



Rules and regulations for students of county municipal upper secondary schools in Trøndelag

Pursuant to:

§§ 9 A-10 and 9 A-11 of the Education Act (*Opplæringsloven*)

[Norwegian Directorate for Education and Training directive on rules of conduct \(Ordensreglement Udir-8-2014\).](#)

Passed by Trøndelag County Council on 12 June 2019 (case no. 56/19). Effective from 1 August 2019.

§ 1 OBJECTIVE

These rules and regulations are intended to help ensure a good and safe learning environment and to contribute to effective teamwork, well-being, respect and shared responsibility. The goal is to promote good order and work habits and, in doing so, enable effective learning.

These rules and regulations provide standards for

- Goal-setting for the school environment
- Conduct guidelines
- Consequences for violating the guidelines

§ 2 SCOPE

The rules and regulations apply to all students at school during school hours, as well as different forms of education and activities organised under the responsibility and direction of the school outside of the school, such as study tours, excursions and vocational training. The regulations also apply on the way to and from school.

Violations that take place outside of school hours and outside of school, but that are based on the school situation or affect it, are also covered by these regulations. The rules and regulations apply to students of all county municipal upper secondary schools in Trøndelag.

Additional local regulations for the individual school, if relevant, are included in § 8. In § 8, the school's own code of conduct can be linked to the rules for the school's classrooms and special rooms, dormitory and student housing, as well as for the handling of weapons and other objects that may cause harm if used improperly.

Local appendix for Kyrksæterøra vgs. §2: Hemne upper secondary school has its own school rules for excursions and school trips.



§ 3 SCHOOL AND LEARNING ENVIRONMENT

A good school and learning environment is essential to good learning. The school is to work actively and systematically to promote a good psychosocial environment, in which every student is undisturbed in his or her work and experiences a sense of safety and social belonging. It is important to show consideration, respect and shared responsibility and to avoid or prevent behaviour with a negative impact on the environment.

Both students and staff of the school are responsible for contributing to a good school and learning environment.

The students are to be treated with respect and consideration by both the school staff and other students. There is to be zero tolerance for offensive behaviour, bullying, harassment or discrimination. The students are to comply with the legal requirements, regulations and instructions that apply at all times.

Students who become familiar with confidential information through their work have an obligation of confidentiality pursuant to the Public Administration Act (*Forvaltningsloven*) § 13 – 13f, as well as the Personal Data Act (*Personopplysningsloven*). This obligation of confidentiality also applies after the student has completed his or her upper secondary school education.

There is to be openness and good communication between students, the school and parents. As a rule, problematic situations are to be addressed and discussed.

§ 4 ORDER

The students are required to maintain good order. This means

- arriving at school and in class on time. If students turn up less than 15 minutes late for a lesson, this is considered tardiness. If students turn up more than 15 minutes late for a lesson, this will result in absenteeism for the entire lesson
- notifying/submitting request to contact teacher/subject teacher if student is unable to attend class
- notifying/submitting self-certification of absence/other documentation when absent due to illness
- being present at school unless absence is necessary due to illness or special circumstances. Students may not be taken out of school to go on holiday. This is not considered necessary absence
- bringing the necessary learning materials and tools
- helping to keep the school grounds clean and tidy
- handing in mandatory work by the deadline
- following the county municipal IT regulations

Local appendix for Kyrksæterøra vgs. §4: Each pupil is allowed to take out a maximum of two study days in the course of the school year. Permission to take such study days



is granted upon application to the class teacher. Study days cannot be taken after 1th May.

§ 5 CONDUCT

The students are required to demonstrate good conduct. This means

- behaving honestly, politely and pleasantly
- treating fellow students, teachers and other staff with respect
- actively participating in the education
- respecting the school's and other people's property
- complying with the legal requirements, regulations and instructions that apply at all times

Students are *not* to:

- bully or harass others in any way
- smoke, chew tobacco, take or be under the influence of alcohol and/or narcotics on school grounds or at other educational sites during school hours. E-cigarettes are not permitted. The ban on using tobacco and/or e-cigarettes applies during school hours, regardless of location
- carry weapons or objects that could be used to inflict harm, frighten or threaten others. Separate rules apply to schools in which the education entails the use of weapons or other dangerous instruments that can cause harm (pursuant to § 8)
- cheat or attempt to cheat on tests or assignments
- use the school's online resources to download, read or spread pornographic, racist or other material that could be offensive to other students or school staff
- use mobile phones, computers or other electronic devices in a manner that disrupts the education process or is offensive to others
- wear clothing that partially or completely covers the face, unless this is necessary for pedagogic, health, climatic or safety reasons. This ban applies during lessons, assessment situations, and during trips and events organised by the school. See § 9-7 of the Education Act

Local appendix for Kyrksæterøra vgs. §5: Pupils are not allowed to use mobile phones in lessons, unless the mobile is used in conjunction with learning/teaching. Mobile phones are to be kept in rucksacks or lockers during the lesson.

§ 6 CONSEQUENCES FOR VIOLATING CODE OF CONDUCT

The student's assessment for order and conduct is based on these rules and regulations. The student's assessment for order and conduct is an overall assessment of the student's compliance with the code of conduct over a longer period of time.



The response to a violation must be proportional to the severity of the violation. Violations of these rules and regulations can have the following consequences:

1) Confiscation of objects that disrupt the lesson or can appear threatening or destructive in the school environment

- Confiscation means that the school will hold onto the items concerned in a responsible manner for one school day

2) Expulsion

- The subject teacher can expel a student from class for up to two hours
- The principal can expel a student from school for up to five days
 - If the expulsion lasts longer than two hours, an individual measure will be determined, with the possibility for the student to object to the decision. Before an individual measure is taken, the student and the student's parent or guardian if the student is a minor will be notified and given the opportunity to respond within a reasonable deadline. The school will first determine whether it is possible to respond in a different and more appropriate manner. Rules for procedure, individual measure, the right to notification, explaining oneself and objecting to a decision are based on the Public Administration Act, Education Act and assessment regulations.
- The county municipality can decide to expel a student for the remainder of the school year

3) The student is sent home/excluded from a school trip

- The principal can implement an individual expulsion measure

4) Transferring schools

- If the behaviour of a student significantly affects the safety or learning of one or more fellow students, the County Council may decide that the student shall be transferred to a school other than the one to which the student has been admitted. See § 9 A-12 of the Education Act. Transferring schools should not occur if less invasive measures may remedy the situation.

5) Liability for damages

- Students or parents/guardians can expect to be held liable for damages such as vandalism in accordance with the Damages Act (*Skadeerstatningsloven*). An agreement can be made with the school to give the student the possibility to personally repair the damage

6) Lower grade for orderliness or conduct

- As a rule, the teacher will not solely consider a single incident when determining the student's grade for order or conduct. An exception may be a particularly reprehensible or serious single incident, such as serious physical violence. In such



cases, the decision to lower the student's grade for order or conduct may also be imposed as a sanction

7) Criminal behaviour will, as a rule, be reported to the police

§ 7 PROCEDURE IN CASE OF UNCERTAINTY REGARDING WHETHER THE STUDENT HAS WITHDRAWN FROM THE SCHOOL

The school shall do its utmost to facilitate the student's completion of education.

If there is uncertainty as to whether the student has withdrawn from the school despite the school's measures, e.g. due to absence, the school shall without undue delay send a written prior notice of the case with an enclosed withdrawal form. If the student has not replied to this correspondence within a time limit of 3 weeks, the student shall be considered to have withdrawn. If the student is under 18 years of age, the school shall inform the student's guardians that their child has withdrawn from the school.

If the student withdraws, the school must ensure that the student receives immediate follow-up from the Follow-Up Service.

The measures taken on the part of the school to facilitate the student's completion of education shall be documented in the archiving system.

If the principal subsequently finds that the student cannot be blamed for failing to reply to the school's correspondence, the principal shall decide that the student shall be re-admitted to the school.

§ 8 SEPARATE RULES FOR INDIVIDUAL UPPER SECONDARY SCHOOLS

Schools can establish their own separate rules within the framework of these rules and regulations. These separate rules may not conflict with the general rules and regulations.

Local appendices for Kyrksæterøra vgs. are to be found in the appropriate paragraphs (§) and highlighted in red.