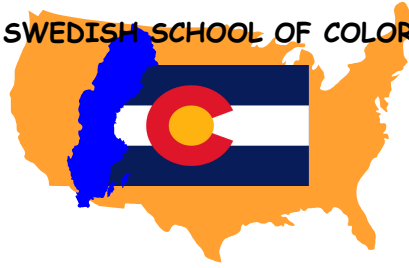


SVENSKA SKOLAN COLORADO

SWEDISH SCHOOL OF COLORADO



Swedish School of Colorado

HANDBOOK

2010 - 2011

WELCOME TO THE SWEDISH SCHOOL OF COLORADO

The Swedish School of Colorado (SSC) is a language-based school and a non-for-profit organization. The school offers education in the Swedish language, history and culture and has classes for children as well as adults. The school promotes mutual understanding and friendship among students and their families. Our caring and highly qualified staff creates a welcoming and stimulating learning environment for all of our students and their families.

Mission Statement

The main purpose of the curriculum is to teach the students to speak, listen, understand, read and write in Swedish. **All** classroom activities are held in Swedish, except for in our beginner classes where English may be spoken occasionally. In addition to language instruction, the school introduces Swedish traditions, holidays, cultural events, history, and the Swedish way of life. Students and their families are encouraged to participate in all aspects of the school, generate new ideas to improve its effectiveness, and share their own Swedish heritage for the common good of the school.

Quick Reference

School location address:	5000 E. Alameda Ave., Denver, CO 80246
School mailing address:	P.O. Box 6304 Denver, CO 80206
Email address:	svenskaskolan@yahoo.com
Website:	http://www.svenskaskolancolorado.org
School days:	Every other Sunday
School hours:	3.00 p.m. to 5.00 p.m. (except Smultron)
School hours – Smultron	3.00 p.m. to 3.50 p.m., and 4.00 p.m. to 4.50 p.m.
First Day of School:	September 12, 2010
Last Day of School:	December 18, 2010
Last Day for registration for 2011:	December 13, 2010. After this date a \$50 late fee will be applied
First Day of School 2011:	January 9, 2011
Last Day of School 2011:	May 22, 2011

Swedish School of Colorado Board Members

Wadman, Alexandra	President/Principal
Möllborn, Fredrik	Vice-President/Assistant Principal
Ballard, Ulrika	Treasurer
Vacant	Vice-Treasurer
Larsen, Anna	Secretary
Powell, Mia	External Communications/Webmaster
Rivero, Anna	Teachers' Representative (18 month-olds to 5 year-olds)
Gadd-Siegel, Cissi	Teachers' Representative (6 year-olds to adults)

Tuition fees

\$ 120 per student over 3 years
\$ 40 per student under 3 years (no rebates)

Rebates for families that enroll more than one student:

\$100 for second student \$30 for third student

Additional students from the same family are free. A family will not be charge more than \$250 per semester.

Refund Policy

GENERALLY NO REFUNDS WILL BE ALLOWED. UNDER EXTRAORDINARY CIRCUMSTANCES, THE BOARD MAY CONSIDER A REQUEST FOR REFUND AT ITS DISCRETION.

Eligibility

While SSC welcomes anyone who is interested in learning Swedish, we strongly emphasize the importance of our students having at least one Swedish-speaking family member, as this will greatly improve the student's opportunities to solidify their language skills in between class sessions.

Courses offered

Course Name	Age group
SMULTRON I	2.5 years – 3 years
SMULTRON II	18 months – 2.5 years
BLÅBÄR I -Beginner	3 years - 6 years
KÖRSBÄR - Intermediate	3 years - 4 years
KRUSBÄR - Intermediate	4 years - 5 years
LINGON - Intermediate	5 years - 6 years

JORDGUBBAR - Beginner	5years – 9 years
HALLON I - Intermediate	6 years – 7 years
HALLON II – Intermediate	8 years – 9 years
HJORTRON - Beginner and Intermediate	10 years - 15 years
BJÖRNBÄR I - Beginner	16 years – adults
BJÖRNBÄR II - Intermediate	16 years – adults
BJÖRNBÄR III – Advanced	16 years - adults

Smultron I and II (18 m.-3 years) This group consists of our youngest students, ranging from 18 months to 3 years old. In this class we will focus on singing, storytelling, reading and organized play with old, as well as new favorites. Teachers will emphasize on expanding Swedish vocabulary through actively speaking Swedish. Students will be taught, and therefore expected to respond in Swedish to promote overall use of the target language.

Blåbär (3-6 years) The goal in this group is to practice and encourage the spoken Swedish language by surrounding the students with spoken as well as written Swedish. Students will be taught, and therefore expected to respond in Swedish to their best abilities to promote overall use of the target language. Some English may be spoken, if needed.

Körsbär (3-4 years) The goal in this group is to practice and encourage the spoken Swedish language by surrounding the students with spoken as well as written Swedish. Students will be taught, and therefore expected to respond in Swedish to their best abilities to promote overall use of the target language.

Krusbär (4-5 years) Similar to Körsbär the goal in this group is also to practice and encourage the spoken Swedish language by surrounding the students with spoken as well as written Swedish. Students will be taught, and therefore expected to respond in Swedish to their best abilities to promote overall use of the target language.

Lingon (5-6 years) This group will work much like Blåbär and Körsbär but on a higher level and will also use short student presentations to stimulate the target language. They will also spend more time with the Swedish alphabet. Students will be taught, and therefore expected to respond in Swedish to promote overall use of the target language.

Jordgubbar & Hallon (6-9 years)The goal for these groups is to develop the ability to express oneself in Swedish as well as learning about Sweden as a country. Students will practice reading, writing and speaking in the target language. Storytelling, songs and organized play and games are included as teaching methods. Students will be taught in Swedish to promote overall use of the target language. Jordgubbar takes over where Blåbär left off and is intended for students who have basic Swedish skills, but may still need some extra assistance and occasional explanations in English. Hallon takes over where Lingon left off and is intended for students who are proficient or fluent in Swedish and will largely use the same types of materials that are used in schools in Sweden. Due to the large number of students in this age range this semester, we have created two Hallon groups; one for ages 6-7 and one for ages 8-9.

Hjortron (10-15 years) This class will further prepare the youngsters in the Swedish language, culture, and traditions. Emphasis will primarily be put upon expression in speech and writing. Reading activities, spelling, grammar and writing activities are included in the program. Storytelling, songs, teacher examples, text and workbooks will be used to reinforce learning of both the target language, as well as culture.

Björnbär I-III (adults) These classes will also prepare participants in the Swedish language, culture, and traditions. Similar to *Hjortronen*, we will emphasize on expression in speech and writing. Reading activities, spelling, grammar and writing activities are included in the program. Storytelling, songs, teacher examples, text and workbooks will be used to reinforce learning of both the target language as well as culture. These groups are unique in that they provide Swedish education to American parents of Swedish speaking children and other interested participants. By having an introductory level, an intermediate level, and an advanced level, every adult is given the opportunity to find a class in which they feel comfortable with the level of instruction.

Volunteers

Our school environment and educational programs are greatly enhanced by the efforts of our volunteers. We have a wide range of available volunteer positions, such as for our Christmas party and Graduation party, assisting with serving "Fika" in the kitchen, helping with playground supervision, etc. If you are interested in volunteering, please send an email to svenskaskolancolorado@yahoo.com, or talk to one of the board members or teachers.

Snack/"Fika"

Every parent is responsible for bringing snack/"fika" and a drink for their own children each time the school is in session. We recommend bringing at least one healthy snack, such as piece of fruit. **PLEASE DO NOT BRING ANY SNACKS THAT CONTAIN NUTS, SINCE WE HAVE SEVERAL STUDENTS WITH SEVERE NUT ALLERGIES.** Coffee and a cookie will also be available for waiting parents. Donations are greatly appreciated. Please take you coffee and cookie to the "Parent Lounge" if you want to talk and socialize, so you do not interrupt any ongoing class instruction.

Playground Logistics

To ensure the children's safety we have created some general rules for the playground. Please make sure you read and explain these rules to your child.

Playground and snack timetable The teachers will guide the children to and from the playground, possibly with some assistance from parent volunteers and/or classroom assistants, if needed. All children will be counted before leaving the classroom and the playground. The teachers will be present at all times during recess, but we encourage parents to take the opportunity to come outdoors as well and spend time with their children and other parents during recess. The children will line up behind their teacher to walk to and from the playground. To make sure everyone is safe and to reduce the number of children at the playground at recess, we are implementing the schedule below. The first group at the large playground will leave the area before the second group enters.

- Smultron I and II may use the playground when not in session.
- Blåbär I, Körsbär, Krusbär will have recess and fika between 3:40 and 4:00 p.m.

- Lingon, Jordgubbar, Hallon I and Hallon II will have recess and fika between 4:00 and 4:20 p.m.

General playground safety rules

Since it is more fun to play than to watch, please include everyone who wants to play.

Respect the rights of others and treat them as you would like to be treated.

For your safety, please stay within the defined playground area.

Use playground equipment for the activities for which it is intended.

Share equipment and take turns.

No tag on or around equipment.

No climbing on roofs or fences.

No children are allowed on concrete area surrounding the playground.

Keep your hands and feet to yourself. No pushing or shoving, grabbing or pulling.

Show concern for others by helping other children who are hurt or having a problem by alerting a teacher or other adult.

Immediately notify a teacher or other adult if you have any questions or concerns regarding safety.

When your class-signal sounds, walk to line up after the volunteer.

ONLY THE SMULTRON CLASS IS ALLOWED ON THE SMALL PLAYGROUND. THE SMULTRON PARENT/GUARDIAN IS RESPONSIBLE FOR BRINGING THEIR SMULTRON CHILD TO AND FROM THE SMALL PLAYGROUND AS WELL AS SUPERVISING THEIR CHILD ON THE PLAYGROUND.

Playground discipline

1st Warning: The first time a student breaks a playground rule they are reminded of the rule and asked to repeat the rule.

2nd Warning: On a second infraction the student is removed from the playground and sent back to the classroom. The rule is discussed and repeated by the child for reinforcement.

If there is a more serious problem, such as fighting, the students will be removed immediately from the playground and sent to the principal or vice principal. Further repeated offenses can result in suspension or expulsion from SSC.

Vacation and Holidays

The SSC believes in the importance of family activities and vacations. If you and your family have planned a vacation when school is in session, please notify the classroom teacher at least one week in advance. The teacher will then provide the student with information and materials of what is to be covered in the missed session. All missed work assignments can be turned in to the teacher who will review and provide feedback by Wednesday before the next class.

Arriving Late/or Leaving Early

To respect fellow-students and teachers, all students must arrive on time to their classroom. Please make sure to be on time. If you are late, please enter the class room quietly and go to your seat immediately. Wait for the teacher to approach you. Do not interrupt class. Only parents or a designated emergency contact person are allowed to pick up a child from school. If someone other than a parent or emergency contact person is to pick up your child **we must have written permission** for this to happen. There are no exceptions, and a photo ID may be required. This policy is for the protection of our students.

School Closings (snow and other emergencies)

Occasionally, the weather is severe enough that it is necessary to close the school. School closings will be posted on our website: www.svenskaskolancolorado.org. An email notification will also be sent to all students or parents on our email contact list.

Sick Leave

To ensure the health of our community, it is a policy for the Swedish School of Colorado that children must stay home if they exhibit the following symptoms or conditions (this list covers the some common illnesses, but is not inclusive of all reasons for exclusion):

Illness that prevents a child from participating comfortably in school activities.

Illness that results in a greater need for care than our staff can provide without compromising the health and safety of other children.

Unusual behavior: a child is irritable or less active than usual; cries more than usual or just seems unwell; exhibits loss of appetite or general discomfort.

When the possibility of illness occurs, it is sometimes difficult to decide whether your child should come to school. You can bring your child to school if:

- He/she is fever free for 24 hours.
- Diarrhea and/or vomiting have subsided for 24-48 hours.
- Strep infections have been treated with medication for 24-48 hours.
- You have checked with the school or your doctor regarding contagious diseases such as pink-eye, chicken pox, etc.

Medical Conditions

If a student has a severe medical condition you must notify the teacher and the teacher representative in writing.

Discipline Policy for Children

The purpose of this discipline policy is to establish procedures for dealing with student's misbehavior. When misbehavior among children occurs in the classroom, the teacher will have a private talk with the student. The teacher is responsible for making sure the student understands what is expected, and to teach new behaviors or generate alternative ways to handle the situation, and to redirect behavior. If there is an ongoing pattern of misbehaviors, we will be contacting the parents for a conference to discuss ways of helping their child be more successful in the school environment.

General Guidelines – It is the parents' responsibility to read these guidelines to their children

- Have fun without hurting other people's feelings or property by treating others as you wish to be treated.
- Use the appropriate language and talk politely to all adults and children. We all deserve respect.
- Control yourself. You are responsible for your behavior. You can solve problems without fighting and injuring others.

Class Etiquette

Please make sure that your child respects the following rules in the classroom:

- Treat others the way you would like to be treated.
- Cell phones and iPods must be turned off at all times including breaks.
- No candy and chewing gum are allowed in the classroom.
- Parents of students, 9 years and younger, need to check with the teacher for make-up work.
- Students, 10 years and up, need to check with the teacher for make-up work themselves.

Teachers will contact parents to work on a solution if students continue to be tardy. In case disciplinary actions are needed, the following will occur:

- Student will be given a warning, the teacher will talk with the student and behavior will be redirected.
- Student will be given a second warning. Parent will be contacted regarding the repeated offense
- Student will lose recess/break privileges. Parent will be contacted regarding the repeated offense.
- If we have a more serious problem, such as fighting, the students will be removed immediately from the classroom and sent to the principal or vice principal.
- Further repeated offenses can result in suspension or expulsion.

Hallways and Restrooms

Students are allowed in the hallways or bathrooms independently. Please help keep those places clean and safe for everyone to use. Report any problems you see immediately. Whenever you are away from your class, your teacher is expecting you to represent the class and yourself in a responsible way. Do your errand quickly and well and return to your class as soon as possible. Do not run in the hallways at any time.

Homework

Homework will be given as appropriate to the grade level of the student. The purpose of homework is to reinforce skills taught in school, to develop independent work habits, and to engage in long-term research or creative projects. All students will be expected to spend some time doing reading and/or homework. It is important that students feel responsible for this work and that parents encourage and support their child(ren). Parents can contact their child's teacher if issues or concerns about homework arise. Homework assignments are presented in the classroom and will also be available on the school's website: <http://www.svenskaskolancolorado.org>.

Communications

All SSC teachers and board members use email to communicate with our students, their parents and other interested parties. Students and parents can contact us at svenskaskolan@yahoo.com for any non-urgent issues. If you have an emergency or need to speak to the principal/president, feel free to contact Alexandra Wadman at 303.895.6480. The schools website, www.svenskaskolancolorado.org, is also updated regularly with new information:.

We look forward to a nice year together.

Välkomna!