

HVITFELDTSKA GYMNASIET

**A modern school with traditions
– since 1647**



Academic Year 2021/2022

Welcome to Hvitfeldtska!

We look forward to having you as a student at Hvitfeldtska for the coming three years! We hope you enjoy your stay here at the school and feel satisfied with your education at Hvitfeldtska.

These three years of high school are eventful and important years. Not only as part of your training to acquire a profession but also as a milestone in life, an important developmental phase to becoming an adult. When you start high school you are still seen as a "child" by society. In three years, when you finish, you are of legal age, may vote, have a driver's license and are expected to take responsibility for your own livelihood. The friendships made in high school often become life-long. The teachers and staff involved in three years of your life hope you will look back on your time at Hvitfeldtska with warmth, gratitude and joy.

With this brochure, we will try to give you an idea of the school as soon as you start. It also provides you with answers to common questions, giving tips on good study habits and provides contact information for various school functions. We will also explain what the school expects of you.

Your own determination and will have brought you here, feel welcome! We hope that in these three years you will feel that you are a part of the Hvitfeldtska legacy!

Table of Contents

What is Hvitfeldtska high school?	p. 3
Being a student in high school	p. 4-6
The school year and dates 2020/2021	p. 7
Contact information	p. 8
Study Centre and Library	p. 11
Some advice on good habits	p. 13
Five quick points to keep in mind	p. 14
Code of Conduct- ordningsregler	p. 15
Counselors Help You Cope	p. 17
Information Hjärntorget	p. 21-22



What is Hvitfeldtska high school?

“Hvitfeldtska is an academically focused international school with a variety of programs to offer students a world class high school education”

The school you will attend has traditions that date back to the 1600s. The college was founded in 1647 by Queen Christina and the name of Hvitfeldtska comes from Margaret Huitfeldt, who in 1664 donated all her wealth for the benefit of pupils at the school. The economic education programs at the school originates from Gothenburg Institute of Commerce, which was established in 1826 and incorporated in our school in 1977. Hvitfeldtska high school has a long tradition of education to lean on.

Teaching is mainly done in two buildings, North and South, but for the past years, we have also operated in Aschebergsbyggnaden (Western). In the North you will find the main administration office. In the South is a smaller administration office.

The teaching of the humanities and science subjects are mostly located in the North building, while economic subjects, computer training, social sciences, and mathematics are located in the South building.

In North building you also will find the Student Health Team and the Student Union. Caretaker service is available in both North and South building. In the South building our Library and Career counselors can be found. The canteen is in a separate building within the school grounds. There is also a student café on campus.

If you want to know more about Hvitfeldtska’s history you can do so on our website. There you can also read about our practices regarding your education, learn about the student union, see the calendar and much more.

Being a high school student

There is a big difference between going to high school and going to elementary school. In this chapter, we discuss a few things that may be different in comparison to what you're used to.

Camaraderie

The students who have chosen the program you are in are likely to be a little bit more like you, and have similar interests compared to your former classmates. Look upon your classmates as companions that will help you get more out of high school.

All courses count

The Swedish high school is based on courses, not on subjects. The IB system however is based on subjects where everything you learn leads up to the final exams. The knowledge you need to cover during the two IB years is too much for you to just cram in to your head during say three months at the end. It is therefore necessary to keep up with all subjects – all the time.



Volunteerism and Attendance

Elementary school is compulsory for all young people. High school is voluntary and therefore different. You have chosen to go to high school. It is voluntary. When you decided to go to school, however, your presence is not optional. You are expected to attend - both in classes and in other activities.

Attendance is directly related to class achievement. What is done together in the classroom usually gives the best understanding. Higher attendance gives higher scores. Not only for you – but also for your classmates.

Your class-mentor regularly checks students' attendance. A high absence rate is reported to CSN and you might lose your study allowance. If that happens, it can affect your whole family's finances if, for example, you have social benefits.

You and your parents will have access to the website Hjärntorget, where you, and your parents in particular, can see attendance and report an illness.

Almost an adult

As you get older, you are expected to take more responsibility for yourself. In high school, your teachers do not make follow ups on a daily basis in the same manner as in elementary school. You may get plans over the studies, but you are primarily left to your own devices when it comes to the follow up of the planning.

You will have to keep track of papers and handouts. A binder to keep notes and handouts organized is a good start. Your teachers are of course available if you ask for help. All this because we trust you to be mature and take your own responsibility.



How to succeed in high school?

Be active from the beginning! Some of you may have succeeded in junior high school without doing much homework. You perhaps haven't learned so much new in certain subjects. Being a high school student is different.

- 1) Be active in lessons – it becomes much easier to keep up with what is going on in the courses.
- 2) Do homework! Homework is an opportunity to rehearse and consolidate what you have learned in class. Homework can also provide knowledge for future lessons so you can reach higher levels of knowledge.
- 3) Planning will do wonders for your efficiency. If you keep track of what you need to do –very soon, tomorrow and the next week - you will get an opportunity to repeat and escape the stress of last-minute cramming for exams.
- 4) Try to sleep 7-9 hours a night and eat breakfast before going to school. If it's long to lunch, bring a fruit or other snacks to school
- 5) Physical exercise each week will give you increased energy and concentration to help you handle both school and everything else you will need.

It might sound boring, but these tips will help you achieve better outcomes and feel better.

To maintain balance in life

School is only one part of your life and all parts should go together in order to make your high school education as productive and fulfilling as possible. This section is about things you can do to find a school – life balance.

Help others and get help from others.

Managing school alone is difficult. It's not just your teachers who can give you support and help. Do not forget your family and your classmates. Even if they cannot help you with academic demands, there are plenty of things they can do. You can find information together, question each other or explain concepts that you have understood for someone who needs help. The more you help each other, the easier it will be to get through.

Demands and stress

Young people today experience greater stress than previous generations. The demands can be felt from many facets of life: family, friends, school, associations, media and more. Many young people feel the need to be popular, successful, have company and the need to prove themselves and be seen in different ways. But – try to remember that most people, especially teenagers, are uncertain. People have a tendency to overdo how easy things are and how good they are and at the same time not mentioning the difficulties and hard work that they have experienced. Do not believe everything you hear.

Whatever the reasons for feeling stressed, there are ways to manage it. Go off-line at a set time in the evening. Keep your mobile in a position so that you can not hear if you receive a text during the night. Let your mind unwind before you go to bed. Think about what makes you feel stressed out and figure out how to avoid those situations. Are you stressed out in the morning? Pack your bag the night before, bring out the clothes you will wear the night before, etc.

Are you stressed about school? Try to plan further in advance. Have a frank discussion with your teacher about how you feel.

Think about what advice you would give someone in your situation if you were someone else. Sometimes we see someone else's situation more clearly than our own. Remember – you cannot do everything at once. You must select and prioritize what is important.



The school year and dates 2021/2022

A more detailed calendar can be found at our website!

Fall semester 2021: 18th of August - 22th of December

Fall break: 1st of November – 5th of November (w. 44)

Spring semester 2022: 10th of January – 9th of June

Sport break: 14th – 18th of February (w. 7).

Easter break: 11th – 14th of April (w. 15).

Free days: 27th of May and 6th of June

Graduation day for year 3 is 1st of June

Interview with Head of School, Mikael O Karlsson

When Mikael is asked about what he is most proud of when it comes to Hvitfeldtska his answer comes with great certainty. "We are a knowledge-oriented and international school of excellence and vast variety that wishes to offer a high school where pupils achieve more than they thought possible. I am particularly proud of the student body involvement with all their activities that create togetherness. I am also happy for our international exchanges and scholarships that enrich our students' high school years. "



Contact information

Switch board 031-367 06 00



Head of School

Mikael O Karlsson Overall responsibility for Hvitfeldtska
Phone: 070-617 14 18
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Principals

Lasse Keybets SA
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Caretaker South Phone:	031-367 06 17, 070-214 78 45
Caretaker North Phone:	0722-11 20 83, 0725-40 91 89
Helena Östberg Phone:	Head of the kitchen 031-367 06 26, 070-773 93 04



Student Health Team - Nurses

Louise Vleeshouvers NA, IMA
Phone: 031-367 06 51, 070-785 44 83

Karin H Gimbringer IB, HA
Phone: 031-367 06 50, 0707-85 44 82

Merja-Leena Smedberg EK, ESMU
Phone: 076-101 29 03

Maja Dautbegovic SA, IMS
Phone: 031-367 06 57

Student Health Team - Counselors

Anna Källmarker HA, SA, SPRINT
Phone: 031-367 06 56, 076-101 29 04

Ann-Cathrine Sylvén ESMU, NA
Phone: 031-367 06 55, 076-101 29 02

Lina Groth EK, IA, IB
Phone: 0725-38 18 90

School Counselors/ guidance counselors

SA, IMS, IB
Phone: 031-367 30 75

IMA, ESMU, EK
Phone: 031-367 30 33

NA, HA
Phone: 031-367 30 69

In addition to the guidance that is available at the school, you are also welcome to visit the Guidance Center's Drop-in on Skånegatan 20, 4th floor. Drop-in is open every Wednesday and Thursday. 14-18. No appointment is needed.

Study centre and Library

Gunilla Åkerström – one of our three special-needs teachers

What is the Study Centre?

Study centre is a place where all students can have support and aid in their studies. Here are special needs teachers with competence and time to assist and support in order to develop as far as possible. We are an extra resource for finding ways and getting started in the studies.

Everyone is welcome to us; it does not need to be big difficulties or defined learning disabilities. We can assist in planning and studying strategies just as well as adaptations for students in need of special materials or e.g. recorded books.



How do I find the Study Centre?

We are in the library, so it's close by for everyone studying in here.

Welcome

without any appointment in advance, if we cannot see you directly we will decide together when to meet!

Interview with library assistant Georgina Fernandez



Behind the counter in the library, we find Georgina. In addition to books and the opportunity to get advice in information questions, she wants the students coming to the library to meet with a safe haven, somewhere where you can sit, where you can go. This should be done in a way which shows respect for each other. The staff does not want the role of the police, but instead looks forward to good conversation and laughter as meetings with the students provide. When she was asked about her favorite book, she replies "Crime and Punishment" by Dostoevsky as it describes a timeless dilemma - why people commit crimes? Even today youngsters are punished without analyzing why a crime has been committed.

Study Centre (Studiecentrum)

The Study Centre is inside of the library and is open for all students at Hvitfeldtska.

We are three special needs teachers who can be of aid and support in your studies.

Irma Johansson HA, SA
Phone: 072-229 62 43

Marie Hamlin ES, IB
Phone: 073-950 17 90

Gunilla Åkerström EK, NA
Phone: 070-627 49 92

Library

Opening hours are normally 8.00–16.00 Mondays-Thursdays and 8.00–15.30 Fridays. Some weeks the library is closed to handle course books etc. and opening hours might be subject to temporary changes. Check our webpage: gymnasiearbetet.wordpress.com

Library reception
Karin Wessman
Phone: 031-367 06 61

Library assistants
Georgina Fernandez
Annika Pålsson
Phone: 031-367 06 62

Some advice on good habits

Here are some ideas on good habits that will help you get in order, remembering things better and to become less stressed out.

Get a calendar and use it.

During high school, you will have a lot of tasks to keep track of. This applies to homework, assignments, field trips, changes of classrooms, meetings and more. Keeping track of all this without a calendar will not work. In addition you probably have a lot of private things that you also want to keep track of. Using your calendar is a good way to avoid unnecessary stress by allowing you to always see clearly what you have to do every day.

Your calendar can be either on paper or digital (such as mobile phones or on the web). Both kinds have their advantages and disadvantages. The important thing is that you find out what suits you and that you get into the habit of using your calendar.

Paper calendar is usually faster to collect data. It offers, on the other hand, no reminders and it cannot link you to additional information.

The calendar on the phone or computer usually takes a little longer to collect data, but it can also schedule tasks, send reminders and link tasks to contacts or other information.

Get yourself a binder that you use on a daily basis.

In high school you will get a lot of handouts, loose sheets, study questions and other tasks. To maintain order, put everything into your binder. A register with tabs for your various classes will help you to separate the courses from each other. If you manage to keep track of your papers, you will save time and make review easier.

Pay attention during lessons and take your own notes

Taking notes in class is a key for success. Always bring pen and paper with you! Write down the important facts and concepts. Draw sketches. Describe to yourself how new things relates to the facts that you already know. Listening to the things your teachers say is particularly important. Your notes will be your map of what has happened in classes and what is most important in the various courses. With good lesson notes, it will be easier to understand your textbooks and to succeed in tests and assignments.

Study when it suits you best

Certain days of the week you probably have more to do than others. There may not be much time left when classes and extracurricular activities are completed. Other days, you will have more free time. Most students find it helpful to follow regular routines . Schedule study sessions during leisure time that you do each week. What subjects you choose to study may vary, but you should set time aside to study. Even if it feels awkward at first, it becomes easier to keep up with everything if you divide school day, studies, activities and leisure.

Develop good study routines

Concentration is something that anyone can practice. With better concentration, you get more out of every minute that you are studying. Gaining good habits are the foundation to not being disturbed easily.

Get a comfortable chair and a cleared table where you can set up what you need. Bring note materiel. Provide good lighting. Feel free to bring a glass of water. Shield yourself from the outside world and put away the cell phone, as it is impossible to be completely focused and keeping up on social media at the same time. Do not sit down for too long at first, 20 - 30 minutes if you are unaccustomed, and increase time gradually. Then take a break, stretch our legs and move around. Reward yourself with a bit of socializing, a snack or music. Do not take too long breaks – 15 minutes at most. Then return to your books.

To learn concentration, to take breaks, and to return to focus probably requires a bit of practice but anyone can get better at it. Sit down and try again!

Do not forget regular review

Remembering what you are studying during lessons will be easier if you go through the lesson twice. Ideally, such information shall be repeated to you within 24 hours. This need not be complicated or take too long. If you have taken good lesson notes it will probably take no more than ten minutes to read through them and decide what was most important. For some students, it works well to read the lesson notes as audio recording on the cell phone and then listen again and again. If you get used to review regularly, you will learn more and remember better.

It's easier to do things out of habit

You may think that it sounds boring and hard to follow the advice that we have listed. Maybe it is at first. But you will learn much more during one hour of concentrated studies than during hours of aimless studies. Once a task is solved, it will offer you satisfaction and new energy. A task you are unhappy with steals energy from you instead.

Some of our advice may not be suitable for you. But think about what it is that works for you - and then do those things regularly instead. Most important is that you become effective at studying in a way that suits you and that you make it your own good habit.

Being successful is all about repeating the things that work.

With time and more things to keep up with during each week it will be easier to have good habits. You do not forget what to do. You use your time more efficiently and achieve better results. You will also be less stressed out and feel better.

Five quick points to keep in mind

- Take responsibility for your studies and follow your study plan
- Keep yourself updated on what is happening through Hjärntorget and our website
- Be careful with and keep track of your textbooks
- Help us to keep it neat in the canteen
- Help us to contribute to a good study environment in the library

Ordningsregler för Hvitfeldtska

Ansvar, hänsyn och omtanke skall prägla samvaron och arbetet i vår skola. Alla vid skolan skall vara aktiva när det gäller att skapa en god arbetsmiljö.

Ingen elev eller personal tillåts att bli diskriminerad på grund av kön, könsöverskridande identitet eller uttryck, etnisk tillhörighet, funktionsnedsättning, religion eller annan trosuppfattning, sexuell läggning eller ålder.

1.1 ALLMÄNNA ORDNINGSGREGLER

- Skolan accepterar inte att elever eller personal genom tal, skrifter, sociala medier eller symboler utsätts för nazistiska, fascistiska eller rasistisk behandling.
- Skolan accepterar inte att elever eller personal utsätts för våld, hot om våld, förtryck, mobbning eller annan kränkande handling.
- Skolan accepterar inte att kniv eller annat vapen medtas till skolan.
- Skolan accepterar inte nyttjande eller innehav av droger såsom narkotika, anabola steroider eller alkohol i skolan, eller att någon är påverkad av droger under skoltid.
- Alla som uppehåller sig inom skolans område är skyldiga att på fråga från skolans personal uppge sitt ärende och legitimera sig. Obehöriga kan avvisas från skolan.
- På grund av olycksfallsrisken är det förbjudet att sitta i fönsterutrymmen.
- Alla är skyldiga att ta del av och följa givna föreskrifter och säkerhetsbestämmelser, använda föreskrivna skyddsanordningar och följa instruktioner från skolans personal.
- För att klassrum och övriga lokaler skall kunna städas effektivt skall ordningsanvisningar för respektive lokal följas.
- Rökförbud gäller i skolans lokaler, på skolgårdarna samt vid entrén till matsalen. Snusförbud gäller i samlingssalar och undervisningsutrymmen.
- Mobiltelefoner får inte, utan lärarens tillåtelse, användas under lektionstid.
- Tillstånd från skolans expedition krävs för affischering och andra former av reklam i skolans lokaler.
- Ersättningsskyldighet föreligger vid fall av klotter, skadegörelse eller nedskräpning.
- Elev som ertappas med nedskräpning och oacceptabelt uppträdande i skolans matsal skall utvisas och anmälas till rektor. Elev som vid upprepade tillfällen nonchalerar miljökraven i skolans matsal kan avstängas från skollunchen.
- Allt spel om pengar eller pengars värde, är förbjudet
- Elev som ertappas med fusk anmäls till rektor. Påvisat fall av fusk leder till skriftlig varning och om det upprepas kan eleven stängas av från undervisningen. Dessutom påverkas möjligheter till premier från fonder anknutna till skolan.

- Viss förtäring kan ske i klassrummet om den undervisande läraren och eleven är överens om detta. Klassrummet skall lämnas välstädad.
- Vid misstanke om förvaring av droger, alkohol, vapen, stöldgods eller annat som strider mot svensk lag, har skolledningen möjlighet att öppna skåpet och beslagta detta innehåll.

Brottsförebyggande insats

Som en del i vårt arbete med drogfri skola kan narkotikahundar komma att användas i förebyggande syfte, utan misstanke om brott, för att genomsöka skolans lokaler. Detta sker utanför ordinarie schematid.

1.2 ÅTGÄRDER

Den som bryter mot gällande regler eller på annat sätt saboterar arbetsklimatet kommer att bli föremål för åtgärder i enlighet med bestämmelserna i Skollagen 5 kap. *"Rektorn eller en lärare får vidta de omedelbara och tillfälliga åtgärder som är befogade för att tillförsäkra eleverna trygghet och studiero eller för att komma till rätta med en elevs ordningsstörande uppträdande."*

1.3 POLISANMÄLAN

Misstanke om brott mot svensk lag kommer att polisanmälas av skolan. Inbrott i personliga utrymmen samt stölder av personliga ting anmäls av den person som blivit utsatt för brottet. I samtycke med den utsatte kan skolan hjälpa till med anmälan.

Påverkansrådet, Hvitfeldtska Gymnasiet 20180322

Code of Conduct – summary in English

The introductory passage refers to Swedish law stressing the right to education for every child and teenager regardless of gender and class. This education is to promote responsible citizenship in a democracy with emphasis on respect for each individual's worth, work environment and gender equality.

- 1.1. General policy: This passage deals with the prohibition of any expression of racist, fascist and/or nazi beliefs (symbols, speech, abuse of others, etc) and the use or threat of violence or abuse (physical or verbal). Weapons and drugs are prohibited on school grounds. Any individual on school grounds is responsible to identify him/herself at the request of school staff.
 - 1.2. Consequences: Violation of the school code of conduct may result in:
 - 1.3 Police report (violation of Swedish law)
 - 1.4 Liability to pay damages (for underage students it is the parent or guardian who assumes this liability)

- 1.5 Disciplinary consequences as stipulated by the Swedish school law. This includes reprimand by teacher (students may be asked to leave the classroom for the rest of a class currently in progress), reprimand by principal or school nursing team, suspension from school (not to exceed two weeks) or long term suspension (not to exceed three terms). Suspension as a disciplinary subject is the decision of the local Board of Education (interim decisions may be taken by the head of school).

2. Local amendment

For Hvitfeldtska gymnasiet, the following items also apply: all students and staff should actively contribute to a positive work environment; for safety concerns it is prohibited to use window ledges or recesses for seating; to ensure efficient cleaning everyone must follow regulations pertaining to any certain room or space; there is a smoking ban in the school buildings, yard and outside the cafeteria and a snuff and chewing tobacco ban in assembly halls and classrooms; use of cellphones is prohibited in classrooms without teacher consent; promotional material and other matter cannot be posted on school premises without school permission; students who act unruly in the cafeteria will be reported to the headmaster for disciplinary consequences; students must follow computer use policies; any gambling for money is prohibited; when sitting an exam students must be able to identify themselves upon request; any act of plagiarism or academic dishonesty is to be reported to the principal for disciplinary consequences; if there is a suspicion of violation of Swedish law, the school has the right to enter a student locker and confiscate any unlawful material.

For information in full, please refer to the original document issued in Swedish.
Mikael O Karlsson, Head of School, Hvitfeldtska gymnasiet

Counselors Help You Cope

Overwhelmed by classwork? Scared because your parents are splitting up? Worried about a friend? Feel like you don't fit in?

Sometimes it's just not possible to make it through tough times alone. Problems can build up and you may find it difficult to get to sleep or not get enough sleep, you may find you can't concentrate on homework, or even become depressed. When you need to talk to someone, your school counselor can be a great place to start.

As a school counselor I know how to listen and help. I'll take your problem seriously and work with you to find a good solution. I'm trained to help with everything — and it doesn't have to be just school stuff. I can give you all sorts of tips and support on solving problems and making good decisions. Chances are that whatever problem you have, I have seen it before — and have a lot of good advice on how to help you work through it. I can give you tips on standing up for yourself, managing stress, talking to your parents, and dealing with anger and other difficult moods. I can help you deal with the sadness when someone has died as well as advise you on problems regarding your friends or love life.

How often you meet with your counselor depends on the issue. Some concerns are dealt with in a one-time meeting. Others require regular meetings for a while. It all depends on the topic at hand and the plan that you and me decide on.

As a school counselor I'm plugged in to the rest of the school community and, in many cases, the outside community as well. So I can refer students to outside resources like substance abuse treatment centers, professional therapists, and health clinics.

Sometimes I come into the classroom, too, to teach a class on a subject that affects everyone, such as stress and the importance of sleep for example.

Sometimes I might meet with you and a teacher or you and a parent — especially if the teacher or your parent has asked for the meeting.

How Confidential Is it?

When you meet privately with a school counselor, your conversation will most likely be confidential. I'm not going to go blabbing about your business around school.

In very rare cases, a counselor is unable to keep information confidential. If someone is at risk of being harmed, the law requires me to share that information with the social services. Even in these rare cases, I will share that information only with the people who need to know and I always talk to you before I contact anyone else, so you know what is going on and about to happen.

People sometimes worry that other students will think they're seeing the counselor because they have major problems or they're in trouble. But I deal with lots of school issues — as well as personal ones. So you could be meeting me to get career counseling or fill in a form applying for a scholarship. Your friends and classmates don't need to know why you're seeing the counselor unless you choose to tell them.

As a school counselor I'm someone who is separate from your life — a neutral adult who isn't a parent, relative, or teacher. As a school counselor I'm not a therapist. (So if you see me, it's not the same as getting therapy.) If you need help in some way that I as a school counselor can't provide, I can give you information about other resources, such as the name of a therapist.

No matter what your problem, try to think of the school counselor as someone who's on your side. Even if you've had a bad experience in the past with another counselor or a private therapist, don't hesitate to contact me — or talk to your school nurse or teacher, about seeing someone else if you don't click with me. Every counselor is different, and it's natural for people to be more comfortable with some individuals than others.

If you're seeing me as your counselor and your parents don't know about it, don't worry that I will talk to them about your meetings. Unless you've given me the feeling that you may harm yourself or others, what's said in your meetings will stay just between you and me.

You can find my contact information at Hvitfeldtska's website, if you want to come in contact with me, or a trusted teacher can also tell you how to contact me for an appointment.

Best regards, Lina Groth Fyhr, school counselor



To pupils in Gothenburg's municipal upper secondary schools about the school health service data journal

Under the Education Act, medical work for pupils' health (the school health service) is there to monitor and improve pupils' health and to document this work in a school health service journal as under the Patient Data Act (PDA). Your school health service journal contains valuable information about your growth, health and vaccinations. Since December 2008, all students in municipal schools in Gothenburg have had a digital journal that is saved in a municipal database with privacy protection. The previous school health service journals on paper have been phased out and are kept in the Regional Archives.

Only the school nurse and school doctor at your school are allowed to read and work with your journal. School nurses and school doctors have the same strict confidentiality as in the national health service. The information is stored under the law on medical care registers and the Patient Data Act (PDA).

If you move to a different municipal upper secondary school in Gothenburg, your digital journal will be available for the new school health service since it is in the same database.

Under the Patient Data Act, it must be possible to block a digital journal. When a digital journal is blocked, it remains in the database but is marked as blocked. The school nurse at the new school will then open a new paper journal. Talk with the school nurse if you wish to block your journal.

If you move to an independent school or upper secondary school in another municipality, the school nurse at the new school will contact you and request your consent before the journal can be transferred.

Gothenburg, 15 August 2014
Lena Simonson Garsbo

Chief Medical Officer for the school health service



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01 02 Information about the processing of personal data

Information about the processing of personal data

The City of Gothenburg Education Board, postal address Box 5428, SE-402 29 Göteborg, processes pupils' personal data for administration in connection with the pupils' education.

Under the Swedish Personal Data Act (1998:204) everyone has the right to know what is registered on them in different authorities' personal registers.

As a pupil in one of our upper secondary schools, upper secondary schools for pupils with learning disabilities, adult education or when studying in our vocational programmes, you will be registered in the Education Board's pupil register. Information is kept there on your civic registration number, name, address, phone number, e-mail address, class, study group, study plan, grades, presence/absence, and so on. This information is also used for other registers with administrative and educational purposes.

The Education Board processes your personal data in order to fulfil its legal obligations under the Swedish Education Act (2010:8020), among other things. For this reason, it is not optional for pupil/students to have this information registered with the Education Board. The information is required to print pupil catalogues, class/study group/course/group lists, draw up study plans, administrate grades, carry out course evaluations, enable digital collaboration in teaching situations and, where appropriate, produce journals for pupils' health records. The Education Board also transfers information to the Gothenburg Region's association of local authorities and to other authorities such as CSN (Swedish student aid), Statistics Sweden and the Board for higher education service/grades database.

The Education Board also processes photographs of pupils in certain pupil groups for the purpose of producing required ID papers.

You have the right once per calendar year to be given information by the Education Board on the personal data we process that is relevant to you. If you would like to be shown this information, you must hand in a written, signed application to your school's administration office. The request cannot be sent by e-mail. You also have the right to request that we correct any wrong, incomplete or misleading personal information about you.

For more information, please contact the school administration office at your upper secondary school, upper secondary school for pupils with learning disabilities, adult education school or vocational training school.

You can also read more about the processing of person information at the Swedish Data Inspection Board's website, www.datainspektionen.se



**Information to guardians about Hjärntorget for school year
2020/2021**

Göteborg city municipal secondary schools offer students and guardians a web-based application on the Internet where you can access some of the information about a student's individual study and absences. Students will also use the school site for absence notifications.

SMS and email

Guardians can receive a text message or an email, linked to the absence of your child. Meaning that you, as guardians, can quickly be informed about your child's absence. Every time an absence is registered on your child, the guardians are directly informed via SMS or an email.

Access to the Hjärntorget requires you to register at <https://hjarntorget.goteborg.se>

Närvaro kursgruppslistor **Frånvaro** ämnen
Schema **Veckoschema** Betyg Kursgruppslistor
Klasslista Lärare **Studieplan**
ämnen Administration **Sjukanmälan** Elevlista
Kursgruppslistor **Period** **Statistik** Administration

If you already have an account from your child's previous school, you can continue using the same login.

To create a new account:

If you have a BankID, click on 'Guardians'. Then you can log in and activate your account using your BankID. If you do not have a BankID, your account needs to be created manually. The persons who can assist with that in the school are Mandy Sundborg and Barbro Hesslegård in the reception, north building.

If your child is over 18 years, or if you are not legal guardians, pupils can go in and grant permission to another custodian. Ask your child to visit the Hjärntorget site and under Settings, fill in your personal number and click *Allow*.

If you have any further questions about Hjärntorget, feel free to contact Mandy Sundborg at mandy.sundborg@educ.goteborg.se or phone 031-367 06 05.



Information to students about Hjärntorget for school year 2020/2021

This document contains information about the absence reporting system, within Hjärntorget, for students and guardians. The special information for guardians is on the other side!

IMPORTANT! Take this document home with you and have your guardian(s) read it – especially the information on the other side.

Hjärntorget is a web page where you as a student can:

- Register absence
- View your rate of absence
- View your course load (*Studieplan*)

Activation

Your Hjärntorget account is activated at the start of the school year. You receive a temporary password from your form-teacher. You may change the password.

Registration of absence

Register your absence **before** noon, **every day** you are sick. When a teacher that you would have had that day, checks the attendance, s/he will mark your absence for that lesson. The teacher then receives a confirmation about your absence.

Absence that is not registered will be regarded as truancy. With a high rate of absence you may lose your study allowance. Also, the possibility of receiving a scholarship decreases with high absence.

View your rate of absence

You should occasionally login and check your attendance and check that it is correctly reported. Sometimes you miss it, sometimes the teacher does, which must be sorted out. If something is erroneous, talk to your course teachers in the first place, then with your form teacher.

View your course load

The same applies here, login and check your *Studieplan* so that all the **courses** you applied for stay registered and that the grades you get are correct. It is important that there are no inconsistencies in the end of the school year when it is time for the final grades. If you find any errors, talk to your form teacher who can refer you to the administration office if needed.

Summary

Skolplatsen enables you to verify the school's data in terms of absence and course load.



Pupils' and students' use of IT resources

User policy for pupils in upper secondary schools, upper secondary schools for pupils with learning disabilities, adult education and students in vocational programmes in City of Gothenburg Education.

General rules

All pupils and students are offered access to the school's IT resources, such as the Internet and various information systems (e-mail, document management, administration, etc.). There may be additional computer agreements/rules at the school in question.

Passwords and user accounts are personal. These must be protected and may not be forwarded or used by any other person. Responsibility/judgment and common sense are key when using the IT resources.

The basis for the use of the school's IT resources lies in Swedish legislation and the values in the curriculum. This means that everyone must respect other people's equal value, use polite language and protect their own privacy and that of others. Verbal abuse of others is never permitted.

Internet

Internet usage is primarily for educational purposes and connection to the Internet via the school is under the name of the Education Administration.

It is not permitted:

- to visit websites with offensive or insulting content, or save images or text that could be seen as offensive or insulting, unless by agreement with a teacher as a part of the tuition
- to download or save electronic material that could damage the equipment, is illegal or abusive of other resources. This includes the downloading of software, MP3 files, videos and photos, as well as the installation of software on school computers unless the teacher in charge judges that it is part of the tuition
- knowingly spread viruses or hack into computer systems, either locally or globally.

Note that copyright material such as software, films, illustrations and text may not be downloaded, copied or used without permission/licence.

E-mail

E-mail is primarily for use with studies. Private use of e-mail should be as little as possible. It is not permitted to offend, threaten or otherwise insult anyone. Nor is it permitted to carry out mass mailing to other users, unless the teacher in charge judges that it is part of the tuition.

Monitoring

Given that IT resources are used for illegal purposes or purposes that may be considered offensive in society, electronic tracks that IT users leave after their use are logged. These logs may be used in the investigation of security breaches, or on suspicion of improper use.

If you break the rules

The headmaster in charge will decide on sanctions. If you violate the policy, you risk having your user account closed. The school will report all suspicions of illegal activities.

We hope that you have gotten a short presentation of Hvitfeldtska and life as a high school student. As final words – Remember that most students are as nervous and full of expectations as you. We look forward to getting to know you soon!



HVITFELDTSKA GYMNASIET

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