

Terms and Conditions for parents/guardians of students attending Kristiansand International School

Kristiansand International School (KIS) is registered as a private, not-for-profit, school. It is authorized by the International Baccalaureate (IB) to offer the IB Primary Years and Middle Years Programmes. The Norwegian Government has authorized KIS as a private school under section 2-12 of the Education Act and recognizes the education as equivalent to that offered by the Norwegian state school system (ref Education Act 2-1). The school fees are low, thanks to generous support from Kristiansand Kommune and Stiftelsen Kristiansand International School. However, the school may charge for additional costs (see section 11).

1 Admissions and attendance

- 1.1 Student admissions will be prioritized as follows:
 - 1.1.1 Students of overseas parent(s) who are working in Norway.
 - 1.1.2 Students of Norwegian parents whose company can confirm that they will work overseas in the future.
 - 1.1.3 Students whose parents are interested in an international education.
- 1.2 Admission to the school is not academically selective, but parents are urged to consider the rigorous nature of the IB programmes and consider if that is the correct choice for their child.
- 1.3 The programmes offered by KIS are considered preparation for the IB Diploma programme after completing KIS.
- 1.4 No student will be admitted to the school before an offer of a place has been made by the principal or other designated person and the office has viewed a proof of identity document.
- 1.5 Education Act section 8-1, regarding schools' catchment areas, does not apply to KIS.
- 1.6 Families of students living outside of Kristiansand Kommune will be asked to provide evidence that their home Kommune has agreed to reimbursement of schooling costs.
- 1.7 Students may be granted up to ten days leave of absence during school time. When deciding whether to approve a leave of absence, the school will consider both the needs of the student and the reason for the leave of absence.
 - 1.7.1 The school is not able to authorize a leave of absence of more than ten days. If a student is going to miss more than ten days of school, parents are expected to keep the school informed. If a student is absent from school without permission, the absence will be marked unauthorized and will form part of a student's school records.
 - 1.7.2 If a student is absent without leave and the parents are not in contact with the school, the student may be removed from the school register after one month.
 - 1.7.3 The school will normally remove a student from the register if the student is absent for more than three months, although exceptions may be made if there are extenuating circumstances.

2 Grade Placement

- 2.1 The school believes that students learn best among others of the same age, so all students will be placed in an initial grade according to their age and moved to the next grade each August.
- 2.2 Grade placement follows the Norwegian system, where a student starts Grade 1 in the August in the calendar year in which the child turns six.
- 2.3 Delayed or early school start according to the Education Act § 2-1 third paragraph does not apply to KIS.
- 2.4 Students will only be placed in grades other than that linked to their chronological age following assessments completed by the school or the school's designated representative.

3 Transport to and from School

- 3.1 Students at KIS have no right to free transportation, as outlined in chapter seven of the Education Act.
- 3.2 Students may be permitted to leave school during the school day if they are unwell or have an appointment, but this must always be arranged between the parents and a member of the school staff.

4 Special Educational Needs (SEN)

- 4.1 Students at KIS do not have the right to special education according to the Education Act, chapter five.
- 4.2 Students who cannot benefit satisfactorily from the curriculum offered at KIS will be provided with an individual evaluation.
- 4.3 Any evaluation for SEN will take place upon referral to PPT (Pedagogical Psychological Services) by KIS.
- 4.4 Parents/guardians or students do not have the right to request PPT evaluations.
- 4.5 PPT evaluation will provide an assessment of needs, propose appropriate measures, and indicate the range and extent of special needs.

- 4.6 KIS will always try to meet the needs of a student following PPT evaluation as outlined in section 5 below. The school may recommend other educational options if the student's needs cannot be met at KIS.
- 4.7 There will be no charge for the parents of students evaluated by PPT.

5 Learning Support

- 5.1 Notwithstanding the conditions in part 4 (above), there will be students at KIS who require support to optimize their learning.
- 5.2 Teachers and/or parents can refer a student to the school's Learning Support Coordinator.
- 5.3 These students shall be assessed by the school's Learning Support Coordinator, who may recommend further evaluation by PPT.
- 5.4 The Learning Support Coordinator will advise the students' teachers on strategies to support that student and may, by agreement with the principal, offer some specialized instruction to individual students or small groups.

6 English as an additional language

- 6.1 English is the language of instruction at KIS
- 6.2 The school will assess students on entry for English language fluency
- 6.3 Students who require support to improve their English language will be supported by all staff
- 6.4 In some cases, the school may require a student to undertake extra instruction, during the school day, to improve their English language fluency.

7 Norwegian language instruction

- 7.1 Norwegian language is a compulsory part of the curriculum for all students in Grades 1-10
- 7.2 Notwithstanding the above, parents should understand that the level and frequency of Norwegian taught at KIS does not match that received in mainstream schooling.
- 7.3 Students will follow either a language and literature (native-speaker level in reading, writing, speaking and listening) or a language acquisition course.
- 7.4 Students will be assigned to their Norwegian Language groups by the school, following assessment by KIS Norwegian language teachers.

8 Student conduct

- 8.1 All students will follow the school's behavior policy (available from the office or on the website)
- 8.2 Parents will, if necessary, assist the school in reinforcing the expectations of the school's behavior policy
- 8.3 Any form of bullying is unacceptable at KIS, and all parties are expected to assist the principal in identifying, responding to and counseling the victims and perpetrators of bullying.

9 Reporting on student progress

- 9.1 Assessment at the school is completed according to the assessment criteria of the International Baccalaureate.
- 9.2 Parents are invited to attend conferences with their child's teacher(s) two times during the year. Attendance at these conferences is strongly recommended and may be required by the school.
- 9.3 Written reports are published twice a year, at the end of each semester.

10 Tuition Fees

- 10.1 The tuition fees for students attending KIS are set at a level that covers some of the extra costs associated with being an IB school, while Kristiansand Kommune covers the day to day running costs of the school.
 - 10.1.1 For the school year 2022-2023, this charge is set at 3500NOK, invoiced in ten instalments. Parents may request an invoice to pay the fees for the year in a single payment.
 - 10.1.2 For the school year 2023-2024, the fees will be 4500NOK per year.
 - 10.1.3 Parents with more than one child at the school will receive a discount as follows:
 - 10.1.3.1 30% per child for the second child and 50% for the third child and any others.
- 10.2 Late payment of tuition fees will result in additional charges, or the invoice being sent to a debt collection agency

11 Other Charges for Parents

- 11.1 Parents will be charged the cost of transport and entry to school field trips, including residential visits.
 - 11.1.1 When necessary, the school or the Parent Association will offer financial support to families to ensure that no children are excluded from activities due to financial hardship.

11.1.2 Applications for support in cases of financial hardship must be made through the principal.

11.2 Parents may be asked to provide other equipment for their children to use in school, including computer equipment.

12 Withdrawal from school

12.1 Parents are requested to give three months' written notice of planned withdrawal to the principal, to enable the school to plan for offering spare places to new families. Failure to give notice will result in invoices being issued for three months of tuition fees.

I,

(print name) _____

have read, understood and agree to the terms and conditions for my child,

(print name) _____

to attend Kristiansand International School.

Signature

Date/Place