



KIS

KRISTIANSAND
International School

Parent/Student Handbook

2023-24



Kristiansand International School

Handbook

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About KIS

Kristiansand International School (KIS) opened in January 2008 with just five teachers and 15 students. The school was founded to serve the needs of the international business community in Kristiansand, as the flourishing businesses in and around Kristiansand attract engineers and professionals from around the world in sectors including the oil, chemical, renewable energy and education industries. In the years since the school opened, KIS has expanded and now offers an international education to around almost 200 students from more than 30 countries, with 28 staff members representing 9 countries.

The school offers an international education from 1st to 10th grade, following the curricula and philosophy of the International Baccalaureate (IB), and was authorised to offer both the Primary Years Programme (PYP) and the Middle Years Programme (MYP) in 2011. All learning at the school follows the philosophy and practices of the IB, although the school is required to pay due attention to the learning outcomes of the Norwegian National Curriculum in the subjects of Religion and Ethics, and in Norwegian language for students who learn Norwegian as a second language. For students who study Norwegian Language and Literature (as a first language), the school follows the IB curriculum, but also uses the Norwegian National Curriculum as guidance, although our students receive less instruction in Norwegian than they would in a state school.

Places at the school are prioritised for international families in line with the school's terms and conditions and admissions policy. The school was initially opened as a state or public school, but is now a private school under section 2:12 of Norway's Education Act. The school is owned by Stiftelsen (foundation) Kristiansand International School, but fees are very low, thanks to generous support from both Kristiansand Kommune (Council) and various companies who sponsor the school's foundation.

Kristiansand International School Mission Statement:

Kristiansand International School aims to provide an engaging learning environment for international students in Kristiansand and the surrounding region. A committed team of knowledgeable and dedicated practitioners works to provide a safe and nurturing environment where student-centred education facilitates the development of international mindedness. We prepare our students for the challenges of an interconnected world by fostering a passion for learning now and into the future.

Frequently Asked Questions

1. *What do I do when my child is sick, late to school or has an appointment? (Page 6)*
 - a. A parent of any child who is missing some learning should inform the school via Managebac.
2. *What is ManageBac and how do I access it? (Page 12)*
 - a. ManageBac is a learning management system used by many IB schools. At KIS it is used for MYP students to access their curriculum and assessment, and for MYP and PYP parents to see an overview of what their child is learning, report absences, receive report cards etc. You should receive an email, asking you to sign on to ManageBac soon after starting at the school. If you do not, or if you have problems logging in, please contact the school principal.
3. *What should I do if I decide to take my child out of school for some days? (Page 6)*
 - a. Parents who take a child out of school for some days must inform the school using a leave of absence form from the office. Norwegian law allows a maximum of ten days during the course of each academic year, and any time taken out of school forms part of a student's record. Leaves of absence beyond ten days may be referred to the home municipality for action.
4. *What should my child take with them to school? (Page 8)*
 - a. All children are expected to bring the items listed on page 8 to school. Please ensure that items are clearly named, particularly for the younger students.
5. *Does the school have after school care (SFO)? (Page 6)*
 - a. KIS is too small to be able to run its own after school care (SFO), but PYP students are able to attend a traditional SFO at Lovisenlund School (38 10 79 66) or an IFO (sports and outdoors activities) at [Gimletroll](#). IFO Gimletroll uses a bus that will pick the children up from school, but parents must organise their own transport to Lovisenlund for SFO. The majority of our students who use after school care go to IFO Gimletroll.
6. *Where can I find the school policies? (Various pages)*
 - a. School Policies, the calendar and other documents for parents are stored in a folder on the IB Parents pages on [ManageBac](#). There are also files related to the Parent Association in the same place.
7. *Who should I speak to if I am worried about my child or have a general question? (Page 11)*
 - a. Generally, the homeroom teacher of your child is the first point of contact if you are worried about your child. For other questions, please look at the guidance on page 11, page 15 or page 16 to find who would be the best person to ask, or for links to Norwegian regulations about the school environment.
8. *What are the responsibilities of class representatives on the Parent Association (KISPA)?*
 - a. A class rep is a parent volunteer who helps the teacher organise events and field trips and establish positive links between parents and with the teacher. There is a document that outlines the full responsibilities of class reps in the files section of the IB Parents part of ManageBac.

Like all IB schools, KIS uses the IB Learner Profile to define what sort of people we aspire to be, both as adults and children. School policies are written to encourage these attributes, as are our expectations for student behavior and conduct.



IB learner profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

INQUIRERS

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Staff List and Contacts

Telephone (office) +47 95826601
Telephone (principal) +47 95405941

KIS administrative staff		
Position	Name	Email
Principal	Mark Case	Mark.Case@kristiansand.kommune.no
Administrative assistant	Teresa Larsen	Teresa.Larsen@kristiansand.kommune.no
Administrative assistant	Roberta Pasini	Roberta.Pasini@kristiansand.kommune.no
PYP Coordinator	Jeremy Youell	jeremy.youell@kristiansandintsch.net
MYP Coordinator	Susan Heiseldal	susan.heiseldal@kristiansandintsch.net
KIS Homeroom Teachers		
Grade Level	Name	Email
Grade One	Amy Gordon	amy.gordon@kristiansandintsch.net
Grade Two	Katja Gomboc	Katja.gomboc@kristiansandintsch.net
Grade Three	Simon Moore	Simon.moore@kristiansandintsch.net
Grade Four	Elen Sutherland	elen.sutherland@kristiansandintsch.net
Grade Five	Bernadette Butterfield	bernadette.butterfield@kristiansandintsch.net
Grade Six	Ingrid Swan Aas	ingrid.aas@kristiansandintsch.net
Grade Seven	Elisabeth Vindbo	elisabeth.vindbo@kristiansandintsch.net
Grade Eight	Kristine Sødal	kristine.sodal@kristiansandintsch.net
Grade Nine	Brikena Djepakhija	brikena@kristiansandintsch.net
Grade Ten	Randi Rodt	randi.rodt@kristiansandintsch.net
Subject Teachers		
Subject	Name	Email
MYP Design	Bernadette Butterfield	bernadette.butterfield@kristiansandintsch.net
MYP EAL, English, Drama, SEL	Carla Mathison	carla@kristiansandintsch.net
MYP English	Kristine Sødal	kristine.sodal@kristiansandintsch.net
MYP French	Pauline Pichard	pauline@kristiansandintsch.net
MYP Humanities, Media	Deborah Hoggan	deborah.hoggan@kristiansandintsch.net
MYP Math, Design	Brikena Djepakhija	brikena@kristiansandintsch.net
MYP Nor LA, Music	Randi Rodt	randi.rodt@kristiansandintsch.net
MYP PHE	Christine Heggelund	christine.heggelund@kristiansandintsch.net
MYP Science, Design	Per Olav Verås	perolav@kristiansandintsch.net
MYP, PYP SEL	Eva Engesland	eva.engesland@kristiansandintsch.net
MYP Science	Mark Case	Mark.Case@kristiansandintsch.net
MYP Design, Math	Susan Heiseldal	susan.heiseldal@kristiansandintsch.net
MYP, PYP Nor LA	Ingrid Swan Aas	ingrid.aas@kristiansandintsch.net
PYP Drama	Jeremy Youell	jeremy.youell@kristiansandintsch.net
PYP Visual Arts	Katja Gomboc	Katja.gomboc@kristiansandintsch.net
PYP Music	Elen Sutherland	elen.sutherland@kristiansandintsch.net
PYP Library, MYP EAL	Tabitha Torgersen	tabitha@kristiansandintsch.net
PYP, MYP Norwegian	Elisabeth Vindbo	elisabeth.vindbo@kristiansandintsch.net
PYP PHE, assistant	Tina Småstuen-Moi	Tina.smastuen@kristiansandintsch.net
PYP Assistant	Lerma Slottet	lerma@kristiansandintsch.net
Other responsibilities		
Counsellor	Eva Engesland	eva.engesland@kristiansandintsch.net
School Nurse	Charlotte Kolbeinshavn	Charlotte.Joy.Kolbeinshavn@kristiansand.kommune.no 46857266
Learning Support	Randi Rodt	randi.rodt@kristiansandintsch.net

Attendance, punctuality and transport

It is important that all students attend school regularly and arrive on time to ensure that they have full access to the learning opportunities offered at KIS, so all parents are asked to follow the guidelines below.

Arrival and Dismissal

The standard day for students at KIS begins at 0815 (PYP) and 0825 (MYP) and ends at 1430 for PYP, 1435 for MYP. School finishes early on Tuesdays – 1345 for both PYP and MYP. Students may stay at school until 1530 (1430 on Tuesdays) to use the library for the completion of homework or other academic work.

Some children stay after the end of the school day to socialise in the outside areas. Parents should be aware that the school cannot be held responsible for any injury, accident or misbehaviour during these times. Any negative behaviour reported to the school may result in the children being required to leave the school premises at the end of the school day.

Transport to and from school

Older students may make their own arrangements for transport to and from school, but parents of students in Grades 1-3 are asked to inform the class teacher of travel arrangements if the students will not be collected by a parent. The school strongly recommends that all students who travel to or from school unaccompanied are equipped with at least a basic mobile telephone. Students who cycle to school are strongly encouraged to wear a safety helmet and to use cycle lights and reflective clothing when necessary.

Drop Off/Pick Up from School

Parents who drive their children are requested to drop off and collect students using the drop off zone on Kongsgård alle. **Please do not** leave cars at the drop off area – use the car park if you need to come into school. This has been a real problem at points in the past as the actions of parents taking space in the drop off area has made it difficult to keep the road safe for students who are walking or cycling, and we rely on our parents doing the right thing to keep the whole community safe.

Lateness

Students who arrive late for school are required to report to the school office, where a record is kept of the late arrivals. Persistent late arrival to school can have a negative effect on student learning, and parents will be informed when tardiness becomes a problem. If students are late due to medical appointments, presenting an appointment card will ensure that the lateness does not appear on the student's records.

After School Care

KIS is too small to be able to run its own after school care (SFO), but PYP students are able to attend a traditional SFO at Lovisenlund School (38 10 79 66) or an IFO (sports and outdoors activities) at [Gimletroll](#). IFO Gimletroll uses a bus that will pick the children up from school, but parents must organise their own transport to Lovisenlund for SFO.

Absence

Research shows that regular attendance at school is one of the most important factors in students' ability to have a positive school experience, both academically and socially. This is particularly true in an IB school, where much of our inquiry learning involves ongoing projects spread over several lessons. Missing one of these lessons can leave a student struggling to catch up and make it considerably harder for them to achieve success. Parents should try to reduce as far as possible the number of absences.

Absence due to sickness or medical appointment

Obviously, our children do suffer from sickness and are, at times, unable to be active participants in the learning at school, and we would always discourage parents from sending a sick child to school. Students should not be sent to school and will be sent home if they show any of the following symptoms:

- A temperature of 38 C or more
- Nausea, vomiting or severe abdominal pain
- Diarrhoea.
- Acute cold, sore throat, persistent cough.
- Red inflamed or discharging eyes.
- Acute skin rash or eruptions.
- Suspected scabies or impetigo.
- Severely swollen glands around throat or neck.
- Earache.
- Any weeping skin lesions unless protected and diagnosed non-infectious.
- Head lice – until they have been treated with the recommended shampoo.
- Other symptoms of severe illness.

Students should be kept at home for 24 hours after the symptoms have gone to reduce the spread of infections.

A parent of any child who is unable to attend school for medical reasons should inform the school via Managebac. If students are absent due to medical appointments, presenting an appointment card to the office will ensure that the absence does not appear on the student's records.

Leave of Absence

Children from all over the world attend KIS and the school understands that there are times when students may need to go away outside of the regular school holidays. However, it is important that all children attend school regularly and parents are legally responsible for ensuring that children receive their right to an education. Accordingly, the school will usually authorise short leaves of absence for students to attend family events or for religious observance during term time. Under Norwegian regulations, the school cannot authorise leave of absence of more than ten days in a school year. Students' unauthorised absences form a part of their school record and may be passed on to both future schools and other agencies in Kristiansand.

When planning a leave of absence, parents must complete a *Leave of Absence* form prior to their child/children being absent from the school. The leave of absence form must be collected from the office and returned as soon as possible.

No homework will be set when students are away from school. When students are taken out of school it is the responsibility of parents to ensure that their child/children catch up with class/homework when they return to the school.

Any family who faces difficulties whilst on holiday and is unable to return to the school as scheduled should contact the Principal to pass on this information.

School Life

KIS is a small school and offers a supportive atmosphere for students and families coming to Kristiansand. Parents with questions about the day-to-day life of the school and how to support children should contact the class or homeroom teacher in the first instance.

Be prepared for school

All children are asked to have the following items at school and to ensure that they are clearly named, particularly for the younger students.

- Clothes and shoes suitable for physical education (PE) lessons. Parents will be informed of which day(s) include PE at the beginning of the school year. One-piece swimwear, towel and shower items are required for participating in swimming.
- Wet weather clothing and footwear should be kept at school all year round, as all students take breaks outside regardless of the weather conditions.
- Students in the lower PYP classes (Grades 1-3) should also have a change of clothing in school at all times, as the younger children are more likely to get wet during breaks.
- Indoor shoes must be kept in school – no outdoor footwear is allowed in the classrooms and wearing socks around school is unsafe.
- A healthy snack and lunch pack including something to drink. We ask that attention be paid to providing healthy items. Water bottles may be refilled at school.
- MYP students should ensure they have pencils, pens, erasers, a ruler and a pair of wired headphones or earpieces in every class.
- MYP students in Grades 8, 9 and 10 should also ensure they bring their own laptop or tablet computers into school every day. Students in other MYP grades are also encouraged to do so.

Personal Belongings

Students are discouraged from bringing items of personal value (ie favourite toys, expensive jewellery etc) to school and the school cannot be held responsible for the loss, theft or damage of such items. If they are brought to school, these items must be kept in the student's backpack during school hours or handed to a teacher for safekeeping. Any prohibited items (eg cigarettes, vapes, alcohol or weapons) discovered in school will be confiscated and the incident dealt with in line with the [school's behaviour policy](#).

Bicycles, scooters, roller boots etc.

Students are not allowed to use bicycles, scooters, skateboards, roller boots or similar during the break times at school. The playground is too small to create a safe space for riding wheeled vehicles during the school day. Similarly, shoes with wheels built into the soles are not allowed in school. If ridden to school, bikes or scooters should be locked up on the bike racks outside the school campus.

Mobile telephones

Students are allowed to bring mobile phones to school, but the school cannot be held responsible for their loss, theft or damage. Mobile phones and related technology (earbud, smart watches etc) may not be used during the school day (PYP) or outside of break times (MYP), unless the student has permission from the teacher. Smart Watches are not to be worn by students at school. If there is a reason why a smart watch must be brought to school, it must be left in a student's locker or bag during the day. Please note that although this information is true at the time of writing, the school's leadership is constantly reviewing the policy on mobile phones, which may result in changes to this section.

Any inappropriate use of a mobile phone will result in the device being confiscated by the school for the rest of the school day. If this happens more than twice in a month, students will be asked

to hand their phones in to the office each morning and pick them up at the end of the day for a period of up to a week. At KIS, inappropriate use includes, but is not limited to:

- Use of a mobile phone outside of the allotted times
- Non educational use during class time (messaging, social media, games etc)
- Use of a mobile phone to play inappropriate games or to access inappropriate material
- Use of mobile phone camera without the consent of the subject being photographed
- Use of phone for sound recording except where required for class work

Parents – please note that you must not call your children on the phone during classes, which could result in their phone being confiscated – please call the office on 95826601 if you need to pass an urgent message on.

The use of mobile phones is covered in the acceptable use of technology agreement which all students are expected to agree to at the beginning of the academic year.

Outside Recess

Children need fresh air and exercise every day to help them stay healthy and to be alert and receptive to classroom learning activities. Hats, mittens, warm coats and boots are required in cold weather (snow pants are also strongly recommended). For the spring and fall seasons pupils should have appropriate rain gear. Parents are responsible for dressing their children appropriately. Frequently, parents send notes to the teachers requesting that they keep their child inside during the recess period. Generally, if a child is well enough to come to school, he/she is considered well enough to participate in outdoor play. If, however, there are extenuating circumstances why your child should not take part in outdoor play, please speak to the school administration. Students are expected to respect the boundaries set by the school regarding their location during break and lunch times.

Dress Code

KIS is host to students from around the world and as such we are aware of the fact that every culture has its own norms in relationship to dress code. In order to promote a comfortable environment for students and staff we require dress that is appropriate for school. Students and staff are requested to wear clothing that is of a modest design (i.e. underwear is covered) and appropriate (i.e. without obscenities or offensive material) for wear in an international co-educational environment. Outdoor clothing such as hats, gloves, scarves and jackets are not to be worn inside the building.

Food and Drink

Parents are asked to remember that the school promotes healthy choices for snack and lunch. Please do not send sweets, crisps and biscuits to school with your child. Water is available at school and all children should have their own water bottles to refill. Chewing gum, sugary drinks and energy drinks are not allowed in school. The students occasionally run bake sales at school and these rules will be relaxed for those days, although the school encourages students organising bake sales to ensure there are healthy options available.

Birthday Parties

Invitations to private birthday parties will be distributed by teachers **only** if all children in the respective class are invited (PYP). We encourage parents to use the 50:50 rule for smaller parties – if the party includes less than 50% of the students in class, it is OK. If a party or gathering includes invites to more than 50% but not everyone, it is likely to leave some children feeling excluded.

Birthday Parties in school

KIS does not support private parties during the school day to celebrate birthdays. Parents who would like to send in light refreshments to celebrate their child's birthday must make arrangements with the teacher in advance.

Dembra

KIS participates in the Dembra project, sponsored by ARKIVET peace- and human rights center of Southern Norway. The basic idea is that actively working towards creating attitudes of acceptance and equality is an important aspect of school-life. Helping to build a safe community to which all students feel a sense of belonging, within school and otherwise. Supporting a school culture of acceptance as well as embracing the commonalities and differences within our international community is a right and responsibility we all share (students, teachers, parents).

Our participation in Dembra, involves working alongside ARKIVET consultants and participating in school networking activities. These activities develop knowledge within our community of reflection, critical thinking and collaboration focused on inclusion. This likewise supports the values of the IB Learner Profile and International Mindedness foundations of an IB education towards global citizenship.

Student Council

The Student Council meets once a month to discuss various school items. Representatives are elected from each class, who also report back to their class on issues arising from the student council meetings. This year, student council members will also be tasked with supporting the school to reach the objectives outlined in our Dembra plans.

Calendar

The school's annual calendar can be found on the file section on [ManageBac](#), requested from the office, and is at the end of this handbook.

Parent Volunteers

We welcome parents as partners in their children's education at KIS. Their support and participation make a positive difference in our educational and extra-curricular activities. Parents should contact their child's class or homeroom teacher if they wish to support the school as a parent volunteer.

PA (Parent Association)

The PA is an association of parents who work together for the well-being of the KIS students and school. Every parent or guardian who has a child in the school is automatically a member of the association, and there is a PA board who coordinate the activities of the PA. Members of the Parents Association committee and post holders are elected annually at the AGM and serve for one year. The PA organizes many activities including fund raising and financial support for a variety of school or class activities, refreshments at school events and social activities for the whole school community.

The Parent Association folder on ManageBac (look under the files tab) has documents that describe the role and purpose of the PA in more detail. The Chair of the PA can be e-mailed at: pachair@kristiansandintsch.net.

School Administration

Kristiansand International School is a private school supported by Kristiansand Kommune and owned by Stiftelsen Kristiansand International School. The board of the foundation that owns the school meets about six times a year to consider the future strategic planning of the school, the school's policies and the school's finances.

Whom to ask

The school's admin team consists of the principal, PYP Coordinator, MYP Coordinator and administrative assistants. In general, enquiries about school administrative items including absences due to sickness, times and dates of events, changes of address etc. should be addressed to the administrative assistants.

You may have questions about the curriculum, including learning outcomes, differentiation for students of different abilities, teaching and learning in the classroom. Questions or concerns regarding the learning or behaviour of individual students should always be addressed to the homeroom or subject teacher, as appropriate. Broader questions about teaching and learning at the school can be addressed directly to the programme coordinators.

Complaints, enquiries about student welfare, long term sickness, student leave, queries about the calendar or other school wide questions should be addressed to the principal.

Parents are asked to make an appointment before approaching the teachers with specific questions, and under no circumstances are teachers able to talk about specific incidents or individual children in a public space or when other people are present.

Change of Address

It is important that the school is able to make contact with parents quickly if needed, so parents are requested to notify the school office immediately of any change of address, telephone number(s) or email.

Guests

From time to time we receive requests for a guest to visit our school. Typically this request is for one or two days for either a friend or relative of a KIS student to join our classes. Parents are requested to make this request to the principal in advance of the visit and stating:

- The student's name and grade level.
- The visitor's name and current grade level.
- The date of the planned visit to KIS.

Prior to granting permission for this type of visit the school must have time to consider the appropriateness of allowing such a visit in relationship to dates, class size and what will actually be happening within the school at the time. When permission is granted for a visit the school expects that any such visitor conforms to the school's policy on [Student Behaviour](#). On arrival at the school visitors must report to the Administrative Assistant.

Loan of books and equipment

The school has a wide variety of books and other equipment available for loan from the library or from class/subject teachers. Students who borrow books or equipment from school are expected to take good care of the items and return them in the same condition as they were borrowed. The cost for replacement of lost or damaged items will be billed to parents.

Academic Life

Kristiansand International School follows the philosophy and practices of the IB programmes for the primary years and the middle years. Further information about these programmes is available on the IB website, www.ibo.org, and further information about the school-specific curriculum is available on the school website, ManageBac, or from the MYP and PYP Coordinators.

ManageBac

The school uses ManageBac – an online curriculum and assessment management platform. All parents have access to this platform and should check it regularly to enable them to support their children's learning. In the PYP, ManageBac for parents gives an overview of the student's learning and curriculum. Additionally, in the MYP, parents can see when assessment tasks and other academic deadlines are drawing near. If parents do not have access to ManageBac, please get in touch with principal. There is a link to access ManageBac on the school's website or use this address: <https://kristiansandis.managebac.com/login>

Sharing Information

Student circumstances and significant events both in and outside of school can have a noticeable impact on their learning. If parents have information to share, they are encouraged to contact the homeroom teacher, counsellor or principal. If parents are concerned about their child's learning in a particular class, they should make an appointment to meet the class or subject teacher.

Reporting Academic Progress to Parents

Student achievement is reported to parents through development talks, mid-year progress reports, and end of year final reports. School MYP achievement levels or PYP assessment descriptors are reported for all subjects at the end of each school year. School awarded grades (G8-10) represent your child's progress over the units studied throughout the year.

Parent/Teacher/Student Conferences

Conferences are held at the end of the first and third quarters. The purpose of the first quarter conferences is to ensure that the teacher, student and parents have an opportunity to discuss the student's learning, to share successes and challenges and to ensure that all parties have a clear idea of the student's goals for the future. Third quarter conferences in March follow the same format in the MYP, but the PYP hold student led conferences, where the children will share their learning with parents. These conversations are vital for sharing information between home and school, and all parents are expected to attend. Information about these conferences will be shared several weeks in advance.

Academic Integrity

All students are expected to show their own learning and expertise in their work. Acts of academic misconduct are taken very seriously by the school. Pieces of work handed in that the school does not believe to be the student's own work or which include plagiarism or unreferenced sources will not be accepted for assessment or marking and may result in reduced achievement levels/grades or parental contact and support being sought. [Further clarification is available in the policy.](#)

Home Language Lessons (PYP)

Research emphasises the importance of students retaining a strong home language, which acts as a support to children's second or third languages. This year, beginning after October break, students in Grades 1-5 will meet for home language sessions on Friday mornings for 30 minutes. These sessions are designed to support the students' home language (the language

most commonly spoken in the children's home), and all students will be placed in groups that enable them to strengthen that language.

The school relies on parents to plan and take responsibility for these sessions. If parents are unable to make it to these sessions, the school asks that children bring books or other activities in their home language and they will be supervised by school staff.

Assessment

Kristiansand International School believes that effective assessment is central to the process of teaching and learning in an inquiry based international school. The key to all of our assessment practice is to improve the students' attainment and understanding of themselves as learners. The school's assessment procedures are in line with the requirements of the IB. Further information and a full copy of the assessment policy is available on ManageBac.

MYP Assessment

MYP assessment is criterion related assessment practice which follows the IB guidelines. Students and parents should refer to subject documentation for specific criteria information and levels of achievement descriptions. The criteria are different for each subject and are available in each task. Criteria handbooks are available in Managebac for each year level.

Task notifications and clarifications are posted in advance on ManageBac, students are expected to read the instructions carefully and submit their work according to specified deadlines and instructions. Unexcused failure to submit work within deadlines will result in work not being able to be evaluated.

In the upper grades, student engagement in lessons, tasks and homework may also influence their final grades.

MYP IB Certificates/Course results

MYP 5 students complete externally assessed personal projects, ePortfolios and eExams. For the IB designed summative assessments, each subject has only one component and are assessed either by ePortfolio or eExam. The results are based on either on-screen examinations or coursework moderated by the IB. Final IB results awarded are distributed by the IB in late August or early September.

PYP Action

An explicit expectation of the PYP is that successful inquiry will lead to responsible action, initiated by the student as a result of the learning process. It is a means for students to show that they have linked their learning to real-life issues and opportunities, and that they are developing responsible dispositions towards their environment and to the community within and beyond school. Action can be short or long term, revisited or ongoing. It may be individual or collective, small or large scale; it does not need to be grandiose. This action will extend the student's learning, or it may have a wider social impact, and will clearly look different within each age range.

Service as Action (MYP)

All MYP students are required to engage in service and action during each year of the programme. Some of this is built into the curriculum, but students are responsible for finding opportunities to undertake appropriate service in the community outside of school hours and recording their service on ManageBac. Failure to complete Service Action requirements will result in a student failing the MYP.

English as an Additional Language (EAL)

Many of our students speak English as their second or third language. Although students pick up social language quite quickly when immersed in an English language school environment, it

can take much longer to acquire the academic language necessary for success. The EAL teachers work with students and teachers to support language acquisition.

Field Trips and residential trips

Off-campus trips and visits can enrich and strengthen students' education, providing a context that will reinforce their in-school learning and case studies that will allow students to connect their education to the real world. Such visits can be made in direct support of the curriculum, or to attend cultural events that will broaden the students' education or understanding of our host country. Parents will be asked to support these trips by ensuring that the children are prepared for them, and may also be invited to join the trip as a volunteer helper. The cost of field trips and residential trips will be charged to the parents. Parents should contact the principal if payment for trips is going to be difficult.

If students are not prepared for a scheduled field trip, with the right clothing or equipment for example, parents will be contacted, but the school reserves the right to withdraw a student from a field trip in these cases.

Residential trips are planned and organized for different classes in the MYP and PYP, as appropriate to the needs of the school and available venues for the trips. All students are expected to attend.

Grade Placement

The school believes that students learn best among others of the same age, so students will normally be placed in the correct grade according to their age, following the Norwegian system, where a student starts Grade 1 in August of the calendar year in which the child turns six. On rare occasions, the school may decide that a student would benefit from repeating or skipping a grade, in which case the school's reasoning, assessment results and student's needs will be discussed with both student and parents.

Homework

The school believes that young people need to engage in a balanced life to grow into successful and happy adults. Accordingly, the total time spent both at school or on homework should not exceed 40 hours a week, except during grade 10, when the demands of the personal project will require some flexibility. Teachers will only set homework if there is a genuine need to support learning – the school's stance is that homework for the sake of homework should never be set. General reading is not considered homework, and the school expects all students to read appropriate material every day in English, Norwegian or their home language. For further information, please read the [school's homework policy](#).

IT (Information Technology)

KIS encourages the use of computers and the internet to support learning and believes that students should be able to use IT as a tool for their work. The school has a selection of computers and other IT equipment that is available for educational purposes only. Students may access the internet at school, and the school expects students to use good judgement when choosing sites to support their learning and ensure that any content accessed is appropriate for students in a Grade 1-10 school. Any use of the internet for malicious communication, whether in or out of school, will be treated very seriously in line with the school's anti-bullying and behaviour policies. Students may use the school printers to print assignments during break times or before the start of school.

Personal devices are required in the upper MYP years, Grades 8, 9 and 10. The school will give access to the internet and the school expects students to use good judgement when choosing sites to support their learning and to follow the school's acceptable use policy, which is shared with all members of the school community. Personal device use in the classroom is as a learning tool. Students are expected to be principled in their use of IT and recreational use is not allowed

during class time. This includes message sending, games, social media. Inappropriate use or sharing of inappropriate content will result in the device being confiscated and additional action taken in line with the school's behaviour policy.

Library

Our library contains over 4000 resources comprising of picture books, fiction and non-fiction books, professional books, reference materials, DVDs, CD-ROMs, and a few magazines. Our PYP students visit the library at least once a week. Students are encouraged to borrow up to 3 books for two weeks; these can be for personal reading or to assist with the learning going on in the classrooms. MYP students are encouraged to access the library as both a learning resource centre and a source of recreational reading.

The Library has scheduled opening times displayed on the door. Parents are welcome to visit the library with their child after school hours and should make arrangements with the school librarian in order to do so.

We continue to build the *international section* of the Library for our students to be able to check out books in other languages. Many thanks to all our families who have assisted us in this task! Be sure to stop by and visit our collection!

Parent Programme Workshops

The school offers all parents opportunities to learn about both the PYP and the MYP during the course of each school year. It is important that parents have a good understanding of the academic programmes the children are enrolled in, so all parents are encouraged to sign up to attend these workshops as and when they are announced by the school.

Transfer to High School

The education at KIS is a preparation for the IB courses available at KKG. We do not prepare students for entry into the general upper secondary schooling system in Norway. However, students in Grades 9 and 10 do have access to various activities organised by Kristiansand Kommune, including y-valgsmessa (an exhibition showing all the different programs offered at upper secondary schools), one week of work experience and the open schools nights, which can be attended with parents. The School Counsellor has more information on the options for our students as they leave G10 and is able to advise further.

Student Welfare

For our students, coming from a variety of different school systems and cultural backgrounds, feeling secure and safe is of even more importance than it is for most. The school places a high emphasis on student welfare and works closely with outside agencies in Kristiansand to help ensure that our students are growing up in safe environments. If any member of the community has any concerns about the welfare of a student, they should talk to the principal immediately.

A Safe School Environment

Norway has some of the world's strongest regulations pertaining to promoting and safeguarding a safe school environment for students, and the school follows these carefully, as well as taking inspiration and ideas from best practice around the globe. Further details about the local regulations and a child's or parent's right to complain to the regional government are available [here](#), and the school's behaviour and anti-bullying guidance is available in the parent files on [Managebac](#).

Student Support Services Team (SSST)

Consisting of the leadership team, the Learning Support coordinator, counsellor and school nurse, this group coordinates necessary actions for students who are in need of extra support in school. This support could be academic, social or medical. Referrals to the SSST are frequently made by teachers, but students or parents are also welcome to contact any member of the team directly.

Homeroom Sessions (PYP)

PYP students have daily homeroom classes, and student welfare and governance are a strong feature of these. This includes discussions about issues that come up in school, small group support for conflict resolution, if needed, and opportunities for student led groups, such as Student Council and Green Flag to work with students. Homeroom classes support the social and emotional development of the student and encourage the growth of the Learner Profile Attributes.

School Counsellor *Eva Engesland*

Eva.Engesland@kristiansandintsch.net
91625156

Eva is available by appointment for students, teachers or parents to discuss the social and emotional development of individual students or the dynamics within friendship groups. The school counsellor works with members of the SSST to determine student need for social emotional support and may work with individual students or small groups on an occasional or ongoing basis. The school counsellor also teaches social emotional learning to students in Grades 2-10.

Medication

Students requiring medication during the day must have this provided by their parents, who also need to complete a permission form from the school office. The parents of any student requiring allergic reaction medication/emergency medication must discuss this matter with the school nurse prior to the student arriving at the school.

Medical Care/Absence due to Sickness

Accidents: In the event of an accident at school parents will be notified, and if necessary an ambulance will be called. If treatment is necessary but it is not an emergency, parents will be called to take the student for medical treatment.

Illness: In the event of illness at school the parents will be called and they will then be required to collect the student from school.

The school has a full First Aid procedure that is available upon request.

Physical and Health Education

If for some reason (illness or physical disability) a student cannot participate in physical education he/she must bring a note signed by a parent clearly stating the reason for exclusion and the length of time the student is to be excused from activities. Students excluded from PHE will normally be required to sit and observe the lesson.

School nurse *Charlotte Joy Kolbeinshavn*

Tel: 46857266, Email: charlotte.joy.kolbeinshavn@kristiansand.kommune.no

The school health service, in the person of the public health nurse, is committed to promoting health and to ensuring that children and young people are actively involved in influencing their own lives, with the aim of enabling each individual to experience social, emotional and medical wellness. The school nurse will have follow-up meetings with students and parents throughout the year and will invite every new student at the school for an introduction. The physiotherapist is also a part of the school health service and can be contacted when required. If you have any concerns, please don't hesitate to get in touch.

General outline of the school health programme

- PYP 1:** Preschool health check. Consultation with nurse and doctor.
- PYP 2:** Tetravac vaccination as part of the Norwegian vaccination program.
Health promotion education in class.
- PYP 3:** Individual talks with all students in PYP 3 about how to maintain a good and healthy lifestyle. Measurements of height and weight. School nurse to inform guardians of any deviation from the Norwegian recommendations.
- PYP 5:** Puberty education. School nurse divides boys and girls in separate groups and have talks about puberty and development.
- MYP 1:** MMR vaccination as part of the Norwegian vaccination program.
- MYP 2 :** HPV vaccination as part of the Norwegian vaccination program.
Group work, with focus on self-esteem, body language, boundaries, friendship etc.
- MYP 3:** Individual talks with all students in MYP 3 about emotional, social and medical health welfare. Measurements of weight and height. School nurse to inform guardians of any deviation from the Norwegian recommendations.
- MYP 4:** Sexual education.
- MYP 5:** Boostrix polio as part of the Norwegian vaccination program.
Vaccination certificate handed out.

Kristiansand International School

2023 - 2024 School Calendar

August 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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29	30	31				

November 2023						
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December 2023						
Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30
31						

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30	31			

February 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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24	25	26	27	28	29	30
31						

April 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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28	29	30				

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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23	24	25	26	27	28	29
30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- School Closed/ Holidays
- Teacher in-Service Day (no school for students)
- Parent Teacher Conferences
- Student Led Conferences

- End of Semester – Report cards
- End of 1st/3rd Quarter - Conferences