

Handbook Table of contents

Sokrates International High School is a Candidate School* for the Diploma Programme. This school is pursuing authorization as an IB World School. These are schools that share a common philosophy—a commitment to high quality, challenging, international education that Sokrates International High School believes is important for our students.

*Only schools authorized by the IB Organization can offer any of its four academic programmes: the Primary Years Programme (PYP), the Middle Years Programme (MYP), the Diploma Programme, or the Career-related Programme (CP). Candidate status gives no guarantee that authorization will be granted. For further information about the IB and its programmes, visit www.ibo.org

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Welcome to Sokrates International Schools

SCHOOL MOTTO Knowledge Enlightens

MISSION STATEMENT

Sokrates International High School aims to build an inclusive culture of learning that inspires and challenges every individual to develop to their full potential and be active and responsible participants in our global society.

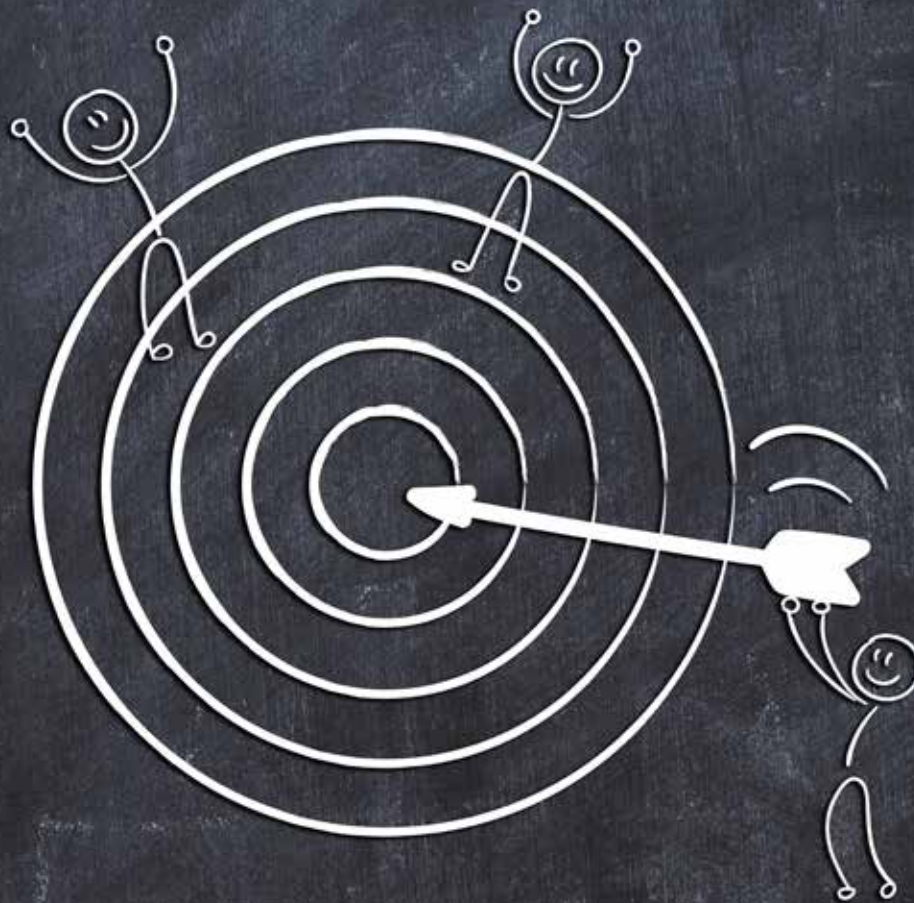
We accomplish this through an international and dynamic curriculum delivered by an enthusiastic and experienced faculty and staff in partnership with students, parents in a caring and supportive community.

We introduced an international programme which reflects cultural and educational backgrounds of many countries and provide our students with intellectual and critical perspectives necessary for the adult world that lies ahead of them.

The education of the 'whole person' is of a special significance in our school. Our students are taught how to learn, how to analyze and how to reach conclusions about people all over the world. Following academic training we provide our students with the values and opportunities that will enable them to succeed in the competitive world. The main educational policies of the school are: cross-disciplinary, cross-cultural, holistic and humanistic approach to education. Our school promotes international education through enhancing certain international values in students development, a strong sense of international awareness,

international understanding, tolerance and compassion. Our school staff is encouraged to be fully committed to exploring and establishing a variety of ways in which the internationalism is brought to the forefront of everyday school life, particularly in the classroom and other activities. In this way we inspire students, teachers and community members to broaden their educational outlooks, experiences and practices in order to fully appreciate the world and its people. Also, we provide internationally acceptable qualifications for entry into higher education and educate the 'whole person' emphasizing intellectual, personal, emotional and social growth in a student-controlled philosophy.

Some of our teachers are attending additional language courses and working in their professional fields reaching for further academic degrees. Others participate in professional courses within the range of topics related to school educational policies. At the same time, they all share their knowledge and experience in the school teachings. Cooperation between teachers as well as a cross-disciplinary and cross-cultural teaching process allow the students to take advantage of their teachers' self-development and for the teachers themselves to professionally develop in their fields.



Educational aims

We aim to provide a full and affordable education in English for international and local families, with international standards and quality. Our mission is to provide the highest-quality, balanced education to internationally minded students in an inquiring and supportive environment. We seek to inspire students and to provide them with the academic and social skills that will enable them to fulfill their human potential as responsible global citizens. We aim to prepare students for life – helping them to develop an informed curiosity and lasting passion for learning. Finally, we want them to become confident, responsible, reflective, innovative, engaged and ready to tackle the demands of tomorrow's world, capable of shaping a better world for the future.

Aims of the School :

- Provide a broad and balanced curriculum, based on the international and national curriculum;
- Create a secure, stimulating and happy environment for pupils;
- Encourage creativity, initiative, independence and the pursuit of excellence;
- Educate children to participate actively in all aspects of modern culture
- Develop a sense of responsibility, concern for fellow pupils, and respect and for the school and the community;
- Encourage understanding and tolerance of other cultures;

- Heighten student awareness and engagement in social, environmental and intercultural activities
- Develop concern for the environment;
- Encourage the adoption of a healthy lifestyle;
- Maintain a school culture of excellence in teaching, achievement, innovation and self-improvement
- Deliver a balanced and holistic international education program centered on the learner
- Integrate technology as a meaningful and effective part of the educational process
- Deliver enriching co/extra-curricular opportunities for students
- Provide world-class, environmentally responsible facilities and resources
- Attract and retain excellent faculty and staff
- Ensure wise and effective school governance
- Engage parents, alumni and the local and foreign community in support of the school
- Ensure a financially sound and operationally efficient organization



Our Pupils:

- Are motivated and learn happily and effectively;
- Are well behaved, considerate and cooperative;
- Make appropriate progress and fulfill their potential;
- Are successful in examinations and well prepared for advanced academic study;
- Understand and appreciate other cultures;
- Can successfully pursue appropriate careers;
- Are able to deal with the demands of adult life in a rapidly changing technological world
- Are mindful of the needs and rights of others
- Are honest in their dealings
- Are peaceful in their intentions
- Are responsible in their actions
- Are supportive of each other.

Teaching beliefs in Sokrates

1) Sokrates School cares about our students and we do believe that the child is always at the heart of what we do.

Children gain an understanding of the world around them by experiencing a curriculum that is meaningful. Children learn in a nurturing, motivating environment where a healthy attitude towards learning is developed. By providing a safe, secure and warm environment, children develop independence, confidence and a positive sense of themselves and the world around them.

2) Sokrates School provides an Integrated Curriculum.

Providing meaningful contexts for learning enabling learners to make connections within and across key learning areas. As students investigate authentic real world problems they develop a sophisticated understanding of their world.

3) Sokrates School employs the Inquiry Learning Process and we make sure that using skills and knowledge go hand in hand.

Students are actively involved in learning and continually reconstruct understandings in light of experience. It encourages students to participate in active investigation, and to integrate, rather than separate knowledge, as they move from acquisition of facts to the development of deep understanding. To work collaboratively and independently to create new knowledge.

4) Sokrates School does its best to develop self-managing skills as we make sure that children know their learning.

We develop life-long learning skills by setting & monitoring goals, making plans, acting strategically, persevering, reflecting, self-assessing, planning next learning steps, learning how they learn best.

Sokrates is a community in which we believe:

- Mutual respect and communication are essential to the educational process
- Our diverse multicultural community is essential to our identity
- All individuals are unique and valued
- All individuals are nurtured to achieve their full potential
- Self-esteem is developed in a safe and caring environment
- All individuals reflect on and inquire into their roles and responsibilities as global citizens
- We strive for academic excellence for all students

In keeping with the mission, vision and values of the school, SIS aims to help each student reach their potential by maintaining an inclusive, nurturing and empowering learning culture. We want to create an inclusive learning culture that nurtures all learners to provide them with the range of competencies and characteristics they require to become skillful, active and fulfilled global citizens.

SIS education empowers all learners to become skillful thinkers and creators. Learners who are able to both pose and solve problems, researching and expressing their understanding using multiple forms of literacies. Learners who can manage their own learning and collaborate with others to achieve shared goals. Learners who can apply their learning to new situations with creativity and innovation. SIS education inspires all learners to become active, socially responsible global citizens with an understanding of their responsibilities within their local community and as global stewards. SIS education nurtures all learners enabling them to be fulfilled individuals. Learners who move through life with a growth mindset and an entrepreneurial passion for encountering the opportunities that await them.

Sokrates students strive to be:

Inquirers: We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable: We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers: We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators: We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.



Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers: We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced: We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective: We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Expectations of Sokrates students

Balanced

- Spend time with others during breaks
- Get sufficient sleep
- Eat a healthy diet
- Complete homework early

Caring

- Help others
- Act as a buddy for new students
- Maintain a clean school environment
- Recycle materials using the appropriate bins

Communicators

- Ask for help when needed
- Clarify homework deadlines if unsure
- Inform parents/guardians about school events
- Inform the School when late, sick or absent
- Check LIBRUS account daily

Inquirers

- Ask questions, cross check information sources
- Discover new things

Knowledgeable

- Complete all work to the best of your ability
- Explore new ideas and concepts
- Demonstrate your ability

Open-minded

- Respect all students and cultures
- Allow everyone to have a say

Principled

- Arrive on time to school and classes
- Always reference information from another source
- Submit all work on time
- Be honest
- Use Technology appropriately
- Be prepared for all classes
- Adhere to school rules

Reflective

- Review your performance and adapt to improve
- Give positive feedback to yourself and your peers
- Understand consequences of specific actions

Risk-takers

- Be involved in new activities
- Challenge yourself

Thinkers

- Critically evaluate your work/research
- Involve yourself in conversation and debate
- Think before you act





Guidelines for Behaviour

Rationale

People work together cooperatively and in harmony, when a workplace is a safe and pleasant learning environment.

Purpose:

- To develop an environment in which mutual respect is a chief tenet.
- To help students to appreciate the rights of others to learn in a safe, secure environment.
- To help students appreciate the consequences of their actions.
- To learn and teach a variety of behavioural management strategies.

Guidelines:

- All students and teachers at Sokrates International Schools are to be treated with respect, regardless of gender, age, and nationality.
- All students are to be involved in their own personal discipline. SIS seeks to help students to develop appropriate social skills and modes of personal behaviour.
- All SIS students are to be made aware of and abide by: The School's mission statement.

- All students are expected to use common courtesy, good manners and show respect for themselves, their peers and elders.
- All students have the opportunity to propose amendments to the SIS school expectations
- A clear set of disciplinary steps will be taken to deal with behaviour that is not acceptable. Consequences of behaviours must be understood and will be implemented consistently by teachers.
- The behaviour code is applicable during the school day, coming to and from school on the school buses, on SIS trips and at all events organized by the School.
- Parents will be informed when a student's behaviour is causing serious concern.

Detentions

Detentions are held from 3.10 to 5.00 every Friday afternoon. The Principal will inform students that they have a detention and a note will be added to the behaviour log on LIBRUS electronic register and sent home. Students will be expected to complete a Detention Reflection Form and will participate in a Mindfulness activity.

Drug and/or Alcohol Abuse

It is a condition of entry to the School that students and parents agree to these conditions. High School students in particular should be aware that in Poland imprisonment is for drug related offences and the School is obliged to report any such offences to the police and other authorities.

Academics at SIS

Apart from national programmes since 2014 Sokrates International Schools follow Cambridge International programmes and from 2021/21 we are going to implement the IB Diploma Programme in Grades 11 and 12 provided by International Baccalaureate (IB).

Information on the specific programmes is available on our website. We encourage all the parents to meet and discuss the details with the head of the school.

Curriculum Documents:

The K-12 Curriculum Documents are available in the secretaries offices for all subject areas throughout the school or the programme coordinator.

Academic Honesty

At Sokrates International Schools, we educate all our students to understand the honest use of information in the context of their academic work, both in and out of school. SIS expects all members of the school community, students and staff, to adhere to the school's Academic Honesty policy.

Definition of Academic Honesty

We follow the definition of Academic Honesty provided by the IB in 'Academic Honesty in the IB Educational Context' which is written below in italics and has been adopted by SIS as its own definition of Academic Honesty.

International Baccalaureate (IB) programmes encourage students to inquire and to think critically and creatively; students are then asked to give shape to their thinking through oral discussion or presentations, through visual representations and displays, and in multiple forms of writing. However, we live in an age in which we are all flooded by information and opinions. How can we help students navigate these waters so that they are able to confidently talk or write about what they are learning, making visible and explicit how they have constructed their ideas and what views they have followed or rejected? This is essentially what academic honesty is: making knowledge, understanding and thinking transparent.



Academic honesty at SIS falls into four main categories:

1. Plagiarism and Referencing
2. Collaboration/Collusion
3. Duplication of work
4. Misconduct during a formal assessment

1. Plagiarism and Referencing

Definition: *Plagiarism is defined as the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. The use of translated materials, unless indicated and acknowledged, is also considered plagiarism.*

It is an expectation that all teachers at SIS are familiar with the 'Effective citing and referencing' "In order to avoid plagiarism students are expected to cite their sources in age appropriate manner".

This means that, when creating an authentic piece of work, we are expected to:

- undertake research on what is already known
- analyse the research in the context of the work to be produced
- compare and/or contrast existing knowledge against our own findings/thoughts/opinions
- synthesize and present the document in an appropriate way for the expected audience
- acknowledge all contributing sources appropriately

"If we fail to show that we are using someone else's words, work or ideas by not indicating that they originated with someone else, then we mislead the reader. If we give the impression that these words or ideas are our own when they are not, this is not good scholarship and deliberate or unintentional, may be deemed as academic misconduct."

A student's academic work that is subject to external marking and/or moderation will be checked for authenticity by means of the university plagiarism detection software programme.

2. Collaboration/Collusion

Definition: *Collaboration/Collusion is supporting academic misconduct by another student, for example, allowing one's work to be copied or submitted by another student. When working in a group students should acknowledge the work of others within that group.*

Avoiding collaboration/collusion: Collaboration is a big part of academic life within all of the programmes at SIS. Thus it is important to know how to work with others with Academic Honesty. The boundaries between collaboration and collusion will be discussed with students, especially in group work situations, so that students become increasingly able to identify where collaboration ends and collusion begins. It is important that students apply the same level of academic honesty to their homework as to their schoolwork. Completion of homework by a parent or tutor will count as collusion.

3. Duplication of work

Definition: *Duplication of work is the presentation of the same work for different assessment components.*

Avoiding duplication of work: Students will be made aware at an age appropriate level that duplication of one's own work for different assessments counts as academic misconduct. A student's academic work that is subject to external marking and/or moderation will be checked for authenticity by means of the university plagiarism detection software programme.

4. Misconduct during a formal assessment

Definition: *Misconduct during a formal assessment is any behavior that either provides an unfair advantage in a formal assessment (for example, taking unauthorized material into an examination, disclosure of information to and receipt of information from candidates about the content of an assessment) or behavior during the assessment that disrupts the assessment or distracts other candidates.*

Expectations of our students are that:

- students will understand they are responsible for their own Academic Honesty
- students will understand that there are formalized accepted ways of citing work
- students will gain an increased understanding of individual and group work, giving credit where required
- students will be aware of regulations for formal assessments and the consequences of non compliance with these regulations
- students will understand that in the case of misconduct it is their sole responsibility
- students will have a full understanding of note taking, bibliography work and in-text citing
- students understand that when working in a group for any part of an assessment they should acknowledge others within that group and any written work must be in their own words and not that of others
- students will be aware of regulations for formal assessment and the consequences of non compliance with these regulations



The SIS Homework Guidelines

Policy

The belief at Sokrates International Schools is that homework is an important part of becoming a life-long learner and is encouraged to enable students to realise that learning is not confined within the school environment but the homework cannot be the major part of their after school life activities. With encouragement and monitoring by parents they can:

- I *Establish self discipline and develop good study habits*
- II *Form a link between home and school*
- III *Have the opportunity to extend learning and reinforce skills.*

Procedure:

1. Guidelines for Teachers

- 1.1 *Homework assignments refer to both major projects and day-to-day homework. They should include:*

- Practice exercises to follow classroom instruction
- Extension assignments to transfer new skills or concepts to new situations
- Create activities to integrate multiple or interdisciplinary skills towards the production of a response or a product
- Preview or pre-learn work to prepare for subsequent lessons

- 1.2 Homework should be prepared in a way that is:**
- Relevant and challenging to the school classroom learning
 - Appropriate to the individual student's learning abilities, wherever possible
 - Purposeful, and not homework for the sake of homework
- 1.3 Students and parents should be aware of the expected time of the homework** (homework is very often posted on LIBRUS) and this will be consistent within grade levels.
- 1.4 All major projects, tests and examinations must be put on the grade level homework assessment calendar.** Teachers must work together to balance the overall workload of students.
- 1.5 Teachers should be mindful of other major deadlines when assigning homework.**
- 1.6 Grade level information will include homework expectations at the start of each year.**
- 1.7 Reading should be encouraged on a nightly basis, not necessarily confined to school based resources.**
- 1.8 Work set will be introduced and explained by the teacher and followed up with students at the completion of the task.**
- 1.9 Feedback on a student's achievements, difficulties, participation etc will be regularly provided by the teacher.**
- 1.10 Under special circumstances more time may be required to complete homework assignments.**

2. Implementation

- 2.1 Homework will be set in collaboration with all teachers at the grade level and/or teaching the same subject.**
- 2.2 The timeframe for when homework is sent home and brought back for a subject will be consistent across the grade level.**

2.3 *Teachers at each grade level teaching the same subject will plan relevant homework assignments appropriate to students' abilities.*

2.4 *Time anticipated for completion of written homework tasks on a daily basis will be:*

- **Grade 3:** approximately 45 minutes
- **Grade 4:** approximately 1 hour
- **Grade 5:** approximately 1 hour + reading
- **Grade 6:** approximately 1 hour + reading
- **Grade 7:** approximately 1.5 hours + reading
- **Grade 8:** approximately 1.5 hours + reading
- **Grade 9:** approximately 1.5 hours + reading
- **Grade 10:** approximately 1.5 hours to 2 hours + reading
- **Grade 11:** approximately 2 hours to 2.5 hours + reading
- **Grade 12:** approximately 2.5 hours to 3 hours + reading

The above times include time for completing more lengthy or research-based projects.

2.5 *Teachers will ensure that homework expectations are explained clearly and discuss the completed work with the student.*

2.6 *Teachers will place all homework/assignment deadlines onto LIBRUS for parent/student reference.*

3. Late Work

Students are expected to submit their work on time. Student work is assessed against a set of assessment criteria depending on the subject. Unless a valid reason is provided, students who turn in late assignments on a consistent basis will receive any of the following based upon the individual teacher's discretion.

4. Plagiarised Work

Students are expected to properly acknowledge the sources of information they took from. Students who turn in a plagiarized piece of work for a second or more time, will be dealt with according to the SIS Academic Honesty Policy.

5. Summative Assessments

Summative assessments refer to those major projects that teachers record in LIBRUS in order to decide a final grade for the student toward the mid or end of a semester. Teachers set deadlines for these projects but normally allow students to submit a few drafts before the final version is completed. Once the final version is turned in, the teacher will assess it and record the achievement levels in LIBRUS. The teacher provides feedback on the student's performance.

6. Absences

When a student is absent from school/lessons, it is the student's responsibility to catch up with all the work and assignments missed during the student's absence. The student should make arrangements with the teacher for 'make-up' work. It is at the discretion of individual teachers whether extra time is granted or not based on circumstances. Where necessary and/or appropriate, students will be asked to come into school during staff consultation days to catch up on work.

Responsibilities of Staff:

1. Assign relevant, challenging and meaningful homework that reinforces classroom learning;
2. Provide clear instructions and make sure students understand them;
3. Communicate with other teachers to avoid an overload of homework;
4. Communicate with parents if a pattern of late or incomplete homework is observed.

Responsibilities of Students:

1. Note homework assignments for different subjects in your laptop calendar and homework planner;
2. Ensure all assignments are clear;
3. Set aside a regular 'homework time' on a daily basis.
4. Establish a work plan to ensure time for both day-to-day homework and major projects.

Responsibilities of Parents:

1. Help to set a regular, uninterrupted study time for your son/daughter/ward on a daily basis;
2. Monitor your son/daughter/ward's organization of his/her daily assignments including computer usage;
3. Be supportive when your son/daughter/ward gets frustrated with difficult assignments;
4. Establish a quiet and well-lit study area;
5. Stay in touch with school/teachers to keep well informed of your son/daughter/ward's learning progress.

Technology @ SIS

The provision of Technology at SIS is underpinned by the premise of developing confidence in each individual to enable him or her to adapt and personally develop in a dynamic and challenging digital world.

SIS has created a network system, which enables access to technology anywhere on campus. The school predominantly uses an Orange Operating System. The network is 'open' whereby students have open access to a wide range of Technology opportunities (e.g. which websites to view, installation of programs etc.). The SIS network is provided for students to facilitate resource sharing, innovation and communication. All students are given access to the network with an individual account. All facilities must be regarded as privileges, which may be withdrawn at any time. The school intends that students will become familiar with and competent in the use of the appropriate skills, and judgment required to deal with a range of available information.

Students in Grades 6-12 can borrow from the school office or bring their own laptops to school. If they borrow the laptop from school, all student laptops must have a student account installed with the SIS software model along with an Administrator account that must be accessible to SIS staff when on the school network. Students must not use any account other than the allocated student account. Failure to do so will result in removal from the network.



Network

Network accounts are to be used only by the owner of the account. Whilst SIS will take due care in regard to data backup, it is the student's responsibility to make backup copies of their work, and as such, the school takes no responsibility for data loss.

Student guidelines for network use:

- Students will use only their authorized logon details and will store all files in their personal home directory.
- Students are not to attempt to log into the school network with any username or password that is not their own, or change any other person's password. This includes using an alternative accounts on student laptops.
- Students must not disclose their usernames and passwords to anyone other than teachers or network administrators. Students are responsible for all activity that occurs on their account including storage of materials on their personal home directory.
- Students will not delete, copy or alter any file or material that is left on an unsupervised computer. If a student finds an unsupervised computer they are to log out immediately.
- Students are not to play games across the school network. Unless provided with permission from the school.
- Students are not permitted to use, possess, download or search for any program that is designed to reduce or bypass network security.
- Students must not store or transmit copyrighted material on the school network.

Hardware and Software

This applies to all devices logged onto the SIS network:

- Students are not to adjust any computer hardware. If the computer that a student is using is faulty they must immediately inform the supervising teacher or technician.
- Students are not permitted to move, unplug, disconnect or attempt to change settings on any computer equipment.
- Students are not permitted to add or delete software or change the settings on any computer (unless overseen and approved by the school technician in the case of laptops).
- Students are not to add games, trial or free computer software on a computer account that accesses the school network.
- Students must not eat or drink in computer labs, or near any students' laptop.

Internet

The Internet is provided to support student learning and is to be used with responsibility. As such students will use the Internet for appropriate educational reasons as directed by the School. The Internet is not a moderated medium and therefore the School will endeavor to provide an environment that is as safe as possible and that materials accessed are not offensive or inappropriate. To this end, the School has software in place to monitor student laptops and computers. In the end, it is however the students' responsibility to ensure that the materials accessed are considered appropriate and do not violate school rules:

- Students are not to give the school's name unless given permission by the teacher for personal privacy and safety reasons.
- Students must be careful to read copyright restrictions on websites and abide by these restrictions.
- Students need to be aware that copying and pasting text into an assignment is plagiarism and is a breach of copyright laws. Any text quoted must be acknowledged correctly using the school determined referencing format.
- Students understand that they can only access sites relevant to educational work in school and that they are not permitted to access or look at sites containing inappropriate material (which includes pornography, sexually explicit, racist or discriminatory material).
- Instant Messaging (IM) and all associated messaging systems via the SIS network must not adversely affect student learning e.g. sending/receiving messages unrelated to student learning during class time.
- Students must not attempt to gain unauthorized entry into the SIS network or any network. This is a serious offence and may result in criminal charges.
- Students are not to download software from the Internet unless so directed by the school.
- Students should not save or send electronic material (text or images) that is copyright restricted, inappropriate, offensive, annoying or that invades another person's privacy.
- Any electronic communication sent or received via the SIS network can be monitored at any time without warning.

Furthermore:

- When connected to the network, the school will be able to monitor programmes and files on any students' computer.
- Students accept responsibility for any materials accessed or viewed that may cause offence to others.
- All student laptops must be brought to school fully charged each day.
- Students are also expected to demonstrate “power courtesy” when charging laptops on the school campus.
- Due to Health and Safety students are not to use laptops in the canteen.

Communication Tools

Emails

All SIS students will be given an SIS email account. This is the first letter of the name.surname@sisb.pl linked with the Librus. All students are required to check the Librus daily for important messages. Librus or the given email address may also be used to communicate with and send work to teachers.

Student Academic Organisation

SIS uses LIBRUS to maintain communication and organisation in the school. All students are issued with the private account. All students and parents are educated in how best to use the tools.

SIS uses LIBRUS as the online platform for contact with the parents, student organization and academic management. LIBRUS is used for receiving and posting of assignments, homework deadlines calendar, project work, presentations, etc.



Operational Procedures

An A-Z of life at Sokrates International Schools

Attendance

It is a legal requirement for students at school to maintain a 50% plus attendance rate monthly. The Child and Education Act says that where a child fails to attend school regularly the parent or guardian may be found guilty of an offence and Penalties: A fine of 5,000 PLN to the TOWN HALL.

Attendance and Credit for Transcripts

Students who fail on attendance are eligible to appeal to receive credit. In the event that the student has a reasonable explanation and evidence of their absences, and the issue is not ongoing, the appeals are usually approved and will be effected at the end of the subsequent semester. Extended absences may result in the appeal being denied and credit not being awarded.

The school will make every effort to keep parents/guardians informed of students who are in danger of failing a quarter due to poor attendance at school. However, it is ultimately the responsibility of the parent/guardian and student to monitor attendance. Failure to be notified in advance by the school does not absolve a student of responsibility for receiving a failing grade due to attendance.

Procedures in the event of being unable to attend school

- *Parent/Guardian completes LIBRUS with absence.*
- *When student returns to school, they bring documented evidence of their absence, e.g. Medical Certificate from Doctor.*

Sickness During The Day

Any student who is feeling too ill to continue classes should report to the School Nurse. Permission to return home may be granted by the School Nurse, Assistant Principal or the Principal. In such case, a student will not be sent home until the School has been able to make contact with the Parent/Guardian.

Unauthorised Absences

Attendance at all assigned classes is mandatory. Any unauthorized absences will be recorded and the following procedures will apply. Offenses should be reported to the Principal.

1. First Offence

a. Parent/Guardian will be informed.

b. Student will serve a 1-hour detention after school. No credit will be given for make-up work.

2. Second Offence

a. Parent/Guardian will be informed.

b. Student will serve two 1-hour detentions and may have to attend a make up day when teacher in-service days occur. No credit will be given for make up work. During the detention time, a student may be given odd jobs to perform as community service work. Other penalties may also be imposed as necessary.

3. Third Offence

a. Student will be suspended for one (1) day. Mandatory parent/guardian conference with the Assistant Principal/Principal prior to reinstatement will be required.

b. Student will be placed on a strict probationary agreement.

4 Fourth Offence

Student will be suspended pending a Review Board decision concerning the student's further enrollment and/or punishment. Offenses should be reported to the Head of International Schools.

Attendance Policy and Procedures K-12 Attendance at school is critical for student success.

There are two types of absences:

1. Excused Absence – Students who are absent for a day due to sickness or other emergency must bring a note or medical certificate to school to explain the reason why they could not attend school. Parents/guardians must alert the school office on the morning of the absences. Failure to do so makes it difficult to account for all of the students and may compromise the student's safety. After an explained absence, when students complete the work that they missed, grades will be awarded. Excused absences may be granted for such things as a serious or long-term illness, an accident, to attend the funeral of a close relative, to sit for an entrance exam or to attend to business matters such as passport or visa issues. The principal of the school must approve an excused absence in advance. A parent or guardian must apply for the excused absence by email or letter to the school. Upon return from the excused absence, the student must submit written proof of the exam or other event for which the absence was excused. All work missed during an excused absence must be completed within a reasonable time agreed to by the teacher and student.

2. Unexcused Absence – A unexcused absence may take the form of a family event or vacation related absence that does not meet the criteria outlined in the excused leave above. In all cases of planned absences, parents/guardians must inform the school via email regardless of whether or not the absence is excused.

Absences will also be considered ‘unexcused’ when no medical certificate or note from parent/guardian explaining the absence has been presented to the school.

Arts at SIS

There are many opportunities for students to become involved in the Arts outside of the classroom. There is usually a school band, instrument lessons can also be arranged, and other music clubs are arranged according to student interest. SIS also has a drama club called Chameleon and there are a variety of Drama productions throughout the year, including writing a script, recording the film.

Books & Supplies

Students must provide their own exercise books and writing implements etc. for each subject. At the start of each school year, the subject teacher will inform the students of any specialized equipment for students to purchase.

Students must (where required)

- Keep a proper file for each course which includes securing all notes, handouts, tests, and other class materials securely in a file or arch-file.
- Student’s name, class, and teacher’s name should be displayed at the front of the file.
- Each page, and every handout, should be properly dated. Where relevant, pages should be numbered.
- The file should be properly organized.

Text Books or e-Books

These are provided for all subjects such as required. Due to the holistic nature of education, resources are not limited to one specific textbook for every subject, therefore students will not always be issued textbooks. Any questions about the texts used may be directed to the specific subject teachers.

Canteen

The cafeteria is run together with the local restaurian who provides a variety of food options each day, including a vege, no gluten, no lactose meal option. Alongside this there are a variety of lighter options available. Food and drink are not served to students during lesson time.

Calculators

All High School students who chose Advanced Mathematics for the final exam are required to purchase a calculator. They must get the specific model requested as it is the only one that is accepted in examinations and therefore the teachers will teach the specific functions of that brand. Maths teachers will provide further information on the type of calculator used at SIS.

Change of Address

Please update your personal details on LIBRUS, and advise the school secretary of any changes. It is vital that in the event of an emergency, we should be able to contact parents and guardians immediately.

Communication

Communication is a very important aspect of the community of SIS. In the first instance, students and parents should email teachers to make contact. Through this the teacher will then arrange a time to phone or meet with the student or parent to discuss any issues. Parents can also email or phone the School Secretary to make an appointment on their behalf. All teacher emails are distributed to the students and parents at the beginning of each school year.

Electronic Devices

Students are encouraged not to bring any electronic devices to school other than their laptops. The school is not responsible for lost or stolen items. Any teacher who observes students using a hand phone or electronic item that is impacting learning or detracting from a specific activity, may confiscate that item. They will be kept in the safe for a day following the first offence and up to a week for further offences. Laptops cannot be used in the canteen area for health and safety. Classroom teachers may set their own expectations for students listening to music in class (in some cases it is appropriate when students are working independently on class work etc.). However, when a teacher is talking, earphones must be put away completely and devices closed/off. Earphones may not be worn during school time.

Electronic Dictionaries

Students who have English as a second language are required to provide a translation dictionary. Electronic dictionaries are not, however, permitted in examinations or specified class assessments.

Evacuation Plan

On the Emergency map there is an evacuation plan for the school building. All members of the community should familiarize themselves with this and the assembly point in case of an emergency. The assembly point is backyard of the school building. False Evacuation is tried once per term for the whole school and it is monitored by the proper authorities to make sure the whole process is accepted by the firefighters.



Homework

Day to day homework should be completed neatly and carefully, with the student's name, class, teacher, and date on the work. The work should be properly bound by staple if submitted by hand and properly labeled if submitted online. Submit homework on time. Teachers will not entertain any excuses. If a student has a justifiable reason they may request an extension to the submission deadline from the subject teacher. Homework that is late must still be submitted, but a failing grade may be issued for any late work that is not approved in advance. SIS faculty and administration recognize that students have important family, extra-curricular, academic or personal commitments. We believe that students who responsibly manage these obligations should be afforded some flexibility on due dates. Teachers, therefore, will consider seriously any reasonable request for a change in due date only if the student approaches the teacher at least a week ahead of time. Teachers will not consider same-day requests (or day before) for extensions or excuses, or request's or excuses after the fact. Requests must go through the teachers involved.

The School believes that homework completion, encouraged and monitored by parents/guardians, is a fundamental part of the learning experience. Assignments will be set in order to extend learning, reinforce skills, and establish independent study habits.

ID Cards

Every student is issued with an SIS ID card, valid for one year or until the student leaves the school. Lost cards must be replaced.

Illness

Always go to the Nurse before asking to call your parents/guardian.

Lateness

A student who is not present at the start of lesson one will be marked as late (max 5 minutes after the lesson starts). Teachers will be diligent in applying this rule. If a student enters a class after 5 minutes, this is considered 'absent'.

Library/Learning Resource Centre

Students have access to the library throughout the school day. It is open from 7.45am until 4pm each day.

Lockers

At the beginning of each year, students will be assigned a locker, and a locker key. The key must be returned at the end of the year.

Lost and Found

It is important to have all items of clothing properly labeled. This enables found items to be returned to the rightful owner. Labels with the student's name sewn onto all clothes are a good way to identify clothes. Laptops, Calculators and other electronic devices should be labeled with the student's name. If you lose anything you need to:

- *Check the area you were in. It is possible it is still there.*
- *Check the garbage bins nearby.*
- *Check the toilets.*
- *Check with the School Office.*

Note: Cleaners, maintenance staff, canteen staff will submit all lost items to the School Office. If you find anything, please bring it to the School Office. We will ensure it gets back to its owner. Although SIS students are enormously friendly and honest, they should protect their property by not bringing unnecessary valuables or large amounts of money to school, by keeping valuable items that you do need in school such as laptops with you or in your locker at all times. Items that are unclaimed on the last day of school eventually will be donated to a local charity.

Lunch

The canteen serves cooked meals for lunch. Snacks are available daily. The menu is posted on the website for the whole month. Students can also bring in their own packed lunch. Students are not permitted to go off campus restaurants during the school day, or to order from take-away restaurants unless approved by staff.

LIBRUS at SIS

We use LIBRUS as a communications tool for students and parents. All summative assessment grades are accessed through LIBRUS. We also inform parents through LIBRUS of any merits or concerns we have, this ensures consistent communication is established. Parents are encouraged to access LIBRUS and review their child progress on a regular basis. If you do not have logon details, please contact the form teacher or the school office.

Medication in School

Students must not self-medicate. In the event that a student must take medication on campus, parent/guardian permission must be clearly given in writing, and a doctor's referral letter must also be on file along with a copy of the prescription. The doctor's letter must indicate the nature, purpose, amount, and frequency of the specific medicine to be given.

School Hours

The school is open from 6:30 a.m. to 5:00 p.m.



Sports

Sokrates International Schools have a very wide sport offer. Students can try numerous teams to play. Some sports available are as follows: Football, Volleyball, Basketball, Tennis, Table Tennis. This list is not exclusive and if there is enough interest and coaches, other sports will be considered. Training for these sports will take place usually twice a week. All students who take part in a competitive sport are required to sign an agreement form and purchase their own sports equipment. Further details regarding the competitive sports programme can be obtained from the PE teachers.

Staff Contact Information

For all pastoral matters, parents and teachers should first contact the form teacher of the class the student belongs to, or the counsellor. For serious matters parents may contact the relevant school head directly. For all academic concerns parents should contact the relevant subject teacher. Staff email addresses are available on the LIBRUS. The School Board should only be contacted when other avenues have been exhausted, or when cases of gross misconduct are suspected.

Timetables

Timetables are individual depending on the elective subjects and are accessible on LIBRUS for each student and the main school cupboard in the hallway next to the secretary's room. The form teacher will talk through the timetable on the first day of school.

PE Uniforms

PE uniforms are white T-shirts (with the SIS logo) and the PE shorts. In the interest of safety, no jewellery may be worn during PE classes. Students may also wear personal sports wear rather than SIS PE set. Separate shoes should be worn for PE and regular classes.

Clothing Fit and Condition

Clothing must be neat and presentable, and must not have holes, tears, have frayed edges, or be faded, dyed, or colored in any way. Shorts and skirts must be of a length that when a student is standing with their arms by their sides, the garments are longer than their fingertips. Clothes must also be culturally appropriate for school events. Blue jeans and tight leggings are not permitted.

Rings, Jewellery, Studs and Hair

Earrings and studs are permitted only in ears. Hoops may only be worn in the ear lobes. All earrings must be discreet in colour and size.

Nose/Other Studs: only one simple and very small stud is allowed if for religious reasons. Large or decorative studs are not acceptable anywhere.

Hair: Long hair is permitted but must be kept tidy and tied back, especially for Science/PE and to limit the spread of head lice. Hair must be kept out of the student's eyes at all times.

Hair color: Extremely eccentric hairstyles are not permitted. The Principal/Assistant Principal have the final say regarding eccentricity.

Jewellery: Only discrete jewellery may be worn. Large, bulky or colorful necklaces or chains, or any items that represent gang or cult symbols may not be worn.

Tattoos: Students over the age of 18 who have tattoos should have these discreetly positioned and they should be covered during class.

Valuables

Students should not bring valuable items or excessive cash to school. The school will accept no liability for any such items lost or damaged on or off campus. Should the occasion arise where a student must bring cash to school, then it may be deposited in the School Office and can be collected at the end of the school day or when needed.

Student Support

SIS offers a wide range of student services and prides itself on its extensive program of counselling and pastoral care. Numerous professionals at SIS work together in contributing to the personal and academic success of our students, including our School Counsellor, University Advisor, Learning Support Teachers, Programme Coordinators. Our strength is our low student to counsellor/academic staff member ratio, which provides students with a very high level of support at SIS.

Concerns

If you have a concern about a student's progress, for instance you have a question about Math homework or the Science curriculum, you may contact the form teacher or lead teachers. If you are unsure of the person to email, contact the school office.

Counselling

School Counsellor is often the first point of contact when a student has a personal issue. Counselling service is provided for students individually and in groups, on a range of issues such as emotional or psychological problems, family problems, relationship issues, addiction, peer pressure, bullying, lack of motivation, lack of effort, and stress. Parents and teachers can also contact to help the counsellor get a holistic picture of the student.

EAL Support

Sokrates International Schools support students who are learning English. All non-native English-speaking students applying to Grades 4-12 will be subject to an English Entrance Test. Students who do not meet our minimum entry requirements may be offered an intensive English course. EAL students will be provided in class support in some lessons until their English improves.

Learning Support

A student with Special Needs who may require additional support is usually, in the context at SIS, a student with ADHD, Dyslexia, Asperger's Syndrome and other mild learning difficulties. The Student Support teacher provides direct support and/or monitoring as appropriate to help these students experience maximum success in their studies. SIS can provide learning support for students; to take advantage of this, parents need to make an appointment with the Head to set an individual contract for education.



Merit Awards

These awards can be given to students at anytime. They can be given for a variety of reasons. These awards are sent home to parents.

Parent Events

SIS offers numerous events for parents. Some events are held during the day, and some are held in the evenings. These events (charity, sport, theater, music, etc.) are a great opportunity for parents and guardians to learn more about various aspects of SIS functioning.

School Nurse

The School nurse is on duty from 8:30am to 4:30pm daily. Her office is located at the end of the corridor, next to the staff room. The nurse treats minor injuries or illnesses, performs minor first aid, and maintains health details of students. In the event that the nurse needs to send you home, she will first call your parents and ask them to collect you. In the event of a serious injury or illness, the nurse will contact your parents or guardian so that you can be transported to a medical facility for further attention.

University Advising

Our graduates very often intend to go on to university education after they leave Sokrates International High School. Although most of them choose universities in Poland, many continue on to other countries including the UK, the USA, Canada. Every year, several students decide to apply to universities all around Europe. To assist these students (and their parents), the university advisor offers a number of services including:

- An informational meeting at the start of the school year in Grade 10 the earliest to introduce students (and their parents) to the university application procedures and the different requirements in different countries
- inviting representatives from cooperating universities and colleges. Parents are welcome and encouraged to attend any of these visits
- Introductions to counsellors who specialize in recruiting students for universities in specific countries. These counsellors are all experts in their fields and represent the best source of information for students
- Appointments for students to meet counsellors singly or in small groups can sometimes be made on our campus;
- Attending a large university fair and education exhibitions, which are held usually in Warsaw.

We strongly recommend that students begin to consider their choice of universities in Grade 11 and have a short list of less than 5 universities to which they will apply during Grade 12. We recommend that students begin this process early because students in their senior year are always busier than they anticipate, and also because some university application deadlines are as early as October preceding the year of entry.