

<b>General Information</b>	<b>1</b>
<b>Health and Safety at THIS</b>	<b>3</b>
<b>Rights and Procedures</b>	<b>5</b>

# General Information

## **School Day**

The school day starts at 8:30. Students are expected to arrive on time. Please refer to the schedules on the website for the separate year levels.

## **Toddle & ManageBac**

Toddle (for PYP) and ManageBac (for MYP) learning platforms are designed specifically for IB Schools to integrate teacher planning, record keeping and communication with students and parents. Students and Parents are provided secure logins to this web-based system to connect with course work and to foster communication about student learning.

## **Attendance**

Attendance is taken on ManageBac (MYP) and Toddle (PYP) daily. Students are marked as Late after 8:35.

## **Absence notification**

If a student is going to be late or absent at a certain time of the day e.g. due to a doctor/dentist appointment or sickness, parents/guardians must notify the school via the learning platform by 8:30. Please inform the office if your child is absent due to any epidemic disease.

## **Late arrivals**

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

## **Leaving school premises during school hours**

Students are allowed to leave the school grounds for planned appointments with the written notices from parents. Parents must notify the school via ManageBac/Toddle.

## **School Materials**

All students are provided with the minimum necessary equipment for lessons. This includes all stationary and IT equipment. 1st grade students are provided with a school backpack by Statensvegvesen (the state road authority).

## **Outdoor clothes**

Rain pants, a rain jacket with hood/rain hat, and rain boots are important for outdoor play during the autumn and spring months. In the winter students need good warm winter wear that allows them to be outside for breaks in freezing temperatures. Students must be prepared for all weather for breaks and/or trips.

## **Inside Shoes**

Inside shoes must be worn at all times during the school day. Students are expected to have a pair at school.

## **Physical Education clothing**

It is expected that students change their clothes for weekly Physical Education (PE) lessons. Students must bring appropriate clothing and shoes for these lessons.

## **Lost Property**

Please label everything clearly, so it is easier to find the owner. Clothes / shoes are collected and placed in the lost and found area. Unclaimed items are donated to a charity.

## Personal Property

Each student is responsible for his/her own property. Anyone who brings valuable items to school does so at his/her own risk. Students are not encouraged to bring valuable items or large sums of money to school, and THIS takes no responsibility for lost or stolen items.

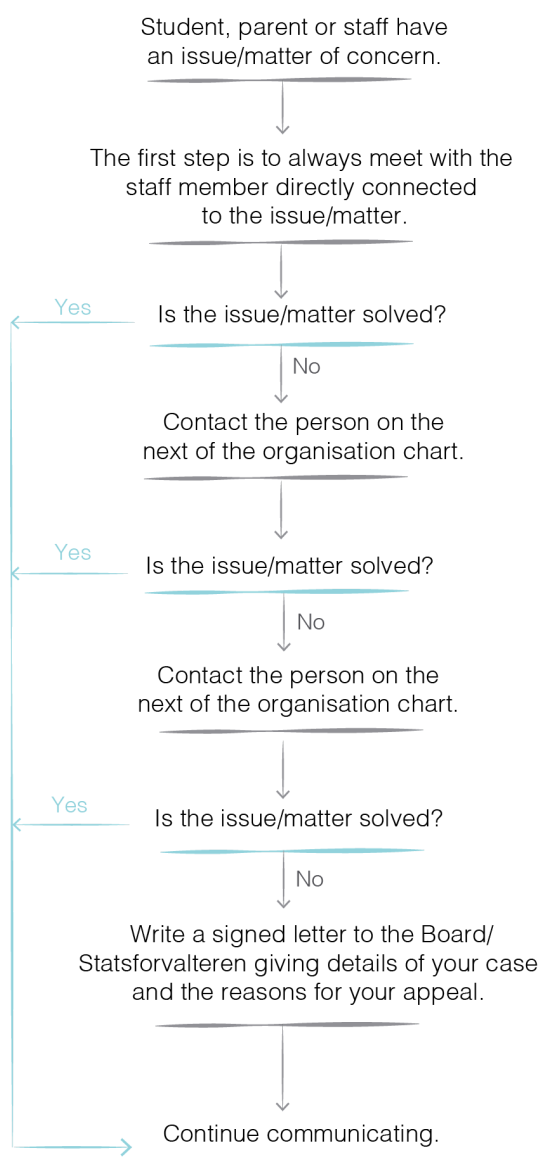
## Lunch and Snacks

Students bring a packed lunch, an afternoon snack (fruit/vegetable) and a water bottle. Sweet drinks or any other drinks with added sugar or sweetener are strongly discouraged. All sodas (brus) and energy drinks which contain caffeine are not allowed in line with the THIS Healthy Food Agreement.

## School Milk

Orders for milk or juice can be placed directly online through the website [www.skolelyst.no](http://www.skolelyst.no). Payments are made directly to the provider. Information about how the system operates, how to set up an account and place an order is available in English and Norwegian. You can administer your own order, including changing the product ordered, cancelling for planned absences, etc. Orders can be placed at any time of the school year. This is a voluntary program administered by Tine melk. Trondheim International School is registered as a participating school.

## Communication Guidelines



Clear communications are essential for all members of our school community. Occasionally issues may arise. Any issue should first be discussed with the teacher or the applicable school employee. It is anticipated that most issues can be resolved at this stage.

If not, the parent or student should ask to meet with the coordinators for the appropriate program (PYP or MYP). If the issue remains unresolved, it should be put in writing and submitted to the Head of School. The Head of School, working together with those involved, will support the agreed actions to resolve the issue.

If the issue remains unresolved, then parents and students may appeal the issue in writing to the Board/Statsforvalteren.

# Health and Safety at THIS

## Sickness

Parents are expected to keep their child at home if they are unwell or unable to participate in school activities. This also includes infectious disease or conditions that could be passed on to other children or school staff. As a general rule, it is the child's overall condition that decides whether he/she should return to school or be kept at home.

- Temperatures more than 37,5°C in the morning and 38°C in the evening are considered a rising temperature, and the child should be kept home until fever free (without medication).
- Children suffering from a virus such as a stomach flu (e.g. with vomiting or acute diarrhoea) can return to school 48 hours after the symptoms disappear.
- Eye infections (conjunctivitis) are highly contagious, and consulting a doctor may be appropriate. If a treatment is prescribed, the student may return to school the next day.
- In the case of chickenpox or other infectious skin lesions the student may return to school when the rash has dried out and is under control.

Notify via Toddle/ManageBac by 8:30 if a student is not able to come to school because of sickness. Please be specific about the reason. If a child develops a fever at school or shows signs of an illness such as the flu (e.g. vomiting), parents will be contacted to collect their child. Parents should attempt to do so in as timely a manner as possible.

## Prolonged illness

Contact the contact teacher if there is excessive absence due to prolonged illness. Together with the contact teacher and school nurse you will find the solution to support the ill student.

## School Nurse

The school nurse works one day per week within the school. The school nurse's contact details and schedules can be found on the school website. If you have any concerns regarding your child's health, you can arrange a meeting with the school nurse.

### Health Services offered at THIS

- 1st grade: School starters visit with the school nurse and doctor. Individual conversations, hearing test and height/weight measurements.
- 2nd grade: Vaccine (Diphtheria, tetanus, whooping cough, polio)
- 3rd grade: Helse dag/health day at school with school nurse and physiotherapist and occupational therapist. Individual height/weight measurements with a school nurse.
- 5th grade: Puberty education in classroom and/or groups
- 6th grade: Vaccine MMR (measles, mumps, rubella)
- 7th grade: Vaccine HPV (Against several forms of cancer including cervical, oral, anal. From 2018 offered to both boys and girls)
- 8th grade: Ung MEST classroom seminar with school nurse and physical therapist, individual height/weight measurements and consultation with school nurse.
- 9th/10th grade: Health education (sex education)
- 10th grade: Vaccine (Diphtheria, tetanus, whooping cough, polio)

Our school nurse and social worker are available for students as needed (contacted by students, parents or teachers). It is important and necessary for cooperation between students, parents, the school and the school nurse / social worker. With joint efforts we can better see the student's entire life situation, find holistic solutions and take action at an early stage.

### **Tuberculosis Test**

Children who have newly arrived in Norway from high risk countries, are required to provide tuberculosis test results before they start school. The test needs to be taken in Norway. Please visit [this page](#) to check if this requirement is relevant for you.

### **Allergies and hypersensitivities**

School will follow the procedures and principles for facilitating children with allergy and hypersensitivity reactions at THIS and SFO recommended by Trondheim Kommune. If your child has an allergy that needs to be considered, please note that the school must have a doctor's note to take preventative actions and routines.

### **Dental care in Trøndelag**

Children from 0 to 18 years old are entitled to free dental care in public dental clinics in the county until the year they turn 18 years old. Students will be called in by the dental office closest to the student's home address.

### **Head lice**

Head lice are common in schools particularly during spring and autumn. 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 school will send out an email to all parents that there is a case of head lice. In the Email parents are requested to check their child(ren), with advice on how to treat head lice.

### **Incident reporting (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. The school does not hold travel insurance.

A serious injury (which is more than cuts and scrapes) is reported to NAV (Norwegian government funded welfare system) and the school's private insurance company. Parents will be contacted by the school in order to complete the report.

### **Handling of medicines**

When students require medication to be administered during the school day (either long or short term), a written contract will be entered with the parents/guardians of the student concerned, giving the school authority to administer the medication. The parents are responsible for ensuring that a staff member is instructed in the administration of the medication.

NB: Parents/caregivers are responsible for the training of the staff members who administer medications, which assumes that the parents/caregivers have received the necessary guidance from their child's doctor.

### **Fire drills**

Evacuation drills will be held at unexpected times to provide for the safety and well-being of the student body. Teachers will accompany their students as they leave, remain with them to take attendance and return with them to the school building.

### **Safe haven**

THIS has an evacuation plan in the event of an emergency. Parents can come to collect their children from the "safe haven" in the unlikely case that the school building cannot be used. Parents will be contacted as soon as possible if students need to be released early and informed of the "safe haven location". Please make sure that you keep your personal contact details updated with the office, as well as with additional persons that are allowed to collect your children in case of an emergency.

# Rights and Procedures

## Contesting of grades

Students have a right to contest the final grade given in a report. This is in accordance with “Forskrift til Opplæringsloven” §5-4 of the education act. To act on this, you must submit a signed letter by the due date indicated in the final reports. The contesting of grades, may lead to an increase or a decrease in the grade.

## Leave of absence

According to the education Act [*Opplæringsloven*] § 2-11, parents must apply for leave of absence from school. There are two types of leave; Personal leave during school time and leave for religious occasions. Please refer to the school webpage to find the application form.

## Independent Study Agreement

The Board of Directors authorises independent study as an optional instructional strategy for students, where equivalent requirements for class and/or course study may be adequately met through study outside of the regular classroom setting. The international constituency of THIS demands a degree of flexibility in the school leave policy due for example to the various religious calendars, immediate families living abroad and calendar differences between countries and cultures.

## Right to apply for exemption

There are a number of reasons to apply for exemption from assessment or the expectations at school. We have an updated version of this on the school webpage.

- Nynorsk assessment
- Norwegian assessment
- Individual Education Plan (IEP )

## Right to careers counselling and pastoral care

Students have a right to necessary counselling on education, occupational offers and occupational choices (careers counselling).

Based on *Fsl. § 3-11, Generelt om retten til rådgivning, se Forskriften § 7-1, Om sosialpedagogisk rådgivning, se Forskriften § 7-2*

## Student representation

Students have a right to be represented in various committees/ bodies of the school.

This includes:

- Student council (§5-3 *Friskoleloven*)
- School coordinating committee (§*Fsl. § 2-4 som henviser bl.a. til opplæringsloven §§ 9a-5 og 9a-6*):
- School Board (*Fsl. § 5-1*)

## Right to transportation

Students are entitled to a free school bus card according to Norwegian law (*Opplæringsloven §7-1 and Friskoleloven §3-7*).

Students in grade 1 who live further than 2km from school are entitled to a free bus card and 4km for students from grade 2 and up.

## Other transport

Students with disability, temporary injury or sickness can apply for other means of transportation if necessary. Parents can send a request to the school with a medical certificate and the school will forward it to Trøndelag Fylkeskommune who will make the decision.

## **Privacy at THIS**

Personal information that is necessary for conducting the education will be stored and processed in accordance with the requirements of the Personal Data Act (Personopplysningsloven) Chapter II and the school's internal routines for student information and files.

THIS will not give any information about students or parents to anyone without consent or unless the law allows us to. We are required by law, in certain cases, to pass certain information about students to the local municipality, the county council, social services, child welfare services and the Norwegian Labour and Welfare Organisation (NAV).

Students and parents have the right to know what kind of personal data is stored at school, how it is processed and what it is used for. They also have the right to access their own personal data stored in the school.

Please contact the School Office if you want to receive a copy of the information about you or your child that we hold.