

# USEFUL INFORMATION

KUNGSMADSKOLAN 2016-2017





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Director of Education  
camilla.holmqvist@vaxjo.se

# 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

## DEPARTMENT OF EDUCATION IN VÄXJÖ MUNICIPALITY

Address Box 1222, 351 12 Växjö

Visiting address Västergatan 17 B, Växjö

Telephone +46 (0) 470 410 00



## KUNGSMADSKOLAN – BE WHO YOU WANT TO BE

At Kungsmadskolan, you get the chance to do what you're passionate about, together with new friends who have the same keen interest. Here you can choose between courses leading to further studies or a job.

Whatever you choose, we give you a range of exciting experiences to provide you with better understanding of what you have learned. As a student at Kungsmadskolan, you will have a creative and enjoyable time and the opportunity to develop your interests.

Regardless of what your objectives are, we will work together to help you be who you want to be.

# KUNGSMADSKOLAN

**ADDRESS** SANDSBROVÄGEN 21T, 352 33 VÄXJÖ  
**TELEPHONE** +46 (0) 470 417 90  
**EMAIL:** KUNGSMADSKOLAN@VAXJO.SE  
**WEBSITE:** WWW.KUNGSMADSKOLAN.SE

## SICKNESS REPORTING

Absence due to sickness should be reported every school day between 07.30–09.00. This should be done via Dexter or the Hypernet app. +46 (0) 470 417 90

### Department heads

Johan Krantz 418 93  
johan.krantz@vaxjo.se

Jenny Wikby 417 84  
jenny.wikby@vaxjo.se

Martin Wikerstål 417 82  
martin.wikerstal@vaxjo.se

Ulrika Boström, Language introduction 435 72  
ulrika.bostrom@vaxjo.se

Staffan Johnson, Gymnasiesärskolan 438 72  
staffan.johnson@vaxjo.se

See [www.kungsmadskolan.se](http://www.kungsmadskolan.se) for the department heads' areas of responsibility.

### Department heads

Hanna Höckert, SA, 419 81  
hanna.hockert@vaxjo.se

Katarina Jändel, HA 418 10  
katarina.jandel@vaxjo.se

Christina Karlsson, HV 410 65  
christina.karlsson3@vaxjo.se

Kristina Hallberg 79 60 64  
kristina.hallberg@vaxjo.se

Caroline Swahn, RL 418 29/79 60 73  
caroline.swahn@vaxjo.se

Irene Wirdelöv, ES 419 17  
irene.wirdelov@vaxjo.se

Tomas Wijk, BA, 418 36  
tomas.wijk@vaxjo.se

Marie Martinsson, Language introduction 464 61  
marie.martinsson2@vaxjo.se

### Guidance counsellor

Christina Bjelk Gerestrand 417 94  
christina.bjelkgerestrand@vaxjo.se

Kristina Hörlin 418 30  
kristina.horlin@vaxjo.se

Karin Gustavsson 436 45  
karin.gustavsson@vaxjo.se

Åsa Eliasson, Language introduction 076-621 66 21  
asa.eliasson@vaxjo.se

Cecilia Lindqvist, Gymnasiesärskolan 438 99  
cecilia.lindqvist@vaxjo.se

Matz Holm, Workplace learning supervisor. Gymnasiesärskolan 79 64 50  
matz.holm@vaxjo.se

See [www.kungsmadskolan.se](http://www.kungsmadskolan.se) for areas of responsibility.

### Student health services

Inger Fransson, School nurse 417 97  
inger.fransson3@vaxjo.se

Sofi Runesson, School nurse 417 96  
sofi.runesson@vaxjo.se

Jeanette Andersson, School nurse

Johan Jonsson, School doctor  
Appointments are made via the school nurses

Lena Carlberg, Welfare officer 419 90  
lena.carlberg@vaxjo.se

Pia Titusson, Welfare officer 418 03  
pia.titusson@vaxjo.se

Robert Andersson, Welfare officer  
robert.andersson@vaxjo.se

Monica Danielsson, Welfare officer, Gymnasiesärskolan 438 39  
monica.danielsson@vaxjo.se

Lina Karlsson, Occupational therapist 436 98  
lina.karlsson@vaxjo.se

Jitka Gullstrand, Special needs teacher 418 28  
jitka.gullstrand@vaxjo.se

Helen Jönsson, Special needs teacher 436 92  
helen.jonsson@vaxjo.se

Catharina Rappner, Special needs teacher 418 12  
catharina.rappner@vaxjo.se

Håkan Janstad, Teacher for special needs education, Swedish 418 44  
hakan.janstad@vaxjo.se

See [www.kungsmadskolan.se](http://www.kungsmadskolan.se) for areas of responsibility.

### Library

Cecilia Elmdahl, Librarian 79 64 13  
cecilia.elmdahl@vaxjo.se

Cecilia Lindahl, Library assistant 79 64 13  
cecilia.lindahl@vaxjo.se

### Caretakers

Mikael Hallsten 417 91  
mikael.hallsten@vaxjo.se

### Student office

Susanne Lingedal 411 48  
susanne.lingedal@vaxjo.se

### Student office

Irène Gylfe, Staff officer 417 87  
irene.gylfe@vaxjo.se

### Reception

Marie Sjöqvist 417 90  
marie.sjoqvist2@vaxjo.se

### Meal unit

Betina Scheibye, Kitchen manager 417 98  
Kitchen, Kungsmad

### Service

Anna Pettersson, Service manager 070-983 44 71

### IT support

itsupport@utb.vaxjo.se 419 27

### IT Coordinator/ICT Teacher

Ola Durborg 464 16  
ola.durborg@vaxjo.se

## SIMPLIFIED ENGLISH

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

For more information, contact Reception:

Telephone +46 (0) 470 417 90

Email [kungsmadskolan@vaxjo.se](mailto:kungsmadskolan@vaxjo.se)

## PRESENCE AND ABSENCE

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

**SICKNESS REPORTING** – If you become sick, report your absence via your Dexter login, via your login to the Hypernet app or by telephone (+46 (0) 470 41790 between 07.30–09.00). If you are under 18, your parent/guardian should make the sickness report. The sickness report should be made very school day. If you fall ill during the day, you report your sickness in the same way as above, either via a Dexter or Hypernet login or by telephone. When you are out on workplace learning/placement, ring the school and of course also the workplace. Remember that you should also cancel any special dietary requirements if you are sick, telephone +46 (0) 470 417 98.

**LEAVE OF ABSENCE** – If you have to be absent from school outside school holidays, 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 which is available from the student office and can be downloaded from our website. A parent/guardian must sign the form before you submit it to your mentor. The school has restrictions on granting leave of absence.

If the leave relates to:

- individual lessons, contact the relevant teacher.
- up to three days, contact your mentor.
- a longer period, contact your mentor and the department head for your programme.

**OTHER SCHOOL ACTIVITIES** – When you represent the school during competitions, take part in cultural activities or to a certain extent in student union activities, these are part of school activities.

**UNAUTHORISED ABSENCE** – Other than sickness and leave for which you have received approval, all other absence is unauthorised. We will contact your home and inform the student health services if you have high levels of absence. If you are absent from school a great deal you have no opportunity to take part in lessons and therefore will not receive any grades. Because you receive a study grant for full-time studies, high levels of absence mean 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. For Gymnasiesärskolan (special upper secondary school) there are special rules.*

**ABSENCE AFFECTS YOUR STUDY GRANT** – You receive your study grant for full-time studies. If you have repeated 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, which you can receive no later than the spring semester in the year in which you turn 20. 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 usually get your pass from the school. If you lose your pass you can get a new one for a fee of SEK 250. Report stolen cards on [www.polisen.se](http://www.polisen.se). Take a copy of the report to the school to receive a new pass for a fee of SEK 100.

**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 pass and a boarding grant. When you are approved for a boarding grant, you must return any bus pass.

## THE A-Z OF KUNGSMADSKOLAN

**Appraisals** Your mentor will carry out a documented appraisal together with you at least once a semester.

**Cafeteria** Open Monday-Thursday 07.45–13.00, 13.30–15.00.  
Friday 07.45–13.00, 13.30–14.30.

**Car parking** School students park to the north of Ekebovägen. Parking on the school premises is intended for staff and authorisation is required.

**Change of address** Always inform the student office of your study address if you change address during your period of study. This also applies if you are a boarder.

**Computer lockers** There are special lockers with charging facilities for the storage of your computer or digital tools.

**Fire extinguishers** are available in each building.  
See markings on the evacuation plan. There are also smoke detectors, which will be triggered automatically in the case of fire hazard.

**Library** opening hours are Monday-Thursday 08.00–16.00. Friday 08.00–15.00.

**Lockers** All students have access to their own locker during school hours. Keys can be provided by the relevant teacher. If you forget the key, contact the caretakers' office

07.45–08.15. If you lose the key, you will be charged SEK 200. Do not store valuable items in your locker. The school has no insurance against theft; you are responsible. The school management has access to all lockers.

**IT support** If you have problems with your digital tools you can get help from IT support. It's open on school days between 09.00–15.00 and can be found at Teknikum, entrance from Gamla Norrvägen. +46 (0) 470 419 27.

**Lifts** If you have need of the lift, you will be provided with the key

**Lost property** should be handed in to a caretaker or Reception. Lost property can be recovered by providing a description.



**ACCIDENT INSURANCE** – All students at municipal upper secondary schools are covered by collective accident insurance. An insurance statement is available from Reception. The insurance statement and further information is also available on Våxjö 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 or making a claim after the trip, contact the school welfare officer.

## GRADES AND INDIVIDUAL STUDY PLANS

*At upper secondary school you receive a grade after each course you complete and for your school work. 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. You will receive a grade regardless of how the other people in the teaching group perform. Grades are allocated on an ongoing basis after every completed course, which means that you do not receive a grade per semester. You can see your individual study plan via the school portal, Skolportalen, [www.barnochutbildning.vaxjo.se](http://www.barnochutbildning.vaxjo.se)*

**INDIVIDUAL STUDY PLAN** – When you start at upper secondary school, an individual study plan will be drawn up for you. The plan is the basis for how you intend to structure your studies. The plan should state the choices you will be making during your time at upper secondary school: your programme, specialisation and courses. The plan will then be revised on various occasions during your time at upper secondary school. It is important that as a student you work together with the school to develop the study plan.

**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.

**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. When you have completed your studies you can receive a diploma certificate.

## DIGITAL TOOLS

You will be able to borrow a digital tool during your studies at the school. To access the Internet, you 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, contact Reception, the library or IT support.

You have access to information, communication and collaboration tools via Google, 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 Google so that you don't miss anything.

**IT SUPPORT** – If you have problems with your digital tools you can get help from IT support. They also handle questions regarding guarantees and insurance issues. IT support can be found at Teknikum, and the entrance is on Gamla Norrvägen.

**Information** The school has plenty of noticeboards. To display a poster, the poster must be approved and stamped by Reception.

You can contact teachers via their pigeonholes. The school has monitors where important information is displayed. 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.kungsmadskolan.se](http://www.kungsmadskolan.se), or via mobile mobil.kungsmadskolan.se

**Mentor** Every student has a mentor. The mentor is your "coach" during your time at upper secondary school.

**Opening hours** The school is open during school hours, 07.00-16.45. The opening hours may be limited during school holidays.

**Pigeonholes** All members of staff have a personal pigeonhole where you can leave information. These pigeonholes can be found at Reception and are arranged in alphabetical order.

**Rest room** A rest room for students is available adjacent to the student health services premises. Contact the student health services team.

**School lunches** Lunches are prepared and served at Kungsmadskolan. Open 10.45–13.00.

The **school portal** Here you can find information about your individual study plan, your personal timetable etc. You will receive your login information when you start school. If you have a problem logging in, contact Reception or the student office.

**Student office** Administers your choices, courses and grades.

**Student union** The office is in the library. [elevkaren.kungsmad@utb.vaxjo.se](mailto:elevkaren.kungsmad@utb.vaxjo.se)

**Valuables** The school takes no responsibility for valuables. Thefts occur, and the sport changing room is particularly vulnerable. If your property is damaged or stolen, always report this to the student office.

## 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. We can offer your guidance relating to

- your current study situation
- future choices
- thoughts about future work.

## 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, staff and representatives from professional life take part. Subjects discussed include the content and orientation of courses.

**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 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. The class council appoints class representatives and student safety officers. 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.

**SAFETY COMMITTEE** – The student safety officer participates in the school's 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.

## MENTORS

*One of the most important people for you as a student at upper secondary school is your mentor. The mentor is the person from school who monitors your study results with you.*

Together, you have appraisals which form the basis for your individual study plan. Your mentor is the person you contact first when you need some form of advice or support for your school activities. Your mentor is your connection to other staff and to the teachers you have. The mentor's tasks also include being the person who has regular contact with your parents/guardian. We see your mentor as the adult who guides you through your upper secondary school studies. Once a week you have a time when you can meet your mentor/information officer.





## 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

- It is prohibited by law to smoke on school premises or the school area which the school designates, at any hour of day or night. 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** sells food including snack packages (drink, roll with cheese and fruit) 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.kungsmadskolan.se](http://www.kungsmadskolan.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 on 417 98. The school restaurant is open 10.45-13.00. To avoid queues, you should eat lunch at the designated time for your lunch break.

**THE CARETAKERS' OFFICE** organises things like keys for your locker. You can most easily contact the caretakers via email, by telephone on 417 91 or during their office hours, 07.45-08.15. 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 aim of our work on equality of treatment is to create a school free from discrimination, harassment and degrading treatment. The work takes as its starting point aspects for discrimination such as gender, gender identity or gender expression, ethnic background, religion or other belief, discrimination Act, sexual orientation or age.

### 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).

**OBJECTIVES** – See the relevant unit at Kungsmadskolan. Information is available at [www.kungsmadskolan.se](http://www.kungsmadskolan.se)

**VISION** – Both students and staff should feel secure, happy and have a sense of community. Nobody should be exposed to degrading or discriminatory treatment.

- 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 ON THE SCHOOL WEBSITE.**

## HANDLING OF CHEATING RELATED TO SCHOOL WORK, TESTS ETC.

### DEFINITION OF CHEATING

- Copying someone else's 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

- In the case of repetition, the basic principle is that no grade will be given for the course or, if the student has provided other accepted work for assessment, that a grade of F will be given.
- If step 2 applies, the student will be informed about their right to appeal.

## PROCEDURES FOR COMPLAINTS

If you would like to complain about something related to your education, the school should investigate and should have widely-known 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 always email [utbildningsnamnden@vaxjo.se](mailto: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](mailto:skolinspektionen@skolinspektionen.se)



## STUDENT HEALTH SERVICES – KEEPING YOU HEALTHY!

*Student health services works both to promote good health and prevent ill health, and consists of school nurses, welfare officers, teachers and special needs teachers. 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 are seen as parts of a whole. We want you to be well and for you to come to us if you have questions or thoughts about everything from tiredness and headaches to stress and depression. And of course you're welcome to come simply to talk.*

**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 issue is too big or too little. 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 experience of sensitive situations.

**SCHOOL NURSE** – When you start upper secondary school, you are offered a health visit with the school nurse, taking your concerns as a starting point. On a number of programmes, investigation and

information are mandatory; for example, hearing is measured for all those exposed to noise, and health information 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 or if you need to contact other authorities.

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

**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 or classmates about various conditions. The school nurse and school doctor keep medical records for each student. Only the school nurse, school doctor and the student themselves have access to this medical record.

## 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





## SUPPORT DURING YOUR STUDIES

*Do you feel stressed and find it difficult to structure and/or plan your studies? Do you feel overwhelmed? Do you find it difficult to get started or finish things? Is it difficult for you to read and write and/or keep focused.*

At Kungsmadskolan, there are several people who can support you in your studies so that you can reach your goals. Here we have teachers in the Study Space, teachers for special needs education, special needs teachers and occupational therapists who can help you in different ways to develop your study strategies and make progress.

**DON'T HESITATE TO CONTACT US WE ARE THERE FOR YOU!**

## COMMON RULES

*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.*

**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.

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

**Study trips** – If your class plans a study trip, you should provide the programme to the department head no later than one month before departure. As far as possible, all students in the class should take part. And all students must agree to abide by the given rules.

**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. This includes the school management, school nurse and welfare officer.

**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 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 and reports it to student health services. If the inappropriate behaviour continues, you will be given a written warning. Ultimately, the Board of Education can decide to exclude you according to the Education Act, Chapter 5, Sections 17-21.

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## 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	Kungsmad
14 June	Teknikum
15 June	Katedral

## KEY

**Building 10 (Gallerian)**  
**2nd floor – entrance level**  
**T** Main entrance  
**Rec** Reception  
**Adm** department head, guidance counsellor, school office, student office  
**Student health services**

**3rd floor building 10**  
 Teachers' work room  
 Rooms 10:333-10:359

**4th floor building 10**  
 Teachers' work room  
 Rooms 10:433-10:459

**Building 03**  
 Arts  
 Commerce  
 Hotel & Tourism  
 Society  
 Language introduction

**Lower level building C**  
 Rooms 007-035 Radio and sound studio, property manager

**1st floor building C**  
 Rooms 105-151

**2nd floor building C**  
 Rooms 203-232

**3rd floor building C**  
 Rooms 306-332

