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## Regulations for rules of order and conduct in primary and lower secondary school in Drammen municipality

Established by the Main committee for upbringing and education in Drammen municipality on 2 June 2021 in accordance with Section 9A-10 of Act 17.07.1998 No. 61 relating to Primary and Secondary Education and Training (the Education Act).

### **§ 1 Purpose**

The rules shall contribute to pupils in the schools of Drammen having a safe and good school environment that promotes health, well-being and learning.

The rules shall contribute to the pupils treating each other and the school's employees with respect and tolerance, and that they take shared responsibility for a safe and good school environment.

### **§ 2 Scope**

The rules apply to the primary and lower secondary schools in Drammen municipality.

The rules apply during school hours when the school is responsible for the pupils, i.e. both in the school's own area, in digital arenas and when the pupils have teaching outside the school's area, for instance at camp school and other trips under the auspices of the school.

The rules also apply on the way to school.

Rules regarding technological equipment for pupils in Drammen municipality are annexed to the Regulations of order, and are a part of these Regulations of order.

### **§ 3 Consideration of the best interests of the pupil and the pupils' right to be heard**

In all cases processed pursuant to these rules, consideration of the best interests of the pupil shall be a fundamental consideration. The school shall safeguard the pupil's right to be heard in all matters concerning the pupil.

### **§ 4 Rules of order**

The pupils shall:

- attend on time for teaching and appointments
- bring the necessary teaching aids and equipment
- do schoolwork as best they can and at the right time
- keep their own things in order
- take shared responsibility for keeping the school's indoor and outdoor area clean and tidy
- show respect for the belongings of the school and others

### **§ 5 Rules of conduct**

The pupils shall:

- not expose others to bullying or other offensive words and actions
- show consideration and respect for fellow pupils and employees regardless of gender, nationality, religion, functional ability, orientation, etc.
- speak to each other with respect, and not use rude language and swearing
- not commit or threaten to commit physical violence
- not expose others to threats or harassment
- follow messages from all school employees
- not bring or use dangerous objects or objects that interfere with teaching

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- observe netiquette, and follow the school's rules for the use of mobile phones, computer equipment, etc.
- participate in the teaching, and not leave the school's area without permission
- be honest in their school work, and not cheat on tests, exams or other school work
- agree with the school if belongings are to be sold or bought during school hours
- not use or bring tobacco, snuff or other drugs to school

### ***§ 6 Assessment of the pupil's order and conduct***

The basis for assessment of order is whether the pupil acts in accordance with § 4 of these rules.

The basis for assessment of conduct is whether the pupil acts in accordance with § 5 of these rules.

When assessing the pupil's order and conduct, the provisions on individual assessment in Chapter 3 of the Regulations to the Education Act shall apply.

### ***§ 7 Reactions in case of violation of rules of order and conduct***

In case of violation of the rules of order and conduct, the following reactions can be used:

1. Conversation with an adult
2. Oral or written notification to parents/guardians
3. Temporarily:
  - a) have their workplace elsewhere than with the class/group
  - b) have a limited outdoor area for school breaks
  - c) have a change in the start or end time of the school day
4. Order to restore or repair damage for which the pupil is responsible
5. Confiscation of objects that are not accepted pursuant to these rules of order for the rest of the class or the school day. If snuff, tobacco or alcohol is confiscated from pupils, it should be delivered to the parents/guardians. If the school confiscates dangerous objects or objects that can be used to harm others, the parents/guardians shall be contacted. As a general rule, such objects shall be handed over to the parents/guardians
6. Illegal objects such as weapons and drugs shall be handed over to the police
7. In the event of serious or repeated violations of the rules of order, pupils may:
  - a) be excluded from individual classes (cf. Section 9A-11 of the Education Act)
  - b) be excluded for the rest of the school day (cf. Section 9A-11 of the Education Act)
  - c) in 8th - 10th grade be excluded for up to three school days (cf. Section 9A-11 of the Education Act)
8. If the conduct of a pupil seriously affects the safety and learning of one or more fellow pupils, the pupil may be temporarily or permanently moved to a school other than the one he or she otherwise has the right to attend (cf. Section 9A-12 of the Education Act)

There should be proportionality between the violation and reaction. When choosing a reaction, special emphasis should be placed on the pupil's age and maturity.

There is a ban on physical punishment and offensive language. Collective punishment is not allowed.

### ***§ 8 Case processing rules for the use of reactions***

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Before a decision is made regarding reaction, the pupil is entitled to information about how the school sees the violation and how the school intends to handle it.

The pupil is entitled to explain himself or herself orally to the person who is to make the decision. The pupil is entitled to express his or her views in line with age and maturity. The school shall ensure that the situation is experienced as safe for the pupil.

The pupil's parents/guardians shall, as far as is appropriate and in the best interests of the pupil, be notified before the school decides on an intrusive reaction. The parents/guardians shall be notified before a pupil in 1st - 7th grade is excluded for the rest of the day (cf. Section 9A-11 last paragraph).

The head teacher shall make decisions regarding the use of reactions. The employees of the school shall make decisions regarding the use of reactions within the framework of what the head teacher has delegated.

The head teacher may delegate to the teacher to decide on exclusion from his or her own teaching for a training session, but not for more than two hours (cf. Section 9A-11 third paragraph). Before a decision is made on exclusion, other reactions must have been considered (cf. Section 9A-11 last paragraph).

The municipality makes decisions regarding change of school (cf. Section 9A-12 fourth paragraph). Change of school can only be adopted when the conditions in Section 9A-12 of the Education Act are met.

When using the reaction mentioned in § 7 point 10 (exclusion until the end of the day), point 11 (exclusion up to 3 days) and point 12 (change of school), the case processing rules for individual decisions in the Public Administration Act shall be followed.

#### ***§ 9 Liability for damages***

In the event of damage to the school's property or equipment, the pupil and/or the pupil's parents/guardians may be held liable for damages in the event of negligence or intent. The same applies in the event of loss of teaching materials.

The pupil can be given the opportunity to repair the damage himself or herself if it is deemed appropriate.

#### ***§ 10 Report of criminal offenses***

Criminal offenses shall, as a general rule, be reported to the police.

#### ***§ 11 Supplementary rules of order and conduct at the individual school***

The individual school may adopt supplementary rules of order and conduct that are adapted to local conditions at the individual school. The individual school cannot adopt its own rules regarding reactions.

The individual school should in particular assess the need for its own rules on traffic safety (cf. the Education Regulations Section 12-1 letter c).

In order to ensure that pupils at the lower secondary level have the same basis for assessment of order and conduct, the individual school may not adopt stricter rules of order and conduct than what follows from these Regulations.

In the event of any conflict, the rules of order override the individual school's own rules.

#### ***§ 12 Entry into force***

These Regulations enter into force on 1 August 2021. At the same time, the following regulations are repealed: Regulations of 01.01.2017 (with amendments of 12.12.2019) for rules of order in the former Svelvik municipality, Regulations of 24.04.2017 (with amendments of 12.12.2019) for rules of order in the former Drammen municipality, and Regulations of 17.06.2015 (with amendments of 01.07.2019) for rules of order in the former Nedre Eiker municipality.