

## SCHOOL RULES & REGULATIONS

### 1. INTRODUCTION

The school's approach towards discipline is for every student to acquire self discipline and be responsible conduct so as to contribute to the overall well-being of all in the school. Every child has the right to expect a conducive teaching and learning environment. Likewise, every student has the responsibility to contribute to that environment.

Students at NLIS are expected to fulfil these 3 Basic Expectations.

3 Basic Expectations	Conduct
1. <b>Respect People and Property</b>	Students are to be respectful in attitude and manner to people and property.
2. <b>Attend School Regularly</b>	Students are to attend lessons, all academic activities, co-curricular activities, school functions and other school related programmes.
3. <b>Do and Submit Work</b>	Students are to work diligently not only on assigned daily class work, homework, projects and others but also have regular self-revision in order to ensure quality work is produced.

### 2. ATTENDANCE AND PUNCTUALITY

- Attendance in school is compulsory. **Absence from school must be supported by submitting attendance excusal through ManageBac. This must be done by the parents.** Excuse from school may be granted on compassionate grounds and on a case-by-case basis. Absence without valid reason will be deemed as **truancy**.
- Parents need to apply for leave of absence for their child to the School Principal. Students may leave for overseas travel only on official holidays.
- Permission to leave school early may be granted for special cases. The parents must submit attendance excusal through ManageBac for these types of requests too.



- Students must be punctual for school, extra-curricular activities and all school events. Students who are late for school are subjected to late-coming procedures which include a report to send to the parents by the school administration.

### 3. CODE of CONDUCT

- We behave nicely and do to others what we want them to do to us, both in school and in the school route.
- We show care for each other and include others in group activities and games.
- 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 potentials, abilities and talents.
- We will use the inside voice in the classroom. We wait for our turn and raise hands when we want to say something.
- We will arrive in the classroom in time. All students must be punctual for lessons. Attendance will be taken when the lesson starts.
- Students will not leave the classroom without permission by teachers.
- We do not have headphones and caps and hoods inside the classroom.

### 4. RESPECT

- We will keep the school tidy, (classrooms, changing rooms and outside area). We take care of materials. We will leave the areas in school in a better condition and state of cleanliness after us and take good care of school properties and premises.
- We will show respect for others' belongings, and ensure their school supplies, clothes, bike, ski, kicks etc. to be protected.

### 5. TECHNOLOGY USAGE

- We will not use mobile phones during the lessons and in the school area. (including library or waiting for the siblings)
- We will not play electronic games at school.
- It is not allowed to use the school internet to download, read or disseminate pornographic, racist or other materials that could violate Norwegian law.
- We will not take pictures or videos of others without their consent. It is strictly forbidden.
- We will use chromebooks/ipads only for educational purposes.
- We will not use chromebooks during snack & lunch time.



## 6. FOOD ETIQUETTES

- We do not bring sweet food to school as a part of snack or lunch.
- We do not bring candy and fizzy drinks to the school except on special occasions and in agreement with the teacher.

## 7. OUTSIDE TIME

- 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 and scooters during school hours or after school activities (ASCP) without the teachers' permission.
- We follow traffic rules and wear helmets when we cycle.
- Grade 8, 9 & 10 students are not allowed to go to lakes / around the school during breaks.

## 8. FIELD TRIPS

- All school rules are also valid during the field trips.
- We will use reflex vests for the PYP-1 to PYP5
- Teachers will wear reflex vests in the playground duty.
- We do not chew gums at school
- It is our responsibility to take care of the environment around us; we do not pluck leaves/ throw stones/ feed ducks.
- The students will not disturb the other passengers if they go to the field trip by a public transportation
- If there is a lake or river on the route of the field trip or hiking days. Swimming is only allowed with the certified teachers.

## 9. LIBRARY

- The students are not allowed to eat in the library
- The students will not bring their computers to the library unless the directed to by the relevant teachers
- Mobile phones and headsets/earphones are not allowed in the library.
- The library will be open between 08.00 - 08.30 for the MYP students whose siblings are in PYP. They are required to put their mobile phones to the MobilHotel.
- The library will be open for all MYP students between 08.30 - 09.00. They are required to change their outdoor shoes and put their mobile phones to the MobilHotel.
- The library is open for MYP 2-4 during the first break.
- Noise should be kept to a minimum in order to allow others to study/read

- Permitted activities in the library: Reading, drawing, playing quiet board/card games such as chess and studying.
- If students do not follow the rules they must leave the library.

#### 10. TOILET VISIT DURING THE LESSONS

- When needed students can use the toilet in their own classroom without disturbing the lesson for an acceptable amount of time.
- MYP-3 and 4 students will use the toilet next to their changing room. These toilets will only be used by the MYP-3 and 4 students.
- All students should go to the toilet before the break times so that they do not need to visit the toilets during the breaks

#### 11. PRINTER and OTHER SCHOOL DEVICES

- The students will not use a printer or laminator. If they need to laminate something, the relevant teacher should help them.
- The students can collect print-outs from the supply room, however, this should be organized by the relevant teacher and only one student will come to collect print-outs
- The students will not use the oven or microwave except during Food and Health lessons.

#### 12. VISITING OTHER CLASSES

- Students will not visit the other classes during the lessons even if it is urgent. They will wait for the break times

#### During Snack and Lunch time

- The students are not allowed to use their computers during snack and lunch time
- The students will not use scooters, bicycles in the playground due to the safety issues
- If the ball is thrown to the roof, no teacher and student will go up to collect the ball.
- The students will not climb the trees.

#### 13. UNACCEPTABLE BEHAVIOURS

- Behaviour that involves the use, storage, supply or abuse of alcohol, drugs or illegal substances on school premises or during a school supervised event. Such behaviour will be reported to the appropriate authorities.
- Failing to comply with fire regulations.
- Repeated failure to comply with reasonable requests by teachers or other persons who are acting on the school's behalf.



- The deliberate disruption of lessons through behaviour that is seen to be unreasonable by staff or other students.
- The deliberate destruction of property belonging to a student, staff or the school. Students or their parents will be held liable for any such damage to school property.
- Proven theft
- Violent or threatening behaviour where a student or any person associated with the school is physically threatened or hit. Dangerous or violent games will also be avoided.
- Continued failure to meet academic expectations such as: invariable failure to hand in assignments and/or homework, repeatedly not turning up for tests that, in the opinion of the professional staff of the school, are seen to be reasonable.
- The possession of pornographic material at school or during a school controlled event.
- The use of electronic equipment to access, display or transmit material that is considered to be inappropriate such as sites containing subversive or pornographic information according to Norwegian law.
- The use of electronic equipment to transmit messages or images that threatens any person involved with the school in such a way that it causes them to be fearful. There is zero tolerance for any form of online bullying or the use of pictures of fellow students without permission. Appropriate authorities will be notified in any such cases.
- The proven disruption of, or unauthorised entry, into school databases or secure information.
- Violations of these rules will result in appropriate sanctions against the student, with the aim of creating a safe and predictable school environment.

## GENERAL PROCEDURE

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

The school will follow the school action plan for these types of situations.

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

Students who do serious violations of school rules or repeat minor violations, may be excluded from single lessons or can be sent home for the rest of the day. Parents must be notified if the student is being sent home. The student shall be able to make an 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 lessons, after consultation with the teacher. The school will consider other measures before exclusion is used. Exclusion of students will be treated under the Education Act § 3-10 about 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 Administration Act § 2, and will follow this law's procedural rules. Notification of decisions and appeal to the County Governor is a follow on of this.

### SCENARIOS and CONSEQUENCES

- 1. Bullying or other humiliating treatment** of the students are not allowed at school. If these types of events happen the school follows the instructions stated in the Action Plan.
- The following actions are taken in case of misbehaviour during the lessons
  - Action-1:** The teachers talk to the student twice
  - Action-2:** The teacher talks to the homeroom / contact teacher and sends a message to the parents through ManageBac
  - Action-3:** The teacher talks to the school counsellor and the school counselor talks to the student. The school counselor should advise you to find a solution to the problem.
  - Action-4:** The homeroom / contact teacher and the counsellor talk to the Vice Principal and Vice Principal talks to the student. The student has the right to express him/herself and it must be done in a written format. The parents must be informed about this meeting through ManageBac.
  - Action-5:** Vice Principal calls the parents for a meeting. The homeroom / contact teacher and the counsellor must be ready in this meeting too.
  - Action-6:** The school Principal talks to the students and families and informs the relevant departments if needed.
- If the student damages school property or any other thing such computers, school books, he/ she is 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.

4. If any student damages another students' school materials, he/ she is responsible to clean up, repair or replace the lost item. The parents will be informed if these types of incidents happen
5. Sweets (including birthday cakes) brought to school, without permission from the teacher, will be taken from the students. They will be delivered back at the end of that day.
6. **For Grade 7,8,9 and 10:** Mobile phones must be put in the mobile phone wardrobe in the Vice Principal's office in the mornings.

**For Grade 1,2,3,4:** If mobile phones or electronic gadgets are used during school hours, without permission from the school, they will be taken away and given back after the school day.

**For Grade 5 and 6:** Mobile phones must be put in the mobile phone wardrobe in the Vice Principal's office in the mornings

### 7. Leave of Absence Rules

Application for a 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 needs to be delivered to the school by letter. The school cannot grant leave of absence for more than 10 working days.

Students who are absent for more than 10 working days will be disenrolled from the school and the parents need to reapply for the school place. The parents are responsible for their child's education in the period of absence.

### 8. Chronic Lateness - 10 late arrivals in three months

**Action-1:** the homeroom / contact teacher contacts the parents and has a meeting

**Action-2:** The class teacher will follow up after a month

**Action-3:** If the plan is not followed, the school contacts the authorities.

### Recess Times

At NLIS, there are two recess times and all students (from Grade-1 to Grade-7) must go outside during recess times.

However, the students from MYP-2 to MYP-4 do not have to go outside **only on the first**



**recess** providing that they will be in the library and play chess or read a book. If any student does not follow the rules in the library (making noise, behavioral issues etc), that student should be informed about the school expectations. That student should be warned 3 times in total. However, if the same student continues these unwanted behaviours, that student will not be allowed to be in the library until the end of the term.

The students should use their indoor shoes in the library and tidy up after the recess is over. The students will stay either in the library or outside in the recess. They should not come and go outside.

### Pick-up Rules (Parents - when the school ends)

#### PYP-1 & 2

1. The students in the PYP-1 and 2 can not go home alone and they must be picked up by the parents or their siblings (PYP-3 and above) The parents do not need to send a consent for this as long as the siblings go together
2. If any student is not picked up on time, that student should be sent to the ASCP and the ASCP teacher must be informed. The student can wait until the parent arrives at the school. If this lateness continues, the school administration should be notified.
3. If the student goes home by taxi, the student should come to the parking space in front of the main administration. All students (**except those who come to the school by wheelchairs**) must be picked up in the parking space in front of the main administration.
4. If the student goes home by taxi, the student will be taken to the ASCP by the club teacher. If the student is picked up by the parents and the parents are late, that student will be taken to the ASCP too
5. If a student is picked by another person whom the teacher does not know, the parent must fill out the consent form on the school website  
<https://noredu.no/nlis/files/Student%20Pick-Up%20Form.pdf>

#### PYP-3,4,5,6 & MYP-1,2,3,and 4

1. The students must leave the school as soon as the school ends.
2. Only siblings can wait for each other in the library providing that they do not make noise and read a book or do homework etc.
3. The other students must wait for their parents outside the school if they are picked up by their parents.





4. If the student is picked up by the parents and the parents are late, that student will wait for their parents near the library. If it is cold and the library teacher is in the library, that student can wait in the library.
5. If any student wants to stay at school after the school finishes, the student must talk to a teacher to supervise him/her. Then the parents must send an email to the school Principal or Vice Principal. Students can not stay at school without supervision.

#### **Pick-up Policy (Single Subject teachers during the lessons)**

1. If any single-subject teacher has a lesson with the PYP-1,2,3 and 4 on the first block, they must open the door and take the students to their Art or Music classroom.
2. The students in the PYP-1,2 and 3 must always be picked up by the single subject teachers (Art, Music). The other students can go to the Art and Music room alone.  
**Exceptions:** PYP-4 classroom door will be opened by the Norwegian teachers on Wednesday after the first break and the students will go to the library and PYP-6 for Norwegian lessons

