

Regulations on School Rules for Upper Secondary Schools in Telemark County

Legal basis: Determined by **Telemark County Council on the 10th of December 2024**, pursuant to the Act of 9th June 2023 no. 30 Relating to Primary and Secondary Education (The Education Act) § 10-7.

§ 1 Objective

The objective of the school rules in Telemark County is:

1. To contribute to the development of knowledge, skills and attitudes in all students in order for them to be able to manage their own lives and feel accomplishment, and to participate in work and be part of communities in our society.
2. To provide a clear framework that promotes good orderliness and conduct, and a safe and good learning environment.
3. To provide information about students' rights and duties, and what sanctions and procedural rules apply when students violate the regulations.
4. To guide the assessment of orderliness and conduct, the imposition of sanctions and the equal treatment of all students.

§ 2 Scope

The school rules apply to all students in public upper secondary schools in Telemark County.

The regulations apply during school hours, on school grounds, on the transit to and from school, in the school's vicinity, on excursions/field trips and school trips, at activities and events under the auspices of the school, as well as when students are out in practice or training for vocational specialization (YFF) in companies.

The regulations also apply to bullying and other violations that occur outside the school area, on the transit to and from school, outside of school hours, and in the digital space. This extended application of the rules apply when the action has a clear connection to the school environment in that the action is prompted by the school situation or when it is characterized by its connection with the school domain.

§ 3 Organization of the school democracy

The school shall facilitate to ensure that each and every student may express their opinions freely and encourage participation in the school democracy. The school shall help students in their work with the school democracy.

Student council

All upper secondary schools in Telemark must have a student council that is elected by the students. Students decide the size of the student council.

The student council is an advisory body with the right to comment on all matters concerning the school. The student council does not have the authority to make decisions. The student council shall, among other things, promote a good learning environment, good working conditions and protect student welfare.

School committee

All upper secondary schools in Telemark must have a school committee that will act as an advisory body to the principal. The school committee has the right to comment on matters concerning the school.

The school committee consists of the principal, representatives from the students, representatives from the employees, as well as a representative from the school owner. Students shall be in the majority.

§ 4 Orderliness

Students shall meet on time, demonstrate good work habits and a good work effort. Good orderliness implies:

1. Meeting prepared to and actively participating in the education and training.
2. Doing the homework that is required to the best of one's ability and on time.
3. Notifying the school/company (YFF/ practice position site) as soon as possible in the event of absences.
4. Providing documentation for absences in line with the current routines regarding absences.
5. Having good order when it comes to learning materials and equipment and bringing it to class when needed.
6. Keeping the mobile phone on silent mode and out of sight during education and training unless otherwise clarified with the teacher.
7. Following safety and security rules and wearing workwear and protective equipment as required by the curriculum or otherwise mandated.
8. Cleaning up after oneself when using the school's/ company's (YFF/ practice position site) areas and cafeteria.
9. Following the school owner's and the school's routines as they are described, as referred to in § 9-3.

§ 5 Conduct

Students shall contribute to creating a good school environment by acting considerate and courteous to each other, and by demonstrating generally good manners.

Good conduct implies:

1. Contributing to classroom order.
2. Following the teachers' and other employees' instructions.
3. Treating and handling the school and other people's belongings in a responsible and appropriate manner.

It is not allowed to:

1. Use abusive language, bully or violate others physically, verbally or digitally, be violent or make threats.
2. Use mobile phones or other electronic equipment in the educational or training situation, without this having been clarified with a teacher.
3. Take or use photos, film or audio recordings of fellow students, teachers, employees or others without their consent.
4. Download or disseminate physically or electronically; pornographic, racist, or other offensive or illegal material.
5. Participate in gambling at school.
6. Use or handle tobacco, snuff (snus), e-cigarettes, alcohol, narcotic drugs, other intoxicating substances or doping substances.
7. Carry dangerous objects or weapons.
8. Cheat or attempt to cheat on tests or submissions by receiving help from others, providing help to others, or using aids/means that are not allowed.
9. Hand in or present as one's own work; texts, assignments and the like that are produced by others, including texts and assignments downloaded from the internet.
10. Wear garments that hinder communication or identification in education and training situations.

In cases where the company (YFF/practice position site) has its own guidelines for orderliness and conduct, these guidelines must be followed.

§ 6 Measures in case of violations of school rules

Students who violate Chapters 4 and/or 5 of the School Rules may be subject to sanctions.

Sanctions shall be proportionate to the student's violation of the regulations, where the severity of the violation and repeated violations have a bearing on the choice of sanctions.

The student is obliged to comply the sanctions that the school has decided on. In case of non-compliance, new sanctions may be imposed.

It is not allowed to sanction a group collectively for something one student has done.

6-1 General sanctions

General sanctions may be imposed for one or more violations of school rules. The sanction must be communicated to the student and is registered with a justification. The student may be subject to one or more general sanctions:

1. Verbally disciplining the student.
2. Give the student a written demerit [*skriftlig anmerkning*].
3. Give the student a lower term grade in orderliness or conduct.
4. Remove objects or drugs from the student's possession.
5. If a student repeatedly uses his/her mobile phone without permission, the mobile phone can be temporarily seized.
6. In the event of a serious incident related to mobile phone use (the spreading of images, bullying, etc.), the mobile phone can be temporarily seized.
7. The student can be tasked with carrying out assignments and/or repairing any damages the student has caused that could include cleaning, tidying and/or removing objects .
8. Ordering the student's attendance at meetings at or outside school, before or after regular school hours, e.g. meetings in The National Mediation Service (Konfliktrådet).
9. Be given limited access to equipment/workshop/special facilities rooms.
10. Expulsion from a class/group for the remainder of an education/training session, upwards limited to two clock hours, at the discretion of the teacher.

6-2 Special sanctions

Special sanctions are individual administrative decisions (enkeltvedtak) and may be imposed following serious isolated incidents or after repeated violations of school rules. Examples include violence, harassment, involvement with weapons or drugs, cheating, or plagiarism.

Before special sanctions are considered and decided upon, the student shall be given the opportunity to give a verbal statement. The principal should offer the student the possibility to bring someone with them to this conversation. Parents of students under the age of 18 must be notified regardless.

Special sanctions shall be in writing, contain a justification and inform about the student's right to appeal. The student has a right to be given guidance regarding their rights as a party to the case and how to proceed if they want to lodge an appeal.

Before a decision regarding expulsion is made, help measures, and milder sanctions must be considered.

The student may be subject to one or more special sanctions:

1. Reducing the student's term grade or final grade in orderliness or conduct.
2. Expulsion from the school/company (YFF/practice position site) for the remainder of the school day following an administrative decision made by the principal.
3. Expulsion for a full school day or up to five school days following an administrative decision made by the principal.
4. Expulsion for the remainder of the school year following an administrative decision made by the County Council by the head of education, public health and dental health.
5. Conversion of a school place into an alternative educational arena following an administrative decision made by the County Council by the head of education, public health and dental health.

6-3 Appeal body

The County Council, or alternatively, another body the County Council has bestowed this authority on, is the appeal body for individual administrative decisions regarding special sanctions, pursuant to § 6-2.

§ 7 Students' rights

7-1 Safe and good learning environment

Students have the right to a safe and good learning environment.

The school shall work actively and systematically to promote a good psychosocial environment, where each individual student should find that they have peace and order to work in the classroom, that they are included socially, and that they feel safe.

The school shall have zero tolerance for violations such as bullying, violence, discrimination and harassment, and shall have clear procedures for handling such cases.

7-2 Students' rights

The students have the right to:

1. Be treated with courtesy, respect and consideration.
2. An upper secondary education in line with the Education Act and its regulations, currently applicable curricula, and administrative decisions from the county municipality.
3. An education that is adapted to their abilities and circumstances.
4. Participate in the planning and implementation of the efforts promoting a safe and good school environment.
5. Be familiar with the objectives of the education and training and what is emphasized in the assessment of the students' competence.
6. Be able to participate actively in the assessment of their own work, their own competencies and their own academic or professional development.

7. Continuous/en route assessments and final assessments in school subjects, in orderliness and in conduct. The continuous/en route assessments shall be given on an ongoing and systematic basis and may be both oral and written.
8. Have a development interview at least once every six months with a contact teacher. The interview shall be documented.
9. Access to necessary counselling based on their own needs, regarding education, career and career choices, as well as personal and social circumstances.
10. Be notified in writing without undue delay, if there is
 - a. doubt whether the student will get a grade in any school subjects by half-yearly assessment or if they will get a final grade;
 - b. a risk of getting reduced grades in orderliness or conduct by half-yearly assessment or when determining the final grade.
11. Cooperation between the school and the students' parents/guardians.

7-3 Right to notification

The students should report any failure to attend to rights under this Chapter to the school, the ombudsman, or the student council.

7-4 Assessment in orderliness and conduct

Assessment in orderliness and conduct shall only be linked to the extent to which the student acts in compliance/accordance with the school rules and this assessment should be kept separate from the assessment of the student's competence in school subjects.

§ 8 Students' obligations

8-1 Absence and attendance

Students must be present during the education or training unless otherwise agreed with the school.

All absences are recorded in days and individual classroom hours.

Students who arrive late have the right to take part in the education/training.

- Showing up up to 15 minutes after the teaching/training starts without a documented justification is registered as a demerit [*anmerkning*] regarding late coming.
- Showing up later than 15 minutes after the teaching/training starts without a documented justification is additionally recorded as absence.

The student must notify the school/company (YFF/practice position site) as soon as possible in the event of illness or other reasons for their absence. This also applies if the student has to leave the education/training situation. If an absence is prolonged, the student must notify the school again.

§ 9 Other provisions

9-1 Liability for damages.

The student may be liable for damages to the school's or others' property.

9-2 Criminal offences

Criminal offences within the scope of the school rules, cf. Section 2, will be reported to the police.

9-3 Other routine descriptions

The school owner has prepared specific routine descriptions regarding:

- Examination regulations
- Field trips/school trips
- Absence management
- Cheating and plagiarism

- Routines – intoxication/drugs use

Each upper secondary school may prepare their own routine descriptions regarding:

- Cafeteria
- Parking
- The use of equipment/workshop/special facilities rooms
- Health, safety, and environment
- Field trips/school trips

§ 10 Implementation

The regulation enters into force on 20.01.2025.