

**Code of Conduct
for
Trondheim International School (THIS) SFO**

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 SFO.

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, 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 THIS SFO is not responsible for students, provided that the students' behavior is sufficiently related to school matters.

3 Expectations of student conduct (behavior) and tardiness

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

4 Rules for tardiness

Students shall:

- a. meet on time
- b. attend THIS SFO groups
- c. be prepared for activities
- 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 activities
- 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 SFO environment
- d. follow school rules for the use of digital equipment as described in the school's ICT Policy (Cf. this.no)
- e. comply with messages from school/SFO staff
- f. follow school rules for notification of absence
- g. take good care of the THIS SFO/ school's property

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

- a. to use offensive language
- b. bullying/any form of harassment
- c. to exercise or threaten to exercise any form of violence
- d. theft
- e. vandalism
- f. to cheat or attempt to cheat others
- g. to have and/or use dangerous objects / use ordinary items dangerously

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 according to the seriousness of the violation.

- 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 SFO staff, to learn from the inappropriate behaviour
- d. communication to the contact teacher and SFO coordinator
- e. the student is asked to write a reflection which is addressed to parents
- f. take action to rectify 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/or collective punishment are not allowed.

6.3 On suspicion of a criminal offense, THIS SFO may ask for police assistance to guide students and staff, carry out inspections or other measures as needed.

The student's parents / guardian shall, as far as possible and at the earliest opportunity, be notified verbally of THIS SFO'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.

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 per damaged item, -.

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

If students break other students' / staff's belongings, THIS SFO'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 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 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 THIS SFO 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 temporary or permanent group swap, THIS SFO 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.

8.2 This SFO 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.

9 Commencement and Announcement

These regulations come into force from 27th June 2023