

**Rules for conduct and tardiness
for
Trondheim International School SFO
(from now on called «THIS SFO»)**

1 Purpose

The rules for conduct and tardiness shall help to fulfill the objective of a playing and learning environment characterized by peace, order and respect.

2 Scope

The rules for conduct and tardiness applies to all SFO grade levels at THIS. These rules apply in the period and at places where THIS SFO is responsible for the students. That is in all types of classrooms, common rooms and outdoor spaces and when students have lessons elsewhere than on school grounds, such as camps and trips.

The rules also apply on the way to and from school.

Regulations may also apply at times when THIS SFO is not responsible for students, provided that the student's' behavior is sufficiently related to school matters.

3 Assessment of student conduct (behavior) and tardiness

Assessment of orderliness and conduct should only be carried out using the rules for conduct and tardiness of these regulations.

Student tardiness and conduct cannot, under any circumstances, be considered from other assessments than this.

4 Rules for tardiness

Students shall:

- a. meet on time
- b. attend THIS SFO lessons
- c. wear the uniform in line with the School Uniform Policy
- d. bring necessary equipment/resources
- e. keep order

5 Rules concerning conduct (behavior)

5.1 Students shall demonstrate general good behavior, including:

- a. being present during THIS SFO lessons
- b. treat fellow students, staff and other persons that students encounter during the day with respect, regardless of gender, nationality, religion, spirituality, sexual orientation, etc.
- c. contribute to a good learning and playing environment
- d. comply with messages from school/SFO staff
- e. follow school rules for notification of absence
- f. take good care of the THIS SFO/ school's properties
- g. demonstrate netiquette and follow school rules for the use of mobile phones, computer equipment and digital equipment

5.2 The following behavior is **NOT** acceptable:

- a. mobbing/bullying
- b. to cheat or attempt to cheat
- c. cheating or attempted cheating in connection with schoolwork
- e. to have and / or use dangerous objects
- f. to exercise or threaten to exercise physical violence

5.3 Bullying/mobbing means physical and / or psychological aggression over time directed toward one or more students and / or staff. This is considered as violence.

6 Sanctions for violations of the rules for conduct and tardiness

6.1 THIS SFO will use the following sanctions for violations of the conduct and tardiness rules

- a. oral reprimand
- b. note or record taken
- c. communication to the contact teacher
- d. written notice to parents / guardians and the contact teacher
- e. the student is asked to write a reflection which is addressed to parents
- f. take action to correct damage to school property or assets which the pupil is directly responsible for
- g. temporary or permanent group swap

6.2 Physical disciplinary actions and collective punishment are not allowed.

6.3 The student is obliged to comply with the sanctions imposed. By non compliance, new sanctions within the framework of what is stipulated in this provision may be imposed upon the student

6.4 On suspicion of criminal offenses, THIS SFO will ask for police assistance to carry out inspections or other measures. This applies to matters such as theft, vandalism, violence, intimidation, coercion, drugs, racist comments and acts, sexual harassment, harassment because of religion or belief and the like.

The student's parents / guardian shall, as far as possible and at the earliest opportunity, be notified verbally of the THIS SFO's request for police assistance. Parents / guardians shall always be notified in writing that the school applied for police assistance. Criminal offenses must be reported to the police.

6.5 Objects that are used in a dangerous, provocative or offensive manner can be revoked. Confiscated items may be returned to parents / guardians. Illegal objects and illegal drugs are delivered to the police.

7 Liability

In the case of deliberate damage or vandalism of THIS SFO and /or school property and equipment, the student may, besides being imposed sanctions by these regulations, be held liable for monetary damages, cf. Damages Act (Skadeerstatningsloven) § 1-1.

Parents are liable for damages c.f. Damages Act (Skadeerstatningsloven) § 1-2, currently up to NOK. 5000, -.

The same applies to loss or damage to books and other equipment.

If students break other students' / staff's belongings, the reactions of THIS SFO must be in line with the framework of the rules for conduct and tardiness, point 6.

8 Procedural for the use of sanctions

8.1 In the use of sanctions, these procedural rules will apply

- a) THIS SFO must ensure that the decision is taken on a justifiable basis.
- b) The student shall have been given the opportunity to explain him-/herself orally to the person who will make the decision. This also applies when there is an oral reprimand.
- c) In cases where verbally reprimand is not the only reaction for violations of THIS SFO rules, see section 6.1 letter b, the decision and choice of reaction shall be in writing and justified.

8.2 Parents / guardians should always be informed before action is taken pursuant to section 6 paragraph f-g.

9 Commencement and Announcement

These regulations come into force from 01.08.2016.