



Code of Conduct for Sandnes International School

1 Introduction

This code of conduct has been issued pursuant to Independent School Act § 3-9 and § 3-10.

This document contains rules for conduct, penalties for students who offend the code and case procedures when dealing with such matters. Sandnes International School (SdIS) is responsible for the students in the school environment, including excursions and events where the students are under the school's supervision. This means that this Code of Conduct applies to all such places and environments such as classrooms, outdoor areas and when teaching takes place in other spaces than the school area (campus or school trips).

2 Students' rights

Students have both rights and duties. Students are entitled to:

- Feel safe
- Quality education
- UNICEF's Convention on the Rights of the Child
- Use school facilities, such as classrooms and books
- Be treated fairly
- Share opinions
- Have equal opportunities

3 Students' responsibilities

Students have the following obligations:

- Students need to follow the Code of Conduct at school and in the community - in order to ensure their own safety and to protect own and others rights
- Stand up for theirs and others rights
- Students should aim to become the best version of themselves as possible
- Students should take care of their bodies and health
- Students need to respect the rights of others
- Students need to safeguard personal assets and respect others' assets
- Students should aim to become good learners, according to what is defined by the IB learner profile
- Students need to care about others

4 Rules and sanctions

4.1 General rules

The purpose of the Code of Conduct is to contribute to students' safe feeling and protect their rights. All students should follow common social standards, including common sense for politeness. This means that the students will:

- Show respect for others
- Show consideration for others.
- Meet where they are expected to be and do the agreed school work at the agreed time.
- Take care of the school, own and others' possessions.
- Respect other's rights
- Contribute to a positive work and learning environment
- Show respect for teachers.
- Demonstrate the attitudes defined by the IB program

4.2 Sanctions

Offenses to the Code of conduct may be sanctioned as described in this chapter, unless otherwise specified. All sanctions will be made clear so that students understand them as well as what s were the offenses and why the school seeks to respond. Sanctions shall be in reasonable proportion to the offense and to students' age. When possible, students will be given the opportunity to make up for their actions.

The following measures will be implemented:

When students are informed about expectations regarding their conduct, they need to be made aware that offending the Code of Conduct may imply sanctions. It is important that students clearly understand what the offenses were and that to gain conscience that conduct results from choices. During school year, students can reach any of the following three stages, according to the gravity of the offenses as explained below.

Stage 1 – Formal Oral Warning

If students do not comply with some aspects of the Code of Conduct, they will receive a Formal Oral Warning. It must be made clear to the student that it is a Formal Oral Warning; it must also be clear what the offense was and what could be the next stage if the offense persists. Before a Formal Oral Warning, the students should receive a casual warning. It is the teacher's discretion to assess if it is necessary to give a I stage-1 Formal Oral Warning immediately or a casual warning before. In cases when the expected conduct has been discussed previously, such as bringing necessary equipment, outerwear, etc., the offense may be corrected with an immediate Formal Oral Warning.

Stage 2 – Formal Written Warning

If students persists in a previous offense or in cases of more offenses with major gravity, students will be notified that they will receive a Formal Written Warning. This will be done in the form of an e-mail to the students' parents/caretakers with information about the incident. At this point, the teacher completes an event form that will be given to the

student's contact teacher.

Stage 3 – Removal

If students reach stage 3, they will be removed from class work (to a quiet area alone or with a teacher) for the rest of the day.

The principal shall be informed and involved. This implies a single rights decision and shall comply with the provisions and rulings that apply to single rights decisions. The school shall contact the parents/caretakers and will request a conference. Hopefully most issues will be resolved before reaching this stage. Stage 3 should only be used in exceptional cases.

If students get involved in major gravity offenses, such as fighting, they will be removed from class immediately without going through any of the three stages. In such cases, the parents/caretakers will be contacted and the students can be sent home. This type of major gravity offenses will be treated as a single rights decision.

Students must comply with the sanctions they are granted. Physical punishment or other abuse is not tolerated. Physical work, such as repairs or cleaning tasks imposed upon offenses as sanctions, are not regarded as physical punishment. Collective sanctions cannot be imposed for offenses performed by any member of a group.

4.3 Removal

A teacher may remove students for the rest of the lesson, but all removals beyond this can only be decided by the principal and will be treated as single rights decisions. The decision shall be communicated to parents/caretakers both in English and Norwegian.

Parents/caretakers have the right to appeal and make a written complaint to the decision. Such appeals and complaints are assessed by the Board and sent to the County Governor for treatment.

In extreme cases, the school may decide to remove students from classes or school for their actions. According to section 3-10 of the Independent School Act, the school may remove 8th-10th grade students for up to three days from classes. Students in grades 1 to 7 may be removed from single classes and for the rest of the day. The extension of the removal will be in proportion to the offense and will be decided by the Principal in cooperation with the PYP / MYP coordinator. Before making a decision, students will have the opportunity to explain their conduct orally and be given the opportunity to bring with a defender. They will also be given the opportunity for compensation measures such as fundraising or conflict councils. In all such cases, single rights decisions shall be made. Parents/caretakers must be informed before any student is removed from school.

4.4 Specific offenses and sanctions

A. Invalid absence	If students are late or absent from school without permission, parents / caretakers will be contacted to confirm the cause of absence. Depending on the causes and/or frequency of absence, measures may be taken. Parents/caretakers will be involved when absenteeism, including late arrival,
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	<p>affects the student's learning or is disturbing the whole class and learning environment. Parents/caretakers must also be informed of their responsibilities regarding student's attendance in accordance with Section 2-1 of the Education Act.</p> <p>Regarding leave or other approved absence from school, the school has its set of rules.</p>
B. Bullying and violent behaviour	<p>Violence or threat of violence is not tolerated at SdIS. Mobbing is defined as physical and/or mental attack which over time is aimed at one or more students and/or employees and is regarded and treated as violence. Students who threaten or carry out violence may be removed from school (see Removal in section 4.3). Parents/caretakers of the students involved will be contacted by the school. Serious violence can be reported to the local authorities.</p>
C. Forbidden substances	<p>It is forbidden to be intoxicated or to use, store, sell or possess tobacco, snuff, alcohol or other drugs in the school area. The school can seize prohibited substances taken to the school area. Illegal drugs are handed over to the police. Parents/caretakers will be informed immediately.</p>
D. Dangerous objects brought to the school area	<p>It is not allowed to bring hazardous items to school when it is unlikely that they are intended for an appropriate purpose. Hazardous objects can be seized by the school. Illegal objects can be handed over to the police. Other seized items are delivered to the students' parents/caretakers after school hours.</p>
E. Mobile phones and internet Use of mobile phone	<p>Students are not allowed to use mobile phone during school hours without the explicit permission of the teacher. In the case of unauthorized use, the mobile phone may be seized for the rest of the day.</p> <p>For repeated offenses to the Code of Conduct section for mobile phone usage, the phone will be seized and must be retrieved by the parents/caretakers together with a written explanation reporting the incident and a reminder that repeated offenses to the school's Code of Conduct may lead to major sanctions.</p> <p>Internet: The school's internet access will normally only be used for educational purposes. This also applies to the use of e-mail. This implies that the school's online access may only be available to students during organized teaching hours.</p> <p>If students offend School's Internet Policy, they may, depending on the gravity of the situation, lose the right to use the school's network. Students who offend School's Internet Policy may also be subject to sanctions as ruled by Section 4.2 of this Code of Conduct. Illegal behavior can be notified to local authorities.</p>
F. Liability	<p>In case of deliberate damage or damage to school's property and equipment, students may, in addition to being subject to sanctions ruled by this Code of Conduct, also be liable for damages, cf. Section 11 of the Damages Act. Parents/caretakers are liable under section 12 of the Injury Damage Act, currently up to kr. 5,000. The same applies to loss or destruction of books and other school equipment. The school will respond within the framework of this Code of Conduct if students destroy other students / employees'</p>

	assets.
G. Sanctions to cheating	<p>Cheating is not acceptable. If students cheat on a test, that test will be considered invalid. Students in high school should be warned that they may not get their final grade in case of cheating.</p> <p>An exam in a subject may be cancelled if students cheat or attempted to cheat for the exam. Cancellation of the exam is decided by the Principal. A decision to cancel an exam may be appealed to the County Governor. Students may be given the opportunity to complete the exam on another day.</p>
H. Criminal matters	<p>In case of suspicion of criminal circumstances, the principal may request police assistance. The students' parents / caretakers shall, as far as possible, be given oral notice while the school is seeking police assistance. Parents / caretakers shall be informed in writing of the grounds for police involvement.</p>
I. Confirmation of grades regarding students' attitudes and conduct MYP	<p>When grades regarding students' attitudes and conduct are to be determined, there will be an assessment to verify if students comply with the school's Code of Conduct. Unidentified absences can lead to reduced grades in students' attitudes and conduct.</p> <p>When the final grades regarding students' attitudes and conduct are to be determined, the school will assess students' conduct in the school area and in any activity related to the school's area of responsibility. The school will also assess how students relate with other students, teachers and other employees. The school may also want to assess how students behave towards each other on the school road.</p> <p>Grades regarding students' attitudes and conduct will not reflect isolated single events.</p>

5 Procedure on the case handling

Treatment of an offense to the Code of Conduct will follow the procedures provided in Public Administration Act.

1. The school must ensure the complete documentation of each case and, when applied, that the sanction will be reasonable and in proportion to the offense.
2. Before any serious sanction is implemented, students shall have the right to justify their conduct to the people who will make the decision. The students have the right to have a defendant attending such a meeting. The final decision shall be justified.
3. The justification for the sanctions shall be given to the students when they get informed about the decision, unless special circumstances do not allow it. Grounds may be given verbally, but when a single rights decision is taken, or in other cases with major gravity, grounds shall be given in writing.

4. Students' parents shall receive information about the incident and about the school's decision. The right to appeal under the Public Administration Act must be stated. In cases with major gravity, information about the case must be given before decisions are taken. For stage 1 offenses, information may be given orally at conferences with parents/caretakers.

5. The County Governor is the Appeals Board for the single rights decision pursuant to Section 15-2 of the Education Act. A complaint regarding schools' decision will first be sent to the school. If the school understands that there is no ground for changing the decision, the complaint will be forwarded to the County Governor for consideration.

6 Commencement

This regulation will take effect from 01.08.2017.

Reviewed in April 2018. Next review is April 2019.