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INTERNATIONAL SCHOOL HAMBURG



SECONDARY SCHOOL

STUDENT HANDBOOK

2010- 2011

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INTRODUCTION

The **ISH Secondary School Student Handbook** is published on the school's web site each August for all students in the Secondary School (Grades 6-12). Its functions are:

- (1) To help newcomers in adapting to ISH.
- (2) To provide an up-to-date source of information for all students on daily procedures, academic matters and administrative services.

If you, as a student, do not understand any part of this handbook please ask your tutor or a member of the Faculty or Administration for an explanation.

The address of the school is:

International School Hamburg
Hemmingstedter Weg 130
22609 Hamburg
Tel: (040) 800050-0
Email: info@ishamburg.org
Fax: (040) 881 1405

Secondary School Office: Tel: (040) 800050-134
Secondary School Office: Fax: (040) 800050-220
Email: amronai@ishamburg.org

HUMAN RIGHTS

These rights apply to all persons – students and staff – and to the entire school day, including travel to and from school

1. The right to develop one's own personality (so long as it does not interfere with the rights of others) without disrespectful criticism or pressure from cliques.
2. Freedom from physical abuse and from mental abuse such as name calling, intimidation, or harassment.
3. Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, etc.
4. The right of privacy and freedom from being harassed in the classroom, the right to be treated respectfully.
5. The right to an education which means that teachers should be free to teach and students free to learn without being interrupted by inconsiderate or unruly students.
6. The right to have personal and school property respected is a part of human rights. Our school community should be a safe place for property as well as people.

SECONDARY SCHOOL STAFF

Room **Headmaster**

030 Dr Vladimir Kuskovski

Secondary School Principal

116 Dr Mark Frankel (also teaches Theory of Knowledge)

IB Co-ordinator, UK College Counsellor

151 Mr Anthony Martin (also Head of Geography)

English Department (including English as an Additional Language - EAL)

105 Ms Alison Johnston (Head of English Department)

111 Mr Vincent Lugrine (Head of EAL)

107 Ms Ana Bahamonde (EAL and Intensive English)

149 Ms Sue Christian (also teaches Mathematics and History)

104 Ms Catherine Cleary (also Mother Tongue Co-ordinator for whole school)

150 Mr David Close (also teaches Theory of Knowledge, History and Film Studies)

103 Ms Sophia Lugard

110 Ms Lynn Rivard

Home Economics

067 Ms Cynthia Lawrence (Home Economics – also Student Services Co-ordinator)

Humanities Department

236 Mr Brian Gray (Head of Department & Staff Services Co-ordinator)

151 Mr Anthony Martin (I.B. Co-ordinator and Head of Geography)

149 Ms Sue Christian (also teaches English and Mathematics)

150 Mr David Close (also teaches Theory of Knowledge, EAL and Film Studies)

235 Mr Anthony Crewdson (Geography)

234 Mr James Dalton (Social Studies, History and MUN)

239 Mr Richard Dove (also Secondary School Curriculum Co-ordinator)

114 Mr Sean Kane (Business Studies, also College Counsellor)

238 Ms Christine Martin (Social Studies and Geography)

Information & Communication Technology (ICT)

232 Mr Tony Lawrence (Head of Department, Yearbook Co-ordinator and CAS Co-ordinator)

226 Ms Ellen Gray

Mathematics Department

242 Mr Paul Barclay (Head of Department)

243 Mr Tim Cartledge

149 Ms Sue Christian (also teaches English and History)

241 Ms Irene Law

240/243 Ms Michelle O’Dea

240 Mr Andy Rodick

Modern Languages Department

146 Mr Bernd Boudewijn (Head of Department)

147 Ms Alejandra Andrada (German and Spanish)

143 Ms Christiane Berndt (German)

142/143 Mr Werner Denk (German and Spanish)

145 Mr Kenji Hitomi (Japanese)

142 Mr Leonhard Kever (German and French)

148 Mr Ulrich Kramme (German – also teaches Theory of Knowledge)

144 Ms Sabine Kunst (German and Spanish)

144/147 Ms Sandra Pawlinsky (German and French)

141 Ms Ute Stelter (German and French)

Music Department

045 Mr Michiel de Beer

Physical Education Department

003 Mr Garry Jones (Head of Department)

004 Mr Pedro da Cunha Almeida

004 Ms Lori Dove

004 Mr Andreas Klimkeit (also Head of Junior School German Department)

004 Ms Annegret Neukamm

Science Department

203 Mr Alan Knightbridge (Head of Department and teacher of Biology and Physics)

101/206 Ms Mona Azadzoï (Middle School Sciences)

206 Ms Jennifer Beddoe (Chemistry)

101 Ms Sally Draper-Tough (Biology and Middle School Science)

201 Dr Daniel Mendes (Head of Physics)

204 Ms Paula Pattison (Biology)

Laboratory Assistants

Mr Martin Främke

Ms Jayashree Sahoo

Ms Radhika Vijayasundaran

Theater Department

064 Ms Kate Caster (Head of Department)

064 Mr Martin Hague (Middle School Drama and also Student Special Services)

Visual Education Department

063 Mr Daniel Harford (Head of Department)

061 Mr Peter Anderson

062 Ms Gundula Plesch

Assistant

Ms Martina Fricsay

Student Special Services Department (Whole School)

134 Ms Denise Cadieux-Gellesch (Head of Department)

136 Ms Ruth Chignell-Stapleton

065 Mr Martin Hague (also teaches Drama)

Library

212 Ms Patricia Hayward (Secondary School Librarian)

Library Assistant

Ms Brigitte Strübing

College Counsellor (except UK)

114 Mr. Sean Kane (also teaches Business Studies)

Guidance Counsellor

132 Ms Anne Ferrara

Secondary School Secretary

152 Ms Angela Ronai

School Nurse

007 Ms Leoni Gerckens

THE SCHOOL DAY

Attendance

The Secondary School day officially starts at 08:20 and is signalled by a warning gong at 08:15. Students should arrive by 08:25 at the latest so as to be in their Period 1 class by 08:30. However, students should not arrive before 08:00.

Registration is taken at 08:30, which is when Period 1 classes begin. School finishes at 15:00. Students should go to their lockers only at break times and/or before/after school.

The Secondary School day consists of eight 40-minute periods with each “pair” of periods followed by a break. On Monday, Wednesday, Thursday and Friday, the first break is from 09:50 – 10:10, the second from 11:30 – 11:40 and the third from 13:00 – 13:40 (Lunch).

On Tuesdays, classes have different times in order that tutorial groups can meet or attend the assembly from 11:10 – 11:40. The assembly is run by the Student Board and is held once every two weeks in the Aula. All students attend the assembly with their tutor group. Please see the **daily school schedule on next page**.

In addition, the Secondary School schedule is arranged on a 10-day cycle. The first week of the cycle is designated “**Blue Week**” and the second is designated “**Yellow Week**”. The colour coded (blue/yellow) school schedules are displayed on bulletin boards around the school.

Lateness

Any student missing at registration time (08:30) will be recorded as absent. **If you arrive late**, for whatever reason, **you must check in first at the Secondary School Office** before reporting to your class so that the electronic record can be changed. You will not be admitted to lessons until you have provided your subject teacher with a late arrival slip. Remember, too, that your daily attendance record forms part of your academic record and is available online for your parents to see via the school’s ePortal (**see Page 13**)

On being **late three times in a week**, a student will be required to register early for one week between 08:00 and 08:15 in the Secondary School Office. An exception will be made only for those students working for CAS hours as school bus supervisors.

Absence

All absences from school must be excused in writing by your parents. This includes students who are 18 years of age or older and also applies when you either arrive late in school or have to leave early for a particular reason (e.g. medical appointment, renewal of passport, etc.). **Notes from parents and/or doctor’s certificates should be shown first to the Secondary School Secretary** and then to your subject teachers for signing. The signed note should then be returned to the Secondary School Secretary for filing.

All infectious illnesses, such as chickenpox, must be reported to the Secondary School Secretary. On returning to school after an infectious illness, students are required to have a doctor’s certificate showing that they are free of infection.

SECONDARY SCHOOL SCHEDULE

08:15 Warning Bell

08:25 Final arrival time

	<u>Monday/Wednesday/Thursday/Friday</u>	<u>Tuesday</u>
Period 1	08:30 – 09:10	08:30 – 09:05
Period 2	09:10 – 09:50	09:05 – 09:40
Break I	09:50 – 10:10	09:40 – 10:00
Period 3	10:10 – 10:50	10:00 – 10:35
Period 4	10:50 – 11:30	10:35 – 11:10
	Tutor Groups/Assembly	11:10 – 11:40
Break II	11:30 – 11:40	11:40 – 11:50
Period 5	11:40 – 12:20	11:50 – 12:25
Period 6	12:20 – 13:00	12:25 – 13:00
Lunch	13:00 – 13:40	13:00 – 13:40
	[Warning Bell 13:35]	
Period 7	13:40 – 14:20	13:40 – 14:20
Period 8	14:20 – 15:00	14:20 – 15:00

If you cannot avoid having a medical or other appointment during school hours, you must inform your teachers and register your departure and re-arrival at the Secondary School Office. This also applies to students in Grades 11 and 12 who are allowed Open Campus.

If a student misses 10 periods or more in a particular subject in a semester (at whatever time in the semester these have accrued and for whatever reason) a letter of warning will be sent home by the administration, stating that the semester mark could be in jeopardy.

When a student has accumulated 15 absences (through a combination of extended vacation, extra-curricular activities and/or illness for instance), a parent conference will be convened and the student's continued involvement in any outside school activities will be seriously questioned.

When a student has accumulated 30 absences (for whatever reason) and in the absence of extenuating circumstances then promotion to the next grade level will not be permitted. The extenuating circumstances will be determined by the Secondary School Principal and endorsed by the Headmaster.

For students who are often absent from school and for whom any period of absence appears detrimental, a reduction of, or exclusion from, extra-curricular school activities will be considered.

Except in cases of illness, the school disapproves of absences immediately prior to, or after, vacations. Parents are therefore discouraged from arranging holidays during regular school time. Should it be necessary for a student to be absent, he/she is asked to **make a written request for an extended absence at least a week in advance** to the Secondary School Principal.

Assembly

An Assembly is held by the Student Board on alternate Tuesdays at 11:10 and takes place in the Aula. As important announcements are made about events, club activities and other matters concerning both staff and students, **all students are required to attend with their tutor group.**

From time to time, more formal and longer assemblies may be organised by the Student Board or the Administration.

Open Campus - for students in Grades 11 and 12

Starting in the first full week of the school year, when all of the open campus forms have been completed and returned to the Secondary School Secretary, students in Grade 11 and Grade 12 are allowed to leave the school campus during free periods in their schedule. However, this privilege may be withdrawn individually or collectively if abused. Therefore, please make sure you record your departure and return times accurately on the Open Campus time sheet which is kept at the reception desk, and that you follow the correct procedures for unscheduled late arrivals or early departures (**see pages 5 & 6**).

Open Campus students who are free Period 1 **must** register their arrival each morning on the Open Campus time sheet at the reception desk. However, students who arrive late for their first scheduled class of the day **must** register in the Secondary School Office when they arrive. Likewise, students who have to leave school during the day (for a doctor's or dental appointment, for example) at a time when they have a scheduled class **must** register their departure and return in the Secondary School Office.

Lunch

The cafeteria, which is run by Sodexo, a private catering company, is open all day and serves hot meals, salads and a range of snacks. All students are expected to eat in the cafeteria whether they are buying a meal there or bringing a packed lunch or snack from home. Students may eat a packed lunch outside in the recess area at the rear of the school provided they leave no litter, but no eating or drinking is permitted anywhere in the school building except in the cafeteria. **No secondary school students are allowed in the cafeteria between 12:00 and 13:00 because this is the Junior School lunch period.**

ACADEMIC INFORMATION

Curriculum Guides

Curriculum Guides for the Middle School (Grades 6 to 8), for the Pre-IB Programme (Grades 9 and 10) and for the IB Diploma (Grades 11 and 12) can be viewed or downloaded from the ISH website. Admission to courses is based on interviews, background information and, in some cases, placement tests. When enrolling in courses for the following year, students in Grades 9-12 **MUST** ensure that they will have fulfilled all ISH graduation requirements by the time they intend to graduate (see pages 14 and 15).

See also Course Choice (for Grades 9/10 and 11/12) on page 40.

Placement Tests

Prior to enrolment, Mathematics and English tests are given to all new students as a guide to placement. Students entering Grade 6 from the Junior School are tested prior to the end of Grade 5.

Homework

The amount of homework will vary with the student's acquired skill in a subject, his/her command of English and his/her personal rate of work. However, the "average" student should expect to take approximately 90 minutes per night in Grades 6-8 and 2-3 hours per night in Grades 9-12. All students will be provided free of charge with a School and Homework Diary at the start of the school year which can also be used to record extra-curricular activities etc. Replacement diaries can be purchased from the Secondary School Office at a cost of €1.50 each.

School Supplies

Textbooks are provided by the school but students are responsible for supplying all their own stationery and equipment, including exercise/notebooks, ring binders, calculators and USB sticks. **See the list of materials required for each grade and subject on pages 37 and 38 of this handbook.** In an emergency, lined and squared A4 notebooks can be purchased from the Secondary School Office for 60 cents each although students are recommended to keep their own supply of these at home or in their locker.

Physical Education – Participation and Equipment

All students have to take physical education as part of the programme and will only be excused from games and classes on production of a medical note. Although parents are asked at the time of enrolment to let the school know if their children have any special medical conditions, the PE teachers need to be told if students are prevented from taking part in any particular activity as a result. **Even if unable to participate in sports, students who are otherwise able to attend school should report to all their PE classes at the beginning of the lesson.**

T-shirts, shorts, socks, soap and towel, indoor and outdoor sports shoes, track/sweat suit and waterproof jacket are required equipment. Multi-studded soccer boots are optional for soccer lessons but compulsory for ISH soccer teams. **Indoor sports shoes must not have black soles.**

Please do not enter the gym with street shoes or bring in food or drink.

ACADEMIC HONESTY

Academic honesty is the foundation upon which a learner builds integrity and develops character. Students entering the Secondary School will be required to read the **ISH Academic Honesty Policy**, understand the meaning and consequences of Malpractice and sign an **Academic Honesty Declaration (which needs to be co-signed by parents/guardians)** – see **page 39**. Students in Grade 6 will receive regular instruction in library information literacy and senior students will participate in a seminar on the topics of plagiarism and referencing. Students will be taught how to cite sources of information using the **Oxford Footnote/Referencing**.

Malpractice is defined as behaviour that results in, or may result in, the student gaining an unfair advantage and includes:

- Plagiarism: the representation of the ideas or work of another person as the student's own.
- Collusion: supporting the malpractice of another student, as in allowing one's work to be copied or submitted for assessment by another.
- Duplication of Work: the presentation of the same work for different assessments.
- Any other behaviour that gains unfair advantage for a student or affects the results of another (for example, taking unauthorised material into an examination room, misconduct during an examination, falsifying a CAS record).

Internal Examinations

Exam Policy

There are two main exam periods for the Secondary School, one towards the end of the first semester in December and one at the end of the second semester. A provisional time frame is planned well in advance, but the actual exam schedule is not finalised until 2-3 weeks before the exam session.

In December, Grades 10, 11 and 12 have exams in most subjects. In May, Grade 12 has IB and internal exams. In May/June, there is an exam session for Grades 9 – 11. During exam sessions, students taking exams do not attend lessons. **Do not make plans that will conflict with the exam schedules** as there are no “make-up” possibilities **except with a doctor's certificate**. In addition to examinations, class tests may be scheduled at any time during the school year. In June, all Grade 8 students have end of the year tests in most subjects.

Rules and Guidelines

In order to keep in line with IB regulations and thereby best prepare students for these exams, the following rules are observed and enforced for **internal examinations**.

1. You should arrive promptly for all examinations. Aim to arrive about 10 minutes before the official start of the examination. Five minutes are allowed for reading through the paper before an examination begins.
2. On arrival in the examination room wait for the invigilator (the teacher in charge of the exam) to show where you are to sit.
3. You may only have on your desk the equipment you need for the examination (i.e. pens, pencils, ruler, eraser, equipment for geometry). Make sure that you have a spare pen and pencil in case the first one runs out or breaks.

4. Bags, pencil cases, etc. are not to be brought into the examination room. Students will be issued with transparent plastic bags in which to bring pens, pencils, rulers, etc.
5. No electronic dictionaries or mobile telephones are allowed in the exam room.
6. Normal translation dictionaries are only allowed where appropriate. They are not allowed in any language examinations (English, German, French, Spanish and Japanese).
7. Calculators are only allowed by permission of the teacher setting the exam.
8. If you have any questions or problems, raise your hand to attract the invigilator's attention. The invigilator is the **ONLY** person with whom you are allowed to communicate in any way during the examination. Even if you only want to borrow something like an eraser (you should have brought your own anyway!) this must be done by asking the invigilator.
9. Normally you will be expected to remain until the end of an examination. The exceptions are examinations requiring multiple choice or simple word or sentence answers, when students may leave early if everyone has finished.
10. At the end of the examination you must not talk to, or try to communicate with, other students until ALL papers have been collected.

Consequences of malpractice during an examination

The Secondary School Principal will be informed and the following penalties will apply:

- 1st offence:** The paper will be cancelled and an exam mark of ZERO recorded for that subject.
- 2nd offence:** All the papers for the examination session will be cancelled and exam marks of ZERO recorded.
- 3rd offence:** The same as for the 2nd offence, but in addition the student will be suspended from school.

Consequences of malpractice in assessments and formal tests which contribute to semester grades

- 1st offence:** The offence will be discussed with the teacher, a reduced grade will be awarded and the student given a warning. Parents will be informed and a written account of the malpractice will be given to the Secondary School Principal to be put in the student's file.
- 2nd offence:** The student will received a ZERO grade and the teacher will inform parents and Secondary School Principal. The malpractice will be noted on the student's file.
- 3rd offence:** The malpractice will be noted on the student's file/transcript and a parent conference will be convened. An award of "U" (ungraded) for the course will be recorded. The student will be suspended from school.

External Examinations

1. The International Baccalaureate (IB)

The International Baccalaureate (IB) programme is a comprehensive and rigorous two-year curriculum, leading to examinations, for students aged between 16 and 19. The general objectives of the IB are: to provide students with a balanced education; to facilitate geographic and cultural mobility; and to promote international understanding. There are currently about 3023 member schools in 139 countries throughout the world offering the IB. The IB curriculum consists of six subject groups and at the International School Hamburg the following subjects are offered:

- Language A1 (best language): English, German and Japanese, including the study of selections from World Literature
- Language A2/B/ab initio (first foreign language): English and German
- Individuals and Societies: History and Geography
- Experimental Sciences: Biology and Physics
- Mathematics
- The Arts and Electives: Visual Arts, Chemistry, Theatre, and Spanish and French B Standard Level.

If there is insufficient demand for a subject, it may not be offered.

To be eligible for the award of the Diploma candidates are required to offer one subject from each of the groups. At least three and not more than four of the six subjects are taken at the Higher Level, the others at Standard Level. Each examined subject is graded on a scale of 1 (minimum) to 7 (maximum). The award of the Diploma requires a minimum total of 24 points and the absence of certain disqualifying conditions. The Diploma candidate must meet three additional requirements: submission of an Extended Essay; satisfactory completion of a course entitled Theory of Knowledge (ToK); and compulsory participation in the extra-curricular CAS programme (Creativity, Action, Service).

The Bilingual Diploma indicates that a candidate has offered two Languages A1, has Language A1 and Language A2, or has taken an examination in either the Individuals and Society or Experimental Sciences group in a language other than the Language A1 presented.

Those who fail to satisfy all requirements, or who elect to take fewer than six subjects, are awarded a Certificate for the examinations completed. Diploma candidates wishing to offer more than six subjects receive an additional Certificate for the additional subject(s).

Students at ISH take the IB examinations during the May examination session. The school does not allow students to sit the November IB examinations. The only exception to this policy is when a student needs to re-sit an examination that he/she failed in the May examination session and that is needed for him/her to obtain a full Diploma.

Students in Grades 11 and 12 will have P.E. every second week.

For more information, see Mr. Anthony Martin, IB Co-ordinator.

2. Recognition of the IB and ISH Diploma in Germany

Students and parents are advised that the International Baccalaureate Diploma is recognized as an *Abitur* equivalent (school-leaving exam and university entrance qualification in Germany) **only if certain conditions have been fulfilled**. These include the study of a second foreign language for at least four years, Mathematics at either Higher or Standard Level and a Natural

Science. This science subject (Biology, Chemistry or Physics) must be taken at Higher Level if Mathematics at Standard Level is chosen. However, the IB Diploma itself is now recognized by German universities providing Mathematics and a Natural Science have been passed, one of which must have been taken at Higher Level.

Students and their parents are also reminded that the ISH Diploma (Graduation Certificate), IB individual certificates and the Pre-IB Programme of Studies in Grades 9 and 10 are **not** formally recognized in Germany

3. College Entrance Tests including TOEFL

Students interested in applying to colleges in the USA, Canada, Asia or US-style ones in Europe should take the Scholastic Assessment Achievement Test (SAT) or American College Test (ACT). Students needing more information on these tests should see the College Counsellor, Mr. Sean Kane, or go to www.collegeboard.com or www.act.org

PSAT (practice test) date for 2010	13 October 2010 (for all Grade 10 students)
SAT Reasoning Test and SAT Subject Test dates for 2010/2011:	9 October 2010 6 November 2010 4 December 2010 22 January 2011 7 May 2011 4 June 2011
ACT dates	23 October 2010 11 December 2010 11 June 2011

The Test of English as a Foreign Language (TOEFL) is administered outside ISH. The closest test centre to ISH is the Amerikazentrum Hamburg. For their current test dates, visit www.amerikazentrum.de

4. Official SAT, ACT and IB Scores

Universities expect “official” records of test and exam results. Students are responsible for listing the universities where they would like their scores sent when they register for the SAT or ACT tests. Likewise, IB students who have made their final selection of universities (whether in the US, UK, Canada, Asia, Europe or elsewhere in the world) should request their IB scores be mailed directly to these institutions.

Prior to completing the IB examinations students should notify the Counsellor or, for UK universities, the I.B. Co-ordinator, and request to have their results/grades mailed by the IB Organization to the university at the same time as they make them available to you.

5. International Schools Assessment (ISA)

In October, students in Grades 7 and 9 take the International Schools Assessment (ISA). ISA is based on the internationally endorsed reading and mathematical literacy frameworks of the OECD's Programme for International Student Assessment (PISA) and is especially designed for international schools in order to gain information about reading, writing and mathematical literacy standards. Students who have special needs or limited English may be exempted. If they are German speakers, they will have the opportunity to do the ISA in German.

GRADING & REPORTS

Marking System

Students' assignments and examinations are graded as follows:

7 = excellent 5 = good 3 = mediocre
6 = very good 4 = satisfactory 2 = poor 1 = very poor

Report Cards

There are three main assessments in October, January and June at which times **reports are made available electronically via the ePortal (see below)**. The January and June periods include examination sessions for some grades.

In October a **Progress Report** is issued. In April, if a student is in danger of failing a particular course, then a written comment explaining the situation will be sent home.

On the full **Student Report**, issued in January and June, the following information is given: a semester mark, an examination mark and a comment on performance from individual teachers. The semester mark equals the mathematical average of all work in that semester, including any examination.

Attendance records are not included on the semester reports, but students' individual attendance records can be accessed by parents at any time using their ePortal password.

ePortal Access to Reports and Attendance Records

ePortal is the web interface to the school information system. The portal is accessible via the link named 'ePortal' situated on the homepage of the school website (www.ishamburg.org). All parents are issued a username and password to the portal upon entry to ISH. The single login provides them access to the profile of all their children at ISH.

Past and present progress and semester report cards are available in downloadable PDF format in the portal section called 'Reports'. Please note that digitalization of report cards only began in the academic year of 2008/2009.

In the portal section called 'Attendance' parents can view a student's daily attendance record for the entire academic year, including authorized and unauthorized absences.

A comprehensive electronic guide outlining the entire functionality available to parents in ePortal is posted on the ePortal noticeboard – visible upon logging in – or can be requested from the IT Director at rvanmaanen@ishamburg.org.

Students leaving the school or making applications to colleges or universities who need to have a printed and signed copy of their school report(s) or a transcript of these reports should request these in advance from the Secondary School Secretary.

Conferences

A Parent-Teacher conference day for Grades 6 – 12 will take place on 10 November 2010 and Grades 10, 11 and 12 will have an additional conference on 9 February 2011. The conferences are arranged on a scheduled basis for each individual student. At other times of the year, additional conferences may be arranged by/through the Secondary School Principal or directly with subject teachers.

Make-up system: Credit by examination/assignment at the end of the summer is possible on a limited basis by petition to the Secondary School Principal and respective Head of Department for a final mark of 2 (not for a 1). The make-up examination or assignment must be awarded a 4 or more in order to obtain minimum credit (a final mark of 3).

Credits towards Graduation (accumulated in Grades 9-12 only)

1. One credit for a subject will be awarded for a mark of 3 or better as the final mark.
2. Additional electives, when offered, will receive credit. This will be a 0.5 credit if taken for a semester only.
3. Independent Study Course: in exceptional cases, a student may arrange in addition to/in lieu of a particular subject, an independent study course and receive credit.
4. Transfer of credits: students receive credits towards graduation for courses successfully completed at other schools provided an equivalency can be determined to the satisfaction of the Administration.
5. Dropping a course: a student should not drop a course unless there is a serious problem. In such a case, a written request must be made to the Secondary School Principal who, in conjunction with parents, teacher and the student concerned, will decide on the request.

See also Request to Drop, Add and/or Change Course forms on page 41 (for Grades 6-10) and page 42 (for Grades 11 & 12).

AWARDS

The following special end-of-year awards are given:

ECIS Award for International Understanding - a Grade 12 award

“Given to a Senior student who is a good representative of his own country, able to converse in at least two languages, a contributing force in the life of the school, with the ability to bring differing people together in a sense of community, thus furthering the cause of International Understanding.”

Brett Walker Award - a Grade 12 award

“Given in memory of Brett Walker to that student who best exemplifies the qualities of dedication, determination and good sportsmanship.”

Grade 12 Subject Prizes

Grade 12 subject prizes are awarded at the Graduation Ceremony at the end of May.

Headmaster’s Commendation

This award is given in the form of a certificate to students in Grades 6-11 who, on the evidence of their final reports, have worked hard, made significant progress or achieved a high academic standard.

PTA Citizenship Award

This annual award is given by the Parent-Teacher Association to the most qualified/deserving graduating twelfth grade student who has demonstrated active involvement in the ISH community and associations. Community, Action and Service (CAS) and other volunteer work is an especially important component of this award. He/she will have maintained a sound commitment to academic achievement while pursuing the International Baccalaureate or secondary school coursework; have demonstrated good leadership qualities and presented themselves as valuable role models for their school community, and have lived the values of respect and tolerance, understanding and co-operation, and personal responsibility as defined in the school’s mission statement.

Athletics Awards

Sports Day is a day of competitive track and field events for Junior School students and Middle School students (Grades 6 – 8). In this school year it will be held on **Tuesday 26 May 2010**. Ribbons will be awarded to competitors in all the races and field events, and students in Grades 2 – 8 will compete for an award from the Hamburg Track and Field Association.

LIBRARY

Opening times

The Library is open on school days from 08:00 to 16:00 Monday to Friday. Any changes in these times will be posted on the Library door.

The Library is primarily a place for reading, study and reference. Students are requested to be quiet and considerate of others. The same rules apply to the Library Media Room, especially during busy break and lunch times.

New students

New students should see Mrs. Patricia Hayward, the Librarian, to receive their library user's number. All students in Grade 6 will do a course in Library Orientation.

Borrowing materials from the Library

1. Books are normally loaned for 2 weeks. Loans may be renewed on request. DVDs and other audio/visual materials are normally loaned for 1 week.
2. Reference books and magazines may be borrowed overnight and in some cases for longer periods. Ask the Librarian.
3. Materials should be checked out at the desk with the person on duty. You cannot check out materials by yourself.
4. Fines are not issued for overdue books and materials. Students will be reminded verbally and by written notice when books and materials are late. If a loan is not returned in reasonable time, the borrower will be invoiced for €20. The invoice includes a non-refundable Business Office charge.

**WE REALLY DO NOT LIKE CHARGING FOR BOOKS AND MATERIALS,
WE WOULD MUCH RATHER HAVE THEM BACK – ON TIME.**

5. Students are responsible for all materials booked out in their name, even if subsequently lent to somebody else! Be sure that you can trust your friends!
6. We trust our students to respect the needs of other Library users.

GUIDANCE

Tutor Groups

Students in Grades 6-12 are divided into small groups known as tutor groups. On Tuesdays at 11.10, tutor groups either meet together or attend an assembly in the Aula run by the Student Board every other week (see **Secondary School Schedule on page 6**). The group tutor is generally available to students for counselling and co-ordination of social activities.

Counselling Service

Any student wanting help or advice can always go to the School's Guidance Counsellor, Ms Anne Ferrara in Room 132.

College and Career Guidance and PSAT, SAT and ACT testing

The College Counsellor, Mr. Sean Kane, welcomes students and parents to his office (Room 114). Mr. Kane can offer advice on college applications and will assist in planning for higher education and career choices. He organizes Career Awareness seminars for students, hosts university representatives, and runs an annual College Night. He also has material available for summer programmes and internships. In addition, Mr. Kane co-ordinates the PSAT, SAT and ACT testing. **For dates of these tests see page 12.**

Students should begin planning for university entrance in Grade 11. The College Counsellor will assist with university selection, the application procedures, financial aid consideration, and the final decision process for colleges and universities anywhere in the world. Information and web resources are contained in the Learning/Student Support Services Section and Resources Section on the ISH website.

Information on applying to universities in the UK can be obtained from the I.B. Co-ordinator, Mr. Anthony Martin, as can information relating to the IB programme.

Advice on Extra-Curricular Activities

A range of extra-curricular activities is offered to students. Although most Grade 12 students have a heavy academic programme which demands 100% commitment for the entire year, the faculty feels that extra-curricular interests should not be totally neglected as they are an integral part of the learning experience. (This applies to many students in grades 9-11 as well.) However, **we strongly recommend that Full IB Diploma Candidates** choose no more than two activities during the year. This way, students can give their best to two events, rather than a half-hearted commitment to more. Whenever an activity is going to involve a great deal of time in as well as outside of school, the faculty member in charge will put up a list of students involved, in order that other teachers can, if it is warranted, raise any concerns. We hope in this manner to help you choose wisely. In all cases, class work and homework take first priority and it is the student's obligation to make up any work missed.

Mother Tongue Programme

In keeping with the mission statement and Language Policy of the ISH, the Mother Tongue Programme has been put in place to support and encourage the further development of each student's individual mother tongue language. Languages offered in the after-school programme include: Danish, Dutch, French, German, Italian, Korean, Russian and Spanish. Students interested in taking part in the programme or those students wanting instruction in another mother tongue language are asked to contact Ms Catherine Cleary in Room 104.

PROCEDURES

Accidents or Illness during the Day

Minor Injuries

The school employs a qualified nurse. There is a sick room (Room 007) opposite the gymnasium where, in the case of illness or accidents, students are taken care of whilst the parents are contacted (please be sure that we have an emergency contact number for you).

More Serious Injuries

Do not move the injured person. Stay with them but send someone else immediately to get the help of the school nurse or to call an ambulance. If a student needs to go to the hospital, the nurse or a member of staff will always accompany them.

Accident Insurance

The "*Unfallkasse Nord*" is the official body that covers school accidents for all students in Hamburg. **The hospital or doctor MUST be advised that it is a school accident** and the School Nurse, Mrs. Leoni Gerckens must be given all possible information about the circumstances so that she can write a detailed report. This includes accidents at school and also those which occur whilst travelling to or from school or on school trips. It is advisable to take out additional invalidity insurance as the value of the personal accident insurance (*Eigenunfallversicherung*) is very low. Treatment and hospitalization are fully covered but expenses for transport to and from a doctor or hospital may not be.

Illness

If you become ill during the day, inform your teacher and report to Mrs Leoni Gerckens, the School Nurse, in room 007. You will be looked after here until your parents have been contacted. **Students should not phone parents and ask to be collected or leave the school without first informing the Secondary School Secretary.**

Please make sure the school is informed by telephone or email (amronai@ishamburg.org) if you are off sick and unable to attend school.

Students needing special medicines near at hand should give them to the School Nurse who supervises the Sick Room in 007. They will be labelled and locked in the medical cupboard. Please note that if the school is not informed about a change in your use of medication or a change in your medical condition, the school cannot be held liable for any problems which may occur.

Class Fund Raising

Students are encouraged in fund-raising activities. However, the money raised should be for a community need such as a charity or a school-perceived need, and **not** for the students' own personal benefit. For this reason, each group must elect a Treasurer who will be responsible for collecting and depositing this money with Frau Danner, the school bookkeeper. The use of school premises and the goodwill of the school community should not be used in raising money for the students' own pleasure. As this official school policy applies to all activities, including those at the international fairs organised by the PTA, funds raised at these or similar events have to be paid either to a designated charity or to the PTA.

Field Trips/School Trips

A Grade 6 trip to Denmark, a Grade 7 trip to Heiligenhafen and a Grade 8 trip to the Harz are planned for early June. Grade 10 MUN students attend a conference in January/February in The Hague and may also have the opportunity to attend a conference in New York. In addition, IB Geography HL students are required to take part in field trips in order to complete essential course work. There is also a trip to London arranged in September for IB Theatre students, and Pre-IB Spanish and French students usually have week long trips to Spain or France in May. Other trips may also be planned by different subject teachers during the year for which parents will be asked to share the costs. Information about these trips will be provided by the teachers organising the trip. For all school-sponsored trips, permission slips are required from parents.

In addition, students selected for sports teams will be required to travel to matches against other NECIS schools such as Düsseldorf, Amsterdam, The Hague or Antwerp or Stavanger. **See also NECIS Sports on page 25.**

For the information of all students and their parents, the consumption of alcohol and the use of tobacco and other drugs are prohibited on **all** ISH field trips.

Bringing friends or guests to school

The school welcomes visitors, especially former students, but for safety reasons and in case there is a fire alarm it is important that the school administration knows who is in the building at all times. Remember, too, that your teachers may not always find it convenient to have additional students in their classes or may have already given permission for other visitors to attend. So before just turning up to classes with a guest and maybe causing embarrassment to all concerned, please take the following steps.

1. At least three days in advance, collect a **“Permission to Bring a Visitor Form”** from the Secondary School office, fill it in and get it signed by your parents. **There is a copy of this form on page 56 of this handbook.**
2. Ask the teachers of all the classes your guest will be attending to sign the form to show that they have given permission. **Remember, that you are allowed to have a guest in school for a maximum of two days only.**
3. Show this signed form to the Secondary School Principal and get his permission as well. Ask for advice if any teachers have said they will be unable to accommodate your guest.
4. When all signatures are complete, give the letter to the Secondary School Secretary. This must be done at least one day prior to the visit.
5. On the day of the visit, guests are required to report first to the Reception Desk where they will be given a visitor’s badge and then to the Secondary School office. The badge must be worn at all times and returned to the Reception Desk at the end of the day.

Leaving ISH

If you are leaving ISH, either during the school year or at the end of the school year, you must get a **Withdrawal Form for the German School Authorities, Secondary School Student Leaver’s Form and the, Book Deposit Claim Form (see pages 43-46)** from the Secondary School Secretary at least one week prior to your last day of school. When you have received the required signatures confirming that you have returned all your books, emptied and cleaned your locker, returned any hired lock and key, and entered a forwarding address, please take the form to Mrs. Catherine Bissonnet in the Admissions Office on the Ground Floor.

ADMINISTRATIVE SERVICES

Bus and Train Season Tickets

If you wish to buy a reduced rate season ticket (Schülerkarte) for the bus and train, you will need to confirm that you are still attending school. The Secondary School Secretary can issue you with the necessary confirmation - an *HVV Bescheinigung* - on request.

Transportation routes

1. From Wedel or Blankenese:
Take the S-Bahn to Klein Flottbek and then take the 21 Bus in the direction of Niendorf-Nord. Get off two stops later at Hemmingstedter Weg. Or, you can walk up Heinrich-Plett-Straße past the Botanical Gardens into Hemmingstedter Weg (about 15 minutes' walk).
2. From Altona, the city centre and beyond:
From the Alster, Rothenbaum, Sternschanze, or Altona take the S-Bahn or the 15 bus to Klein Flottbek Station. Then walk or take the 21 Bus (as above).
3. From Schnelsen, Eidelstedt, Langenfelder, Altona Bahnhof
Take the 283 Bus to the Elbe Einkaufszentrum (EEZ) and then walk (10 minutes) or take the 21 Bus to Hemmingstedter Weg.
4. From Niendorf Nord, Eidelstedt, Osdorfer Born, the Elbe Einkaufszentrum (EEZ)
Take the 21Bus to the bus stop (Haltestelle) Hemmingstedter Weg.

Please remember that your behaviour on public transport will reflect on the school. In the past we have received compliments (most of the time) on how ISH students conduct themselves on buses and the S-Bahn. Do your best to maintain this standard!

Computer Network and Internet Facilities

Computer workstations are situated throughout the school. Providing they have signed the **Acceptable Use Policy Agreement (see page 49-55)**, students may use the ISHnet and access the Internet. from home via the e-mail link on the homepage of the school website (www.ishamburg.org). **Please check your GroupWise mailbox regularly in case messages have been sent to you by members of staff or the administration.**

Drop-off Zones and Parking

In front of the school there is a drop-off zone (where no waiting/parking is allowed) as well as designated parent parking places. If this car park is full, then parents may use the public parking area which we share with the neighbouring sports clubs. When leaving the school drop off zone, parents are encouraged to turn right into Hemmingstedter Weg as this will relieve the build-up of traffic heading towards Hamburg. Older students can also help reduce traffic in Hemmingstedter Weg by asking parents to drop them off at the roundabout.

ID Card/Schülerschein

Reduced price entrance to museums and cinemas, as well as other benefits can often be obtained on production of a "Schülerschein"; an ID card which proves that though you are a teenager you are still attending school. The Secondary School Secretary can issue you with this card but you will need to provide her with a passport-sized photograph.

Lockers and Lock Hire

Each student is assigned a locker for storage of their books and belongings. **Locks for these lockers should be hired from the school so that you have immediate use of a master key should you lose or forget your own one.** The Hausmeister or Security Officer may not be asked to cut off non-school locks as this could result in personal injury as well as lockers being damaged beyond repair.

It costs €20 to hire a lock but €10 of that will be refunded if you return the lock and key when you leave the school. If the key is lost you will have to pay €10 for a new one to be cut but you will immediately be given a replacement lock and key.

Do not leave your locker unlocked and do not leave valuables in your locker. Personal belongings, including PE bags, should be kept in lockers, not in the corridors. Books and materials should be collected from lockers only at breaks, not between lessons.

If you can't open your locker or need to change it because it will not close, for example, please inform the Secondary School Secretary. Do not attempt to force open a locker and don't simply start using an empty locker - it might have been assigned to another student but left empty. **Before the summer vacation, or if leaving ISH during the school year,** do not forget to empty and clean your locker. Lockers are cleaned and repaired during the vacation and the school cannot take responsibility for any property left behind. If you are leaving the school, remember to return your school lock. If you are not leaving, you should take the lock home and keep it in a safe place until the start of the next school year.

Lost and Found

There is a lost and found chest for clothes, shoes, school bags, etc. in the main entrance hall in front of the Security Office. Smaller or more valuable items, such as keys, watches, etc. should be claimed from/handed in to the Reception. Students are strongly recommended to label all items of clothing and equipment to avoid loss. The school cannot be held responsible for expensive equipment such as mobile phones or cameras if they are lost or stolen.

Messages

Messages for students received by the Secondary School Secretary will be put on the beamer or will be passed on via the Intranet (GroupWise) email. Please check your school GroupWise mailbox regularly. Your school email can also be accessed from home on www.ishamburg.org. Click on **email** at the bottom right-hand corner of the home page.

Newsletter

The Newsletter is distributed by email to all families every two weeks on a Friday. It contains current information about what is happening in the school and forthcoming events. The Newsletter is also accessible on the Internet at our website www.ishamburg.org. The password can be obtained from the Junior School Secretary, telephone (040) 800050-124. Students and their parents are strongly advised to read the Newsletter as this is where important updates and messages are published.

Photocopying

Students should not use the school photocopiers.

PTA Bookshop

Among a vast range of activities, the Parent Teacher Association also runs a Book Shop where students and their families can choose from a wide selection of books. These are on sale each month in the main entrance hall.

School Photographer

Individual, Grade as well as Team and Group Activity photographs are organised once a year. This year the photographer will be in school on 20 and 21 September 2010.

Security

The main doors to the school is supervised by the security personnel during school hours and all visitors must report to the reception desk first and wear a badge at all times. All entrances to the school are locked when not in use and are under video surveillance.

Emergency Evacuation Procedures

In case of alarm, students must follow the green signs above the corridors. You should use the exits indicated on the escape plans located on each floor. If your room is at the back of the school, you should go out the back doors and immediately make your way around the back of the gym to the assembly area.

See also Bringing Friends or Guests to School, on page 20.

Telephone

Students may use the office telephones only in emergencies and must ask for permission first.

Yearbook

The Yearbook is printed at the end of the school year and then distributed (one per student) to all members of the ISH community. Students who are leaving ISH before the end of the school year should make sure that they include a forwarding address on their leaver's form so that the Registrar, Mrs. Catherine Bissonnet, can send on a copy of the Yearbook.

See also Yearbook editorial and production team on pages 24-25.

STUDENT ACTIVITIES

Student Board

In the preamble of the Student Board Constitution (formerly known as the Student Council) it states:

The nature of the Student Board will be defined by the following:

1. The Student Board does not discriminate on the basis of race, sex, age, religion, or nationality.
2. The Student Board is to maintain and improve co-operation between the students and the administration, school board, faculty, and parents.
3. The Student Board shall further the education process by giving students experience in leadership, administration, and public relations.
4. The meetings of the Student Board will be open to all members of the ISH community.

The Student Services Co-ordinator for the year 2010-2011 is Mrs. Cynthia Lawrence. She also acts as the Student Board Advisor. The Student Board Executive Committee for the year 2010-2011 is composed of:

President	Nils Müggenburg
Vice-President	Luca Kusserow
Administrative Officer	Pauline Striebeck
Treasurer	Andreas Fieber

The voting members of the Student Board are representatives from each grade elected at the beginning of the school year. The duty of these representatives is to represent you in the Student Board Meeting held once every two weeks. If you have problems with anything concerning the school or students, don't hesitate to speak with any Board representative. Any student is, of course, welcome to attend Student Board meetings.

The Student Board publishes a constitution which can be obtained, upon request, from any Student Board Officer. The Student Board also donates money to the school's charities.

Students must attend a leadership weekend at the beginning of the school year if they wish to be a representative. This event lasts for a day and half and takes place at school.

Grade 11 Prom Committee

The Prom Committee, a group of volunteer 11th graders, is responsible for helping raise funds towards the Grade 12 Prom under the direction of Mrs. Lawrence, the Student Services Co-ordinator. Many of the fundraising activities are school dances. Committee members may also be requested by the school administration to assist with the catering for parent or general public social events. The Committee must elect a Treasurer and ensure that funds are passed to Frau Danner, the school bookkeeper, for depositing in the school safe and, subsequently, a bank account. Prom Committee members who have completed the requisite number of hours of service are entitled to one ticket for the Prom free of charge **for their personal use only**.

Yearbook Team

The Yearbook is a hardback school annual, produced by students, under the guidance of the Yearbook Advisor, Mr. Tony Lawrence. It is an important document: not only does it aim to represent the life of the school for the academic year, everyone gets one, and probably keeps it for life!

Two fundamental questions asked when planning the Yearbook are: “What should go into it?” and “How do we want the Yearbook to look?” The Yearbook team needs a variety of people to work through these questions, and to carry the decisions into reality.

The Yearbook team needs students interested in photography, computers and journalism. An interest in graphic design and art would be an asset.

Yearbook team members come from all grades. It’s hard work but fun, and you learn excellent computer skills. If you want to get ready to join, start playing with Adobe Pagemaker, Adobe Photoshop, look at past Yearbooks, and dream up some page designs of your own. **See also Yearbook publication and distribution on page 23.**

Ghana Project

The Secondary School’s major fund-raising activity for the past seven years has been to support education in Ghana through various projects, including building and equipping new classrooms in the village of Azutsuare. Students have also raised money and sought donations of equipment in order to set up a computer lab at the school. Similar projects are planned for the future as part of the CAS programme for Grade 11 and 12 students. For more information see Mr. Tony Lawrence, the CAS Co-ordinator.

Sri Lanka Project

The Sri Lanka Project is another major challenge which students can get involved in. It helps support five preschools which were constructed after the tsunami in 2004 using funds raised by the school and donated by the City of Hamburg through the Hamburg Hilft project. Students are also involved in initiatives undertaken by the Overseas School of Colombo and, in particular, in working at the National Childrens' Cancer Hospital. Our aim this year is to raise funds in order to provide our schools with access to water.

Students in Grade 9 and 10 who join the project team will have the opportunity of travelling to Sri Lanka during the Spring holidays in 2011 and working at our schools in the area around Hambantota in the south. They will be active both in building awareness of the project throughout the school and in raising funds.

Fund-raising activities will include a Fun Sports Day, discos and bake sales and our year will be launched with the Sri Lanka Cup golf tournament on 19 September which the whole community (students and adults) and all levels of players are welcome to participate in.

N.E.C.I.S. Sports

The International School of Hamburg is a leading member of the Northwest European Council of International Schools (N.E.C.I.S.) Sports Council, a group of ten international schools that provides opportunities for our students to meet in specified tournament activities on a competitive basis with each school working toward a common aim to achieve a well-balanced programme that promotes healthy competition, sportsmanship and full participation. Each athlete is given the opportunity to demonstrate athletic ability while maintaining a spirit of respect and co-operation with fellow athletes from various international backgrounds.

Other member schools include:

- The International School of Amsterdam (ISA)
- The American School of The Hague (ASH)
- The American International School of Rotterdam (AISR)
- The Antwerp International School (AIS)

- The International School of Luxembourg (ISL)
- The International School of Düsseldorf (ISD)
- The Copenhagen International School (CIS)
- The International School of Stavanger (ISS)
- Sigtunaskolan Humanistiska Läroverket (SSHL)

Our ISH **'Falcons'** teams practice twice a week (see table below) and during the soccer/volleyball/basketball seasons play weekend games as well as the main NECIS Tournament. Students are selected for these teams on the basis of attendance at practice, effort and ability. Home games require our students to host visiting students and this hospitality is reciprocated when our students travel to away games. During the main NECIS tournaments the students are accommodated in hotels.

Other teams - swim team, track and field team, tennis team, boys' rugby teams(s) and girls' soccer team(s) - work towards competing in the main NECIS Tournaments and may also play in local friendly games.

Parents are expected to meet 60% of all travel costs to the games and tournaments with ISH contributing 40%.

Participating athletes are expected to follow a well-defined NECIS Code of Conduct which includes curfew times and abstention from alcohol and tobacco; and are expected to be good representatives of ISH and the NECIS organization at all times.

Age groups for team sports:

- **Varsity and Junior Varsity (soccer/girls' volleyball /basketball):** no lower age limit although only in exceptional circumstances would a player below the age of 14 years be selected to play at these levels and then only at the discretion of the Athletic Director. No 18-year-olds may play at Junior Varsity level.
- **Under 14 (boys' soccer/girls' volleyball/basketball)** – restricted to players 13 years of age or younger on 1st September of that particular school year. 14-year-olds must play at V/JV level.
- **Under 12 (soccer/mini-volleyball/basketball)** – restricted to players 11 years of age or younger on 1st September of that particular school year. 12-year-olds must play at the U14 level. One or two girls may play Under 12 Soccer and one or two boys may play Under 12 Mini-Volleyball.
- **Under 19 (Boys' Rugby)** – restricted to players 18 years of age or younger on 1st September of that particular school year.
- **Under 16 (Boys' Rugby)** – restricted to players 15 years of age or younger on 1st September of that particular school year.
- **Under 15 (Girls' Soccer)** – restricted to players 14 years of age or younger on 1st September of that particular school year.

Age groups for individual sports:

- **Swimming 16+, U16, U14, U12, U10** – age taken is that on 1st September of that particular school year.
- **Track and Field 16+, U16, U14, U12** – age taken is that on 1st September of that particular school year.

ISH currently plans to participate in the following NECIS sports for 2010-2011 although actual registration will depend on timely student sign-up and interest:

<u>Team</u>	<u>Levels</u>	<u>Practices</u>	<u>Trip Fees</u>	<u>Season</u>
Boys' Soccer	V/JV/U14/U12 (1-2 girls may play U12 Soccer) Grades 5 to 12	V/JV - Mondays and Wednesdays (and some Fridays) U14/U12 Tuesdays and Thursdays	Yes	August – November Weekend games and main tournament
Girls' Volleyball	V/JV/U14/U12 (1-2 boys may play U12 Mini-Volleyball) Grades 5 to 12	V/JV - Mondays and Wednesdays U14/U12 – Tuesdays and Thursdays	Yes	August – November Weekend games and main tournament
Basketball	V/JV/U14/U12 Boys and Girls Grades 5 to 12	V/JV – Mondays and Wednesdays U14/U12 – Tuesdays and Thursdays	Yes	November – March Weekend games and main tournament
Swimming	16+/U16/U14/U12/U10 Boys and Girls Grades 4 to 12	Wednesdays and Saturdays	Yes	October – March
Tennis	Levels 1 to 5 Boys and Girls Singles and Doubles Grades 5 to 12	Tuesdays and Saturdays	Yes	March - May
Track and Field	16+/U16/U14/U12 Boys and Girls Grades 5 to 12	Mondays and Wednesdays	Yes	March - May
Girls' Soccer	Under 15 and Varsity	Tuesdays and Thursdays	Yes	March - May
Boys' Rugby	Under 19 and Under 16 Minimum age 14 years	Mondays and Wednesdays	Yes	March - May

Contact:

Garry Jones, ISH Athletic Director and NECIS Sports Council Chairman
Tel: (49) (40) 800050144 (ISH Athletic Office) or gjones@ishamburg.org

Intramural Sports

ISH offers a wide range of intramural sports for those students who wish to participate in a weekly sports activity over a restricted number of weeks (8). The intramural sports programme is designed for the student who does not wish to commit to a NECIS team but instead prefers to play recreational sports in a non-competitive environment. Practices are held once a week and take place at various times throughout the school year –**see table below**. Students are expected to wear appropriate sports clothing at all times. Although more relaxed than the NECIS Sports programme, participants in the intramural programme are expected to attend the weekly practices on a regular basis so that the whole group enjoys a more satisfying experience.

During the school year 2010-2011 there will be three periods of intramural sports:

- Week beginning 6 September to week ending 5 November (8 sessions)
- Week beginning 10 January to week ending 4 March (8 sessions)
- Week beginning 28 March to week ending 31 May (8 sessions)

Clubs and After-school Activities

An after school Music Enrichment Programme is currently organized by Jeff Alpert (tel: 899 3270 or 0179 506 2468, or email jalpert@ishamburg.org). Information about other clubs and after-school activities will be given out during the assembly, published in the Newsletter or posted on notice boards.

Record of Activities

Students wishing to have their participation in school-related activities included in their school records or college/university transcripts and references should complete the **Record of Activities form, see page 47**. These forms are available from the Secondary School office and can be handed in at any time of the year. Extra-curricular activities include not only those listed above, but participation in ISH sports, drama or music performances, for example. Any voluntary work for the school, such as assisting in the library or Junior School, may also be listed. Students intending to enter colleges in North America, Europe, Japan or Korea need to get the Record of Activity completed each year, so that an accurate transcript can be produced as soon as it is required.

Make a note of all your activities in your school and homework diary, too, so that you don't forget any of them, and pass this information on to your tutor as well.

SCHOOL RULES

Standards of Behaviour

In cases of general classroom and campus discipline, appropriate measures will initially be taken by the teacher.

If the problem continues then a conference will be held with the parents and the Secondary School Principal and a strategy involving the home and school will be established.

If the problem persists then the Headmaster will be involved in a conference in order to further address the matter.

The school has identified behaviour that is inappropriate and in such cases the matter will be dealt with directly by the Secondary School Principal.

Inappropriate behaviour is defined as:

<i>Blatant Disrespect:</i>	Refusing to co-operate, use of offensive language.
<i>Deliberate Injury:</i>	Hurting someone, i.e. fighting, punching, throwing objects.
<i>Vandalism:</i>	Interfering with property, i.e. intentional breakage, destruction of materials.
<i>Harassment:</i>	Harassment, bullying i.e. verbal or physical abuse.
<i>Fraud:</i>	Cheating and plagiarism and other forms of malpractice as outlined in the Academic Honesty Declaration which every student is expected to sign each year. (see Academic Honesty on page 9).
<i>Theft:</i>	Stealing personal or school property.
<i>Equipment Abuse:</i>	Interference with school computers, technology equipment, network, school furniture or materials.

The occurrence of inappropriate behaviour will lead to a period of suspension for one to three days whilst repeated offences may lead to the student being asked to leave the school.

Secondary School Discipline

The following rules are a general guide and do not cover all aspects of discipline and its enforcement in every detail. Most “ordinary” disciplinary problems will be handled directly by the tutor or teacher on duty. “Severe” cases will be reported to the Secondary School Principal.

Each student is expected to conduct himself/herself in a manner which will create the most positive learning environment for himself/herself and the school community. Common sense and a view of ISH as an academic institution as well as a “home away from home” will lead each student to appropriate behaviour. In this context, students are expected to bring with them only items which are necessary to class. Such items as music players, kickboards, large amounts of money and expensive jewellery are not appropriate to bring to school and, if lost, cannot be the school’s concern.

Here is a list of the most important rules.

1. Bullying, in any form, is unacceptable. Bullying is defined as unprovoked, intentional, repeated behaviour by an individual or group of individuals that causes pressure, distress, or hurt/injury. Where cases of bullying are proven, suspension and, ultimately, expulsion for repeat offences, will result. The school will also provide support for victims of bullying.

Bullying behaviour can be classified as:

Verbal: name calling, teasing, abuse, sarcasm, insults

Physical: hitting, punching, kicking, scratching, tripping, spitting

Social: ignoring, excluding, ostracizing, alienating, inappropriate gesturing

Psychological: spreading rumours, hiding or damaging possessions, malicious SMS, inappropriate use of camera phones, emails or instant messaging

2. The possession, use or distribution of drugs is prohibited by law. Students who act in violation of this law at school or school-related functions will be suspended or expelled. Any student involved with drugs on school trips will, in addition to suspension, be banned from any future trips during the rest of the year or for a calendar year, if the offence occurs late in the school year.
3. Student use of alcohol on field trips is not permitted under any circumstances. Alcoholic beverages are not permitted at student functions of ISH, the only exceptions being the annual Early Graduation Ceremony and the Graduation Reception for Grade 12, where Sekt is served, and the Grade 12 farewell dinner where wine and beer are served.
4. Smoking is not permitted on school field trips, or anywhere on school grounds, or in the vicinity of the school.
5. Skateboards, inline skates, baseball bats, hard balls, knives, etc. are dangerous and therefore must be left at home.
6. Food and beverages may not be consumed in corridors, and in classrooms only in special circumstances and with the permission of a teacher. Lunch must be eaten in the cafeteria. In good weather, students may eat a packed lunch in the outside recess area at the rear of the school provided they leave no litter. Each student must do his/her best to help keep the school clean. Faculty members are on cafeteria duty to make sure that students behave properly. This includes forming an orderly queue and taking back trays with plates and cutlery when they have finished eating.
7. Disruptive and discourteous behaviour in the Aula area during assemblies or performances will not be tolerated.
8. Running in the corridors or locker areas is not allowed.
9. Personal belongings must be stored in lockers for which locks are available from the Secondary and PE offices. Valuables must not be left in the changing rooms.
10. Although this is not advised MP3 players, iPods, Discmans and mobile phones may be brought to school providing they do not interfere with teaching and learning. They may not be used in the Library or in classes unless a teacher expressly allows it. The school will not be responsible for expensive personal belongings which are lost or stolen.
11. Bikes and mopeds must be parked in the bicycle stands. They must not be parked in front of the school. Security for these is the responsibility of the student.
12. Ball games during breaks are only permitted on the games pitches behind the sports hall.

13. Throwing snowballs is NOT permitted anywhere on the school grounds, or in front of the school.
14. Stage lighting and any work on electrical items must be done in conjunction with a teacher. If ladders are used, two students must attend the ladder to avoid accidents.
15. School trips: When on school trips, students will be expected to act in accordance with rules set down by the organizers/chaperones of the trip. Failure to do so may result in the students not being allowed to participate in future trips for a period of time.

See also special rules applying to the use of the ISHnet and Internet on pages 49-55,, Academic Honesty on page 9, and Examination Rules and Guidelines on pages 9-10).

Regulations for School Dances

All dances must be booked in advance through, the Student Services Co-ordinator, Mrs. Lawrence.

1. Calendar date: check with Mrs. Catherine Bissonnet in Room 029 about the availability of the Aula and the kitchen, and the Student Services Co-ordinator about the appropriateness of the timing.
2. If this is confirmed, chaperones must be enlisted as follows:

Three per shift for a school wide dance (18:00 – 20:00 – 22:00)

The chaperones must include one Administrator (Dr. Vladimir Kuskovski, Dr. Mark Frankel, Mr. Anthony Martin, Mr. Brian Gray or Mr. Rüdiger Wröbel). There must also be at least one male and one female chaperone, although one may be a parent. The chaperone list must be given to the Student Services Co-ordinator by the Monday of the week of a dance on a Friday.

3. Kitchen arrangements, beverages, food in advance, plus keys required for the kitchen to be arranged with the Student Services Co-ordinator. However, no food or drink is allowed in the Aula.
4. Arrangements to collect the front door key from the Hausmeister must be made by 15:00 on the day of the dance, to be given to one of the teacher chaperones. He/She will lock up after the dance and deposit the key in the mail box at the front of the school.
5. Entrance control: All dances are closed dances, meaning “once out, stay out”. There will be no admission after 20:00.
6. A clean up of the kitchen, Aula, entrance area, and of all toilets used must be carried out, and all garbage must be taken to the containers.
7. School corridors are closed during dances and other functions. Make sure all belongings are in the Aula.
8. Students may bring 2 guests to a dance, provided they are signed up in advance with the dance organizers, who keep a master list available at the entrance. Students will be held responsible for their guests.
9. If a student has a problem or concern, he/she must approach a chaperone immediately. Chaperones, in turn, must be available in the Aula in case of an emergency. In the case of an uninvited guest or group which cannot be controlled, the police should be called. In an

emergency: POLICE 110, FIRE 112, AMBULANCE 112. The telephone number of the local police station is 42865251-0.

10. For running and hiring the D.J. equipment, please contact Mrs. Caster, Head of Theatre, to request the services of the "Tech" Crew.
11. Proceeds from the dance must never be left unattended and must be locked away after the dance and put into the bank as soon as possible.
12. Students may not leave and then return to the building during a dance.
13. No smoking, use of alcohol or other drugs is permitted in or around the building. Anyone caught breaking this rule will be banned from dances for one year.

EMERGENCY PROCEDURES

Fire

Fire Drills are held on a regular basis in order to familiarise students with escape routes from the building in an emergency. Students are expected to know Fire Drill procedures. The instructions will be posted, accompanied by a plan, in a prominent place by the door in each classroom.

Fire Evacuation Procedures

Warning: A siren will sound with a short break.

Action:

TEACHERS

1. Assign a student to close windows and doors at the sound of the first alarm. Turn off all lights. The last teacher to leave a corridor must ensure that the fire doors are closed.
2. Accompany class to the nearest emergency exit following the green arrows in each corridor and lead students away from the building to the Assembly Area on the school soccer pitch.
3. If teaching in the Music rooms, accompany students out **through the main doors** of the school and round the front of the building to the Assembly Area on the soccer pitch.
4. Ask students to line up in their year groups, with Grade 6 nearest to the fence running alongside the road.
5. Go to the line which includes your tutor group and, working as a team with the other tutors, check students against the register for that year group. The attendance list for the day will be distributed by the Receptionist in the Assembly Area.

STUDENTS

1. Leave the classroom under the supervision of your teacher and walk in line to the proper exit (following the green arrows in the corridors) and then to the assembly area on the school soccer pitch.
2. If not in class at the time, you must leave by the nearest exit, following the green arrows in the corridor and make their way to the assembly area on the school soccer pitch and line up with your year group.
3. Must be silent while leaving the building and assembling.
4. If you are in the Music rooms, leave the building through the main entrance and make your way to the Assembly Area on the soccer pitch.
5. Should line up in their year groups, with Grade 6 nearest to the fence running alongside the road.
6. Remain quietly in line while the attendance register is checked until told to go back into the building.
7. Walk, without talking, back to the classroom after the all-clear is announced.

Bomb Warning

In the event of a bomb warning being received, the alarm will sound and will be followed by an announcement that “*this is a campus evacuation*”. Students will then make their way to the Assembly Area using the above emergency exit procedures .

Civil Disturbance

In the case of riots, demonstrations, reports of terrorist acts, observation of suspicious activity in the vicinity of the school, playtime and other outside activities will be cancelled. The outside doors will be locked and staff posted at each door. An announcement will be made by intercom and if necessary, parents will be informed and students dismissed.

SECONDARY SCHOOL FORMS

and

INFORMATION SHEETS

referred to in this Student Handbook

Required Materials for Grades 6, 7 & 8	page 37
Required Materials for Grades 9-12	page 38
Academic Honesty Annual Declaration.....	page 39
Course choice for Grades 9/10 and 11/12	page 40
Request to Drop, Add and/or Change a Course (Grades 6-10)	page 41
Request to Drop, Add and/or Change a Course (Grades 11 & 12).....	page 42
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Book Deposit Claim Form.....	page 45
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Record of Activities.....	page 47
ISHnet and Internet: Acceptable Use Policy	pages 49-55
Permission to Bring a Visitor form	Page 56

INTERNATIONAL SCHOOL HAMBURG

MATERIALS REQUIRED FOR GRADES 6, 7 & 8

To begin the school year, students will need to have the following items, depending on their grade level and courses. **In addition**, all students should have at least one pad of A4 loose-leaf paper, a general “rough” notebook, a standard English dictionary or a translating dictionary, and a USB stick (256 MB).

Students also need a lock for their book lockers (the school hires these for €20, including deposit) **and a combination lock for use in the P.E. changing rooms.**

Subject	Grade 6	Grade 7	Grade 8
English	3-4 lined notebooks (no. 21) 1small, lined notebook (no. 4) and a USB stick (256 MB)		
EAL (English as an alternative language)	4 lined notebooks (no. 21 or 27) and A4 lined paper		
History Geography Social Studies	For each course: Coloured pencils, scissors, glue, ruler and 2-3 lined notebooks (no. 21). A standard English dictionary or a translating dictionary will also be required.		
Mathematics	1 scientific calculator: Casio fx82ES with Natural Display. 30 cm ruler, compasses, set square, pencils, eraser, coloured pencils, scissors, glue and 2 squared notebooks (no. 22)		1 scientific calculator: Casio fx82ES, with Natural Display. 30 cm ruler, compasses, pencils, eraser, and 2 squared notebooks (no. 22)
Modern Languages	All language groups in grades 6-12 require per course: 2 lined notebooks with margins (no. 27), 1 small, lined notebook (no 4), and 1 ring binder (<i>Ordner</i>) for loose sheets of paper		
Science	1 lined notebook (no.21), 1 squared notebook (no. 22) and 1 small, lined notebook (No 4)		1 ring binder (<i>Ordner</i>) and A4 paper - lined, plain and squared
ICT	1 USB stick (256 MB)		
Drama	1 lined notebook (no. 21)		
Music	1 thin plastic file (<i>Schnellhefter</i>), manuscript paper or music theory book		
Visual Education		A3 Portfolio	
PE	Indoor sports shoes (not black-soled), T-shirt, shorts, socks, soap and towel, a combination lock for gym changing room locker, outdoor sports shoes, track/sweat suit and waterproof jacket. Multi-studded soccer boots are optional for P.E. lessons but compulsory for ISH soccer teams.		
Home Economics	2 thin plastic files <i>Schnellhefter</i> with A4-sized pockets		
Library Orientation	Folder for handouts		

INTERNATIONAL SCHOOL HAMBURG

MATERIALS REQUIRED FOR GRADES 9, 10, 11 & 12

To begin the school year, students will require the following depending on course and grade. **In addition**, all students should have at least one pad of A4 loose-leaf paper, a general “rough” notebook, either a standard English dictionary or a translating dictionary, and a USB stick (256 MB).

Students also need a lock for their book lockers (the school hires these for €20, including deposit) **and a combination lock for use in the P.E. changing rooms.**

Subject	Grade 9	Grade 10	Grade 11	Grade 12
English or EAL	2 - 3 lined notebooks (no. 27), 1 ring binder (<i>Ordner</i>), and A4 lined file paper. English B students also need 2 small notebooks (no. 4) 3 lined notebooks (no. 21), 1 ring binder (<i>Ordner</i>), A4 lined file paper			
Geography	1 ring binder (<i>Ordner</i>) and A4 file paper			
History	2-3 lined notebooks (no. 21)		1 ring binder and A4 file paper	
ICT	1 lined notebook (No 21), 1 unlined notebook (no. 20) 1 USB stick (256 MB)			
Mathematics	Pencils, eraser, protractor (0-180°), compasses, 30 cm ruler, 2 notebooks (No. 22) and a TI 84 Plus graphics calculator.			
Modern Languages	All language groups in grades 6-12 require per course: 2 lined notebooks with margins (no. 27), 1 small, lined notebook (no 4) and 1 A4 ring binder (<i>Ordner</i>) with file paper			
Biology	1 ring binder, A4 file paper, and a scientific calculator (see Mathematics)		1 lined notebook (no. 21) 1 ring binder (40mm width), A4 file paper, and a scientific calculator (see Maths)	
Chemistry	2 lined notebooks (no. 21) and a scientific calculator (see Mathematics)		1 lined notebook (no. 21) 1 ring binder (40mm width), A4 file paper, and a scientific calculator (see Maths)	
Physics	2 squared notebooks (no. 22) and a scientific calculator (see Mathematics)		4 squared notebooks (no. 22), 1 ring binder, A4 file paper, 1 pad of graph paper and a scientific calculator (see Mathematics)	
Drama/ Theatre	1 A4 hardcover lined notebook (for use as a journal)		1 A4 hardcover lined notebook (for use as a journal)	
Music	Thin file (<i>Schnellhefter</i>) and manuscript paper			
Visual Education	A3 or A2 portfolio		A2 or larger portfolio	
PE	For all Grades: Indoor sports shoes (not black-soled), T-shirt, shorts, socks, soap and towel, a combination lock for gym changing room locker, outdoor sports shoes, track/sweat suit and waterproof jacket. Multi-studded soccer boots are optional for P.E. lessons but compulsory for ISH soccer teams. For Grades 9 & 10: 1 notebook (No 21), pens and pencils			

Parents are also advised to keep a supply of no. 21, 22 and 27 notebooks at home for use throughout the year.



INTERNATIONAL SCHOOL HAMBURG
SECONDARY SCHOOL
ACADEMIC HONESTY DECLARATION

Student Name: _____ **Tutor:** _____

Academic Honesty is the foundation upon which a learner builds personal integrity and develops character. By requiring students to sign this declaration, ISH demonstrates its commitment to encouraging honest behaviour.

By signing this declaration a student affirms that he/she has read and understood the Academic Honesty Policy of the International School Hamburg, and is aware of the consequences of malpractice.

Declaration

I declare that:

- I will cite all sources of information and will not represent the ideas or work of another person as my own (*plagiarism*).
- I will not allow my work to be copied or submitted for assessment by another student (*collusion*).
- I will not present the same work for different assessments (*duplication*).
- I will not behave in any way which will give an unfair advantage or affect the results of another student.

Student Signature: _____ **Date:** _____

Parent Signature: _____

INTERNATIONAL SCHOOL HAMBURG

COURSE CHOICE: Grades 9 & 10

In grades 9 and 10 all students are required to take English, German/Extra English, History, Maths and Physical Education.

GRADE 9 (2010/2011)

1. BIOL.	CHEM	VIS ED	
2. CHEM	GEOG	BUS STUD	
3. BIOL	PHYS	VIS ED	DRAMA
4. PHYS	GEOG	MUSIC	
5. BIOL	FRENCH	SPANISH	ICT

GRADE 10 (2010/2011)

1. BIOL	CHEM	GEOG	
2. BIOL	PHYS	BUS STUD	
3. BIOL	GEOG	VIS ED	FRENCH SPANISH
4. GEOG	PHYS	ICT	MUN
5. CHEM	VIS ED	MUSIC	DRAMA

VIS ED	=	Fine and Applied Arts
ICT	=	Information & Communication Technology
MUN	=	Model United Nations
BUS STUD	=	Business Studies

GRADES 9 & 10

- (a) One course from each line must be chosen.
- (b) At least one science course must be taken (Biology, Physics, Chemistry).
- (c) At least one creative/affective unit (Drama, Music, Visual Education) or MUN (in Grade 10) must be taken.

COURSE CHOICE: Grades 11 & 12

1.	ENGLISH A1/A2/B	HL/SL/Cr	
2.	GERMAN A1/A2/B/ab initio	HL/SL/Cr	JAPANESE A1 HL/SL
3.	HISTORY	HL/SL/Cr	GEOGRAPHY HL/SL
4.	BIOLOGY	HL/SL	PHYSICS HL/SL
5.	MATHS	HL/SL/MSt/MC	
6.	VISUAL ARTS HL/SL/Cr	CHEMISTRY HL/SL	FRENCH B SL*
	SPANISH B SL*	THEATRE HL/SL*	

-
- 7. PHYSICAL EDUCATION Cr
 - 8. ICT (Information and Communication Technology) Cr
 - 9. THEORY OF KNOWLEDGE (required for Full Diploma candidates)
 - 10. OTHER LANGUAGE (external)
 - 11. CAS (Creativity, Action, Service) ACTIVITIES

Abbreviations

HL = Higher Level	SL = Standard Level
MSt = Math Studies	Cr = Credit for High School Diploma

[* These courses are offered provided that the numbers of students enrolling are sufficient.]

INTERNATIONAL SCHOOL HAMBURG

REQUEST TO DROP, ADD AND/OR CHANGE (LEVEL OF) A COURSE GRADES 6-10

STUDENT: _____ GRADE: _____

DATE: _____ TUTOR: _____

COURSE: _____ TO: _____

TEACHER: _____ TO: _____

REASONS: _____

Once you have outlined your reasons, discuss your request

- (a) with your parents
- (b) with your Subject Teacher
- (c) with the Department Head
- (d) your tutor
- (e) the Secondary School Principal

getting each one to sign and/or comment on your request.

- (a) Parent Signature _____ Date _____
- (b) Subject Teacher (from) _____ Date _____
Subject Teacher (to) _____ Date _____
- (c) Department Head _____ Date _____
- (d) Tutor _____ Date _____
- (e) Secondary School Principal _____ Date _____

COMMENTS _____

ACTION TAKEN _____

Until ALL required signatures are completed and this Form is approved by the Secondary School Principal NO change in course enrolment will take place.

INTERNATIONAL SCHOOL HAMBURG

REQUEST TO DROP, ADD AND/OR CHANGE (LEVEL OF) A COURSE GRADES 11 - 12

STUDENT: _____ GRADE: _____

DATE: _____ TUTOR: _____

COURSE: _____ TO: _____

TEACHER: _____ TO: _____

REASONS: _____

Once you have outlined your reasons, discuss your request

(

- | | |
|-------------------------------|--|
| (a) with your parents | (e) inform Secretary of changes to Open Campus |
| (b) with your Subject Teacher | (f) receive approval from IB Co-ordinator |
| (c) with the Department Head | (g) receive approval from Secondary School Principal |
| (d) with your tutor | |

getting each one to sign and/or comment on your request.

(a) Parent Signature _____ Date _____

(b) Subject Teacher (from) _____ Date _____

Subject Teacher (to) _____ Date _____

(c) Department Head _____ Date _____

(d) Tutor _____ Date _____

(e) Secondary Secretary _____ Date _____

(f) I.B. Co-ordinator _____ Date _____

(e) Secondary School Principal _____ Date _____

COMMENTS _____

ACTION TAKEN _____

Until ALL required signatures are completed and this Form is approved by the Secondary School Principal NO change in course enrolment will take place.

INTERNATIONAL SCHOOL HAMBURG

SECONDARY SCHOOL LEAVER'S FORM

When leaving ISH permanently, you are required to complete this form. It is needed for ISH records and **without it we can neither finalise your account nor forward transcripts and records** to your next school.

INSTRUCTIONS

1. For every course taken, return books and equipment to each teacher and obtain the teacher's signature.
2. Return all library books and materials and obtain the librarian's signature. Then get a signature from a member of the ICT Department confirming that your ISH Network account (for Email and Intranet access) has been closed. Finally, ask your tutor to sign this form.
3. Before you leave, see the Registrar, Mrs Bissonnet, who will have been alerted to prepare your records. Obtain a signature from Mrs Bissonnet and leave this form with her.
4. Your parents/guardians will need to complete the yellow Book Deposit Claim Form which should also be handed in to Mrs. Bissonnet, the Registrar, in Room N001.
5. If you have hired a school lock, return it to the Secondary School office and then collect your €10 deposit.

STUDENT'S NAME _____ **Grade** _____

Leaving Date _____

The teacher's signature below indicates that all books and equipment have been returned in good condition. If this is not the case, please indicate the replacement value on the back of this form.

English _____	Science - _____
ESL _____	Biology _____
German _____	Chemistry _____
French/Spanish _____	Physics _____
Maths _____	Music _____
Soc. Studies _____	ToK _____
History _____	VisEd _____
Geography _____	PE _____
Home Economics _____	Theatre Arts/Drama _____
ICT _____	Japanese _____
Library _____	Special Needs _____

ISH Network Account (User name: _____) closed _____

NEW SCHOOL: _____

FORWARDING ADDRESS: _____

E-MAIL ADDRESS: _____

LOCKER NO.: _____ (empty & clean) **SIGNATURE OF TUTOR:** _____

SCHOOL LOCK NO. _____ **LOCK RETURNED:** _____ **DEPOSIT €10 TO COLLECT** _____

SIGNATURE OF REGISTRAR _____ **DATE** _____

WITHDRAWAL FORM / ABMELDEFORMULAR

Please kindly fill in the bold sections of this form which is for the German school authorities. Thank you.

Hiermit melde ich / melden wir
I hereby inform you that

(Name, Vorname, Geburtstag und Wohnort des / der Sorgeberechtigten)
mein / unser Kind

- **my child (name)**
- **date of birth**
- **address**
.....

(Name, Vorname, Geburtstag und Wohnort des Kindes oder Jugendlichen)
mit Wirkung zum (Datum) von der Schule ab

- **will leave the International School Hamburg on** **(date)**

Die Abmeldung erfolgt, weil mein / unser Kind künftig nicht in Hamburg, sondern in

- **We are moving to** **(country)**

Please supply address if possible.
.....
.....

Datum, Unterschrift des / der Sorgeberechtigten)
Date and Signature of parent(s)

INTERNATIONAL SCHOOL HAMBURG

ACCEPTABLE USE POLICY

The International School Hamburg computer network connects computers to the school Intranet and to the Internet. Network connectivity has many advantages that you will discover as you explore the ISHnet and the Internet beyond. But connectivity also requires that users of the network understand their responsibilities in order to protect the integrity of the system and the privacy of other users.

The ISHnet Rules of Use are intended to help members of the ISH community use ISH's computing and network facilities responsibly, safely, and efficiently, thereby maximising the availability of these facilities to community members. Complying with them will help maximise access to these facilities, and assure that all use of them is responsible, legal, and respectful of privacy.

This policy is based upon *MIT's Athena Network Use Policy* and the *International School of Amsterdam's Network and Computer Use Policy*. Both have been used with permission.

This policy governs the use of computers and networks at the International School of Hamburg. As a user of these resources, you are responsible for reading and understanding the rules of this policy, which has been approved and recommended for use by the ISH Board of Directors.

The following are ISHnet's SEVEN GOLDEN RULES:

1. **Do not violate the intended use of ISH network.**
2. **Do not let anyone know or use your password(s).**
3. **Do not violate the privacy of other users.**
4. **Do not bring in, copy or misuse any copyrighted material**
5. **Do not use ISHnet to harass anyone in any way or send abusive messages or inappropriate material.**
6. **Any unauthorised, deliberate action that damages, disrupts or alters a computer system, causing it to malfunction is a violation regardless of where or when it occurs.**
7. **Do not bring in unauthorized multimedia into the network.**

For further details please see the next section

1. Do not violate the intended use of ISHnet.

The purpose of ISHnet is to support academic research, learning activities, professional development, and administrative communication, by providing access to computing resources and network services. All use of the ISH network must be consistent with this purpose. For example:

Do not try to find, access, download or retrieve non-academic or non-educational materials.

Do not try to interfere with or alter the integrity of the system at large, by doing any of the following:

- permitting another individual to use your account(s)
- impersonating other individuals in communication (particularly via forged email)
- attempting to capture or crack passwords or encryption
- destroying or altering data or programs belonging to other users

Do not transmit threatening or harassing materials.

Do not use ISHnet for private financial gain.

Along with the many opportunities that ISHnet provides for members of the ISH community to share information, comes the responsibility to use the system in accordance with ISH standards of honesty and personal conduct. Those standards call for all members of the community to act in a responsible way.

Appropriate use of ISHnet resources includes maintaining the security of the system, protecting privacy, and conforming to applicable laws, particularly copyright and harassment laws.

2. Do not let anyone know your password(s).

While you should feel free to let others know your username (this is the name by which you are known to the whole Internet user community), you should never let anyone know your account passwords.

Giving someone else your password is like giving them a signed blank cheque, or your charge card. You should never do this, even to "lend" your account to them temporarily. Anyone who has your password can use your account, and whatever they do that affects the system will be traced back to your username -- if your username or account is used in an abusive or otherwise inappropriate manner, you can be held responsible.

3. Do not violate the privacy of other users.

The mechanisms for network security at ISH, by themselves, are not sufficient for a large community in which protection of individual privacy is as important as sharing. Users must therefore supplement the system's security mechanisms by using the system in a manner that preserves the privacy of themselves and others.

Some specific areas to watch for include the following:

Do not try to access the files or directories of another user without clear authorisation from that user. Typically, this authorisation is signalled by the other user's setting file-access permissions to allow public or group reading of the files. If you are in doubt, ask the user.

Do not try to intercept or otherwise monitor any network communications not explicitly intended for you. These include logins, e-mail, user-to-user dialog, and any other network traffic not explicitly intended for you.

Unless you understand how to protect private information on a computer system, do not use the system to store personal information about individuals which they would not normally disseminate freely about themselves (e.g., grades, address information, etc.)

Do not make any personal information about individuals publicly available without their permission. This includes both text and number data about the person (biographical information, phone numbers, etc.), as well as representations of the person (graphical images, video segments, sound bites, etc.). For instance, it is not appropriate to include a picture of someone on a World Wide Web page without that person's permission. (Depending on the source of the information or image, there may also be copyright issues involved; cf. Rule 4).

Do not remotely log into (or otherwise use) any workstation or computer not designated explicitly for public logins over the network -- even if the configuration of the computer permits remote access -- unless you have explicit permission from the owner and the current user of that computer to log into that machine.

4. Do not bring in, copy or misuse any copyrighted material

Most computer applications, and related materials such as documentation, are protected by copyright and other laws, together with licenses and other contractual agreements. You must abide by these legal and contractual restrictions, because to do otherwise may subject you to civil or criminal prosecution. If you're unsure, ask the IT department.

Copyright-related restrictions may include (but are not necessarily limited to) prohibitions against:

- copying applications or data
- using programs or data for non-educational purposes

The above prohibitions focus on computer software, but copyright laws apply to all material on the ISHnet. For example, it is inappropriate to copy any material owned by others from any source (e.g. cartoons, photographs, articles, poems, graphics scanned from a magazine, etc.) without permission of the owner. You should assume that all materials are copyrighted unless a disclaimer or waiver is explicitly provided. (This is particularly true on the World Wide Web - to include information from some other source on a Web page, link to it, and do not copy it. In some cases, even this action may violate copyright or licensing agreements by enabling illegal redistribution of programs or data).

5. Do not use ISHnet to harass anyone in any way or send abusive or inappropriate messages.

For example, sending or receiving electronic mail messages that unreasonably interfere with anyone's education or work at ISH is in violation of the intended use of the system. This includes racist, sexist or obscene and threatening messages.

Forgery (or attempted forgery) of e-mail messages is prohibited, as well as attempts to read, delete, copy or modify the e-mail messages of other users. This includes efforts to mask or hide your e-mail address.

Please remember that whenever you send electronic mail, your name user ID is included in each mail message. You are responsible for all mail originating from your user ID. Also remember that electronic mail is not private. Think of e-mail like an electronic "postcard".

6. Any unauthorised, deliberate action that damages or disrupts a computing system, alters its normal performance or causes it to malfunction is a violation regardless of system location or time duration.

Moving equipment will often cause damage, or may cause it to be reported as stolen. Permanent damage may result from even unplugging a keyboard. Do not try to modify and/or damage the computer case, or any accessories.

Similarly, altering a workstation's file system in any way may render the machine unusable, or threaten its use in other ways. **For example, you should not reconfigure any workstation or attempt to install software.** Even an apparently "harmless" change such as this (i.e., changing the access configuration of a workstation or installing software) may create major system security problems, and may jeopardise ISH's ability to license software for users in the future.

If you believe the configuration of a workstation needs to be changed, you can contact the IT department.

7. Do not bring unauthorized multimedia into the network

The network is a service used by all ISH patrons, and as such an asset which requires your respect. Loading the network with files not immediately related to your work overloads the network unnecessarily requiring additional attention by the administrator.

It is forbidden to use the network to storage any kind of multimedia which is not for ISH work. Examples include (but not limited to): photographs, audio and video (*.mp3, *.wma, *.wmv, *.avi, *.mpg, *.mpeg, *.divx, *.ogg, *.mov, *.wav, *.asx, *.asf, *.wax, *.m3u, *.mp2v, *.m1v, *.mp2, *.mpa, *.mpe, *.mpv2, *.snd,*.au), games, jokes, etc.

If you are working on a valid ISH project, you could talk with the administrator to give you additional space. Keep your user drive (U: drive) as tidy as possible, this will train you to organize computer files at work and at home.

The use of internet radio, or any other kind of streaming multimedia is not acceptable since you are using bandwidth required for other applications and increasing the costs with the internet service provider.

Encounter of Inappropriate Material

On a global network it is impossible to effectively control the content of data. Users when searching for educational material inadvertently encounter inappropriate material, which the users, parents, teachers, administrators and other users around the workstation (i.e., children) may find offensive. When such encounters mistakenly happen, the student should immediately inform supervising teacher or staff member and exit from that web-site the student fails to inform the supervisor of the error, the supervisor will then assume the student is in violation of the guidelines set in this policy and the appropriate disciplinary actions will be taken.

Violation of ISHnet rules

All users are expected to follow these rules. Violations of the rules can subject the offender to a loss of network privileges and in some cases disciplinary actions being taken. **Users should realise that network use (e.g. World Wide Web, e-mail, etc.) is logged and is subject to administrative monitoring/review at any time.** In reviewing and monitoring the user-accounts, the administration shall respect the privacy of the user-accounts.

A violation of the ISHnet rules may result in the following action being taken:

1. A warning, followed by re-clarification of the appropriate use guidelines.
2. Notification of parents and or ISH administrators e.g. Mr. Gittins.
3. A loss of computer/ISHnet access privileges.
4. Suspension/exclusion.

Additional Rules for ISHnet

1. Do not eat, drink, or bring food within the vicinity of any computer system.
2. Turn the power off at the end of the day.
3. Do not leave your workstation before logging off.
4. Do not make noise in the various learning centres.
5. Do not violate the official priorities for the use of printers; in particular, do not be a printer hog or use the ISH's printers as copy machines.
6. Users shall not waste or take supplies. Printing for personal use must have prior approval. Examples include greeting cards, banners, flyers, signs etc.
7. Do not overload the communication servers; in particular, do not abuse your electronic mail (email).
8. Do not subscribe to mail servers or list servers unless the system administrator has granted permission.
9. Do not set bookmarks when using a browser unless instructed to by a member of the ISH faculty.
10. Do not expect to use a computer when a class is in session; in particular do not interrupt a teacher during a lesson or students who are involved in a class activity. Access to computers needs to be arranged in advance with the teacher concerned.
11. Do not save any work onto the workstation hard drive; this will clutter up the hard drive and will be erased on a regular basis. Save all work on the personal drive i.e. U:\, should you need to take work home, save to a removable media.
12. Do not attempt to repair a printer, workstation or other component. Please report the problem to Mr. Tony Lawrence or contacting a member of the IT department.

13. Do not access, transmit or download pornographic, obscene or threatening materials; of which the primary purpose is to incite violence or advocate harm to people, including hate mail.
14. Do not install software onto any ISH workstation; all software even CD ROM reference software may only be installed by the IT department.

PLEASE NOTE: Laws that apply in "the real world" also apply in the "virtual" networked computer world (including ISHnet). Laws about libel, harassment, privacy, copyright, stealing, threats, etc. are not suspended for computer users, but apply to all members of society whatever medium they happen to be using: face-to-face, phone, or computer. Furthermore, law-enforcement officials are more computer-aware than ever, and violations of the law in "Cyberspace" are prosecuted.

ISH NETWORK ACCEPTABLE USE POLICY

Internet Use/Computer Use Agreement

Please Print Clearly

Student's Last Name _____

Student's First Name _____

Grade and Teacher _____

Home Phone _____

For the Student:

I (please print full name) _____ have read, have understood and will abide by the above Acceptable Use Policy. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

User Signature: _____ Date: _____

For the Parent or Guardian:

I (please print parent or guardian's full name) _____ have read the Acceptable Use Policy. I, as parent or guardian of the above student, understand that this access is designed for educational purposes. I also recognise that it is impossible for the International School of Hamburg to restrict all access to controversial materials and I will not hold them responsible for materials acquired on the network. I hereby give permission to issue an account for my child, or to otherwise allow him or her access to the Internet.

Signature of
Parent or Guardian: _____ Date: _____

INTERNATIONAL SCHOOL HAMBURG

PERMISSION TO BRING A VISITOR

The student host must get the permission form completed at least one day prior to the visit and hand it in to the Secondary School office.

The visitor must check in with Reception and wear the VISITOR BADGE at all times and hand it in to Reception at the end of the day.

Name of student host (ISH) _____

Signature of parent _____

Name of student visitor _____ Requested class group _____

Date(s) of requested visit _____ (maximum 2 days allowed)

Reason for visit:

All class teachers must sign to indicate their approval:

Name of Teacher	Signature of Teacher

Approved: _____

Head of Secondary School/Head of Senior School



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