



**AAGE MYP  
Parent-  
Student  
Handbook  
2018 -19**

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# Welcome to AAGE

Dear Parents,

This handbook is designed to be helpful to you and your family as a member of the AAGE community. Please use it as a reference when necessary.

We are now in our seventh year as a school, having opened our doors as an International Baccalaureate candidate school for the Primary Years and Middle Years Programmes on 15<sup>th</sup> August 2012. We received our MYP Authorisation in January 2016 and our PYP Authorisation in June 2016 and are now an IB World School for both programmes.

We hope that you will find all staff, students and fellow parents wonderfully friendly and supportive to you. I personally welcome you to the school and assure you of our constant support of your child and your family.

I am delighted that you have chosen to send your child to AAGE and look forward to sharing many amazing experiences with you along the way.

Warmest wishes,

Charles C. Hanna

Head of School

PS: TIPS FOR PARENTS: *Getting to know AAGE's Programme*

1. If this Handbook is missing information which would be helpful to you, schedule a meeting with your child's homeroom teacher or approach a member of the school's administration.
2. Know and support AAGE's "Vision-Mission\_Goals-Values" statement as well as the "Mission" statement from the International Baccalaureate.
3. Recognize your child when aspects of the "IB Learner Profile" are exhibited.
4. Attend school information meetings, parent conferences and special events/assemblies to better understand AAGE's program of studies.
5. Treat school attendance, adherence to the uniform policy and "On Time" arrival importantly.
6. Support your child at home with language learning, especially in the area of mother tongue development.

## IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

## AAGE Vision

Striving towards excellence through commitment to improving student learning

## AAGE Mission Statement

The mission of AAGE is to provide a high quality international education, which enables students to become socially responsible citizens, enthusiastic inquirers and lifelong learners in a challenging and nurturing environment.

## Our Values

**Responsible**  
**Caring**  
**Respectful**

## Academic Programme

### **The International Baccalaureate Programme (IB)**

At AAGE, we encourage all our students to develop, through the learning and inquiry process, those attributes and traits that will enable them to become lifelong learners. These are embodied in the IB Learner Profile.

### **The Middle Years Programme (MYP)**

The MYP is a holistic programme of education, designed for students from 11 to 16 years of age. It emphasises intellectual challenge in a conceptual context and encourages students and teachers alike to discover and contemplate the connections between what is learnt and the real world. It aims to develop communication and intercultural awareness, with a focus on local and global communities. The Learner Profile is at the core of what we do and aspire to, as well as the commitment to Service as Action, part of a shared responsibility for our community and beyond. For further information on the Middle Years Programme from the IBO, please click on the following link:

<https://ibo.org/information-for-parents/myp-for-parents/>

## **Assessment of Student Progress in the MYP Programme**

### **Internal Assessment**

Regular formative assessment takes place in each unit of study, with culminating assessment tasks (summative assessments) at the end of each unit of study. Peer, self and teacher assessment tools are used. Reflection is an integral part of all learning and assessment, providing the opportunity for goal-setting and improvement. All internal assessments are based on MYP criteria set by the International Baccalaureate Organisation and each criterion is awarded a level out of a total of 8. Grades are posted on ManageBac. We take all deadlines very seriously and late or absent work will automatically be awarded a zero.

### **External Assessment**

In MYP5 students sit for the final MYP eAssessments, onscreen examinations in some subjects and ePortfolios of coursework in other subjects. All MYP5 students all complete the MYP Personal Project. Students who achieve a pass in all their subjects are awarded the MYP Certificate at the end of their studies and are eligible to progress on to IB Diploma courses around the world.

External assessment is also undertaken in the form of MAP assessments. These external online assessments in Mathematics, Reading and Language Usage are used both in the admissions process and twice during the year from MYP1-4. The assessments are produced and administered by the Northwest Evaluation Association, based in the United States and are adaptive so that the questions are based on each previous student response. These assessments assist AAGE teachers in placing students in the correct grade when they arrive at AAGE, tracking academic growth and identifying individual students' strengths and weaknesses within the areas of Maths and Literacy. The assessments also enable the school to track student performance on a wider scale and measure performance against national standards and other international schools. Individual results are communicated to parents via a written report and discussed at the MYP Three Way Conferences. School-wide results are published and shared with the school community.

The school also enters some students for the national Danish Afgangsprøve in Danish language only. The students will sit for the same exam as students in any other Danish school. This exam applies to Danish A students in MYP 5.

### ***Reporting***

Each student's progress is documented on a centralised management system to which parents and students have online access (ManageBac, see below). Feedback on summative assessments is posted on ManageBac for each subject. An interim

report is issued in December with a current working level out of 7 for each subject and a full written report with end of year grades in June each year. Two parent/student/teacher conferences (Three Way conference) are held for each year group annually, one in the autumn and one in the spring, as well as one Student Led goal-setting conference in June.

For more information on assessment in the MYP please see the following link: <https://www.ibo.org/information-for-parents/parents-and-assessment/>. For more information on assessment at AAGE, please see the AAGE assessment policy posted on our website, under: ***Community; School Policies***.

## **Academic Honesty**

Plagiarism – copying or getting someone else to do the work – is a form of cheating. Copying and pasting text from the internet falls into this category. We advise parents to be careful not to overstep the boundary between helping your child and doing the work for them.

The school will provide students with clear guidance to the effect that they must always:

- Acknowledge their sources, according to the MLA format, using parentheses to enclose the citations.
- Use quotation marks for all quoted material.
- Revise paraphrased material so that it is in their own writing style.
- Provide works cited list of every source used.
- Ensure that others do not copy their work.
- Ensure that work they submit is actually their own.

The school subscribes to the software, 'TurnItIn'. This programme checks for online plagiarism and is integrated with ManageBac. For further information please see the AAGE Academic Honesty policy which is posted on the school website under 'Current Parents'.

## **Accidents/Injuries**

The safety of our students is our top priority and the school will always work towards the promotion of student safety. To this end, AAGE staff underwent first aid training from the Danish Red Cross in August 2014, April 2016 and May 2018.

### **If a student is hurt:**

Staff on duty in the playground or in the classroom will assess the student's injury and treat small knocks and scrapes as appropriate. Incidents involving head injuries will be noted in the Incident Book in the office and the student's parents will be contacted.

Parents and/or emergency services will be contacted immediately in the event of a known severe injury/serious illness. Children who are judged to be in serious pain/discomfort will have their parents and/or emergency services contacted immediately.

## **ASA**

The After School Activities Programme at AAGE is designed to enhance and extend the students' learning and experiences. MYP clubs begin at 3:15pm each day and finish at 4:15pm. MYP students may study in the library each day; some will have mother tongue enrichment sessions. Activities have included in the past - programming club, choir, band, First Lego League, the debating society, drama club, dance club, music technology club, art and graphic design and a range of sporting activities, including hockey and football. MYP clubs attract an extra cost which varies according to the club involved and sign up is directly to the ASA Coordinator, by emailing [jj@aarhusacademy.dk](mailto:jj@aarhusacademy.dk). The MYP ASA schedule will change on a termly basis and the new schedule will be published at the end of August 2018.

We also offer individual music instruction where students can sign up for private lessons in piano/keyboard, woodwind, violin, cello, voice, drums and guitar. The sign up for these lessons is to Sarah Burvill, our instrumental coordinator - [sb@aarhusacademy.dk](mailto:sb@aarhusacademy.dk).

## **Attendance and Lateness**

Teachers monitor and record attendance daily.

If your child is sick or has an appointment of any sort please register the absence via ManageBac.

For all requests for scheduled absences please contact your child's teacher and the relevant coordinator in advance. We recognise that some parents may wish to withdraw their children from school during certain religious holidays that are not holidays in AAGE's calendar. Please inform the school in good time so that account can be taken of the child's absence in our planning.

School begins at 8:06am each morning and students arriving later will be marked as late on ManageBac. If your child has an early appointment please inform the homeroom teacher in advance via ManageBac. MYP students arriving late or leaving early for any reason *must* sign in/out in the book in the MYP coordinators' office.

## **Bullying**

### **AAGE Statement on Bullying and Cyber-bullying**

Bullying is defined as unwanted, deliberate behaviour that involves a real or perceived power imbalance. The behaviour is repeated, or has the potential to be repeated, over time. Bullying includes, but is not limited to, actions such as: making threats, spreading rumours, attacking someone physically or verbally, ridicule and excluding someone from a group on purpose. Bullying can be both covert and overt. The definition of bullying applies to all stakeholders of the school community.

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology incorporates not just hardware but also software. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chatrooms, and websites.

Examples of cyber-bullying include: hurtful text messages or emails, rumours sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles. Cyber-bullying is not limited to school building but extends to into the greater community. This is because acts of cyber bullying can

stem from different environments, but still have significant consequences at school.

A simple acronym that can be used for identifying bullying and cyber-bullying behaviour; is the act:

R – Repeated (not a once-off comment)?

O– Overpowering (used to diminish someone)?

P – Planned (purposeful or intended)?

### **Our Philosophy**

All members of AAGE are responsible to take affirmative action and create a supportive and inclusive environment. We want a secure and safe learning environment and as such respond to a framework of rules and policies where we can feel confident to express ourselves, where everyone feels safe.

AAGE believes that consequences need to be fair, balanced and based on a proper investigation. Accusation of bullying behaviour is also a serious matter and everyone in the school community has a responsibility to judge carefully before taking action. All aspects must be viewed before a conclusion can be reached. Our philosophy for action in bullying cases can be summarised as: Firm, Fair, Consistent.

### **Further Action:**

- In the event of persistent and/or severe bullying the Head of School will consult all parties in order to discover the details and depth of the problem.
- Parents of the bully(s) and victim(s) will be contacted and consulted.
- Should the Head of School deem it necessary, after consultation, the parents may be asked to a meeting.
- Measures considered appropriate for continued prevention will be clearly outlined, discussed and implemented.

## **School-Wide Positive Behaviour Policy**

We believe that everyone at AAGE has a significant role to play in developing the attitudes and behaviour of our students. We seek to foster compassionate and tolerant attitudes amongst our students and to promote honesty, integrity and responsibility. Students are expected to respect the rights, feelings and property of classmates, teachers, and all others; they are expected to exhibit cooperation, industry and good citizenship in the classroom and during all other school related activities and they are expected to demonstrate courtesy, consideration and excellent manners toward all others in the community. Just as we intend to establish a tradition of academic excellence at AAGE, so, too, do we expect student conduct to be based on high ethical standards.

In the MYP we operate a positive behaviour strategy based on the IB Learner Profile and the MYP Approaches To Learning Skills. The students are encouraged to consider these qualities in all areas of the school, both during the school day and in ASA time. For more information, please refer to the School Wide Positive Behaviour Support (SWPBS) Handbook. Students will be commended both on ManageBac and in the classroom for positive behavior according to the Learner Profile.

### **Responses To Unacceptable Behaviour**

In dealing with an unacceptable behaviour we will always emphasise to the student that it is the behaviour that is unacceptable, rather than the student. We will explain that it is the behaviour that must therefore be modified and that this will be to the advantage of the student in the future. We will work with students to support them in creating a plan for improvement. We have defined levels of inappropriate or negative behaviour as low level or less serious, and more serious. Less serious behaviours will be dealt with in the classroom by the teacher concerned. More serious or repetitive behaviours will be recorded on ManageBac so that parents are aware. Very serious or illegal behaviours will always involve a meeting with the student, the parents or guardians of the student and the Middle School Principal and the Head of School.

We will take prompt and consistent action for minor or major incidents and we will make the consequences clear to students, as well as providing specific support to help them avoid or modify their behaviour in the future. Positive support in the form of target setting through a behaviour plan may be recommended and parents will be advised accordingly.

## Communication

### Contact Guide – Staff

AAGE employs well-qualified and experienced teaching staff from a variety of international schools and backgrounds. Regular MYP training and other professional development is provided for all staff.

Name	Position	Email
Charles C. Hanna	Head of School	cch@aarhusacademy.dk
Kathryn Templeman	Middle School Principal MYP Coordinator MYP Music	kt@aarhusacademy.dk
Megan Behnke (on maternity leave until January 2019)	School Counsellor	mb@aarhusacademy.dk
Iben Murray	School Counsellor (maternity leave cover)	im@aarhusacademy.dk
Holly Chabowski	MYP1 Homeroom Teacher PHE	hc@aarhusacademy.dk
Kelly Draper	MYP2 Homeroom Teacher Sciences	kd@aarhusacademy.dk
Charlotte Carr Nørgård	MYP3 Homeroom Teacher Individuals and Societies Service as Action Coordinator Community Project Coordinator	cc@aarhusacademy.dk
Elizabeth Keniston	MYP4 Homeroom Teacher English Language and Literature ATL Skills Coordinator	elk@aarhusacademy.dk
Gene Aidam	MYP5 Homeroom Teacher Pastoral Leader French Personal Project Coordinator	ga@aarhusacademy.dk
Jonathan Cummins	Mathematics	jjc@aarhusacademy.dk
Gael Reihana	Visual Arts Design MYP1&2 English B	gr@aarhusacademy.dk
Tobias Jakobsen	Danish A	tj@aarhusacademy.dk

Sidsel Damsgaard Hansen (on maternity leave 2018-19)	Danish B	sdh@aarhusacademy.dk
Ditte Bredtoft (maternity cover)	Danish B	db@aarhusacademy.dk
Britt Nissen	Danish C German (MYP1)	bn@aarhusacademy.dk
Fabienne Pauly	German (MYP2-5) Drama	fpa@aarhusacademy.dk
James Jefferys	MYP Design (MYP1) ASA Coordinator	jj@aarhusacademy.dk
Motoko Jørgensen	Japanese MYP3-5 English B	moj@aarhusacademy.dk
Lars Hansen	Business Manager	lh@aarhusacademy.dk
Kathryn Templeman	Admissions	kt@aarhusacademy.dk
Henny Bak	School Secretary	hb@aarhusacademy.dk

The Head of School and Middle School Principal offer an open-door policy and are happy to discuss any issues that arise with parents.

### General Communication Points

1. Students and parents should make their homeroom or subject teacher their first point of contact.
2. Parents are encouraged to make maximum use of the sources such as the Parent Handbook, AAGE updates (website), ManageBac, parent information meetings and teacher/student interviews in order to be well informed on school matters.
3. We encourage open dialogue between parents and teachers. As teachers are busy people, we ask that you arrange a time to speak to your child's teacher rather than running the risk of them having to leave for a class or a meeting.

The following plan is based on the understanding that whenever a question, issue or problem arises the solution is first to be solved at its source. In any situation it is best to go to the person directly concerned in order to ensure that you:

- Gain first-hand information
- Get the complete story
- Achieve a quick response
- Support the concept of open sharing of information as an aid to assisting your child's learning.

The following issues should be addressed directly to the following member of staff:

### **Homeroom Teacher**

- Class equipment and requirements
- Homework
- Student behaviour
- General student progress
- Classroom and school relationships
- Questions about general day-to-day routines and expectations
- Teaching or classroom incidents
- Missing items
- Field trips and excursions
- Sporting trips
- Enrichment activities
- First point of contact for students in relation to class, curriculum or general school issues

### **Subject Teacher**

- Subject-specific equipment and requirements
- Specific homework requirements or issues
- Subject-specific student progress
- Questions about specific field trips

### **MYP Coordinator**

The MYP coordinator may be contacted for information regarding the Middle Years Programme. She can also be contacted in relation to concerns about the academic programme or more serious concerns in terms of student progress or welfare. She will coordinate with specialist subject teachers and give you information regarding community and service, MYP projects, and the students' general progress.

***Please note that the MYP Coordinator also has teaching responsibilities, and is often not available for meetings after drop off at 0806. Please make an appointment for a meeting directly by emailing [kt@aarhusacademy.dk](mailto:kt@aarhusacademy.dk).***

### **Head of School**

The Head of School may be contacted in relation to whole school issues or more serious issues. Please make an appointment with Henny Bak, the school secretary on [hb@aarhusacademy.dk](mailto:hb@aarhusacademy.dk).

## **Dress Code**

All students in MYP1-4 must wear a uniform when attending classes, with the exception of Physical Education (see below). The uniform is purchased online via PMG Retail's website ([www.pmgretail.co.uk](http://www.pmgretail.co.uk)). The uniform consists of a white or burgundy polo shirt, with AAGE's logo, navy blue trousers, or skirt and an AAGE sweater or sweatshirt. Students are encouraged to also purchase school burgundy jackets, also with the school logo. There is no dress code for shoes, but they must be school safe and appropriate. Trousers and skirts do not necessarily have to be purchased via PMG, but they *must* be navy blue. Denim is acceptable, provided the trousers are school acceptable in terms of style and length and do not have any holes. Skirts should not be overly short and short shorts or skirts (above the knee) are not acceptable. Hoodies are not part of the uniform and may not be worn in the classrooms.

Students in MYP5 do not have to wear the school uniform but must adhere to the school dress code, which applies to senior students and staff.

These are the main features of the dress code:

Clothes should be safe and appropriate for a school environment.

Extremes of dress are discouraged due to our multicultural environment.

Shoes should be hardwearing and suitable for the weather conditions.

Appropriate sportswear must be worn for PE lessons.

These guidelines also apply on Fridays which are designated "Dress Down" days for students and staff.

## **Drugs, Alcohol, Tobacco**

These substances are absolutely prohibited in school.

## **Emergency Contact Details**

Please make sure you have provided the school office with daytime contact details in case of emergency, including a person other than a parent that we can contact in case the parents are not available.

## **Emergency Evacuation**

Emergency procedures are displayed in school and procedures for school evacuation are practised regularly throughout the year.

## **Field Trips**

Field trips are an important part of a student's learning experience. Field trips will always be used to enhance students' understanding of curricular learning targets as well as, on occasion, for development of important learning skills. Students will engage in such learning experiences off campus on a regular basis. Trips which involve an overnight stay may be preceded by an information meeting. Parents will be asked to contribute to the cost of these trips - the cost is dependent on the scale of the trip. Further information on trips that are planned for 2018-19 will be forthcoming as the school year progresses, as appropriate. *(Please see AAGE Field Trip Policy 2018-19).*

## **Health Services**

Please make sure that you have given the school the name and contact details of your own doctor, as according to the Danish procedures the school will contact the student's own doctor first in case of accident or illness during the school day. The school nurse from the kommune will invite all MYP5 students during the year to perform routine checks on height, weight, hearing and vision, and discuss general health issues. Please let us know if you do not wish your child to participate in these checks. Children in Denmark receive free dental treatment which is organised through your local municipal school. Please let your child's homeroom teacher know when your child has a dental appointment in school hours. If your child needs to take medication during school hours this can be left in the school office to be taken at break or lunchtime.

## Homework

There are different types of homework:

- Practice assignments that reinforce newly acquired skills. Students review and practice what they have learnt. These assignments may be differentiated for students working at different levels.
- Preparation assignments help students get ready for learning activities that will take place in class; students may be asked to read something or to carry out some research on the Internet, or possibly watch videos in the 'flipped classroom' model of learning.
- Extension assignments on long-term projects that are parallel to classwork. Students must apply previous learning to complete these assignments, which could include projects and essays.
- Revision of previously learnt content or skills.

MYP homework is assigned according to a pre-determined homework timetable. No more than three subject areas may allocate homework on any given day. No single homework assignment should take more or less than 30 minutes for MYP 1/2 or 45 minutes for MYP 3/4/5. Please do contact the subject teacher if this is not the case. All homework will be posted on ManageBac with full details of the task in each case.

## Insurance

The school does not have insurance covering the child per se. In Denmark a child is covered through their parents insurance; this means that we do not cover dental injury, broken glasses, etc.

AAGE also has a professional liability insurance covering the damages for which the school can be held responsible. In order for the school to be held responsible, it typically requires that staff at the school have exhibited negligence of one kind or the other such as playground equipment that is not maintained or lack of supervision of young children. However, when children play, unfortunately sometimes injury to people or damage to things can occur without it being the responsibility of the school or others. The school therefore recommends that all parents take out family insurance that usually covers theft and liability. An accident insurance covering personal injuries should also be considered. Do be aware, however, that medical care is free in Denmark and dental treatment is free for young people under 18 years of age.

There is specific and separate school-wide insurance related to field trips – repatriation and serious incidents are covered but items such as lost luggage are not. Please see the *AAGE Field Trip policy* for issues related to field trip insurance. Please see the *Bring Your Own Device policy* (see below) for information related to IT device insurance.

## **Library**

The library technician and subject teachers will lead the use of the library with students during lesson times. At certain times small groups of students will be working in the library. Students can only sign out books with the assistance of the library technician or library volunteer. MYP students can also check out ebooks through the AAGE library website using their Student ID. Students are financially responsible for lost, stolen, or damaged books that they have personally signed out. We welcome donations of books for the library, especially those in the mother tongue languages of our students.

## **Lockers**

MYP students have their own lockers in their homerooms to store textbooks, files and personal items. There are 2 types of lockers currently in use. Your child's Homeroom teacher will advise the students which type they have.

**Type 1:** Students are issued with a key at the start of the academic year and must return the key at the end of the year, or when they leave AAGE. Lost keys will be charged at a rate of 10DKK per key.

**Type 2:** Students should provide their own padlock.

## **Lunch**

MYP students have a lunch break from 1145 to 1245 each day. Lunch is not provided and students should bring a full healthy lunch from home each day. There are facilities in the MYP canteen for students to boil water or microwave food. There are a range of activities to participate in during the lunch break for all MYP students. Some extra lessons and a monthly assembly also take place during the lunch break.

## **ManageBac**

ManageBac is the management system used at AAGE for attendance, curriculum and communication. All students, parents and teachers have their own individual login information and passwords. The teachers record all attendance via ManageBac and parents are required to log all absence via the system. All units, summative assessments and grades are recorded on the system and the student reports are generated from the system at the end of each school year. There are expectations in

place for the use of ManageBac at AAGE, so that everyone gets the best out of the system (please see excerpt below). It is expected that parents and students log on to ManageBac regularly so please contact Kathryn Templeman immediately ([kt@aarhusacademy.dk](mailto:kt@aarhusacademy.dk)) if you experience any problems with logging into ManageBac.

### ***MYP Parent Expectations***

- *Log in to ManageBac regularly.*
- *Follow student's academic progress and email the appropriate teacher if there are concerns.*
- *Help students to meet their deadlines.*
- *Support students with Service as Action, Community Project and Personal Project requirements.*

### **Morning Break**

MYP students have a 30 minute break from 0945 to 1015 each day and it is recommended that they bring a healthy snack and a water bottle for this break.

### **Parent Council (PYP4 –MYP5)**

The aim of the Parent Council is to build healthy and productive relationships between parents, the school staff and the AAGE board. The Parent Council represents the concerns of parents and organizes school and extracurricular events. The Parent Council also serves as a link between parents and the board. Members are elected for a 1 year term.

Parents and staff are welcome to contact any member with ideas, suggestions, or concerns. If you wish to receive email updates from the Parent Council, please email: [pccomm@aarhusacademy.dk](mailto:pccomm@aarhusacademy.dk).

### **Class Parents**

Class parents act as a liaison between the teachers and parents. They help make sure important information reaches parents. They also help the teachers organise activities and events during the year, which helps to build a community spirit while also offering access to a network that is both supportive and community driven.

This is a fun and sociable role that gets you more involved in the life of the school and allows you to contribute towards the success of the school.

We are currently looking for volunteers and we encourage both new and returning parents to volunteer. We try our best to have a new and returning parent for one class or grade. In the case of too many volunteers, we will draw names and/or split the year into terms in order to accommodate as many volunteers as possible. The MYP class parent coordinator for 2018 – 19 is:  
Mark Lofthouse. Email: [lofty1973@gmail.com](mailto:lofty1973@gmail.com).

## **Parking (at Dalgas)**

Visitors and parents who use the school's Dalgas parking lot for any length of time during school days need to pick up a temporary "parking permit" from the school's main admin office and place it immediately in a visible location inside the front window of their vehicle. (Warning: fines are substantial for non-compliance.) Although limited parking is available, the parking lot can also be used to drop off and pick up students at the beginning and end of the school day. When doing so, please remember not to stop near or block the entrance way to the parking lot directly in front of the school building's main entrance area and drivers are reminded that they must remain with their car at all times. No temporary parking permit is required for meetings and performances which take place during evening hours.

Please send your car registration number to our custodian/caretaker Per Bjørnholdt at [peb@aarhusacademy.dk](mailto:peb@aarhusacademy.dk). This ensures that you will not receive a parking fine during the school year.

## **Pets**

Pets are not allowed to be inside the school buildings or on school grounds. This is consistent with the need to provide students with a safe, secure and healthy school environment.

## **Physical Education**

### **a) What we expect in IB Physical Education at AAGE**

Students must bring correct PE kit to class:

- shorts/t-shirt/tracksuit bottoms/long sleeved top (weather depending)
- indoor sports shoes
- outdoor sports shoes
- jewelry removed
- long hair tied back
- water bottle
- towel and shower gel

If injured or ill, students should always bring correct PE kit. PE lessons are **inclusive**, in that the lesson will be differentiated according to what student **can do** rather than what they can't.

Most lessons will be outside and, even if injured or ill, students must dress appropriately for the weather, including a coat and gloves if snowing, and sun screen if sunny. In the practice of good hygiene and lifelong habits, and as a courtesy to others, students must shower after physical activity. Twenty minutes shower and change time is always provided after a cool down.

### **b) What students can expect from IB Physical Education at AAGE**

Students experience a minimum of five IB Physical Education units per academic year comprising of at least one invasion activity, one net activity, one aesthetic activity and one individual activity.

Students are graded against the following IB criteria at least twice every academic year. All units and assignments are posted on Managebac.

- A: Knowledge and understanding
- B: Planning for performance
- C: Applying and performing
- D: Reflecting and improving

Students can expect the following lesson structure.

1. Ten minutes changing time
2. Warm up
3. Lesson objectives
4. Lesson content
5. Cool down
6. Twenty minutes shower and change time

### **Service as Action Requirements**

It is compulsory for students to undertake Service as Action (SA) in each year of the MYP. In MYP 1, students will be helped by their homeroom teacher and will undertake school based activities. As the student moves through the MYP, the SA expectations change from helping the AAGE community to participating in activities with a wider, more global base (for example, last year's MYP 4 students supported the charity, World Wildlife Fund).

There are two projects which students must also participate in. In MYP 3, students will do the Community Project which requires them to identify a need in a community and take action to address that need (for example, help at an animal shelter or develop the school garden). This project runs from September to April approximately, finishing with a presentation event for the whole AAGE community. The Personal Project takes place in MYP 5, and students have an opportunity to investigate in depth something that interests them which leads towards a product or outcome. This project runs from August to March (approx.) and concludes with a written report and display evening.

### **School Board**

**AAGE** is run as a non-profit organisation by a school board. This board is partly appointed by local companies and partly elected from the AAGE community. The School Board meets monthly and is working continuously on the growth and development of AAGE.

**Current Board Chairman:** Niclas Kvernød

### **Stationery**

The following items are necessary for **ALL** MYP students:

- Laptop Computer (if possible) *or* iPad (minimum 32GB)
- Power cord and secure carrying case for student laptop (if bringing to school)
- Power cord and secure carrying case for student iPad (if bringing to school)
- A scientific calculator with trigonometric functions (SIN, COS, TAN)
- Blue, red and black pens
- Pencils and sharpener
- Eraser
- Ruler/Protractor
- Compass
- Coloured pencils
- Scissors
- Some art materials for homework and personal use (please see the art noticeboard for further information or contact Ms Reihana ([gr@aarhusacademy.dk](mailto:gr@aarhusacademy.dk)) if there are questions about necessary art materials).

All other stationery is provided by the school.

## **Student Support Services**

### **English as an Additional Language (EAL)**

Students who need extra support in English will be placed in English Language Acquisition classes and will work in small groups with our EAL specialists, Gael Reihana or Motoko Jørgensen. Need for this extra support is assessed at admission and is continually monitored and reviewed. Academic English support is also provided by teachers in some I&S and Science lessons.

### **Special Needs/Inclusion**

In the case of concerns about a student's academic progress or individual needs, these will be discussed at an initial meeting with the student's homeroom teacher and our School Counselor and arrangements will be made for assessment and appropriate support.

### **School Counsellor**

In the case of concerns about a student's behaviour or well-being, a meeting will be arranged with the homeroom teacher and the parents in the first instance, after which it may be recommended for the student to see the school counsellor.

### **PPR**

PPR is the organization run by the Danish authorities. PPR provides support for students who need extra help with academic or social and emotional issues. They assess students and provide documentation to the government for additional funding and services. Students are referred for support from PPR as necessary and parents are kept fully informed and meetings organized.

## Technology

The MYP at AAGE operates a BYOD (Bring Your Own Device) programme. We require **all** MYP students to Bring Their Own Device. This should preferably be a laptop (PC or Mac). Ipads are acceptable as long as they have enough memory (minimum 32GB). The devices should remain with the student and should not be left in school overnight. All devices should be fully charged and ready for use at all times. There is a set of class PC laptops available, which are used for special projects and assessments.

Each student is issued with an Office 365 email address. They can then download the school Office package of Word, Powerpoint and Excel onto their devices. Students are expected to check their school email regularly and **only** use this email for school-related activities, in preparation for the workplace.

In order to foster a collegiate and focused learning environment undistracted by technology, students in MYP may **not** use their mobile phones at all during the school day. The phones should be switched off and stored in the student's locker or in their bag at the start of each school day and then may be collected at the end of each day. Please do not call or text your child during the school day as they will not be able to answer. Students who do bring their phones to lessons will be given a warning by the member of staff concerned, and then will complete a reflection sheet with their homeroom teacher and will be reminded of the policy. Repeat offences will be regarded as a more serious behaviour and as such will be logged in ManageBac. If a student becomes ill during the day, they may retrieve their phone earlier directly from their homeroom teacher, ask for permission to leave and then sign out of the building. If the student can find neither the homeroom teacher nor the Middle School Principal, they must go to the main office to ask permission to leave the premises. Messages from parents can be delivered via the school office in emergencies or for urgent messages.

All student users of the AAGE internet will be required to comply with the terms and conditions expressed in a Bring Your Own Device policy document. This document, which is signed by all students and parents at the beginning of the year, specifically states the rights and responsibilities of all internet users and requires all users to use their approved devices for appropriate communication, educational, research and collaborative work. (***Please see separate BYOD policy***).

## **Visitors**

Student visitors are not allowed on campus unless prior written permission has been granted from a member of the school's administration. Please contact the administration well in advance of any request for such a visit (at least a week) as the related homeroom and/or subject teachers need to be informed accordingly. Any student visitor who does not live up to school's standards as set forth in the IB Learner Profile and the School-Wide Positive Behaviour Policy will be asked to leave the campus immediately.