



# SCHOOL HANDBOOK

For new students and their parents/guardians.

Information brochure about  
the primary school's work and  
the services it offers.



## **Primary school**

In Iceland, there is compulsory education for all children between the ages of 6 - 16 years. There is no fee for having a child in school in Iceland, and school meals are also free of charge for students. The role of parents in a child's education includes among other things:

- to notify the school office in the morning if the child is sick.
- to ensure that the child comes to school with healthy and good snacks and that they are dressed according to the weather.
- to monitor that the child does their homework.
- to attend parent-teacher conferences and meetings about the child's education and school activities.
- to respect rules regarding children's curfew times.
- to formally apply for leave from school, if the child needs it.

Parents play a crucial role in both preschool and primary education of children, and good cooperation between home and school can make a significant difference in the welfare and adaptation of the child. If a child needs special support due to disability, learning difficulties, or social circumstances, both parents and staff at preschools and primary schools have access to specialists who can assist and support families through whatever challenges they face.

## **Outdoor Recreation Rules**

The outdoor regulations are national laws; parents cannot permit children to stay outside longer than the laws determine. They can, however, shorten the outdoor time if they choose to do so. For informational purposes, here are the rules: Children aged 12 and younger may not be in public places after 10:00 PM unless accompanied by an adult. Children between the ages of 13 and 16 should not be in public places after midnight, unless they are returning home from an approved school, sports, or youth event, and/or accompanied by an adult. During the period from May 1 to September 1, the outdoor time is extended by two hours. These age limits are based on the year of birth. The same rules apply throughout the country; these are national laws.

## **Recreational Activities**

The vast majority of children aged 6-16 in Iceland participate in some form of organized social and recreational activities. Research shows that this has constructive effects on the lives of children and adolescents. After-school centers are operated at most primary schools in Iceland for children aged 6-9 years. During the winter, they are open from the end of school until 4:15 PM. There is a separate fee for this service. Youth centers for children and adolescents aged 10-16 are located at most primary schools in Iceland. For the 10-12 age group, various recreational courses and/or group activities are offered once or more per week. For teenagers aged 13-16, youth centers are an important venue as



they meet their need for diverse leisure activities and socializing with peers in a safe environment. Information about opening hours can be found on the websites of the youth centers. The main activities of youth centers are free of charge. Some municipalities provide grants for children and young people's participation in sports and recreational activities.

Reykjanesbær annually pays each child who is in primary school and up to 18 years of age 50,000 ISK to subsidize participation in recognized sports, recreational, and arts activities. The payment can never exceed the cost of the course. The condition for being able to use these incentive payments is that the activity is organized and conducted under the guidance of coaches and teachers/instructors. If the individual has not used the incentive payments in part or in full, the remaining balance expires at the end of the year. Applications for incentive payments can be submitted at [mittreykjanes.is](http://mittreykjanes.is). It is a requirement that both the child and parent have legal residence in Reykjanesbær.

### **About Háaleitisskóla**

Address Háaleitisskóla is Lindarbraut 624, 235 Reykjanesbæ

Telephone number is 420 3050

The school office is open between kl. 07:45 og til 15:00.

Telephone number for Recreational Activities is 616 0041

Principal is Unnar Stefán Sigurðsson and assistant principal is Jurgita Milleriene

The school's custodian is Almar Óli Ágústsson

The school opens every day at 07:45 and classes begin at 8:15.

Háaleitisskóli in Ásbrú was operated as a branch of Njarðvíkurskóli from the school year 2008-2009 to the school year 2012-2013, since then the school has been independently run. In the summer of 2008, changes were made to the former school premises of the Defense Force's elementary school at Keflavík Airport, and an elementary school department was established there for students who live in Ásbrú. The number of students has increased since the school's founding and there are now about 370 in grades 1-10. The number of students has been somewhat variable because, by nature, students follow their parents/guardians who are studying for shorter or longer periods. Due to population growth in the area, the school has expanded both in terms of students and facilities as needed. Learning materials are free at the school, but parents still need to provide their children with school bags, swimming and sports clothing, as well as writing materials for use at home.

### **School visits**

Háaleitisskóli (Háaleiti School) emphasizes creating as safe and positive a learning and working environment as possible for students and staff. Therefore, we ask our visitors during school hours to identify themselves and state their purpose at the reception desk upon arrival at the school. It is



important not to disrupt the activities taking place in the school. Items that need to be delivered to students during school hours should be given to the receptionist who will then pass them on. With this arrangement, we avoid disturbing the students' learning environment and show respect for the work being done at Háaleitisskóli.

### **Homeroom Teacher**

The role of the homeroom teacher is very important in all school activities. The homeroom teacher is an important liaison between home and school. They form a confidential relationship with students and closely monitor their mental and social well-being, as well as the academic progress of each one. It is possible to book appointments with the homeroom teacher.

### **Punctuality**

Students are expected to arrive punctually to school, to all classes with the necessary materials. Parents/guardians report illnesses and absences daily.

### **Leave/Permission**

Applications for a one-day leave can be submitted to the supervising teacher or the school's office manager, as well as on the website of Háaleitisskóli. If a student needs a longer leave, parents/guardians must apply in writing to the principal. Forms are available on the school website and from the office manager. Parents/guardians are responsible for their children's education during the leave period. Students who cannot participate in physical education need to submit a medical certificate. It is only possible to correct absences that are no more than two days old.

### **Attendance**

In Háaleitisskóli, student attendance is recorded on mentor.is. The Mentor system is a comprehensive learning and information system for all who work with children in schools and recreational activities.

The following factors are included in the attendance grade:

- Exemplary
- Leave
- Illness - illness must be reported daily.
- Observation is recorded when a student, for example, shows up but only observes physical education classes. Observation needs to be reported to the secretary or the physical education/swimming teacher.
  - Late is recorded after 20 minutes have passed of the lesson, then the grade decreases by 0.2.
  - Absence is recorded when more than 20 minutes have passed of the lesson, then the grade decreases by 0.5.



- Incomplete homework is recorded for students in grades 5-10, then the grade decreases by 0.1.
- Forgotten learning material (g) is recorded for students in grades 5-10, then the grade decreases by 0.1.
- Sent out of class (R) is recorded when a student shows inappropriate behavior or when there is a 3rd degree violation, then the grade decreases by 1.0.

### **School Meals, Snacks, and Drinks**

Emphasis is placed on students eating healthy and good food during snack times and lunch. Candy and soft drinks are not allowed during school hours. Students get water to drink with their snacks. Students receive lunch at school free of charge. Skólamatur ehf. manages the cafeteria operations, and the company emphasizes the quality and nutritional value of the food. Students who intend to eat lunch should register with Skólamatur. Subscriptions can be arranged on the Skólamatur website, [www.skolamatur.is](http://www.skolamatur.is), or at the Skólamatur office at Iðavellir 1, Reykjanesbær.

### **Sports and Swimming in Háaleitisskóli**

Students attend physical education in the Háaleitisskóli sports hall, which is connected to the school. Students need to bring sports clothes and a towel when they go to PE class. Swimming lessons for Háaleitisskóli take place at Vatnaveröld in Keflavík at Sunnubraut 31, and students travel there by school bus accompanied by a staff member. For swimming class, students need to bring swimwear and a towel in a separate bag.

### **Learning Center**

The school is well-equipped with technology, and the facilities for students and staff are excellent. The school's learning centers provide a safe and quiet workplace for students to focus on their studies and assignments. There are facilities for reading and writing, access to computers and learning materials, and guidance from school staff, teachers, instructors, and general staff as needed. The goal is to strengthen study habits, increase concentration, and create a positive learning environment where students receive support and encouragement. The school has the following learning centers: Álfheimar (Elf Realms), Jötunheimar (Giant Realms), Ljósheimar (Light Realms), and Friðheimar (Peace Realms).

### **Educational Counseling**

The educational and career counselor works full-time at Háaleitisskóli (Háaleiti School). The educational and career counselor is a confidant for students and safeguards their welfare. They assist students with matters concerning their schooling and provide guidance on how they can find solutions to their issues. The educational and career counselor works with both individuals and groups. The



educational and career counselor works in cooperation with parents as appropriate. They also consult and collaborate with other specialists within or outside the school, such as special education teachers, school nurses, school psychologists, and refers cases to them in consultation with students and parents. The educational and career counselor is bound by professional confidentiality.

### **After-School Program**

Háaleitisskóli offers an After-School Program called "Krakkaheimar" (Kids' World) for students in grades 1-4 after the school day ends, operating until 4:15 PM. Staff asks parents to respect their children's scheduled hours. The after-school program's schedule consists of an appropriate balance between structured activities and free play, which is equally important for the youngest elementary school children. The program is organized with consideration for choice, club activities, physical exercise, education, experiences, as well as nourishment and rest. Like in the school, the program follows PBS (Positive Behavioral Support) rules, supporting positive behavior.

### **Reading Policy of Háaleitisskóli**

Since proficiency in reading is the foundation for all learning, Háaleitisskóli emphasizes reading instruction in grades 1-10. We believe that even though students have mastered the basic reading techniques, they need to continue improving in this important subject. Working with reading is a process that needs to be continuously reviewed, and therefore teaching needs to be based on what proves most successful at any given time. Training should be a joint project between home and school, and the focus is adapted to the student's current level. In all our work, we set specific goals to aim for. In connection with the school's reading training, there are speed objectives for each grade that show a certain number of words per minute. To gain a good understanding of a text, it is not enough to read a lot. Systematic reading comprehension methods must also be applied. Good reading comprehension typically does not develop on its own. Therefore, it is important to start teaching diverse reading comprehension methods that equally strengthen vocabulary, language comprehension, inference ability, utilization of background knowledge, learning awareness, and other methods that enhance reading comprehension from the beginning of elementary school. The reading policy is a document that is in constant development that teachers at Háaleitisskóli work with. It provides guidance on reading fluency tests, reading comprehension tests, screenings, and diagnostic tests.

### **Discipline Policy of Háaleitisskóli**

In Háaleitisskóli, emphasis is placed on positive communication between everyone who works there: students, teachers, and all staff. There is a focus on students receiving positive and constructive guidance regarding behavior and conduct, with emphasis placed on mutual respect and consideration.



We all have rights but also duties that we assume to promote a good school atmosphere and working spirit in the school. By respecting each other, we contribute to well-being, mutual trust and shared responsibility, thus demonstrating personal development in practice.

The school's motto is education and personal development. The school follows PBS rules where the values are responsibility, cooperation, and consideration, which is a working method that aims to encourage positive behavior systematically instead of focusing on negative behavior.

PBS is a three-part system that encompasses the entire school community. It includes a support system for classes, individual students, and support outside of classroom settings. All school staff are expected to participate in shaping positive behavior in the school. The purpose of PBS is primarily to increase social skills and enhance students' learning capacity by defining, teaching, and supporting desirable behavior. Efforts are made to reduce undesirable behavior by establishing clear rules about the consequences of such behavior. To achieve good results, the school tries to coordinate the actions of school staff, which increases the likelihood of reinforcing positive behavior. The school is divided into areas where appropriate behavior is defined. Students are not expected to know what is expected; rather, it is taught, practiced, and reviewed regularly. When a student displays desirable behavior, it is reinforced with confirmation (a wristband), and the staff member specifies what the student is receiving confirmation for, e.g., "Well done (student's name) for walking on the right side of the hallway." Then the confirmation is placed on the student's wrist.

The discipline policy of Háaleitisskóli clearly outlines how disciplinary violations are addressed. For serious disciplinary breaches, expulsion without warning may occur. If expulsion is implemented, the student and their guardians have the right to object according to Article 13 of the Administrative Procedures Act No. 37/1993.

### **School Rules of Háaleitisskóli**

According to the law, schools must establish school rules that must be followed. To ensure the best possible working atmosphere and school culture in our school, we have set a few clear rules. The school rules of Háaleitisskóli are as follows:

- We are punctual.
- We treat others with respect, courtesy, and consideration.
- Students are responsible for their words and actions.
- Students should fulfill their roles and take responsibility for their belongings and school supplies.
- Students respect their environment.
- We take good care of our health and bring healthy and nutritious snacks to school.
- Consumption of candy and soft drinks is not permitted at school.



- Consumption of tobacco, alcohol, and other illegal substances is prohibited at school or on school grounds. Tobacco use here refers to cigarettes, snuff and chewing tobacco, e-cigarettes (vape), and tobacco-like products.
- The use of mobile phones is not permitted at school or on school grounds.
- Outerwear and footwear should be placed in appropriate areas. Outerwear, caps, and other headwear are not permitted during lessons, meal times, or gatherings in the hall.

The school rules of Háaleitisskóli apply wherever students are representing the school, whether in teaching, within or outside the school walls, at school events, on school grounds, field trips, social activities, or travels.

### **Penalties for Violations of School Rules**

At Háaleitisskóli, we strive to have clear and predictable responses to violations of school rules. Undesirable behavior has been divided into three levels according to the severity of the violation or behavioral deviation.

Level 2 and 3 behavioral deviations or violations are recorded in the student's diary in Mentor. The recording helps school staff and parents/guardians to have an overview of the number of behavioral deviations or violations, where they occur, and when. The consequences for each behavioral deviation or violation are clearly specified.

#### 1st Degree Behavioral Deviation

Examples of 1st degree behavioral deviation:

- Arguing, provocation, quarreling
- Disrupting activities, games or work of others
- Not working in class, being inactive
- Poor treatment of surroundings
- Physical contact; pulling or pushing others

#### Implementation and follow-up:

- Staff member discusses privately with the student and the behavior is corrected or the incident is resolved on the spot. If this does not happen, the incident is recorded on Mentor and the homeroom teacher is notified.
- The student is guided and emphasis is placed on ensuring they know the rule and show willingness to do better next time.
- Emphasis is placed on respect and that the staff member praises the student for cooperation.
- The homeroom teacher is notified.

If a student has repeatedly shown 1st degree behavioral deviation, it corresponds to a 2nd degree behavioral deviation and should be handled accordingly.



## 2nd Degree Behavioral Deviation

Examples of 2nd degree behavioral deviation:

- Hurtful or degrading language
- Dishonesty, cheating
- Harassment, pranks, teasing
- Refusing to follow instructions
- Scuffling
- Repeated violations of 1st degree behavioral deviation

### Implementation and follow-up:

- Staff member discusses privately with the student and the behavior is corrected or the incident is resolved on the spot.
- The student is guided, and emphasis is placed on ensuring they know the rule and show willingness to do better next time.
- Emphasis is placed on respect and that the staff member praises the student for cooperation.
- The homeroom teacher is notified.
- The behavior and/or incident is recorded on Mentor and the teacher also contacts parents/guardians.

If a student has repeatedly shown 2nd degree behavioral deviation, it corresponds to a 3rd degree behavioral deviation and should be followed up accordingly.

## 3rd Degree Behavioral Deviation

This involves serious behavioral deviations that endanger the safety and well-being of students and/or staff and lead to disruption of normal school activities. Illegal behavior is reported to the police.

### Examples of 3rd degree behavioral deviation:

- Violence
- Fighting
- Threatening behavior, risk behavior and serious provocations
- Vandalism
- Theft and unauthorized use of equipment
- Bullying
- Possession of weapons and incendiary devices
- Use of addictive and/or narcotic substances including alcohol and tobacco
- When a student strongly encourages another to commit an offense or use violence by virtue of age or developmental differences
- Repeated violations of 2nd degree behavioral deviation

### Implementation and follow-up

If a level 3 behavioral violation occurs, the staff member immediately and without discussion refers the student to school administrators. The school administrator decides on the course of action for the case. The administrator records the incident and its processing in the student's diary in Mentor and informs the homeroom teacher about the processing as soon as possible.

- When a student has been found to have committed any of the above-mentioned violations, they are removed from the situation and parents are contacted as soon as possible. Emphasis is placed on having a meeting with parents and child at the beginning of the next school day. The student does not return to class until the meeting has taken place and the matter has been resolved.
- The principal has the authority to temporarily suspend a student from school due to a level 3 behavioral violation without warning for two purposes: first, to emphasize the seriousness of the violation, and second, to prepare a solution-focused meeting with the student, parents, and any necessary professional staff. Often there are deeper reasons than parents and staff realize. Some behavioral violations are referred by the principal to the Educational Office of Reykjanesbær, to the Education Council, or to child protection authorities.
- If a student commits serious or repeated violations of school rules, it is permissible to temporarily suspend them from school while seeking solutions to their issues. Parents/guardians and educational authorities are immediately notified of the school administrators' decision. Case processing will follow Reykjanesbær's procedural rules regarding responses to attendance and truancy problems, responses to legal violations and serious breaches of school rules, case procedures for school rule violations, violence, and legal violations.
- School staff are prohibited from using physical force unless necessary to stop violence or prevent a student from causing harm to themselves or others, or property damage. In such cases, guardians must always be immediately informed of the circumstances.
- Students are responsible for any damage they may cause to school property, staff property, or that of their schoolmates. Students must compensate for any damage they cause.
- If there is a dispute between guardians and the school regarding student matters and no agreement is reached on solutions, either party may refer the matter to school authorities.

### **Dismissal from Class**

In Háaleitisskóli, a teacher is permitted to dismiss a student from class if they have caused significant disruption and have not heeded warnings. Students in grades 5-10 are sent to the school office where they wait for the teacher, while younger students remain in the care of school staff. If the teacher anticipates that the student will have to wait for a long time, the student should be provided with a study space elsewhere than in the classroom until their case is resolved. The matter should be resolved on the same day. The teacher in question resolves the issue with the student and informs the homeroom teacher about it. The teacher in question contacts the parent/guardian. Cases of students who continue to cause disturbance and discomfort to others in classes and during breaks despite repeated instructions from school staff are discussed at solution team and/or student welfare council meetings, and solutions are sought in collaboration with guardians and professionals.

### **Healthcare**

When a new child comes into the world, emphasis is placed on supporting the family. At all healthcare centers, you can get health protection for your child up to the age of 16. This service includes, among



other things, vaccinations from three months of age and all medical examinations from birth. This service is free of charge to parents. The staff at healthcare centers provide good advice on health and upbringing or tell you where to seek further assistance if needed. When the child starts school, healthcare also provides health protection for the child free of charge. Healthcare offers parenting courses where effective parenting methods are taught that promote good cooperation between children and parents. Information about this and other courses can be found at healthcare centers. Information about all healthcare centers in Iceland can be found at [www.island.is](http://www.island.is), which is a website where you can access information about all public institutions and services in Iceland. On the website of the Directorate of Health, you can find detailed information about children's dental care. The information is available in several languages. The URL where this information can be accessed is <http://www.landlaeknir.is/heilsa-og-lidan/tannvernd/>

### **School Healthcare**

School children's healthcare is part of the general healthcare system and a continuation of infant and toddler care. The goal is to enhance students' health and promote their well-being. School healthcare staff work in close collaboration with parents/guardians, school administrators, teachers, and others involved in student affairs with their welfare as a guiding principle. All information is treated as confidential. The operation of school healthcare follows the laws, regulations, and guidelines that govern it. It includes health examinations, vaccinations, and health education, along with counseling for students, their families, and school staff.

### **School Nurse**

The school nurse of Háaleitisskóli is present at the school on Mondays, Wednesdays, and Fridays from 9:00 AM to 2:00 PM. Phone number is 420-1450. Email address is [kathy@hss.is](mailto:kathy@hss.is)

**Medication administration:** If children need to take medication during school hours, parents are advised to contact the school nurse and familiarize themselves with the Directorate of Health's guidelines regarding medication administration in schools.

**Injuries and illnesses:** It is important that school nurses are aware of children with chronic and/or life-threatening diseases, such as diabetes, allergies, epilepsy, and bleeding disorders. First aid is provided at the school and minor injuries are attended to. If a student needs to go to a health center or emergency department, parents/guardians should accompany the child. School nurses are not expected to attend to accidents that occur outside school hours.

**Where can I seek help?**

**Emergency Line 112:** Everyone can call 112 from any phone. You can reach 112 even without a SIM card in your phone, with no credit, or with an unpaid phone bill.



Mitt Reykjanes, <https://www.mittreykjanes.is/web/index.html> allows you to conduct your business with Reykjanes municipality electronically at your convenience. Here you can fill out applications and submit them for processing, participate in consultations, surveys, or send formal requests, to name a few options.

[www.island.is](http://www.island.is): This website contains information about public institutions in Iceland and their services. The website is available in Icelandic and English.

National Parents Association, <http://www.heimiliogskoli.is/>

Family Center, <http://www.barnivanda.is/>

Website of the Ministry of Welfare <http://eng.felagsmalaraduneyti.is/>

First Steps <https://www.velferdarraduneyti.is/frettir/frettatilkynningar/nr/3516> a booklet that provides all the essential information about Icelandic society

Multicultural Center, the website of the Multicultural Center is [www.fjolmenningarsetur.is](http://www.fjolmenningarsetur.is) and [www.mcc.is](http://www.mcc.is): The Multicultural Center's website includes explanations of various Icelandic words in numerous languages. It also provides information phone numbers in eight languages.

Information about interpretation services <http://www.ici.is/>

Information about the Continuing Education Center in Suðurnes <http://www.mss.is/> where, for example, Icelandic language teaching for adults takes place.