **Administration of Drugs and Medicines**

Students with a chronic illness are usually able to administer their own medication; however, in an emergency the nurse will be able to offer assistance.

The school nurse is also able to dispense painkillers when necessary and in accordance with the student health record.

### **Emergency Contacts**

At the beginning of each school year or on arrival at the school you will be asked for home and work telephone numbers with an alternative contact (such as a friend – someone your child knows) so that should your child have an accident or become unwell during the day we will be able to get a message to you. **It is vital that you let school know if any of your contact numbers or addresses change.** Any changes should be e-mailed to: [Lena.Nilsson@isgr.se](mailto:Lena.Nilsson@isgr.se) and [James.Teasdale@isgr.se](mailto:James.Teasdale@isgr.se) as soon as possible or by completing the change of information form in this handbook and handing it to your child's advisor.

## **Skateboards**

Students can bring skateboards into school but they must abide by the following code of conduct:

**Helmets, knee and elbow pads must be worn.**

**Do not skateboard in an area or manner in which you endanger the safety of others i.e. the main steps!**

Failure to abide by the above code of conduct will result in the skateboard being confiscated until the end of the school day.

## **Junk Food**

As we want students to develop a healthy approach to eating we do not encourage them to eat chips or candies during school time. In addition to this being detrimental to their health it also results in an increase in litter in the school.

## **Accidents**

The school nurse or a member of staff trained in First Aid will assess all accidents. Minor accidents will be dealt with in school but where necessary students will be taken to the appropriate hospital for treatment and parents advised accordingly.

## **Insurance**

Students are insured by the local communes 24 hours a day. Full details are available from Magnus Hall on [magnus.hall@isgr.se](mailto:magnus.hall@isgr.se).

## **'Pick it up'**

Nobody wants to either study or work in an unpleasant environment – therefore students should ensure that all of their rubbish i.e. pieces of paper, apple cores etc are disposed of in the numerous bins around the school and not left lying around on either the floor or tables!

## **Identity Cards**

Every student will be issued with an identity card in the autumn. On the front will be their name, photograph and library card; on the back will be dietary information ie vegetarian and a space for you to write an emergency telephone number. Students with severe or critical health conditions will also have the opportunity to record this.

This card will be used for borrowing books from the library and also to get their lunch. If the card is forgotten students must go to reception and get a lunch slip. This can only be done five times. If the card is lost then the student will receive a replacement at no cost. Future replacements will cost 50 sek . Students must carry their ID card at all times.

## **Gym Tags**

We have a locking system on our gym doors to prevent people who should not be there from entering. Six students from each class will have a gym tag which is programmed to open the door for that particular class at the time of their lesson.

## **The Curriculum**

Students must study from each of the required areas of the Middle Years Program or MYP:

Language A, Language B, Mathematics, Science, Humanities, the Arts, Physical Education and Technology.

MYP offers the option to students who are taking two language A courses to be exempt from a language B requirement. This must be agreed with the MYP Coordinator, Corinna Ljungberg.

'Areas of Interaction' surround the student and are designed so that the student will become increasingly aware of the connections between subject content and the real world, rather than considering the subjects

as isolated areas unrelated to each other and to the world. There are five 'Areas of Interaction'.

1. Approaches to Learning
2. Community and Service
3. Health and Social Education
4. Environment
5. Human Ingenuity

In MYP 10, the students will complete a Personal Project. These are marked internally and then a sample is sent for external moderation by the International Baccalaureate Organization. This represents a culminating effort of acquisition of learning from the student's years in the MYP, particularly the Approaches to Learning aspect.

Upon completion of MYP10, students will receive a diploma in addition to their end of year report cards. For students to receive this diploma they should have been at ISGR for two years or have transferred from another IB MYP program.

- Following MYP10, students have the option to continue in the IB diploma program at IHGR providing they receive a grade 4 in English, Math, Science, Humanities and their Personal Project.

### **Languages**

The language of instruction is English and students who have insufficient English to fully access the curriculum will receive English as an Additional Language or English Enrichment classes depending upon their needs.

For MYP7 – MYP10, a language B program is offered in accordance with the MYP requirements. All students can take Swedish either as a language A or language B. They can also take either Spanish or French as a language B.

Entry to Swedish A is in the form of a test.

For MYP6 students they will have Swedish as a host country language and also take a term of French and a term of Spanish to enable them to make an informed choice for their Language B in MYP7.

English as a language B – This course is for students transitioning from English as an Additional Language to English A.

### **The Mentors/Teachers**

As the language of instruction at ISGR is English, the engagement of native English speaking staff is a high priority particularly in the areas of Language Arts, Humanities, Science and Math. For other modern languages we endeavor to employ native speakers in those language areas whenever possible.

### **Learning Support**

There is a qualified Learning Support teacher to assist students with specific needs. If your child has an identified need or you think that there is a problem our staff can help by diagnosing their need and offering appropriate support for your child's learning. Please contact the student's advisor in the first instance.

### **Homework**

Students should receive homework every evening. The nature of the homework will be practice, projects, reading, maintenance of skills, reviewing, studying for tests and research. The emphasis on homework is that it should maintain or reinforce skills or concepts that have been learnt. It is important that the students receive feedback from completing homework assignments and this is usually given a week after the work has been handed in.

## **Special Days / Events**

### **Sex Education**

This programme begins in grade 8 and is led by the science teachers and supported by the guidance counselor and school nurse, the students receive information about their sexuality, relationships and healthy living.

### **Drugs, Alcohol and Tobacco Awareness**

During grade 9 and 10 students participate in a special program developed by the guidance counselor and school nurse to inform them of the effects that drugs, alcohol and tobacco can have on their bodies and their lives.

### **International week – 19<sup>th</sup> – 23<sup>rd</sup> November**

The school celebrates this week with a World Culture Day, a sports day and a variety of activities within the classroom

### **Personal Projects Exhibition**

The 10<sup>th</sup> grade students will present their Personal Projects prior to them being sent off to the IB for external moderation. There will be an opportunity for all parents and students to view the projects and hear the participating students present them

### **Culture Week – 10<sup>th</sup> – 14<sup>th</sup> June**

#### **Summer show (former Spring Show)**

This annual show involves students from the whole school. Performers sing, dance, play instruments, do skits or magic tricks among other things. The evening is supported by students from grade 8 and everyone is welcome to attend.

Students from Art classes display their work in an exhibition space outside school and parents and other students are invited to attend and view the work.

### **Lucia**

Grade 10 students together with LGR9 students participate in the Lucia celebrations in the form of a procession and singing in a church in Gothenburg. All students and parents are welcome to attend this event.

### **Graduation Ball**

Students in MYP10 have a graduation ball which is held in a 'secret' venue outside school. The students 'dress up' and have the opportunity to have their photograph taken then enjoy dinner followed by dancing.

### **Graduation Ceremony**

On the last day of term there is a graduation ceremony for MYP10 students. During the ceremony a number of special awards are handed out and the students are sent on their way! All students attend the ceremony and parents of the graduating MYP10 students.

### **Permission Slips for Field Trips**

Each time students have the opportunity to go on a field trip the teachers organizing the event will send out a letter with details of the event and a permission slip for you to sign confirming that your child can attend.

For extended trips such as camping trips, exchange programmes and Nordic Network sports tournament, students and parents must sign to accept the 'code of conduct' for the trip. Attendance is not possible unless the form is signed. Students who do not adhere to the 'code of conduct' may be sent home and their parents will be expected to collect them. Attendance on future trips or activities may only be possible if the parents accompany their child.

## **Sports Days**

Throughout the year there are a number of special sports days which may include, swimming, ice skating, beach volley ball and track and field. You will receive written notification of these or by checking the diary/calendar section of the website.

## **PARENT INVOLVEMENT**

### ***The PTA – Parent Teacher Association***

### ***The ISGR-PTA***

The goal of the PTA at ISGR is to help build school spirit and a sense of community within the school by organizing fun events for the students, parents, and school administration to enjoy. The PTA organizes and helps fund various activities throughout the year to benefit the school community.

**Parent Helpers** - ISGR firmly believe that the students will have a very positive experience at school if parents, teachers and students work in partnership. Therefore, any form of help or support that you wish to give will be most gratefully received.

#### **Help in PYP!**

In the Classroom - with reading, craft activities, going on school trips

The Library - checking books in and out and helping students find the book they are looking for.

Photocopying - for the teachers or administration

As Class Representative - organise other volunteers for school trips, teacher appreciation days, class parties and special events.

EAL Support - helping students learn English by playing games and listening to them read.

Home Country Representative - to act as a contact for families from their home country.

**Social and Fund-Raising** - The PTA also organizes additional events such as Red House Book Club, PYP Discos, Teacher Appreciation Day and more.

We also have social clubs including Choir and the English Club, new clubs are always welcome.

Committees include: New Family Orientation/Welcome Committee and Social Committee.

**We Welcome New Volunteers**

<http://www.it-express.com/isgr/ptainfo.html>

#### **Parent Helpers**

ISGR firmly believe that the students will have a very positive experience at school if parents, teachers and students work in partnership. Therefore, any form of help or support that you wish to give will be most gratefully received. We all know that by the time students reach middle school age that they may not want their parents hanging around school however, help is always needed with escorting students on field trips or in the school library.

## APPENDIX 1

### International Baccalaureate Programs

#### Primary Years Program (PYP) and Middle Years Program (MYP)

- 1 Developed in the late 90s
- 2 State of the art curricula reflecting most recent educational research
- 3 At the cutting edge of educational provision
- 4 Establishes learning as a life-long activity

#### PYP

- 1 Provides a thorough grounding in the basic skills
- 2 Encourages independence in learning from an early age
- 3 Teaches students to investigate topics and includes individual and group project work
- 4 Students can engage in tasks at their own level
- 5 Similar to the kind of programs many countries reserve for their gifted and talented programs

#### MYP

- 1 Continues development of basic skills
- 2 Includes multi-disciplinary projects
- 3 Encourages analysis and critical thinking eg distinguishing between fact and opinion, recognising bias
- 4 Links history, geography, philosophy, art and literature
- 5 Includes a research project each year on a topic of the student's choice
- 6 Requires students to contribute to society through community service, preparing them for a world beyond the school environment
- 7 Optimal preparation for the IB Diploma

#### International Baccalaureate (IB) Diploma

- 1 The most established of the three curricula (since 1968)
- 2 University entrance course accepted by universities in 110 countries around the world, including the most prestigious
- 3 Many US Colleges give holders of the IB Diploma exemption from the freshman year
- 4 Externally set and marked exams
- 5 Assessment includes an extended essay (thesis)
- 6 Includes a core course (unique to the IB) in Theory of Knowledge, which develops the ability to analyse evidence that is expressed in a rational argument
- 7 Encourages student to appreciate other cultural perspectives

These curricula are the choice of almost all International Schools around the world. Those schools are usually private and very expensive. Many national private schools are also choosing these curricula instead of or in addition to their national curriculum.

There are IB schools in most major cities in the world, enabling continuity of curriculum for families who move from country to country.

For detailed information about the International Baccalaureate Programs and schools see [www.ibo.org](http://www.ibo.org)



## **ISGR Mission Statement**

The ISGR/IHGR is K-12 school providing a safe, secure and dynamic environment that prepares students for a successful future. ISGR/IHGR encourages its students to become democratic, responsible, knowledgeable world citizens, who are capable of interacting positively and productively with others. ISGR/IHGR offers an education that balances academic, creative, social and personal growth and achieves critical thinking, informed decision making and purposeful action.

## **Philosophy and Practices**

### **Philosophy 1**

ISGR/IHGR Values its students and staff as unique individuals and encourages them to be communicators, caring individuals, inquirers, thinkers, capable of being open-minded, principled, reflective, well balanced, creative, innovative and practical.

#### **Practices:**

- Fulfill the requirements of the IBO and Swedish National Curricula.
- Identify and accommodate different learning styles and needs.

### **Philosophy 2**

ISGR/IHGR encourages its school community to take appropriate risks and challenges and to reinforce that learning comes from both successes and mistakes.

#### **Practices:**

- Invite opinions, suggestions and questions from the whole school community.
- Empower students to take action that will enhance their own and others' lives.
- Serve as role models.

### **Philosophy 3**

ISGR/IHGR fosters and understanding of the individual along with cultural and international diversity to enhance the idea of an international community.

#### **Practices:**

- Introduce students to facts, ideas, concepts and creative expressions that have influenced the world.

- Provide learning experiences that maximize on the unique identity of ISGR/IHGR.

#### **Philosophy 4**

ISGR/IHGR offers a balanced and coherent approach to curriculum, instruction and assessment.

#### **Practices:**

- Encourage connections across disciplines.
- Help students learn how to learn individually and in groups.
- Establish student academic potential and a means to monitor and measure growth.
- Ensure the integration of Information Communication Technology (ICT) in the teaching and learning process.

#### **Philosophy 5**

ISGR/IHGR fosters learning as a lifelong process, preparing students for a world beyond the school environment.

#### **Practices:**

- Engage students in reflective inquiry and critical analysis.
- Encourage students to make use of the advancements in ICT while maintaining an awareness of the responsibilities that accompany the use of this medium.

#### **Philosophy 6**

ISGR/IHGR creates a community of learners that includes faculty, staff, parents and students.

#### **Practices:**

- Be a centre of learning for students, teachers and parents.
- Provide guidance and support for the whole school community.
- Reflect on and develop professional practice and serve as a role model.
- Utilize the advancement in ICT to develop communication within the school community.

#### **Philosophy 7**

ISGR/IHGR promotes an active concern for the environment, healthy living and an awareness of global issues.

**Practices:**

- Foster a sustainable environment both locally and globally.
- Provide learning experiences that ensure the promotion of environmental and global awareness in addition to healthy living.

**Philosophy 8**

ISGR/IHGR values their place in the host community.

**Practices:**

- Maintain a dialogue with other educational providers within and outside Sweden.
- Serve as a positive role model.

After reading the following agreements and guidelines please complete the Parent/Student agreement form and return it to your advisor.

### Computer and Internet User Agreement – 2012/2013

As a student, I agree to the following regarding using the computers and the Internet:

1. I will use the computers and Internet for school and research.
2. I will not use the Internet for any illegal activity, such as violating a copyright or other contract or gaining illegal access or entry to other computers (hacking).
3. I will not use the Internet in a way that will disrupt its use by others.
4. I will not use an account owned by another person or use that person's password to gain access in any way.
5. I will not reveal my personal password, address, phone number, or the same information of a friend or fellow student to anyone on the Internet.
6. I will not commit acts of vandalism to the computer, hardware peripherals, or programs. I will not do any damage to other people's files or access those files.
7. I will not use the Internet or the computer for rude, vulgar or inappropriate behavior.
8. I will not harass, annoy or attack others on the Internet.
9. I will not download files, software or shareware unless my teacher requests me to do so.
10. I will not use Internet time for playing computer games.

I understand that the school officials have full authority to decide what is appropriate Internet and computer use. My teacher has discussed each of the above points with me, and I understand that if I violate this agreement my access privileges will be lost and school disciplinary action may be taken.

## Guidelines for access to and use of the Library

In order to receive a library card you will need to indicate on the Parent/Student agreement letter you have read, understood and agree to abide by these guidelines. Following these guidelines will enable everyone to get the most out of the library and enjoy using the facilities.

1. The '**Computer and Internet User Guidelines**' also apply to the library.
2. Books marked as reference books may only be used in the library.
3. Only take out books for yourself on your library card, not for your friends.
4. Anything borrowed from the library must be handled with care and protected against damage. Please do not make any notes or underline anything in library or text books.
5. When you borrow a book check its condition before taking it and report any damage to the librarian.
6. Each books has a bar code and it is essential that these are not removed or put onto another book.
7. **The borrower is liable for any damage or loss of material borrowed from the library, including accidental damage.**
8. The library is a place for reading and quiet study, so keep talking to a minimum and speak quietly if necessary.
9. We are all responsible for keeping the library tidy and comfortable.
10. There is no eating and drinking in the library.
11. **When you borrow a book it is stamped with a date. If you do not return the book by that date a reminder will be sent to you followed by an invoice if you still fail to return it.**
12. The library system records what you have borrowed at the point of borrowing but once the item is returned it deletes the record.
13. It is possible that the librarian may recall an item if it is needed for administrative purposes.

## SCHOOL CANTEEN GUIDELINES

Lunch is an important part of the day and also a pleasant social time. We have many students to feed in a very short time and to make this as efficient and enjoyable as possible we expect you to follow the School Canteen Guidelines. Once you have read this paper you need to indicate on the Parent/Student agreement form that you have read, understood and agree to follow these guidelines.

1. Always come into the canteen at your scheduled time.
2. Show your identity card to the staff. If you do not have your card you will need to go to the reception and get a lunch slip. You can only do this for 5 days and then you will have to purchase a new identity card which will cost 250 sek.
3. Once you have finished eating you must clear away your plate and leave the canteen.
4. Use only one knife, fork, plate and glass - we have limited supplies.
5. Do not run around in the canteen.
6. Speak in a moderate voice, sound carries and shouting is not necessary.
7. Only food provided by the canteen should be eaten there and no food should be taken outside - not even fruit.
8. Do not bring in skateboards or balls.
9. You may listen to music using personal headphones.
10. Mobiles should be switched off or on silent.
11. If you do not follow the above requests then the canteen staff will instruct you to take your food up to a table outside the staff room.
12. If you continue to ignore the guidelines then one of your parents will have to accompany you during the time you are eating in the canteen.
13. If you have specific dietary needs make sure that you inform us and that you have received the correct food.
14. These guidelines have been put together for the benefit of both students and staff, if you have any suggestions or additions please let your advisor know.

## PERMISSION TO USE STUDENT WORK AND PICTURES

ISGR takes the opportunity to celebrate student work whenever possible. In addition, as an IB world school, ISGR is also expected to send samples of student work for monitoring purposes.

We therefore, request your permission to use photographs of the students and samples of their work for the following purposes:

- School Webpage
- School publications – Newsletters, brochures etc.,
- Wall displays
- Sample material for IB

Please tick the Parent/Student agreement form as appropriate to your needs.

## Change of Information – School Database

If any of your details change please complete this form and hand it to your advisor.

Students Name: \_\_\_\_\_ Class \_\_\_\_\_

Street name and number: \_\_\_\_\_

Home telephone Number: \_\_\_\_\_

Post code: \_\_\_\_\_ Town/City: \_\_\_\_\_

Mothers Name: \_\_\_\_\_

Street name and number: \_\_\_\_\_

Mobile/Cell phone: \_\_\_\_\_

Post code: \_\_\_\_\_ Town/City: \_\_\_\_\_

Fathers Name: \_\_\_\_\_

Street name and number: \_\_\_\_\_

Post code: \_\_\_\_\_ Town/City: \_\_\_\_\_

Mobile/Cell phone: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Street name and number: \_\_\_\_\_

Post code: \_\_\_\_\_ Town/City: \_\_\_\_\_

Mobile/Cell phone: \_\_\_\_\_

Any other changes such as dietary/medical:

\_\_\_\_\_



# Leave of Absence – Application Form

Dear Parents

Please complete the following and hand it to your child's class teacher/mentor. A decision on your application will be given within seven days. Please note that absences are cumulative and therefore, repeated absences may jeopardise student's promotion to the next grade level.

**Name of student** \_\_\_\_\_

**Class** \_\_\_\_\_ **Teachers/Mentors name** \_\_\_\_\_

**Dates of absence: from** \_\_\_\_\_ **to** \_\_\_\_\_

**Total number of days** \_\_\_\_\_

**Reason for absence** \_\_\_\_\_

---

I understand that my child will have to make up any work and re-schedule any tests that have been missed during their absence. This must be done in accordance with the teacher's wishes.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

.....

School Use Only:

Number of days absence previously granted \_\_\_\_\_

Accumulated days including this request \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

Graham Miselbach

# Withdrawal Notice

We hereby announce that our child/children will leave ISGR from the following date:

Year	Month	Date
------	-------	------

The name of our child/children

.....class.....

.....class.....

.....class.....

To facilitate the forwarding of school records please fill in the name and address of the new school:

.....

.....

.....

.....

We are aware that if we wish to return to ISGR in the future we will have to re-apply and that a place is not automatically guaranteed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date