



INTERNATIONAL SCHOOL OF ICELAND

PARENT HANDBOOK 2009-2010

The mission of the International School of Iceland is to create an environment that is academically stimulating and supportive. Our school's curriculum is developed to honor each child as an individual and provide them with skills such as resilience, confidence and motivation within a secure and supportive environment.

As an international program with a bilingual stream, we encourage bilingualism and international-mindedness. We strive to provide our students with experiences that celebrate and respect Icelandic culture, as well as all cultures present in our school community

Daily Schedule at ISI, K-8

8.15 a.m. – 8.20 a.m.	School Singing with Sjólandsskóli
8:25 a.m. -9:50 a.m.	Subject areas
9:50-10:10 a.m.	Recess & snack
10:15 a.m. – 12.05 p.m.	Subject areas
12.05 p.m. – 12:55 p.m.	Lunch and Recess
12:55 p.m. – 2.05 p.m.	Subject areas

A School within a School

We begin each school day singing with Sjólandsskóli on the main school stairs. Recess and lunch are at the same time as Sjólandsskóli. Numerous after-school programs, such as Spanish, Homework Help and music are offered to students from both schools over the year. International School students can also enrol in the after-school program, Sælukot. Field trips such as skiing and tree-planting are undertaken jointly, as well as in-house activities.

As we are a school within a school, we must abide and respect Sjólandsskóli's rules, as well as ours. Sjólandsskóli rules are as follow:

1. The school is a workplace for all of us – every student and member of staff has the right to be able to work in peace.
2. We respect each other, help each other, and approach each other politely in our word and work.
3. We do as requested by a member of staff.
4. We bring a healthy snack/lunch pack to school.
5. We treat our school, our belongings and the belongings of others with equal respect.
6. We walk around quietly, and are careful in all our play and work, in and around school.
7. The school ground is a play area for all of us, and we should show fairness in our play and work.

Positive Discipline at ISI

The International School is proud to incorporate the philosophy of Positive Discipline. Positive Discipline promotes a positive attitude toward children and teaches them self-discipline, personal responsibility, and interpersonal skills through principles of kindness, encouragement, and mutual respect. It is our ambition to be the first and only Positive

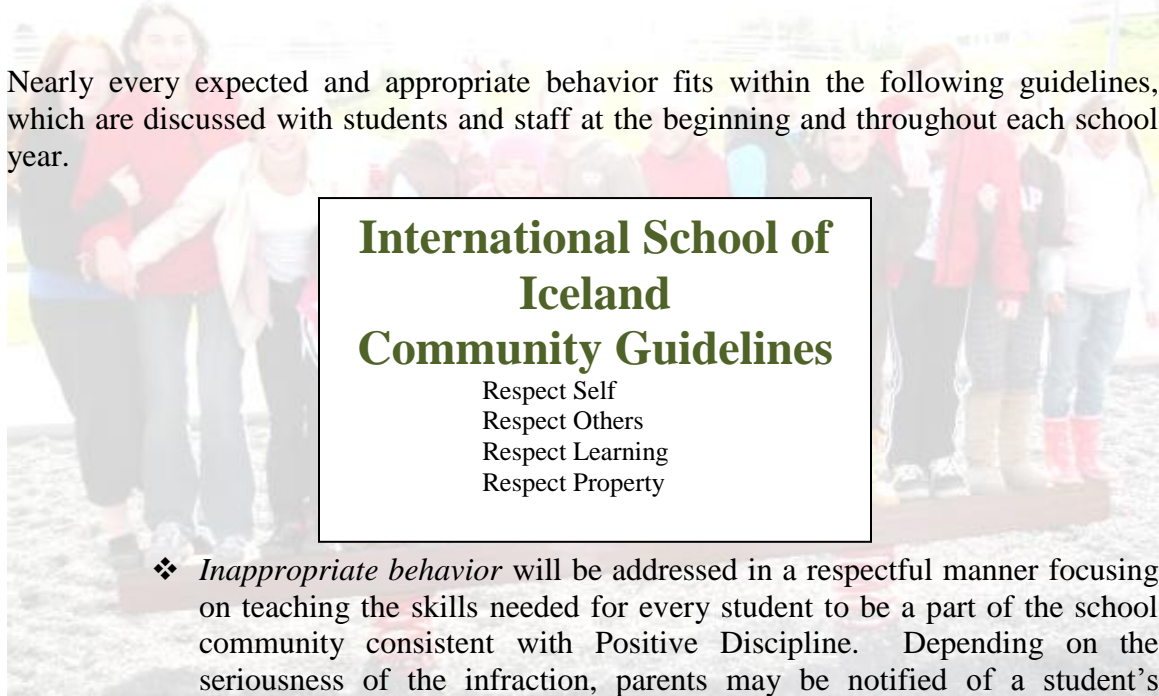
Discipline Demonstration School in Europe and we are actively working towards that goal.

Positive Discipline Library. Over the past year we have been adding more and more books to our growing collection of Positive Discipline books. Titles that we own include *Positive Discipline for Working Parents, Single Parents and Teenagers and Raising Self-Reliant Children in a Self-Indulgent World*. If you are interested in acquiring a Positive Discipline book, please contact Berta.

Positive Discipline Courses. Over the year we will be offering positive discipline workshops for interested parents.

Behavior Expectations. Creating a safe and effective learning community is the responsibility of everyone (staff, students, families) in the International School of Iceland community. Our behavioral expectations (“school rules”) were developed by the staff and are intended to reflect the basic principles of Positive Discipline.

Nearly every expected and appropriate behavior fits within the following guidelines, which are discussed with students and staff at the beginning and throughout each school year.



International School of Iceland Community Guidelines

Respect Self
Respect Others
Respect Learning
Respect Property

- ❖ *Inappropriate behavior* will be addressed in a respectful manner focusing on teaching the skills needed for every student to be a part of the school community consistent with Positive Discipline. Depending on the seriousness of the infraction, parents may be notified of a student’s problem behavior and be asked to sign a form, speak to the student, or come to a conference at the school.
- ❖ For *serious problems* in which an extended calming down period is necessary for the student or the school, a student may be required to leave school early. The school does not consider this to be either punishment or a solution to the long-term problem. It is simply the first step before a conference can be held to create a plan to resolve the problem.
- ❖ This policy is reviewed annually with staff, and the school actively teaches many forms of conflict resolution.

Conflict Resolution at the International School of Iceland

Conflicts and disagreements are a normal and important part of any school community. Learning how to address conflict respectfully and effectively is important for all of us at the International School of Iceland. The International School community encourages all its members to use conflict resolution strategies to resolve conflicts. Students are taught conflict resolution strategies in each classroom. All school personnel are also trained in conflict resolution and will assist students as necessary in resolving problems in a non-threatening and effective manner. Students may also ask for assistance in resolving conflict with staff members using a trained student or staff mediator.

Attendance

1. Please call the school if your child will be absent.
2. If your child has a contagious disease, such as measles, mumps or chicken pox, please inform the teachers when you call.
3. If your child comes to school alone by bus or taxi, please call the school if he is likely to be late.
4. By law, all school children in Iceland are required to attend school for 180 school days. We do not encourage people taking extended vacations as this is very disruptive to the student's education and class continuity. Should any more than 3 days holiday be required during term time, then *written permission* must be sought from the Head of the school. *Less than 3 days should be done in consultation with the home-room teacher.*

Arrival and Departure

1. Our school day begins at 8.15 a.m. with singing. *Early arrivals:* Please note that the building opens at 7:30 a.m.; however, ISI staff do not arrive until 8 a.m. Any child arriving before 8 a.m. is therefore not supervised. *Late arrivals:* Arriving on time helps children settle into the routine and rhythm of the school day, and teaches them a good life-skill. Excessive lateness may require a parents' consultation.
2. If a child needs to be dismissed early for any reason, please call the school or send a note. Children will not be dismissed during school hours to anyone but a parent unless the teacher has been informed.
3. Unless an arrangement has been made for some special purpose or the child is in after-school care, parents are asked that they be **on time** to pick up their children at dismissal time.

Holidays:

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Health Considerations

- If a child becomes ill or is injured at school, every effort will be made to contact a parent. It is very important that the school have the telephone number of a relative, friend, or some another responsible party who is able to care for the child if the parent cannot be reached. The school also requires the names and telephone numbers of the family doctor and dentist.
- In case of an emergency, the child will be taken to either the health clinic in Garðabær or the emergency clinic in Reykjavík.
- If your child develops any allergy or new health problem during the year which can affect his time in the school, please inform the teacher. Teachers **must** be aware of food allergies.
- In general, if a child is well enough to attend school, he can also go outside for recess if he/she is properly dressed. If your child requires any medication during school hours, please call or send a note.
- If a child is sick for more than 3 days in a row, or ill on a regular basis, then the school reserves the right to request a doctor's note.

Emergency Closing

If weather conditions are so severe that transportation is risky, it may be necessary to close the school for the day, or, if school is in session, to close early. Parents will be informed by telephone; in the event that a parent cannot be reached, the teachers will make a safe arrangement for the child.

Lunch

1. Children can sign up for school lunches either at the Sjúalandsskóli office or online at www.heittogkalt.is. Hot meals are purchased for either the whole school year or one month at a time, and must be paid by the 20th of the previous month.
2. Lunches can also be brought from home. Sjúalandsskóli has a policy that children do not bring sweets, chips, soda or chocolate to school. The International School

has also adopted this policy as we eat with Sjálandskóli students in the school cafeteria.

Clothing

1. Children do not wear the same shoes on the street and in the school. Slippers, socks or a pair of indoor shoes are appropriate.
2. All clothing which is removed at school needs to be labeled with the child's name.
3. Since the children go outside for recess at least once a day -- unless the weather is **very bad** -- they must be dressed accordingly. **This means warm clothing, caps/hats, scarves and mittens, long underwear, appropriate footwear and often waterproof trousers or a snow-suit.**
4. It is requested that each child keep an extra pair of trousers and socks in a marked plastic bag at school to be used if clothing is wet after recess.

Field Trips

1. During the school year various trips are planned as part of the school program. Parents are asked to give permission for their children to take part in these trips on when they register their child. Parents will not receive a separate permission slip for each trip.
2. Most trips will be announced in advance and taken during the school hours; however, some short trips depend upon the weather, and may not be announced in advance.

Birthdays

1. Parents are welcome to send a treat for a child's class on his/her birthday. It is requested that the treat coincide with the snack period unless it is not a food treat.
2. Birthdays are a time of celebration and are extremely important to children. Not being invited to a party can be very traumatic to a child. If you are planning on holding a birthday party that does not include all the children in the class (one exception is if it is only a boy or girl party), then please **do not hand out invitations anywhere on school grounds.**

Volunteers and Visits

1. Parents are welcome visitors to the school, but are asked to set a time with the teacher involved prior to the visit.
2. Parents can provide many different kinds of volunteer help to the school. This help is rewarding to the students, the teachers, and to the volunteers themselves, and certainly enriches the school. If you would like to offer some time to the school, please talk to the teachers.

In addition to your own suggestions, some possibilities for volunteer help include: driving on field trips, assisting in annual parties, reading with children, giving talks to the children about hobbies and teaching games at recess.

Report Cards & Parent Conferences

1. There are two reporting periods, January and June, and private parents' conferences during the school year.
2. Parents or teachers may request conferences at other times.

CONTACT DETAILS: International School of Iceland

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