



School manual – Háaleitisskóli

For new students and their guardians/parents

Information booklet about the elementary school and the services it provides.

Elementary School

In Iceland school is compulsory for all children aged 6-16. One does not need to pay for children to attend school in Iceland, but you must pay for their lunch. The parent's role in their child's education is among other things:

- To make sure that the child attends school and does their homework.
- To inform the school office in the morning if the child is sick
- To make sure that the child brings a healthy lunch/snack to school and is dressed appropriately for the weather.
- To monitor the child's homework.
- To attend parent/teacher meetings about the child's education and schoolwork.
- To respect to national regulations about outdoors hours for children
- To apply formally at the school for a day off / leave of absence if the child needs it.

Parents play an important role in their children's kindergarten and elementary school education and a good relationship between home and school can make all the difference in a child's welfare and adaption. If a child needs special care because of a disability, difficulties in learning or because of a social situation, then both parents and employees at the kindergarten and elementary school can have access to specialists that can help and support families in whatever happens.

Outdoor hours for children

Rules for children's outdoor hours are in accordance with the Icelandic Child Protection laws. Parents can not let children be out for longer than the law states. Parents and caregivers have absolute rights to reduce these outdoor hours if they so choose.

Information about outdoor hours for children:

During the school period (From 1st September until 1st May)

- Children, 12 years old or younger, may not be outside their home after 20:00 pm.
- Children, 13 to 16 years of age, may not be outside their home after 22:00 pm.

During the summer (From 1st May until 1st September)

- Children, 12 years old or younger, may not be outside their home after 22:00 pm.
- Children, 13 to 16 years of age, may not be outside their home after 24:00 pm.

These rules can be exempted if children 13 to 16 years of age are on their way home from an official school, sports, or youth centre's activity. The child's birth year rather than its birthday applies.

After school centre

Most children in Iceland take part in some sort of social and recreational activities after school. Studies have shown that this has a constructive effect on the lives of children and teenagers.

There are after school centres operating in most schools in Iceland for children aged 6-9 years old. In winter time they are open from when school finishes until 4 o'clock in the afternoon. You have to pay specially for this service.

Youth centres for children and teenagers aged 10-16 are at most elementary schools in Iceland. For the ages of 10-12 there are various leisure courses or group activities available once or more more often per week. For the teenagers aged 13-16 the youth centres are an important place where their needs for varied social activities are met around their peers in a safe environment. Information about the Youth Centres opening hours can be found on the Youth Centres websites. The Youth Centres programmes are free and some municipalities provide grants for children to take part in sports and leisure courses.

Reykjanesbær pays annually every child who is in elementary school in Iceland and is part of an organized social activity or leisure course until the age of 18, 28.000 kr subsidy on acceptable sports, leisure and arts courses. The payment can never be higher than the fee for each course. The conditions for getting the subsidies are that the course is organized and under the guidance of a trainer or teacher. If one does not use the subsidy at all or partly before the end of each year the remaining funds are cancelled for that year. You can apply for the subsidies at: mittreykjanes.is. The condition is that both child and parent have a legal domicile in Reykjanesbær.

About Háaleitisskóli

Address: Lindarbraut 624, 235 Reykjanesbæ

Telephone number: 420 3050

School office, open from 7:45-15:00.

After school centre- Krakkaheimar: 616 0041

Principal of the school is Friðþjófur Helgi Karlsson and the senior is Jóhanna Sævarsdóttir.

The school janitor is Trausti Björgvinsson

The school is open all week days from 7:45 and classes start at 8.15

Teaching materials are free at the school but parents have to make sure that their children have a school bag, swimming and athletic clothes and stationary at home for homework.

Punctuality

Students are to be at school on time and attend all scheduled lessons with relevant school supplies. Parents/guardian must call the school office daily to report if a student is ill or not in attendance.

Leave of absence

Students can apply for a leave of absence for one day with their supervisor teacher or with the school office. If more than one day leave of absence is needed, then parents/guardians must apply for that in writing with the principal. Forms for this can be found on the school website and with the school's secretary. Parents/guardians are responsible for their children's education while they are in leave. Students that cannot take part in sports need to bring in a doctor's certificate. Recorded absences from school can only be rectified if they are not more than two days old.

Attendance

In Háaleitisskóli student's attendance is registered on mentor.is. The mentor system is a education and information computer system for all who work with children in schools and afterschool centers.

The following points are taken into account for the attendance grade:

- **Exemplary** (til fyrirmyndar)
- **Leave of absence** (leyfi)
- **Illness** (veikindi)
- **Watching** (áhorf) this is registered when a student for example is watching the school sports class and not taking part. If a student has to watch (áhorf) the school secretary and sports or swimming teacher has to be notified in advance.
- **Late** (of seint) this is registered when twenty minutes have past of a class and the grade goes down by 0.2.
- **Absence** (fjarvist) is registered if more than 20 minutes have past of the class, and the grade goes down by 0,5.
- **Unfinished homework** (óunnin heimavinna) is registered for all student in years 5.-10.
- **Forgotten books (g)** (gleymt námsgögn) is registered for all student in years 5.-10. and the grade goes down by 0,1.
- **Dismissed from class (R)** (Vísað úr tíma) is registered when a student shows inappropriate behavior or a 3rd point violation of the school rules. Then the grade goes down by 0.1.

School meals and drinks

We emphasize that students eat a healthy meal for the snack time and at lunch time. Soft drinks and candy are not allowed during schooltime. Milk subscription is available for those who want, and the students that do not have a milk subscription get water to drink with their snack and lunch time. It is available for students to buy lunch at school. Skólamatur ehf. runs the school cafeteria and their emphasis is on providing quality and nutritious meals. Students can both buy a subscription or food tokens. You can apply for a school dinner subscription at the Skólamatur Web Site: www.skolamatur.is or at the office of Skólamatur at Iðavellir 1. Food tokens are sold both at the school and at the office of Skólamatur.

Class teacher (Umsjónakennari)

The class teacher's role is very important in all our school work. The class teacher is an important link between the home and school. The class teacher forms a confidential bond with his students and follows their mental and social wellbeing closely, as well as their learning progress. You can book an interview with the class teacher.

Sports and swimming at Háaleitisskóli

All students do sports in Háaleitisskólí's gymnasium which is connected to the main school building. Students have to bring in a bag sports clothes and a towel when they attend a sports class. Swimming lessons at Háaleitisskóli take place in Vatnaveröld Swimming pool in Keflavík at Sunnubraut 31 and students travel there by school bus with an assistant from the school. For swimming lessons students have to bring swimwear and a towel in a bag.

Learning facilities

The school is well equipped and all facilities for students and staff are good. As well as the main school classes, Háaleitisskóli has three learning departments. First there is Álfheimar which is meant for students with learning difficulties, secondly there is Jötunheimar which is meant for students with behavioral difficulties and thirdly there is Glaðheimar which is meant for students who need extra lessons in Icelandic as a second language. Alongside these three departments there is a fourth special department called Goðheimar which services all schools in Reykjanesbær with students with serious social and behavioural problems which means they cannot adapt to traditional schooling.

School counseling

There is full time a school counselor at Háaleitisskóli. The school counselor is a confidant for all students and guards their wellbeing. He assists students in matters concerning their schooling and gives guidance in how to resolve various issues. The school counselor works both with individuals and groups. The school counselor works in cooperation with parents when it's appropriate. He also works closely with other specialist within the school and outside of it, like the special education teachers, the school nurse and the school psychologist and refers matters to them in cooperation with the students and parents. The school counselor is bound by a code of silence/confidance

After school centre

Háaleitisskóli offers an after school centre called Krakkaheimar, it's for students in the 1st to 4th grade after the school day finishes and is open until 16:00 pm. We ask that parents respect the opening times for the centre. The schedule for the after school centre includes even measures between organized programmes and free play, which is very important for children in the youngest classes of elementary school. The schedule is organized with choice in mind, club activities, movement, education, and experience as well as nourishment and rest.

Reading policy of Háaleitisskóli

Reading is the foundation for all learning and therefore Háaleitisskóli puts a great emphasis on teaching reading in all grades. We believe that even though students have grasped the fundamental techniques of reading they will have to keep improving themselves throughout their schooling. Working with reading is a progress that needs to be in constant development and the teaching needs to take into account what works best each time. The training needs to be a collaboration between the home and the school and the emphasis is on the students position each time. In all grades we have certain standards we aim for in reading. We have certain goal for a reading speed for each grade that show words read per minute. To have a good understanding of the text one reads it is not enough to just read a lot. One also needs to apply effective reading techniques. Good reading comprehension most often does not develop by itself. Therefore it is important to start teaching varied reading techniques that promote equally; vocabulary, language comprehension, reasoning abilities, utilization of background knowledge, educational awareness, and other techniques that promote reading comprehension from the beginning of elementary school. The reading policy is a document that is in constant development with the teachers of Háaleitisskóli. The policy is a guide for reading tests, comprehension tests, and diagnostic tests.

Discipline Policy

In Háaleitisskóli the emphasis is on positive communications between everyone that works there: students, teachers, and all personnel. We focus on giving our students positive and constructive guidance regarding their behaviour and manners and we emphasize mutual respect and consideration. We all have our rights but also our duties that we take on to help create a good spirit and school environment. By respecting one another we create a good atmosphere, mutual trust and shared responsibility in our school environment.

The school motto is education and self-care. In our school we work with the rules of PBS (positive behavior support) where the values are responsibility, collaboration, and consideration. These procedures have the purpose of encouraging positive behavior in a systematic way instead of focusing on negative behavior.

PBS is a threefold system that covers the whole school community. It involves a support system for classes, individual students and support outside of the classroom. The system expects all staff in the school take part in shaping positive behavior in the school. The purpose of PBS is mainly to promote social skills and learning abilities of the students by identifying, teaching and supporting desirable behavior. The system looks to reduce undesirable behavior by having clear rules about the consequences of that behavior. To get good results we try to coordinate all staff and their actions at the school which increases the probability of encouraging positive behavior. The school is divided in to areas where in each area it is defined what behavior is appropriate. It is not expected of the students to know what is expected of them, instead it is taught, practiced, and reviewed regularly. If students show positive behavior it is rewarded in some way as stated here before.

In Háaleitisskóli's discipline policy there are clear ways of dealing with discipline violations. If a serious discipline violation occurs the student can be expelled without caution. If a student is expelled, he and his guardian have the right to oppose the decision according the 13th article of the administrative law no.37/1993.

Háaleitisskóli School rules

According to Icelandic law every school must have a set of school rules that every student must follow. So that our school morale and spirit is at its best we have set ourselves a few but clear school rules.

- We are punctual
- We treat everyone with respect, courtesy, and consideration.
- Student takes responsibility for their words and actions.
- Students should take care of their roles and take responsibility for their assets and school things.
- Students respect their environment
- Students take good care of their health and bring a healthy snack to school.
- Consumption of sweets and soft drinks are not allowed at school.
- Consumption of tobacco, alcohol, and other illegal substances are banned at school and on the school grounds. Tobacco use includes, cigarettes, snuff, chewing tobacco, vaping, and tobacco substitute's.
- The use of mobile phones is not allowed at school.
- Coats and shoes should be stored at their allocated places. Outdoor wear, hats and other headgear is not allowed in the classroom, at lunchtime or at school gatherings.
- Háaleitisskóli's school rules apply where ever students are in school, whether in class, inside and outside of school, at school gatherings, on school grounds, at school trips, school activities and travel.

	Responsibility	Collaboration	Consideration
Hallways	<ul style="list-style-type: none"> ✓ We walk between areas 	<ul style="list-style-type: none"> ✓ We stand in line in our place 	<ul style="list-style-type: none"> ✓ We walk slowly on the right side
The Gym and dressing rooms	<ul style="list-style-type: none"> ✓ We are alert in the dressing room ✓ We put things back in their place 	<ul style="list-style-type: none"> ✓ We help each other ✓ We encourage each other 	<ul style="list-style-type: none"> ✓ We show sportsmanship in our behavior
The Classroom	<ul style="list-style-type: none"> ✓ We take good care of our belongings and of others ✓ We listen with attention to who is speaking 	<ul style="list-style-type: none"> ✓ We put our hand up ✓ We help each other out 	<ul style="list-style-type: none"> ✓ We walk around quietly ✓ We respect one another
Cafeteria	<ul style="list-style-type: none"> ✓ We wait patiently in line ✓ We sit at our class table 	<ul style="list-style-type: none"> ✓ We clean up after ourselves 	<ul style="list-style-type: none"> ✓ We are polite
Toilettes	<ul style="list-style-type: none"> ✓ We wash our hands ✓ We throw paper in the trashcan 	<ul style="list-style-type: none"> ✓ We are tidy in the toilettes 	<ul style="list-style-type: none"> ✓ We flush and close the toilette
School grounds	<ul style="list-style-type: none"> ✓ We go straight into our line when the whistle blows ✓ We play at the school grounds 	<ul style="list-style-type: none"> ✓ We respect each other's free play ✓ We clear up after ourselves 	<ul style="list-style-type: none"> ✓ We offer others to play with us
School Gatherings	<ul style="list-style-type: none"> ✓ We sit still in our seats ✓ We show our guests respect and attention 	<ul style="list-style-type: none"> ✓ We walk orderly in and out of the school hall ✓ We take part when its appropriate 	<ul style="list-style-type: none"> ✓ We clap when appropriate
School trips	<ul style="list-style-type: none"> ✓ We wait calmly in a line ✓ We sit in our seats and put our seatbelts on 	<ul style="list-style-type: none"> ✓ We keep to our group 	<ul style="list-style-type: none"> ✓ We let anyone who likes to sit next to us
All areas	Keep your hands and feet to yourself, use your inside voice and follow instructions.		

School health services

Health care for school children is part of the national health care and is an extension of the toddler and baby health programme. The aim is to reinforce the student's health and to promote their wellbeing. The staff in health care for school children work in close consultation with parents/guardian, school administrators, teachers, and others who work with the students with their wellbeing in mind. All information is treated as confidential. The school health services work in accordance with Icelandic law, regulations and recommendation that apply to it. The School Health Services include health examinations, vaccinations, health education, as well as counseling to students, their families and the staff of the school.

School nurse

The school nurse for Háaleitisskóli is in attendance at school on Monday, Wednesday and Friday from 9:00 – 13:00pm. The telephone is 420-1450. E-mail: haaleitisskoli@hss.is

Drug administration: If students need to take prescribed drugs at schooltime, parents are advised to contact the school nurse and look at Iceland's medical chief (Landlæknir) recommendations for drug administrations at schools.

Accidents and illness: It's important that the school nurse is informed about children with chronic disease and/or life-threatening illnesses, for example, diabetes, allergies, epilepsy and bleeding disorders. First aid is administered at the school and minor injuries attended to. If a student needs to go to the health clinic or the emergency room, parents/guardian should accompany the child. Incidents that happen outside of schooltime are not attended to by the school nurse.

Where can I turn?

- **Emergency line 112 (Neyðarlínan):** Everyone can call 112 and from all phones. You can reach 112 even with no sim-card, no credit on the phone and an unpaid phone bill.
- **My Reykjanes (mitt Reykjanes):** <https://www.mittreykjanes.is/web/index> helps you with your matters at Reykjanesbær through electronic ways when it suits you. Here you can fill out applications and send them in for processing, take part in consultation, surveys and send in formal errands for example.
- **www.island.is:** On this website you can find information about Iceland's public institutions and their services. The website is in Icelandic and English.
- **The National Parents organization,** <http://www.heimilhogskoli.is/>
- **The Family center,** <http://www.barnivanda.is/>
- **Ministry of welfare webpage,** <http://eng.felagsmalaraduneyti.is/>
- **The First steps,** a booklet that offers the most necessary information about Icelandic society, <https://www.velferdarraduneyti.is/frettir/frettatilkynningar/nr/3516>
- **Multicultural center,** website of the Multicultural center is, www.fjolmenningarsetur.is and www.mcc.is : On this website you can find definitions of many Icelandic words in many different languages. There you can also find an information telephone number in eight different languages.
- Information about interpreter services, <http://www.ici.is/>
- Information about the center for lifelong learning in Suðurnes, <http://www.mss.is/>. There you can for example learn Icelandic for mature learners.