

# Parents' Handbook

2021-2022



International  
School of  
Billund



## BASIC INFORMATION

### Contact

Contact information for specific administrators can be found on the back page of this handbook. Email addresses for your child’s teachers can be found on ManageBac and on the [staff section](#) of our website.

<b>Main office</b>	<b>26 32 78 00</b>	<b>(8:00-16:00)</b>
ISB website	<a href="http://www.isbillund.com">www.isbillund.com</a>	
Email	<a href="mailto:info@isbillund.com">info@isbillund.com</a>	
Address	Skolevej 24, 7190 Billund	

For Kindergarten and After school club phone numbers, please see page 31, at the end of this handbook.

### Hours and security

The office is staffed from 8:00-16:00 every day. ISB’s gates are unlocked from 6:30-9:00 and 13:30-17:00. At all other times, visitors must buzz to be let in. ISB is open from 7:00 to 17:00 (16:00 on Fridays). If anyone other than a parent or regular caretaker will be picking up a student we must be notified via Tabulex (Kindergarten) or ManageBac (Primary) before 13:00. This includes play dates with other ISB students. The length of the school day varies by grade level and day of the week. Students can arrive from 7:45, unless they have signed up for Morning Club (page 11).

Kindergarten:	8:00 – 14:00
Primary:	8:00 – 14:00
Middle:	8:00 – 14:30/15:25

### Upcoming events

Upcoming schoolwide events will be noted in the monthly letter from the Head of School and on the ManageBac calendar (page 27). Class and department events will be noted in newsletters from your child’s teacher.

Complete class schedules and the holiday calendar can be found at [www.isbillund.com](http://www.isbillund.com) and on ManageBac.

### Updating your contact information

It is extremely important that both parents maintain up-to-date contact information on ManageBac so that we are able to contact you quickly in case of emergency. If, during the course of the school year, you need to update your phone number, email address or physical address, simply log in to the system and click on your name at top right. Please also notify us on [info@isbillund.com](mailto:info@isbillund.com) on any changes.

You can find the latest updated version of parent contacts on ManageBac, under files.

#### ISB and COVID-19

Please note that the information contained in this handbook assumes normal school activity. While last school year was far from normal, we hope that in the 2021-22 school year we will be able to do more of what we used to. We will continue to note any changes on the [dynamic FAQ](#), which will be updated and shared with parents on a regular basis. All ISB health and safety procedures are based on recommendations from the Danish authorities.

## WELCOME TO ISB!

### Our mission

By placing PLAY at the heart of education, ISB stimulates every child’s natural desire to LEARN.

### Our vision

To cultivate a community of lifelong learners who will create a better world with courage, compassion and curiosity.

### Why play?

At ISB we believe play is a core approach to learning...and to life. Playful people of all ages are actively engaged and driven by an internal desire to understand and reshape the world. They test the limits of their abilities without fear of failure, knowing that mistakes are the key to progress and, ultimately, success. They share ideas and make new rules. They laugh.

At ISB we believe that by creating a culture of playful learning—by consciously introducing elements of choice, wonder and delight into the classroom—we are nurturing the qualities that will carry our students not only to their next educational destinations, but through life. No matter the paths they choose, ISB graduates will seek knowledge, take risks and care for one another. They will play, and they will learn.



### Play. Learn.







## ACADEMICS

### INTERNATIONAL BACCALAUREATE

ISB adheres to the globally-recognised educational framework of the International Baccalaureate, which provides students with a solid and transferable foundation of academic skills. We support the IB mission, “to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.” Through its student-centred programmes, the IB system strives to develop learners who are: inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective. To these, we have added our own learner profile: playful.

ISB was authorised as an International Baccalaureate World School for the Primary Years Programme (PYP) in 2016 and for the Middle Years Programme (MYP) in 2018. You can learn much more about the IB framework at [www.ibo.org](http://www.ibo.org) and by attending information sessions about the PYP and MYP, held toward the start of each school year.

### PEDAGOGY OF PLAY

At ISB we believe that play is how children learn best—a belief reflected in the very mission of our school.

And yet, while much is known about the importance of play in children’s development, little research has explored what it might mean to put play at the heart of education. What is the relationship between play and playful learning? What are the core features of a pedagogy of play in classrooms and for a school? How can educators and the broader school community design experiences, curricula, rituals, tools, and spaces for a pedagogy of playful learning?

In 2015, the Pedagogy of Play (PoP) research project began exploring these questions. Thanks to a generous grant from the LEGO Foundation, faculty and staff from ISB embarked on a participatory research journey with a team from Project Zero, a research organisation based at the Harvard Graduate School of Education. Together, we are exploring how the ISB community can support and sustain a culture of playful learning. You can read much more about PoP, including publications and case studies at [isbillund.com/pop](http://isbillund.com/pop).

### Academic honesty

The following is an excerpt from ISB’s academic honesty policy, available in full on our [website](#). Please help us promote educational integrity by familiarizing yourself with the policy and with the consequences of plagiarism.

“Demonstrating academic honesty means that all of the work you have submitted is original. In other words, it was created by you and reflects your individual ideas and effort. When we submit work that is not our own, we are plagiarising. Plagiarism is unfair to other students and yourself because it denies you an opportunity learn. It is also a violation of trust between you and the teacher. Plagiarism includes copying from a classmate or friend or copying directly from written sources without paraphrasing or citing the source of the information.”

### Assessment policy

At ISB we believe assessment informs teaching and enables teachers to make appropriate decisions. Effective assessment includes both formative and summative approaches to ensure the monitoring and evaluation of student learning. A detailed overview of ISB’s assessment policies for both the PYP and MYP, including information about term reports, can be found on the school’s [website](#). New Primary and Middle School students will participate in a full assessment prior to, or shortly after, their first day.

### Homework/Home Learning

ISB PYP teachers do not generally assign homework tasks (you can read the reasons for this in our [PYP Home Learning Guidelines](#)). Short, individualised and purposeful home learning tasks may be assigned when they can be used to enrich class learning. However, it *is* important that students engage in daily reading of self-selected texts, ideally in multiple languages (English, Danish, and your home language). Children begin to see benefits with just 15 minutes of reading per day, but the greatest gains are seen in those who read, or are read to, for 30 minutes or more.

In Middle School each subject teacher will set assignments, which will include individual work at home. The complete MYP homework policy, including a homework calendar and weekly homework time allotments for each subject, can be found in the [MYP Homework Policy](#).

### Language policy

At ISB we believe strongly that language is central to all learning and crucial for the development of the internationally-minded person. We aim to foster in students the ability to express themselves with clarity and confidence in at least two languages. We strive to address the needs of those students who are learning in a language other than their home language by providing an integrated, well-implemented English as an additional language programme throughout the school.

We respect the language of our host country, Denmark, and aim for all students to be able to function linguistically in the society in which they live. ISB students have regular Danish lessons starting in P1. You can read about [Danish in the PYP](#) and [in the MYP](#) on our website.

Starting in M1 students will also begin studying either German or Spanish as an additional language.

We recognize that the development of home language proficiencies is central to the whole development of cognitive skills in children. Well-developed home language skills enhance general language skills. We encourage all teachers to recognise students’ home languages and cultural traditions and customs in lessons and school life. Additionally, students are encouraged to read for 15-30 minutes each evening in their home language. Find the complete ISB language policy on our [website](#).

### Learning support and inclusion

Our low student-teacher ratio ensures that children’s learning is well supported at all levels. In situations requiring the support of trained counsellors or psychologists, ISB will call on Billund Municipality’s PPS (Pedagogical Psychological Support) services. Parents will always be notified and involved in these cases. Student well-being is very important to us and we expect an open, honest and active collaboration with parents. Please let the class teacher know if there are events at home that could affect your child’s social or academic involvement. See also “Counselling/ PPS” (page 22) and find ISB’s complete inclusion policy on our [website](#). For families that are challenged at home and in school, Billund Municipality offers [preventive counselling \(Åben rådgivning\)](#). This means that parents can get advice from trained professionals without an open case in the Family Unit. Families can contact them directly or in collaboration with ISB.

### Passion Day

At ISB, our goal is to create a culture of play by giving children the freedom to lead the way with their hearts, minds and hands. As part of that philosophy, we celebrate Passion Day three times a year. Passion Day is an opportunity for children to spend time pursuing their own interests with the support of enthusiastic teachers and inspiring resources. For some children this may mean pre-planning an activity or project with their classmates, while for others it may be a day of spontaneity. The inspiration for a day of free choice at school arose, in large part, out of the Pedagogy of Play research project (page 6).

For teachers, Passion Day provides an opportunity to conscientiously document children’s play, thereby learning more about the students’ interests, strengths and social dynamics; information which can later be woven into the broader curriculum.

If you, as a parent, have a skill or passion you’d like to share on Passion Day, we’d love to know about it! Please email our Passion Day coordinator, Lorraine, to have your name added to our bank of “parent resources”: [lrr0011@edu.isbillund.com](mailto:lrr0011@edu.isbillund.com)

### Reporting on learning

At ISB we use a variety of methods to keep parents up to date on class learning goals and individual academic progress. Below is an overview for each department: please see Parent-School Collaboration (page 20) for details about each element. Note that teachers will always reach out to parents with specific academic or social concerns, and parents are welcome to contact teachers at any time.

**Kindergarten:** Class learning goals for each grade level are available on our [website](#). An information meeting about the PYP, as well as individual class meetings, will be held at the start of the school year. Later, parents will be invited to two “Parent Play Dates” to experience how learning through play works at ISB. Parents are offered an optional check-in with teachers in October, parent-teacher conferences are held in December, and student-led conferences in May. In addition, parents can expect to see regular documentation of student learning on Seesaw (page 18), and receive information about the week’s activities in a Friday letter from class teachers. At the end of each academic year, parents will receive an individual summary of learning.

**Primary:** Class learning goals for each grade level are available on our [website](#). An information meeting about the PYP, as well as individual class meetings, will be held at the start of the school year. Later, parents will be invited to several “Parent Play Dates” to experience how learning through play works at ISB. Parents are offered an optional check-in with teachers in October, a 3-way goal-setting (student, parent, teacher) conference in December, and a student-led conference in May. In addition, parents can expect to see regular documentation of student learning on Seesaw (page 18), and receive information about the week’s activities in a Friday letter from class teachers. At the end of each academic year, parents will receive an individual summary of learning.

**Middle School:** Detailed curriculum guides for each grade level are available on our [website](#). An information meeting about the MYP, as well as individual class meetings, will be held at the start of the school year. In the MYP, ManageBac (page 25) is the main portal for parents to follow students’ academic progress, including unit outlines, work submitted, and grades received. These are found in the **Academic** and **Portfolio** sections on ManageBac. In the calendar overview, parents can follow along with homework and summative tasks. At the start of a new unit, subject teachers will email parents a brief overview of learning goals. Parent-teacher conferences are held in November after the issuing of a short interim report. Parents are also offered an optional check-in after first semester reports come out in January. Student-led conferences will take place in June followed by second semester reports.

### School memberships

International Baccalaureate. ISB is authorised as a World School for both the Primary and Middle Years Programmes. Please read more about the IB on (page 6), or visit [ibo.org](http://ibo.org)

Nordic Network of International Schools. As per its website, “The network seeks to enhance communications and collaboration between its participants to ensure best practices in international education.”

Danish International Schools Network. DISN was formed to act as a coordinating body for the growing number of international schools in Denmark.

### UN Sustainable Development Goals

In an effort to increase our international-mindedness, the UN Sustainable Development Goals are an integrated part of learning at ISB, something that is corroborated by our [Education for Global Responsibility](#) certification.

So much of our curriculum goes hand-in-hand with these all-encompassing ideas that making the connection in terms of content is not difficult. However, in raising students’ awareness of these goals, we hope to give them a globally-recognised vocabulary to talk about the issues that unite and challenge our world. You can read more here: <https://www.un.org/sustainabledevelopment/>

Every year the whole school, with help from parents, celebrates UN Day.

During the year M3-M4 students also practise their debating skills through mini Model UN.





## LIFE AT ISB

### After School Club

After School Club is offered for Primary and runs from 14:00 until 17:00 (16:00 on Fridays). It is led by a core group of dedicated staff and included in the school fee. An updated schedule of activities will be sent out for Primary After School at the beginning of each month.

Every day one staff member for each age group is assigned as “octopus.” Students/parents are expected to say good-bye to this person before leaving. If someone other than a parent or caregiver will be picking up your child, it is important that you let the After School staff know as early as possible (13:00 at the latest) by submitting an excusal on ManageBac. If you need to make a change after 13:00, please call the octopus. Find the right phone number under Useful contacts (page 31).

Parents who wish to grant special, ongoing permissions for their children (for example, to leave every day at the time of their choosing, or to leave early for a sports activity or other) should notify the After School coordinator, Lisbeth, on [lisb6356@edu.isbillund.com](mailto:lisb6356@edu.isbillund.com). Please note that it is always the student’s own responsibility to get to special activities on time. Once set, we kindly ask that you change these permissions as little as possible to avoid confusion.

### Assembly

Assembly is an important part of maintaining a playful culture at ISB. Every month the entire student body gathers together for Whole School Assembly, a much-anticipated time of singing, dancing and performance by students and staff. Individual departments may also hold a weekly assembly.

### Attendance and absence

Students are expected to be on time and prepared for class each day. Absences due to illness should be noted by submitting an excusal via Tabulex (Kindergarten) or ManageBac (Primary and Middle) by 8:00. If your child is absent and there is no excuse on ManageBac by 9:00, the homeroom teacher will contact you to check that everything is OK.

If a child will be away for any other reason for more than two days, the absence must first be authorised by the Head of School. While we understand families may need to travel outside of school holidays on occasion, we encourage you to plan trips in alignment with the holiday calendar as much as possible for the sake of your children’s academic and social development. If teachers believe that prolonged or repeated absence is beginning to interfere with a child’s learning or well-being, they will contact parents to arrange a meeting and develop a plan. If this plan is not followed, ISB will contact the authorities to report the situation and the student may face expulsion or have to redo the year.

If a student needs to leave school early for a doctor’s appointment, etc, this should also be noted with an appointment on Tabulex (Kindergarten) or an attendance excusal on ManageBac (Primary and Middle). Submitting an excusal does NOT automatically affect your child’s attendance record for that day.

### Birthdays

We welcome the celebration of birthdays at ISB, though traditions will vary from class to class. Please clear any plans with your child’s class teacher in advance, try to stay low on the sugar, and please pack any snacks individually! If your child will be having a private birthday party and handing out invitations at school, the tradition at ISB is to invite the whole class, all the boys, or all the girls so that no one feels excluded. While we value the spirit of this tradition, we recognize that dividing the class by gender does not make sense for all students, and therefore leave room for alternative strategies. However, we hope that parents will always be mindful about supporting a feeling of unity within each class.

### Morning Club

Morning Club, for Kindergarten and Primary students, is held from 7:00–7:45. It is included in the school fee, but students must register to attend. Kindergarten parents register their children by noting the relevant arrival times in Tabulex. Primary parents should send an email to Lisbeth noting which days their children will attend: [lisb6356@edu.isbillund.com](mailto:lisb6356@edu.isbillund.com)

If your child needs care between 6:30-7:00 please email Anna at [alj@isbillund.com](mailto:alj@isbillund.com)

Kindergarten Morning Club is in the green room. Primary Morning Club is in Creator Space.

Kindergarten parents are asked to check their children in on one of the Tabulex touch screens upon arrival.

### Bus transportation

It is a short walk from ISB to the Billund bus station where there is frequent public bus service to/from Grindsted, Kolding, and Vejle. In the morning, students riding the bus will generally arrive at the same time and walk to school together.

In the afternoon, After School Club staff can help to ensure students leave school on time to catch the bus, as long as the schedule remains the same each day. If you would like to make use of this offer, please email [lisb6356@edu.isbillund.com](mailto:lisb6356@edu.isbillund.com) with your child’s name and the time they should leave school. Once your child is on this list you must be sure to let ASC know if your child will *not* be riding the bus, or riding a different bus, on any given day. This is done by submitting an attendance excusal on ManageBac.

For complete public bus schedules go to: [www.rejseplanen.dk](http://www.rejseplanen.dk).

### Clothing

There is no dress code or uniform at ISB, however clothing should be appropriate for the weather and adhere to our guidelines on inappropriate language. Please label all clothing items with your child’s name. We do ask that all PYP students keep a pair of indoor shoes at school that are easy to get on and off, and not slippery. We kindly ask that students/staff do not wear a mask at ISB.

All students at ISB spend a good deal of time outdoors, regardless of the weather. So please make sure children are prepared with rain and/or snow gear, as appropriate to the season. All clothing items should be taken home on Fridays so cubbies can be cleaned. Additional, class-specific information about clothing will be sent out by class teachers. For information about clothes for PE, please see Physical education (page 15).

### Confirmation

Confirmation is an important rite of passage for many Danish children in M3. In Billund, preparation classes are held with the parish’s two priests. Students interested in participating will receive a letter to take home either late in M2 or early in M3. Weekly preparation classes take place in Billund outside of school hours. Questions concerning the preparation for confirmation may be addressed to the parish priests [on the church’s website](#). Students who want to be confirmed in another church must make their own arrangements with the priest of the church.

Blå mandag, or Blue Monday, is a tradition connected to confirmation in Denmark. On the Monday after their confirmation, students usually spend the day together in a nearby city, such as Vejle. While not all students in a class will be confirmed, our guideline is that the class *as a whole* celebrates this time of life with the aim of cementing class relationships and building memories.

Another part of this tradition is that the M2s serve breakfast (paid by ISB) to M3s at school on this day. Plans for the rest of the day are up to M3 students and their parents. Planning can be done across the grade level or within individual classes. Please contact your homeroom teacher if you need more information about Blå mandag.

## Drop-off/pick-up

There are two areas available for drop-off and pick-up: the traffic circle at the end of Skolevej, and the circle at the school's Vejlevej entrance. When dropping off or picking up your child, please remember that these circles are meant for quick loading and unloading only. Parents who need to park and accompany their children into school should use the larger lot on Vejlevej. Please note that the MYP Safety patrol will help ensure students safe crossing over Vejlevej between 7:40-7:55.

Parents of Kindergartners must accompany their children into the building and check in on one of the Tabulex touch screens (page 28). These screens should also be used to check out upon departure.

In Primary, Tabulex is used to check in and out of After School Club only. Primary students arriving after 7:45 may enter the school and go directly to class on their own. Primary students arriving before 7:45 for Morning Club should go to Creator Space.

We would appreciate it if parents could put their phones away during pick-up and drop-off in order to engage more fully with children and staff while in the school building.

If someone other than a parent or a regular caregiver will be picking up your child, please let us know on Tabulex (Kindergarten) or ManageBac (Primary) (page 25) by 13:00. This will not affect your child's attendance status for the day, but will allow all relevant staff to see the note in time.

We expect parents to show respect for ISB staff by arriving **early enough to have students out the door** by the time school closes (17:00 on Monday-Thursday and at 16:00 on Friday). If you are late, we will try to contact you. If, after 30 minutes, we are unable reach either parent, we will call the local police, who will contact family services and have them pick up your child.

## Field trips

Field trips are an important part of learning at ISB, and most students will take field trips during the school year. They may also attend workshops and/or tournaments along with their classmates. The class teacher will always inform parents of any upcoming field trips in the weekly letter. Students may sometimes be asked to bring lunch and/or snack from home on these days.

Middle School parents will be asked to contribute and fundraise for class expeditions in M3 and M5. Individual contributions for these trips will be in the range of DKK 1500-3000 per student, depending on the destination.

As part of the ISB application, parents grant permission for the school to take children on trips using public transport or hired vehicles. If at any point you wish to change your answer, please contact the office. In the event that students are off campus for field trips, we will do our best to uphold parents' wishes in regards to media (page 19), but this may not always be possible in public spaces.

## Financial aid

ISB does not directly offer scholarships or financial aid, but the following subsidies may be applicable:

### Kindergarten

Subsidies for Kindergarten children are provided by individual municipalities. You may apply for these directly from your home municipality at any time. These subsidies are available on a sliding scale according to annual household income and number of children. ISB cannot be of assistance in these cases: please contact your municipality directly.

### Primary and Middle School

Some ISB students may be eligible for a small school fee subsidy provided by Fordelingssekretariatet (part of the Ministry of Education). The application deadline is 5 September.

This subsidy is for parents of Primary and Middle School children whose annual household income is below roughly DKK 230.456,00 (one child) to DKK 259.955,00 (three children).

If you think you may be eligible for a subsidy, it is possible to apply through ISB. The application can be acquired by sending an e-mail to [d.daniel@isbillund.com](mailto:d.daniel@isbillund.com).

## Fire drills

ISB will hold regular fire drills throughout the year to ensure that students are familiar with escape routes and procedures. These drills are unannounced.

## Food

Lunch and two healthy snacks per day are included in ISB's school fee (students bring their own lunch and snack during Holiday Care, field trips, and on Passion Days). Lunch is prepared by ISS (the same catering firm used by The LEGO Group) and managed by our school chef du cuisine. The weekly lunch menu is available on ManageBac (IB Parents Association/ Files/ Menus). Snacks are prepared in-house and generally consist of bread, vegetables, and fruit. In general, we try to avoid serving sugar-filled snacks and drinks at school, though we may allow them on special occasions such as birthdays and other social events. At the request of the ISB Student Council, and in order to put our environmental values into action, lunch on some days will be meatless. We are prepared to manage minor allergies (page 22) and most dietary restrictions. These should be noted on the application form, or by emailing [info@isbillund.com](mailto:info@isbillund.com).

At lunch, at least one staff member sits at each table with the students. The IB framework aims to develop students who are "risk-takers." Thus, we encourage students to try a variety of foods, while at the same time ensuring that they eat enough to maintain a good energy level throughout the day. Because students have several opportunities to eat during the school day, we ask that they do not bring food or snacks from home.

Milk is available at an extra cost via Denmark's school milk program (independent of ISB). We have chosen the organic milk package for our school. Go to [www.skolemaelk.dk](http://www.skolemaelk.dk) to sign up.

## Health (see WELL-BEING)

### Holidays and Holiday Care

ISB's holiday calendar can be found on ManageBac as well as on our [website](#). We expect students to hold a minimum of four weeks of holiday per year – two weeks to be held consecutively during the summer holidays. While we understand families may need to travel outside of school holidays on occasion, we encourage you to plan trips in alignment with the holiday calendar as much as possible for the sake of your children's academic and social development. For rules regarding planned absences, please see (page 10).

**Kindergarten Holiday Care** is intended for families where both parents are working. Kindergarten Holiday care is based on sign-ups and offered in week 42, week 7, all six weeks of the summer holiday, professional development days, and some days during the Christmas and Easter breaks. A fee is charged for the central four weeks of summer Holiday Care. The other periods of Kindergarten Holiday Care are included in the regular fees.

**Primary Holiday Care** is offered in week 42, week 7, and during four out of six weeks in the summer, based on a minimum of eight sign-ups. There is no Holiday Care offered for Primary students during the central two weeks of the summer holiday.

**Cost:** For Kindergarten students, Holiday Care is free *except* during the central four weeks of summer. For Primary students, Holiday Care is a paid service at all times. The cost for all students during academic year 2021-22 is DKK 619/ child/ week or DKK 155/ child/ day (no sibling discount). Students must bring their own lunch during Holiday Care.

Registration is binding as of the deadline (4-6 weeks before the fall and winter holidays and 10-12 weeks before the summer holiday) and payment will be charged the month before the holiday (all payments for summer care will be charged in June). Missed days due to illness or otherwise will not be refunded.

### LEGO Play Days

Like all the public school children in Billund Municipality, students at ISB have a unique opportunity to engage in LEGO Play Days. These are product testing/focus groups used by The LEGO Group to try out new products and platforms. Parents will have the opportunity to be included on a call list, allowing LEGO staff to contact them directly in case of age- and/or gender-relevant Play Days. Please remember that regular rules apply if students are leaving school to participate in LEGO Play Days: you must let us know by submitting an attendance excusal on ManageBac, or your child will not be allowed to leave. New students in P1 and above will receive an information packet on how to register.

### Library

The [ISB library](#) welcomes all students and staff to use the facilities and resources for research, exploration and enjoyment. We have a large collection of books in English, but also several in Danish and other languages. The library mission is to ensure that ISB students develop into avid readers, effective users of information, and life-long learners. Students have library time at least once a week, facilitated by the school librarian. Parents are always welcome to contact Metteline with questions: [mett856y@edu.isbillund.com](mailto:mett856y@edu.isbillund.com)

Primary and Middle School students may borrow up to six books at a time, Kindergarten students may borrow four. Loans are generally for two weeks but can be renewed. The librarian sends out reminders when books are overdue. There is no charge for overdue books, but they will continue to count toward the maximum number of borrowed books. The library will charge for any lost books. The library has a self-check-out and check-in system.

The library organises a book sale with English books in the spring for World Book Day, as well as a book sale in the late fall.

### Lost and Found

Each cluster has a bin or shelves for lost and found items. These items will be laid out on tables periodically to make it easier for parents and students to see what's there, after which remaining items will be donated to charity. Let this be a reminder that it is a good idea to write children's names in their clothing!

### ManageBac (see "COMMUNICATION" on page 18)

### Music lessons

ISB collaborates with the nearby Billund Culture School to provide students with an opportunity for private and group music lessons, primarily after 14:00. These are lessons paid for by parents. Several factors determine which instruments and lesson times are offered and whether lessons take place at ISB or at the

Culture School. Students are responsible for getting to their lessons on time, and ISB staff cannot escort students to the Culture School. For more information, and to register, please visit the Culture School's website: [www.billundkultur.dk](http://www.billundkultur.dk) To learn more about other local offerings, see "Sports and extracurricular activities" below.

### Physical education

For sports lessons, Primary and Middle students need a PE bag with comfortable clothes, shoes and a towel. Showering is required for students in P2 and older. If your child is well enough to come to school but not well enough to participate in PE, please let us know via an attendance excusal on ManageBac. Otherwise, your child will be required to play along!

### Safety patrol

Starting in 2020/21, we launched a school safety patrol, with M3-M4 students helping to ensure safe crossing over Vejlevej between ISB and Super Brugsen. There is a daily team of three students plus one teacher at the crosswalk from at least 7:40-7:55 (we may update these times depending on our experience). Those who join the safety patrol may do so as part of their Service as Action requirement.

### School fees

The most up to date information about school fees can be found on our website. We are not able to accept cash, check, or credit cards, but new families will be sent information about how and when to pay the first invoice. After that, we recommend setting up automatic payments via the Danish Nets/ PBS system. Please talk to your bank for assistance.

### Security cameras

At the recommendation of LEGO Security, ISB has installed surveillance cameras in all outdoor areas to protect against vandalism. The cameras record 24/7, but also function as an alarm at times when the school is closed. Recordings are not connected to any screen and will self-erase after 30 days. Please note that this means use of the playgrounds outside of school hours will trigger an alarm at LEGO Security!

### Sports and extracurricular activities

In Denmark, most sports are organised through clubs, rather than through schools. Billund offers a variety of resources for students interested in participating in sports including football, gymnastics, swimming, and dance, as well as arts and drama classes. Most sports activities can be accessed via the Billund Sports Association: [www.billund-if.dk](http://www.billund-if.dk) The Billund Culture School offers classes in music, theatre, visual arts and ballet: [www.billundkultur.dk](http://www.billundkultur.dk) Some of these take place at ISB.

Other, independent, local offerings include dance via Hips Studio ([www.hips.nu](http://www.hips.nu)), tennis via the Billund Tennis Club ([www.billundtennisklub.dk](http://www.billundtennisklub.dk)), horseback riding via the Billund Riding Club ([www.bisrideklub.dk](http://www.bisrideklub.dk)) and scout activities via FDF ([www.fdfbillund.dk](http://www.fdfbillund.dk)). The Billund library is also a good source of information about local happenings: [www.billundbib.dk](http://www.billundbib.dk)

### Supplies

A supply list will be sent out by class teachers at the beginning of each school year. All PYP students are expected to have a pair of indoor shoes and clothing appropriate to the weather (see "Clothing" on page 11). Kindergarten students will be asked to bring spare clothes and Primary and Middle school students should have pencils and erasers. Additional class-specific supplies requested by the teacher could include coloured pencils, scissors, a glue stick, water bottle and headphones.



## Technology

ISB embraces technology as one of many effective educational tools. Our classes often spend time programming, animating, editing, and researching on an array of computers, tablets, and robots. While we operate on a school network with a high level of security, our goal is to teach students to be creative, wise and responsible users of technology in their personal lives and in the wider world. With that in mind, we do place some restrictions on the use of personal devices as students are learning to navigate what can be an exhilarating, but distracting, digital playground.

In Kindergarten and Primary, personal devices, including phones, are to be turned off and put away at all times while children are at school. Should a child need to contact a parent while at school, they may do so from the main office.

Middle School students may use personal devices only after school or with teacher permission. Students may store personal devices in their lockers. Those who do not follow these rules will have their devices confiscated and taken to phone jail at the office, and may be banned from bringing them in the future. Confiscated devices may be picked up by the student after school.

Starting in P4 students will be given access to their own school-issued laptop, which is to remain on campus. These students will sign a [Technology Code of Conduct](#). Students will be charged for damages that are a result of negligence. Prices vary based on the level of damage.

## Withdrawal

Notification of withdrawal must be submitted within 30 days plus the remainder of the current month. This also applies to students leaving at the end of the school year. A withdrawal form is available in the office. Withdrawal at the end of the school year need to be submitted, in writing, by the end of May.

Occasionally we have ISB families requesting leave for a shorter or longer period. In these situations:

- Families may keep their spot(s) by paying the full fee while "on leave." This may not always be possible.
- Should leave include the 5th of September, and if child(ren) are not registered as living in Denmark on that date, families will also have to pay the equivalent of the government's per-pupil grant as determined by the Ministry of Finance each year (usually around DKK 50,000).

For those who choose not to pay the full fee while on leave, the following applies:

- ISB will charge the application and registration fees upon return
- Former ISB students will be given priority before everyone else on the waiting list

Should you have questions about any of the above, please contact Admissions Officer Regina Rasmussen at [admissions@isbillund.com](mailto:admissions@isbillund.com)



## BEHAVIOUR EXPECTATIONS

### Essential agreements

At the start of the school year, each class will work together to create a code of conduct, known as the essential agreement. The content of these essential agreements will differ from class to class, but all will be based on the values of respect, honesty, integrity, and responsibility.

ISB staff make every effort to reinforce positive behaviour. However, when students do not make good choices, the following disciplinary strategies will be used:

- Teachers will clearly identify the unacceptable behaviour and explain what the student needs to do to remedy the situation.
- If unacceptable behaviour continues, parents will be called in for a discussion with the teacher, counsellor and/or administrator. During this discussion a behaviour plan may be recommended.
- In situations involving long-term misbehaviour, violence or severe, intentional damage to personal or school property, the student may be temporarily suspended or expelled.

### Bullying

Inspired by Denmark's national anti-bullying campaign, ISB defines bullying as behaviour consisting of actions large and small which, in their entirety, serve to send the signal: "you are not included here." Bullying can be direct or indirect, verbal, physical or electronic.

At ISB our goal is to ensure a community that is warm and welcoming to everyone. Our teachers are proactive in their approach to bullying, and will often initiate group discussions or even assign "play partners" at the first signs of exclusion. We are fortunate that our small class sizes and generous staffing make this possible. In the event of persistent or severe bullying, teachers and/or administrators will inform parents of the bully(s) and victim(s) and may bring together all parties to develop a plan of action. ISB's detailed anti-bullying policy can be found on the [website](#).

### Cyberbullying and social media

We know that some children under the age of 13 have their own social media accounts. As a school we have absolutely no access to these accounts or insight into students' activities on these platforms. We are also aware that we, as a school, do not have the mandate to decide who should be allowed on which platforms and when (though we do have a rule that phones are not allowed to be used during school hours without teacher permission). If you, as parents, allow your children access to social media, you are also responsible for their actions/posts and we strongly advise you to monitor and follow your children's activities – also after the age of 13. If you notice inappropriate behaviour among your child and friends, please contact other relevant parents directly. We will, of course, address cyberbullying as part of our discussions with students about bullying in general.

### Inappropriate language

Using inappropriate language including swear words or slurs is not considered acceptable behaviour at ISB. When staff hear students using bad or offensive words, they address the situation immediately. At the same time, we do recognise that playing with language is an important part of childhood curiosity, and we do not want to create a culture of fear. Thus, in addressing the use of inappropriate language, it is always our goal to ensure that students understand why using profanities in an intercultural (and English-language) setting is inappropriate. We ask parents to support us in this policy by refraining from using inappropriate language themselves on school premises, and by helping their children to understand the importance of using only appropriate language at school.

## COMMUNICATION

### Channels of communication

We believe that maintaining open lines of communication among parents, teachers, and administrators is a crucial part of creating a welcoming, supportive atmosphere at ISB. Here is an overview of where to go with some of the most common questions. Contact information can be found on ManageBac, the [staff page](#) of our website, and at the back of this handbook (page 31)

- Questions or concerns about a student's **academic or social development** should always be directed first to the homeroom teacher, and only later to the appropriate coordinator (Kindergarten, PYP or MYP), and finally, deputy head of school, if needed. If teachers need to contact a parent with information that could be considered sensitive, they will use a secure email system. Parent replies to those messages are also secure.
- **Pre-planned absences** of more than two days should be authorised by the head of school.
- Questions regarding payment of **school fees** should be addressed to the accounting manager.
- During **Holiday Care** and **After School Club** parents should call the After School Club numbers.
- For **requests to use school space** for class social gatherings or extracurricular student activities please see "Checklist for use of ISB facilities" on page 30.

### IT Platforms

#### G Suite for Education

Students receive a Google account in P2 and are progressively introduced to the suite of Google tools including, Drive, Classroom and Gmail. They learn how to, among other things, use e-mail, collaborate in shared documents and receive/submit assignments.

#### Managebac

For most of our administrative (and some academic) tasks, ISB uses a communication system called [ManageBac](#), developed specifically for International Baccalaureate schools. This is where we take attendance and receive excusals for Primary and Middle School students. ManageBac allows staff to send group messages directly to parents' personal email addresses. It also contains class and schoolwide calendars, parent contact lists, and student progress reports. An app is available for iOS and Android, and parents are able to subscribe to ManageBac calendars on devices compatible with the iCalendar format.

You will find a "Guide to ManageBac" on page 25. It includes **very important information** such as how to update your contact information, submit an attendance excusal, and find contact information for other parents.

#### Microsoft Office

In the MYP, students use Outlook and OneNote to collaborate with classmates. Some teachers also use it to assign and collect student work.

#### Seesaw

Seesaw is a digital portfolio used by teachers and students in the PYP to share student learning with parents. If you are not already in the system, please ask your teacher for log in information for your child so you can set up a Seesaw Family account. An app is available for iOS and Android.

#### Tabulex

Kindergarten parents use Tabulex both to register their children's arrival and departure hours, as well as to submit attendance excusals. We kindly ask that you submit attendance excusals **before 8:00**. Primary and Middle School parents will continue to use ManageBac for this purpose. Tabulex is also the system both Primary and Middle School parents use to sign up for Holiday Care. In order to register hours go to:

Kindergarten: [www.borneweb.dk](http://www.borneweb.dk)

Primary: [www.sfoweb.dk](http://www.sfoweb.dk)

Tabulex-connected touch screens are also found throughout the school.

[Kindergarten parents](#) are asked to check their children in and out of school at the beginning and end of each day. [Primary students](#) use the screens to check themselves in/out of After School Club, and to indicate which activity/ section of the building they will be in (making it easier for parents to locate them at pick-up).

A guide to Tabulex can be found in the Appendix.

### Media permission

Due to its innovative philosophy, ISB is often asked to share our story with educators, researchers, policy-makers, and media from around the world. Our aim is to inspire with research publications, videos, and photos that illustrate what we mean by a "pedagogy of play."

On the ISB application/ re-enrolment form, parents are asked whether images and recordings of their children may be used for external publication. Regardless of whether parents say "yes" or "no," media featuring ISB students will never identify students by name or be used for third-party marketing without separate permission from the parents. If you would like to change your answer at any time, please contact the ISB communications team.

Teachers may occasionally share classroom photos and video with parents via secure systems like Seesaw or ManageBac, and parents are allowed to take photos and video for their own archives during school events. However, please respect the wishes of your fellow parents and never post images involving other people's children to Facebook or other social media.

### Newsletters

As a general rule, class teachers send an update to parents each Friday (PYP) or at the start of a new unit (MYP) with information about what students have been working on and what's next on the agenda. These letters often contain important information about upcoming events, so please read them thoroughly. At the start of each month, the head of school together with the communications team will send a newsletter to the parent body with updates and information relevant to the entire school. These letters often contain information about schoolwide events, policy updates, etc, so please read them too!

### Social media

The school maintains Facebook and Twitter accounts and may engage in other forms of social media from time to time. We will not include photos of children whose parents have said "no" to sharing images.

The Billund International School Parents Facebook group is a closed group run by and for parents. ISB assists in making sure only current parents are approved as members of the groups. Many individual classes also have closed Facebook groups. While we support these efforts, they should NOT be considered official platforms of the school. Critical parent information will always be sent to you via ManageBac's messaging system/ email.

## GOVERNANCE AND GUIDANCE

### School Board

In accordance with the Articles of Association of International School of Billund, the ISB School Board consists of five members. Two members have been appointed by the LEGO Foundation and two parent representatives are elected by the parents at the ISB school general assembly in September. The parent representatives are elected on a two-year rotation, thus one new parent representative will be elected each year. Finally, one external representative has been appointed by the Danish Industry organisation. The ISB School Board is responsible for the overall management of the school and is accountable to the Danish Minister of Children and Education for the school's finances and operations. For information about the current board members and the bylaws, please [visit our website](#).

### Kindergarten Parents' Committee

In accordance with the Bylaws for the Kindergarten at the International School of Billund, the Kindergarten Parents' Committee consists of five members. Three are elected by the parents of children in Kindergarten at the Kindergarten general assembly in November, and two are members of the ISB School Board. A full time member of the Kindergarten staff, elected by his or her colleagues, will serve as staff representative. The Kindergarten Parents' Committee is responsible for making recommendations to the School Board on matters pertaining to the Kindergarten, including curriculum, recruitment and budget.

### Student Council

ISB has both a Primary School Student Council and Middle School Student Council. Two students from each grade level, P2 and up, are elected by their peers. The Student Councils meet twice a month and are responsible for bringing suggestions and questions from the student body to school leadership. The student councils are also responsible for completing an annual student survey.

## PARENT-SCHOOL COLLABORATION

### Class meetings

Toward the start of the academic year, parents are invited to a class meeting where they will hear about expectations for the year, discuss any questions or concerns, and elect a class parent (below). You will receive information about the meeting from your child's class teacher. These meetings will generally be held on the same afternoon as information sessions about the PYP or MYP, during which parents will learn about the structure of the relevant programme as well as platforms used to manage student work.

### Class parents

At the start of the school year, parents of each class will elect one or two class parents. ISB may call on class parents for ideas and/or help in organising school-wide events (see Social events at ISB, below). Otherwise, this role is as involved as parents choose to make it. For example, these parents may choose to organise independent social gatherings for families outside of school hours, and coordinate snacks for school days with celebrations, like Halloween and Fastelavn. School facilities may be used for this purpose upon request. See "Checklist for use of ISB facilities" (page 30).

### Onboarding new families

At ISB we enrol new students throughout the year and it is important to us that they – and their families – feel integrated in the ISB community and local Billund community as much and as quickly as possible. Homeroom teachers, in collaboration with the relevant well-being coordinator, will follow up with parents soon after a new student's arrival to ensure they are settling in well.

### Parent-teacher conferences

In **Kindergarten**, there will be a one-on-one start-up meeting for new parents before their child starts, as well as a three-month follow-up meeting. For all parents, there is an optional check-in with teachers in October, a parent-teacher conference in December and a student-led conference in May (which will also include a student-parent-teacher conversation).

In **Primary** parents are offered an optional check-in with teachers in October, a 3-way goal-setting conference (student-parent-teacher) in December and a student-led conference in May.

In **Middle School** parent-teacher conferences are held in November after the issuing of a short interim report. Parents are also offered an optional check-in after first semester reports come out in January. Student-led conferences will take place in June followed by second semester reports.

### Parent café

Parent cafés are held intermittently as a way for us to collect parent input on a specific topic of importance in an informal setting. Most parent cafés will be attended by the head of PYP and/or MYP and a member of the leadership team.

### Parent Play Date

Parent Play Date (formerly known as Classroom Show and Tell) is held twice a year in Kindergarten and five times a year in Primary. Each Play Date provides an opportunity for parents to come and join in activities with their children and get a feel for how learning through play works at ISB, as well as insight into their individual child's progress. Come prepared to engage!

### Social events at ISB

Social events are important at ISB and we look forward to many "hyggelige" moments with our students and their families throughout the year. Among our traditions are a casual "welcome back" gathering, a holiday season craft party, and a family picnic toward the end of the school year. These events and others will be noted on the welcome letter sent to parents at the beginning of the school year and entered on the IB Parents Association calendar on ManageBac (also visible on the calendar section of our [website](#)). ISB staff assigned to organise specific events will contact class parents to find additional volunteers as needed. NB: Covid-19 has meant cancelling most of these activities, but we hope to be able to take them up again.

#### Parent Social Committee

Some of our annual events (such as UN Day) are organised or co-organised by our new Parents' Social Committee. If you would like to be a part of helping to support our school community in this way, please contact Amy McEvoy: [grimmae@gmail.com](mailto:grimmae@gmail.com)

### Use of school facilities

ISB families are welcome to request the use of ISB facilities for class social gatherings from Monday-Thursday, from 17:00 to 21:00 (please no birthday parties). Requests should be submitted in writing, at least two weeks in advance, to [info@isbillund.com](mailto:info@isbillund.com). Approval will be subject to considerations including staff time, security and insurance issues. Please note that alcohol is not allowed on school grounds during school hours, nor during any activity involving students.

Please carefully consider whether the goal is to hold a family gathering, where children will be actively engaged and monitored by their parents, or whether the aim is to provide parents with a chance to get to know each other without the presence of their children. If it's the latter, we may be able to provide a space during school hours. Please see "Checklist for use of ISB facilities" on page 30.



## WELL-BEING

The health and safety of your children is of great importance to us. The vast majority of our staff are certified in First Aid and CPR and regular health check-ups are provided by the municipality's health care practitioner (see below).

### Accident and liability insurance

In Denmark, the general rule is that students are covered by their family's liability and accident insurance. A standard Danish insurance will cover children until they are about 18 years old. It is the responsibility of the parent to ensure that their children are sufficiently covered while they are in school or on school trips. Please contact your insurance provider for more information. If your child accidentally breaks or damages ISB property, it is the family's insurance who covers the expenses.

### Allergies

We rely on parents to keep us informed about any allergies, including detailed information about a child's history of anaphylaxis, any medication prescribed to a child for the treatment of anaphylaxis, emergency treatment in the event of reaction, and a list of specific signs and symptoms of a reaction.

ISB's kitchen staff is equipped to provide food for students with minor allergies. We do not maintain an allergen-free school as guidelines suggest this can lead to a false sense of security. However, all staff members are informed about students with allergies and class teachers, in particular, will work with parents to create and maintain an individual plan for allergy management, as needed.

### Counselling/PPS

If teachers are concerned about a child, we are able to call on help from the municipality's PPS (Pedagogical Psychological Support) services. PPS has a range of specialists: reading consultants, speech therapists, physiotherapists, special pedagogues and psychologists. See overview below. What help they offer depends on the child's age and his or her needs. If a concern is raised, the homeroom teacher and well-being coordinator will call parents for a meeting. ISB's complete inclusion policy can be found on our [website](#).

## Defibrillators

There are two defibrillators at ISB - one by the main entrance that speaks English, and one in the sports hall that speaks Danish. You will be guided through the steps, should you need to use them.

## Dental care

In Denmark dental care is free and obligatory for children under 18 years of age. This requires you to use the public school dentists in your home municipality. Within one to two months of moving to Denmark, your child will be called in for an appointment via e-Boks (Denmark's electronic mail system). Please be sure to cancel or reschedule the appointment if your child is unable to attend.

If you would like to choose your own dentist, you will be required to pay the full amount. Please contact the public dental office (Tandplejen) in your home municipality to know more. Remember to have the child's CPR-number on hand when you call.

## Healthcare practitioner

ISB is covered by the municipality's healthcare programme for children. The goal of this programme is to carry out general health activities for all children, as well as special activities for those who have a need for health education during school hours. These activities are meant to prepare children to take an active responsibility for their own and others' health. ISB's school healthcare practitioner, Lene Zabel Nielsen, will administer pre-scheduled health check-ups, as well as consultation on general health issues on Fridays. The healthcare practitioner's office is located by the main entrance. Parents are always welcome to contact the healthcare practitioner when needed: lzn@billund.dk

You will be notified when your child's class is having a health check-up. The general schedule is as follows:

- P1: Individual health counselling and screening of the child's motor skills. Measuring of weight and height, test of sight, colour vision and hearing. Parents participate
- P2: Measuring of weight and height
- P4: Health conversation, individual or in groups. Measuring of weight and height
- M2: Health conversation, individual or in groups. Test of sight and measuring of weight and height
- M4: Individual health conversation. Test of sight and hearing, measuring of weight and height. Test of sight, colour vision and hearing if this hasn't been done in P1.
- Additional: Individual health conversations for children with special needs and their parents
- Additional: Health education planned in collaboration with teachers when requested, e.g. in relation to the Adolescence unit in P5, or Uge Sex (week 6)

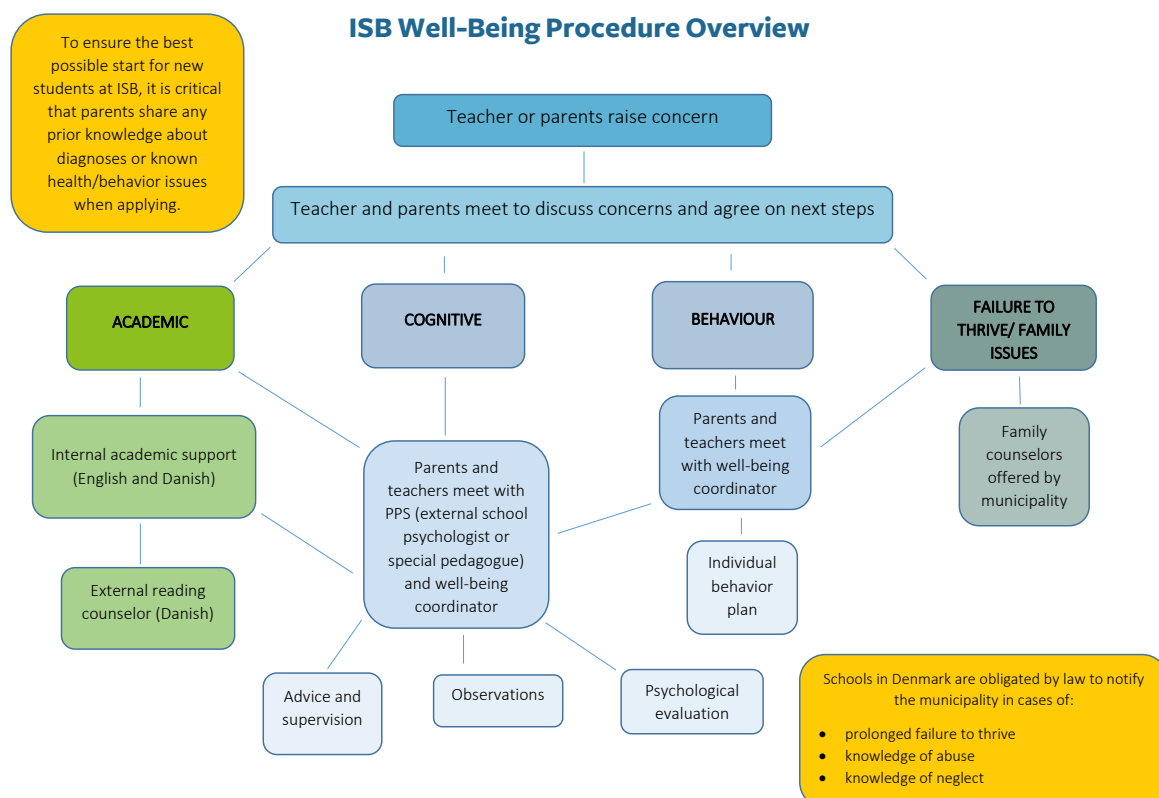
On [sundhedsvejen.dk](http://sundhedsvejen.dk) you can always read your child's health journal (height, weight, eye test and health conversations). You log on with your nem-id. Please note that the journal is in Danish.

## Illness

If your child is ill, please keep him/her home. In the case of contagious disease such as chickenpox, head lice, etc, please notify the main office so we can inform other parents (we will only identify your child as "a student in lower Primary," or similar).

When your child is staying home, please notify the teacher by submitting an attendance excusal on Tabulex (Kindergarten) or ManageBac (Primary and Middle School). Children should be fever-free for 24 hours before returning to school.

If your child becomes ill while at school, we will contact you to arrange for immediate pick-up.



If your child is well enough to come to school but not well enough to participate in PE, please let us know via an attendance excusal on ManageBac. Otherwise, your child will be required to play along with his or her class.

### Injury

In the case of injury, we will administer first aid as needed and make every effort to contact parents. In the rare event it should be necessary to call an ambulance, a member of staff will accompany the student and stay with him/her until a parent arrives.

### Lice

If a school staff member finds lice on a child, parents get notified immediately. We strongly recommend that parents pick up their child and start treatment. The child may only return to school once treatment has begun (thorough combing combined with lice shampoo).

### Medications

We can only administer prescription medication to children suffering from chronic illnesses when such medications are necessary to ensure the child's well-being. Examples include asthma medication or penicillin as part of a long-term course of treatment, assuming that the child's general condition allows him/her to participate in school life.

All medication must be handed over to the homeroom teacher by a parent/guardian. Please make sure any such medication has your child's name and the correct dosage clearly written on the container. All medication will be kept in a locked cupboard in the main office or in the Kindergarten. We do not give children aspirin or other pain-relief products.

### Smoking, drugs and alcohol

Danish law prohibits smoking and chewing tobacco on school grounds at all times, and alcohol is not allowed on campus during school hours, nor during any activity involving students. Non-prescribed drugs of any kind are prohibited and students found to be in possession will face expulsion.

### Sunscreen

On sunny summer days we kindly request that your children are wearing sunscreen when they arrive in the morning. Later in the day, staff will provide students with additional sunscreen, supplied by the school, as needed.

### Vaccinations

ISB strongly recommends that your child's vaccinations are kept up to date according to the recommendations of the Danish Health and Medicines Authority (Sundhedsstyrelsen)'s ['Danish Childhood Vaccination Programme'](#). You can compare vaccine schedules using the ECDC's [vaccine scheduler](#). If you are new to Denmark, talk to your doctor about how to register previous vaccinations in the country's health database in order to receive booster reminders, etc.



## APPENDIX

### Guide to ManageBac

ManageBac is a system designed specifically for IB schools, and a ManageBac app is available for iOS and Android. Schoolwide activities will be noted on the ManageBac calendar (which parents can subscribe to from iCalendar devices). Primary and Middle School parents use ManageBac to submit attendance excusals and see their children's academic reports. Middle School parents can use the system to follow along with their children's assignments and grades. Kindergarten parents also have access to ManageBac, but starting in 2020, they will use Tabulex for attendance purposes.

### Accessing your account

#### Signing in

Once your child has been enrolled (usually a few days to a month before their start date), you will receive an automated welcome email from ManageBac, inviting you to set up a password. Once you have done that, you can always return to your ManageBac account by clicking on the link at the bottom of [isbillund.com](http://isbillund.com) or by going to [isbillund.managebac.com](http://isbillund.managebac.com)

Note: If you are not receiving welcome e-mails or password reset notifications, make sure to check your spam folder. If the problem persists, check with the office to ensure you have been added to the system with the correct email address.

#### Updating your profile information

In case of illness or emergency it is **very important** that we have accurate contact information for parents. We rely on you to keep your contact information updated in ManageBac. You can do this by logging in and clicking on your name at the top right of your homepage. Please also let us know that your information has changed by emailing [info@isbillund.com](mailto:info@isbillund.com) so that we know to update the parent contact list.



#### Switching between children

Parents with more than one student at ISB can switch back and forth using the tab at top left in order to see each child's portfolio, academic reports, and class calendar.



## How to communicate with...

### ...a teacher or administrator

The majority of your communications will take place via email. Your child's teachers have access to the email address you have provided, and their contact information can be found on the right side of your dashboard. Teachers will check their inboxes at least once a day.

Weekly newsletters from your child's teacher and other class-specific information will be sent to your personal email address and archived under **General>Messages** on ManageBac. Monthly newsletters and other school-wide information will be emailed and archived under **IB Parents Association>Messages**.

### ...other parents

It is, unfortunately, not possible for parents to communicate individually via ManageBac. It is, however, possible to post a message to all the parents in your child's grade level via the **Messages** section of the **IB Parents Association**. Remember to tick the "notify via email" box to ensure your message is seen.

As an alternative, contact information for parents who have agreed to share their details is included on a school-wide list stored in Managebac (**IB Parents Association > Files > Parent Contacts**). Parents are welcome to create a class email list with this information. Many parents have also launched class-specific Facebook groups—please contact your class parent to find out if there is one for your child's class.

## Attendance / Schedule Notification (Primary and Middle School)

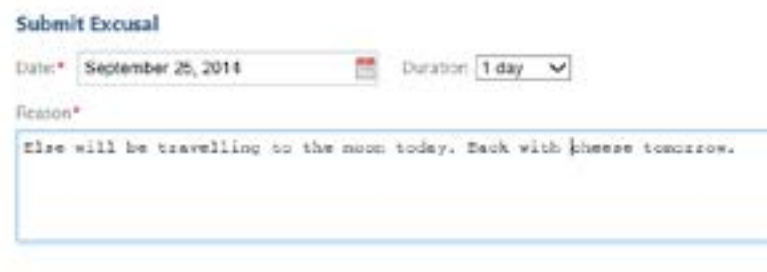
Kindergarten parents, please see Guide to Tabulex.

### Attendance record

An overview of your child's attendance record is visible on their main page. To see day-by-day attendance, click on the **Attendance** tab.

### Submitting an excusal or schedule notification

Attendance excusals and notifications about changes in your child's routine (doctor's appointment, going home with a friend, etc) **must** be submitted via ManageBac.



Attendance excusals should be submitted by 8:00 on the day of absence. Notifications regarding After School/ change of schedule must be submitted by 13:00 to ensure they are seen by Primary After School staff.

To do this, log in to the system and make sure you have the relevant child selected. Click on the **Attendance** tab and choose **Submit attendance excusal** to the right. Choose the date and expected duration of your child's absence (include weekends in your tally). Once you have submitted the excusal, the note will be visible to your child's teachers, administrators, and Primary After School staff.

## Academics

Under the **Academics** tab you can see your child's current and future units of inquiry (under Progress), as well as his or her academic reports (make sure you have the relevant child selected).

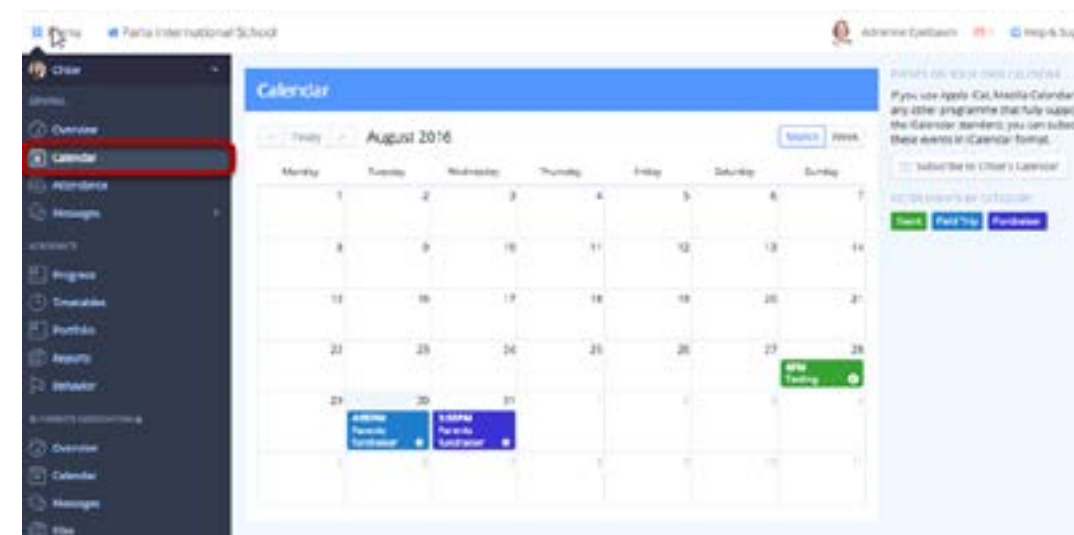
In Middle School, students use ManageBac extensively for academic purposes, such as submitting assignments (see **Portfolio** in the image below). Parents will be given an overview of this feature at the Introduction to MYP meeting in August.



## Calendar

Clicking on the **Calendar** tab will give you a full overview of any class events for the child you have selected AND school-wide events. Only school-wide events are shown in the **Calendar** section of **IB Parents Association**.

If you'd like, you can subscribe to either of these in iCalendar format. You'll find a link on the right side of your screen. The contents of the IB Parents Association calendar can also be seen, without logging in, on the [calendar section](#) of our website.





## Guide to Tabulex

Starting this year, Kindergarten parents will use Tabulex both to register their children’s arrival and departure hours, as well as to submit attendance excusals (Primary and Middle School parents will continue to use ManageBac for this purpose). Tabulex is also the system Primary parents use to sign up for Holiday Care.

The **first time** you log in to Tabulex you must visit a special site in order to be “connected” with your children. Follow the links below and choose **NemID login**.

Kindergarten: [www.info.borneweb.dk](http://www.info.borneweb.dk)

Primary: [www.info.sfoweb.dk](http://www.info.sfoweb.dk)

After that, you will use the following links to log in. You may choose to create a special username and password for Tabulex, or continue using your NemID.

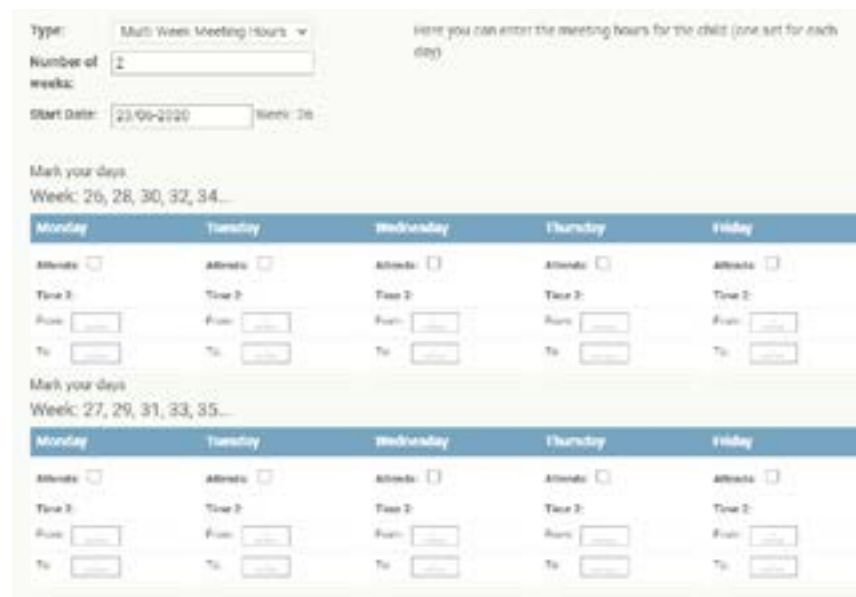
Kindergarten: [www.borneweb.dk](http://www.borneweb.dk)

Primary: [www.sfoweb.dk](http://www.sfoweb.dk)

## Registering daily hours (Kindergarten)

In order to register daily arrival and departure times, choose **Meeting Hours** from the left column. Then, in the top right corner click **Create Meeting Hours**. Select a start date and hit **OK**.

Now, you will have a choice between **Single Week** or **Multi Week** Meeting Hours. If your hours will be consistent from one week to the next (for example, always pick up at 14:00 on Tuesdays and 16:00 on Wednesdays), choose Single Week. If your schedule varies in odd and even weeks (for example, a child who alternates between parents), choose Multi Week. You will then be able to enter arrival (**From**) and departure times (**To**) for each day. Be sure to **Save!** These hours will be registered for all weeks forward, unless you make a change by setting a new start date.



You are able to change your hours at any time by logging in to the system. Please note that changes made after 13:00 may not be seen by ISB staff.

## Attendance/Schedule Notification (Kindergarten)

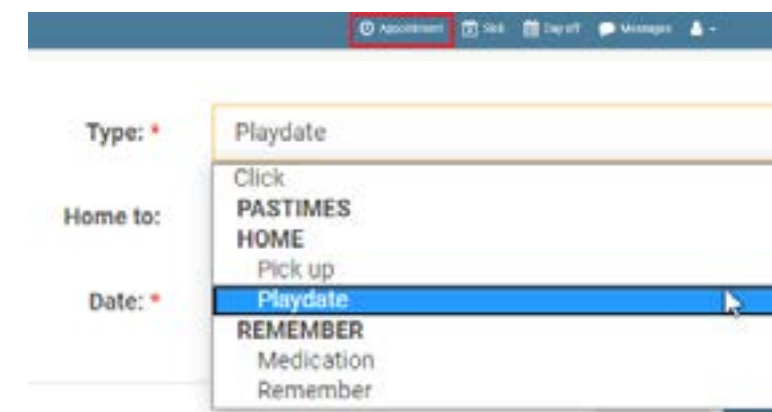
### Sick days

If your child is sick, log in to Tabulex, choose **Sick** from the top menu bar, and submit your excusal.



### Change of schedule/ playdate

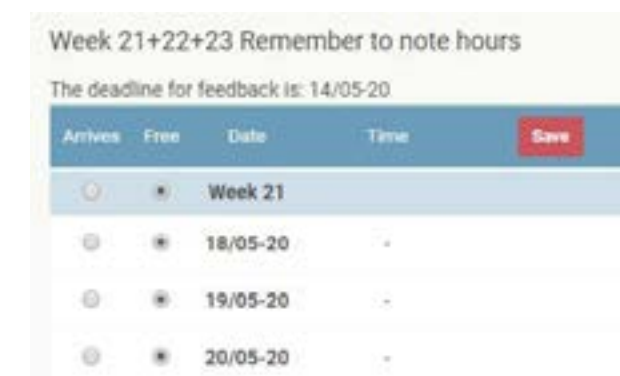
If your child will be leaving for a doctor’s appointment, going home with a friend on a playdate, etc, choose **Appointment** from the top menu bar.



Here, you will be able to register the **Pick up time** for your appointment, or you can choose **Playdate**, which will enable you to choose the specific classmate with whom your child is going home.

## Registering for Holiday Care (Kindergarten and Primary)

Several weeks before a holiday you will receive notification that registration for Holiday Care is open. In order to sign up, log in to Tabulex and choose **Holiday** from the left column. On the days your child needs care, check **Arrives** and then you will be able to add your child’s hours of arrival and departure. Remember to **Save!**



Arrives	Free	Date	Time	Save
<b>Week 21</b>				
<input type="radio"/>	<input checked="" type="radio"/>	18/05-20	-	
<input type="radio"/>	<input checked="" type="radio"/>	19/05-20	-	
<input type="radio"/>	<input checked="" type="radio"/>	20/05-20	-	

Please note that due to Covid-19 there may be restrictions on the use of ISB facilities



## Checklist for use of ISB facilities

For indoor social gatherings at ISB you can request to use the canteen, common shared spaces, food lab, Creator Space or the assembly hall. We kindly ask you to stay out of classrooms.

For social gatherings outdoors you are welcome to use the fire pit area located on the Kindergarten playground or the one near the sports field.

Social gatherings can take place Monday-Thursday starting at 17:00, when the school closes, to 21:00. Please no birthday parties.

For social gatherings at ISB, we cannot provide dinnerware, cutlery, cups, etc. Please plan to bring your own. Food and drink must be provided by parents. Alcohol is not allowed on school grounds during school hours, nor during any activity involving students.

Please remember that the children are your responsibility, and that access is limited to the areas agreed upon.

Please note that access to the kitchen behind the canteen is strictly prohibited by the Danish Food Administration. However if kitchen facilities are needed, you may request to use food lab.

There will be cleaning supplies available.

### BEFORE

- Send request to [info@isbillund.com](mailto:info@isbillund.com)
- Note the class, date of the gathering, what kind of event you're planning and which room(s) you would like to use. Also write the number of participants.
- Requests should be submitted at least two weeks in advance.
- Wait for approval of date and room(s) before inviting the class!

### DURING

- Parents check students out of After School Club as usual, at which point they are parents' responsibility. Parents may only collect other people's children if a note has been submitted to ASC.
- Students should bring their belongings to the area you will be using, as other parts of the school will be locked.
- Make sure all participants know which areas of the school are being used.
- Engage your children with planned activities and have fun!

### AFTER

- Wipe off tables, return any furniture to previous position, and sweep the floors. Cleaning supplies will be available.
- Close all doors and windows.
- Put trash in the dumpster near the Vejlevej exit.
- Send an SMS to Bent (26 32 78 07) when you are leaving, letting him know you have left ISB.
- In case of emergency: contact Bent (26 32 78 07).

## USEFUL CONTACTS

<b>MAIN OFFICE</b>		26 32 78 00	<a href="mailto:info@isbillund.com">info@isbillund.com</a>
<b>KINDERGARTEN</b>			
Kindergarten well-being	Susanne Jensen	26 32 78 04	<a href="mailto:anna754v@edu.isbillund.com">anna754v@edu.isbillund.com</a>
	K1A	93 39 78 25	
	K1B	93 39 78 26	
	K1C	93 39 78 27	
	K2A	93 39 78 28	
	K2B	93 39 78 29	
<b>PRIMARY AFTER SCHOOL</b>			
Coordinator	Lisbeth Utoft		<a href="mailto:lisb6356@edu.isbillund.com">lisb6356@edu.isbillund.com</a>
	P1	93 39 78 21	
	P2	93 39 78 22	
	P3	93 39 78 23	
	P4/P5	93 39 78 24	
Head of School	Camilla Uhre Fog	26 32 78 01	<a href="mailto:c.fog@isbillund.com">c.fog@isbillund.com</a>
Deputy Head	Charlotte N. Andersen	26 32 78 02	<a href="mailto:can@isbillund.com">can@isbillund.com</a>
Kindergarten Coordinator	Ruth Hesseldal	26 32 78 17	<a href="mailto:ruth1133@edu.isbillund.com">ruth1133@edu.isbillund.com</a>
Head of Primary	Karen Serritslev	26 32 78 03	<a href="mailto:kare761b@edu.isbillund.com">kare761b@edu.isbillund.com</a>
Head of Middle Years	Tue Rabenhøj	26 32 78 08	<a href="mailto:tuex0829@edu.isbillund.com">tuex0829@edu.isbillund.com</a>
Librarian	Metteline Rasmussen		<a href="mailto:mett856y@edu.isbillund.com">mett856y@edu.isbillund.com</a>
Admissions Officer	Regina Rasmussen	26 32 78 05	<a href="mailto:r.rasmussen@isbillund.com">r.rasmussen@isbillund.com</a>
Accounting Manager	Dorte Daniel	26 32 78 06	<a href="mailto:d.daniel@isbillund.com">d.daniel@isbillund.com</a>
Administration Officer	Anna Lammert-Josefsen	26 32 78 16	<a href="mailto:alj@isbillund.com">alj@isbillund.com</a>
IT support	Mikael Broch	26 32 78 19	<a href="mailto:mbr@isbillund.com">mbr@isbillund.com</a>
Sr. Communications Mgr.	Sidsel Overgaard	26 32 78 10	<a href="mailto:s.overgaard@isbillund.com">s.overgaard@isbillund.com</a>
Communications Mgr.	Sille Aarlit Jensen	26 32 78 12	<a href="mailto:s.jensen@isbillund.com">s.jensen@isbillund.com</a>
Caretaker	Bent Meldgaard	26 32 78 07	<a href="mailto:b.melgaard@isbillund.com">b.melgaard@isbillund.com</a>

All teacher email addresses can be found at [www.isbillund.com/about/staff](http://www.isbillund.com/about/staff)



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Billund**

