



AARHUS
INTERNATIONAL
SCHOOL

MYP
Parent-Student
Handbook 2025-26

Table of Contents

1. Welcome Letter and Tips for Parents	4
2. AIS and IB Mission Statements.....	5
3. Academic Programme	5
4. Assessment of Student Progress in the MYP Programme	6
5. Academic Integrity	7
6. Accidents/Injuries.....	7
7. After School Activities (ASA)	8
8. Attendance and Lateness.....	8
9. Bullying.....	8
10. School-Wide Positive Behaviour Policy	9
11. Communication	10
12. Dress Code.....	14
13. Drugs, Alcohol, Tobacco	15
14. Emergency Contact Details	15
15. Emergency Evacuation	15
16. Field Trips	15
17. Health Services	16
18. Homework.....	16
19. Insurance	16
20. Library.....	17
21. Lockers.....	17
22. Lunch	17
23. Toddle.....	17
24. Morning Break.....	18
25. Mobile Phones.....	18
26. Parent Teacher Association (PYP4 –MYP5).....	18
27. Class Parents	18
28. Parking (at Dalgas).....	19
29. Pets.....	19
30. Physical Education.....	19
31. Service as Action Requirements (now called Community Engagement).....	20
32. School Board	21
33. Stationery	21
34. Student Support Services	21
35. Technology	22
36. Visitors.....	22

1. Welcome Letter and Tips for Parents

Welcome to AIS

Dear Parents,

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

We are now in our thirteenth year as a school, having opened our doors as an International Baccalaureate candidate school for the Primary Years and Middle Years Programmes on 15th August 2012. We received our MYP Authorization in January 2016 and our PYP Authorization in June 2016 and are now an IB World School for both programmes. The next IB Evaluation visit will take place in September 2025 (this school year).

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 for your child and your family.

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

Warmest wishes,

Robert McCluskey

Head of School

PS: TIPS FOR PARENTS: *Getting to know the AIS 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 AIS' "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 the AIS program of studies.
5. Support full school attendance, adherence to the uniform policy and "on time" arrival.
6. Support your child at home with language learning, especially in home language development.

Updated June 2025

2. AIS and IB Mission Statements

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.

AIS Vision

Striving towards excellence through commitment to improving student learning

AIS Mission Statement

The mission of AIS 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

3. Academic Programme

The International Baccalaureate Programme (IB)

At AIS, 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 emphasizes intellectual challenge in a conceptual context and encourages students and

Updated June 2025

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://www.ibo.org/benefits/why-the-ib-is-different/>

4. 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 eight. Grades are posted on Toddle. We take all deadlines very seriously and absent work will be marked as Not Assessed after a suitable period and support has been given.

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 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 MYP1-3. 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 AIS teachers in placing students in the correct grade when they arrive at AIS, 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 centralized management system to which parents

Updated June 2025

and students have online access (Toddle, see below). Feedback on summative assessments is posted on Toddle for each subject. An interim report is issued in December with a current working level out of seven 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. The autumn conferences are held in person, the spring ones take place online.

For more information on assessment in the MYP please see the following link:

<https://www.ibo.org/globalassets/new-structure/digital-toolkit/pdfs/1506-presentation-myp-en.pdf>

For more information on assessment at AIS, please see the AIS assessment policy posted on our website, under: **Community; School Policies.**

<https://ais-aarhus.com/our-community/policies/>

5. Academic Integrity

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 their 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 Toddle. For further information please see the AIS Academic Integrity policy which is posted on the school website under: **Community; School Policies.**

<https://ais-aarhus.com/our-community/policies/>

6. Accidents/Injuries

The safety of our students is our top priority, and the school will always work towards the promotion of student safety. First Aid training is part of the ongoing staff development program.

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 will be noted in Toddle and the student's

Updated June 2025

parents will be contacted in the event of head injuries or any injuries that might need further care or follow-up.

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

7. After School Activities (ASA)

The After School Activities Programme at AIS is designed to enhance and extend the students' learning 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 native language enrichment sessions. Activities have included in the past - programming club, choir, band, chess, drama club, dance 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 wg@ais-aarhus.dk. The MYP ASA schedule will change on a termly basis and the new schedule will be published at the end of August 2025.

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 kontakt@fb-guitarskole.dk. Or parents can contact Mr Cameron on cz@ais-aarhus.dk.

8. 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 Toddle.

For all requests for longer scheduled absences, please contact your child's teacher and the Middle School Principal in advance. We recognize that some parents may wish to withdraw their children from school during certain religious holidays that are not holidays in AIS's calendar or for more extended trips to home countries. Please inform the school in good time so that account can be taken of the child's absence in our planning. There is a form to fill out in these cases.

School begins at 8:00 am each morning and students arriving later will be marked as late on Toddle. If your child has an early appointment, please inform the homeroom teacher in advance via Toddle.

9. Bullying

AIS 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

Updated June 2025

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 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 AIS 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.

AIS 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 summarized 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.

10. School-Wide Positive Behaviour Policy

We believe that everyone at AIS has a significant role to play in developing the attitudes and

Updated June 2025

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 AIS, 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 Policy. Students will be commended both on Toddle and in the classroom for positive behaviour 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 Toddle 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.

The full policy can be found here:

<https://ais-aarhus.com/wp-content/uploads/2025/08/AIS-School-Wide-Behaviour-Policy-2025-2026.pdf>

11. Communication

Contact Guide – Staff

AIS 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
Robert McCluskey	Head of School	rmc@ais-aarhus.dk
Kathryn Templeman	Middle School Principal Director of Teaching and Learning	kt@ais-aarhus.dk
Tobias Jakobsen	MYP Coordinator	tj@ais-aarhus.dk

Updated June 2025

	MYP4-5 Danish Language and Literature	
Megan Behnke	School Counsellor	mb@ais-aarhus.dk
Vanitha Prasad	MYP1A Homeroom Team Mathematics	vap@ais-aarhus.dk
Lea Khandalavala	MYP1A Homeroom Team PHE	lea@ais-aarhus.dk
James Bick	MYP1B Homeroom Team MYP1 Sciences MYP4 Sciences MYP5 Sciences	jab@ais-aarhus.dk
Britt Nissen	MYP1B Homeroom Team Danish and German Language Acquisition	bn@ais-aarhus.dk
Cameron Amidsen	MYP2A Homeroom Team MYP 1- 3 Performing Arts MYP1 Individuals and Societies	cz@ais-aarhus.dk
Amelia Ishaak Herridge	MYP2A Homeroom Team MYP1-2 English Language Acquisition Proficient PR and Communications	ami@ais-aarhus.dk
Charlie Bye-Jensen	MYP2B Homeroom Team MYP1 Art and Design	cab@ais-aarhus.dk
Bailey White	MYP2B Homeroom Team Individual Support	bw@ais-aarhus.dk s.dk
James Jefferys	MYP3A Homeroom Team MYP 2- 5 Design Community Engagement Coordinator	jj@ais-aarhus.dk
Motoko Jørgensen	MYP3A Homeroom Team MYP2-5 English Language Acquisition Individual Support	moj@ais-aarhus.dk
Elizabeth Mikkelsen	MYP3B Homeroom Team English Language and Literature	eem@ais-aarhus.dk
Charlotte Carr Nørgaard	MYP3B Homeroom Team MYP2,3 & 5 Individuals and Societies	cc@ais-aarhus.dk
Jim Pendred	MYP4A Homeroom Team MYP1 and MYP4 Individuals and Societies MYP1-3 English Language and Literature	jip@ais-aarhus.dk
Holly Chabowski	MYP4A Homeroom Team MYP 2,4,5 PHE	hc@ais-aarhus.dk
Fabienne Pauly	MYP4B Homeroom Team MYP 3-5 German Language Acquisition MYP 4&5 Theatre	fpa@ais-aarhus.dk
Lea Schibstad Sie	MYP4B Homeroom Team	ls@ais-aarhus.dk

Updated June 2025

	Danish Language Acquisition Wellbeing Teacher	
Gene Aidam	MYP5 Homeroom Team French Language Acquisition Personal Project Coordinator	ga@ais-aarhus.dk
Gael Reihana	MYP5 Homeroom Team MYP2 – 5 Visual Art MYP1 English Language Acquisition	gr@ais-aarhus.dk
Ditte Bredtoft	MYP5 Homeroom Team Danish Language Acquisition (B level) MYP 1-5	db@ais-aarhus.dk
Priyansha Kamarsu	MYP2&3 Sciences MYP1 Mathematics	pk@ais-aarhus.dk
Jonathan Cummins	MYP3-5 Mathematics	jjc@ais-aarhus.dk
Charlotte Jessen	Business Manager and Admissions	cj@ais-aarhus.dk
Hussein Abdi	Bookkeeper	ha@ais-aarhus.dk
Elena Faddersbøll	School Secretary	elf@ais-aarhus.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 sources such as the Parent Handbook, AIS updates (website), Toddle, 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

Updated June 2025

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 subject-specific field trips

MYP Coordinator

The MYP coordinator may be contacted for information regarding the Middle Years Programme and curriculum matters.

Please note that the MYP Coordinator also has teaching responsibilities and is often not available for meetings after drop-off at 08:00. Please make an appointment for a meeting directly by emailing ...

Middle School Principal

The Middle School Principal can be contacted in relation to more serious concerns in terms of student progress or welfare. She will coordinate with homeroom teachers and specialist subject teachers to give you information and help to resolve the issue.

Head of School

The Head of School may be contacted in relation to whole school issues or more serious

Updated June 2025

issues. To make an appointment please contact Elena Fadersonbøll, the school secretary on elf@ais-aarhus.dk

12. Dress Code

All students in PYP1-MYP4 must wear a school uniform when attending classes, with the exception of physical education.

The uniform consists of two parts: Top and Bottom

- a. For the “top” part, students have the choice of wearing a polo shirt (blue or grey), a T-shirt (blue or grey), a sweatshirt (blue), a zip jacket (blue) or hoodie (grey) all of which carry the school’s AIS logo in colour. These pieces, all produced by the Hummel company, can be purchased from <https://sportmaster.dk/aarhus-international-school>
Students can wear other jackets, coats and hoodies when they are outside in colder weather, but they must only be wearing uniform items when in lessons.
- b. The “bottom” part consists of either dark blue or black trousers or skirt. Denim is acceptable provided the trousers are dark blue, school acceptable in terms of style and length and do not have any holes or prints. Skirts and shorts should be just above the knee in length and may not be overly short. Short shorts are not acceptable. These pieces can be purchased at your preferred local clothing store. There is no dress code for shoes, but they must be safe and appropriate.
- c. The “bottom” part consists of either dark blue or black trousers or skirt. Denim is acceptable provided the trousers are dark blue, school acceptable in terms of style and length and do not have any holes or prints. Skirts and shorts should be just above the knee in length and may not be overly short. Short shorts are not acceptable. These pieces can be purchased at your preferred local clothing store. There is no dress code for shoes, but they must be safe and appropriate.
- d. Accessories such as school bags, water bottles, sweatpants etc. with the school’s logo can also be purchased from Hummel through the following company website: <https://sportmaster.dk/aarhus-international-school>

MYP5 students are encouraged to wear a school uniform but this is not a requirement. However, regardless of choice, they must adhere to the following standards.

- a. Clothes should be safe and appropriate for a school environment.
- b. Extremes of dress are discouraged due to the multicultural environment at AIS.
- c. Shoes should be hardwearing and suitable for the weather conditions.
- d. Appropriate sportswear must be worn for PE lessons.

The above four guidelines also apply on Fridays which are designated “Dress Down” days for students and staff.

Updated June 2025

Dress code for Physical Education at AIS:

Students must bring a correct PE “kit” to class which consists of the following items and conditions.

- a. Shorts/ t-shirt/ tracksuit bottoms / long sleeved top (weather depending)
- b. Indoor sports shoes

Note: During instruction, jewellery should be removed, and long hair should be tied back

13. Drugs, Alcohol, Tobacco

All AIS students are held to the principles outlined in the AIS mission statement and to our school values. Students are therefore at all times considered representatives of the school. The school does not accept or tolerate the possession, use, or supply of banned or prohibited substances and/or drug paraphernalia by any member of the AIS community.

Please note that if AIS has evidence of suspected use of alcohol, smoking, vaping, or any form of substance abuse by a student, then this will result in an immediate meeting with the Head of School, Middle School Principal, and the parents involved. When the school authorities are made aware that a real concern exists where a student may be involved in the use of illegal substances within or outside of school, AIS may need to notify the appropriate authorities and make a referral of concern to the Kommune.

AIS reserves the right to determine that a substance found on school premises or in student possession at the school, qualifies as a banned or prohibited substance.

14. 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.

Please contact Elena Fadersbøll on elf@ais-aarhus.dk to update your details.

15. Emergency Evacuation

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

16. 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 the development of important learning skills. Students will engage in such learning experiences off campus on a regular basis. Trips that 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

Updated June 2025

planned for 2025-26 will be forthcoming as the school year progresses, as appropriate (see separate field trip policy).

17. 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 organized through your local municipal school. Please let your child's homeroom teacher know when your child has a dental appointment during school hours. In case your child needs to take medication during school hours, we refer to the school's guidelines regarding Medication During School Hours and on School Trips.

18. Homework

There are several 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 various 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 for 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 MYP coordinator if this is not the case. All homework will be posted on Toddle with full details of the task in each case.

19. 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.

AIS also has professional liability insurance covering the damages for which the school can be

Updated June 2025

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 *AIS 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.

20. 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 AIS 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 native languages of our students.

21. Lockers

All MYP students have access to an individual locker in the new building. Students need to bring their own padlocks to secure their lockers. Padlocks with a code rather than a key are preferred, to avoid lost keys.

22. Lunch

MYP students have a lunch break from 12:30 – 13:30 each day. Lunch is not provided, and students should bring a full healthy lunch from home each day, which they will eat in the atrium canteen. There are facilities available for boiling water and warming 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.

23. Toddle

Toddle is the management system used at AIS for attendance, curriculum, and communication. All students, parents and teachers have their own individual login information and passwords. The teachers record all attendance via Toddle, 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

Updated June 2025

expectations in place for the use of Toddle at AIS, so that everyone gets the best out of the system (please see excerpt below). It is expected that parents and students log on to Toddle regularly so please contact Kathryn Templeman immediately (kt@ais-aarhus.dk) if you experience any problems with logging into Toddle.

MYP Parent Expectations

- *Log in to Toddle regularly.*
- *Follow students' 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.*

24. Morning Break

MYP students have a 30-minute break from 10:30 – 11:00 each day and it is recommended that they bring a healthy snack and a water bottle for this break.

25. Mobile Phones

Phones will be placed in a box in a locked room at the start of the day and can be collected from their teacher in lesson 7 at 1500 each day. In exceptional circumstances, teachers may allow you to use a phone during the lesson (for example, making a video record of your learning or using the stop clock). This will be notified in advance.

Students may ask for exceptional permission to use their phone in particular cases at morning break or lunchtime. If parents need to contact students during the day, they are asked to contact the main office.

26. Parent Teacher Association (PYP4 –MYP5)

The aim of the PTA is to build healthy and productive relationships between parents, the school staff, and the AIS board. The PTA represents the concerns of parents and organizes school and extracurricular events. The PTA 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: pta@ais-aarhus.dk

27. Class Parents

Class parents act as a liaison between the teachers and parents. They help make sure valuable information reaches parents. They also help the teachers organize 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.

Updated June 2025

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.

28. Parking (at Dalgas)

There is no parking available on campus for parents. A few spaces are available for guest parking and a time-limited “parking permit” must be obtained from the school office.

“Kiss and Drive”: Drivers using this designated area marked in white lines must remain with their car at all times. Use this area for a quick goodbye and then move on so the traffic continues to circulate.

SLOW, SLOW, SLOW (10Km limit), WALKING SPEED ONLY and REMAIN CAUTIOUS when entering, leaving, and using the parking lot at either campus. This is a danger zone in which children must remain safe.

Note: DO NOT USE the parking section at the end of the school’s driveway. These spaces belong to the apartment building. Fines for non-observance are swift and stiff!

Please note that there is an additional drop-off/pick-up area parking on Dalgas Avenue. If you park in this space, however, you will need to pay.

29. 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.

30. Physical Education

a) What we expect in IB Physical Education at AIS

Students must bring the correct PE kit to class:

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

Updated June 2025

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

Most lessons will be outside and, even if injured or ill, students must dress appropriately for the weather, including a coat and gloves if it is snowing, and sunscreen 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 AIS

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 of shower and change time

31. Service as Action Requirements (now called Community Engagement)

It is compulsory for students to undertake Community Engagement (CE) 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 CE expectations change from helping the AIS 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 in which students must also participate. 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.

Updated June 2025

32. School Board

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

Current Board Chairman: Niclas Kvernrød

33. 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)
- 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@ais-aarhus.dk) if there are questions about necessary art materials).

All other stationery is provided by the school.

34. 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, Gene Aidam, 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 Counsellor 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

Updated June 2025

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.

35. Technology

The MYP at AIS 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 lesson time or inside the school building. Student phones are collected at the start of each day and stored in a locked cupboard until the end of the school day. Please do not call or text your child during lesson time as they will not be able to answer. Students can collect their phones early if they are leaving due to illness or have an appointment. Messages from parents can be delivered via the school office in emergencies or for urgent messages.

All student users of the AIS 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***).

36. 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.

Updated June 2025