



Futuraskolan International School of Stockholm

Parent and Guardian Handbook



Welcome to Futuraskolan International School of Stockholm!

Now that your child/children has/have been accepted to Futuraskolan International School of Stockholm we need to make sure that as many questions as possible are answered before you arrive. This handbook contains information related to the school and its operation as well as details about courses that are optional.



Contact Details

Futuraskolan International School of Stockholm Address:
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School Website: <http://www.futuraskolaninternational.se>

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Nicole MacDonald, Principal
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Erica Jensen, School Administrator
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Donal Buckley, Security and Building Coordinator
+46 76 723 21 90
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IMYC Coordinator:
Steve Zeff: steve.zeff@futuraskolan.se

Student Support Coordinator:
Elsemie van Kuijk: elsemie.kuijk@futuraskolan.se

CEO:
Tom Callahan: tom.callahan@futuraskolan.se



Mission Statement

Futuraskolan International School of Stockholm strives to develop students who are internationally minded, generous in spirit and imbued with a sense of community service founded on respect. We challenge and motivate each student to reach their full potential and aim to help them develop into caring global citizens.

Our Goals:

- To create a calm, safe, and structured atmosphere, generating a fulfilling and encouraging working environment
- To offer an individually designed educational experience, stimulating and encouraging each child to do their absolute best while supporting their personal needs
- To create an international perspective and mindset in our students
- To create a setting where our children, staff, and parents feel happy and comfortable, allowing each individual to demonstrate a sense of responsibility and respect for themselves and others
- We aim to be an international school that:
 - Challenges all students to reach their highest levels academically, physically and socially
 - Adapts its teaching to accommodate the range of different learning styles
 - Promotes, recognizes and celebrates kindness of spirit
 - Promotes an awareness and understanding of the independence and interdependence between people and countries
 - Respects both similarities and differences between people and cultures
 - Develops an ability to be at ease with others who are different and to celebrate these differences

An inclusive community that:

- Promotes respect for all
- Appreciates the difference between having an opinion and being opinionated
- Fosters a community spirit
- Encourages parents, teachers and students to work together in fulfilling our core values



Our Vision:

We want to be the best stepping stone for future world citizens.

With this vision we want to lift the aspirations and goals of our students and give them the best start in life. We shall develop each student's desire for life-long learning and help them develop into tolerant, responsive, respectful, curious and communicative individuals.

Our Values:

Progressive, Energy, Respect

Progressive

We believe in looking forward, continuously evolving and striving to be visionaries. We stop only to evaluate, and always strive to do things better in the future.

Energy

We are creative and we take initiative. We are open-minded. We are engaged and try to see every problem as an inspiring challenge.

Respect

We are receptive, humble and tolerant. We are proud and clear about what is right and wrong. We believe that respect is something that is earned and something we expect from everyone- students teachers, parents, co-workers and business partners.

Our Promise:

At Futuraskolan every child is visible, challenged and successful.

We are proactive, empathetic and we aim to develop our students inside and outside the classroom. We are attentive to their individual needs and fully respect them.



Futuraskolan International School of Stockholm

Definition of International Mindedness:

International mindedness is to know ourselves and our own values so that we have the ability to appreciate differences and similarities across cultures and have the mindset to embrace the diversity among us.

Definition of Learning:

Learning is a continuing journey of curiosity, challenge and discovery that expands our knowledge, improves our skills and deepens our understanding.

Shared Vision:

We challenge and motivate each student to reach their full potential as open-minded and engaged global citizens, who are confident, compassionate, progressive and respectful.



School Information:

International School

School Hours

Start: 1-5 at 8:30

End: 1-5 at 15:00 (Monday, Tuesday, Thursday, Friday)

Start: 6-9 at 8:50 (HWC 8:15-8:50 for those signed up)

End: 6-9: at 15:00 (Monday, Tuesday, Thursday, Friday)

Wednesday Early Release at 14:00 for all (grade 1-9)

Fall Term: 2018

Fritids Re-Opens (for those registered): 30/7
First day of school: 22/8 (½ day from 8.30-11.00)
New Parent Welcome Meeting: 22/8 9:30-11:00
Back to School Night IPC: 23/8 @ 5pm
Back to School Night IMYC: 24/8 @ 5pm
Student-Parent-Teacher Conference IMYC: TBA
Student-Parent-Teacher Conference IPC: TBA
School Photos: 12-14/9
PD/study day: 26/10
Fall Break: week 44 (29/10-2/11)
Last Day of Fall Term: 21/12

Spring Term: 2019

First day of term 2: 7/1
Student-Parent-Teacher Conference IMYC:TBA
Sports Break: week 9 (25/2-1/3)
PD/study day: 4/3
Student-Parent-Teacher Conference IPC: TBA
Spring Break: week 16 (15/4-18/4)
Red Day - 1/5
Red Day - 6/6
Last Day of Spring Term: June 13, 2018



After School Activities:

Futuraskolan International School of Stockholm offers additional Arts, Sports and Language clubs and activities for students at the end of the school day. These activities are coordinated by our PTA via the After-school Enrichment Program (ASEP). The ASEP program will be posted and shared at the beginning of each term with the parent community via Skolplattformen, PTA Facebook page, PTA Newsletter and PTA Boards. Courses get full quickly, be sure to sign up your child as soon as it is published. Feel free to contact the PTA with any questions:

pta.international@futuraskolan.se

Join our closed and private Facebook page: 'Futuraskolan International PTA'.

After School Care/Fritids:

The Futuraskolan International School of Stockholm after school care program is called Fritids and is available for families of our grade 1 to Grade 6 (or until they are turning 12 years old) students who require care after school. Fritids is **ONLY for the children who are registered in fritids**. It is the commune where you are living/registered who will decide if your child can be registered or not. Diplomat families outside EU/EES are not allowed to have fritids. Fritids costs an additional fee of 922 SEK/month and you pay monthly 12 months per year. There is one month period of notice if you wish to cancel the Fritids service.

If you would like to apply for fritids you can sign up and fill out an application form with our administrator, Erica Jensen. More information can be obtained by contacting the Fritids Coordinator, Fred Drains: fred.drains@futuraskolan.se

Assessment and Evaluation:

As part of the International Primary Curriculum (IPC) and the International Middle Years Curriculum (IMYC) learning is focused on students knowledge, skills, and understanding. **Knowledge (K)** (factual knowledge) (knows that...) - tests, quizzes, projects, graded posters, with a **numerical or letter grade**. **Skills (S)** (ability to do something) (is able to...) - **rubrics with Beginning, Developing and Mastering (BDM) levels**. **Understanding (U)** is evaluated (no grade given): **reflection**, assessing contexts. You can read more in the [Assessment and Evaluation Policy](#).

Child Protection Policy:

The Swedish law of 1979 (Föräldrabalken 1978/79:67) forbids hitting, chastising, physical abuse or any degrading treatment towards children. For more information about children's rights in Sweden visit www.barnombudsmannen.se. The school works cooperatively with Swedish Social Services in regards to the welfare of children. [Child Protection Policy](#)



Curriculum:

Futuraskolan International School of Stockholm follows the [International Primary Curriculum \(IPC\)](#), [International Middle Years Curriculum \(IMYC\)](#), [American Common Core for English Language Arts \(ELA\)](#) and [Math Standards](#), and [Next Generation Science](#).

Discipline:

Discipline is part of the process for social interaction as well as part of the educational process. Students, staff and parents have collaborated to set up and agree upon the behavioral expectations the school requires. Disciplinary measures will be age appropriate to the action. Please read the following document for further details and specific disciplinary actions, [Code of Conduct and Discipline](#)

Dress Code:

Futuraskolan International School of Stockholm does not have a school uniform. Students are expected to dress neat and appropriately everyday. What is appropriate and tasteful varies from person to person and culture to culture however, there are some general guidelines which must be followed:

- No tops with spaghetti straps (so thin as to reveal underwear straps)
- Shorts and skirts must be mid-thigh or longer
- No T-shirts that bear inappropriate messages
- No cut off garments or garments with excessive holes in them
- No flip-flops or high heeled/platform shoes
- Pants/trousers and skirts should be worn around the waist and not lower.
- No midriff is to be exposed.
- No underwear is to be exposed.

Plan Against Discrimination and Harassment:

Fair and equal treatment is a matter of concern to everyone at Futuraskolan International School of Stockholm. This plan includes promoting equal opportunities, embracing diversity, fighting discrimination, harassment and other acts of intimidation of any nature. The goal of this plan is to assure that all students at Futuraskolan International School of Stockholm are treated with respect and fairness. For more information please refer to the following form: [Plan Against Discrimination and Harassment](#)

Family contact details:

Please make sure that your family contact details (email, telephone numbers, home address) are up to date. Please log into your Skolplattformen account to update your details. It is very important that the school can reach you at all times. Important - if you change your home address please send this information to, erica.jensen@futuraskolan.se

**Food Allergies:**

If your child/children has/have a food allergy this needs to be reported to the school. Please report the information to your child's classroom teacher and Erica Jensen, erica.jensen@futuraskolan.se

Indoor shoes:

All students are required to wear indoor shoes while in school. These should be in addition to the shoes they wear to and from school.

iPads and Computers:

All students in Grade 6 to Grade 9 are provided with a laptop computer by the school. Students in Grade 1 to Grade 5 have access to classroom iPads. All student who are provided school devices must read and sign the [Student Computer Agreement](#).

Library and Media Center:

Futuraskolan International School of Stockholm has a school library behind the lunchroom area on the first floor. Nancy Halen is the librarian: nancy.halen@futuraskolan.se

Lunch:

Lunch is provided to all students by the school. It is a hot meal with a non vegetarian and vegetarian option. There is also a salad bar and bread to choose from. Milk and water are provided. There are no vending machines or possibilities to purchase food or drinks. The lunch room is located on the first floor.

Mobile phones:

The use of mobile phones is prohibited at the school for students in Grade 1 to Grade 9. Students may have their phone in their bag or locker, but are not allowed to use it during school times. If a student is using a phone a school staff member may confiscate the phone. The phone will be left with the homeroom or mentor teacher. They will inform the parents/guardians that the phone has been confiscated through email. The student can pick up the phone from them at the end of the school day. If a student's phone repeatedly has been confiscated, more than two times, the mentor teacher will contact the parents and Principal. Parents will be called in for a meeting with the mentor teacher and the Principal.

Parent Teacher Student Conferences:

IPC and IMYC conferences are held twice per year. IPC - October and March and IMYC - September and January. For all grades parents book a meeting with teachers online. Students attend the meeting with their parents.

**PE Clothes:**

From Grade 1 to Grade 9 students are required to have clothing for PE classes. More information regarding the type of clothing required will depend on the activities the students will participate in and more information will be given to students by their PE teachers.

Personal Numbers, home address and telephone numbers:

Swedish Personal Numbers should be provided on first day of school or as soon as received. Please advise school of your Swedish home address before school starts. Please also provide your telephone numbers to the school. If you move address or change telephone number please advise the school immediately, erica.jensen@futuraskolan.se

Playing outside:

All students are encouraged to go outside during their break times. Please make sure your child/children is/are dressed appropriately for the season. Futuraskolan International School of Stockholm will go outside in most weather conditions; rain, sunshine, snow etc.

PTA:

The Parent Teacher Association is a non-profit organization working together to strengthen our uniquely diverse community. All parents/ guardians and teachers are automatically members of the PTA. We simply could not function without the generous gifts of time and talent from our volunteers who help plan and organize educational, social and cultural events, assist classroom teachers with in-class activities and field trips, and special school-wide projects. In early September, we will hold a PTA Kick Off event where all parents are invited to meet the existing members, and learn about the PTA planned events. At the beginning of the term we will send a PTA Welcome Letter with meeting details via Skolplattformen, PTA Facebook page, PTA Newsletter and PTA Boards.

Feel free to contact the PTA, in the meantime with any questions:

pta.international@futuraskolan.se

Join our closed and private Facebook page: 'Futuraskolan International PTA'

Public Transport:

The closest subway station to the school is Gärdet on the 'Red Line' or bus 54.

Report Cards:

Report cards are given to students twice per year. Report cards will be given electronically via Skolplattformen. Should you have any questions about the student's report card please contact the appropriate teacher via email to set up a time to discuss.

Request to Bring a Friend:



Students must receive prior approval from the Class Teacher and Vice Principal before bringing guests on Campus during the school day. So as not to disrupt classes, student visitors will be allowed to attend classes for only one, half day. We request 48 hours prior notification for a visit so that the teachers and class can be properly informed and prepared. Guests are the responsibility of their hosts and must remain in the host's company while at Futuraskolan International School of Stockholm. [Request to Bring a Friend Form](#)

Skolplattformen:

Skolplattformen is our school's communication platform. All official school messages are delivered through this system; newsletters, calendar events, as well as attendance, reporting absences and class schedules. Our middle school students will also use Skolplattformen, in conjunction with Google Classroom, for all assignments and assessments. If you have trouble gaining access to this system please contact Erica Jensen at, erica.jensen@futuraskolan.se
[Skolplattformen User Guide](#)
[Skolplattformen App Guide](#)

School Bus:

Futuraskolan International School of Stockholm does not provide a bus service for its students.

School Nurse:

The school nurse will visit Futuraskolan International School of Stockholm every Tuesday. The nurse does health checks, takes care of any medical issues at the school. You will receive appointments by mail to your home address. If you want to contact the Nurse or Doctor, or make an appointment, please contact Skolhälsan; sofie.landgren@skolhalsan.se

Nurse: Inger Stenbacka

Doctor: Inga Elander

School times:

The scheduled school day for grade 1-5 is Monday to Friday from 8:30am to 3:00pm and for grade 6-9 is Monday to Friday from 9:00am-4:00pm. *All students, grade 1-9, have early release every Wednesday at 2pm.* Middle school students taking Swedish as a third language will have morning classes to fulfill the required number of hours per week of Swedish instruction. There can be some variation with these times depending on a student's course selection.

*Homework class will be offered for middle school students from 8:30-9:00am but students/parents must register for the class and commit to the days registered.

Snacks:



All students in Grades 1 to Grade 5 are required to bring a healthy snack with them to school. This snack **MUST NOT** contain nuts of any kind. Middle School students may also, optionally, bring a snack to have, if needed.

Sickness Policy:

Futuraskolan International School of Stockholm realizes that in settings where there are significant numbers of people grouped together, the risk of sickness being passed from person to person is increased. In order to attempt to control sickness, among both students and staff within Futuraskolan International School of Stockholm, the school has drawn up the following policy for sickness among students. The following [Sickness Policy](#) guidelines are based on the recommendations provided by the American Academy of Pediatrics. You can read more about the policy [here](#).

Students leaving school early:

If your child needs to leave early, for a medical or dental appointment for example, you should contact the school by telephone, e-mail, or a note in your Schoolsoft. Your child's classroom teacher will need to be notified that he or she is leaving early. Students must not leave school for any reason, without first reporting to the classroom teacher or mentor teacher. Students will not be allowed to leave without a notice from parents.

School fee:

The annual school fee for school year 2018-19 for Grade 1-5 is 17.000 SEK and for Grade 6-9 it is 21.000 SEK. We have an Enrollment fee of 1.500 SEK that is not refundable if your child does not start school.