



# 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:  
Erik Dahlbergsgatan 58-62  
115 57 Stockholm

School Website: <http://www.futuraskolaninternational.se>

**Nicole MacDonald**, Principal

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**Veronna Pomeroy**, Vice Principal

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**Therése Behrer**, School Administrator

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[international@futuraskolan.se](mailto:international@futuraskolan.se)

**Donal Buckley**, Security and Building Coordinator

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[donal.Buckley@futuraskolan.se](mailto:donal.Buckley@futuraskolan.se)

**IMYC Coordinator:**

Maria Koutsoupaki: [maria.koutsoupaki@futuraskolan.se](mailto:maria.koutsoupaki@futuraskolan.se)

**IPC Coordinator:**

Katie Rulapaugh: [katie.rulapaugh@futuraskolan.se](mailto:katie.rulapaugh@futuraskolan.se)

**Student Support Coordinator:**

Elsemie van Kuijk: [elsemie.kuijk@futuraskolan.se](mailto:elsemie.kuijk@futuraskolan.se)

**CEO:**

Tom Callahan: [tom.callahan@futuraskolan.se](mailto: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 in our school community; 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 Hours 2020/2021**

*Primary School/Grades 1-5: 8:30 - 3:00*

*Middle School/Grades 6-9: Monday, Tuesday, Thursday 8:30 - 3:30, Friday 8:30 - 3:00*

**Wednesday Early Release: Primary School: 14:00, Middle School: 14:30**

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### **Fall Term: 2020**

Fritids Re-Opens (for those registered): 27/07

First Day of school: 17/08 (½ day from 8.30-11.00)

New Parent Welcome Meeting: 17/08 10:00-11:00

Back to School Night **WHOLE SCHOOL**: 20/08 @ 5:30pm

Fritids Parental Back to School Night: 24/08 @ 5:30

Student School Photos: 07-11/09 (specific times to be shared by Classroom Teacher)

Student-Parent-Teacher Conference PS: 03&04/09

Student-Parent-Teacher Conference MS: 17&18/09

PD/Study Day: 02/10 (School Closed, Fritids Closed)

PD/Study Day: 23/10 (School Closed, Fritids Open)

Fall Break: Week 44 (26/10-30/10)

Last Day of Fall Term: 18/12 (½ day from 8:30-11:00)

### **Spring Term: 2021**

First day of Term 2: 11/01

Student-Parent-Teacher Conference PS: 21&22/01

Student-Parent-Teacher Conference MS: 28&29/01

Sports Break: Week 9 (01 - 05/03)

PD/Study Day: 12/03 ( School Closed, Fritids Closed)

PD/Study Day: 26/03 ( School Closed, Fritids Closed) \*Subject to Change

Spring Break: Week 14 (02/04 and 05 - 09/04)

Red Day: 13&14/05 (School Closed, Fritids Closed)

Last Day of Spring Term: 11/06 (½ day from 8.30-11.00)

**ALL DATES AND MEETINGS ARE SUBJECT TO CHANGE BASED ON RECOMMENDATIONS  
FROM SCHOOL AND PUBLIC HEALTH AUTHORITIES.**



### **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 Admentum, PTA Facebook page, PTA Newsletter and PTA Boards.

Feel free to contact the PTA with any questions: [pta.international@futuraskolan.se](mailto: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 kommu 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 School Administrator, Therése Behrer ([international@futuraskolan.se](mailto:international@futuraskolan.se)). More information can be obtained by contacting the Fritids Coordinator, Fred Drains: [fred.drains@futuraskolan.se](mailto: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](http://www.barnombudsmannen.se). The school works cooperatively with Swedish Social Services in regards to the welfare of children. [Child Protection Policy](#)



## **Communication**

The primary platform for communication at Futuraskolan International School is Admentum and the first point of contact for any concern or question is the classroom or subject teacher.

Please note that our teachers and staff are encouraged to not access their work email in the evening or on the weekend.

## **COVID - 19**

As an international school we follow Swedish school law and follow all recommendations from proper school and health authorities. To reduce the risk of spreading infection it's important to pay attention to symptoms such as: fever, cough and difficulty breathing. If your child has any of these symptoms, they should stay at home. This also applies to mild symptoms such as sore throat, tingling, nausea, headache, loss of taste and smell, muscle and joint pain.

*(Please note; that all of the symptoms listed above can be updated and changed without prenotification).* Like everyone else in society, children should stay at home as long as they feel ill and they must be symptom free for **two days before** being allowed to go back to school.

If a student falls ill or shows one or more of the symptoms mentioned above during the school day, the school will contact the student's guardian inform them about the situation and assess whether the student can go home themselves or should wait until the guardian arrives. All students with symptoms will be sent home. We practice increased hygiene and cleaning practices at school. Here is the link to the folkmyndigheten's site for further information:

[.https://www.folkhalsomyndigheten.se/the-public-health-agency-of-sweden/communicable-disease-control/covid-19/](https://www.folkhalsomyndigheten.se/the-public-health-agency-of-sweden/communicable-disease-control/covid-19/)

## **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 our [Code of Conduct and Discipline](#) for details and specific disciplinary actions.

## **Dress Code**

Students are expected to dress neatly and appropriately everyday. What is appropriate and tasteful varies from person to person and culture to culture however, there are some general guidelines which should be followed which encourages respect for all attitudes and cultures:

- No clothing that bear inappropriate messages
- No garments with excessive holes in them
- No undergarments should 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 Admentum account to update your details. It is very important that the school can reach you at all times. Swedish Personal Numbers should be provided on the first day of school or as soon as received. Important - if you change your home address or telephone number, please send this information to our School Administrator, Therése Behrer ([international@futuraskolan.se](mailto:international@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 our School Administrator, Therése Behrer ([international@futuraskolan.se](mailto:international@futuraskolan.se)).

### **Grade Level Placement**

At Futuraskolan International School of Stockholm we follow the standard International Date of Birth guidelines for school acceptance for each child who applies to attend our school. This could mean that your child is placed in a different grade level in comparison to your home country. We follow the [Date of Birth](#) guidelines to ensure that your child is placed with students of their own age. This information is clearly shared and available in our Admission's Policy.

At Futuraskolan International School of Stockholm moving up a grade is not regular practice nor is it something we approach without thoroughly examining all aspects to and impacts in all learning - academic, behavioural, emotional, and social. We approach student challenge via opportunities for differentiation within current student grades.

At Futuraskolan International School of Stockholm we deserve the right to hold students back if we believe it is in the students best interest to repeat the academic year for their academic development, social development and/or school readiness skills.



### **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. **Indoor shoes should be sneakers or runners not slippers or crocs.**

### **iPads and Computers**

All students in Grades 6 - 9 are provided with a dedicated iPad. Students in Grade 1 to 5 have access to classroom iPads. All students 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](mailto: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 and visitors. 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.

### **Student Parent Teacher Conferences**

Primary School and Middle School conferences are held twice per year.

PS - September and January

MS - September (Mentor teacher meeting) and January (subject teacher meetings)

All EAL students and parents should book an additional meeting during their September SPT meeting with the relevant teacher.

For all grades parents book a meeting with teachers online.

Students must attend the meeting with their parents.



### **PE Clothes**

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.

### **Outside Breaks**

At Futuraskolan International School of Stockholm, students go outside in most weather conditions; rain, sunshine, snow etc. Students should dress appropriately for the weather conditions and bring replacement clothing in case of accidents or wet/dirty clothing.

### **Water Bottles**

All students are encouraged to bring reusable water bottles with them to school. They can be kept in classrooms or lockers and re-filled within the school. We encourage non-plastic options.

### **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. During our Fall Term, we, traditionally, 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 Admentum, PTA Facebook page, PTA Newsletter and PTA Boards. Feel free to contact the PTA, in the meantime with any questions: [pta.international@futuraskolan.se](mailto: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 stopping at Rindögatan. Students should be accompanied by an adult or responsible older sibling/friend until Grade 4.

### **Report Cards**

Report cards are given to students twice per year. Report cards will be given electronically via Admentum. Should you have any questions about the student's report card please contact the appropriate teacher via Admentum to schedule a meeting.

### **Admentum**

Admentum 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. If you have trouble gaining access to this system please contact our School Administrator, Therése Behrer ([international@futuraskolan.se](mailto:international@futuraskolan.se)).

### *Admentum App Guide*

[Admentum info Webb](#)

*Admentum APP:*

[Admentum APP:](#)

### **Reporting Absence**

Absence or late arrival (for any reason) must be reported by guardian via Admentum. Please note that any child who has a school absenteeism rate of 20% will be reported to proper school authorities. This is applicable to students who are reported ill (a doctor's note will be required for absences beyond 5 school days) or reported with Invalid Absence. Absences need to be reported via Admentum and approved by all registered guardians.

### **Application of Leave for Students**

Futuraskolan allows 10 days of pre-requested and approved absence for a student per year. A guardian must apply for a leave of absence via Admentum. All registered guardians must approve requests for students' absence before it is visible for PS class teacher or MS mentor only. The class teacher or mentor can approve up to three days or less per term. Any more days has to be approved by the vice principal or principal.

### **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 Monday. 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; [info@skolhalsan.se](mailto:info@skolhalsan.se) or Telephone: 08-928584.

Nurse : Åsa Hemlin	070-264 58 52	<a href="mailto:asa.hemlin@skolhalsan.se">asa.hemlin@skolhalsan.se</a>
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## School times: SUBJECT TO CHANGE DURING 2021-2022 ACADEMIC YEAR

<u>Primary School Schedule</u>	<u>Middle School Schedule</u>
Monday - 8:30 - 3:00	Monday - 8:30 - 3:30
Tuesday - 8:30 - 3:00	Tuesday - 8:30 - 3:30
Wednesday - 8:30 - 2:00	Wednesday - 8:30 - 2:30
Thursday - 8:30 - 3:00	Thursday - 8:30 - 3:30
Friday - 8:30 - 3:00	Friday - 8:30 - 3:00

\* Classrooms are open from 8:15.

\* Middle School students taking Advanced Swedish (Svenska/SVA) will have additional classes outside the normal schedule 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.

### **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 [Health and Sickness Policy](#) guidelines are based on the recommendations provided by the American Academy of Pediatrics. You can read more about the policy [here](#).

### **School fee**

The annual school fee for school year 2020-2021 for Grade 1-5 is 22.000 SEK and for Grade 6-9 it is 27.000 SEK. We have an Application fee of 1.500 SEK that is not refundable if your child does not start school.

Tuition invoices for current students will be sent in February 2021 with payment for the following Academic Year due in March 2021.

*\*Please note that there will be a tuition fee increase for our 2021/2022 Academic Year.*