

## SCHOOL RULES FOR NORLIGHTS INTERNATIONAL SCHOOL

- We behave nicely and do to others what we want them to do to us, both in school and on the school road.
- We show care for each other and include others in the game.
- We act polite, considerate and do not use profanity.
- We show each other full respect during work, so that each individual can use his or her abilities and talents.
- We do not use a loud voice.
- We arrive in the classrooms on time and we will not leave the classrooms or the school area without the consent of a school staff member.
- We keep the school tidy, (classrooms, changing rooms and outside area). We take care of materials.
- We show respect for other's belongings, and ensure their school supplies, clothes, bike, ski, kicks etc. to be protected.
- We do not bring candy and soda to the school except on special occasions and in agreement with a teacher.
- Use of the Internet in school hours will be by appointment and under supervision of a responsible adult.
- We do not use mobile phones or electronic games in school.
- We do not throw snowballs or other things at each other. We do not engage in any kind of dangerous games.
- We do not use our bicycles in school hours or in ASCP without a teachers' permission.
- We follow traffic rules and wear helmets when we cycle.
- Every student must attend school if he or she is not sick or has a leave of absence. The school must be notified in case of illness or absence of a student.
- It is not allowed to smoke in the school area.
- It is forbidden to carry dangerous objects or weapons in the school premises.
- It is not allowed to use the school Internet to download, read or disseminate pornographic, racist or other materials that could violate Norwegian law.
- Students must avoid dangerous or violent games. The school staff determines allowed toys.
- The school must be informed if a student will be picked up by someone else than the parents.
- Violations of these rules will result in appropriate sanctions against the student, with the aim of creating a safe and predictable school environment.

## CONSEQUENCES OF BREAKING THE RULES

Bullying or other humiliating treatment of the students are not allowed at school.

If a person gives a harm to anything, is he or she responsible to clean up, repair or replace the lost, with a cost up to 5,000 NOK for each single injury, aligning with Skadeerstatningsloven (Norwegian law of compensation) § 1-2.

Sweets brought to school will be taken from the students. They will be delivered back in the end of that day.

If cell phones or electronic gadgets are used during school hours, they will be taken away and given back in the end of the school day.

For minor rule violations, will the teacher make a conversation with the student, where the student has the right to explain him/herself. The teacher will make a written notification to the parents if several violations occurs.

In cases of serious and repeated violations, the teacher informs the school management, which contact with the parents.

Students who do serious violations of school rules or repeated minor violations, may be excluded from single sessions. Parents must be notified before such measures are implemented, and the student shall be able to make explanation about the situation and give his/her view. Only the Principal has the authority to make the decision of rejecting the student from the session, after making consultation with the teacher. The school will consider other measures before exclusion is used. Exclusion of students will be treated according to the Education Act (Opplæringsloven) § 3.10 and Public Administration Act, (Forvaltningsloven) regarding the exclusion length, and the parent's and student's right of appeal.

### Procedure

The student will have the opportunity to explain himself/herself. The school will also consider the need and opportunity for alternative measures, for example support measures and/or individual written agreement, or contact with support agencies such as Pedagogisk psykologisk tjeneste (PPT).

Procedure for suspension: Such measures are individual decisions referred to in Public Administration Act § 2, and will follow this law's procedural rules. Notification of decisions and appeal happens to the County Governor.

## LEAVE OF ABSENCE RULES

Application for leave of absence must be notified to the Principal through the absence form which can be found on the website. Any application for absence more than one day, must be delivered to the school by in writing. The school cannot grant leave of absence for more than 14 days (10 consecutive school days). Students who are absent for more than 14 consecutive days will be disenrolled from school, and have to re-apply. The parents are responsible for the education in the period of absence.