

USEFUL INFORMATION

KATEDRALSKOLAN 2016-2017





Camilla Holmqvist
Director of Education
camilla.holmqvist@vaxjo.se

DEPARTMENT OF EDUCATION IN VÄXJÖ MUNICIPALITY

Address Box 1222, 351 12 Växjö
Visiting address Västergatan 17 B, Växjö
Telephone +46 (0) 470 410 00

WELCOME!

Welcome to Växjö upper secondary schools! As you start your studies here with us, you have three informative, stimulating and interesting years to look forward to. We want to create the best possible conditions for you to move on from your time here to continued learning both in your professional life and in higher education.

Studying should be both enjoyable and stimulating and we are sure that your years with us will be exactly that. As a student, you should be happy and have a desire to learn in an environment characterised by commitment, satisfaction and security.

You will meet many new people, both peers and adults.

The people you meet and the experience you gain – both inside and outside the classroom – will have an impact on the rest of your life. Our goal is for you to be happy here and for you to look back at your upper secondary school years with pleasure.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT ONE OF US:

Anna Tenje, Chair of the Board of Education, +46 (0) 470 433 84

Malin Lauber, Deputy Chair of the Board of Education, +46 (0) 470 433 81

Camilla Holmqvist, Director of Education, +46 (0) 470 416 37



Yngve Filipsson
School head

WELCOME TO KATEDRALSKOLAN

– THE ROAD TO YOUR DREAM JOB STARTS HERE

I would like to wish you a warm welcome to Katedralskolan. Our goal is for you to obtain knowledge, be happy and develop as a person.

At Katedralskolan you can be yourself. Here we appreciate differences, as they contribute to a good atmosphere which is unique of its kind. Because this is a large school with many students and an open climate, it is also easy for you to meet new friends with the same interests. Even though the school is a big one, you won't disappear into the crowd. Here you will be visible and it's easy to talk to everyone.

The school currently has 1300 students divided over the following programmes:

- Economics programme EK
- Social science programme SA
- Arts programme ES
- Humanities programme HU
- International Baccalaureate IB
- Introduction programme - language introduction
- Science programme NA

Teaching takes place partly at Katedralskolan and partly at Norrtullskolan, which is our arts centre.

Those of us who work at Katedralskolan would like to thank you for the confidence you have shown in us by applying to study here. We promise to do our very best to ensure that you have three rewarding years with us.

Yngve Filipsson

School head

KATEDRALSKOLAN

ADDRESS	SAMUEL ÖDMANNNS VÄG 1, 352 39 VÄXJÖ
TELEPHONE	+46 (0) 470 417 38
STUDENT COUNCIL	+46 (0) 470 439 19
EMAIL	KATEDRALSKOLAN@VAXJO.SE
WEBSITE	WWW.KATEDRALSKOLAN.SE

SICKNESS REPORTING

Absence due to sickness can be reported via the Dexter school portal before 09.00. Login details are distributed at the start of the autumn semester. If you have no Internet at home, you and your mentor will come to an agreement on how to report sickness absence.

If you have problems, contact the school's Reception on +46 (0) 470 417 38.

School head

Yngve Filipsson 417 32
yngve.filipsson@vaxjo.se

Department heads

Fredrik Abrahamsson, IM, NA 417 33
fredrik.abrahamsson@vaxjo.se

Henrik Ahlin, SA 417 35
henrik.ahlin@vaxjo.se

Maria Daniels, ES, HU 417 36
maria.daniels@vaxjo.se

Caroline Hedenbergh, EK, IB 419 71
caroline.hedenbergh@vaxjo.se

IB coordinator

Gilles Kennedy 417 95
gilles.kennedy@vaxjo.se

Guidance counsellor

Jessica Tarland 417 42
jessica.tarland@vaxjo.se

Annakarin Isaksson 417 46
annakarin.isaksson@vaxjo.se

Student health services

Ann-Sofie Arvidsson, School nurse 417 44
ann-sofie.arvidsson@vaxjo.se

Bea Stöckemann, Special needs teacher
bea.stockemann@vaxjo.se

Ewa Svensson, Welfare officer 419 92
ewa.svensson2@vaxjo.se

Britt-Marie Söderlund, School nurse 417 43
britt-marie.soderlund@vaxjo.se

Karoline Thörne, Teacher for special needs education 414 58
karoline.thorne@vaxjo.se

Pernilla Tor Persson, Welfare officer 417 63
pernilla.tor-persson@vaxjo.se

Anders Willstedt, School doctor
Appointments via school nurse

Ann-Sofie Wilhelmsson, Teacher for special needs education 417 48
ann-sofie.wilhelmsson@vaxjo.se

Library

Josefine Henningsson, School librarian 417 47
josefine.henningsson@vaxjo.se

Roger Lindström, Library assistant
roger.lindstrom@vaxjo.se

School office

Mia Berg, School assistant 417 37
mia.berg@vaxjo.se

Madeleine Lindahl, Administrator 417 34
madeleine.lindahl@vaxjo.se

Reception

katedralskolan@vaxjo.se 417 38

Student union

elevkaren.katedral@utb.vaxjo.se 439 19

Service organisation

Pia Johansson, Cleaning contract manager 79 64 78

Tina Karlsson, Supervisor 79 64 78
tina.karlsson2@vaxjo.se

Service Nortull 419 69

Kitchen 417 45

Caretaker

Mikael Christensen, Katedral 417 40
mikael.christensen@vaxjo.se +46 (0) 73 980 21 63

Janne Ren, Norrtull 417 93
jan-erik.ren@vaxjo.se +46 (0) 70 221 23 91

Technician

Max Vigna 417 39
massimiliano.vigna@vaxjo.se

IT support

itsupport@utb.vaxjo.se 419 27

Fröidrottsgymnasiet

Cai Bolö 79 69 11
cai.bolo@vaxjo.se

SIMPLIFIED ENGLISH

Here you can find out what is important to know when attending Katedralskolan.

For more information, ring:

+46 (0) 470 437 56

PRESENCE AND ABSENCE

Going to upper secondary school is a right, but it is a voluntary educational stage and by choosing to start at upper secondary school you have also agreed to our rules.

SICKNESS REPORTING – Absence due to sickness can be reported via the Dexter school portal before 09.00. Login details are distributed at the start of the autumn semester.

If you have no Internet at home, you and your mentor will come to an agreement on how to report sickness absence. If you become sick during the day, send an email to your mentor and the teachers you would have had that day. Absence due to sickness is reported every day of the absence.

LEAVE OF ABSENCE – If you have to be absent from school for a reason other than sickness, you need to talk to different people depending on how long you will be away from school. If this is longer than an individual lesson, you must apply in good time on a special form. Before you submit the form, a parent or guardian must sign it if you are not of age. If the absence only applies to an individual lesson, talk to the teacher involved, or to your mentor.

OTHER SCHOOL ACTIVITIES – When you represent the school during competitions, take part in cultural activities or in some student union activities, these are part of school activities. Naturally this time is not included in the total number of absence hours.

UNAUTHORISED ABSENCE – Other than sickness and leave for which you have received approval, all other absence is unauthorised. Because you receive a study grant for full-time studies, unauthorised absence means that you risk losing this.



STUDY HELP AND GRANTS

You automatically receive a study grant from the Central Student Grants Committee (CSN) from the quarter after you have turned 16. This is currently SEK 1050 per month and in a normal academic year it is paid for four months in the autumn semester and six months in the spring semester; i.e. for a total of ten months per year. The grant is paid to your parent or guardian before you are of age, and directly to you afterwards.

ABSENCE AFFECTS YOUR STUDY GRANT – You receive your study grant for full-time studies. If you have high levels of absence, you risk having your study grant withdrawn. In the worst case this can affect your entire family's finances; large family supplement, housing benefit and other financial support can be reduced or completely withdrawn.

EXTRA SUPPLEMENT – You can receive a further SEK 285-855 per month depending on your family's financial circumstances. You must apply for the extra supplement and there is no upper age limit. If you receive extra supplement you can also apply for a scholarship from Växjö Gymnasieskolans stipendiefond.

BUS/RAIL PASS – If you live at least six kilometres from school, you will receive a pass that applies for the entire academic year. This entitles you to two trips per day, Monday to Friday. If you forget your pass you must pay for your travel yourself. You may travel without a pass on the first five days of the academic year. You get your pass from the school. You report stolen passes at www.polisen.se. Take a copy of the report to the school to receive a new pass for a fee of SEK 100. If you lose your pass you can replace it for SEK 250.

CASH TRAVEL ALLOWANCE – If you live at least six kilometres from the school and cannot travel by public transport, you can receive a cash travel allowance. You can also receive this instead of a boarding grant if you have a long or difficult journey to school. You can get an application form from a welfare officer.

BOARDING GRANT – If your journey to school is so long or so time-consuming that you cannot live at home while you are studying, you can apply for a boarding grant from your home municipality. You can get an application form from a welfare officer. Note that you cannot receive both a bus/train pass and a boarding grant. When you are approved for a boarding grant, you must return any bus/train pass.

ACCIDENT INSURANCE – All students at municipal upper secondary schools are covered by collective accident insurance. An insurance

THE A-Z OF KATEDRALSKOLAN

Absence due to sickness can be reported via the Dexter school portal before 09.00. Login details are distributed at the start of the autumn semester.

If you have problems, contact the school's Reception on +46 (0) 470 417 38.

If you have no Internet at home, you and your mentor will come to an agreement on how to report sickness absence.

If you become sick during the day, send an email to your mentor and the teachers you would have had that day. Absence due to sickness is reported every day of the absence.

The **cafeteria** is adjacent to the dining room. Opening hours are Monday-Thursday

07.45-13.00, 13.30-15.00. Friday 07.45-13.00, 13.30-14.30.

Car parking for students and staff is to the east of the school.

Change of address Inform the student office of your study address and of any change of address if you move.

Computer support If you have a problem with your computer, you can get help at Teknikum, in room TF007, entrance from Gamla Norrvägen.

Dexter, the school portal Here you can find information about your individual study plan, your personal timetable etc. You will receive login details when you start at the school. If you have a problem logging in, talk to your mentor.

Digital tools You will be able to borrow a computer and other digital tools during your studies at the school. To connect to the Internet, or in order to use other existing computers in the school, you will need a personal login. You will receive these login details when you start school, and they also apply to our other digital services. If you have a problem logging in, talk to your mentor.

Fire extinguishers are available in each building – see the markings on the evacuation plan.

Email All students receive their own email address.

statement is available from Reception. The insurance statement and further information is also available on Växjö municipality's website. In the case of accidents during school hours, contact the student health services. If you need help with the insurance, contact the school welfare officer.

TRAVEL INSURANCE – In certain cases, during school hours you will be covered by the municipality's travel insurance, for example on study trips. You will receive information about this before the trip from the teacher. If you need help with the insurance, contact the school welfare officer.

GRADES AND INDIVIDUAL STUDY PLANS

At upper secondary school you receive a grade for each course you complete. The scale has six grades, from A to F, with five pass grades (A-E) and one fail grade (F). The different grades are objective and knowledge related and show how your study results relate to the knowledge objectives set in the syllabus. Grades are allocated after every completed course, which means that you do not receive a grade per semester.

INDIVIDUAL STUDY PLAN – When you start at upper secondary school, an individual study plan is drawn up for you. The plan should state what choices you have already made and those you will be making during your time at upper secondary school: your programme, specialisation and courses. The plan will then be added to on various occasions during your time at upper secondary school. It is important that as a student you work together with the school to make active choices at upper secondary school. You can see your individual study plan via the school portal, Skolportalen, www.barnochutbildning.vaxjo.se

DISCONTINUING YOUR STUDIES – If, as a result of illness or another reason, you want to postpone or terminate your studies, you should contact both the guidance counsellor and the department head.

APPEAL – If you receive an F grade, you have the right to appeal for a higher grade. We offer appeals in August, February and May.

DIPLOMA CERTIFICATE – You will receive this if you fulfil the requirements for the upper secondary school diploma. The diploma certificate is a compilation of the grades for all courses and school work included in your individual study plan.

STUDY CERTIFICATE – You receive a study certificate if you do not fulfil the requirements for an upper secondary school diploma. The study certificate includes all of your grades for completed courses.



Evacuation Evacuation plans are available in corridors and classrooms.

Information You will receive information on a daily basis via Doris, the schools' intranet. The school's website contains lots of useful information such as timetables, menus etc. www.katedralskolan.se, or via mobile mobil.katedralskolan.se

IT You have access to information, communication and collaboration tools via Doris, the schools' digital platform. It is important that you log on every day so that you don't miss important information. If you have a smartphone, you can install apps for Doris so that you don't miss anything important.

Library Katedralskolan has its own library. The library is open Monday-Friday 08.00-16.15.

Lifts are intended for goods transport. Students requiring a lift key should contact the school nurse.

Lockers Each student has their own locker and must provide their own padlock. However, the school reserves the right to open lockers.

Lost property can be left in the pigeonhole at Reception. If you have lost anything you can get it back if you can provide a description to Reception.

Outer clothes Store outer clothes in your locker.

Rest room available through the school nurse.

School hours The school is open 07.30-17.00

School lunch Served 10.45-13.00. To avoid queues, it is important that the times stated on the class timetable are respected.

Study areas are available adjacent to the library and in the student hall.

Teachers' pigeonholes are located outside the staffroom.

Valuables Do not store valuable items in your locker. The school takes no responsibility for lost valuables. If your property is damaged or stolen, always report this to a welfare officer.

GUIDANCE COUNSELLING

The overall objective for all guidance counselling is for the student to be able to make conscious choices and to be aware of the consequences of these.

In order to do this requires both factual information and knowledge about oneself and one's opportunities. It also requires knowledge about any obstacles, for example of medical nature.

However, the student's free choice of studies and education can never be challenged. This is a democratic right and a very important equality issue.

If you have questions about your studies you are always welcome to talk to the guidance counsellors. Here you will receive guidance, both regarding studies at upper secondary school and afterwards.



MAKE YOUR VOICE HEARD

At the school there are many opportunities for collaboration between students, teachers, the school management, the student health services and other staff. Students should have influence over and take responsibility for their education. The desire and ability of young people to take part in the democratic process should be developed. Student representatives should be given the opportunity to take part in meetings of the Board of Education.

PROGRAMME COUNCIL – This forum deals with issues relating to individual programmes. Students and staff participate and the chair is the department head responsible for the programme.

STUDENT UNION – This is the students' joint organisation at the school. The student union consists of selected representatives and collaborates with the school management in everything from teaching to celebrations and other activities.

CLASS COUNCIL – The class council is the forum for each class for shared issues and consists of the class students and the relevant teacher. It also discusses many practical issues, such as the division of written tests and reports. The class council meets approximately once a month and at least twice per semester. Minutes are kept of class council meetings.

CLASS CONCAVE – Discusses every class, and even individual students. Is supported by student health services and the department head.

SAFETY COMMITTEE – Each class chooses student representatives to participate in the school safety committee. These people receive special training and take part in safety rounds. If you notice something which can injure you at school, talk to the student safety representative or a department head.





DRUG POLICY, VÄXJÖ SENIOR HIGH SCHOOLS

ANDT, Alcohol, Drugs, Tobacco and Doping

This is an important part of the schools' work against drugs in Växjö municipality. The policy is aimed at guardians, students and staff at the schools.

OBJECTIVES

- to detect at an early stage and prevent abuse of alcohol, drugs, prohibited substances and products which are hazardous to health.
- to offer those with problems support and help.
- for everyone in the school to know about and adhere to the policy against drugs.

ALCOHOL

- It is not permitted for students to be under the influence of alcohol, drink, possess, sell or store alcohol during any type of school activity.
- In the case of suspected alcohol abuse, staff should react by talking to the student, informing the parent/guardian if the student is under 18 and by reporting the matter to the student health services.
- The student should be offered support by the student health services and/or another body.
- Students who are under the influence of alcohol may not remain in school. The parent/guardian will be informed if the student is not of age.

- The Social Services or Navet will be contacted if a student requires treatment.
- If a student brings alcoholic drinks onto school premises, these will be removed by the school management. Possessing such items will lead to an investigation by the department head. If necessary, further action will be taken.

DRUGS, PROHIBITED SUBSTANCES AND PRODUCTS WHICH ARE HAZARDOUS TO HEALTH

It is illegal to handle or consume items included in drugs legislation, doping legislation and the law on products which are hazardous to health.

- In the case of suspected drug use, the parent/guardian will be contacted if the student is under 18.
- The student will be offered support by the student health services and/or another body. Other actions can be disciplinary (written warning, exclusion or expulsion) according to the Education Act.
- If we are concerned about a young person's development, we will make a report to the student's home municipality.
- The school collaborate with the outpatient department Navet. Information, support dialogues and testing can be offered.
- People found in possession of or selling drugs during any type of school activity will be excluded. The department head is responsible for making a police report.
- If drugs are found they will be handed to the police by the school management.

TOBACCO

- The school takes health promotion seriously and for this reason the school is tobacco-free. This also applies to e-cigarettes.

FOOD AND THE ENVIRONMENT AT UPPER SECONDARY SCHOOL

IN THE SERVICE TEAM we work to ensure that you are happy in both body and soul during your time at upper secondary school. The experience of our shared work environment depends to a large extent upon ourselves.

You are part of your work environment and you have lots of opportunities to affect it. Your concern and commitment helps to create the right study environment for yourself.

Show consideration for the students coming to the next lesson, using the toilet or people in the corridors or drinking coffee in the cafeteria.

Many spaces in the school are cleaned early in the morning and used throughout the day. When you show consideration, it makes our work easier and means that we can provide higher levels of service.

THE CAFETERIA has a healthy range of food including snack packages (drink, roll with cheese and fruit, banana/apple) for only SEK 15. Opening hours are 07.45-15.00, closed 13.00-13.30. On Fridays we close at 14.30.

THE SCHOOL RESTAURANT serves free self-service lunches. The lunches are nutritious and you can see the menu, together with linked meal suggestions on the school website, www.katedralskolan.se.

IF YOU HAVE SPECIAL DIETARY NEEDS, CONTACT THE SCHOOL NURSE FOR AN ATTESTATION. If you have special dietary needs and report absence due to sickness, you should also cancel your special food by contacting the kitchen on 417 45. The school restaurant is open 10.30-13.00. To avoid queues, you should eat lunch at the designated time for your lunch break.

CARETAKERS You can most easily contact the caretakers via email or by telephone on 417 40 and the caretaker at Norrtull on 417 93. The caretakers prefer email if it is not an urgent matter.

The school restaurant menu on your mobile.



Google Play



AppStore



ACTION PLAN AGAINST DEGRADING TREATMENT – THE EQUAL OPPORTUNITIES PLAN

THE ACT PROHIBITING DISCRIMINATION AND OTHER DEGRADING TREATMENT

"The plan should aim to promote equal opportunities for children and students regardless of gender, ethnic background, religion or other belief, sexual orientation or disability and to prevent and avoid harassment and other degrading behaviour." (Guidelines for work with equal opportunities plans BEO, 2006).

THE WORK ON EQUALITY OF TREATMENT WITHIN THE SCHOOL IS GOVERNED BY TWO REGULATIONS:

- The Discrimination Act 2008:567 (the equal opportunities plan).
- The Education Act 2010:800, Chapter 6 (plan against degrading treatment).

OBJECTIVE – The primary objective is to entirely prevent discrimination and other degrading treatment in Vaxjö municipal upper secondary schools.

- For everyone to be able to come to school and feel secure and respected.
- To prevent the occurrence of discrimination/harassment at an early stage.
- For there to be staff for support and help if discrimination/harassment situations occur.

PREVENTATIVE MEASURES – Everyone has responsibility!

- Each class council should discuss the physical and mental work environment. Reports should be submitted to the programme department head. In the case of discrimination or harassment, staff at the school should be informed immediately. The school management is responsible for ensuring that staff, students and parents are continuously informed and receive education about current legislation and the equal opportunities plan.
- All staff in the school are responsible for reporting suspected or tendencies to discrimination or harassment to the programme department head, welfare officer, school nurse or safety officer.
- Student safety officers are appointed and receive training in the current legislation and issues regarding student safety.

A CONCRETE ACTION PLAN IS AVAILABLE IN THE SCHOOL. HANDLING OF CHEATING RELATED TO SCHOOL WORK, TESTS ETC.

DEFINITION OF CHEATING

- Copying material or plagiarising without mentioning the source.
- Possessing or using unauthorised aids.
- Copying from someone else or sharing with someone else unauthorised information during an examination.
- Making up false information.
- Allowing someone else to do your work.

MEASURES IN THE CASE OF CHEATING

Step 1

- Individual conversation between teacher and student and department head.
- Contact with parent/guardian if the student is under 18.
- No certificate for work/test.
- Student's other teachers informed.

Step 2

- Repeat offences can lead to a written warning or exclusion according to Chapter 5, Section 17 of the Education Act.

PROCEDURES FOR COMPLAINTS

If you would like to complain about something related to your education, the school should investigate and should have procedures for dealing with your complaint.

In the first instance, you should talk to your mentor and after this to your department head. If you are still not satisfied, you can email utbildningsnamnden@vaxjo.se, stating what you want to complain about, and an official will contact you.

The Swedish Schools Inspectorate is the regulatory authority for all schools, and you can notify them by phone on +46 (0) 8 586 080 00, or by post to:

Box 23069, 104 35 Stockholm, or by email to: skolinspektionen@skolinspektionen.se



STUDENT HEALTH SERVICES – KEEPING YOU HEALTHY!

The student health services consist of school nurses, welfare officers, school doctors, psychologists and special needs teachers/teachers for special needs education. The objective for student health services at upper secondary school is to support your health and development and consequently your school work. We take an overall view – in which body, mind, environment, social factors and learning are seen as parts of a whole. We want you to be healthy and to succeed in your studies, and we are happy for you to contact us if you have questions about anything from tiredness and headaches to stress, depression or difficulties with your studies.

YOUR HEALTH – By being conscious about how your lifestyle affects you, you can to a certain extent affect your own health yourself. The role of student health services is to guide and support self-help. You can come to us with a few friends or have us visit your class. No subject is too big or too small. We want to help you achieve a good physical and mental environment and are happy for you to contact us if, for example, you have headaches or feel stressed or are worried about something. Preventing accidents is just as important as dealing with any injuries that have occurred. The student health services have a continuous dialogue with teachers and other staff at the school in order to ensure that you have the right environment for your studies.

ARE YOU WORRIED ABOUT SOMEONE CLOSE TO YOU? – Has a close friend changed recently, perhaps become tired, listless or inaccessible? Whether you are just generally concerned or suspect an eating disorder or drugs, it can be an important step to talk to the student health services. Coming to us means that you can share or hand over responsibility. We have considerable experience of sensitive situations.

SCHOOL NURSE – When you start upper secondary school, you are offered a health visit with the school nurse. During the conversation, you have the opportunity to discuss and think about your own health and your lifestyle. On a number of programmes, investigation and information are mandatory; for example, hearing is measured for all those exposed to noise, and a health visit is provided to those working with food.

SCHOOL WELFARE OFFICER – You can contact the school welfare officer if you need to talk about your personal and social situation. For example, this can relate to dealing with relationship problems, conflict resolution and crisis management. You can also talk to a welfare officer if you need guidance and advice on financial issues such as student

aid, budgeting and scholarships. We also offer health discussions for groups/classes.

SCHOOL DOCTOR – If you would like to meet the school doctor, make an appointment through the school nurse.

Additional help to cope with your studies – Your teacher is the first person who can help you to cope with your studies. If this is not sufficient, there are teachers for special needs education as an additional resource. We can provide you with tips and ideas for how to more easily cope with your school work. Together, we can find your strengths and help you benefit from them. If you have difficulties with reading and writing, we will try to find out why. If we find that you need a diagnosis, for example reading and writing difficulties/dyslexia, we can help you with this.

You can also receive support to help you with mathematics. In addition, we can offer help in terms of various technical aids to facilitate your school work. We visit every class in Year 1 and talk about our activities. You can also visit us in room 229 for a chat.

DUTY OF CONFIDENTIALITY – Everyone within the student health services has a duty of confidentiality according to the Public Access to Information and Secrecy Act. But if you want, and if we have agreed about this, we can inform teachers and/or classmates. The school nurse and school doctor keep medical records for each student. The student health services at Katedralskolan are LGBT-certified. This certification means that the staff are trained to provide the same high quality care for everyone, regardless of gender identity, gender expression and/or sexual orientation.

STUDENT HEALTH SERVICES – YOUR HEALTH

- acute injury
- tiredness
- headache
- depression
- relationships
- stress
- bullying
- tobacco – help to stop smoking/taking snuff
- alcohol and other drugs
- love, sexuality and contraception
- worry about pregnancy
- thoughts about your body and food
- problems at school
- thoughts about life
- concern about a friend
- guidance to get more help



SHOW CONSIDERATION FOR OTHER PEOPLE

The school is a workplace for you and many other people. Naturally this means that we must show each other consideration and together create a good working climate. You share this responsibility with everyone else in the school.

SCHOOL RULES – The students and staff at Katedralskolan 1-4 should respect everyone, take joint responsibility for a good work environment, be responsible for premises and equipment, comply with the school's stated times, respect and comply with the school's drug policy and have mobile telephones turned off during lessons unless teachers and students agree otherwise for certain lessons.

DORIS – When you start at the school, you receive access to Doris, which is the schools' digital platform for information, communication and collaboration. You also receive a storage space for your digital documents in Doris. You are personally responsible for ensuring that your login details do not fall into unauthorised hands. Use Doris regularly, but responsibly.

TEXTBOOKS – You will be loaned the majority of your textbooks. You may underline and make notes in the books, but when you hand them back these must all have been erased.

TRAFFIC – Bicycles, mopeds, motorbikes and cars should be parked in the allocated spaces adjacent to the school. This ensures that emergency vehicles have access if something happens to the school.

SAFETY PROCEDURES – It is important that you are aware of the school's emergency evacuation plans. These are displayed in each classroom. It is also important that fire equipment and safety devices function correctly, both for you and for other people. For this reason, damaging safety equipment is a punishable offence.

CRISIS GROUP – The school has a crisis group which provides help and support in the case of deaths or serious accidents. The group consists of the school management and student health services.

DELAYED TEACHER/CANCELLED LESSONS – If a teacher has not come to the lesson within five minutes of the starting time, the class representative should go to the school office to obtain information. During this time, the class should remain in the classroom.

IF YOU DO NOT BEHAVE... – If you disrupt a lesson, the teacher has the right to exclude you for the rest of the lesson. They can also confiscate disruptive objects, such as mobile phones. If you continue to demonstrate inappropriate behaviour, your teacher/mentor will talk to you and, if you are not of age, with your parent/guardian. The next step is that the work group conclave takes up the problem with input from student health services or the department head. If the inappropriate behaviour continues, you will receive a written warning from the department head and must sign a time-limited contract about continued studies. Ultimately, the Board of Education can decide to exclude you according to the Education Act, Chapter 5, Sections 17-21.

Graphical production black.se

Text Department of Education, Växjö Municipality

Photography Markus Crépin Sundström

Print Lenanders grafiska



CALENDAR

Autumn semester 2016

22 August Semester start
 5 October Study day
 31 October-4 November Autumn half term holiday (week 44)
 22 December Semester end

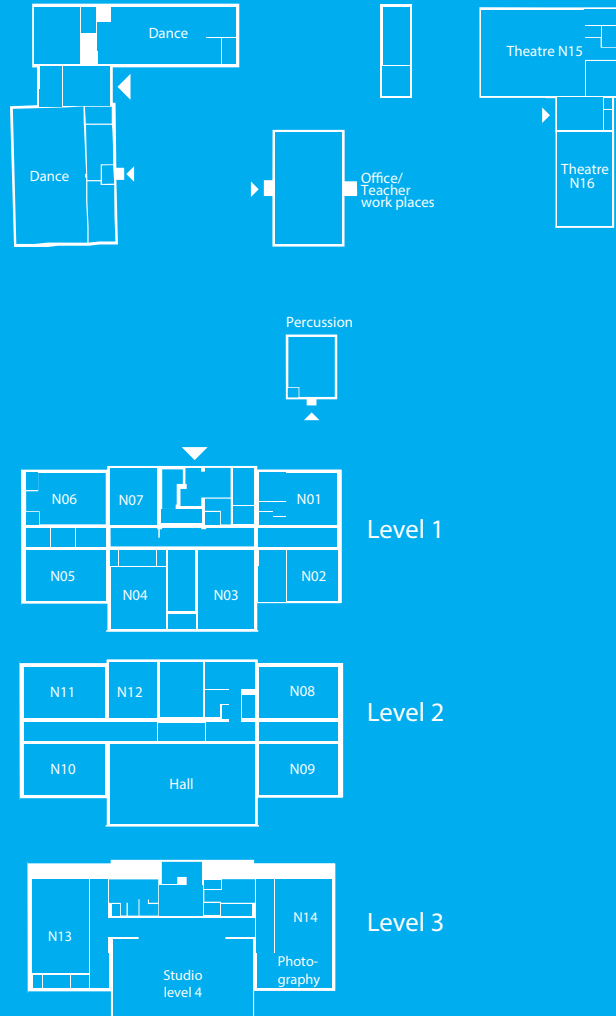
Spring semester 2017

9 January Semester start
 20 February-24 February Spring half term holiday (week 8)
 10 April-13 April Easter holiday (week 15)
 10 May Study day
 26 May Holiday
 30 May Holiday
 5 June Holiday
 16 June End of academic year

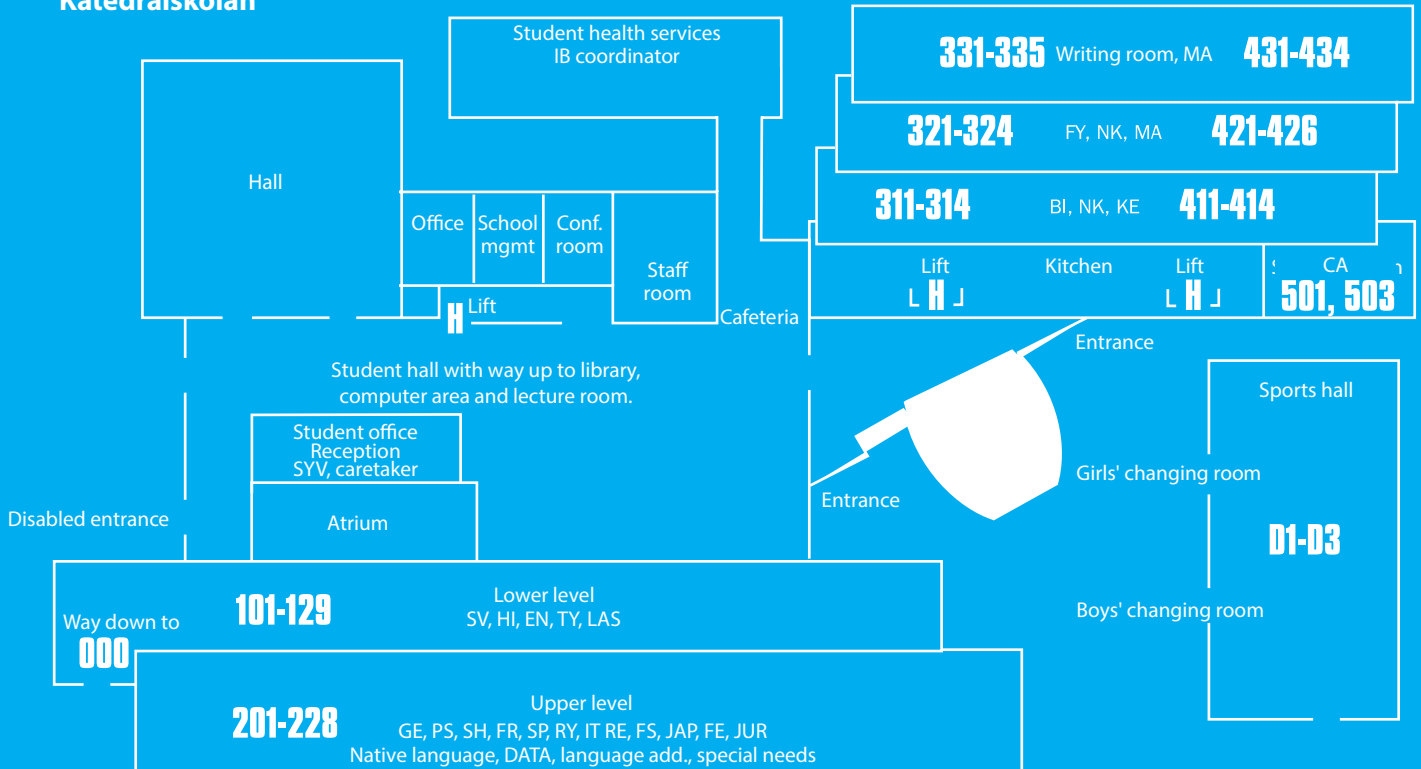
Graduation days

13 June Kungsmadskolan
 14 June Teknikum
 15 June Katedralskolan

Norrullskolan



Katedralskolan



KATEDRALSKOLAN

Samuel Ödmanns väg 1 352 39 Växjö
 Telephone +46 (0) 470 417 38
 www.katedralskolan.se