

# SKAGERAK

INTERNATIONAL SCHOOL

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HIGH SCHOOL

# STUDENT HANDBOOK

2020 Edition



## **Important notice**

The information in this handbook forms part of the contract between the student and the school and is subject to change or update during the school year. The school will notify students of any material changes.



# 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.

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# SKAGERAK

## INTERNATIONAL SCHOOL

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### HIGH SCHOOL

## **Mission and Philosophy**

### **School vision**

“An open-minded community that fosters lifelong learning in a global context.”

### **Mission statement**

To inspire, guide and challenge students to be actively involved in a caring and committed internationally-minded and bilingual community; engaging students in learning that enables them to succeed and encouraging them to assume responsibility.

## Introduction

### Welcome to Skagerak International School, High School

Skagerak International School, High School is situated on the waterfront in the lovely town of Sandefjord overlooking its historic harbour. The school provides an opportunity for students to develop to their full potential by combining the best practices of the Norwegian and International systems of education. With excellent and rapidly expanding facilities, Skagerak International School, High School is the ideal place to study for the International Baccalaureate Diploma.

The school is well known for its warm and friendly atmosphere. This is helped by the small size of the school. We think that such an environment is vital for students and staff to function together to maximum effect.

The school has excellent contacts with both the national and international school communities being members of the Association for Independent School, the European Council of International Schools (ECIS), Council of International School and the International Baccalaureate Organisation (IBO).

The teachers at Skagerak International School, High School are professional, committed and highly qualified. They are dedicated to achieving high educational standards with the students they teach. Whatever their nationality, they all bring with them to Skagerak an impressive background of teaching experience.

This handbook outlines some of the procedures and rules that apply to all students. When students respect them, the school will continue to operate smoothly to the advantage of all students, teachers and friends of the school. This handbook is considered part of the contract.

<sup>1</sup> *Note: 'you' refers to you, the student.*

## The curriculum

Skagerak International School, High School, is a high school that offers an international education to students aged between 16 and 19 years old. The school is non-selective and its teachers are experienced in teaching students of different levels of ability and helping them reach their academic potential.

Skagerak offers a three-year pre-university education taught in English. The first year, called Year 11, is equivalent to Vg1 in the Norwegian system of education and prepares students for the International Baccalaureate (IB) Diploma Programme in years two and three. The Year 11 year meets the requirements of the Norwegian Vg1 *studieforberedende program for videregående skole* and students who successfully complete the year receive a *Kompetansebevis* (certificate of competence) can apply to enter the IB Diploma Programme or transfer to another programme at a Norwegian VGS.

It is a requirement that all students study English and Norwegian in all three years while attending Skagerak either as a first or second language. In addition, students must also study one from French, German or Spanish as a third language in the first year. Students can also continue to study French, German or Spanish in years two and three.

### Year 11/Vg1

Students study eight subjects in Year 11/Vg1

Subjects studied in Year 11/Vg1					
English	French	Geography	General science	Mathematics	PE
&	or	&			
Norwegian	Spanish	Social studies ( <i>samfunnsfag</i> )			

### IB Diploma Programme (Vg2 and Vg3)

Students who successfully complete the Year 11 year can apply to enter the IB Diploma Programme (DP). Students who have successfully completed other relevant programmes e.g. the IB Middle Years programme or equivalent academic standard can also apply to enter the DP. The DP is an academically challenging and balanced programme of education with final examinations that prepares students for success at university and life beyond. The programme is taught over two years and is recognized and respected by all leading universities around the world and also in Norway of course.

Students study six academic subjects in the Diploma Programme, one from each column:

Subjects available in the IB Diploma Programme Year 1 at Skagerak 2020/2021					
1	2	3	4	5	6
English and/or Norwegian or Self-Taught	Norwegian and/or English	Economics or Environmental systems and societies	Biology or Physics or Environmental systems and societies	Mathematics	Visual arts or Chemistry or Psychology

Subjects available in the IB Diploma Programme Year 2 at Skagerak 2020/2021					
1	2	3	4	5	6
English and/or Norwegian or Self-Taught	Norwegian and/or English	Economics or Psychology	Biology or Physics or Environmental systems and societies	Mathematics	Visual arts or Chemistry or History or Spanish or French

Most subjects can be studied at higher level (recommended 240 teaching hours) or at standard level (150 teaching hours). Students must study three subjects at higher level, and three subjects at standard level. The school will assist students in choosing the appropriate subject mix for their DP studies.

In addition to their six subjects, students will do Theory of Knowledge, an extended research essay in one of their subjects and participate in CAS.



The strength of the Diploma Programme is that it:

- provides an education that balances subject breadth and depth, and considers the nature of knowledge across disciplines through the unique theory of knowledge course
- encourages international-mindedness in IB students, starting with a foundation in their own language and culture
- develops a positive attitude to learning that prepares students for university education and lifelong-learning
- has a reputation for its rigorous external assessment with published global standards, making this a qualification welcomed by universities worldwide
- emphasizes the development of the whole student - physically, intellectually, emotionally and ethically through the Creativity, Activity and Service (CAS) programme.

Students will develop an understanding of the IB learner profile (the profile is included at the front of this handbook). The ten aspirational qualities of the learner profile inspire and motivate the work of teachers, students and the school. IB learners strive to be inquirers, thinkers, communicators, risk-takers, knowledgeable, principled, open-minded, caring, balanced and reflective.

## **CAS**

All students are expected to take part in several CAS activities during their time at School under the supervision of the CAS Coordinator. All students must regularly upload reflections on Managebac and meet all deadlines. CAS is a mandatory requirement and failure to complete CAS can lead to no Diploma being awarded

## **Learning Support**

The school offers additional support for students with specific learning difficulties e.g. dyslexia. The Learning Support Coordinator can arrange specific help with study skills, planning essays, note-taking, presentation and exam techniques where necessary.

When you apply to the school if you think you may need learning support, or received such support in your previous school before coming to Skagerak, please inform the school during the admissions process and provide the relevant documentation, as failure to do so may lead to challenges for your son and daughter. All such information is treated in the strictest confidence.

## **School Organisation and Routines**

### **Attendance**

The school day starts at 08:45 and finishes at 15:45. The school is an 'open campus' which means you do not have to be onsite when you do not have a class or other meeting to attend. The school expects you to have excellent attendance. Poor attendance usually leads to poor academic achievement. If you are not going to attend school on a particular day, please inform the office at 33 45 65 18 between 8.30 and 9.30 a.m. of that morning (see attendance policy).

The school expects students to be on time for all classes and meetings. This is a requirement that all students must follow.

If you are absent, it is your own responsibility to catch up on work missed. The school is sensitive to special cases and will endeavour to assist in every way it can where the student is absent for prolonged periods through no fault of their own (e.g. extended illness, hospitalisation or a bereavement).

If you require time off school, then you should fill in a yellow Request for Absence form available at reception and also inform your contact teacher.

It is a good idea to keep in contact with fellow students if you are absent. In particular, make sure that on the first day of your return you immediately:

1. arrange to hand in homework that was due while you were absent
2. collect class notes and hand-outs
3. work through all class exercises missed
4. ensure deadlines for any homework set are noted down
5. ensure dates for any tests are noted down.

If it turns out that you cannot attend school on a day that you have made an appointment with a member of staff, please cancel the appointment by telephoning the school

### **Policy on Absence**

It is a legal requirement that students attend school regularly and attendance/absence is recorded by teachers for each lesson. Research shows that poor attendance contributes greatly to poor academic achievement.

## Rules regarding Absence in Year 11, DP1 and DP2:

The absence limit applies to all students in high school, but not for apprentices, trainees or adults. The provision is included in the regulations to the Education Act § 3-3, last paragraph ([https://lovdata.no/dokument/SF/forskrift/2006-06-23-724/KAPITTEL\\_4-1#§3-3](https://lovdata.no/dokument/SF/forskrift/2006-06-23-724/KAPITTEL_4-1#§3-3)), and regulations pursuant to the Independent Schools Act § 3-3, last paragraph ([https://lovdata.no/dokument/SF/forskrift/2006-07-14-932/KAPITTEL\\_5-1#§3-3](https://lovdata.no/dokument/SF/forskrift/2006-07-14-932/KAPITTEL_5-1#§3-3)).

- Students in high school must attend and actively participate in their education.
- If a student has more than 10 percent undocumented absence in a subject, he or she will generally not be entitled to receive a grade for that semester or for the year in the relevant subject. The teacher cannot give the student a grade in the subject.
- The student must submit relevant documentation to get absence exempt from the absence limit.
- If the student has between 10 and 15 percent undocumented absences and the reason for the absence makes it clearly unreasonable that the student should not be graded, the Principal may decide that he or she will be graded in the subject.
- The absence limit applies for each subject, not for the students total absence.
- The student and parent/guardian will get a warning if the student is in danger of not getting a grade due to absence via email. Please contact the school office if you require translation of emails.

## Lånekassen

Students should be aware that a high level of absence will have serious consequences with lånekassen and can lead to a reduction in, or cancellation of, the amount of money they receive. Regular attendance is therefore very important.

## Absence from school

Students must notify the school by telephone on **33456518** or email at [office@skagerak.org](mailto:office@skagerak.org) **before 08:45am** specifying the reason for the absence

If a student needs to leave school during the day before he/she has attended all classes, they must inform the school office in person **before** they leave school.

## Types of absence

There are two types of absence in accordance with rules and regulations issued by the Ministry of Education:

- deductible\*
- non-deductible

For each academic year, a maximum of 10 days of deductible absences are allowed (where the total > 10 days). The student must provide appropriate documentation together with the absence form. The form can be collected from the reception and must be completed and returned within 14 days of the absence.

## **\*Deductible absence**

A deductible absence is one that falls under one the following categories:

1. military session
2. representing a national sport's team
3. representing a political party
4. school trip or school representation
5. an absence which is treated as deductible at the discretion of the school principal

## **Absence as a result of illness**

Except in cases of a diagnosed and documented chronic illness or other condition:

- Absences of 1 to 3 consecutive school days due to illness are **not** deductible
- Where the period of absence due to illness exceeds 3 consecutive days of school, the subsequent days (day 4 onwards) will only be deductible if the student provides a valid doctor's certificate.

Absence from school for medical appointments is never deductible unless it is in connection with the treatment and/or management of a documented chronic illness or other condition. Where possible, students should arrange dental/doctor's appointments on a day and/or at a time that does not require their missing classes.

## **Request for time off for a deductible or other reason**

If a student requires time off from school for a deductible reason (see 1 to 5 above), they must inform the school **in advance** by completing a yellow "Request for leave of absence form" which is obtainable from the school office. They must complete part A and hand the form in at reception or to the school office.

In all cases, students must provide documentary evidence for the request (for example a letter specifying the nature, date and time of the requested absence).

**If the reason for requesting time off falls under 5 above, the completed form will be passed to the principal for approval.**

## **Homework Policy**

### **Philosophy Statement**

All homework is vital in order to complete the courses successfully, to practise skills and to develop understanding. Homework enables students to receive feedback. Students should learn to be responsible for their own progress.

### **Presentation of work**

Written homework must be presented in a neat and legible manner in accordance with the instructions issued by the teacher setting the work. Word processing, the use of a spell check and proofreading is encouraged.

### **Meeting Deadlines**

The school expects students to meet deadlines. Special circumstances will be taken into account if brought to the attention of the subject teacher at the first possible opportunity. Your subject teacher will deal with homework issues in the first instance, and will inform your contact teacher where they think it necessary. They will also inform your contact teacher if they have other concerns about your academic performance in their subject e.g. work of poor quality, missed deadlines or insufficient effort to complete their assignments. Your contact teacher may choose to inform your parents if they feel this is necessary. Poor performance will also be reflected in the students' progress report and may lead to compulsory support.

### **Time allocation for work outside of the classroom**

The amount of time required to complete homework assignments will vary from student to student. However, as a guide, students should expect to complete an average of between 1½ and 3 hours of productive work each evening depending on the level and progress in the course. For example, Year 11 students can expect to do fewer hours per week than DP2 students would do. The Diploma programme in particular, is a demanding course of study and requires students to study regularly and effectively to cope with the demands of the course.

## **Grading Assessment Policy**

### **Philosophy Statement:**

Assessment is an integral part of the learning process. Both teachers and students benefit from the information it provides. Teachers use assessment both to focus on future class teaching, and to find out the particular needs of individual students. Students get feedback to enable them to focus on areas they need to improve. The information is also used to provide details on the current overall grade of each student. It is therefore treated with great importance and we require students to participate fully in the various assessment procedures that their courses demand.

### **Graded Assessment**

Graded assessment encompasses all forms of assessment set by the teacher throughout the year and contributes towards the end of year grade. Students can be assessed using a variety of means: essays, tests, projects, oral presentations, practical reports and other forms of graded written work.

### **Graded Work Catch Up Protocol for Absence or Missing a Deadline:**

- Failure to catch up on assessed work at the arranged time, or to meet the new deadline will be reported to contact teachers and if deemed necessary, to parents
- Students will always be given ample time to complete assignments, provided they plan their work schedule effectively
- Students should make good use of after school study support if they are having a problem in completing assessment work
- Compulsory study support may be introduced for students at the contact teacher's discretion in consultation with subject teachers.

## **The Contact Teacher**

Each student has a *contact teacher*, who may also be one of the student's subject teachers. Each contact teacher is responsible for a small group of students. These contact groups meet together regularly and provide an opportunity for students to discuss school life in general and for contact teachers to give important information.

Contact time attendance is mandatory.

The contact teacher will monitor the progress of each student in his/her contact group and, if necessary, will communicate with parents whenever any specific issues arise. In turn, parents are encouraged to keep in touch with their son/daughter's contact teacher

Another important role of the contact teacher is one of mentor/counsellor. In this role, contact teachers will conduct one-to-one interviews/meetings with each student to agree on goals for the term or year and discuss the student's progress in attaining the targets set.

Parents/guardians should communicate with contact teachers in the first instance if there are any matters/problems that may affect their son/daughter's academic progress.

Please see your contact teacher if you are having difficulties with any subject after having spoken directly with the teacher involved. Similarly, if you experience any problems related to your learning environment in general please speak to your contact teacher.

## **House Teams**

All students and staff are members of a House Team. The purpose of the system is to encourage school spirit, a sense of community and to foster the mingling of students across the three-year groups. The House Teams are: Odin, Freyja, Thor and Vår.

## **Address / Telephone Number Changes**

Students **MUST** notify the school office of any changes in contact details for themselves and their parents (guardians) e.g. changes of address, email address, telephone/mobile number(s).

## **School Information and School Email Account**

The school provides each student his/her own school email account. This is the primary method of communicating information and the school expects students to check their email on a daily basis. *The Skagerak News bulletin* is published daily. It is emailed out to all students and staff and posted on the notice boards in the reception and canteen. Students should get into the habit of reading it every school day. The school cannot be held responsible for students missing important information, which is posted there!

## Study Support

Study support is an important feature at Skagerak and takes place during term time after school Monday to Thursday. A rota of teachers on study support is posted up on the bulletin boards. Study support is just that: support from your teachers with work you have done/attempted where you need additional help. If you have been absent you should contact your teachers to see about catching up on work missed.

## Reports

Year 11, DP1 and DP2 students are given achievement, effort grades and grades in attitude and behaviour for each semester. The semesters run from August to January and from January to June. These form part of the student's record of achievement through the academic year

The basis on which the grades are given varies from course to course. Make sure you are aware of the assessment criteria of each of the courses you are taking. The school reserves the right to review a student's subject choices based on academic performance, effort and attendance.

## Attitude and Behaviour (Orden og Adferd)

[\(Orden og adferd - Udir Registreringshåndbok - Utdanningsdirektoratet\)](#)

The following criteria is taken into consideration when attitude and behaviour grades are awarded. If these criteria are not met students can be awarded with NG or LG.

### The following are taken into consideration when the attitude grade is awarded:

- Unaccounted absences
- Punctuality for lessons
- Failure to hand in assignments
- Failure to meet deadlines
- Behaviour towards teachers
- Behaviour towards fellow students
- Behaviour in class

### Attitude Grade (Orden)

**G** *God (Good)*

**NG** *Nokså god (Limited)*

**LG** *Lite god (Poor)*

## Physical Education

The school rents an indoor gymnasium. All Year 11 students attend PE. If you are unable to do PE because of health reasons, then the necessary certification will be required.

## Books

School books are distributed to the Year 11 students at the start and must be returned to the **subject teacher** at the end of the academic year. DP1 books are distributed at the start of the Diploma Programme and must be returned to the **subject teacher** no later than the end of the school year in which they sit their final exams.



Any student who leaves the school during the academic year and/or course must return the books they have from the school. Students will receive an invoice to pay for any book that is not returned.

### **Stationery**

Students provide their own stationery.

### **Equipment**

Students are required to have a laptop/MacBook for their studies. In addition, they need to have the appropriate graphic calculator. Details of the latter are sent out to students before they join the school.

### **School Activities and Trips**

As an IB school SIS is committed to giving students a chance to learn outside the confines of the classroom. All the expeditions and study tours have a CAS element or contribute directly to the students' academic studies.

The school anticipates that during their time here students will actively participate in this programme. Students are welcome to suggest new opportunities especially within Norway. Information and costs relating to all the trips will be announced well in advance. As a result of the amount of work involved in arranging such activities students withdrawing after committing to a trip will lose any deposit paid and may be liable for further costs.

It is important to remember that the majority of the expeditions and study tours are part of the CAS/Academic programme and are designed to encourage the student's personal growth and development. They should be given a high priority and students should remember that in participating they are agreeing to abide by the procedures set out by the trip leader and the laws and customs of the region or country they will visit. Putting the school's name into disrepute is treated with the utmost seriousness and offending students can expect to face consequences at an appropriate level.

### **Guests**

If you wish to bring a guest to school, permission should be sought in advance. On arrival please introduce the guest at the office where he/she will be issued with a specific guest tag for identification purposes. If you would like to bring the guest along to a class, you must seek permission from the teacher first.

### **Canteen**

There is a canteen at the school providing sandwiches, snacks and refreshments from 09:00 in the morning until the end of the school's lunchtime. Students are kindly requested to consume food in the canteen or other designated area. All rubbish should be put in the bins provided and any plates/cutlery and such like should be returned to the canteen if removed from there.

### **Student Kitchen**

This is the responsibility of the Student Council. This privilege is extended on agreed cleaning procedures and careful use by students.

## **Computer Facilities**

Skagerak International School has a wireless/laptop network. The system gives students access to online resources as well as providing the opportunity for teachers to deliver online support in their subject. All students are given a school email address which they are required to use in order to receive school information. More detailed information will be delivered at the start of the school year regarding computer usage policies and agreements.

## **The Student Council**

The role of the Student Council's is to keep track of student concerns throughout the school. Each class elects a representative to the Student Council. The Students elect a President, Vice-President, Secretary and Treasurer. The President meets with the school administration regularly and represents students' opinions as members of the School Board.

## **Admission Policy Year 11 / VG 1**

Skagerak International School aims to attract students who wish to be actively involved in a caring and committed internationally-minded and bilingual community.

Applicants shall have the right to start a high school education in accordance with § 3-1 of the Independent School Law (*Friskolelova*), so called “*ungdomsrett*”.

Applicants must include proof of completed schooling (*grunnskolen*) or its equivalent to qualify to enter Year11/Vg1.

For the start of school in August, the application deadline is 1<sup>st</sup> March. Applications received after this deadline will be processed in the order they are received for the remaining available places, and/or placed on the waiting list.

Due to limited number of students that can be accepted, the following priority order has been set:

1. Current Skagerak students applying for the following year
2. Children of member of staff
3. International applicants and applicants who do not have Norwegian as their mother tongue
4. Siblings of current or former Skagerak students
5. Other applicants

All decisions regarding admission to the school are subject to and in accordance with Friskolelova §3-1 and the Public Administration Act (*Forvaltningsloven*) §2, with the right of appeal to the *Fylkesmannen*.

The maximum number of students that can be accepted into Y11/VG1 is 64.

## **Admission policy for Diploma Programme**

The IB Diploma Programme (DP) is an academically challenging and balanced programme of education with final examinations that prepares students aged 16 – 19 for success at university and life beyond. The International Baccalaureate Diploma Programme is a two-year programme. Skagerak International School is committed to attracting highly motivated students with a positive attitude and an eagerness to learn.

### **General Requirements**

Skagerak International School is open to students who meet the requirements to enter state schools in Norway in accordance with § 3-1 of the Education Act (*Opplæringslova*) and have successfully completed 11 years of education such as *Vg1 Studieforberevende*, PreDP, the International Baccalaureate Middle Years Programme or an equivalent programme.

For the start of school in August, the application deadline is 1<sup>st</sup> March. Applications received after this deadline will be processed in the order they are received for the remaining available places, and/or placed on the waiting list.

In the event of a shortage of places, the following priority order has been set:

1. Current Skagerak students who are due to progress to the next level of their studies
2. Children of member of staff
3. International applicants and applicants who do not have Norwegian as their mother tongue
4. Siblings of current or former Skagerak students
5. Other applicants

**Specific Requirements for entry to the second year of the Diploma Programme – DP2 (Vg3)**

To progress from DP1 (Vg2) to DP2 (Vg3), all students will have:

- a) attained 20 points or more from their DP1 summer examinations; this includes having grade 2 or higher in all subjects.
- b) completed the Extended Essay, Theory of Knowledge and CAS requirements for DP1, and
- c) participated in the 'Group 4 project'.

Progression for students who fail to meet these requirements will be considered on an individual basis by the IBDP Coordinator and the High School Principal.

Skagerak does not accept external applications directly into DP2 unless special circumstances apply.

All decisions for entry to DP2 are subject to the final approval of the IBDP Coordinator and the High School Principal.

The maximum number of students that can be accepted into DP1 and DP2 respectively, is 70.

## **Fees, Loans and Accommodation**

### **School Fees**

School fees for the 2020/2021 school year are NOK 25 000.

Once a contract has been signed a giro will be issued for the administration fee. The remaining fee is to be paid on the 15<sup>th</sup> of each consecutive month from August until March of the academic year.

Study fees include exam fees for Year 11 students. For DP students, examination fees are not included in the study fees. Continuation fees and fees for a second exam, if the first was failed, are not included.

### **Loans & Grants**

Students admitted into Skagerak International School, High School may apply for loans and grants from Statens Lånekassen for Utdanning. All high school students are eligible for a materials grant (*utstyrstipend*) and applicants must apply on-line via [www.lanekassen.no](http://www.lanekassen.no). For first time registering you will need your minID pin-code numbers. Office staff will assist students should they need any help.

### **Accommodation**

Skagerak International School, High School does not provide accommodation. However, the school office will offer students as much help as it can to find suitable lodgings if they are moving to Sandefjord to attend the school. As a guide, accommodation costs are in the region of NOK 4000 / NOK 5500 per month. Students may be eligible for a housing grant (*borteboerstipend*) to help meet costs.

## **Rules & Regulations (*Ordensreglement*)**

### **Code of Behaviour**

As an IB school, Skagerak International School's code of behaviour is underpinned by the attributes of the IB Learner Profile. It is expected that Skagerak students act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of others. Students should show empathy, compassion and respect for others.

### **Expected Behaviour**

Skagerak International School, High School is an inclusive institution that respects the rights of all its members. Students are expected to participate in creating an orderly environment that promotes learning. As a community it is our responsibility to adhere to the following rules:

- Make an effort to keep the campus clean and tidy.
- No graffiti or other wilful damage.
- Turn off mobile telephones during lessons/ meetings.
- No chewing gum or snus on the school premises.
- No smoking, alcohol or illegal substances allowed on campus.

### **Unacceptable Behaviour**

Unacceptable behaviour that may lead to suspension or expulsion can be defined as falling into the following categories.

- Behaviour that involves the use, storage, supply or abuse of alcohol, drugs or illegal substances on school premises or during a school supervised event. Such behaviour will be reported to the appropriate authorities.
- Failing to comply with fire regulations as specified in the Student Handbook.
- Repeated failure to comply with reasonable requests by teachers or other persons who are acting on the school's behalf.
- The deliberate disruption of lessons through behaviour that is seen to be unreasonable by staff or other students.
- The deliberate destruction of property belonging to a student, staff or the school. Students or their parents will be held liable for any such damage to school property.
- Proven theft.
- Violent or threatening behaviour where a student or any person associated with the school is physically threatened or hit.
- Continued failure to meet academic expectations such as: invariable failure to hand in assignments and/or homework, repeatedly not turning up for tests that, in the opinion of the professional staff of the school, are seen to be reasonable.
- The possession of pornographic material at school or during a school controlled event.

- The use of electronic equipment to access, display or transmit material that is considered to be inappropriate such as sites containing subversive or pornographic information according to Norwegian law.
- The use of electronic equipment to transmit messages or images that threatens any person involved with the school in such a way that it causes them to be fearful. There is zero tolerance for any form of online bullying or the use of pictures of fellow students without permission. Appropriate authorities will be notified in any such cases.
- The proven disruption of, or unauthorised entry, into school databases or secure information.

## **Bullying**

At SIS there is zero tolerance for any kind of bullying. This includes verbal, physical or online bullying. We are proud to have created a safe and tolerant learning environment and strive to maintain this. Any incidents must be reported immediately to a contact teacher / subject teacher and will be dealt with both swiftly and in confidence. If cases of bullying are proven sanctions will be taken and support provided when required. Sanctions may include:

- Parent meetings with administration
- Suspension or expulsion
- Referral to relevant authorities

Students and parents are encouraged to report any incident compromises the students safe learning environment to the contact or subject teacher. All cases will follow the regulations established under the 9A legislation.

## **Sanctions**

### **Report**

This is when a student is placed on report by their contact teacher. Students must obtain a signature/comment from each subject teacher and report back to their contact teacher at the end of the week. Students can be placed on report because of a concern about attendance or behaviour. The term of report can be extended at the contact teacher's discretion.

Parents / Guardians and the Dean of Staff and Students will be notified when a student is placed on report.

### **Compulsory Study Support (CSS)**

At the discretion of the subject teacher(s) in consultation with the contact teacher a student can be placed on CSS. This supervised study can take place during free periods or after school in some circumstances. This is not to admonish but to create a structured study plan for students who fail to meet deadlines, complete assignments and are at risk of failing without a compelling excuse. Parents / Guardians will be informed as well as the IB Coordinator in such cases via a behaviour note on ManageBac. A minimum of three days advance warning will be issued by the subject teacher.

## **Suspension**

If the student has behaved in a disruptive manner or neglects to fulfil his/her academic obligations the student can be suspended from school for up to 5 days. The decision to suspend a student is made by the Principal of the school after consultation with the student's teachers. Before any decision about suspension is reached, the student will be asked to explain his/her actions to the school administration.

## **Expulsion**

When a student continues in demonstrating a conduct which in a serious manner disturbs the learning environment of the school, or when a student is in serious breach of his duties he/she may be expelled by the Principal for the remainder of the school year. In such cases *Fylkesmannen i Vestfold* (County Administration Officer) can also make the decision that the student cannot continue his/her further high school education § 3- 10.

The parents/guardian will be informed by the school of any case of expulsion/suspension and have the right to appeal to the administration in writing within a week after receiving written notification of the expulsion/suspension. In some cases, it is imperative that action is taken immediately.

An expelled student is obliged to pay full fees to the end of the academic year. A suspended student is obliged to pay full fees for any periods of suspension.

## **Dress Code**

The school respects your wishes to dress comfortably and in accordance with your personality and style. You can wear what you like as long as it is smart, clean and socially acceptable.

## **Food and Beverages**

Food and beverages should not be consumed during class or examinations. Year 11 students may eat and drink during 5-hour exams.

At breaks and lunchtime, you are allowed to eat and drink in the canteen and other designated areas but not in the Library. Students are responsible for clearing up and disposing of litter.



## Fire Regulations

Emergency telephone number in case of fire: **110**

The appointed fire officers and deputies who will wear orange vests include:

### High School building:

- Mr Alexander Bakke (caretaker), Mr Glittenberg (principal) and Mr Winander (assistant principal)
- Ms Budde and Ms Larsen

### In the event of a fire:

1. Sound the alarm and/or when you hear the alarm
2. Evacuate the building immediately, leaving **quickly and calmly** through the nearest exits.
3. Do not, under any circumstance, use the lift.
4. Students assemble in the car-park (by the water) together with the teacher, who will take register.
5. If you have a free period when the alarm is triggered, you evacuate the building immediately and meet up with Mr Winander and/or Ms Folan in the car-park (by the water).
6. If it is a break or lunch time when the alarm is triggered, you immediately evacuate the building and meet up with the teacher of your next lesson in the car-park (by the water) who will take register.

The school will arrange fire drills in co-operation with the fire department.

It is important that all doors, stairs and corridors remain unobstructed at all times.

## **Practical Information**

### **ID Cards**

After being photographed at the beginning of the school year SIS issue student ID cards for new students.

### **Lockers**

All students are provided with their own locker. Buy a lock with two keys and place one in the reception.

### **Lost Property**

Lost property is collected. Clothing and non-valuable items are placed in the lost property cupboard which is situated on the 1<sup>st</sup> floor at the side of the lift shaft. Valuable items i.e. mobile/smart phones, cameras, wallets and such like are placed in the main office. At the end of each term, collected and unclaimed articles will be given away to charity.

### **Valuables**

Because the school is situated close to the road, the intrusion of unwanted guests cannot be disregarded. Students must take care of their money or valuables.

### **Printing and Photocopies**

There are printing and copying facilities available for students on the second and third floor of the school building. Students are issued with a swipe card when they start at Skagerak giving them a "set" number of copies in black and white and/or colour. Once the quota has been used the student may purchase more copies from <http://printer.skagerak.org>

### **Telephone**

The telephone in the school office may only be used in cases of emergency.

## The School Day

The school day has eight lessons of 45 minutes length with breaks at intervals:

<b>Period</b>	<b>Start</b>	<b>End</b>
1	08:45	09:30
2	09:30	10:15
<i>Break</i>	10:15	10:30
3	10:30	11:15
4	11:15	12:00
<i>Lunch</i>	12:00	12:45
5	12:45	13:30
6	13:30	14:15
7	14:15	15:00
8	15:00	15:45

There is adequate time for refreshment breaks and to study outside of class.

# The School Calendar for Students

## 2020/2021

The school year is divided into two terms:

**Opening ceremony for new students and parents** Saturday, 15 August 2020

**Autumn term:** Monday, 17 August 2020 to Tuesday, 15 December 2020

**DP1 & DP2 start** 9:00 am Monday, 17 August 2020

**Year 11 start** 9:00 am Monday, 17 August 2020

**Spring term:** Monday, 4 January 2021 to Friday, 18 June 2021

### School holidays

	<b>First day off:</b>	<b>Last day off:</b>	<b>First day back:</b>
<b>Autumn holiday:</b>	05.10.20	09.10.20	Monday, 12 October 2020
<b>Christmas holiday:</b>	16.12.20	01.01.21	Monday, 4 January 2021
<b>Winter holiday:</b>	22.02.21	26.02.21	Monday, 01 March 2021
<b>Easter holiday:</b>	29.03.21	05.04.21	Tuesday, 06 April 2021

### Additional days off including public holidays:

Thursday, 13 May 2021

Friday, 14 May 2021

Monday 17 May 2021

Monday, 24 May 2021

### Planning Days

Monday, 16 Nov 2020

Friday, 19 Feb 2021

### Please note:

IB Diploma Exams can fall on public holidays in May

## Science Laboratory Rules and Regulations

Science is an exciting exploration of the natural world. Exploration occurs in the classroom/laboratory or in the field. As part of your science class, you will be doing many activities and investigations that will involve the use of various materials, equipment and chemicals.

Safety in the science classroom/laboratory is the **FIRST PRIORITY** for students and teachers. To ensure safer classroom/laboratory/field experiences, the following **Science Laboratory Rules and Regulations** have been developed for the protection and safety of all. Your teacher will provide additional rules for specific situations or settings. The rules and regulations must be followed at all times.

After you have reviewed them with your teacher, read and review the rules and regulations with your parent/guardian. Your signature indicates that you have read these rules and regulations, understand them, and agree to follow them at all times while working in the classroom/laboratory or in the field.

### Standards of Student Conduct in the Laboratory and in the Field

1. Conduct yourself in a responsible manner at all times in the laboratory or wherever chemicals are stored or handled. Frivolous activities, mischievous behavior are prohibited.
2. Lab and safety information and procedures must be read ahead of time. All verbal and written instructions shall be followed in carrying out the activity or investigation. If you are unsure of the procedure, ask your teacher for help before proceeding.
3. Eating, drinking, gum chewing, applying cosmetics, manipulating contact lenses, and other unsafe activities are not permitted in the laboratory.
4. Students must perform only those experiments authorized by the teacher.
5. Working in the laboratory without the teacher present is prohibited.
6. Students should not touch any equipment or chemicals unless specifically instructed to do so.
7. Students must never enter the science storage rooms or preparation areas unless accompanied by a science teacher.
8. Students must never remove chemicals, equipment or supplies from the laboratory area.
9. Students must carefully examine all equipment before each use and report any broken or defective equipment to the teacher immediately.

## Personal Safety

10. Students must wear approved eye protection whenever chemicals, heat or glassware are used by either the teacher or students in the laboratory, including pre-laboratory work and clean-up, unless the teacher specifically states that the activity does not require the use of safety goggles.
11. Students should wear appropriate personal apparel at all times in the laboratory and also avoid wearing loose or flammable clothing; long hair should be tied back. Sandals or open-toed shoes are not to be worn during any lab activities.
12. Students must report any incident (including all spills, breakages or other releases of hazardous materials) to the teacher immediately; no matter how insignificant it may appear (some chemicals will permanently damage the equipment if not cleaned up properly and quickly) This should include **all injuries** such as cuts, burns or other signs of physical harm. Students should follow teacher's directions for immediate treatment.
13. Students should know the location of all safety equipment in the room. This includes eyewash station, the deluge shower, fire extinguishers, the safety blanket and the location of emergency exits.

## Specific Safety Precautions Involving Chemicals and Lab Equipment

1. Students should avoid inhaling in fumes that may be generated during an activity or investigation.
2. Proper procedures shall be followed when using any heating or flame producing device especially gas burners.
3. Students must never reach over an exposed flame or hot plate, or leave a flame or hot plate unattended.
4. Students must never look directly down the test tube or point a test tube or reaction vessel of any type toward another person.
5. Should a fire drill or other evacuation emergency occur during an investigation or activity, make sure you turn off all gas burners and electrical equipment and exit the room as directed.
6. Always read the reagent bottle labels twice before you use the reagent. Be certain the chemical you use is the correct one.
7. Replace the top on any reagent bottle as soon as you have finished using it and return the reagent to the designated location.
8. Do not return unused chemicals to the reagent container. Follow the teacher's directions for the storage or disposal of these materials.

### **Standards For Maintaining a Safer Laboratory Environment**

1. Backpacks and books are to remain in an area designated by the teacher and shall not be brought into the laboratory area.
2. Work areas should be kept clean and neat at all times. Work surfaces are to be cleaned at the end of each laboratory or activity.
3. Solid chemicals, metals, matches, filter papers, broken glass, and other materials designated by the teacher are to be deposited in the proper waste containers, not in the sink. Follow your teacher's directions for disposal of waste.
4. Sinks are to be used for the disposal of water and those solutions designated by the teacher. Other solutions must be placed in the designated waste disposal containers.
5. Glassware is to be washed with hot, soapy water and scrubbed with the appropriate type and sized brush, rinsed, dried, and returned to its original location.
6. Goggles are to be worn during the activity or investigation, clean up, and through hand washing.