

THIS ...

Parent handbook

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ThIS...

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ThIS... is right for me

We create our own knowledge
Every step of the way
We take care of each other
Each and every day

We can make a difference
Be it big or small
Stand up proud
Even if we fall

ThIS... is our time

ThIS... is our place
Together we are strong

ThIS... is our life

ThIS... is our way
We know where we belong

ThIS... is our heart

ThIS... is our soul
The best that we can be

ThIS... is right for me

From all over the world
Come together as one
Every boy, every girl
Come to learn and have fun

Take each day as a challenge
Get so much in return
We like positive thinking
And the skills that you earn

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2 Introduction

Welcome to **THIS..** Trondheim International School! The school offers a comprehensive educational program for students of 3 to 16 years old (see appendix 14.1 for comparing grades. The school building is located in a green park area next to the city fortress close to Trondheim town centre. The school grounds are fenced in, so children can safely explore the outdoors both during the summer time and winter season when the slopes are covered with snow, perfect for sledding!

THIS.. is housed in an attractive refurbished building approved for up to 200 students. There is a big sport hall where students can enjoy their physical education (PE) lessons. The school has its own computer room organised for students' easy access. Reference books, reading books and CD-roms are available in the school's library. The school is accessible for disabled students too via an entrance ramp and an elevator to the different levels of the building.

THIS.. is a fee paying school that offers International Baccalaureate programs from pre school to grade 10. The school fee invoices are sent out 11 months a year (not in July) and should be paid within the stated time.

Spaces at **THIS..** are limited and are filled according to the following selection criteria (in order of priority):

1. Students who have been previously enrolled in the school for 12 months or more,
2. Students with English as (a native,) spoken language,
3. Students moving up from **THIS..** Barnehave to 1st grade who have been enrolled and attended for 12 months or more,
4. Children of international families,
5. Siblings of students at **THIS..** or **THIS..** Barnehave,
6. Children of staff at **THIS..** , and
7. By date of receipt of application.

Applications for school are preferably submitted before the first of April for the next academic year either via enrolment@this.no or via normal mail (Admissions Officer **THIS..** , Festningsgata 2, 7014 Trondheim, Norway).

For preschool: In addition to filing an application with **THIS..** Barnehave, parents of prospective pre-school students also need to file an application with Trondheim Kommune. Applications must be received by Trondheim Kommune, Barnehave service between **1st of Jan - 1st of Feb** for children transferring from other Trondheim pre-schools and by the **1st of Jan - 1st of March** for all other applicants. This can be done online via www.trondheim.kommune.no. Parents from abroad, who do not speak Norwegian or do not have got Norwegian ID numbers, can contact the admissions office directly via (+47) 72 54 07 90 (working hours)
or: oppvekstkontoret.postmottak@trondheim.kommune.no.

First offers of acceptance are sent out around the beginning of February (pre-school admissions), beginning of March (first time pre-school admissions) or beginning of May (school admission). If your child/ren cannot be admitted at **THIS..** at this time

you are asked to fill in a reply to request a place on the waiting list. You will then be contacted as soon as a place comes available for your child/ren.

More information about application and an application form can be found in the appendix 14.2. Information about the school calendar, school fees, parent committee, bylaws etc. can be found via the webpage: www.this.no.

2.1 This.. mission statement

This.. is dedicated to providing our students with an excellent English language education thus serving and strengthening the vibrant society of diverse cultures in the Trondheim area.

This.. seeks to develop the academic potential of our students in an atmosphere of openness, mutual respect, and good will. We strive to foster a love of learning, and an awareness of the value each person has to society.

Our goal is to enable students to succeed in continuing educational programs and to live as caring, responsible, and contributing citizens in the global community of tomorrow.

3 How **ThIS** started

ThIS opened the doors in August 2004 with 40 students in the Primary Years Program (PYP), 11 students in preschool, and 10 staff. With a library containing a handful of carefully selected books and with a few second hand computers, but with heaps of determination to build an outstanding international school.

The Trust: “Stiftelsen Trondheim International School” was founded on April 28th 2004. The founding members were: Natasha Amberg, Linda Kollien, Hasle Gjerde and Ole Petter Krabberød. Together with Lynn Duffy, an Australian teacher and pedagogue, did they everything to get approved by the Department for Education before the start of the new academic year. The school got permission for running a private school, SFO activities, and renting of school premises and was entitled to public funding.

Back in 2004 the common goals for the school were:

- A school fostering internationally minded students and life-long learners,
- A school with a rigorous, recognised curriculum delivered in English, hence more instruction hours than public Norwegian schools and the International Baccalaureate (IB) introduction in 2005,
- A school with a strong Norwegian program, integrating students in Norwegian society,
- A school providing for the “whole child”, hence morning PE every day and healthy eating provided for at school,
- A school honouring parents as partners in learning, hence the open-door principle, and
- A school providing equal opportunities for all, hence low school fees and school uniform above the waist.

In the last five years **ThIS** has grown nearly to it’s maximum capacity of around 200 students. Now there are 39 nationalities in the school, the staff comes from different corners of the world and the goals formulated at the beginning are still valued by the school today. With contributions from staff, students, and parents we can all make a difference how the school will develop in the future. The school started because people were passionate about education and were willing to help and be involved. It will continue to thrive if everyone is working together and is willing to contribute in various ways.

This school handbook helps you to know everything you need to know in order to feel at home at **ThIS**.

Welcome!

Note! In this document is:

Kommune is Trondheim municipality

Parent is a term used both for the parent and for the caregiver of a student

4 School routines

4.1 Student attendance

In Norway children normally start to attend school in August of the calendar year in which they turn six years. The right to primary and lower secondary education applies when it is probable that the child will reside in Norway for more than three months. The requirement to attend school begins as soon as the residence has lasted for three months. If a student is absent from compulsory teaching without the right to do so, his or her parents or caregivers may be liable to fines if the absence is a result of deliberate or negligent action on their part.

4.2 Delayed or early start of school

It is possible for students to start their school career earlier or later according to need. Parents can apply for this via the Kommune by submitting an IQ assessment, observation report and letter from teacher and principal. The Kommune makes a single decision regarding the request. If you need more information regarding the process please contact our director of student services (Virginia@this.no).

4.3 Start of the school day

Students are expected to arrive at school on time to start the school day at 8.30h. No student should be left at school without the care of an adult before 7.30h. If students from grade 1 to 4 need to arrive before 8.00h they can be enrolled to attend morning SFO (see: 4.9 After school care). From 8.00 to 8.20h students are welcome to stay in the library to wait for their classes to start.

Every day the student starts the first half an hour in whole school morning programs for physical activities (according to age and abilities) on Tuesday, Wednesdays and Thursday and community and services (in the homerooms) on Monday and Friday.

4.4 Late arrivals

Students who arrive late at school **have to report to the office first** before entering their homeroom or class. Failure to do so might result in being marked as absent.

A student is late if s/he is not recorded in the returned homeroom roll and no notice of absence is received from the parents. If the school office has not received a message from the parents they will call the parents to clarify the student's absence. If no one is contactable, the student will be marked as "unknown" until clarified in writing (E-mail or SMS). Students arriving late in **homeroom** or **class** should always report to the office first.

Continued excessive lateness will be discussed first by the class teacher with student and parent. If there is no improvement in arriving on time, student and parent will be invited by the principal to address the problem. If there is reason for concern the Children and Family Services (BFT) will need to be informed.

4.5 Absences

If a student is known to be late/absent at a certain day e.g. because of doctor/dentist appointment, please notify the office and class teacher before hand via phone (73 51 48 00), SMS (93 45 58 42 / 92 47 90 25) or E-mail: office@this.no. When informing the office please give the full name of student, class **and** homeroom colour/name and the reason of absence (e.g. please be specific about what kind of illness as this can be relevant in epidemic situations).

4.6 MYP students

MYP students are responsible for organising themselves to move from class to class efficiently and promptly. MYP students have the privilege to make use of the library over lunch time and/or go off campus during lunch break but have to stay within the defined boundaries: Rema 1000 by Rosenborg Park to the 7 Eleven on Tyholtveien and Festning Park area. This privilege can be removed for a certain time if a student doesn't act as a good representative of the school when off school grounds and/or doesn't return on time for the scheduled classes.

4.7 End of the school day

The school day ends at 14.45h for grades 1 to 6 (Primary Years Program, PYP) and 15.00h for grades 7-10 (Middle Years Program, MYP). If you know you will be too late to collect your child from school please inform the office as soon as possible. If the class teacher is not able to supervise the student until you arrive s/he will be sent to SFO (at the daily SFO charge).

4.8 Cleaning responsibilities

The cleanliness of the school is a shared responsibility for the whole school community.

Students daily cleaning routines are:

- cleaning their "cubbies" or lockers,
- keeping the hallway floors free of clothing and other items,
- removing all items from the classroom floors,
- placing recycle paper in recycle bins,
- replacing furniture in correct place after use,
- ensuring that the tables are cleared and chairs are on the table at the end of the school day,
- removing waste from the floor for easy access of the cleaning company, and
- cleaning of the dining hall tables and chairs after use.

4.9 After school care (SFO)

THIS.. offers an after school care scheme (SFO) for students in grade 1 to 6 at an extra charge. The costs are NOK 1430,- (2012/13) per month and NOK 200 for food for 11 months per year, covering all mornings (7:30-8:30h) and afternoons (14:45-

16:30h) and most of the holidays. **There is a late collection fee of NOK 250 per event.**

It is also possible to attend the different afternoon clubs (*see: The web page for an overview*) on a more flexible basis. Costs are NOK 350,- per month per afternoon per student for the first two afternoons and NOK 300,- for the third or following club. If more than one child of the same family joins for one or more afternoons there is a reduction in club fee for the second and following child of NOK 50 per afternoon/month. It is possible to join the homework clubs for free.

Holiday clubs (8:00-16:00h) are organised on an ad-hoc basis. The cost are NOK 300,- per day per child (including food).

When you apply (see appendix 14.4) for SFO, your child will get a place from **August 1st the year your child starts school** until a written termination of contract, **or** when the student finishes grade 4. Termination is automatic after grade 4, but can be extended for grade 5 and 6. There is a two months' notice period, from the 1st of every month. The written termination must be handed in two weeks before the start of the termination period.

After school clubs are subscribed for on a term basis. Before the start of a new term the office sends out an E-mail to announce next term schedule. Parents can subscribe their children by sending an E-mail to mascha@this.no in which they state the child/ren's name, the grade level, which club they want to join, and the transport details after leaving the club. Clubs are provided on a first come first serve basis.

If you have two or more children in preschool and/or SFO you can apply for a sibling discount from Trondheim Kommune. The application form can be downloaded from www.trondheim.kommune.no (Selvbetjening - Skjema - Barnehager - Søknad om moderasjon-Last ned skjema) or you can ask for help via the **THIS..** office. You could also apply for a discount for economic reasons on the same application form.

4.10 After school activities

Over the last years several after school activities have been organised. Please refer to the webpage (www.this.no) under extra-curricular activities to find what is available, who to contact and costs involved.

4.11 Illness

Notify the office and class teacher by 8.15h if a student is not able to come to school because of illness. Please be specific of the reason. If a contagious disease is reported several times a week a note might be send out to alert others (can be important for e.g. pregnant women). It is the student responsibility to find out which work has been missed and to organise to catch up after recovering from illness. Parents have the obligation to collect their sick/injured child immediately after a phone call from the office. Respond to a "missed call" from the office (mobile) phone (73 51 48 00, 93 45 58 42 or 92 47 90 25) as soon as possible too!

4.12 Prolonged illness

Contact the teacher if there is excessive absence due to prolonged illness. Together with the class teacher you will try to come up with solutions to support the ill student. Review this after some time to find out whether the solutions assist the ill student to keep up with the class.

4.13 Permission for exemption from activities

Religion, philosophies of life and ethics are ordinary school subjects that shall normally be attended by all students. Ordinary teaching in the subject at school shall not involve preaching but simply provide knowledge and promote understanding, respect and the ability to carry out a dialogue between people with differing views concerning beliefs and philosophies of life in an objective, critical and pluralistic manner.

ThIS... shall respect the religious and philosophical beliefs of students and parents and ensure their right to an equal education.

It is the class teacher's responsibility to inform parents of any activities at school that might be controversial. If necessary parents (<15 year old students) or students (>15 years) can write a request to the class teacher to be exempted from attending those parts of the teaching at school that on the basis of own religion or philosophy of life they find objectionable or offensive. Exemption cannot be given from instruction in the academic content of the various topics in the curriculum. If exemption is granted the class teacher will ensure that the exemption is implemented and will make provisions within the scope of the curriculum.

4.14 Change of schools

Parents are expected to give a two months notice if a student is leaving school (see appendix 14.5). Parents are required to inform the office by the end of March if the student will leave **ThIS...** at the end of the academic year. In this way the class teacher has time to prepare a handover document for the new school. The office will provide the student with a copy of the student file on request and prepares a transfer note for the Kommune.

4.15 Moving up from ThIS...

Middle Year Program (MYP) students will be offered obligatory counselling services regarding education, careers and social matters. A workweek is organised in grade 9 to apply work-life experiences to class teaching. For grade 10 students one to one sessions are organised to prepare for their educational/professional future after leaving **ThIS...**

4.16 Payment

The finance department sends out invoices 11 times a year for school, lunch and SFO fees. Please pay before the stated payment time. Late payments are reported to the

debt collection agency that will send out reminders at an extra charge for the parents to pay.

5 Holidays

Trondheim Kommune determines the school holidays for this area. The principal can adjust the holidays according to the needs of the international community at **THIS...**. He gives a six-month notice to everyone involved. The dates for holidays can be found via the webpage (www.this.no).

THIS... is a private school but it is legally required to operate according to the Norwegian legal system formulated in the private school act. By organising the school according to this act it is possible to receive funding (up to 85 % of the norm) from the Norwegian government for every student enrolled for the full academic year. Therefore the permission for extra leave (see 5.1) is strictly organised in order to guaranty a good education and government funding for every student.

5.1 Extra leave for students

In general, we do not recommend families to take extra leave during the school term, as this can have a negative impact on your child's education. Please do not make any travel arrangements before permission is given unless there are circumstances beyond your control (e.g. sudden leave for a funeral). A request form for extra leave can be found in appendix 14.6.

The teacher can grant leaves for up to 2 days provided that a written request is given in due course, no important assessments are due, and the total amount of extra leave taken in a school year doesn't exceed 10 school days. The class teacher decides on any supply work that needs to be completed during the time of absence.

For any other absences exceeding 2 days, an application must be sent to the principal at least two weeks in advance. The principal cannot grant a leave of absence exceeding 2 weeks (10 school days) as the Education Act and Private School Act strictly regulates this.

It is up to the principal to decide if a leave is appropriate for the student, based on:

- The school's best judgement related to student needs e.g. continuity of learning both during leave and upon returning to Trondheim,
- IB educational considerations in particular developing international mindedness,
- Which degree the pupil has been granted leave previously,
- Financial impact for the school (must be cost neutral),
- Class sizes (in the case of return after a long leave), and
- Operational convenience.

The principal must reject all applications for a leave of absence for more than two weeks. The principal may grant a leave of absence for two weeks of the period of time applied for and reject the remaining time. In such cases the parents/guardians must then confirm whether or not they want to sustain their application for extra leave and which two-week period of the time applied for they would prefer. The principal may also grant leave in connection to a school holiday given that the student's absence does not exceed ten school days.

If a family wants to take students out for a period **longer than 2 weeks** a letter is to be sent to the principal informing that the parents are taking the student out of school. Trondheim International School will then have no responsibility for the student's education. The parents need to be specific. The letter must contain dates, location, nature of tuition, acceptance note and address of tuition provider and signature of parents. Parents can choose to give their child(ren) private tuition too. **THIS..** will then have no responsibility for the student's education in the chosen period. The student will lose his/ her place in school and must on return reapply according the school's admission policy. Admission criteria are:

1. Students who have been previously enrolled in the school for 12 months or more,
2. Students with English as (a native,) spoken language,
3. Students moving up from **THIS..** Barnehave to 1st grade who have been enrolled and attended for 12 months or more,
4. Children of international families,
5. Siblings of students at **THIS..** or **THIS..** Barnehave,
6. Children of staff at **THIS..**, and
7. By date of receipt of application.

The student will be put on the waiting list and will be given the same rights as other applicants. The student may regain his/ her place in school if there is a vacancy in the class, but no guarantees can be given (See 5.1.1). Parents can choose to give their child/ren private/alternative tuition. The principal has the responsibility to inform Trondheim Kommune. The Kommune is then responsible for supervision of private tuition.

5.1.1 Procedures for return after long absences

Longer than two weeks but no more 6 months.

The school will not replace any outgoing student in their respective class during the school year and will readmit the student according to the admission criteria providing they have been enrolled at the time of the student census date in October of the school calendar year and are returning within the school calendar year.

Longer than 6 months and but more than 12 months.

The school will not replace any outgoing student in their respective class during the school year and will readmit the student according to the admission criteria providing they have been enrolled at the time of the student census date in October of the school calendar year and are returning within the same school calendar year and are from a class of 20 student or less (Note: No student will be automatically admitted in a class larger than 20 if they are absent for longer than 6 months).

12 months or more.

A student absent for 12 months or more (from the first day of absence) will be readmitted according to the admission criteria providing the school has available places in the grade level (less than 20 students per class), and has received notification from the parents that the student will be present at the time of the student census date for the forthcoming school year.

5.1.2 Invalid absence

If the parents take a leave that has not been applied for or approved by the principal, the student's absence will be regarded as invalid. The same rules apply if the leave exceeds the period of leave granted by the principal. The student will lose his/ her place in school and must on return reapply according the school's admission policy. The student will be put on the waiting list and will be given the same rights as other applicants. The student may regain his/ her place in school if there is a vacancy in the class (less than 20 students), but no guarantees can be given. The Trondheim Kommune will be notified of invalid absence.

5.1.3 Other religions celebrations

Students who belong to a religious community outside the Church of Norway have the right to be absent from school on those days that their religious community celebrates as holy. Parents of students younger than 15 years and students older than 15 years can apply via the principal for the right to be absent from school for religious celebration(s) at least one week ahead for a maximum of two weeks. If permission is granted inform the teacher who can provide work to complete during absence. Parents are responsible for the necessary tuition during the period of leave to enable the student to keep in pace with the ordinary program.

6 Transport

6.1 Bicycles

Only students in grade 5 and up are encouraged to go on bicycle to and from school un-accompanied. **THIS** provides sufficient bicycle racks, but disclaims all responsibility for any damage caused to bicycles parked at school grounds.

6.2 Cars

Please drop students off if they come by car along the Festnings Gata and do not park inside the staff parking lot. A parking card is needed to park cars during working hours at the limited car space next to the sport hall. The principal has drafted a parking code (appendix 14.7) with criteria to allocate parking spaces made available by the Nasjonale Festningsverk in an equitable and needs based manner.

6.3 Public transport

Students who live further than 2 km. (grade 1) or 4 km. (grade 2-10) from school are entitled to free bus passes or in special cases transport by taxi up to the Trondheim Kommune border. Some times the Kommune grants free transportation to students with significant problems or dangerous routes to school regardless of distance. The bus pass entitles students to travel up and down to school (until 20.00h), but not over weekends or in holidays. Please contact the office for more information.

7 Curriculum

THIS.. follows the International Baccalaureate (IB) curriculum (www.ibo.org) which is approved for all subject areas by the Norwegian Government. Students have equal or more hours of instruction for each subject (religion, philosophies of life and ethics, Norwegian, mathematics, foreign languages, physical education, home economics, social and natural sciences and aesthetic, practical and social training) compared to the national Norwegian curriculum.

Students learn to think critically and act ethically and with environment awareness. **THIS..** curriculum will help students to develop knowledge, skills and attitudes in a creative, committed and inquisitive way so that they can master their lives and can take part in working life and society.

At least 38 weeks in a framework of 45 consecutive weeks are used for teaching in a school year. Regulations concerning holidays and the daily number of teaching hours and breaks issued by the Norwegian government are used as a guideline in the scheduling of the school year.

Classes are organised in such a way that they do not exceed safe and/or responsible numbers from a pedagogical point of view. Classes are subsequently grouped for resources, collecting data and planning purposes and all have their own director.

Pre-school: Rikki Skrødal,
PYP: Ranveig Haugen, and
MYP: Virginia Nielsen.

7.1 Teachers

All staff working at **THIS..** have relevant professional and educational qualifications and are legally required to present a police clearance before their contract is issued. At the webpage you can find a list of **THIS..** teachers and their contact details. The class teacher of your child will invite you for an information evening at the beginning of the year and keeps you up to date via class newsletters.

7.2 English language

English is the principle language of instruction and communication. Additional time and resources is allocated to students without a well-developed skill in speaking English in order to allow them to enter the mainstream English as soon as possible via e.g. an ESL program.

7.3 Norwegian and mother tongue instruction

As **THIS..** is operating in Norway all students also study Norwegian language from Grade one onwards. Students with limited Norwegian language skills have the right to special Norwegian instruction (Norsk II) until their competence levels in Norwegian are deemed satisfactory.

If available these Norsk II students are also entitled to mother tongue instruction (LESO in PYP) or bi-lingual instructions (TFO in MYP) via teachers provided by the

Kommune. This privilege does not count for students with English as mother tongue. Parents can contact the mother tongue coordinator via the office if interested. If a mother tongue teacher is available to teach your child the mother tongue coordinator will normally try to link parents and teacher.

Students in the Middle Years Program will be offered French and Spanish language instruction in addition to English and Norwegian.

7.4 Schoolbooks

Schoolbooks and other appropriate resources are made available to students. They remain the property of **THIS...** Parents are requested to stimulate students to make proper use of schoolbooks. Schoolbooks need to be returned to school at the end of the academic year. A fine -original price plus 25% to cover replacement costs- will be charged if any borrowed resources get lost or damaged.

7.5 Homework

The school has developed a whole school homework program focused on improving student outcomes in spelling, reading, number facts, problem solving and Norwegian. Class teachers will set homework and communicate to student (and/or parent) what is expected by which time. As parent please show interest in the homework assignment and provide assistance according to need and age of your child. Communicate any questions that may arise about the nature of the homework, the students approach, the grading or any family/ extra curricular activities that affect homework.

The class teacher will monitor and respond to completed homework. MYP students can be marked down if homework is continually in late. It is possible for the parent to appeal the decision to mark MYP students down because of tardiness (=homework not done punctually).

7.6 Special needs

All students, including challenged and talented students, have the right to an individualised program of instruction based on their competence levels and needs in order to benefit satisfactory from ordinary teaching.

Parents are encouraged to inform **THIS...** of any special needs concerns upon admission and later on. Notify the class teacher if you feel that your child requires extra education or needs more challenges. If appropriate the class teacher will consult the special needs teacher to assess the special need and initiate the process to allow for special education. Parent consent is needed before carrying out an expert assessment. The Kommune will make a single decision (=a written decision made by an official institution regarding a single person) regarding funding for extra support. The Ministry is the appeal body for single decisions in primary and lower secondary education. The director of student services can offer help if you want to file a complaint if you feel the Kommune is not complying with the law.

If the Kommune and/or school approves upon extra support, the parents and student will be informed in writing which special need has been identified, which support will

be given, which process will be followed and when a review date is due. Once a term goals and strategies are reviewed with the (special needs) teacher, parent(s) and student and documented in an Individual Education Plan (IEP).

7.7 Assessments

The aim of assessment (testing) is to provide a supportive and positive mechanism that helps students to reflect and improve on their learning, teachers to reflect and improve their teaching, and to contribute to the efficiency and effectiveness of the program taught.

The class teacher will inform the students about what will be assessed, when this will be done, what the criteria are, the importance of the assignments and the possibility to complain and to which person if grading of final exams and assessments are perceived as unfair. Other deadlines for work due will be taken into account too if informed by students/other teachers in time. Time to complete the assessment should always be adequate. Extension for assessment can only be granted if a medical certificate covers illness or if a parent has contacted the responsible teacher before hand to notify the occurrence of special family circumstance.

The Primary Years Program (PYP) at the end of grade 6 is completed by an exhibition of personal research project. Students will graduate from the Middle Years Program (MYP) by successfully completing the personal project at the end of grade 10. The class teacher provides the grade 10 students with a letter from the directorate of education to explain the right to complain when handing out the final report.

The Katedral Skole in Trondheim offers the Diploma Program that allows the student to complete the International Baccalaureate program in continuation of the program after leaving **THIS...**

7.8 Reporting to parents

THIS.. emphasis the need to create a positive and co-operative atmosphere and will try to maintain and nurture positive contact with parents. A parent can always initiate an appointment to discuss issues/ concerns with the class teacher at a convenient time.

Parents are informed of student progress via individual education reports (for special needs students) and half-year reports. The contact teacher will initiate at least two times per year a planed and structured conversation with the parent. Wednesday afternoons/evenings are normally scheduled for this kind of activities. Class teachers will write class newsletters and organise class information evenings.

The principal sends out the newsletter “this and that” to inform the whole school about things that will happen (e.g. assemblies or information evenings) and have happened (e.g. class excursions, whole school events). The school calendar at the webpage is a useful tool too to keep an eye on planned activities.

8 Facilities

8.1 Kitchen

The kitchen is located on the ground floor of the building with an adjacent dining room. A clean, tidy, friendly and calm dining atmosphere is conducive to good learning and student well-being. The canteen is also an arena where children can socialise and eat in a relaxed atmosphere.

The kitchen has specialist trained kitchen staff. Staff without this training is not permitted to enter the kitchen for health and safety reasons. All students at **THIS..** are obligatory to use school meals. They eat in shifts and are supervised. **THIS..** kitchen supplies food and drinks for all students and staff. Students are offered a variety of healthy food and encouraged to be open-minded and risk-takers in their choice of food. All food prepared and served at **THIS..** has a low content of sugar, fat and salt. If students say they don't like the food, they will be strongly encouraged to taste it before they are allowed to have an alternative.

Please provide **THIS..** via the admission form or direct to Greta (greta@this.no) with a list of food the student is not allowed because of allergies, religion or philosophy of life (e.g. vegetarian). Vegetarian lunches are first provided for the people known as vegetarians. (Vegetarian) leftovers can be shared with every one in second servings.

Parents are welcome to share the lunch with your child. There is normally no need to inform the kitchen before hand. Please contact the kitchen to pay for your lunches (20 NOK per lunch or via a prepaid card 90/170 NOK per 5/10 lunches). Students pay for their school lunches via a monthly charge (300 NOK) which is added to the school fee.

Students are reminded to wash their hands with disinfectant soap before eating and after visiting the toilet to minimize the risk to spread diseases. Tables, benches and floors are cleaned with the help of students after they have finished eating. Waste is handled according to recycling scheme for paper and milk cartons.

8.2 Library

With the financial support of parents the library has been refurbished over the summer 2010 holidays. The intention is that it will be an open and flexible place for everyone in the school community to use.

Each class has got a weekly library session where books can be borrowed. The librarian and/or class teacher will explain the coding system and other rules in the library to the students. Borrowed items, of course, should be returned in time. A charge will be made if any borrowed resources get lost or damaged (original price plus 25% to cover replacement costs).

The parent committee can organise book fundraising activities where parents can donate gently used or new books to the school library. It is possible to offer voluntary help in the library. If interested please contact Theresa Williams (library@this.no).

8.3 Information and communications technology (ICT)

Computers and Internet are made available to students for educational purpose. **THIS..** has formulate guidelines (appendix 14.8) for the use and level of access control per group of users (visitors, students, and staff). The guidelines have to be signed for by student and parents via a reply slip at the beginning of the year before a student is allowed access at the computer. The school runs filtering programmes to prevent students and staff encountering undesirable sites. Unsupervised use of computers by students at school is not allowed. Students are encouraged to inform the supervising teacher if anything is wrong either with the equipment or the content of sites visited. Access to the computer will be denied for a specific time in case of misuse. Parents will be informed if this is the case.

8.4 University-School collaboration

THIS.. seeks possibilities for the school and the University in Trondheim (NTNU) to work together to mutually benefit on. Examples are student teaching opportunities, interdisciplinary group work, and research-oriented projects. It should connect with the IB curriculum and purpose and should not take time away from other critical learning and should be appropriate for the targeted grade level and time period. Before an individual student will be involved in a project an explanation of the project will be given and parent permission requested. Both a university- and **THIS..** contact person will be identified for the duration of the project. The class teacher is responsible to supervise the students at all times.

9 **ThIS..** practises

9.1 Afternoon snack

The kitchen provides students with free fruit and vegetables in the afternoon.

9.2 Annual general meeting (AGM)

The annual general meeting is usually held in the spring. All parents are invited to participate, approve auditor's accounts, discuss agenda points, and to elect members for the board. An agenda with appendices is sent out at least two weeks before the meeting. More information can be found via the webpage www.this.no under bylaws.

9.3 Birthdays

The class teacher will share with parents the way the class will celebrate birthdays: e.g. on the day, once a month etc. and any known food allergies in the class.

For special occasions students are welcome to bring a low sugar/fat/salt snack to share with the class, please take into account allergies other class members have (especially nut allergy).

There is a tradition at **ThIS..** to pass out invitations for birthday parties in class only if they include either all students in the class or all students of the same sex. Other invitations to a select group should be arranged outside the school to avoid hurt feelings. Parents can organise a party at their homes/other venue independently outside of school hours. School and teachers do not take responsibility for these events. Some classes formulate guidelines on birthday presents. Those will be communicated to you via the parent committee in your class.

9.4 Board

ThIS.. has a board elected from parents to act as the superior responsible body for **ThIS..** as legal entity. The office announces when parents are requested to stand for elections for the board. Suitable candidates will be elected at the school's annual general meeting (AGM). More information can be found via the webpage (www.this.no) under bylaws or contact the chairman of the board, Arnt Einar Andersen via arnt.einar.andersen@tannklinikken.net for further details.

9.5 Communication

Communication with parents takes place by E-mail as much as possible to avoid papers getting lost and important messages missed. A consent form from parents is required to use their E-mail address for communication. All formal letters however will be sent out by normal mail. Please send any change of addresses and contact details to the office (office@this.no) as soon as it becomes available.

All teachers at **ThIS..** have their special E-mail account (name@this.no) for your convenience. It is your responsibility to check your E-mail daily. Please contact the

office or class teacher as early as possible in case of concerns or complaints. In case of a conflict/misunderstanding please do not use E-mail as means of communication other than to invite the other party for a meeting to discuss the issue or make a phone call instead.

During office hours there should always be someone to answer the phone (Telephone number (00 47) 73 51 48 00 or mobile 93 45 58 42 / 92 47 90 25). If you notice that you get a call from the mobile number please make every effort to answer the call as soon as possible. In 95% of the cases this number is used to contact you regarding an urgent situation.

9.6 Its learning

THIS.. uses its-learning, an Internet based virtual learning environment. Dates for school events, holidays and important news from school are regularly posted on the “whole school calendar”. There is also information from the teachers for specific class and subjects relevant to your children. Please refer to its-learning regularly to find out what is happening in the school and classroom.

Parents can log in to its-learning for Trondheim International School via www.itslearning.com. A password for logging in will be provided to those who are new to the school and to those who have lost their user name and/or password.

9.7 (Contagious) diseases

It is not allowed for students to come to school if they are feverish, have stomach problems (bugs/diarrhoea), contagious disease like: chicken pox, mumps, untreated eye infections or head lice. Students with chicken pox and other contagious rashes can be admitted back into school once their scabs are dry and their temperature is normal again. Students taking antibiotics should stay at home until the course is completed, unless a note from the doctor gives permission to attend school.

9.8 Drinking water

Each student is encouraged to have a water bottle to keep in the classroom. Drinking plenty of water throughout the day keeps us hydrated and helps us to stay focused. Bottles should be labelled with students name and can be refilled according to need at any available water tap. Water bottles should be taken home over the weekends/holidays to be cleaned.

9.9 Head lice

Students with head lice need to stay home until all eggs and lice have been removed. Please inform the office and class teacher if this is the reason your child stays home from school.

The office will then send out an E-mail to all parents that there was a case of head lice. In the E-mail parents are requested to check their child(ren), and advice is given on how do this and how to treat head lice.

9.10 Internationalism

THIS.. finds it important for students to learn about other cultures by looking at commonalities rather than differences, and looking at shared human experiences within meaningful contexts. All celebrations at school should be accessible to all students and should have a greater significance than recreational.

The class teacher will encourage students to project themselves into other people's ways of looking at the world and make personal connections to understand the views of others in the school, the local community and in the wider world and develop a respect for personal cultural identity. Please contact the class teacher if you have a cultural celebration you like to share at school.

9.11 Lost and found

Try to keep the classroom, cloth pins and cubbies, and boot room tidy so students are less likely to lose things. Please label all clothing and sportswear with student's name. Lost and unidentified articles of property are stored in the lost property boxes at different places all over the school. Any unclaimed items will be donated to a charity at the end of the academic year after an E-mail announcement.

Please inform the office if certain items get "lost" or broken more than normal over a certain time. In this way the school can try to follow up this information to prevent things from being stolen or broken.

9.12 Medication

Class teachers are not allowed to administer medications. In case your child needs help with taking medicines during school time please discuss the case with the office first. If approval is given, bring all medicines to the office labelled with the student's name, type of medication and directions for administering and storage of medication; include the dosage amount and times.

9.13 Portfolio

The student portfolio is an important part of the PYP evaluation process. The portfolio gives an overview of the student's achievement and accomplishment as they progress through the curriculum. The class teacher and student work together to decide on the content of the portfolio. It can for example include examples of students work, information about the students, and a self-evaluation by the student.

9.14 School nurse

The school nurse provides vaccinations after the consent of parent and other health services to students. You can contact the health nurse in private too if you have any concerns of a child's well-being or have difficulties coping with parenthood.

9.15 Parent committee (PC)

The parent committee (PC) aims to create good cohesion between school and home, to facilitate well-being and positive development of students, and a good contact between school and the local community. The parent committee organises Dugnads, special parties, fund raising activities, parent questionnaires and shares information with other parents.

The last task of each parent committee is to organise an election for the new parent committee at the beginning of the academic year. All parents are invited to become active member of the parent committee and can stand for election. From each class parents democratically elect two parent representatives. A representative from the parent committee is appointed to attend other meetings with board and staff. The representative has the right to meet and speak but not to vote.

All other parents are encouraged to support the school by e.g. attending information evenings, meetings with teachers, assemblies, helping out at Dugnads, class reading sessions, volunteer at school trips, contribute ideas and knowledge at different units of enquiry according to expertise too.

9.16 Show and tell

Toys, collector items, and valuables are to be left at home as it is very disappointing for a student if things get lost or damaged at school/SFO. A special item of interest brought in by a student for show and tell or for a project is given to the class teacher to ensure that no loss or damage takes place and are returned at the end of a project.

9.17 Student Council (SC)

There are two student councils at **This..** one for PYP and one for MYP students. A secret ballot is organised to elect for the student council within three weeks after the start of an academic year. Two elected students per class are allowed to join the student council. Each student council meets on average once a month to discuss issues raised by students and plan and organise social events. One student council representative is appointed to attend parent committee, board and environment meetings. Students below the age of 18 must leave meetings when confidential matters are discussed.

9.18 Valuables

Valuables like CD players, mp3 players, video game equipment or other electrical equipment should not be brought into school unless required to use in a lesson (e.g. laptops, i-touch). The school is not responsible for lost or stolen valuables brought into school.

MYP students are issued lockers on the first day of school. Food must not be left in lockers for hygienic reasons. The principal has the right to search student lockers at any time with just cause.

Mobile phones are not to be used during school hours. They should be turned off and

stored appropriately: PYP students store phones in their backpacks, MYP students in their lockers. Mobile phones that cause disruption in the class are confiscated. Repeated disruptions result in the phone being turned into the office. Only the parent can collect the mobile phone again.

No big amounts of money should be brought to school. Money brought to school as a donation towards an activity should be handed over to the class teacher/office in a sealed, clearly labelled (name, class and purpose) envelope with the exact money included.

9.19 Visitors

THIS.. encourages parents and other family members to come and visit at any time without the need to make an appointment first. Please report to the reception first when entering the school and refrain from disturbing class activities as much as possible.

Friends of students however are not encouraged to attend classes. Ex-students visiting the school are welcome for a limited amount of time providing it is not disrupting normal activities. A prospective student can request the office to visit **THIS...** Permission to visit the new class will normally be limited to one day.

9.20 Volunteers

Please volunteer if you have skills or talents that can be shared with students e.g. join at school trips, contribute ideas and knowledge at different units of enquiry or work with a group of students (reading, playing a game, assisting in a project or helping at the computer). Please discuss your possible input with the class teacher of your child. Be specific what you can offer and when. The school will communicate help needed from parents too and provide workshops on an ongoing basis to train for the support needed at school. **THIS..** can request from volunteers to sign a volunteer contract and to provide a police clearance to allow them to work with children like **THIS..** requires from other permanent and temporary staff. In return lunch vouchers can be distributed as an appreciation for your effort.

9.21 Whole school groups

When students join the school they will be placed in a group. **THIS..** has got 4 groups called: St. Olav (blue), Blood acts (red), Fair hair (yellow), Triverson (green). Siblings will be in the same group and an overall balance will be maintained for age and gender. This system allows grouping for whole school events such as sports day and encourages the feeling of being a team.

10 Clothes

10.1 School uniform

One of the values of the school is respect and sensitivity to other cultures. This should influence the way students dress. It is obligatory to wear the **THIS..** uniform above the waist as wearing an uniform might prevent bullying and can build a sense of belonging. The school logo should be visible at all times. If a school sweater is worn, the t-shirt underneath must be a school t-shirt too in case the sweater is removed during the day. A student that doesn't wear the school uniform is sent to the principal and allowed to borrow a second hand school t-shirt or sweater for the day. These items have been found and were not labelled nor claimed at the end of the school year.

The **THIS..** school t-shirt and sweater can be ordered according to size, colour and quantity needed via the Internet www.nordicprint.no/this. Clothes ordered before the 20th of the month are delivered to the school at the beginning of next month and then distributed to students. If you have any questions please E-mail to uniform@this.no.

10.2 Dress code

Deliberately torn clothing, visible underwear, excessively faded, see through or display of offensive images or words are not allowed at school. If jewellery is worn it should be minimal, not offensive and objects of value should not be brought to school. The older students are role models for the younger ones in a school as ours and have a particular responsibility. Students that do not dress properly will be asked to change or cover unacceptable clothing. The principal will give the final opinion on what is appropriate if there is a dispute between staff and student. A discussion with the parent is initiated if a student is continually unwilling to dress according to this dress code.

10.3 Indoor shoes

All students are required to wear indoor shoes in school and should therefore change their shoes in the boot room on arrival at school. The students have a cubby in the boot room to keep their inside/outside shoes. Inside shoes are only allowed outside at routine fire drills throughout the year. All visitors and staff are reminded to remove or cover their outdoor shoes with blue covers on entering the school.

10.4 Art t-shirt

Please bring a protective old labelled t-shirt to school for your child to wear during painting, clay and other messy art activities.

10.5 Outdoor clothes

In autumn and spring rain pants, rain jacket with hood or rain hat, and rain boots are important for outdoor play. In the winter students need good warm winter wear: labelled winter play suits, gloves, hat and scarf and snow boots for outdoor play up to

-17 (pre-school) and -20 degrees Celsius. Not having these clothes is not an acceptable reason to stay inside at break times. It is useful for students too to have a set of labelled spare clothes that can be left at school in case students get wet or dirty. Please make it your habit to label all clothes brought to school!

10.6 Physical education (PE) kit

Specialist learning environments like the sport hall and the science laboratory have additional clothing and footwear rules for safety reasons. For PE students need shorts, t-shirt, socks and PE shoes.

10.7 Replacement

All shoes and clothes should be brought home to mend (if broken), to clean (PE kit) or to replace (if grown out of it) at the end of each term. This allows **THIS..** to effectively clean the clothes storage areas too.

11 Events and excursions

(Whole school) events and (class) excursions can be a worthwhile way for students, staff and parents to increase their knowledge, understanding, and skills.

11.1 Events

Most events like flea market, winter concert, science fair, school music evenings and plays, and ski-, beach- and forest days are planned before hand and the dates are communicated via the webpage calendar. More specific reminders are sent out via class teachers, parent committee, and office nearer the time. Parents are encouraged to offer help to the organising committee before hand and at the event according to their talents and availability where possible.

11.2 Excursions

Parents are informed about an excursion at least one week ahead. Minimum information about the trip are: date, destination (including address), way of transportation, estimated times of departure and return. Only pre school students are provided with packed lunch provided by the kitchen. PYP and MYP are requested to bring their own healthy (low in fat, salt, and sugar) lunch and (no fizzy) drinks. A reply slip needs to be returned if appropriate (e.g. extending beyond the normal school day, religious/ cultural implications), or in the case of the use of private cars (then note: consent form and liability contract). Alternative activities and supervision is organised for students that are exempted from the excursion by a written note from the parents.

Parents are invited to accompany a class excursion but are not to be counted as substitute for trained childcare staff. Normally two adults would be enough except for excursions near/to water. For those excursion/swimming lessons, water confidence of students need to be taken into account when considering appropriate supervision. There is a maximum of four students per adult for non-swimmers. All adults accompanying the excursion are briefed about the expectations for supervision prior to departure. Students are encouraged to conduct their selves in a respectful disciplined manner to ensure safety for all and to promote the school at the same time.

11.3 Free service principle

THIS.. has a “free services” principle. This means that teachers are not allowed to charge for any school activity. It is acceptable to ask for voluntary donations however. If you as a parent decide to contribute to e.g. an excursion please put exact amounts in a sealed envelope clearly labelled with name, class and purpose and hand it over to class teacher or office.

11.4 Grade 10 trip

The international year-end trip for Grade 10 is an out of school activity. It is organised, financed by and accounted for to Grade 10 parents and **THIS..** has no responsibilities for it.

12 Counselling

12.1 External agencies

THIS.. aims to provide students with all the support they need to learn in a safe environment, and to promote well-being and positive psychosocial conditions among students. The school has established links with external agencies where appropriate and/or required to ensure that students receive assistance when they require this to succeed at school. These include school nurse, educational psychologists, social services, public mediation office, and the police.

12.2 Code of conduct

All students are responsible for their own actions and must be taught self-respect and respect to the right of others according to the age and consent. The teachers have the right to teach, and the students the right to learn in a safe environment. The values of **THIS..** are summarised in three words: we RESPECT, CARE and SHARE. The school has drafted a more detailed code of conduct to be signed for on admission. This code can be found as a reminder in appendix 14.9. It is forbidden to smoke at school premises both during and after school time. Students are not permitted to bring tobacco products, alcohol or drugs and other illegal substances into the school or take them on school-supervised events.

12.3 Class teacher

Every student is linked to a class teacher responsible for the practical, administrative and social aspects of the student school relationship. Parents are encouraged to make contact with the class teacher if there are concerns about student well-being at an earliest possible stage. Example of concerns can be: offensive language, acts of bullying, discrimination, violence or racism. Student/parent liability is maximum NOK 5000 for deliberate damage to school /staff/other student property.

12.4 Behavioural issues

The class teacher or staff on duty will deal with a breach of behavioural rules at school without delay. At **THIS..** we encourage problem solving at the lowest possible level. However, swearing and violence towards staff members, vandalism, serious theft, blatant dishonesty, violence against other children, continuous classroom disruption, or inappropriate behaviour require immediate action by the principal however. Students have a right to be heard in order to explain the situation from their point of view. An incident report can be used to document concerns, investigations, outcomes and disciplinary actions taken. The school has formulated six intervention stages staff can use to correct behavioural issues.

12.5 Diseases and death in the family

Please inform the class teacher in case of difficult private circumstances of students like life threatening diseases, accidents or death of close family members as early as possible. If informed **THIS..** can organise, according to need, support for the affected/bereaved student, ongoing communication with the family, and information and care to other students, parents and staff now and in the future. In case of the sad event of a death at **THIS..** a written permission from the parent is needed for a student to attend the funeral. S/he needs to be accompanied by an adult too for emotional support.

12.6 Mentor

Students at “risk” are given the opportunity to choose a mentor for private conversations. The mentor can sit together with the student regularly to discuss events occurring, strategies to deal appropriately with situations and positive reminders about school rules, and expectations to prevent frustration and emotions.

13 Emergencies

13.1 Health and safety (HMS)

THIS.. has got procedures in place so staff knows how to deal with situations of crisis, danger and accidents and to make sure that responsibilities are clear to everyone involved. All operations and activities at school are planned and conducted to prevent accidents and limit negative consequences and comply with legal requirements.

Everyone can contact the health and safety (HMS) officer (marc@this.no) to inform him of any situations at school perceived as dangerous.

13.2 Fire drills

All staff and students are trained in safety routines (e.g. fire drills) and use of safety equipment where relevant and are encouraged to avoid risky behaviour.

13.3 Health

Staff is trained in administering first aid by professional instructors. Sufficient supplies of appropriate first aid equipment is kept at central places. Ground floor: science lab and kitchen, First floor: office, Second Floor: staff room. Every classroom has a supply of band-aid and disposable gloves. Parents and Kommune (for insurance purpose) are informed in case of serious head injuries and bigger accidents. Please inform the class teacher of any specific medical concerns or problems of your child (e.g. via the admission form).

13.4 Safe heaven

THIS.. has an evacuation plan in place in the event of an emergency. For example help for people with disabilities is organised and there are deputies for principal/HMS officer responsibilities. Parents can come to collect their children from the “safe heaven” in the unlikely case the school building cannot be used for the time being. You will be contacted as soon as possible if students need to be released early and informed of the “safe heaven location”. Please make sure that you always update your personal contact details and provide the school with additional contact persons that are allowed to collect your children in case of an emergency.

13.5 Liability insurance

All students are insured under a Collective Accident Insurance. The students are insured on the way to and from school, in the school premises during breaks, and while participating in the classroom, excursions and other activities organised by the school (except dangerous activities). Parents who use their private car to drive other students to school activities need to be covered by a public transport accident insurance via a signed contract between the driver and **THIS...** Please make sure that the office has arranged signed consent forms from other parents before transporting their children by your private car.

14 Appendices

14.1 Grade Level Placement

At **THIS** students are grouped according the Norwegian system, that is per calendar year. Special care -when grading a new student- needs to be given to students transferring from and to other IB/international schools,

AGE	USA	IB GRADE	UK	Norwegian KLASSE by year of birth
3 turning 4 (age 3 by September 1)	Nursery	Pre-School	Nursery	Barnehage
4 turning 5 (age 4 by September 1)	Nursery/Kindergarten	Reception/Pre-School	Reception	Barnehage
5 turning 6 (age 5 by September 1)	Kindergarten	Kindergarten	Year 1	1. klasse (age 6 by December 31)
6 turning 7 (age 6 by September 1)	First grade, start Elementary school	Grade 1	Year 2	2. klasse (age 7 by December 31)
7 turning 8 (age 7 by September 1)	Second grade	Grade 2	Year 3	3. klasse (age 8 by December 31)
8 turning 9 (age 8 by September 1)	Third grade	Grade 3	Year 4	4. klasse (age 9 by December 31)
9 turning 10 (age 9 by September 1)	Fourth grade	Grade 4	Year 5	5. klasse (age 10 by December 31)
10 turning 11 (age 10 by September 1)	Fifth grade, start Middle school	Grade 5	Year 6	6. klasse (age 11 by December 31)
11 turning 12 (age 11 by September 1)	Sixth grade	Grade 6	Year 7	7. klasse (age 12 by December 31)
12 turning 13 (age 12 by September 1)	Seventh grade	Grade 7	Year 8	8. klasse (age 13 by December 31)
13 turning 14 (age 13 by September 1)	Eight grade	Grade 8	Year 9	9. klasse (age 14 by December 31)
14 turning (age 14 by September 1) 15	Ninth grade, start High school, Freshman	Grade 9	Year 10	10. klasse (age 15 by December 31)

15 turning 16 (age 15 by September 1)	Tenth grade, Sophomore	Grade 10	Year 11	Videregående 1 (age 16 by December 31)
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14.2 Cover letter: applications

Re: application

Dear Parent/Student,

This letter is to inform you about Trondheim International School application procedure. **THIS..** is a fee paying school for students from 3 to 16 years old. Pre-school fees are: NOK 2830,- per month, school fees: NOK 1830,- per month and (optional) SFO (year 1-6): 1630 NOK ,- per month including food (for SFO: 200,-, for school: 400,- and pre-school: 500,- per month), and for 11 months per year (as per 2011-2012). Fees can be increased with a two months notice to reflect the increase in consumer prices, salaries, food costs ,etc.

Classes are formed according to the calendar year of birth. The curriculum is based on the International Baccalaureate (IB). Students use a uniform above the waist. Detailed information about grade levels, IB education, and uniforms can be found via our webpage www.this.no.

For school admissions: Applications are preferably submitted before the first of April for the next academic year either via enrolment@this.no (new!) or via normal mail: Admissions Officer **THIS..** , Festningsgata 2, 7014 Trondheim, Norway. It is possible to apply after the first of April but these applicants will be taken into consideration after the main admission is finished.

For preschool: In addition to filing an application with **THIS..** Barnehage, parents of prospective pre-school students also need to file an application with Trondheim Kommune. Applications must be received by Trondheim Kommune, Barnehage service between **1st of Jan - 1st of Feb** for children transferring from other Trondheim pre-schools and by the **1st of Jan - 1st of March** for all other applicants. Parents can apply for supplementary admission throughout the whole year but will be only taken into consideration after the main admission is finished. Application via the Kommune is done online via www.trondheim.kommune.no. Parents from abroad, who do not speak Norwegian or do not have Norwegian ID numbers, can contact the admissions office directly via 72 54 07 90 (working hours) or: oppvekstkontoret.postmottak@trondheim.kommune.no.

Spaces at **THIS..** are limited and are filled according to the following admission criteria (in order of priority):

1. Students who have been previously enrolled in the school for 12 months or more,
2. Students with English as (a native,) spoken language,
3. Students moving up from **THIS..** Barnehage to 1st grade who have been enrolled and attended for 12 months or more,

4. Children of international families,
5. Siblings of students at **THIS...** or **THIS...** Barnehege,
6. Children of staff at **THIS...** , and
7. By date of receipt of application.

An application form has to be filled in for each separate prospective student. We ask only for basic information that is needed to assess admission according to the pre-set criteria. It is required to ad a copy of passport or birth certificate to the application form of the prospective student. All information provided via the form is kept confidential, and stored in the student file and school computer database but will not be shared with others outside the school (see: privacy code at the webpage www.this.no).

We do not require information about special needs other than the need for Braille and/or sign language as the school cannot provide for this. However, there is a possibility to share any information you feel that is relevant in the box: other comments. The Kommune prioritises children with certain disabilities in (pre-) schools.

Please inform us about (any intention to apply for) early or delayed start of school via the Kommune as this influences the class the student will be allocated to (see also webpage: guide on delayed/early start of school and grade level placement chart that compares the IB grades with UK year groups and Norwegian classes). You can provide any extra information worth mentioning (e.g. why you want a place at **THIS...**, how you have heard of the school etc.) at this time in the box: other comments, on the form.

Both parents need to sign the form. If it is not possible for both parents to sign then please state why this is not possible.

If there is no place available for the date requested, you will be offered a place on the waiting list instead. At that time you will also be informed how you can appeal the decision made.

Families who decide to leave **THIS...** must give at least 2 months notice in writing and are required to pay the school fees in this notice time.

Name
(Admission officer)
Trondheim International School
Festningsgata 2
7014 Trondeheim
Norway
Tel. (00 47) 73 51 48 00
Fax (00 47) 73 51 48 01

14.3 Application form (draft)

Student application information

Surname Birth date
First name: Country of birth
Middle name(s) Nationality
Gender: Male/Female

Please provide a copy of passport/birth certificate.

Address House number
Postcode Town

Country E-mail address
Telephone

Language(s) spoken at home:
Student will/has applied for early/delayed start of school. This has/not been granted.

Need for:
Braille: yes/no Sign language: yes/no

Siblings name	Birthday	Student at THIS .. (yes/no)
1.		yes/no
2.		yes/no
3.		yes/no
4.		yes/no

Applying for (DD/MM/YY):

Other comments you like to make on application (e.g. special needs, why you chose **THIS**.. , how you have heard of **THIS**..)

Family information

Mothers name Fathers name

We certify that the information provided on this application is accurate.
Date and place:

(Mothers signature)

(Fathers signature)

For office use:

Date of submission:	Copy in application file: yes/no
Date confirmation letter sent:	Input in database:
Copy passport included: yes/no	Admission granted:
Early delayed start relevant: yes/no	

14.4 SFO cover letter

Cover letter: SFO

Information to parents

THIS.. offers an after school care scheme (SFO) for students in grade 1 to 6 at an extra charge. The costs are NOK 1630,- per month (including food) for 11 months per year, covering all mornings (7:30-8:30h) and afternoons (14:45-16:30h) and most of the holidays (according to availability of staff and to need: minimum of 5 students). **There is an extra late collection fee of NOK 250,- every time a student is collected after 16.30h.**

It is also possible to attend the different afternoon clubs (contact mascha@this.no for update information) on a more flexible basis. Costs are NOK 350,- per month per afternoon for the first two afternoons and NOK 300,- for the third or following club. If more than one child of the same family joins for one or more afternoons there is a reduction in club fee for the second and following child of NOK 50 per afternoon/month. It is possible to join the homework clubs for free two times a week (2011-2012: on Mondays and Tuesdays).

Holiday clubs (8:00-16:00h) on an ad-hoc basis cost NOK 200,- per day per child (including food).

When you apply for SFO and the application is accepted, your child will get a place from **August 1st the year your child starts school** until a written termination of contract, **or** when the student finishes grade 6. There is a two months notice period, from the 1st of every month. The written termination must be handed in two weeks before the start of the termination period.

After school clubs are subscribed for on a term basis. Before the start of a new term the office sends out an E-mail to announce next term schedule. Parents can subscribe their children by sending an E-mail to mascha@this.no in which they state the child/ren's name, the grade level, which club they want to join, and the transport details after leaving the club. Clubs are provided on a first come first serve basis.

If you have two or more children in preschool and/or SFO you can apply for a sibling discount from Trondheim Kommune. The application form can be downloaded from www.trondheim.kommune.no (Selvbetjening - Skjema - Barnehager - Søknad om moderasjon-Last ned skjema) or you can ask for help via the **THIS..** office. You could also apply for a discount for economic reasons on the same application form.

With kind regards,

Mascha Meland
SFO coordinator

SFO application form

THIS.. offers an after school care scheme for students in grade 1 to 6 at an extra charge (see web page and/or cover letter for more details).

SFO request

Student first name:

Surname:

Mothers (mobile) number:

Fathers (mobile) number:

We would like to request after school care for the student mentioned above.

- SFO: unlimited use of morning SFO (7:30-8:30h), after school clubs (14:45-16:30h), and holiday clubs (circa 7 weeks per year)
- After school clubs on (days):
- Free homework clubs on Monday and/or Tuesday (cross out if not relevant)
- Holiday club for (dates):

We know that there is a late collection fee of NOK 250,- per event

Mothers name

Fathers name

Date and place

(Mothers signature)

(Fathers signature)

Please send this form to the Office of Trondheim International School, Festningsgata 2, 7014 Trondheim, Norway or to mascha@this.no

For office use:

Request forwarded to SFO coordinator (date):

14.5 Termination of education at THIS..

Termination notice

Name of student(s) :

Current Grade(s):_____

Our child/ren will leave Trondheim International School from date:

Date:_____

Signed Parent/Caregiver_____

Note that there is a two months notice period in which school fees are still due!

14.6 Extra leave form

Request: Extra leave

Name student

Grade:

Extra leave request for:

- Up to 2 school days
- 3-10 school days
- More than 10 school days

Send request to:

Class teacher
Principal
Principal, to inform in a separate letter that the student is taken out of school (See cover letter).
Student can loose his/her place!

Extra leave requested for (dates)

(Apply at least two (school) weeks in advance. Do NOT make travel arrangements)

Extra leave taken in this school year already: no/yes: (dates)

(Maximum number of days per school year is limited to 10 school days)

Purpose of extra leave:

Date:

Print name:

(Mothers signature)

- Permission granted by:
- Supply work given yes/no

Date:

Signature:

(Fathers signature)

- Permission **not** granted by:
Reason:
- More than 10 days
- Important assessment due
- Other:

Parents: Please send signed permission to office

For office use:

- 1-10 days: Extra leave recorded for 1-10 days, request filed in student file.
- > 10 days: Kommune informed via transfer note that the student has left **THIS...**
- Student applied to return after long leave: Request forwarded to admissions officer.
- Parents appeal against the decision.
- Leave taken without permission: absence noted as invalid, Kommune informed.
- Request processed for: report on extra leave, from principal to the board

14.7 Parking code

Long term use parking criteria

1. All board members and principal are entitled to a parking card,
2. Staff who live more than 2 kilometres from school are entitled to a parking card,
3. Staff with a disability are entitled to a parking card, and
4. Staff who regularly deliver goods.

Short term use parking criteria

1. Parents who volunteer to a classroom program regularly as approved by the classroom teacher are entitled to a parking card,
2. Special approved visitors, and
3. At the discretion of the principal.

14.8 Acceptable Computer Use Policy

1. Use of the school Internet is a privilege not a right. If a student abuses that privilege s/he can expect to lose the privilege,
2. The Internet at school is for the purpose of education, for researching approved school assignments and under the direction of a teacher,
3. Internet at school is only used if there are teachers present to supervise. Unsupervised use is not permitted,
4. Internet at school is used politely and with respect for other people and respect for the hardware and software you are using at all times,
5. It is not allowed to give out full name, home address or telephone number, or school name, address or telephone number, to anyone else online without the permission of the school,
6. It is not allowed to hide things that you are doing online from teachers,
7. If you have a technical problem with the computer or the Internet, share this with teachers and ask for their help,
8. You are not responsible for what other people say and do on the Internet, therefore if someone else online says or does something offensive or disturbing, or if you see images on a website that make you feel upset or disturbed in any way, tell your teacher. Do not respond to any messages that make you feel upset, angry or scared, and
9. Do not participate in any unacceptable use of the school Internet. Unacceptable use of the Internet at school means using the school computers or the Internet to:
 - Commit crimes,
 - Bully, harass or stalk others,
 - Commit copyright violations, such as illegal copying of music files, movies, pictures or software,
 - Transmit obscene, hateful or threatening communications,
 - Communicate or publish inaccurate or racially offensive materials,
 - Invade someone else's private computer files or read their E-mail,
 - Play electronic games unless authorized by a teacher,
 - Download software from websites without teacher permission or approval,
 - Upload or download any computer virus on purpose,
 - By-pass any school imposed restrictions on access to the World Wide Web,
 - Transmit via E-mail any unsolicited advertising, promotional materials, "junk mail", "spam", "chain letters", "pyramid schemes", or any other form of E-mail solicitation,
 - Engage in commercial activities online such as buying or selling things, without permission from my teachers,
 - View and/or download or upload pornographic, violent or offensive pictures or stories,
 - Send in someone else's E-mail address to a "Crush" or "Secret Admirer" website, or to any website collecting other people's E-mail addresses for any purpose whatsoever,
 - Your parents could be held financially liable for any damage you cause to computers at school, for any harm you cause to other people as a result of

malice, recklessness or negligence on your part, or for any harm caused to others by any violation of this acceptable use policy, and

- Chat of any kind whether it is by using chatting programs or chatting rooms, including Facebook, MySpace, Netby, MSN and Gmail without explicit permission from the teacher.

Sanctions

Students should understand that breaking these rules will have consequences. These may involve losing the privilege to access the Internet for a period of time. In cases of vandalism it would lead to claims for compensation or repair. Other sanctions may be employed in line with the **THIS** code of conduct.

14.9 Code of conduct

Behaviour rules

In order to safeguard the school values we expect that students:

1. Support the values of the school and exhibit the IB learner profile,
2. Protect the positive reputation of the school,
3. Respect and obey teachers and other staff in the school,
4. Respect the teachers' right to teach and the students' right to learn,
5. Will make a genuine effort to be friendly, tolerant, respectful and positive toward other students and individuals. This means that everyone treats each other as equals regardless of gender, age, creed, race, nationality, religion, political background, beliefs or views,
6. Look after the environment, including keeping the school tidy by participating in environmental programs and keeping a "green profile",
7. Treat each other as they would like to be treated themselves,
8. Refrain from engaging in anti-social behaviours that such as: forming gangs, teasing or bullying other students or individuals at school,
9. Refrain from verbal and physical bullying or abuse, considered violent acts by the school,
10. Respect the rights of other students to have a harmonious and safe work – and play environment,
11. Engage in "fair play", refraining from cheating during school assignments,
12. Refrain from swearing or using foul language,
13. Refrain from using any kind of physical violence,
14. Dress appropriately for school including wearing the school uniform according to the uniform policy, inside shoes during school hours and proper sports clothes for gym,
15. Treat school property with care and kept it clean and free from graffiti,
16. Do not leave school premises without school permission. (MYP students are allowed to leave the school grounds during breaks),
17. Arrive on time and prepared for the lessons and that parents notify the school without delay if their child is sick or prevented from coming to school,
18. Will not bring alcohol, tobacco or other drugs to school or use them at any time on the school premises or during school outings,
19. Do not bring with them or carry knives, weapons or other items that may be harmful to others or themselves,
20. Do not produce or display symbols for drugs/illegal substances or other offensive matters on written materials, jewellery, clothing etc.,
21. Take care of their own property and do not take anyone else's belonging,
22. Will walk calmly in classrooms and hallways,
23. Follow the "Healthy Eating" guidelines: refraining from bringing/ consuming sweets, including chewing gum, at school,
24. Will behave in a respectful manner while on school trips, visits and outings,

25. Will place valuables such as mobile phones in bags/lockers during lesson times and are not seen or heard in class or on the playground without teacher and/or school permission,
26. Can use their mobile phones after the last lesson of the day, e.g. to contact home,
27. Can bring personal computer laptops to school at their own risk,
28. Use computers and Internet access according to the “Student Computer Use Agreement” (separate document),
29. Leave their special toys/collectors cards/valuables like iPods etc at home. The school will not be responsible for their safe-keeping during school hours, and
30. Understand that all behavioural expectations above apply to the “transit” time going to/ from school too.

Sanctions

A breach of the behavioural rules is to be dealt with immediately by the class teacher or staff on duty. Students have a **right to be heard** in order to explain the situation from their point of view. We expect that in most cases, it will be sufficient to correct the behaviour, if the member of staff has a **serious discussion** with the student. We at **THIS...** encourage problem solving at the lowest possible level and without delay. However, if this is not effective, then other sanctions may apply. These include:

- Removal from the lesson or play situation,
- Staying in during playtime,
- Talk with the school principal,
- A written or verbal apology to the offended party,
- Writing a special assignment exploring the nature of the offence and the consequences elsewhere in society,
- Repairing damage, for example by cleaning or replacing damaged item/ monetary compensation claim to parents according to “Skadeserstatningsloven §1-1,
- Withdrawal of benefits, such as participation at school outings, representation of school as class team-member or individual during various events,
- With tardiness problems: the half-yearly and end of school year assessment for “Tardiness & Conduct” may be marked down for grades 8 – 10,
- Withdrawal of objects that are deemed harmful. Deposit of these to parents or the police if the object is illegal,
- Exempted from participation in extracurricular activities at school,
- A telephone conversation to parents informing them about the incident,
- Recording of the student’s behaviour, this will always be done to follow up serious incidents or recurring behaviours,
- Written account of student’s behaviour communicated to parents,
- Welfare Committee (SAT) or Principal meeting parents to discuss the behaviour and agree a course of action,
- Expulsion from school,
- Moving student to other school, and
- Criminal offences will be reported to the Police

It is important that all sanctions are proportionate to the misconduct in question. Furthermore, the school must ensure that the student is aware of:

1. Why the sanction is being applied
2. What changes in behaviour are required
3. The degree of misbehaviour

Suspension

In the event of serious misconduct or if a student continues to breach the school's code of conduct, the principal has the right, after consultation with teacher(s), to suspend the student for a period of time in accordance with the Private School Act §3-10. Students from grade 1 to 7 can be suspended from individual lessons or the remainder of the day while students in grade 8 to 10 can be suspended for maximum 3 days. The parents will be notified when students are suspended and the act is a single decision, which can be appealed according to the Public Administration Act §2 plus chapter V - VI. The appeal will be directed to the Governor ("Fylkesmannen i Sør-Trøndelag") for their evaluation.

Moving to another school

In cases of extra-ordinary, grave misconduct, where the concern for other students is serious, the school may suggest to transfer a student to a public school in the vicinity. Before such a drastic measure is employed, the school must try other sanctions first. Trondheim Municipality will make this single decision, and any appeal should be directed to the Department of Education. Ref. Private School Act §3-3

14.10 Privacy Code

Class lists

Class lists can be distributed to classes without permission from parents. The class lists can contain the following:

- Student name,
- parent's name,
- address,
- telephone number, and
- E-mail address (if consent is given on admission).

Class lists are **not** to include social security numbers.

Class lists can be distributed to previous students and can contain the following information:

- Student name,
- address,
- telephone number,
- and E-mail address (if consent given on admission).

Class lists can be made available to student council representatives (if applicable), board members, school doctor, school nurse, and school dentist. These lists can contain the following:

- Student name,
- parent's name,
- address(es),
- telephone number, and
- E-mail address (if consent given on admission).

Social security numbers (personnummer/fødselsnummer)

THIS.. is obliged to record a student's social security numbers. **THIS..** may record a parent's social security numbers if **THIS..** can provide a legitimate need for such. Invoicing is a legitimate reason for requesting a parent's social security number.

Filming and photographing of students and staff

THIS.. can photograph students for internal use (to hang up in classroom or inside school). Photographing or the taking of video to study behavioural concerns is not permitted without written permission from the student's parents.

An updated list of photo-consent is maintained and kept on file.

Video surveillance

Video Surveillance is not permitted at **THIS..** school or pre-school