

USEFUL INFORMATION

KATEDRALSKOLAN 2017-2018





Camilla Holmqvist
Administrative Manager
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:

Pernilla Tornéus, Chair of the Programme Committee, +46 (0) 470 433 92
Malin Lauber, Deputy Chair of the Programme Committee +46 (0) 470 433 81
Camilla Holmqvist, Administrative Manager, +46 (0) 470 416 37

DEPARTMENT OF EDUCATION

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



Henrik Ahlin
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
- Arts programme ES
- Humanities programme HU
- International Baccalaureate IB
- Introduction programme – language introduction
- Science programme NA
- Social science programme SA

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.

Henrik Ahlin
School head

KATEDRALSKOLAN

ADDRESS	SAMUEL ÖDMANNS 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. If you are under 18, your parent/guardian should make the sickness report. 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

Henrik Ahlin 417 32
henrik.ahlin@vaxjo.se

Head teachers

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

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

Jonas Edh, SA 417 35
Jonas.edh@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, IB, EK, NA (*leave of absence pt*) 417 42
jessica.tarland@vaxjo.se

Gunilla Rahm Andergren, IB, EK, NA 417 42

Caroline Andersson, SA, HU, ES 417 46

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, Service manager 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

Maria Rosenqvist, Norrtull +46 (0) 73 368 72 44

Technician

Max Vigna 417 39
massimiliano.vigna@vaxjo.se

IT support 419 27

itsupport@utb.vaxjo.se

Friidrottsgymnasiet

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.

ABSENCE – You apply for absence to your mentor. 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. In the case of high levels of reported absence, the school will request a doctor's certificate in order to assess whether this is valid.



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 Gymnasieskololors 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 statement is available from Reception. The insurance statement and further information is also available on Växjö municipality's website.

THE A-Z OF KATEDRALSKOLAN

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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.

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.

Email All students receive their own email address.

Evacuation Evacuation plans are available in corridors and classrooms.

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

Information You will receive information on a daily basis via Doris, the schools' intranet.

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 for another reason, you want to postpone or terminate your studies, you should contact both the guidance counsellor and the head teacher.

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. To fulfil the requirements for the upper secondary school diploma on the university preparatory programme, you require a pass in Swedish 1, 2 and 3, English 5 and 6, Mathematics 1 and the upper secondary school diploma. You must also have pass marks in 90% of the courses. 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.



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. Opening hours 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.

School hours The school is open 07.30-16.30

Rest room available through the school nurse.

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.

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.

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 Programme Committee.

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 or at least twice per semester. Minutes are kept of class council meetings.

CLASS CONCLAVE – Discusses every class, and even individual students. Student health services and headteachers provide support.

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 head teacher.





DRUG POLICY, UPPER SECONDARY SCHOOLS IN VÄXJÖ

ANDT, Alcohol, Drugs, Tobacco and Doping

This provides important guidance in the work of the upper secondary schools against drugs in Växjö municipality. The policies aimed at parents/guardians, students and personnel in the school.

OBJECTIVES

- To detect at an early stage and prevent use 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, personnel should react by talking to the student, informing the parent/guardian if the student is under 18 and by reporting the matter to the head teacher and 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 head teacher. 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.

- If drug use by a student who is a minor is suspected, the parent/guardian will be contacted.
- The student will be offered support by the student health services and/or another body. Other measures may be disciplinary (written warning, or exclusion according to the Swedish Education Act).
- If we are concerned about the development of a young person, we will report this to Social Services in the student's home municipality.
- The school collaborates with bodies including the Navet outpatient care unit. Information, support dialogues and testing can be offered.
- People found possessing or selling drugs in relation to school activities will be excluded. The head teacher is responsible for reporting the matter to the police.
- If drugs are found they will be handed over to the police by the school management.

TOBACCO

- The school aims to promote health and therefore it is a tobacco free area. 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.

Care about and show consideration for the students coming to the next lesson, who need to go to the toilet, those 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, REPORT THIS VIA THE E-SERVICE. You need to provide confirmation of the need for special food by an attestation from your doctor or the school nurse. 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



PREVENTATIVE WORK AGAINST DISCRIMINATION AND INSULTING TREATMENT

Katedralskolan undertakes preventative work that aims to counteract discrimination and insulting treatment. The aim with the work is to ensure that we provide educational activities in which all students have equal rights regardless of gender, gender identity or gender expression, ethnic background, religion or other belief, disability, sexual orientation or age. The work is carried out by means of an annual inventory, collaboration with students through the student safety officer, preventative activities and training together with clear procedures to be used if discrimination or insulting treatment is discovered.

REGULATIONS

The work is carried out according to current legislation, above all

- The Swedish Discrimination Act (2008:567)
- The Swedish Education Act (2010:800)
- The Swedish Upper Secondary School Ordinance (2010:2039)

OBJECTIVES

The primary goal is to completely prevent discrimination and other insulting treatment at Vaxjö Katedralskola, including by:

- Everyone being able to come to school and feel secure and respected.
- Preventing the occurrence of discrimination/harassment at an early stage.
- There always being 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 head teacher. 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 head teacher, welfare officer, school nurse or safety officer.
- Student safety officers are appointed and receive training in the current legislation and issues regarding student safety.

The school undertakes a number of preventative activities, in consultation with the student union, including Love Week, which is aimed to create a good atmosphere in the school in which all students can be who they want to be.

ACTIONS IN THE CASE OF SUSPECTED INSULTING TREATMENT OR DISCRIMINATION.

Anyone suspecting or becoming aware of discrimination or insulting treatment is responsible to report this to the head teacher. The head teacher is responsible for ensuring that an investigation is carried out. All those affected may be heard during this investigation. After the investigation, measures will be decided upon. Suspected discrimination or insulting treatment will always be reported to the principal. For more detailed information, see the school's website.

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 head teacher.
- Contact with parent/guardian if the student is under 18.
- No grade, assessment or feedback on the work/test.
- Student's other teachers informed.

Step 2

- In the case of repetition, a written warning or exclusion may be applied according to Chapter 5, Section 17 of the Swedish 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 head teacher. If you are still not satisfied, you can always 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 issue 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.

SUPPORT IN YOUR SCHOOL WORK – If you are having difficulties reaching the level required for the upper secondary school diploma, the school will carry out an investigation to find out what needs you have to achieve this. At the end of the investigation, the school will state what measures we will take for you to succeed with your education. We will also discuss what you as a student can change to cope with your studies and how we can support you in this process. The investigation will be discussed by the school's student health team, which consists of the head teacher, the welfare officer, school nurse, guidance counsellor and teacher for special needs education/special needs teacher.

STUDY CENTRE – The school's study centre is located in the library. During the school day this room contains teachers with different subject knowledge who can help you with your studies. The study centre is available for all students, regardless of what your study goals are. To see which teachers are staffing the study centre, enter “Study centre” (studiecentrum) in the online timetable.

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.

RULES OF CONDUCT – Students and personnel at Katedralskolan should respect everyone, together be responsible for a good working environment, responsible for premises and equipment, respect the school's stated opening hours, respect and comply with the school's drug policy, and have mobile phones switched off during lessons unless teachers and students have agreed otherwise for particular lessons

DORIS – When you start at the school, you receive access to Doris, via Google Apps, 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.



CALENDAR

Autumn semester 2017

21 August Semester start
 4 October Study day
 30 October-3 November Autumn half term holiday (week 44)
 21 December Semester end

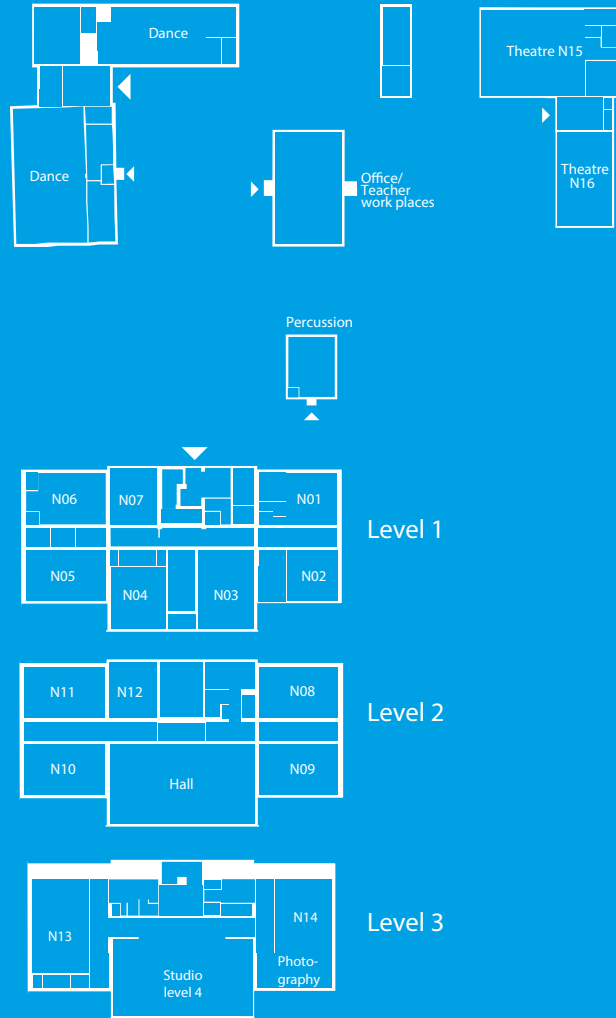
Spring semester 2018

8 January Semester start
 19 February-23 February Spring half term holiday (week 8)
 26 March-29 March Easter holiday (week 13)
 30 April Holiday
 11 May Holiday
 24 May Study day
 29 May Study day
 15 June Semester end

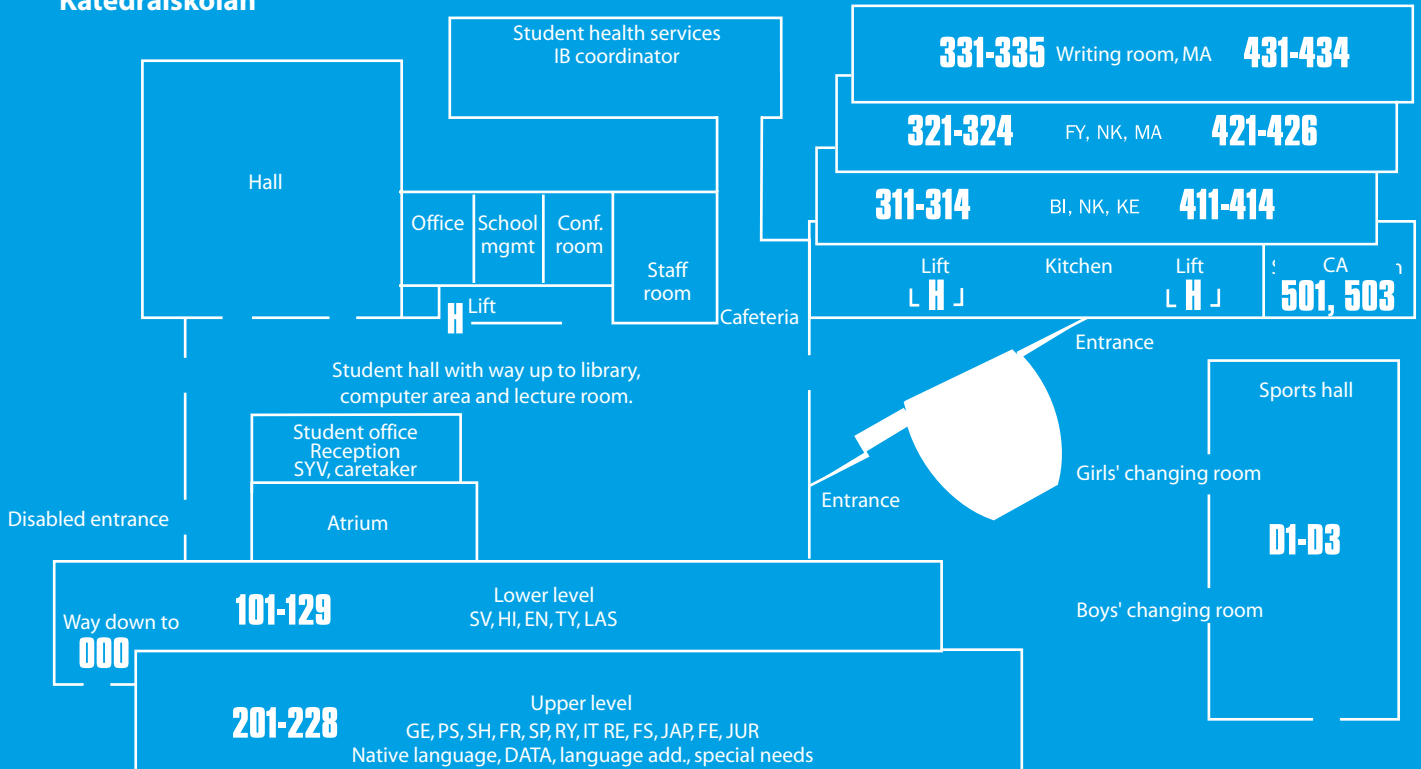
Graduation days

12 June Kungsmad
 13 June Teknikum
 14 June Katedralskolan

Norrullskolan



Katedralskolan



KATEDRALSKOLAN

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