



NORLIGHTS
INTERNATIONAL SCHOOL
Oslo

School Environment (§ 9A) Strategy Plan Checklist, Appendices and Acknowledgement Part 4

Procedure for recommendation on measures from students/parents

What	How	Who	When	Perf. date
Guide parents (guidance duty)	Website Info brochure Parent meetings SDM	Administration Coordinator Teachers	Continuously. Parent meetings twice a year. SDMS.	
Recommendation from parent/student	Form on the website; www.nlis.noredu	Parent/student	Continuously	
Recommendation delivered to office for registering in student's archive	Teacher archives in student folder and hands to Vice-Principal	Office	Continuously	
Teacher hands to the Principal	Principal performs meetings with class teacher, coordinator for further progress of the case	Principal, class teacher and coordinator	Done in a week, after received	
Investigation	Meetings Observation Screening	Agreements in the meetings with the class teacher and the coordinator	Done in three weeks, after received	
Meeting with parents	Review of the case with parents.	Principal, Coordinator and class teacher	Might be relevant to have meetings with the parents beforehand, cf. guidance and investigation duty.	
Possible measures	Written in the form	Principal, Coordinator and class teacher		

Follow-up	Written in the form. Meetings at school Meetings with parents/student	Clarified in a meeting with principal, teacher, coordinator and the parents	Cf. content in the form	
Evaluation	Clarified in a meeting with principal, teacher, coordinator	principal, teacher, coordinator	When case is considered to be closed	
Feedback to parents	Letter or meeting explaining that the case is closed (parents are given the opportunity to express their views)	Principal	When case is closed	

If the school gets a request that an employee has performed indecent behavior towards a student(s), the matter will be handled as a personnel case. In addition, it shall be dealt in accordance with § 9A for the students).

Procedures for internal control

What	How	Whom	When	What has exactly been done
Mapping and Following up				
Common process among the staff to define what constitutes indecent behavior	Workshops under staff meetings and planning days	All staff members	Planning days/ Staff meetings	See dates in the staff handbook for staff meetings.
Local Student Surveys	Paper (PYP1- MYP-4)	Coordinator/class teachers	Autumn	
National student surveys PYP-5 -MYP-2	Internet (UDIR webpage)	IT Manager and Coordinators	Autumn	

Emotional intelligence lessons		Counselor	Weekly cycle	
SDM	Digital format	Class teachers PYP1-MYP4	Autumn and Spring	
Student Reflections		Principal/Coordinator/All teachers	Regularly	
Observation		Principal/Coordinator /Class teacher/Assistant	When needed	
Presentation and discussion of results from local and national student survey and other results	Staff meetings Student council Parent Council Parent Meeting Board	Administration and class teachers	February	
Implementation of system for monitoring the school psychosocial environment				
Reviewing the school's plan for psychosocial environment at school - Revision of the plan for the psychosocial environment with employee involvement and user participation	In staff meetings and planning days	Administration	August-October	
Training for new staff members	Induction	Principal & Coordinators	August and ongoing for new members	
Training of students according to the school's plan for psychosocial environment	Class meetings/circle time/assembly	Class teachers with coordinator	August and when needed	

Information on parent meetings about psychosocial environment	Parent meetings	Administration and class teachers	Autumn and Spring	
Class environment				
Information and review of the school's rules, class rules and essential agreements	Monthly letter Website Classroom Managebac	Administration/class teachers	August + when needed	
Unit plans contain minimum one social sub skill	Overview	Coordinator and class teacher	Monthly	
Implementation of regular class meetings, mentoring time, com. hours, assembly etc.	Curriculum	Class teacher	Regularly	

Other preventive measures				
PPV	Website Information to parents	PPV- coordinator	Ongoing	
Plan against unauthorized absences and school refusal	Attendance Record	All teachers and school admin		
Procedures for monitoring too late comings	Attendance Record	All teachers		

Working against racism, discrimination and anti-Semitism (IB-profile and other activities being done, such as cultural day, UN days etc.)	Unit Plans, Class routines and class displays	Administration and class teachers		
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Recess

Wellbeing rules for students in recess	At school start	Administration/class teachers	August + when needed	
Guidelines for employees at inspection	See strategy program	Administration	August + when needed	

Information and communication

Parent Council (PC)	Monthly meetings	Director/Principal	Monthly	
School board	Monthly meetings	Director/Principal/Head of the board	Monthly	
Student Council (SC)	Meetings	Principal and the council	Twice a month	

Information

Managebac	Information	Everyone	Ongoing	
Monthly letters	Academic Information	Class teachers	Weekly	
Newsletters	Information	Admin and teachers	Ongoing	
Parent/Student handbook	Information	Admin	August	
Website	Information	Admin/coordinator	Regularly	

IB-Seminars	Meetings	Coordinator	Throughout the year	
Evaluation				
Revision of the plan for the psychosocial environment	Be treated first in the staff team, then SC, PC and the board	Director/Principal	May/August-September	

Appendices:

1. 10 absolutes for PYP and MYP:
2. Activity Calendar: Managebac and school website
3. Reporting offensive behavior: Managebac behavioral report
4. Anti bullying policy:
5. Student survey: UDIR and internal surveys (PYP1-PYP4)

Internal Survey PYP 1 & 2:

Internal Survey PYP 3 & 4:

6. Parent survey: UDIR
7. Student development meetings:
 - PYP form:
 - MYP form:

8. Handbooks: Staff handbook and Parent/student handbook.
 9. PPV Program: Information on social media (website, Managebac, Facebook, Instagram).
 10. Clubs: Website and Managebac.
 11. Mentoring:
 - PYP Emotional Intelligence Plan:
 - MYP Proactive Preventive Counseling Curriculum:
 12. Assembly/community hours:
 - PYP Assembly/Community Hour and Emotional Intelligence Calendar:
 - MYP Assembly/Community Hour and Emotional Intelligence Calendar:
 13. PYP and MYP guides: Website.
 - PYP Curriculum Guides:
 - MYP Curriculum Guides:
 14. Friendship house:
 15. Action Plan:
 16. School rules: Website
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17. Service as Action Guide:

18. Personal Project Guide:

19. Self expression form:

20. Checklist class displays for PYP and MYP:
