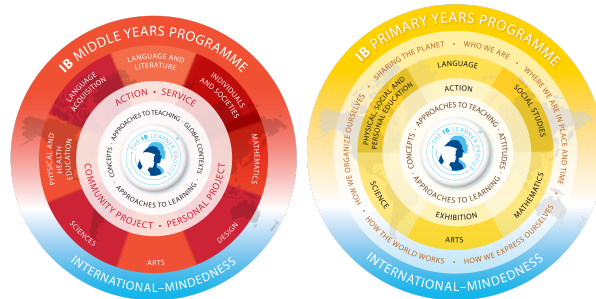


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Trondheim international school

Trondheim International School Code of Conduct



Code of Conduct

for

Trondheim International School (ThIS)

established pursuant to the Act of 04.07.2003 nr. 84 for Independent Schools §§ 3-9 to 3-10.

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1 Purpose

The Code of Conduct is based on requirements in the Education Act § 9A, and the core values of ThIS; care, share, respect, learn.

2 Scope

The Code of Conduct applies to all grade levels at ThIS.

These rules apply in the period and at places where ThIS is responsible for the students. That is in all types of classrooms, common rooms, outdoor spaces as well as when students have lessons elsewhere than on school grounds, such as camps and school trips.

For all students, the rules also apply on the way to and from school.

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

The rules do not apply to SFO and the Homework club.

3 Assessment of student conduct (behavior) and tardiness (only MYP receive these grades)

Assessment of conduct and tardiness should only be carried out using these regulations.

Student conduct and tardiness cannot be considered from other assessments than this.

Conduct grades and grades for tardiness may be lowered due to repeated breach of one or more rules. Conduct grades can also be lowered due to individual events constituting a particularly serious violation of the regulations.

4 Rules for tardiness

Students shall

- a. meet on time
- b. follow school rules for notification of an absence (see www.this.no)
- c. be prepared for learning

- d. bring necessary equipment/resources
- e. complete work on time and meet deadlines
- f. keep order

5 Rules concerning conduct (behavior).

Students shall demonstrate general good behavior, including:

- a. be present during lessons
- b. treat fellow students, staff and other persons that students encounter during the school day with respect, regardless of gender, nationality, religion, philosophy, functional ability and/or sexual orientation
- c. contribute to a good learning environment, including online learning
- d. demonstrate netiquette and follow school rules for the use of mobile phones, computer equipment and digital equipment as described in the school's ICT Policy (Cf. this.no)
- e. comply with messages from school staff
- f. take good care of the school's property
- g. follow school rules for use of assistive devices and special equipment

5.1 The following behavior is NOT acceptable:

- a. to use offensive language
- b. bullying/any form of harassment (e.g. intimidation, coercion, racist comments and/or acts, sexual harassment, harassment because of religion or beliefs)
- c. to exercise or threaten to exercise any form of violence, physical or psychological
- d. theft
- e. vandalism
- f. to cheat or attempt to cheat others, including in connection with schoolwork (outlined in Academic Honesty policy)
- g. to have and/or use dangerous objects / use ordinary items dangerously
- h. using tobacco/snuff (snus) or to carry/hold, use or be under the influence of alcohol, drugs or other intoxicants.

6 Sanctions for violations of the rules for conduct and tardiness

6.1 This will use the following sanctions for violations of the conduct and tardiness rules according to the seriousness of the violation. The student is obliged to comply with the sanctions imposed. By non-compliance, new sanctions within this provision may be imposed upon the student.

- a) oral reprimand
- b) note or record taken (parents can be notified, students can request a written notification)
- c) student develops an appropriate action, with guidance from staff, to learn from the inappropriate behaviour
- d) written warning to the student and a written notice and/or a request for a meeting with parents/guardians

- e) an order to perform tasks before or after school to rectify damage to school property or assets which the pupil is directly responsible for
- f) suspension from instruction for individual lessons or for the rest of the day (Independent Schools Act /Friskolelova § 3-10)
- g) exclusion from instruction for longer than the rest of the school day - up to three days for year-levels 8 to 10 (Independent Schools Act /Friskolelova § 3-10)
- h) moving a student to another local school (Cf. Independent Schools Act - Friskolelova § 3-3, first section and Education Act - Oppl.lova § 9 A-12. Skolebyte)

6.2 Physical disciplinary actions and/or collective punishment are not allowed.

6.3 On suspicion of a criminal offense, the school may ask for police assistance to guide students and staff, carry out inspections or other measures as needed. This applies to matters such as theft, vandalism, violence, intimidation, coercion, handling of drugs, racist comments/acts, harassment. Criminal offenses will normally be reported to the police.

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

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

6.5 In cases of cheating, the principal may determine that the work is annulled and / or take other disciplinary actions within the framework of this code of conduct.

7 Liability

In the case of deliberate damage or vandalism of 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 per damaged item, -.

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

If students break other students' / staff's belongings, the school's reactions must be in line with the framework of the Code of Conduct, point 7.

8 Procedural for the use of sanctions

- 8.1** The processing of a case of violation of the Code of Conduct follows the rules of the Education Act section 9 A-10, as well as the case processing rules in the Public Administration Act.
- 8.2** In the use of sanctions, the following procedures will apply:
- a) The school must ensure that the decision is taken on a justifiable basis.
 - b) The student shall be 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 an oral reprimand is not the only reaction for violations of school rules, see section 6.1 c, the decision and choice of reaction shall be in writing and justified.
 - d) Prior to making a decision on suspension/ expulsion/moving a student to another local school, the school shall assess whether it is possible to use other measures.
 - e) In severe cases the child's parents / guardians shall be informed as far as possible.
- 8.3** The school shall strive to maintain good cooperation between the school and home. Parents / guardians should always be informed before an action is taken pursuant to section 6.1.
- 8.4** The sanctions in chapter 6, letter f - h, are regarded as single rights decisions and must also follow the procedural rules for single rights decisions of in the Administration Act.
- 9 These regulations come into force from 01.08.2021.**