



Oslo kommune

Utdanningsetaten

Manglerud skole, International Classes

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Parent Handbook

(Updated August 2022)



Philosophy

At Manglerud skole, International Classes we believe that learning is socially constructed and dependent on relationships. Learning is an ongoing process that occurs in phases and at different paces for individuals. Learning is best situated in an authentic, child-centered environment where students and teachers work collaboratively and/or independently to build new understandings based on experience and reflection.

Vision

Manglerud skole, International Classes envisions educating and developing new generations of engaged, lifelong learners who are committed to growing a more peaceful world through international mindedness and understanding. Teaching students to be caring, thoughtful, and reflective communicators; committed to integrity, honesty, and justice, is the path to our vision.

Mission

Manglerud skole, International Classes educates for life-long learning and international mindedness.

School Leadership

Head of School: Peter Streijffert

Deputy Head of School: Vegard Ytterli

International Classes Principal: Liv S. Halvorsen

International Classes Secretary: Cecilie Edwards

Primary Years Program Coordinator: Gloria Suen

Middle Years Programme Coordinator: Emma Tembo

Social Teachers: Gloria Suen & Emma Tembo

School Nurses: Guro Baklien Ree-Harboe & Oda Moem Hurum

9A - Norwegian Education Act Paragraph 9A

Paragraph 9A of the Norwegian Educational Act refers to the Student Psychosocial Environment. All students have the right to a positive and safe school environment and zero tolerance regarding bullying that is systematically followed up by the school. The school takes student well-being seriously. All concerns should be brought to the attention of individual students Contact Teachers. For more serious issues the Social Teacher may also be included and an activity plan created to help support a child's positive social development at school.

Absence From School

Unplanned absences should be reported via the Skolemelding App to the Contact Teacher and MIC Secretary on the day of absence and as early as possible. If the child has a doctor's note please send this via Skolemelding or email to the Contact Teacher. Absences of 3 or more days must be documented with a doctor's note. After 10 cumulative absences, the Contact Teacher will request a meeting to check in on the child's well-being and the Social Teacher will be notified. In the event your child becomes sick during the school day, the MIC secretary will contact parents to arrange pick up. Please ensure that the MIC administration have up-to-date phone numbers, email addresses and an emergency contact number. Please be sure to inform the MIC Secretary of any changes regarding contact information.

Application for Leave

Planned absences may be applied for with the Application for Leave of Absence form on the school website. Extended leave of 2 or more days, and up to a maximum of 10 days should be applied for 3 weeks in advance or as soon as possible. Leave application for more than 10 days is not granted.

Applications are sent to the Contact Teacher and approved by the Head of School.

Academic Honesty and Integrity

Manglerud International Classes strives to foster a culture of honesty, responsibility, trust and commitment to learning as linked with its core values and philosophy. Students should strive to be honest in presenting their work and uphold the attributes in the learner profile. Teachers model academic integrity and provide clear guidelines for students which parents are requested to reinforce at home. A separate Academic Integrity Policy (available on the website) outlines further details.

Activity School (AKS)

After school care is provided for students in grades 1, 2, 3 and 4. Part time or full time places are available and can be applied for via the school website. AKS starts in the mornings from 07:30 until 08:30 (when students go outside until class starts) and again from 14:45-17:00. The Base Leader for AKS sets up a weekly schedule of activities. The schedule is available on the school website. Students are served a light meal in the afternoon on Tuesday to Friday. On Mondays students should bring an extra meal/lunch to have in the afternoon. AKS is not open during July, or public holidays. During school breaks(Autumn/Christmas/Winter/Easter) students attending AKS should bring their own food/lunch box. Signing up for or terminating AKS attendance is done through the website. Please note that termination of AKS will take effect 1 month after notice is given.

Arrival and Dismissal procedures and Times International Classes Daily Schedule

International Classes Daily Schedule	
1. lesson	08:30/09:00 - 10:30
Break 1	10:30 – 10:45
2. lesson	10:45 – 11:45
Lunch	11:45 – 12:00
Recess	12:00 – 12:30
3. lesson	12:30 – 13:30
Break 2	13:30 – 13:45
4. lesson	13:45 – 14:45

PYP Classes:

08:50-09:00 Parent and Taxi drop off. Staff on duty.

09:00- Class line-up outside to be escorted inside.

14:45- Dismissal from classes,

14:50- Parent and Taxi pick up

MYP Classes

School starts at 08:30 or 09:00 and ends from 13:45-15:15. Students should refer to their individual schedule for more specific information.

Assemblies

Assemblies are gatherings for the whole school or across programmes to celebrate learning, achievements, and to help build a sense of community. They may feature workshops, singing, showcasing, etc. Parent support is appreciated. Annually, parents are invited to at least one assembly.

Assessment Policy and Reporting

A separate assessment policy is available on the website which details the ways in which students are assessed in PYP and MYP. Students receive a written report at the end of the school year in June. Students leaving mid-year may also receive a partial written report to transfer to their new school.

Bags and Backpacks

Each child should bring each day a school bag or backpack daily that is large enough to carry lunch, snack, water-bottle, pencil cases, folders and books clearly marked with their name. The bag is the responsibility of the student and not the staff.

Bathrooms

Bathrooms are located in the basement of E building for first floor students, and at the top of the staircase for second floor students. Cleaning staff disinfects and cleans the bathrooms each evening. Students are encouraged to help keep bathrooms tidy and clean and to practice good hygiene. Signs are displayed to remind students of good hygiene practices.

Birthday Celebrations

Recognizing and celebrating a birthday at school is encouraged so that everyone in the class can participate. Celebrations of birthdays are usually linked to snack or recess time. No gifts should be brought to school. Invitations to private parties should not be issued at school as they may exclude class members. Invitations should include all girls, all boys, or the entire class. Parents are encouraged to agree upon routines at the beginning of the year.

Buddy Programme

All first-year students are partnered with a buddy or “fadder” from PYP 6 to help answer questions and guide them through their first year. Students participate in activities together, such as shared reading, lunches, and often have a celebration at the end of the school year.

Calendar

The school calendar is located on the school’s webpage. International Classes follow all Norwegian public holidays. There are 4 break periods during the academic calendar- Autumn break (Sept/October), Christmas holidays (December), Winter break (February), Easter holidays (March/April). An events calendar for each academic year is issued to parents at the start of the school year.

Campus

International Classes are mainly housed in the E-building. Administrative offices are in the A/B-building. Manglerud school encompasses music rooms, science labs, a ceramic studio, design technology room, several playgrounds, two gyms, a football pitch and an ice-hockey rink.

Car Arrival / Car Parking

Guest parking is available in the top two rows closest to the school entrance. Long-term parking is in the lower part of the parking area. Parents can collect a parking permit at the main office in the A/B building. Please drive with caution in the car park as students also walk across the area to get to the buildings.

Celebrations

Celebrations are an important part of Manglerud International Classes and students are encouraged to share their traditions and celebrations with their peers in the classroom setting. Contact Teachers organize class events, parents are welcome and encouraged to volunteer. Students and parents can suggest events if they are willing to organize. As a whole school celebrations focus on the host country holidays (for example 17th of May or Christmas). For classroom events and celebrations students should come to school in regular clothes and may change into appropriate celebratory costumes in accordance with the classroom events.

Cell Phones and Smart Watches

Students who chose to bring cell phones/smart watches to school do so of their own accord, and the school does not take any responsibility for lost or damaged student property. Students must leave phones/smart watches with teachers in “phone hotels” on airplane mode - this is done to ensure that phones/smart watches are not used during the school day and for the privacy protection of others.

Conferences

Parent-Teacher Conferences are held twice a year. The first meeting is held before or in January. A second is scheduled for June.

Contact Teacher

Refers to the teacher responsible for student well-being. Parents should forward student concerns in the first instance to the appropriate Contact Teacher. Specific academic concerns should be addressed with the relevant subject teachers.

(The) Cultural Backpack

The Cultural Backpack is a national project aimed to ensure that all students in Norway have a chance to encounter a variety of art and culture. The Cultural Backpack is a joint project between the Ministry of Culture and Ministry of Knowledge. It is free for all public schools. Teachers cooperate with signing up for the various offers such as theatre, musical performances, and workshops.

Curriculum

Manglerud International Classes follows the IB Curriculum for the Primary Years Programme (PYP) in years 1-6 and Middle Years Programme (MYP) for years 7-11. An overview of the units or programs of inquiry are available on the website (PYP has Program of Inquiry; and MYP has Course Guides). Each programme has a coordinator that oversees the successful execution of the IB programme, standards and practices.

Drinking Water

All students should bring a water bottle that is labelled with their name. Students are encouraged to drink regularly and stay hydrated. Students can refill their water bottles at school as it is safe to drink the tap water in Norway. Water bottles are allowed inside classrooms. Please do not send fizzy, sweet or soft drinks with students as these are not permitted. The school is not able to provide boiled or heated water for students.

Events and Programmes

Parents are invited to join in several events during the year: a beginning of the year introduction (September), UN Day (October), Holiday Assembly (December), End of Year Assembly (June). Additionally, parents are invited to two parent evenings on topics concerning curriculum or social well-being at the school.

Field Trips

Students participate in field trips set up by the teachers. Teachers will inform parents of the trip date and times, and do not require additional permission slips. School will often use public transport to travel.

Friendship Groups

Parents / Parent representatives help organize friendship groups of four or five students. These groups will have established play time at school, and are also encouraged to meet outside of school.

High Five – Restorative Justice Approach and Conflict Resolution

Teachers work with students on the “high five” method when initially dealing with conflicts on the playground and making good choices. These are

- Ignore
- Tell friendly
- Walk away
- Tell firmly
- Report (tell an adult)

ISA Testing

Annually students in years 4, 6, and 8 (MYP2) participate in internationally set standardized tests for reading and mathematical literacy. The tests span two days and are designed so that students cannot prepare in advance. ISA tests are not designed to rank students. The data gathered from the testing informs future instruction, curriculum development, and goal setting for the school. A statement of general results is sent out to parents at the end of the academic year.

Indoor Shoes

PYP- All students should bring a pair of indoor shoes to use when in class. This keeps the classroom space clean and more readily available for learning. Socks are not a viable option as the hallway may be wet due to outside conditions.

Learning Support

Learning support is integrated into classroom teaching as much as possible. Teachers create differentiated classroom activities and homework for students. If a teacher has evidence to suggest a student requires additional support they will contact the parents first then with the Social Teacher.

Library

The school library is a learning centre for students. It offers books, audio books and computers, which students may borrow. The librarian assists students in locating literature appropriate to an individual student's reading level. Digital learning is important for students from year 4 onward. Included in this is training in borrowing materials, retrieving information, critiquing sources, etc. PYP classes visit the library once a week for thirty minutes. Students may borrow up to three books at a time. They must return the book or audio book within four weeks. Additional books and resources may be ordered via the library from Deichmanske bibliotek.

Library Opening Hours: 08:30-15:30

Lockers

All students in the International Classes are assigned a locker. Backpacks, outdoor and spare clothes, and indoor shoes should be kept in lockers. In PYP students bring their lunches and snacks into the classroom. Parents are encouraged to help younger students keep their lockers clean and organized. Lockers are cleaned out twice a year, prior to Christmas and summer holidays.

Lost and Found

Lost and found bins are located outside the classrooms. Students and parents should regularly check these for forgotten items of clothing. Valuable items that are found are returned to the front office in the main A/B building. Once a year all the items in the bins are placed in the Aula for parents and students to come and collect items that belong to them. Uncollected items are donated.

Lunch

Students have fifteen minutes to eat their packed lunch starting at 11:45 each day. Students are responsible for bringing their own cutlery. It is important that students eat a balanced diet. Suggestions for what to pack in a lunch box can be found on the Health Directorate's home page:

https://www.helsedirektoratet.no/tema/mat-og-maltider-i-skolen/filmer-og-materiell-om-skolemaltid/Matpakker-presentasjon-for-barn-uten-notater.pdf/_/attachment/inline/de59a064-980e-4562-898a-f51a834547b9:57022a823cec5d6fd4551df2adbeaf0af0a2dfbd/Matpakker-presentasjon-for-barn-uten-notater.pdf

MYP 2 and up are allowed to leave campus during lunch.

Milk and Fruit

Milk and Fruit is a daily programme at Manglerud IC where students can receive pre-ordered items for lunch. See website to order.

Parent Association / FAU (Foreldrerådets Abeidsutvalg)

The FAU/Parent Association is a cooperative body between parents and the school.

FAU/ Parents Association consists of elected Class Contacts for each year level.

The FAU/ Parent Association is responsible for:

- Promoting the common interests of the parents
- Contributing to parents being actively involved in the effort to create a good school environment
- Contributing to a good environment between home and school
- Facilitating positive development among the students
- Creating connections between the school and the local area

Parent Representatives / Klassekontakt

At the beginning of the year parents can elect up to 2 representatives for each IC class. The klassekontakt/parent representatives work with classroom teachers for the well-being of the class. They also attend regular meetings with the IC leadership team and focus on IB Program Development.

PPT- Pedagogical and psychological services

Pedagogisk-psykologisk tjenesten (PPT) is a service that the school works with to help determine the need for additional learning support in classrooms. A referral to PPT can help identify target areas needed to strengthen a student's learning.

Photos

School Photos are taken in September. Parents are sent a link with information where they may collect the photos.

Rusken (Recycling Program)

Classes share the responsibility for tidying up outside during the school year. Each class is responsible for one week of the year. An annual event also takes place in which there is a joint session for tidying.

Skolemelding App/ Communication from school

Skolemelding App is the primary App that is used to communicate short messages to and from Contact Teachers, such as absences, early pick up, late drop off, reminders about items/clothing to bring or field trip days. Reminders that are sent out by teachers cannot be responded to via the app, a new or separate message should be sent. Absences can also be notified via the app.

Social Teacher

A Social Teacher upholds educational Act paragraph 9A. They collaborate with teachers to help support learning and the development of social skills. A social teacher can help with referrals for special education, short term counselling or other support agencies in the community.

Snack

Healthy snacks such as vegetables and fruit are encouraged. Students can eat their snacks during the two shorter recess breaks at 10:30 and 13:30. Please do not send sweets, candy or any other unhealthy food such as potato chips.

Swimming

Students in PYP 4 have swimming lessons in the spring semester. They travel to Lamberseter swimming pool where they learn basic techniques for swimming and water safety. Students need to bring their own bathing suits. Manglerud swimming hall is set to open in 2022.

Taxi and Transportation to School

All students who live more than 4 kilometres from the school are entitled to a Ruter Card (Public transportation Card). To apply for the card please visit the school website.

MIC Administration sends out information to parents at the beginning of school year to PYP 1 parents to enable them to apply for this service. There is a set pick-up and drop-off time. These cannot be altered, only cancelled. Notice of cancellation should be sent to both the PYP 1 Contact Teacher and the MIC Secretary.

Toys, sports gear and other personal items in School

Manglerud IC has a policy that does not allow students to bring their personal items to school. If a student does, these must be kept in the student's locker at their own risk. The school does not take responsibility for lost items.

Well-being

Manglerud International Classes practices restorative justice and aims to build restorative classrooms. All year levels have a timetabled well-being session. "A restorative classroom is a place where relationships matter. The better the relationships in a classroom, between teacher and students, and between the students themselves, the better teachers can teach, the better the students can learn and the fewer challenges and conflicts there will be." (Belinda Hopkins 2011)

Restorative practice is built upon five central themes or ideas:

- Unique and equally valued perspectives
- Thoughts influence emotions and emotions influence subsequent actions
- Empathy and consideration for others
- Identifying needs comes before identifying strategies to meet these needs
- Collective responsibility for the choices made and their outcomes

Teachers work towards integrating these themes and practices in their classrooms and approaches with students when dealing with conflicts.

MIC staff use the following restorative questions to solve conflicts

- What happened? (Tell the facts)
- How are you feeling? / How did that feel? (Focus on the impact on emotions)
- What do you want to happen? (What is needed to put things right?)
- How can we (you and others) ensure this never happens again?

RULES FOR ORDER AND CONDUCT AT MANGLERUD SKOLE

The Council of the Municipality of Oslo decided to implement a common set of rules for order and conduct in the Oslo Schools on 25 September 2012. Deviating from these rules is not permitted. Schools may, however, decide to implement more extensive rules. We want Manglerud skole to be a positive place to be and to learn. To ensure all students and staff experience a good psychosocial environment, free of offensive behaviour (see the definitions), everybody must adhere to the school's local set of rules for order and conduct.

LOCAL SET OF RULES FOR ORDER AND CONDUCT

§ 1 Purpose

These set of rules aim to allow the school to reach its goals of providing a working and learning environment characterised by calm, respect, order and focus on subjects.

§ 2 Areas covered

These set of rules govern all of Manglerud skole. The rules are in force from the time when the school is in session and responsible for students. This includes all the teaching facilities, common areas and outside areas in addition to when the students are being taught in locations other than school grounds, such as during camp or on school trips. The rules also cover the road to and from school. The rules may also extend to times when the school is not responsible for the students, if there are grounds to argue that the students' conduct is sufficiently associated with the school.

§ 3 Assessing the students' order and conduct

Assessment of order and conduct is grounded in the rules of order and conduct outlined in this handbook. The students' order and conduct cannot be assessed on other criteria than this. Grades in order and conduct will generally be lowered in cases of multiple violations of one or more rules. Grades may also be reduced as a result of a single incident, if the incident is particularly serious.

§ 4 Rules for order

Students must:

1. Show up on time
2. Be prepared for class and the instruction
3. Bring the necessary equipment
4. Adhere to deadlines and complete work in a timely manner
5. Maintain order

§ 5 Rules for conduct

Students should be ordinarily well behaved. This includes:

1. Being present in class and at instruction
2. Treat fellow students, staff and other people the student encounters through school with respect, regardless of gender, nationality, religion, sexual orientation, etc.
3. Contribute to a good learning environment
4. Follow directions from school staff
5. Follow the school's rules for notifying about absences
6. Treat school property with respect
7. Show caution in activity online and adhere to school rules regarding the use of ICT equipment
8. Adhere to school rules regarding use of assistive tools and special equipment
9. When entering class, remove hats and coats without needing to be asked to do so
10. Throw waste in the bins

Conduct that will not be tolerated

1. Subjecting others to offensive conduct, including bullying
2. Violence or threats of violence
3. Cheating or attempts to cheat
4. Bringing, using or being under the influence of alcohol, narcotics or recreational drugs
5. Using tobacco
6. Bringing or using dangerous objects
7. Using clothing that completely or partially covers the face
8. Consuming gum, candy or fizzy drinks
9. Mobile phones and other electronic equipment is to be neither seen nor heard in class, unless another agreement has been reached with the teacher. Years 6-10 must leave their phones in the classes' 'phone hotel' and retrieve them at the end of the school day
10. Avoid bringing valuable things to school. The school does not have a responsibility to replace or cover the costs of objects that are lost or stolen
11. Skateboard, roller shoes, classy walk, winter sledges (excluding the small ones) and bats should not be brought to school
12. Bikes and kick scooters must be locked and are not to be used during the school day. Parents/guardians decide when the students can ride their bikes to school, but the school recommends that students only bike when they have reached year 5. It is the parents/guardians' responsibility to ensure that students wear the necessary safety equipment. The school recommends wearing a helmet.

§ 6 Sanctions for violating the rules for order and conduct

The Oslo School will use the following sanctions in cases where the rules for order and conduct are violated:

1. Penalty mark
2. In case of violation of the rule against mobile phones and other electronic equipment, the equipment may be confiscated and placed in a predetermined location for the rest of the day.
3. Conversations with the teacher/leadership during recess
4. Parents/guardians are contacted by phone or email
5. Written note to parents/guardians
6. Requirement to do neglected work before or after school hours
7. Requirement to do tasks before or after school hours to compensate for damages caused by the student.
8. Parents/guardians go to the school and participates in or observe the student during class
9. In case of violation of the ICT-rules, the student can lose access to the ICT-systems for a set period
10. Asked to leave the lesson or specific classes for the remainder of the day (oppl. §§ 2-10 og 3-8). In these cases, students must be collected by their parents/guardians
11. Asked to leave the lessons for longer than the remainder of the school day; a. up to three days for year 8-10 (oppl. §§ 2-10)
12. Temporary or permanent change of class/group
13. Temporary or permanent change of school (oppl. § 8-1)
14. Loss of the right to education at upper secondary school (oppl. § 3-8)

Physical and collective punishment is not permitted.

The student is obligated to adhere to sanctions. In case of lack of adherence, the student may be given further sanctions

§ 7 Reporting illegal activities

The school will generally report illegal activities such as violence or threats of violence to the police.

§ 8 Compensating stolen, lost and vandalised property and equipment

In case of vandalism of school property or equipment, the student and/or the student's parents/guardians may be held financially responsible for compensating for damages. This also holds true for lost or stolen equipment.

§ 9 Procedure in case of the use of sanctions

In case of sanctions, the following rules govern the procedure of implementation:

1. The school is to ensure that the decision is reached on safe grounds.
2. The student should have been given the opportunity to explain himself or herself orally for whoever is responsible for the decision.
3. The decision is to be explained (in cases of particular importance the explanation is to be made in writing).
4. Before any decision about asking the student to leave, the school should have considered other reactions or measures.
5. Parents/guardians are to collect students who are asked to leave for the remainder of the day.
6. Sanctions in § 6 no. 6-9 is to be considered singular decisions. They must adhere to the procedure rules outlined in the Public Administration Act.

§ 10 Governed period

These regulations are active from 01.08.2016.