



SIGTUNASKOLAN
HUMANISTISKA LÄROVERKET

CORE VALUES, AIMS AND
GUIDELINES FOR COMMUNITY
WELFARE AT SSSL

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Sigtuna School Foundation (Sigtuna Skolstiftelse) has as its aim to operate a boarding school with an ethical core. This has distinguished both Sigtunastiftelsen's Humanistiska Läroverket and Sigtunaskolan from their competitors since the beginning.

This ethical core is anchored in the Christian Humanism that characterised founders Manfred Björkvist and Harry Cullberg. It implies “a recognition of all people's equal value and therefore a duty to care for the weak, to tolerate those who think differently and to fight against all forms of oppression and discrimination”.



SSHL'S VALUES

SSHL is a place where students from Sweden and the rest of the world meet.

One of the pillars of SSHL is respect for all. Everyone is valued equally and has the same rights regardless of gender, ethnicity, religion, sexual orientation, disability, age or membership to a particular boarding home.

Our school should be a safe and positive environment in which to study, work and live. It therefore goes without saying that we strongly disapprove of all forms of discriminatory behaviour. If it comes to our attention that a student has been subjected to any form of discrimination, we act in accordance with our *Fair and Equal Treatment Plan*.

ALCOHOL, NARCOTICS, DOPING SUBSTANCES AND TOBACCO (ANDT)

SSHL is a tobacco-, alcohol- and drug-free school. Our rules apply to all activities conducted by the school. We work actively with both preventive, promotive and remedial efforts where both students and staff participate, in accordance with *the School's Policy for ANDT*.

PENALTIES AND CONSEQUENCES

When it comes to penalties related to teaching, we follow the Swedish education laws. When we need to correct other behaviour or actions that go against our core values, we make use of discussions, warnings and suspensions. Particularly serious infringements could lead to SSHL terminating the student's boarding contract with the school.

The school views some misdemeanours as more serious than others: this is particularly true in cases of alcohol or tobacco use, cheating or demonstrating poor camaraderie. Our first action in these cases is to contact the parents, with the next step being a written warning that can lead to the student's suspension for a period of time.

Any student found breaking the school's rules or core values risks not being able to sit on the student council, or become an elected representative. The student is also not allowed to represent the school in different contexts *for four months* after the incident's occurrence.

A student found using narcotics or doping substances, other students' medicines, or committing other serious misdemeanours, risks being suspended from SSHL and the boarding houses during an investigation. This is in order to ensure the other students' safety.

The school reports all activities that break Swedish law to the police and/or social services.

TEACHING

SSHL aims to provide high quality teaching and our goal is that all students reach their full potential.

At the school, adults and students meet every day. For the comfort of everybody and so that students get as much from their time at school as possible, it is important that all students, adults, and also visitors show consideration and respect towards one another.

THE BASIC RULES FOR ALL STUDENTS:

- Compulsory attendance.
- Be considerate by coming to lessons on time.
- Bring the correct books and materials to lessons and be well prepared in order to have the best chance for success.
- If a teacher has not come to the lesson, students should wait for ten minutes before contacting the school reception.



IN CASES OF ILLNESS AND ABSENCE

- Absence is only counted as legitimate in cases of illness, or when authorised. All other absence is viewed as unauthorised.
- Absence can only be allowed in extenuating circumstances and has to be endorsed by the student's mentor. The application should be sent at least one week before the requested date of absence. When the absence is longer than two days or in conjunction with holidays it has to be approved by the principal.
- In the case of illness, a boarding student should talk to their house parents as soon as possible. When needed, the student can be referred to the school's Student Health Centre. The house parent/Student Health Centre then evaluate whether the student can go to school or should stay in their room for the day.
- Day students are to report illness at 07.45 at the latest.
- When absent, it is the student's responsibility to find out about missed work and to keep themselves updated through the online school systems.

THE BOARDING HOUSES

Every boarding house has at least one adult on duty at any given time. House-parents are responsible for the boarding houses. For the comfort of everyone the following rules and instructions apply:

- Show consideration and respect to everyone in the house.
- The student takes responsibility for his/her room and all furnishings.
- The student keeps the room clean and tidy.
- The student locks the room when he/she leaves it.
- The student respects the set times of the boarding house.
- During the time set out for homework ('läxis') it should be quiet and peaceful in the house.

- If a student is visiting another boarding house, they have to report this to the house-parent working in that boarding house.
- The student takes responsibility for chores, such as in the kitchen.
- Follow the fire regulations: No naked flames, refrigerators, kettles, or other electrical equipment are to be used in the boarding rooms.

HOMELIKE ATMOSPHERE

The school's aim is that each boarding house should have as homely an atmosphere as possible, but since there are 30 young people living together, they cannot have the same freedom that they have when they live with their parents. Students should expect to share rooms with another student from the offset; single rooms are guaranteed during the final year of high-school studies.

Each boarding house has elected representatives who speak for the house's students. The representatives are included in their respective house councils, which in turn is represented by the house's prefect.

It is important that students take responsibility for their own property but also show consideration toward their fellow students. Thus, in the boarding house

- you remove your shoes on arrival
- keep your property in your room
- clean up in the laundry room and in the other rooms common to all, such as the kitchen and the living room.

During meals you only start eating once everyone is seated, and all should also strive for good table manners. Nobody is allowed to leave their table before everyone has finished eating and has given thanks for their food. Proper clothing is expected at mealtimes.

BOARDING HOUSE MEMBERSHIP FOR DAY STUDENTS AND STAFF

In addition to the boarding house students, all staff and day students belong to a boarding house. As a day student you are welcome to come visit the boarding house in the company of a boarding house student and day students can also compete for their boarding houses in the House Cup.

Homework time (Läxis)

Monday to Thursday a house tutor who provides scholarly support to our students is present in each house. They are either located in the school's Study Centre or in the boarding houses.

Set times

Breakfast is served at the boarding house from 7 am and is obligatory, so as to ensure that the students get a good start to the day. Lunch is eaten in the school's dining hall whilst dinner is served at the boarding houses or in the dining hall at 5.45 pm. On Sundays all boarding students eat dinner in the school's dining hall at 5.30 pm. All mealtimes are obligatory.

After a weekend away, middle-schoolers are expected back at the boarding house at 9.30 pm at the latest, or 10 pm for high-schoolers.

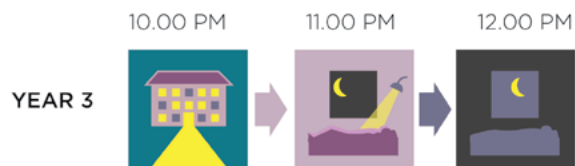
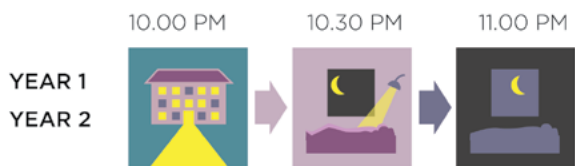
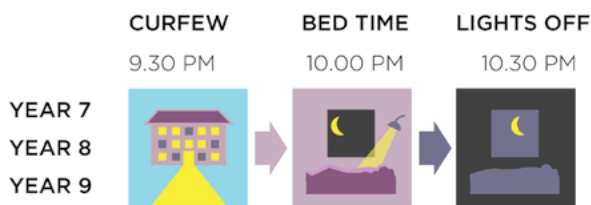
Home leave

Students can get permission to be away Friday and/or Saturday night on a given weekend, but in order to do this a parent or guardian has to confirm that they are taking over responsibility for the student whilst they are away from the school. This is to be done on Wednesday of the same week at the latest. Third year students that have celebrated their 18th birthday and have their parents' permission can grant themselves leave. Boarding house students that have taken home leave should come back at midday, after brunch, at the earliest.

Day leave

Day leave means that a boarding house student gets permission to travel outside of Sigtuna town during Saturday or Sunday. House parents give this permission and middle-schoolers must have a guardian confirm that they are taking over responsibility for them during that day. Middle-schoolers should be back at the house at 8 pm at the latest, first year and second year high-schoolers at 9 pm and third years by 12 am. An older student can, in exceptional cases, be given permission to leave Sigtuna during weekdays with the house parents' permission.

SCHOOL DAYS



WEEKENDS *



* On weekends bed times for students are decided by house parents, no later than 1 am.

EXTRACURRICULAR ACTIVITIES DEPARTMENT

SSHL is a school that puts Swedish manners and customs into practice, but does so with an international touch. It is important for us that students get to experience Swedish culture, get to try out different types of sporting activities, including winter sports, and even get the opportunity to develop their skills in drama and the arts.

As well as everything you get to experience in the school and in the boarding house, there is also an extracurricular activities department ('Fritiden'), which offers a wide variety of activities. Here you can try a range of different sports, singing, dancing and theatre. Fritiden also organises the House Cup ('hemserien') where the boarding houses compete against each other in different sports during the course of the year.

It is our ambition that all students should participate in at least two activities per week, firstly to try out something new, but more importantly so that they become aware that good health and being active during spare time encourages good results in studies.

For those that are interested in sports there are many opportunities to represent the school. SSHL participates in national exchanges where the school competes against other schools in the Svenska Internat and Privatskolors Idrottsorganisation, SIPSI (Organisation for Swedish Boarding and Private School Sports). And also on an international level with schools from several different countries, through the Northern European Council of International Schools, NECIS.

Fritiden has their own programme, where you can read further about their activities.

STUDENT INFLUENCE

For us to work as an organisation it is important that students have a chance to influence the process of running the school. At SSHL we have a long tradition of student organisations involved within several different areas of the school.

The chairmen of the student organisations meet at several points during the year in order to discuss which activities they are planning, as well as to make decisions on different issues.

A requirement for being elected to an elected representative post is being a good role model for others, to follow our core values and the ability to manage your studies despite the extra responsibility.



SCHOOL UNIFORM

The school uniform is an important part of the school's history, and it creates a feeling of fellowship and team spirit. The students appreciate it, wearing it with pride. The uniform is optional, and is worn properly for the entire school day on the following occasions:

- every Wednesday
- when representing the school in different activities
- on other days when requested.

In the online school system, you will find more information on when the uniform is to be worn. The uniform is bought or borrowed from the school's shop, and comprises of

- a school blazer
- grey, monochrome trousers
- grey, knee length monochrome straight or pleated skirt
- white shirt or blouse
- school tie or school scarf
- smart black shoes, suede or hide boots
- black or beige socks or tights
- marine, dark red or grey school jumper or cardigan under the blazer.



HEALTH AND LIFE BALANCE

SSHL strives for a feeling of safety and well-being for all. This is a prerequisite for a positive working environment, achieving good grades, feeling proud of oneself and thriving. A day at the boarding house encompasses 24 hours of the day and it means cooperation between students, the school, and Fritiden (Extracurricular Activities).

We strive for students to find a balance in their everyday life through

- zero tolerance towards the use of alcohol, narcotics, doping substances and tobacco
- proactively working towards building a safe social environment for both students and staff
- actively encouraging a positive attitude towards and understanding of our core values
- building awareness of the importance of sleep for a person's health
- increasing awareness of the importance of diet for a person's health
- promoting an active leisure time
- preventing stress through an active commitment to time management.



CODE OF CONDUCT

SSHL wants to work toward students being able to conduct themselves well in different social contexts. This is as important in school and in the boarding houses as it is when one is a guest and or in the world of business. We know that our students also feel that these are important questions to be addressed and so in order to have good conduct we want to highlight the significance of the following:

- Greeting one another, holding the door, not jostling and speaking one at a time.
- Taking the initiative to go and greet guests.
- Every lesson begins with the students and teachers greeting one another, as well as at meals in the boarding house.
- Being on time, having table manners and not using mobile phones during meals or during lessons.
- Taking care of the environment and taking responsibility for our actions.
- Wearing proper clothing in all situations.
- Not wearing non-religious headwear indoors.

IT-POLICY

All staff and students have their own personal e-mail accounts in the school's network. In order to minimise unethical use of our web resources, it is important that a secure password is used that is changed regularly and that you do not hand out your user information to anyone else.

When using the school network to go online, it is worth remembering that it is the school's name that appears in forums, on chats and so on. It is therefore always important to follow the same common set of values on the internet as you do in real life. The school reserves the right to block sites that are not consistent with our values.

A TYPICAL ACADEMIC YEAR AT SSSL

The school year begins in August at roughly the same time as other schools in Sweden. Because many of our students are boarding students with parents living abroad, they arrive the Saturday or Sunday before in order to get everything prepared before the school start on Monday.

Boarding students live and go to school on the same campus. We divide the weekends of the school year in different ways. Some weekends are activity weekends, when it is obligatory to be at the school. Other weekends you can choose to stay at the school or parents/guardian can apply for you to stay elsewhere. During some weekends the school closes completely and students either stay with their parents, their Sweden guardian or with friends.

During activity weekends we have different activities, sometimes within the boarding houses and sometimes with the whole school, for example house evenings, kick-off weekend, culture day and winter sports day. Other weekends there are sports competitions, either at SSSL or somewhere else with the school team.

We celebrate traditional holidays, but we also have our own traditions such as 50-days, *gubbskivor*, and graduations (*grundenten* and *studenten* for those leaving in year 9 and year 3 respectively). *Dekaddagen*, where alumni come back and celebrate with us, is also an important event both for current and old students.



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