Our Mission

We are dedicated to cultivating individuals of character, courage, competence and compassion by inspiring our students to pursue academic excellence within an engaged and nurturing community, creating a global people of Christian faith, a people serving others.

_Loving for Today  Learning for Tomorrow  Living for Eternity_
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The Sponsoring Body – Generations Christian Education

Generations Christian Education is a not for profit company, currently operating four international Christian school in Hong Kong. The schools are the Norwegian International School Primary & Kindergarten in Tai Po, and Small World Christian Kindergarten & Island Christian Academy on Hong Kong Island. Together these schools make up the Generation Family of Schools.

Generations desires to serve the needs of Hong Kong’s children in the area of Christian Education and possess over 28 years of experience in doing this. Generations builds educational ministries that provide high quality academic institutions grounded in the firm foundation of the Christian faith.
Message from the Principal and Assistant Principal

Throughout the years that our school has been educating students in Hong Kong much has changed, but the essence of school life at Norwegian International School remains true to that of the vision of the founding Norwegian missionaries. NIS is a school where a student’s spiritual development, character development and academic development compliment each other, leading to the building of students with wisdom and integrity. Ours is a school where students are nurtured as individuals in preparation for the roles they will take as part of an ever-changing international community; a school where our graduating students have that true sense of self-worth which will enable them to stand up for themselves and for a purpose greater than themselves, and, in so doing, are of value to society.

We believe that this process is a cooperative effort between home, school and community. This handbook is a reference written with you — the parents and care-givers — in mind. It contains a summary of important school information, procedures and guidelines that will maximize you and your child’s experience at NIS. This handbook is updated and revised annually so we encourage you, as parents, to read it together with your child and other care givers. If a topic is not covered or you have still have questions please contact the office or your class teacher as appropriate. Your comments and suggestions for us are always welcome.

We sincerely wish you and your child an excellent 2015-2016 academic year!

Aaron Wise
Principal
Norwegian International School

Lisa Husmann
Assistant Principal
NIS Kindergarten Section
History of Norwegian International School

The school – originally known as The Norwegian School in Hong Kong – was established by the Norwegian Lutheran Mission and the Norwegian Mission Society as a non-profit school to provide education for the children of Norwegian missionaries. In its early years, Norwegian was the medium of instruction, with English lessons conducted by subject teachers.

In 1992 The Norwegian School moved from Cox Road, Kowloon Tong to the Tai Po Bungalow at 175 Kwong Fuk Road, Tai Po. Tai Po Bungalow is a heritage building listed under the Antiquities and Monuments Ordinance; its original structure remains largely intact to this day, thus providing the intimate, homely environment that we still enjoy.

In 1994 The Norwegian School began to receive students from international backgrounds and changed to English as its medium of instruction. In 2001 the name of the school was officially changed to Norwegian International School, and in 2003 the Norwegian Lutheran Mission became the sole owners of NIS. Throughout these changes, our school community, along with our commitment to providing globally oriented, quality, Christian education has continued to grow. In 2008 the school was granted a small school building in the nearby village of Kam Shan for its primary classes while its growing kindergarten remains at the Bungalow.

In 2010 the founders of the school, the Norwegian Lutheran Mission, transferred the sponsorship of NIS to Generations Christian Education (Generations). Generations has been operating Small World Christian Kindergarten (Small World) on Hong Kong Island for the last 25 years. Even before their joining Generations, NIS shared together with them very similar core values, goals, and philosophies to education. Small World formally started in January 1986 as a ministry arm of Youth With A Mission (HK) Ltd (known as YWAM). The first class had eight students and two teachers. The seed for Small World came from a YWAM planning day where two teachers asked “How can we make a difference to God’s Kingdom in Hong Kong?” With mutually complementing services and strengths, the organisation looks forward to exciting growth and development in the coming few years.
Our Core Values

Christ Centered (John 15:1)
That in all we do and say, we will embody the mission and ministry of Christ; who through the constant messages of love, grace and truth, inspired and transformed those around him to seek excellence.

Loving (1 Corinthians 13:7)
That we will love each other deeply, being motivated to serve all people, and be mindful of their interests and concerns. Love comes from God. It is more than mere feeling, it is a determination to empathize with others and act for their good. It is self-sacrificing and unconditional.

Excellence (Philippians 4:8)
Through our collective actions and thoughts, we will strive for what is excellent. We will seek to do our best and try our hardest, not for self-promotion or praise, but that in our doing so we all reach and reflect the best standards to the world around us.

Community (Acts 4:31-32)
We will reflect the essence of community, where acceptance and respect are our standards, in light of God's love and truth. We will love and care for each other, tolerating our differences and guiding each other towards all truth, being mindful that God first loved each of us and desires us to be in relationship.

Service (Ephesians 6:7)
As true leaders we will serve, beginning with a self-denying acceptance of the call to serve others. Imitating Jesus, we will submit to God in faithful expectation, as He then equips us to use our talents and skills creatively to serve others.

Hope (Isaiah 40:31, Lamentations 3:25)
We will demonstrate that our hope is in God, He enables us to be courageous, assured and able to persevere. Hope is the end result of displaying perseverance. Confidence in the future comes from a person, Jesus, the “living hope”.

Joy (Psalms 5:11, Nehemiah 8:10, Isaiah 55:12)
Joy is a deep sense of delight, largely unseen, which remains regardless of circumstances. It is based on our hope in Jesus Christ.
Goals of Norwegian International School

Through an international curriculum, the Norwegian International School:

- Uses the International Primary Curriculum to develop an integrated understanding of social studies, science, technology and art;
- Integrates the study of the Bible and Christian values throughout the curriculum to enable students to develop a biblical worldview and an active faith;
- Establishes a firm foundation in the core curricula of literacy and mathematics;
- Enriches the curriculum through specialist lessons in Physical Education and Mandarin;
- Enables students to gain an understanding and appreciation of Hong Kong and global issues;
- Provides an environment that celebrates and promotes maximum growth and development of children;
- Instils an interest in and an eagerness for learning, permitting children to realize their full potential;
- Recognizes and responds to the individual intellectual, spiritual, aesthetic, physical, emotional and social developmental patterns of children;
- Provides a program of active, child-centered learning based on a progression from concrete to abstract thinking.
- Develops each child’s creativity by promoting a balance between analytic, synthetic and practical abilities.

Learning at NIS

NIS has a clear focus on children’s learning and this permeates every aspect of the child’s development—aademic, personal, and international. Through a clear understanding of what learning is, we are able to embed the idea of deep learning into everything the students do.

At NIS we learn in a disciplined way, based on developing our knowledge, skills and understanding. With the support and help of our teachers and friends, we use the gifts God gave us to master learning in each subject. We respect and accept others in everything we do, using our Christian faith to understand God, ourselves and the world around us. Through our studies, we learn to humbly serve others, both now and in the future.
Academic Goals

**Knowledge**—Those aspects of the learning goals that relate to factual information.

**Skills**—Those aspects of the learning goals that relate to things children are able to do.

**Understanding**—Those aspects of the learning goals that relate to a deepening awareness children develop as they apply the knowledge and skills they have learned.

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Personal Learning Goals

The Personal Learning Goals (PLGs) refer to individual qualities and dispositions we believe will be essential in the 21st century. The PLGs help to develop attributes that will enable children to be at ease with the continually changing context of their lives. At NIS we use our Viking characters to help the students learn about the PLGs in a fun and purposeful way, and to encourage the students to continually focus on developing their characters through their learning and everyday lives.

![Viking Characters]

**Agnar the Adaptable**—I feel good with new people places and things.

**Rasmina the Respectful**—I take care of things that aren’t mine, of other people, and my environment.

**Cornelius the Cooperative**—I can work well with lots of different people, and I can take-on different roles in a group.

**Morgana the Moral**—I can give reasons for the things that I do, and think of how I could do them differently.

**Cora the Communicator**—I can share my thoughts and feelings with lots of different people in lots of different ways.

**Thorgrim the Thoughtful**—I can use my thinking skills to solve problems, and think about things in different ways.

**Ena the Enquirer**—I like to find out new things by asking questions and investigating.

**Ragnor the Resilient**—I work hard until my activities are finished and I keep trying, even if it’s difficult for me.
International Goals: International-Mindedness

The IPC takes into consideration the world our students are, and will be, a part of. Developing an international mindedness through the IPC helps our students to develop the qualities and attributes they need in order to confidently engage as part of the diverse cultures they may be a part of.

At NIS we are proud of who we are and value sharing and celebrating this together, while also being open, respectful and accepting of others whether we see similarities or differences.

At NIS Kindergarten, we introduce the children to our "International Ambassadors“ Morris the Moose and Mary-Jane the Moose. These are our mascots for the International-Mindedness at the Kindergarten, and the children are encouraged to take them along when they travel. The children then bring back photos of themselves with the mascots, and display them on the main Praise Hall board, and we invite the child to share their experiences abroad with the other students.

Meet the NIS Kindergarten “International Ambassadors”: Morris and Mary-Jane
Arriving and Leaving the Kindergarten Campus

Kindergarten Class Hours & Pick-Up/Drop-Off Procedures:
Kindergarten class hours are from 8:45am to 11:45am (AM classes); and from 12:30pm to 3:30pm (PM classes). At 8:45 am and at 12:30 pm when the school bell rings, please accompany your child to their “line-up” spot (separately designated for each class). On rainy days, please bring your child directly to their classroom.

Dismissal times are 11:45am (AM classes), and 3:30pm (PM classes). Children will ONLY be released from their teacher when their designated care-taker is seen by the class teacher for direct hand-off. If there is a change in who will be picking up your child, it is mandatory for you to contact your class teacher directly. If parents or helpers are late for pick-up, the child will be taken to the office and the office secretary will call to locate the child’s parent(s). Please make every effort not to be late, as it is very stressful for a child when he or she is the only one not being met reliably and promptly after school. For this reason, we cannot accommodate a pattern of lateness.

Kindergarten Campus Hours: 8:30 am – 4:00 pm
The main gate at the Kindergarten will be opened at 8:30 am. All parents with their children are requested to leave the Kindergarten campus by 4:00 pm latest for campus cleaning purposes.

*IMPORTANT NOTE FOR PARENTS AND CARE-GIVERS:

Parents/Caregivers must not drop off or leave children at the Kindergarten Campus by themselves before or after the regular school hours of 8:45 to 3:30 as there is NO supervision either inside the classroom or outside in the play-yard other than during regular school hours. If you wish to allow your child to play in the school yard before or after school hours, it is mandatory that they are closely accompanied at all times by your own family’s designated adult member (including your own domestic helper). Please do not ask someone else’s helper to assume responsibility for watching your child before or after school. The school is not responsible for any incidents that occur beyond regular school hours. Please respect the safety rules of our school at all times, and keep our campus clean with all equipment put away properly after your child is done playing with it.

In addition, please do not drop off your child at the bottom of the hill and allow them to walk up to school on their own (see below section on Parking). Kindergarten staff is available to accompany children up the hill ONLY for children who are taking the school bus. Please understand that this is already a large responsibility, and asking staff to accompany additional children up the hill poses problems of safety both for the bus children as well as for your own child.

Finally, we request that, due to our tight cleaning schedule, all parents and children do NOT stay INSIDE the school building after dismissal. If you prefer to give your child a snack directly after school, please use the outside picnic table or benches and NOT the classrooms, Praise Hall or office. Thank you for your cooperation!
Bus Arrangements:
Norwegian International School does not have a service agreement or contract with any bus company, nor does NIS receive commission or compensation or any sort from them. As such, the school is not responsible for their services and is not liable for any loss or damages incurred through the use of their services. Parents should communicate concerns directly with bus drivers and/or bus company, and all payments should be made directly to the bus company.

As the school does not currently furnish transportation for students, parents need to assume the responsibility of arranging transportation for students to and from school. However, the school will help as much as possible to find potential bus service providers and forward contacts to parents.

Bus Contacts:
Ms. Chow – serving areas in Tai Po                  Mobile: 9034 3612
Mr. Lam – serving areas in Sha Tin, Ma On Shan & *MTR Stations      Mobile: 9325 6310
       Fax: 2651 8860

*MTR Stations include: Kowloon Tong station, Tai Wai station and Fo Tan station

Parking at the Kindergarten (Bungalow) Campus:
Please be aware that the “driveway“ from Kwong Fuk Road up to the Kindergarten campus is NOT part of the NIS Campus, and is therefore subject to illegal parking ticketing by the police. This area is not intended as a parking area, and by leaving your car there unattended you not only risk being ticketed, but also are potentially blocking emergency vehicle access. Please do not leave your vehicle unattended in this area.

Kindergarten Parents should park at the nearby metered car parks when attending school events or staying at the school. Please note on the map on next page some of the nearby designated parking areas (marked in blue with “P“) you can use when you need to leave your vehicle unattended.

Drivers should exercise extreme caution during drop-off or pick-up of students. Watch carefully for school buses, cars, and pedestrians—including small children!

Under no circumstances shall private cars or taxis be driven past the gate and up the hill to the Kindergarten Campus office for the purposes of school visits or dropping off/picking up children.

DO NOT BLOCK DRIVEWAY
EMERGENCY VEHICLE ACCESS ONLY

Please do not leave your car unattended
Map of Public Parking Options near the Kindergarten (Bungalow) Campus:
Kindergarten Curriculum and Curriculum Evening

One of the benefits that Norwegian International School enjoys is being able to search the world for the very best curriculum and curriculum resources. We believe our search has been successful and we are able to track the academic progress of our students to ensure that these curricula are being used effectively to promote a high standard of learning in all our students. At the Kindergarten, we supplement our curriculum using small-group learning, daily Mandarin lessons, as well as weekly Physical Education lessons taught by our Primary school’s PE teacher.

Kindergarten Biblical Foundations Curriculum

NIS is committed to educating young children in the knowledge and awareness of God's Word and its relevance in their lives. Christian Education is just as essential as Mathematics, English, and Mandarin. Thoughts, discussions, and actions flowing from our Christian Education program lead students to achieve the final and most important line in our motto: Living for Eternity.

NIS Kindergarten follows the Biblical Foundation for Early Childhood Education, published by the University of the Nations. The whole Kindergarten start many days together with “Praise Time” filled with singing, dancing, and laughter. Times of Bible reading, prayer and worship are important parts of each day for students and teachers who try to actively live the Christian principles they are taught.

The International Primary Curriculum

The International Primary Curriculum (IPC) is a comprehensive, thematic, creative curriculum with a clear process of learning and with specific learning goals for every subject, for international mindedness and for personal learning. It is one of the fastest-growing curricula in the world, currently used by more than 1,400 schools in 77 countries around the world. NIS Kindergarten uses the “Early Years” component of IPC to suit our younger learners. For more details about the IPC curriculum, please go to the website www.internationalprimarycurriculum.com.

Kindergarten Curriculum Evening

More detailed information about the NIS Kindergarten curriculum for the 2015-2016 school year will be presented at our Kindergarten Curriculum Evening (“Back to School Night”) on 18th September (Friday evening) at the Primary (Kam Shan) campus. Parents are strongly encouraged to attend in order to meet the entire Kindergarten Team, and learn about all our plans for the year. This is also an opportunity for parents not only to learn about the curriculum but also other school events as well as meet other parents. During the evening the NIS Parents Association will announce meeting dates and invite parents to join.
2015-2016 NIS Kindergarten Calendar

Important Dates:
Dates marked with “*” Kindergarten parents please plan in advance to attend:

*August 21st (Friday): Kindergarten Registration Day
August 24th (Monday): Kindergarten Classes Begin
August 24th-August 28th (Monday-Friday): First Week Transition Schedule for all K1 Classes
*September 18th (Friday evening): Kindergarten Curriculum Night
*October 8th (Thursday): Kindergarten Family Picnic Day
*October 16th (Friday): NIS Beach Day
October 28th (Wednesday): Kindergarten Hearing Screening
*November 7th (Saturday): NIS School Fair
*November 19th-20th (Thursday & Friday): Kindergarten Parent-Teacher Conferences
*December 17th (Thursday evening): NIS Christmas Concert
*January 22nd (Friday): Kindergarten IPC Outing (location TBA)
*February 5th (Friday): Annual Kindergarten Chinese New Year Dim Sum Outing
*February 18th-19th (Thursday & Friday): Kindergarten Parent-Teacher Conferences
February 26th (Friday): Kindergarten Taste of Cultures Day
*March 11th (Friday): Kindergarten Sports Day
*April 29th (Friday): Kindergarten IPC Outing (location TBA)
May 17th (Tuesday): Norwegian Day
*May 21st (Saturday): Viking Evening
*June 23rd (Thursday): Kindergarten End of Year Party (11am dismissal)

Colour Key to Kindergarten Calendar
### August

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- **Primary First Day**: 3rd
- **Kindergarten First Day**: 24th
- **K1 Transition Week**: Mon 24th - Fri 28th

### September

**Early Years IPC:**

- All About Me

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**Literacy Week**: 21st

**Public Holiday (Day after Chinese Mid-Autumn)**: 28th
# NIS Kindergarten Calendar 2015-2016

## October

### Early Years IPC:
**All About Me**

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### Biblical Foundation:
**K1: God is our Father:**
- He is always listening.
- He is always working for us.
- He is always talking to us.
- He is always ready to help us.

**K2: God is our Father:**
- He is always with us.
- He is always with us even when we are not with Him.

**K3: God is our Father:**
- He is always with us even when we are not with Him.
- He is always with us even when we are not with Him.

**K4: God is our Father:**
- He is always with us even when we are not with Him.
- He is always with us even when we are not with Him.

## November

### IPC MP1:
**Plants and Flowers**

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# NIS Kindergarten Calendar 2015-2016

## December

**IPC MP1:**
- Plants and Flowers / Christmas

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- **Biblical Foundations:**
  - For God our Father wills us to do nothing we cannot do.
  - For God our Father is delighted when we talk to Him. He is always listening.
  - He, in love, gave us His only Son, Jesus Christ, as we celebrate Christmas.
  - Our Father has plans for us.

  "Jesus came into the world as a little baby to fulfill God’s plan for people."

## January

**Early Years IPC:**
- Food

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- **Biblical Foundations:**
  - God our Father wants us to grow as Jesus grew.

  "Jesus came into the world as a little baby to fulfill God’s plan for people."

- **PD Day**
  - Kindergarten Outcomes Interview (Parents)
  - Primary Year 1 Interviews

- **Primary School Assessment Week**
### NIS Kindergarten Calendar 2015-2016

#### February

**Early Years IPC:** Food

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#### March

**Early Years IPC:** Changes

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<td>Easter Break</td>
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**Ethical Foundations:**

- Jesus showed the greatest love he could by choosing to die for us. Jesus is above
# NIS Kindergarten Calendar 2015-2016

## April

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### Biblical Foundations:
- 1:13 Jesus has power over sickness.
- 11: We are to be thankful, just as Jesus was thankful.

### Early Years IPC: Changes

**Ching Ming Festival**

### May

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### Biblical Foundations:
- 1:24 - Our Father wants us to tell others about Jesus.

### Early Years IPC: Let’s Pretend

**Public Holiday Day:** Easter Day. Labour Day
# NIS Kindergarten Calendar 2015-2016

## June

**Early Years IPC:**
- **Let’s Pretend**

**Biblical Foundations:**
- God our Father will help us know how we can help others.

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- **Note:** Holiday Year 8 Graduation
- **Note:** Hall Day at Primary School
Other Important Things to Know

Languages used in School
NIS strives to maintain a strong English environment for children and encourages students to speak and practice it in the classroom and playground. At the same time we want to increase opportunities to use Mandarin in the school. As such we encourage the use of both English and Mandarin during school hours.

Snacks from Home: Nut-free School Policy
NIS Kindergarten does not offer meals or catering service. Parents/caregivers are responsible for sending food from home for snacks for K1/K2 students. Exceptions are on our Parents Association Hot Lunch days when school parents come to prepare a hot meal for all Kindergarten students in our Bungalow kitchen.

IMPORTANT: The school MUST be notified in writing of any food allergies, sensitivities or special food needs. Please include details on symptoms, remedies and precautions to be taken.

The foods that children eat affect their learning, behavior, growth and development. We encourage parents to include healthy snacks that students like to eat in the right proportions.

- Parents should not send any drinks or snacks with high sugar content. Teachers may control the intake of these foods.
- The Kindergarten does not have facilities to refrigerate or re-heat snack foods. If you prefer cool or warm foods for your child’s snack, please pack them in an iced container or in a vacuum-sealed container at home.
- If you wish to bring in a treat or a snack to share with the class, please check with your child’s teacher first. Due to health concerns, we sometimes cannot allow homemade food items to be served to classmates.

NIS strives to be a nut free environment and has a Nut Free Policy. It is a policy that needs to be taken quite seriously because of its extremely dangerous consequences.

Nut allergies can be life threatening. It takes only the slightest smell, touch, or ingestion of peanuts, peanut butter, peanut oil, a product that ‘may contain trace amounts of peanuts’ or a product that has been ‘processed in a plant that also manufactures peanut products’, to cause a potential anaphylactic reaction in some children and adults.

As such students are not to bring any nuts (tree nuts or peanuts) to school. This applies both to the nuts themselves, and to products that may contain tree nuts or peanuts.
Medications from Home

All medications must be brought directly to the office by the parent or guardian.

Do not put any medications in your child’s school bag, or bring any medications into your child’s classroom.

When a student is required to take medication during school hours (both prescription as well as over-the-counter medications), a detailed letter must be provided by your child’s doctor specifying when and how the medications is to be administered. This letter must be presented directly to the school office. A note from home is not sufficient. All medications must be in the original container. Prescription products must have a current prescription label attached. Medications, if required, will be given by administrative staff, not by teaching staff.

Personal Property from Home

NIS is not responsible for lost or stolen personal property. Students should not bring any valuable items to school. The teachers do not allow students to bring

- electronic devices such as ipods, MP3 players, and hand-held video games or any similar electronic devices to school.
- books/magazines/comics with content not suitable for a learning environment
- matches, lighters, fire crackers or other incendiary items
- weapons, toy or replica weapons

Any personal property that is brought to school and is deemed to have a negative affect on learning, behaviour, or student relationships will be confiscated. Students, parents and caregivers should check and reclaim lost items at school immediately. Unclaimed items found at school will be disposed of from time to time during the school year.

Absences & Student Illness

Students may be excused from school for legitimate reasons such as: illness, death in family, or religious holidays, assessments/interviews. A student must attend school at least half of an instructional day to be counted as present. If an absence is planned parents should give adequate notice to teachers. If an absence was not planned, please notify the school office as soon as possible so that your child’s absence from school can be accounted for.

A student who is sick or feels unwell should stay home or see a doctor for diagnosis and treatment. A student who becomes ill during the school day should notify the teacher who will help make appropriate arrangements with the school office for the student’s care and/or parent’s pick up. If teachers observe that a student is feeling unwell or display symptoms of illness, they will be brought to the office to await carer/parent’s pick up. Students who have a fever should not return to school until they remain fever-free without the aid of fever reducing medication for 48 hours. Other conditions may apply depending of the type of infection and severity according to Health department advice.
Absences & Student Illness, continued

Parents may be requested to submit a doctor’s note confirming the student’s status before being allowed to return to school. Parents will receive notice if anyone in direct contact with their child has been diagnosed with a statutory notifiable infectious disease. Communicable diseases have different prevention guidelines and parents will be notified of them as it is relevant. For some transmittable illnesses a child must be kept at home for a specified period of time. The school follows the recommendations of the government and may ask for a doctor’s note regarding the status of the child before they are allowed to return to school.

The following points should be kept in mind at all times:

- **DO NOT** send your child to school if their temperature is 37.5°C or higher, or if he/she has a cough, runny nose, diarrhoea, rash, or is feeling generally unwell. Unfortunately, one child’s illness can spread to the whole class.
- **DO NOT** give your child anti-fever or cold medications (such as Panadol, Tylenol, or a cough suppressant) and then send him/her to school. Medications only mask an illness. The student will feel unwell again during school-time, and while at school they are exposing others to their illness.
- **DO notify** the school if your child is absent for more than two days in a row or if your child is diagnosed with a contagious illness such as chicken pox, hand, foot and mouth disease (HFMD), etc.
- **DO take** your child to see a doctor before they return to school if they have an undiagnosed rash or red itchy eyes with more discharge than usual.

Temperature recording by parents before go to school:

According to Health Department guidelines, we ask that all parents take and record their child’s temperature on the small sheet provided in your child’s “message pouch,” which should remain attached to your child’s school bag for easy viewing by their teachers upon arrival at school. As an additional precaution, during times of special outbreaks in our school or in Hong Kong in general, we will also re-check students’ temperatures at school.

Hong Kong Childhood Immunisation Programme

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<thead>
<tr>
<th>AGE</th>
<th>Immunisation RECOMMENDED</th>
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<tbody>
<tr>
<td>Newborn</td>
<td>B.C.G. Vaccine</td>
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<td>Hepatitis B Vaccine - First dose</td>
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<td>1 month</td>
<td>Hepatitis B Vaccine - Second dose</td>
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<td>Age</td>
<td>Vaccines</td>
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| 2 months  | DTaP-IPV Vaccine - First Dose  
Pneumococcal Vaccine - First Dose |
| 4 months  | DTaP-IPV Vaccine - Second Dose  
Pneumococcal Vaccine - Second Dose |
| 6 months  | DTaP-IPV Vaccine - Third Dose  
Pneumococcal Vaccine - Third Dose  
Hepatitis B Vaccine - Third Dose |
| 1 year    | MMR Vaccine (Measles, Mumps &Rubella) - First Dose  
Pneumococcal Vaccine - Booster Dose  
Varicella Vaccine - First Dose * |
| 1 1/2 year| DTaP-IPV Vaccine - Booster Dose                                           |
| Primary 1 | MMRV Vaccine (Measles, Mumps, Rubella & Varicella) - Second Dose *  
DTaP-IPV Vaccine - Booster Dose |
| Primary 6 | dTap-IPV Vaccine - Booster Dose                                           |

DTaP-IPV Vaccine: Diphtheria, Tetanus, acellular Pertussis & Inactivated Poliovirus Vaccine

dTaP-IPV Vaccine: Diphtheria, Tetanus, acellular Pertussis (reduced dose) & Inactivated Poliovirus Vaccine

* Varicella vaccines are incorporated into the Programme for children born on or after 1 Jan 2013. MMR vaccines would continue to be provided to children in Primary 1 who were born before this date.

Other vaccines not included in the above Programme are available in private clinics. These vaccines include influenza vaccine, Haemophilus influenzae type b vaccine, meningococcal vaccine, hepatitis A vaccine, Japanese encephalitis vaccine and combined vaccines which contain a combination of various vaccine components. Parent should seek advice from doctors before getting their children immunised.
Communication Between Parents and Teachers

A definite key to the success of students, parents and teachers of Norwegian International School is found though a meaningful, consistent strategy of home-school communication.

A weekly NIS Newsletter is emailed out to all families and is also available on our school web site. It contains important announcements and newsworthy events related to our school life.

In addition to formal reports, teachers and administrators communicate with parents informally (phone calls, emails, etc) regarding student progress and behaviour.

Teachers are concerned for the well-being of each and every student. If as a parent, you have a concern or problem, you are encouraged to discuss the matter with the teacher involved. If you need additional help, the Assistant Principal and Principal are there to listen and assist.

Important dates of communication with your Kindergarten teacher:

Kindergarten Curriculum Night: **September 18**.

Kindergarten Parent-Teacher Conferences: **November 19 & 20 AND February 18 & 19**.

Kindergarten Term Reports sent home: **February 4 AND June 16**.


Behaviour at School

The Bible provides the best standard of conduct for all people:

“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control. Against such there is no law.”

Galatians 5:22

Our goal at NIS is to help students grow to be outstanding citizens who display “The Fruits of the Spirit” in all they do and everywhere they go. Proper conduct in school during school related activities is a joint responsibility of parents and school staff members. With co-operation and clear and open lines of communication between school and home, problems with conduct are identified and addressed.

All members of the school community – teaching and non-teaching staff, parents, pupils and Board- work together towards the school aims in every interaction they have and through the way they carry out their duties. They do this by:

- Having high expectations of the behaviour of everyone within school.
- Treating all children and adults as individuals and respecting their rights, values and beliefs.
- Promoting good relationships and a sense of belonging to the school community.
- Offering equal opportunities in all aspects of school life and recognising the importance of different cultures.
- Sharing information and insights so that everyone involved in caring for a child is fully informed and able to best help them.
- Caring for, and taking pride in, the physical environment of the school.
- Working as a team, supporting and encouraging each other.
- Expressing the Christian values of forgiveness and restoration.

Encouraging Appropriate Behaviour

Each class has a consistent positive reinforcement system that visually shows and recognizes the students’ positive behaviours and attitudes. All teachers at NIS use a consistent discipline strategy to address problematic behaviours. This involves a system of warnings (which are made visual) that can result in consequences that range from "reflection time" to a chat with the Assistant Principal.

Communication with parents is part of the process when problems persist or in case of serious misconduct. If needed, a student’s behaviour will be monitored for improvement using a weekly reporting card that will record behaviours in every class of the day. In some cases the student may be put on probation for further observation. After reasonable measures and effort have been taken without improvement, the student will be suspended from school. Under serious circumstances the school will permanently exclude a student from the school or revoke his or her privilege to re-enrol.
Bullying

Norwegian International School is committed to providing a safe, positive learning environment. Therefore, we prohibit bullying and intimidation and will not tolerate it in any form. It shall be a violation of expected conduct for any student to bully or intimidate any other student or community member. We will investigate all informal and formal verbal and written complaints of bullying and/or intimidation. Any student who is found to have bullied and/or intimidated another student will be disciplined.

Definition:
Bullying is a conscious and wilful repetitive act of aggression and/or manipulation by one or more people against another person or people. It is an abuse of power by those carrying out the bullying and is designed to cause hurt or intimidation. The behaviour of bullying can take place through physical or psychological intimidation that occurs repeatedly over time to create an on-going pattern of harassment and abuse. This includes any activity done online for these purposes. Students may bully a particular student on the basis of the student’s appearance, national origin, interests, academic achievements, economic status, or any number of other factors.

The School will investigate all incidents of bullying/intimidation and take appropriate action, whether staff personally observes incidents or they are made aware of them by some other means. Parents will be notified when an incident is substantiated. Staff members will intervene immediately or in a timely fashion to address the behaviour. The intervention will consist of identifying the inappropriate behaviour, debriefing the student(s) about his/her role. Information concerning any complaints of bullying/intimidation shall be treated confidentially.

The normal protocol for intervention:
• Stop the behaviour
• Debrief rules
• Discuss why the behaviour is inappropriate
• List the consequences for the behaviour
• Conference with the student(s)
• Arrange for apologies, both verbal and written
• Parent/student/teacher conference
• Counsellor referral
• Monitoring behaviour with reporting form

Depending on the nature and stage of bullying, the following consequences will be assigned:
• Verbal warning/reprimand
• Written warning/reprimand entered in student’s file
• An apology to the victim
• Parent/student/teacher conference
• Loss of privilege to participate in extracurricular activities for a specific period of time
• Counsellor referral
• Probation
• Suspension
• Permanent exclusion
• Other consequences deemed appropriate by the School
Parents Partnering with the School

Parent Involvement
Parents are an active part of the NIS community. The school is blessed by the support and involvement that parents give to the school. By giving of their time and energy to help, encourage and support each other, parents make an incredible difference to school life. Many parents get involved in the classroom by helping teachers or as guest speakers. Parents are also invited to be a guest presenter for our Chapel and Praise Time.

Parents are encouraged to get connected with the Parents Association (PA). The Parents Association of NIS welcomes all parents to its meetings for their ideas and suggestions. The PA welcomes all parents to actively help in various events and activities.

The NIS Parents Association (the NIS “PA”)
The NIS parents are key stakeholders of our community. Their support and positive contributions are highly valued at all levels and help make our school an even better place. Through the Parents Association (PA), parents collectively support the school community and Principal to achieve the School’s aims and objectives.

Membership of the Parents Association is free; all parents of students attending NIS are automatically members. Collectively, NIS parents offer an invaluable skill set making a significant contribution towards the School’s fundraising efforts. All funds go directly towards educational support or reading materials.

During the academic year, the PA organizes various activities for the benefit of our students and parents. Over the years these have included the School’s Chinese New Year Fair, Christmas Silent Auction and Festive Fair, Community Fair BBQ, hot lunches, traditional bake sales, chocolate and ribbon making workshops.

The Principal meets with the PA community on a monthly basis giving parents the opportunity to share their views and ideas. Regular communications also include our NIS PA web page weekly newsletters and email circulations.

Members of the PA committee are elected on a yearly basis and all parents are encouraged to participate to either undertake a position of office or involve yourself with PA activities.

A Parents Association welcome letter and membership form will be distributed nearer the start of the school year and there will be a short introduction to the PA during curriculum evening in September. The NIS Community looks forward to welcoming you and your family on board. For further information about this or other PA questions please feel free to email us at pa@nis.edu.hk
Helping in the Classroom

There is a range of ways that parents are able to help in the classroom. When classes often undertake particular activities, such as craft afternoons or excursions, and will ask for parents to volunteer to help. Similarly the whole school will often have special events where parental help is needed.

Some parents will also have particular skills and abilities that they would like to offer to a class. In these cases parents should talk directly to their child’s teacher and arrange suitable times to come into the classroom. Even if you don’t feel like you have a particular skill or ability, feel free to talk to your child’s teacher about ways that you might be able to help in the classroom.

While we value having parents volunteer at the school, please keep in mind that the following obligations are required from all volunteers assisting in the school:

1. Volunteers must observe all school policies and regulations
2. Volunteers must hold all matters connected with the school in confidence.
3. Volunteers should respect the professional role and judgement of teachers and administrators and remember that they are in charge at all times.
4. Volunteers should try to meet their commitment to the school, especially if a teacher is depending on help with planned activities.

Special Weather Arrangements

The weather in Hong Kong can at times be extreme but is usually predictable to a certain extent. Please keep in mind the following information when extreme weather events are announced.

Tropical Cyclone (Typhoons) and Rainstorms

In poor weather conditions, NIS will be closed when the Department of Education announces the closure of schools. Parents/guardians are advised to pay attention to the weather and further warnings to be issued on the radio, TV announcements, and the NIS school website.

- Tropical Cyclone (Typhoons):
  Kindergarten classes will be cancelled when a Tropical Cyclone (Typhoon) Signal 3 or above is hoisted.

- Rainstorms:
  Kindergarten classes will be cancelled when a Red Rainstorm or above is hoisted.

If these warnings are put into place when school is already in session, students may remain at school until their normal pick-up time if conditions are safe for them to return home. Parents are not required to collect students from school immediately, but rather should assess conditions of traffic as well as government predictions of further deterioration of weather conditions in their decision to pick up their child early from school.
### Tropical Cyclone (Typhoon) Warnings

<table>
<thead>
<tr>
<th>Signal</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>When Tropical Cyclone Warning Signal <strong>No. 1</strong> is issued</td>
<td>• All schools, including kindergartens, are to operate as usual.</td>
</tr>
<tr>
<td>When Tropical Cyclone Warning Signal <strong>No. 3</strong> is issued*</td>
<td>• All kindergartens, schools for physically handicapped children and schools for mentally handicapped children are to close.</td>
</tr>
<tr>
<td>When Tropical Cyclone Warning Signal <strong>Pre-No. 8 / No. 8</strong> or above is issued*</td>
<td>• All schools are to close.</td>
</tr>
<tr>
<td>When Tropical Cyclone Warning Signal <strong>No. 8</strong> or above is replaced by Signal <strong>No. 3</strong></td>
<td>• All kindergartens, schools for physically handicapped children and schools for mentally handicapped children are to remain closed.</td>
</tr>
<tr>
<td>When Tropical Cyclone Warning Signal <strong>No. 3</strong> is replaced by Signal <strong>No. 1</strong> or when <strong>all signals are cancelled</strong></td>
<td>• All schools are to resume with the next session.</td>
</tr>
</tbody>
</table>
# Rainstorm Warnings

<table>
<thead>
<tr>
<th>Signal</th>
<th>Action to be taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>AMBER</td>
<td>- Unless the Education and Manpower Bureau has made special announcement on closure of schools, all schools, including kindergartens, will operate as usual.</td>
</tr>
<tr>
<td>RED or BLACK</td>
<td></td>
</tr>
<tr>
<td>(i) Before 6:15 a.m.</td>
<td>- AM and Whole-day schools will be closed all day.</td>
</tr>
</tbody>
</table>
| (ii) 6:15 a.m. – 8:00 a.m. | - Schools should ensure that their premises are open until the end of the normal school hours and arrange staff to look after those students who have left home for school. They should also ensure that conditions are safe before allowing students to return home.  
  - There will be no lessons for all AM and Whole-day schools.  
  - Students who have not left for school should stay home. |
| (iii) 8:00 a.m. – 10:30 a.m. | - AM and Whole-day schools should continue the lessons until the end of the normal school hours and should ensure that conditions are safe before allowing students to return home.                                      |
| (iv) 10:30 a.m. – 11:00 a.m. | - PM schools will be closed.  
  - AM and Whole-day schools should continue the lessons until the end of the normal school hours and should ensure that conditions are safe before allowing students to return home. |
| (v) 11:00 a.m. – 1:00 p.m. | - PM schools should ensure that their premises are open until the end of the normal school hours and arrange staff to look after those students who have left home for school. They should also ensure that conditions are safe before allowing students to return home.  
  - There will be no lessons for PM schools.  
  - Students of PM schools who have not yet left for school should stay home.  
  - AM and Whole-day schools should continue the lessons until the end of the normal school hours and should ensure that conditions are safe before allowing students to return home. |
| (vi) After 1:00 p.m. | - All schools should continue the lessons until the end of the normal school hours and should ensure that conditions are safe before allowing students to return home. |

*If students have already set out for school when the No. 3 Tropical Cyclone (Typhoon) signal or Red rainstorm warning is issued, kindergartens, schools for physically handicapped children and schools for mentally handicapped children should activate the contingency plan to ensure that school premises will be open and staffed until proper arrangements are made for arriving students to return home at an appropriate
time. The same applies to all schools if the Pre-No. 8 / No. 8 signal is issued when students have already set out for school.

School Closure

In exceptional circumstances, the Director of Education may announce the closure of schools in one or more districts. Students living in such districts should also not come to school even if their school is located elsewhere.

In addition to this, if local weather, road, slope, traffic or transport conditions warrant the closure of a school and a general announcement has not been made by the Director of Education, a school may, very exceptionally, close the school. In such case, we will contact the Education Department who will arrange for an announcement to be made.

Parents are also encouraged to use their discretion in deciding whether or not to send their children to school. They should keep their children at home if it seems to them that local weather, road, slope, traffic or transport conditions at that time warrant this. If a student should arrive late to school, or be absent from school, as a result of severe weather conditions, there will be no penalty.

Please be aware that NIS is located in the New Territories East School District and parents should be aware of all announcements relevant to this district.

Air Quality

NIS monitors the Hong Kong Air Quality Health Index (AQHI) in order to health risks/options for physical education and other outdoor activities. In the event of decreased air quality, NIS follows guidelines developed by the Education Bureau to determine what activities are suitable and which need to be modified or cancelled.

Contact Details

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