



SZCZECIN INTERNATIONAL SCHOOL

PRIMARY **HANDBOOK**

2011 – 2012

ABOUT THIS MANUAL

Please note that the contents of this manual are under continuous evaluation. The school is constantly evolving and procedures and methods change quite frequently to the benefit of the school.

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GENERAL INFORMATION ABOUT THE SCHOOL

The SIS Mission

The mission of SIS is to create a friendly, educative and cooperative environment for all. By recognising and nurturing all students the school is striving to:

- Ensure that all students are achieving their intellectual and social potential
- Develop in each child an inquisitive and critical mind and the ability to care for other people - family, friends, the young and the old
- Demonstrate the ability to use their education at SIS in order to expand their vision of self-worth and personal achievement
- Infuse love of learning in a foreign language by fostering an environment where students, parents, and staff work together towards a common goal

This helps to shape attitudes based on:

- a healthy way of life;
- friendliness, tolerance and compassion towards other people;
- a desire to understand the world;
- a desire to strive to achieve personal goals;
- commonly accepted moral values.

SIS Ethos

SIS offers the best education for all children aimed at their level and ability in a small and caring school with a family atmosphere. Szczecin International School promotes an attitude of tolerance and acceptance of others, regardless of nationality, religion, race, or gender. Any manifestation of discrimination or bullying is not tolerated.

SIS Qualities

The school offers your child the best education aimed at his/her level of ability, in a small, friendly and caring atmosphere. It provides:

- An **International** school: SIS has three international programmes leading to internationally recognised qualifications – IPC in Primary, IGCSE in Middle school and the IB in the Diploma level.
- A school using **English** as the teaching medium: The school provides intensive Special English Lessons to non-English speaking children when they start school with us. These lessons are designed to facilitate the student's integration into an English-speaking curriculum.

- A school with **small class sizes** and a pleasant learning environment, allowing teachers to respect the learning needs of each child.
- **The best education for all children – aimed at their level and ability.**

School location

Szczecin is a large city in Northwest Poland (close to the German border). It is an important port and is part of a major trading route from Scandinavia and the Baltic states/ Russia down to Berlin and beyond. Szczecin is surrounded by countryside, rivers and lakes with plenty of amenities for sailing, fishing, horse riding, golf. The city itself has developed significantly in the last ten years, and has tremendous potential because of its location. At present the school is located in the centre of the city.

School Address

Szczecin International School,
ul. Starzyńskiego 3-4,
70-506 Szczecin
Phone: (091) 42 40 300; fax: (091) 42 40 301
e-mail: sis@sis.info.pl
Official SIS website: www.sis.info.pl

School - History

On the 12th of March 1999 Poland became a member of NATO and Szczecin was chosen as the Multi-National Corps Headquarters (MCNE) in Poland. Poland was set up for children of the soldiers and officers who come mainly from Poland, Germany and Denmark. The school was created and registered under Polish law. Its official name is Szczecin International School (SIS). The first day was 1st September 2002. In subsequent years the school has attracted many private students from Poland and abroad.

As of 1st January 2009 SIS became one of many companies under the umbrella of Stiftung & Bildung und Handwerk whose headquarters are in Paderborn, Germany.

Structure of the school

There are 13 grades, one class for each grade, starting from the age of five/six up to the level of Baccalaureate (Abitur), age 19. The school is divided into three parts: the Primary School, Middle School and Diploma Level. The primary classes are P1 to P6 (ages 5/6 to 11/12). Middle School is M1 to M4 (ages 12/13 to 15/16), and Diploma Level D1 to D3 (ages 16/17 upwards).

The Upper School is a Cambridge International Examinations (CIE) Centre registered at Cambridge University. SIS is also now a member of one of the most respected and well-known educational organisations – the International Baccalaureate Organisation (IBO) – and the first students to start the IB courses began in September 2005.

SIS Board

The Szczecin International School board is composed of representatives from the parents, the Corps, private parents, teachers and management, and a student representative. The SIS Board has an advisory function and supports the school's management.

Teachers

Szczecin International School is a relatively small school with teachers from many different countries. This makes it an interesting place for students, and teachers, to learn and study.

PRIMARY SCHOOL

The primary level follows the International Primary Curriculum (IPC), founded in 1998. It is a new curriculum especially developed for international primary schools. It is rigorous, practical and good fun. It helps children develop subject knowledge, skills and understanding, contributes towards their personal development and, **uniquely**, builds the development of international understanding into the formal curriculum.

The IPC includes learning goals/standards for assessment for every curriculum subject, personal development and international understanding. It provides over 70 thematic units of work packed with practical work for the teachers and children. These activities are based on the latest brain-based research including learning styles and multiple intelligences.

The subjects included in the IPC are: Science, History, Geography, Art, ICT, P.E. Music, Personal Development and International Issues. English is linked to the IPC but also has its own programme including the skills of Reading, Writing, Listening and Speaking. Mathematics is linked to the IPC but also has its own programme.

The programmes used in Primary are compatible to any International programme around the world.

Official IPC website: <http://www.internationalprimarycurriculum.com>

Rules for Enrolment in the PRIMARY SCHOOL

Pupils who apply for primary grade 1 or 2 (Polish grade 0 or 1) are accepted on the basis of an interview, filling out an application form, signing the financial statement and paying the entry fee. A pupil is accepted for primary grades 3-6 and M1 (Polish grades 2 to 6) on the basis of a report from their previous school, interview, application form and financial statement, and paying the entry fee.

STRUCTURE OF THE P1 SCHOOL DAY

Programme

Early years education is based on the International Primary Curriculum (IPC) and Polish core curriculum. The content of both the international and Polish programmes are adapted to the needs, competencies and capabilities of five-year-old children. Teaching materials and methods are chosen to allow each pupil to be directly involved in their own learning and to be challenged. The main forms of activities are tasks supporting mental development that also encourage hands-on experiences and exploration. Since playing is a crucial part of children's learning and social and emotional development, there is always time for fun, games, group activities and simple, creative presentations.

Organisation

Children stay in the classroom with thematic corners. The floor is covered with carpets. Tables are suitable for the height of the children. The classroom is equipped with books, plush toys, board games and interactive toys which support development and which are also used during Mother Tongue and English lessons. Outdoor free playtime is an important part of the daily schedule.

Breaks

The form teacher manages break times, which need to be adjusted to the needs of the children. The lunch break is during the third block, between 12.00 and 13.00. Children do not come out of the classroom when the whole school takes breaks.

Time

Each subject class (Mother Tongue, English, Mathematics, IPC, Music, ICT, Physical Education) takes no more than one-fifth of the daily schedule. A lot of time is dedicated to play. During playtime, the children form relationships with each other and can familiarize themselves with the classroom's various learning materials while developing their own interests. One-fifth of the day is spent either on the playground or in the park. The form teacher decides how to use the remaining time, depending on the need for instructional practices.

Meals

For the first and second breakfast, children bring food and drinks prepared at home. Hot lunches are provided by a catering company in the classroom or at the buffet from 11.30 to 12.00.

Detailed schedule of the day:

8.20 – 8.40	supervision
8.40 – 9.20	form teacher – other educational activities
9.20 – 10.00	subject lesson
10.00 – 10.20	form teacher – other educational activities
10.20 – 11.00	subject lesson
11.00 – 11.30	form teacher – other educational activities
11.30 – 12.00	lunch
12.00 – 13.05	walk
13.05 – 13.45	subject lesson
13.45 – 14.05	form teacher – other educational activities
14.05 – 14.45	subject lesson
14.45 – 15.25	form teacher – other educational activities

STRUCTURE OF THE P2-P6 SCHOOL DAY

There are always four 80-minute blocks during each day with some classes having a fifth block. The school doors open at 8:20 and lessons begin at 8:40. Parents need to be aware that children who enter the school building before 8:20 are **NOT** supervised by the teachers. Parents who come to school during the last block should wait in the main hall downstairs to enable teachers to carry out their lessons undisturbed. Children need to be collected at 15:25 as there is no supervision after this.

The school will not take responsibility for any transport arrangements after school, such as the bus or taxis.

These are the times of the lessons and breaks for P2- P6 classes (Monday to Friday).

<u>Block 1</u>	<u>8:40 – 10:00</u>
<i>Morning Break</i>	<i>10:00 – 10:20</i>
<u>Block 2</u>	<u>10:20 – 11:40</u>
<i>Lunch Break</i>	<i>11:40 – 12:25</i>
<u>Block 3</u>	<u>12:25 – 13:45</u>
<i>Afternoon Break</i>	<i>13:45 – 14:05</i>
<u>Block 4</u>	<u>14:05 – 15:25</u>

Assemblies

P1 to P6: There are monthly assemblies throughout the school year where a few students from each class are awarded a certificate for academic and/or non-academic achievements. Also a class presentation may be prepared on a theme chosen by the teacher.

What you definitely need for the lessons

P5 – P6 STUDENTS: Subject teachers provide the required amount of notebooks needed for the year. If students need more they will need to buy them.

For Primary: All students must bring a pencil case including pencil, eraser and coloured pencils. P6 students should bring a basic pocket calculator for maths. Primary students must bring indoor shoes, especially in bad weather. No valuables should be brought to school, eg. expensive toys, PSPs, gameboys, iPods, jewellery.

For Physical Education: List of equipment required for P.E. lessons:

- **Swimming lessons:** swimming cap, swimming costume, sandals (flip-flops), a plastic bag for outside shoes, towel, shower gel, sports bag, swimming goggles, hair-drier (optional).
- **Lessons in the Gym:** indoor sports shoes (non-marking), sports bag, towel, sandals (flip-flops), shower gel, extra pair of socks
- **Ice Skating:** a hat is compulsory; we recommend a helmet and if parents want their child to wear a helmet tell the form teacher so that the PE teachers can ensure that one is worn.

For Art and Technology: for long hair – something to tie it back.

Food

To encourage healthy eating we would like children to eat sweets only after lunch as it will not spoil their appetite then. It is part of our PSHE – Personal, Social Health Education programme. Please note that foods like Kinder Sandwich or doughnuts are considered sweets.

Hot lunches are provided at the buffet. Students go with teacher supervision.

Food should not be stored in lockers. Pupils should take their lunch boxes to the classroom in the morning. Any uneaten food has to be taken home.

IMPORTANT: If parents are willing to hold a birthday party, it must be arranged after school outside school premises. However, a little birthday treat may be brought to school provided parents contact the teacher beforehand.

General Rules of Behaviour

SIS students:

- greet each other and the staff when they arrive and leave school
- always knock before entering a classroom
- never enter the staff room
- follow the school staff's requests
- are punctual
- treat others with respect and help each other
- respect other people's property
- behave properly on the bus to and from school
- bring/eat healthy food

SIS students:

- do not bully each other
- do not swear in any language
- do not listen to, watch, or read rude or degrading material (which will be confiscated)
- do not bring or use 'imitation toys' or real weapons to school
- do not run in the corridors

In the classrooms SIS students:

- do not cheat (a grade of 1 will be given if a student cheats)
- keep all the classrooms they are in clean
- complete the form for justified absences and return it to the form teacher **within 3 school days after returning to school (see Appendix 1)**
- participate actively in all school activities
- speak English in the classroom
- are always prepared for classes (homework complete, have the required equipment) and actively participate

Mobiles

Students do not use/have mobile phones during class time and only use them in the breaks (one warning will be given, the mobile will be taken and given back at the end of the day. The second time the mobile will be confiscated and must be collected by the parents).

Leaving the school during school hours:

Primary – it is forbidden for primary students to leave the SIS building/playground during the school day on their own.

If a student falls ill at school, the parents/guardians will be informed so they can decide what action should be taken. If a student needs to leave the school due to a planned activity, the parents/guardians should inform the form teacher in advance. The parents/guardians must sign a written form which the student should hand in within 3 days of their return to school. The Primary student must wait in the classroom for whomever is picking them up.

Appearance

Students come to school clean and appropriately dressed (not too high, not too low, no big earrings, no underwear showing, weather appropriate, no hats in class, (primary - indoor/outdoor shoes)).

Class Monitor (P3 – P6) – makes sure the form classroom is tidy after the lessons (no bags, no litter, chairs and tables in order etc) and is ready for the next lesson.

Behaviour Grades Criteria

For the P5 students and older

It is important to realize that the behaviour grade is separate from the academic grade and is not a reflection of the student's academic achievement. Please note that the academic grade is about knowledge not about attitude and effort.

The behaviour grade is intended to promote responsibility, honesty, tolerance and maturity not only in the student's attitude towards themselves but also in their attitude and behaviour towards others in the school environment. The grade is designed to promote co-operation and to achieve the higher grades, the student needs to take an active part in the life of the school.

If the behaviour grade is lowered due to isolated examples, the student has the possibility of improving their grade with improved behaviour. However, if the student receives a grade below the level of good for the first semester, it is highly unlikely that they will receive an award of higher than very good. It must be recognised by everyone concerned that the behaviour grade is a reflection of the whole year's behaviour and not just the second semester.

The behaviour grade will be decided by the student's Form Teacher, who will base their award upon the suggestions and recommendations of the other teachers in the school. Also upon all the comments recorded in the register throughout the year.

The self and peer assessment done by the students is regarded as very important by the teaching staff, and will also have an influence on the final behaviour grade.

All students will be considered as qualifying for the grade of good unless their behaviour deserves a higher or lower classification. To qualify for the higher grades, they need to achieve all the criteria of the good award, and meet some of the criteria for very good. To be considered for "Exemplary," they need to meet all the standards for "Good", most of the standards for "Very Good" and most of the standards for "Exemplary."

It is important that the grading criteria is read and understood by the student and also by their parents or guardians.

Exemplary

To qualify for this award the student must meet and exceed most of the following criteria:

- ✓ Conducts him/herself with decorum when dealing with other students and all members of the school staff. Is polite, helpful and shows respect to others in the school environment.
- ✓ Participates in organised school events, taking an active part in the planning and execution of said events throughout the year.
- ✓ Demonstrates a willingness to assume leadership and take responsibility in the life of the school.
- ✓ Shows impeccable manners in the playground.

- ✓ Takes responsibility easily and is willing to help. Looks for opportunities to improve school life. Contributes ideas to the school council even if not elected a member. Shows maturity and leadership on excursions away from the school.
- ✓ Represents SIS outside the school in a positive light.

Very Good

To qualify for this grade the student needs to exceed all of the criteria for good, and the majority of the following:

- ✓ Is polite and respectful towards all members of the school (students and school staff), and follows instructions.
- ✓ Is an active member of the school community, and where possible, is an active member of the school council or is a class representative.
- ✓ Takes part in extra school council events and willingly helps.
- ✓ Helps other students when appropriate, and is active and attentive in class, and actively participates in form classes where appropriate.
- ✓ Has no unjustified absences.
- ✓ Takes part in extra curriculum activities and helps with the running of after school activities.

Good

Fulfills all the **General Rules of Behaviour** (see above) and :

- ✓ Behaves appropriately in classes towards both teachers and students.
- ✓ Respects the rules of the library and is respectful to the Librarian.
- ✓ Does not use derogatory, rude or hurtful language.
- ✓ Respects others' property and their own. Does not leave their belongings unattended.

Satisfactory:

- ✓ The student does not consistently obey the school rules, and at times does not comply with reasonable requests from school staff.
- ✓ Occasionally uses offensive language, but realises what s/he has done when reprimanded.
- ✓ Willingly does not take part in school activities such as trips and excursions.
- ✓ Is not punctual for lessons.
- ✓ Does not co-operate with other students by refusing to help clean classrooms, or by ignoring reasonable requests from the class monitor.
- ✓ Does not fulfill the duties of class monitor.
- ✓ Does not tidy up after themselves.

Unsatisfactory:

- ✓ Unacceptable behaviour in front of teachers or other members of staff.
- ✓ Their behaviour brings the reputation of the school into a bad light.
- ✓ Demonstrates threatening behaviour or bullying (physical or emotional) towards other students or school staff.
- ✓ Interrupts and disturbs other students when they are trying to work.
- ✓ Cheats in an exam or test or does not fulfill the Academic Honesty Policy.
- ✓ Copies homework from other students or committing plagiarism.
- ✓ Flouts or ignores the dress code.
- ✓ Breaks the terms of the rules regarding addictive substances.
- ✓ Brings inappropriate material to school.
- ✓ Loads material or images of other students onto the internet without their permission.
- ✓ Refuses to do what they are told.
- ✓ Is disrespectful or rude towards other members of the school and school staff.
- ✓ Displays a disregard for teachers and their subjects such as consistently showing little effort with homework, failing to bring books and writing materials to class despite frequent reminders.

Poor:

Behaviour that is unacceptable and any of these incidents can lead to expulsion for the school such as:

- ✓ Bullies , both physically or mentally, other members of the school environment.
- ✓ Willfully damages or destroys school property or the property of others.
- ✓ Uses addictive substances such as alcohol, tobacco, illegal drugs or solvents during school time.
- ✓ Commits a criminal act.

Please note **THAT ANY LEVEL OF UNJUSTIFIED ABSENCES CAN OR MAY DETRIMENTALLY AFFECT THE FINAL BEHAVIOUR GRADE.**

Absenteeism

The school understands that there are times when for personal reasons parents take their children out of school, but we have to state that not attending lessons for a long period of time, whether over the year or at one time, has consequences for your child's educational progress and could influence the assessment of your child especially at the end of the school year. We are concerned about each student's educational future and recommend that parents do not take their child out of school except for scheduled school holidays.

If a student must be absent during school time the form teacher needs to be informed well in advance along with **a reasonable explanation**. A medical excuse is required if a student is absent for a longer period.

If a student is ill, the parents/guardians must either complete the form for justified absences or send an excuse via the e-Register. The form teacher should receive the justified excuse **within 3 school days after the student returns to school (see Appendix 1)**. **For PE a medical excuse is required in advance if a student is absent for health reasons.**

BEHAVIOURAL PROGRAMME

Rewards and recognition

1. A student may receive rewards and recognition when he or she:
 - a) sets a good example for other students to follow;
 - b) has very good academic results and/or behaviour;
 - c) has outstanding sports or artistic achievements in school and external contests;
 - d) represents the school in an exemplary way, cares about its reputation and positive image;
 - e) has a hundred percent attendance and comes punctually for classes;
 - f) actively opposes any wrongdoing;
 - g) respects his or her own dignity and that of others;
 - h) shows unfailing politeness towards teachers, school staff, and other students;
 - i) takes an active part in activities for the benefit of the class, school, and the environment;
 - j) helps other students with their study or personal hardships.

2. The following rewards are established:
 - a) a verbal praise from a subject teacher or form teacher;
 - b) a written praise in a student's notebook or in the register;
 - c) a display of a rewarded work in the classroom or in the school's area;
 - d) a verbal praise from the headmaster in a school assembly;
 - e) a written note in the school magazine;
 - f) an improvement of the behaviour grade;
 - g) a congratulatory letter for the parents;
 - h) a diploma;
 - i) a material reward.

3. Rewards may be combined.

4. The specific requirements for a behaviour grade to be improved are listed in the school's Behaviour Grade Criteria.

5. Rewards are given by a subject teacher, form teacher, or the headmaster; also at the suggestion of the supervisor of extracurricular activities, School Council, or the Teachers Council.

6. Students receive certificates with honours for their outstanding academic achievements according to a separate procedure.

Sanctions

1. A student's behaviour is considered inappropriate if any of the following takes place:
 - a) actions that are contradictory to the School's statute;
 - b) actions considered disruptive and / or damaging to the well-being of the members of the school community and proper functioning of the school;
 - c) negative attitude towards the learning process, including instances of cheating and/ or plagiarism;
 - d) negative attitude and/or disrespectful behaviour towards other students, teachers, or School staff;
 - e) aggression towards any members of the school community;
 - f) demoralising, offensive language and behaviour;
 - g) refusal to follow the School's regulations, as well as orders and requests from other students, teachers, and School staff;
 - h) wilful damage of school property;
 - i) missing school without excuse;
 - j) actions damaging the school's reputation;
 - k) breaking of human rights in and outside of school;
 - l) possession, usage or distribution of any addictive drugs in and outside of school;
 - m) actions contrary to the Polish law.

The following order of procedures when dealing with students' inappropriate behaviour is established as:

2. Primary School (grades P1 – P6):
 - a) a verbal warning of a subject teacher, together with an encouragement to improve their behaviour;
 - b) a repeated verbal warning, followed by a written note in the register;
 - c) an individual talk of a teacher with the student, during which misbehaviour will be discussed; a repeated encouragement to improve their behaviour; the form teacher informs the student's parents about the inappropriate behaviour;
 - d) an individual talk of the coordinator with the student, during which misbehaviour will be discussed with the student; a repeated encouragement to improve their behaviour;
 - e) a meeting of a student, or a student with his/her parents with a psychologist, if inappropriate behaviour continues;
 - f) for the students of P5 and P6, inappropriate behaviour may result in the lowering of the behaviour grade; the specific requirements are listed in the school's Behaviour Grade Criteria; after a systematic accounting of the student's behaviour, with the cooperation of the parents, a report or a behaviour contract may be required;

- g) a subject teacher, form teacher, or coordinator may skip some of the aforementioned procedures, depending on the severity of the student's misbehaviour.
3. VI Grade Primary School, Gimnazjum, Liceum (Middle School and Diploma, grades M1 – D3):
- a) a verbal warning of a subject teacher;
 - b) a verbal warning of a teacher together with a written note in a register; a talk with the student's form teacher;
 - c) any form of inappropriate behaviour may result in the lowering of the student's behaviour grade; the specific requirements are listed in the school's Behaviour Grade Criteria;
 - d) receiving five negative notes in the register will result in the form teacher's informing the student's parents and the coordinator of the student's inappropriate behaviour;
 - e) a systematic account of a student's behaviour, with the cooperation with the parents, in the form of a report or a behaviour contract;
 - f) a talk with the coordinator and a psychologist;
 - g) a talk with the headmaster;
 - h) an official warning by the headmaster in the school assembly, with the written information to the student's parents;
 - i) an official reprimand by the headmaster with the written information to the student's parents and a written account added to the student's documentation;
 - j) additionally, for the Diploma students (Liceum) an expulsion from the school.

Expulsion from school

1. Students may be expelled from school at the Diploma level;
2. a decision to expel a student from the school is made by the headmaster, on the basis of a vote by the Teachers Council;
3. a form teacher has to inform the student's parents about the danger of the possibility of being expelled;
4. a student may be expelled from school provided that preceding measures specified in the Reward and Sanction System have been exhausted;
5. a student may be expelled from school for:
 - a) extremely violent and aggressive behaviour;
 - b) behaviour (in and outside of school) that directly endangers the well-being and life of a student or other people;
 - c) having excessively harmful influence on other students;
 - d) unexcused absences amounting to eight weeks of classes;
 - e) drinking alcohol at school or during activities organised by the school (e.g. trips) or being on school grounds under the influence of alcohol;

- f) deliberate damage of school property;
 - g) possession, using, or distributing of any addictive drugs in or out of school; a student also faces all the legal consequences of his or her actions;
 - h) presenting or publicising views that are especially harmful to the reputation of the school or school staff;
 - i) an action contrary to the Polish law;
6. appeal procedure;
- a) a student and his or her parents have the right to appeal the decision of the headmaster, in the written form, within 7 working days;
 - b) the headmaster considers the appeal within 7 working days;
 - c) the headmaster makes a final decision after consulting the form teacher, the School Council, and the Teachers Council;
 - d) a student and his or her parents have the right to appeal to the institution supervising the school (Kuratorium) within 14 working days; the appeal should be preceded by the procedure mentioned in point i.
 - e) the institution supervising the school may request the headmaster to reconsider the decision in accordance with the school's procedures.

The Reward and Sanction System is a part of the Behavioural Programme of the Szczecin International School. Its procedures are in accordance with the School Statute, the measures of which are to be consulted when applicable.

Playground rules

These rules were specifically designed to insure that games and activities on the playground are safe for all students. The rules should also help avoid arguments and disputes. These rules were reviewed and established by the Playground Rules Committee.

1. Students will use appropriate language at all times and be considerate of others' feelings.
 - a) No mean or hurtful statements will be allowed (making fun of another person's name, appearance, abilities, etc.). No profanity or dirty language will be allowed.
 - b) No games will be closed to others during the first break and lunch break. Students are expected to let any student join in a game and share equipment. There may be times where the student will need to have a partner join them to keep the teams even or perhaps a game that has been closed to others by a playground supervisor or teacher because there is no space for more students to join.
2. Students will keep their hands, feet and objects to themselves.
 - a) Fighting is absolutely forbidden and will result in a referral to the Head. Hitting, pushing or play fighting on the school grounds is not allowed.
 - b) Wrestling, tripping and shoving are forbidden.
 - c) Throwing sticks, rocks or other objects is prohibited.

3. Personal items, toys and anything considered unsafe is not permitted at school.
 - a) Unsafe items (such as knives, matches, lighters, cap guns, real or toy guns, fire crackers, etc.) are not permitted at school. They will be confiscated and they will not be given back.
 - b) The following items are not to be brought to school: expensive toys, PSPs, Gameboys, Nintendo Games and other non-educational items unless the item is needed for a class activity and a teacher has given permission.

First time: The item will be given back after school.

Second time: A parent needs to pick it up.

4. The playground area may be off limits during wet weather.
 - a) All Primary students have wet play in the classrooms. They are not allowed to wander around the school.
 - b) Middle and Diploma students should stay on their floor.
 - c) The outdoor teacher stays on the primary floor.
5. Rules for Primary students
 - a) They can spend half of each break in the classroom to eat their meals.
 - b) If they are not eating at all or have finished earlier than half of the break, they should go outside.
 - c) They are not allowed to go into the building once they are outside. Toilets should be used before or after playground time. In exceptional cases, a student is allowed to leave the playground with the teacher's consent.
 - d) They may not play in areas out of sight of the Playground Supervisors or inside the building.
 - e) A teacher on duty with P2 checks if they have proper clothes (hats, gloves, scarves, etc.) and outdoor shoes. The teacher on duty should inform the form teacher if a child is unprepared for going outside because of a missing piece of clothing. If a child is inappropriately dressed s/he will be sent outside regardless of the missing garment.
6. All students are expected to use common sense and follow the school rules.
 - a) When approached by a Playground Supervisor for breaking a rule, students should be able to explain what rule they violated.
 - b) Students need to choose safe behaviours.
 - c) No pushing is allowed by the exit door while students are waiting for a teacher on duty.
 - d) They need to put rubbish into the bin that is next to the exit door inside the building or in the bins found in the playground.
 - e) Food and snacks should be eaten while sitting. Running with food is not allowed.
 - f) It is forbidden to go up the steel stairs.
7. All students will show RESPECT to all adults, other students and all property.
 - a) Absolutely no arguing with an adult (hand/ facial gestures included) will be tolerated.

- b) Disrespect to an adult will result in an immediate referral to the form teacher, then coordinators and in the end to the Head and a loss of playground privileges.
 - c) Any vandalism will result in an immediate referral to the form teacher, then coordinators and in the end to the Head. Students are expected to respect their environment and public property.
8. Rules for the playground equipment.
- a) The sandpit.
 - It can be only used by Kindergarten children and P1 students. Primary children may only play there during lessons with their form teacher.
 - b) Rocking animals.
 - They can be used only by Primary students. One person on a rocking animal at a time.
 - Students take turns rocking. When there are some children waiting, they must stand in front of the person on the rocking animal far enough away to avoid being kicked. Students waiting should count to 25 swings to gain access to the rocking animal. After that the person rocking must get off and it will be the next student's turn.
 - c) The bars.
 - Students may not go on the roof or on top of the bars or sit on top of the bars.
 - If there is more than one child crossing on the bars, a line must be formed.
 - No pulling or pushing on the legs, arms, etc. of any child on the bars.
 - No sitting on top of the horizontal bars, climbing wall or chin up bars.
 - Both hands should stay on the bars at all times.
 - No shaking the poles.
 - d) The football pitch or dodge ball field.
 - Only soft balls are allowed on the playground area; for instance, cotton wool balls are acceptable, but not deflated traditional footballs.
 - e) The slide.
 - Students should slide down the slide feet first in the upright position. No one should block the slide.
 - f) Skipping ropes.
 - Long jump ropes are to be used with groups of 3 or more. Short jump ropes are for individual use.
 - Jump ropes should never be tied or twisted around any part of a student's body.
 - g) Tennis table.
 - Middle and Diploma students have the priority to use the tennis table.
 - It is not allowed to sit on the tennis table.
9. Rules for winter time.

- No snowballs, ice chunks or snow throwing.
- Children should not break the icicles.
- Children are not allowed to kick snow as it spreads all over the clothes and faces.
- Students are forbidden to rub snow into others' faces or put snow under others' clothes.
- Children are allowed to make snow sculptures, build ice castles, snowmen, snow towers.
- Respect others' snow creations, and do not destroy them.
- The exit door should be kept ajar only, NOT wide open due to the draft.
- In case of heavy snowfall or extreme cold, students should be reminded about putting on proper clothes such as ski-outfit, hats, gloves, scarves, etc. Coordinators may also decide to keep students inside, ie Primary, Middle and Diploma – in their classrooms.

10. The end of break time.

- The Playground Supervisor tells students to stop playing and go back to the building 3 minutes prior to the end of break.
- Students should line up at the doorway of the playground at the end of break. They should not be running, chasing, or pushing one another.

11. Breaking the rules by students.

- In case the above rules are broken, a student is reminded of safe behaviours.
- If a student still does not follow the rules, there will be the following consequences:

a) Primary

First time: A student will be seated or asked to stand next to the teacher for 5 minutes.

Second time: The same as above, but the incident will be reported to the form teacher and recorded in the register.

Third time: The Primary coordinator will be involved and the parents may be informed.

b) Middle and Diploma

First time: A student will be sent back to their classroom but the incident will be reported to the form teacher and recorded in the register.

Second time: If bad behaviour is repeated in the future, it may affect the behaviour grade.

Third time: The parents and the Head will be informed.

Important: All Primary children must go to the playground also in the winter, weather permitting, in accordance with the PSHE – Personal, Social Health Education programme and SIS policy. If a student is unable to go outside, they should not be sent to school.

SCHOOL GRADING / ASSESSING POLICY

I. Educational requirements

1. At the beginning of each school year the form teacher informs pupils and parents (guardian) about the grading criteria in behaviour and learning progress.
2. At the beginning of each school year the teacher informs pupils about the educational requirements which come from the planned teaching programme and also about the ways of verifying a pupil's educational achievements and grading criteria.
3. The E-Register (P5-P6) will be in official use beginning September 2011. Please note: at all times the teacher's subject criteria takes precedence – for example: the mathematical average in the e-Register may not correspond to the actual grade given.

II. Rules concerning assessing/learning progress

1. Conditions for preparing tests and writing work/ assessments

- a) a test, which covers one (or more than one) unit should be announced at least one week before (preferably two weeks) and it should be preceded by a revision/ revision planning which will cover the material and skills that will be checked
- b) a test which is used to determine a current diagnosis is not subject to the above mentioned rules
- c) when discussing the test the teacher needs to give the grading criteria (percentages and the corresponding grade)
- d) if the student due to unfortunate circumstances, could not write the test it is his/her responsibility to do so at another time (unless the teacher decides something else), agreed with the teacher no later than two weeks from the test. In cases when a student doesn't meet the deadline because of unjustified absences the teacher can give an unsatisfactory grade.**
- e) if the student's absences during the test are unjustified, the teacher can give an unsatisfactory grade**
- f) if the teacher finds out that the student is cheating, she/he has the right to stop the test and give the student an unsatisfactory grade
- g) if the student due to unfortunate circumstances, could not deliver the work in the indicated time (it covers all subjects) it is her/his responsibility to do so in another time agreed with the teacher but no later than two weeks from the first deadline. In cases when a student doesn't meet the deadline because of unjustified absences the teacher can give an unsatisfactory grade.**
- h) Students are responsible for finding out what was covered in each lesson even if they were absent from that lesson. Students need to be prepared for all lessons.
- i) Students may come to the teachers to ask for help for any assignment that is due but must do so no later than the day before the due date.
- j) It is not the teacher's responsibility to prepare in advance any materials for students whose parents plan to take their child from the school due to unfortunate/various circumstances.

2. Grading frequency:

- a) For P5 and P6, semester and yearly grades should be given on the basis of at least 6-8 separate grades, and of these more should be grades of student's independent work.
- b) Grades must be regularly written into the register.
- c) Detailed grading criteria and other issues concerning non-preparation for the lesson should be defined by the subject teacher.
- d) As well as grading Primary have Ongoing Assessment throughout the year in various subjects which is recorded on prepared sheets.

3. Rules concerning improving unfavourable grades

- a) The subject teacher defines the rules on how to improve unfavourable grades at the beginning of the school year.
- b) A student or his/her parents (guardians) can express their reservations to the teacher,(form teacher and coordinator should be informed of the situation) then to the school head, if they think that the final behaviour or subject grade was given against the rules.
- c) The reservations must be expressed within 7 days of receiving the grade (the deadline for giving the semester/final grade is two days before the General Staff meeting).
- d) In cases when the final grade was given against the rules the head will appoint a commission which will examine the student in writing and verbally and determine the final subject grade.

III. Grading

1. Appealing against the semester / final grade

1.1. A student/parent can appeal against the subject or behaviour grade within 7 days from giving the grade when:

- a) The teacher hasn't informed the students and parents/guardians about the grading criteria.
- b) Due to the fault of the teacher the student has not been informed about the grade given within the defined time (2 days before the General Staff meeting).
- c) The teacher hasn't asked all the staff (teachers, self-evaluation by the students) when giving the behaviour grade.

1.2. A student / parent has not got the right to appeal against a grade given when:

- a) During the school year the parent/guardian has not been interested in the student's progress in learning (was absent during the parent – teacher meetings, hasn't had contact with the teacher even after calls from the school).
- b) They haven't been informed of the grade due to child absenteeism in the school two days before the General Staff meeting and hasn't contacted the form teacher in that case.

IV. Rules of informing students and parents about progress in learning

1. Grades are official both for students and for parents / guardian. The student is informed about the grade when it is given.
2. Written assessments checked and graded are kept by the teacher till the end of the school year.
3. Written assessments checked and graded are school documents and are available for parents to see in the school during a Parent-Teacher meeting arranged in advance. The teacher doesn't have to copy the work and give to the student to take home.
4. **One month** before the final General Staff meeting teachers are obligated to inform students about their predicted grade for the end of semester and final. Predicted grades will be put into a "Predicted grade" card.
5. **One month** before the semester and final General Staff meeting parents/guardian should be informed in written form about unsatisfactory grades.
6. **Twice** during the year students will receive cards with separate grades from all subjects during the middle of each semester.
7. Parent/Teacher meetings throughout the year: these will be arranged separately each year according to the school calendar.
8. **Any other meeting between parents and teachers must be fixed with each teacher in advance by phone and only in exceptional/special cases.**

GRADES GIVEN AT SCHOOL

There are grading systems at the school from P5 to P6. Each subject has its own detailed criteria for P5 to P6, and Primary P1-P4 have their own systems of grading.

Below is an approximate translation of grades and percentages.

<i>SIS Grading system</i>	<i>Percentages</i>
Grade 6 – Excellent	90-100 %
Grade 5 – Very Good	80-89 %
Grade 4 – Good	70-79 %
Grade 3 – Satisfactory	60-69 %
Grade 2 – Pass	50-59 %
Grade 1 – Unsatisfactory	Less than 50 %

Important: Polish Law demands that a written letter is sent to the parents of those pupils who possibly will receive a grade 1 at the end of a semester. This letter will be sent one month before the end of the semester.

Students will be promoted to a higher grade when s/he receives passing grades from all courses (minimum grade 2) at the end of the school year.

Starting from P5, a student who receives one unsatisfactory grade from a subject as a final grade may retake the exam in the exam period designated by the Head during the last week of the school summer holidays.

A student who has not passed the retake exam is not promoted to a higher grade and will repeat the year. The Teachers Council, taking into account the attitude and efforts of the student, can promote a student who has not passed the exam to a higher grade, but only in exceptional cases.

LIBRARY BOOKS

Students take books out from the library on their own name. Students are required to complete the library form (see **Appendix 2**) at the end of the year. **If books are lost, destroyed, etc then students must pay for them.**

HOMEWORK POLICY

Primary:

Firstly, homework is up to the teacher's discretion, depending on the age of the children. Due to the very long day and their age, children in Primary do not get regular homework.

Three types of homework given:

1. In each IPC unit parents are asked to participate through discussion, views, and by looking through resources that they may have at home with the children. In P1 and P2 children may come to school with ideas or resources from home. In P3 and P4 this may be extended by completing a short project at home. In P5 and P6 project work for older classes is given to be done at school or home, partly or wholly, based on the class work which has been done.
 - The parents can give assistance but please do not actually do the homework.
2. Sometimes, children for different reasons are unable to complete class work and are asked to finish it at home. Reasonable time is always given to learn or complete the work.
3. When sometimes preparing for a small test reasonable time is always given.
4. Children from P3 to P6 are asked to have small homework diaries where they copy from the board homework when given. Parents can check in the diary during the week if homework has been given. Homework is only given when necessary, since we feel that the day is long enough for younger children.

VISITING THE SCHOOL

1. Procedures for parents wishing to see teachers

For the smooth running of the school, please follow the correct school procedures if you wish to see any teachers on matters concerning your child. It is important to see the class teacher and then the form teacher **BEFORE** trying to contact a Coordinator. It is important to see a Coordinator **BEFORE** trying to contact the Head. The reason for this is the form teacher is responsible for the whole well being of the child in the class and needs to know what is going on.

- a) Telephone the Assistant to make an appointment to see the class teacher and the form teacher. IF **URGENT** then you can come to the school office-but you must wait to see the form teacher.
- b) If the problem is still not resolved then it is possible to make an appointment to see a Coordinator - for Primary: Ms Kmiecik, for Middle years: Ms Walter, for Diploma level: Ms Howlett.
- c) Lastly, if the problem is still not resolved it is possible to make an appointment to see the Head/Deputy Head (Ms Sawka/Ms Stütz). For appointments with the Head/Deputy Head, parents will be asked if they have already spoken to the form teacher and the Coordinator.

For **complaints** or other problems at the school, the above procedure **MUST** be followed, in other words you must speak in turn with (a) the class teacher and the form teacher and then, if it is not sorted out (b) you must speak to the Coordinator and only then (c) you can speak to the Head. Very serious complaints can then be referred to the SIS board. If this procedure is not followed it will be treated very seriously indeed.

2. Procedures for children visiting the school

All parents need to get permission from the appropriate coordinator before a child visits the school. If permission is granted then the parents need to fill out the Visitor's Form available on the website (**see Appendix 3 for an example**) and returned to the form teacher well before the planned visit.

Visiting friends, if given permission, are quite welcome to meet with students during lunch and other breaks – however they will usually **NOT** be allowed in lessons because of disruptions caused. The problem is that students often tend to talk in the lesson in their own language when the language of instruction is English. They are not familiar with our teaching programme and the teachers find it hard to include them in the lessons.

Younger children especially who do not know English find it very hard to follow class lessons. We request that parents should not send the children of visiting friends to **PRIMARY**.

In the past we have experienced some problems due to visitors and anybody turning up at school without following these procedures will be refused entry. Any past pupils who intend to visit must follow school rules.

3. Procedures for visitors who are not parents

For the safety and smooth running of the school any visitors who are not parents must follow the school rules of contacting the Head first.

OUTSIDE SCHOOL ACTIVITIES

The school is committed to providing pupils with fully rounded educations, and this often involves extra-curricular activities such as school camps and excursions. Schools should not exist in a bubble; they should not be removed from the practical, social and cultural and realities of daily life. By integrating the needs of formal education with an understanding of the wider community, the school aims at a more holistic approach to learning. Some of the school's past, present and future extracurricular activities include:

Integration Days/Camps: Every year, close to beginning of the school calendar, the school holds an integration day/camp whereby new and old students, teachers and families can socialise and experience some aspect of local community life. Past integration days included an exhibition of horsemanship by the Szczecin Cavalry, and a day at a local recreational centre, which had an artificial snowfield, as well as other sporting facilities.

Music club: Mr. Dariusz Sikorski, the music teacher, leads the Music Club. It includes various music activities: playing different musical instruments, listening to music, listening to music stories, singing songs. There can be up to 10 students in a group. It is free for SIS students. If there will be more than 10 pupils there will be a waiting list.

Art Club: Ms Ormseth and/or Diploma Art students run art classes after school for students wishing to further develop their artistic interests. The classes explore all forms of visual representation including sculpture, painting, modelling and drawing.

Excursions: Every year SIS students are taken on many excursions. These include excursions to the theatre to watch a play, to an art gallery to see an exhibition, to museums, zoos, and areas of industrial or economic significance. Passports might be needed at some point, so all pupils should have an individual one.

Extended Camps: Students are invited to attend week-long camps at different times of the year for different reasons. These include: Sports camps to health spas and snowfields: every year the P.E teachers organise a sports camp in the winter and summer months. In the winter pupils attend a ski camp where they are able to ski, snowboard and ice-skate at a world-class ski resort. In the summer pupils may attend a health spa where they can go canoeing, swimming, running as well as enjoying the luxury of a natural spa.

Model United Nations: The MUN is a popular student initiative consisting of political education through simulating the United Nations and other international organisations and committees. Our diploma students improve their abilities in many areas such as speaking, conflict resolution, diplomacy and writing by taking part in MUN conferences which gather exceptional people from all over the world.

Appendix 1: Justified excuse form

Copy and ✂

..... <i>Date</i>
..... <i>Family name and surname</i>
Please accept this justification for the absence of my child from school
..... from class
<i>Name and surname of the child</i>
From:
<i>(please specify days)</i>
The reason is:
.....
.....
.....
..... <i>Parent/guardian Signature</i>

This form must be completed and given to the form teacher within three days after the child returns to school.

Appendix 3: Visitor's form

My child _____ Date of birth: _____ - _____ - _____

is a former pupil of SIS and would like to visit the present class _____ on the following day(s):

I am informed that teachers **may not allow** my child to participate in their particular lessons and that I have to pick up my child if this happens.

I declare that my child is insured and **I take full responsibility** for my child during her/his visit at Szczecin International School.

Name of parent: _____

Phone number: _____

Date: _____

Signature: _____