

# Rules and regulations for primary and secondary schools in Røyken.

Accepted by Røyken Municipal Council 17.6.2010

## Part 1 Introduction.

### § 1. Legal Authority.

Røyken council has adopted rules and regulations for schools in Røyken. These regulations are connected to the law of 17th July 1998, Nr. 61 regarding primary school and further education; the Law of education § 2-9 and in leaflet 07-2005 from the Department of Education (Utdanningsdirektoratet) 21.04.05.

### § 2 Purpose.

The following characteristics should be dominant in the schools in Røyken: collaboration, well-being, respect and responsibility. Rules and regulations are a means of achieving this objective and ensuring that the school is a workplace that promotes good health, well-being and learning (cf. Training section 9a-1). The Council's and the school's own rules and regulations should provide a solid base regarding codes of conduct for considerate behaviour.

### § 3 Scope of use.

The rules and regulations for the Council's primary schools include after-school arrangements (SFO) and travelling to and from school.

Schools are responsible for the pupils in school time and on the school's site. In other words, in all buildings and areas used for educational purposes whether inside or outdoors. It also incorporates lessons given outside the school's premises, such as at school camp or on outings. This means that the rules and regulations apply at all times when the school is responsible for the pupils.

Each school can write their own set of rules, which are additional to the council's rules and regulations. The council's rules and regulations cannot be waived.

These also explain which steps should be taken when a pupil's behaviour violates the rules.

Pupils have a number of rights according to the educational law regarding taking an active part in the development of the school community. These rights are not part of the rules and regulations.

Pupils and parents should be informed of all the school's rules and regulations within 1<sup>st</sup> September each year. Pupil and parent deliver a written confirmation stating that they are familiar with the content. The school controls that everyone has delivered a confirmation which is then placed in the pupils file.

The rules and regulations should be available on the Council's and school's websites.

## **Part 2 Rules, consequences, and procedures implemented for breach of rules and regulations.**

### **§ 4 Rules of behaviour.**

All pupils and employees of schools in Røyken should have a safe and happy environment to learn and work in.

#### Rules of behaviour.

##### **1. Show consideration and respect for others.**

- Violence is not acceptable. There is absolutely no tolerance for violence.
- Bullying is not acceptable. There is absolutely no tolerance for bullying.
- Racist statements are not acceptable. There is absolutely no tolerance for racism.
- It is disrespectful and inconsiderate to fight or interfere with others while they are at work or play.

##### **2. Contribute to a good atmosphere in the classroom and show respect for the teaching.**

- Mobile phones, and other distracting equipment should be turned off during school time unless the school leadership have decided otherwise.

##### **3. Meet up punctually and do the school work to the agreed time..**

- When this is a problem, contact the necessary teacher.

##### **4. Keep the school's premises clean and tidy, indoors and outdoors.**

##### **5. Take care of the school, your own and others' property.**

- Pupils are responsible for their own valuables.
- If the pupil has to bring valuables to school, these should be given to the teacher for safe keeping.

##### **6. Tobacco and drugs are prohibited during school time.**

##### **7. Dangerous objects that can be used to injure others, shall not be brought to school.**

### **§ 5 Absence.**

Education is obligatory according to the Educational law paragraph 2-1. When it is justifiable, the head of the school can give the pupil leave of absence, when applied for, for up to two weeks.

Absence of more than two weeks will result in the pupils expulsion from the school.

Responsibility for their education will then fall to their guardians. Guardians must apply to the relevant school when a pupil requires leave of absence. The application form (electronic) is on the council's website.

Guardians must deliver a written statement to the school if a pupil is away because of illness, with an additional letter from the pupil's doctor if relevant.

Pupils must meet precisely for lessons. When a pupil repeatedly comes too late or is away from school without reason, then the guardians will be contacted. If a pupil is repeatedly absent from school then action must be taken. The reason for and regularity of absence should determine what type of action is to be taken. Invalid absence is a violation of the rules and regulations and will affect the pupil's grades regarding order and conduct.

## **§ 6 Consequences of violation of general and local rules and regulations.**

Pupil and parent (depending on situation and age ) should be notified immediately when there is a violation of the rules and regulations. Contact with a parent should provide information so that they can follow up their children and have the opportunity to exercise their responsibilities as a parent.

All measures shall be explained so that pupils understand which rule they have broken and why school has responded. The pupil shall be given the opportunity to make up for their mistakes whenever possible

The pupil shall have the possibility to explain themselves before any decision on punishment or sanctions is taken.(cf. Administrative Law).

Sanctions can only be imposed by law or regulations, and should be reasonable in relation to the breach of the rules and regulations.

Pupils are required to comply with the punishment/sanctions. Non-compliance can lead to new Punishment/sanctions.

Guardians will be contacted in writing or by word of mouth no later than 48 hours after an event when punishment sanctions are necessary. Guardians should be contacted immediately regarding bullying or other serious incidents.

### **Røyken council will take the following action against violations of the rules and regulations, depending on the seriousness of the breach of the rules:**

1. In cases of mobbing, fighting, threats and harassment, the school will call in those involved as soon as possible to discuss the matter. The parents/ guardians will be informed. The case should be followed up/discussed on a regular basis until the situation has improved.
2. Oral and/or written prosecution from the teacher.
3. Oral and/or written prosecution from the principal or other leadership at the school.
4. Give notice that can reduce the pupils' school grade relating to behaviour (8.-10. class).
5. Presence at school before/after school in the context of the follow-up discussion and/or when performing "punishment" tasks.
6. Any objects that interfere with teaching, such as mobile phones, MP3 players, iPods, will be confiscated by the teacher. These will be returned to the pupil at the end of the school day.
7. In cases of damage to the school or school's property, pupils will be given tasks to correct the damage (throw away rubbish, wash floors, remove graffiti)
8. Knives and other illegal items will be handed over to the school's leadership who will contact the parents/guardians and in some cases the police.
9. Confiscation of tobacco, alcohol and other drugs. Tobacco and alcohol will be delivered to the parents/guardians. Other drugs will be delivered to the police.

10. Pupils using the data nett for mobbing, threats, harassment or other misuse in school time, will have their rights of use of the PC in school time suspended for a period of time., Guardians will be contacted and informed of the situation.
11. Contact the police in serious situations and follow police procedure. The parents will be informed.
12. Report criminal matters to the police. Parents will be informed.
13. Vandalism: Parents are liable for damage caused by pupils to the school buildings or property up to kr.5000,- (Skadeerstatningsloven §1-1) and/or will be required to remedy the damage themselves.
14. Remove the pupil from the group/teaching in individual classes. The school has the responsibility for the pupil's supervision.
15. Remove the pupil from the group/teaching for the rest of the day (cf. Training section 2-10). Move the pupil temporarily or permanently to a new group or school. (cf. Training section 8-1).
16. Temporarily teach the pupil elsewhere.
17. Give lower grades regarding behaviour (8-10. steps).
18. Suspend the pupil from the school for up to 3 days (8.-10. step (cf. Training section 2-10)).
19. Action to be taken regarding cheating in exams is described in the educational regulations.\*

\* *Consequences of cheating* § 4-26 regulations for the educational law

*Examination results can be cancelled if the pupil has been caught cheating or trying to cheat.*

*Whether an exam result for a subject should be cancelled should be decided by the administrative leader of the school. The decision to cancel the examination can be appealed to the County Office. The pupil still has the right to complete the exam on the exam day.*

*The school must inform the pupil and parents/guardians of the right to appeal. In cases where the examination result is cancelled due to cheating, the pupil can, at the earliest, take the exam in that subject one year after the exam result was cancelled,.*

Points 13-19 are regarded as individual decisions and the offender has the right to appeal the decision according to administrative law. Parents shall always be informed verbally as well as in writing.

Sanctions implemented should be reasonable in relation to the breach of rules committed. This means both the general rules and those made for each individual school. Any sanctions put into force shall not incur expenses for parents/guardians. This does not apply when damage is caused.

### **Section 7 Penal conditions.**

Out of consideration for order in schools, protection of the pupils and employees, and as a normal reaction, the administrative leader of the school shall report all criminal matters to the police. Such matters can be petty theft, theft, robbery, racism, violence, rape, indecent dealings with

minors, bodily damage/injury, drug use, extortion, coercion, vandalism/damage, threats and possession or use of weapons.

The school shall inform the pupils' parents before the crime is reported.

The student and parents should be informed of the types of sanctions the school will put into practice.

Guardians can also, on their own initiative, report matters such as bullying/harassment which has occurred via internet, mobile phone, physically or verbally and/or by action.

**The following sanctions/penalties can not be used:**

- Physical punishment
  - To perform physical work is not regarded as physical punishment.
- Collective punishment for something that individuals have done.
- Abusive behaviour

## **Part 3 Treatment of cases.**

### **§ 8 General.**

Processing of a violation of the rules and regulations follows the procedure in the educational law paragraph 2-9, 4th section, paragraph 2-10, 2nd. section, paragraph 8-1, 4th section as well as procedural rules of the administrative act (fvl) hereof chapter III to chapter VI about individual treatment of cases. Treatment of individual cases is decided by the administrative leader of the school and follows the practice of the public authority which is relevant for rights and responsibilities of one or more pupils.

**Cases which are not individual decisions, regardless of their character, shall be treated in the following way:**

- It is the schools' responsibility to ensure that the case is as well informed as possible, and the decision about measures to be taken must be made according to the nature and character of the case.
- The pupil should, if possible, be notified and given relevant information on the matter with an opportunity to speak out before any decision is made. Guardians shall be contacted in serious cases. The notification can be given orally, but in matters of special significance an explanation should be given in writing.
- All decisions must be justified. The explanation should be given to the pupil at the same time as the pupil is informed of the decision, unless special circumstances prevent this. The notification can be given orally, but in matters of special significance an explanation should be given in writing.

### **Repair of damage Act-1. (*child's responsibility.*)**

Children and young people under 18 years of age are obliged to replace the damage that they intentionally or inadvertently have caused according to what is reasonable and affordable in terms of age, development, behaviour, financial standing and conditions otherwise.

**§ 1-2. (parental responsibility, etc.)**

1. Parents are obliged to replace the damage caused by children and young people under 18 years of age, provided they have neglected their responsibilities regarding supervision or otherwise have not taken precautions to prevent damage being caused.

2. Parents/guardians are responsible for any damage caused by their children under 18 years old who they live with and have parental care for, whether it be caused with intent or through carelessness.

They are liable for up to 5000 kroner for each separate damage.

## **Part 4 Implementation**

### **§ 9 Implementation**

This regulation comes into force from 1.8.2010