



**VESTFOLD OG
TELEMARK**
fylkeskommune

Regulations on School Rules for Students in Upper Secondary Schools in Vestfold and Telemark
County Municipality

Stipulated pursuant to Section 9 A-10 of the Education Act.

Adopted by authority of the Director of Education and Public Health, 27 June 2019



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Chapter 1 Purpose and scope

§ 1-1. Purpose

The purpose of the School Rules in Vestfold and Telemark County Municipality is:

1. to contribute to all students developing knowledge, skills and attitudes in order to master their lives and to participate in work and communities in society
2. to provide clear frameworks that promote good order and conduct, and a safe and good learning environment
3. to provide information about the students' rights and obligations, and what sanctions and procedural rules apply when students break the rules
4. to be a guiding principle for assessing order and conduct, imposing sanctions and for equal treatment of all students

§ 1-2. Scope

The School Rules apply to all students in public upper secondary schools in Vestfold and Telemark County Municipality.

The rules apply during school hours, in the school area, on the way to school, in the school's neighbourhood, on excursions, school trips, for activities and events arranged by the school.

The rules also apply to bullying and other offenses that take place outside the school's area, on the way to school, outside school hours, and in the digital room. The extension applies when the action has a clear connection to the school environment in that the action is brought about by the school situation or influences it.

Chapter 2 Students' rights

§ 2-1. Safe and good learning environment

The students are entitled to a safe and good learning environment.

The school shall work actively and systematically to promote a good psychosocial environment, where the individual student will be able to experience peace to work, safety and social belonging.

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



§ 2-2. Students' rights

The students are entitled to

1. be treated with courtesy, respect and consideration
2. upper secondary education in accordance with the Education Act with regulations, current curricula and county council decisions
3. an education that is adapted to their abilities and conditions
4. participate in the planning and implementation of initiatives for a safe and good school environment
5. know the goals of the education and what is emphasised in the assessment of competence
6. participate actively in the assessment of their own work, competence and academic development
7. continuous and final assessments in subjects, in order and in conduct. The continuous assessment shall be given continuously and systematically, and can be both oral and written
8. a parent-teacher meeting at least once every six months with a contact teacher. The meeting shall be documented
9. necessary advice based on their own needs, within education, choice of career and choice of occupation, as well as personal and social matters
10. be notified in writing without undue delay, if there is
 - a) doubt whether the student can be given a grade in subjects in a half-yearly assessment or final assessment
 - b) a risk of getting a lower grade in order or conduct in a half-yearly assessment or final assessment
11. that the school cooperates with the students' parents/guardians

§ 2-3. Students' democratic rights

The school shall facilitate student democracy and the students' social involvement, including:

1. the students are entitled to participate in school committees and school environment committees
2. the students are entitled to establish student councils. The student council shall hold regular meetings with the school management
3. the school shall facilitate good working conditions and organisational training for the students' representatives, and provide access to the use of the school's information channels
4. the student council, school environment committee and any school committee shall be presented with the results of surveys for processing, such as the Student Survey
5. political and organisational activity is allowed at the schools. The practical implementation should be agreed with the school's management.



§ 2-4. Right to notification

The students should report any lack of attention to rights pursuant to this Chapter, to the school, ombudsman or student council.

Chapter 3 Students' duties

§ 3-1. Order

The students shall attend on time, display good work habits and good work effort.

It is good order to:

1. attend prepared, and participate actively in the training
2. do the work that is required according to best abilities and at the right time
3. notify the school as soon as possible in case of absence
4. document absence within the deadlines that have been set, in line with the current absence routines
5. keep track of and bring the necessary learning materials and equipment
6. follow the protection and safety rules, and use the working clothes and protective equipment that is required in the curriculum or that is mandatory.
7. tidy up after using the school's grounds and cafeteria
8. follow the school owners' and school's routine descriptions, as mentioned in § 5-3

§ 3-2. Conduct

The students shall contribute to creating a good school environment, by acting in a considerate and polite manner towards one another, and displaying generally good manners.

It is good conduct to:

1. contribute to peace to work during the lessons
2. follow the instructions of the teacher and other employees
3. treat the property of the school and others in a reasonable manner

It is not allowed to:

4. use abusive language, bully or offend others physically, verbally or digitally, be violent or set forth threats

5. use mobile phones, electronic and digital equipment during the training without an agreement with the teacher
6. take or use pictures, videos or audio recordings of fellow students, teachers, employees or others without their consent
7. download, or spread physically or electronically, pornographic, racist or other offensive or illegal material. Gambling is not allowed.
8. use or deal with tobacco, snuff, e-cigarettes, alcohol, drugs, other intoxicating substances or performance-enhancing substances
9. bring dangerous items or weapons
10. cheat or attempt to cheat on tests or submissions by receiving help from others, providing help to others or using aids that are not permitted
11. deliver or present as your own product, texts, task solutions and the like that are produced by others, including texts and solutions that are downloaded from the Internet
12. use garments that hinder communication or identification in teaching situations

§ 3-3. Assessment of order and conduct

The assessments of order and of conduct shall only be linked to the extent to which the student acts in accordance with the School Rules, and shall be kept separate from the assessment of the student's competence in subjects.

§ 3-4. Absence and attendance

The students must be present during the teaching, unless otherwise has been agreed with the school.

All absence is recorded in days and individual hours. All attendance after the teaching has started, is recorded as a remark of the late arrival.

The student must report as soon as possible to the school in case of illness or other reasons for absence. This also applies if the student has to leave the teaching. If an absence persists, the student shall give a new notification to the school concerning this matter.

Otherwise, absence is handled in accordance with the 10% rule, routines for recording absence and monitoring absence in the county municipality.

Chapter 4 Case processing and sanctions

§ 4-1. Generally about case processing

Students who violate Chapter 3 of the School Rules may be subject to sanctions.



Sanctions must be in reasonable proportion to the student's violation of the rules, where severity and recurrence are important for the choice of sanctions.

Students are obliged to follow the sanctions the school has adopted. In case of non-compliance, new sanctions can be adopted.

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

§ 4-2. General sanctions

General sanctions may be imposed in case of one or more breaches of the School Rules. The sanction shall be communicated to the student and recorded with justification.

Students may be subject to one or more general sanctions:

1. oral reprimand
2. written remark
3. take objects or drugs away from the student
4. implementation of required tasks and/or repairing damage the student has caused, for instance by cleaning, tidying and/or removing objects
5. order to attend meetings at or outside the school, before or after regular school hours, for instance a meeting in the Conflict resolution board
6. limited access to equipment / workshops / special rooms
7. expulsion from a class/group for the rest of a training session, limited to two full hours, according to the teacher's decision

§ 4-3. Special sanctions

Special sanctions are individual decisions, and may be imposed following serious individual incidents or repeated breaches of the School Rules.

Before special sanctions are considered and decided, the student shall have the opportunity to explain himself/herself orally. The principal should let students bring someone with them to this conversation. Parents/guardians of students under the age of 18 shall in any case be notified.

Special sanctions shall be in writing, justified and inform of the student's right to submit a complaint. The student is entitled to guidance regarding his/her rights as a party to the case, and how to proceed with a complaint.

Before deciding on expulsion, support measures and milder sanctions are to be considered.



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

1. a lower grade in order or conduct
2. expulsion from the school for the rest of the school day, according to the principal's decision
3. expulsion for a full school day or up to five school days, according to the principal's decision
4. expulsion for the rest of the school year, according to the decision of the County Municipality by the Director of Education and Public Health

§ 4-4. Administrative appeal body

The County Council, or the body the County Council has given authority, is the administrative appeal body for individual decisions on special sanctions, cf. § 4-3.

Chapter 5 Miscellaneous provisions

§ 5-1. Liability

The student can become liable for damages to the property of the school or others.

§ 5-2. Criminal offences

Criminal offences within the scope of the School Rules, cf. § 1-2, will be reported to the police.

§ 5-3. Other routine descriptions

School owners can prepare separate routine descriptions for:

- ICT Regulations
- Examination Regulations
- Excursions / school trips

The individual upper secondary school can prepare separate routine descriptions for:

- Cafeteria
- Parking
- Use of equipment / workshops / special rooms
- Health, safety and environment
- Excursions / school trips

§ 5-4. Entry into force

The Regulations enter into force on 1 August 2019



Common foundation documents the school owner is obliged to have available for the students:

- Act relating to Primary and Secondary Education and Training (the Education Act) and Regulations to the Education Act
- Act relating to procedure in cases concerning the public administration (Public Administration Act)
- Procedure for handling complaints from students regarding an employee of the upper secondary schools in Vestfold and Telemark County Municipality
- The National Curriculum of the Knowledge Promotion Reform
- ICT regulations for employees and students of the upper secondary schools in Vestfold and Telemark County Municipality
- Examination regulations for the upper secondary schools in Vestfold and Telemark County Municipality
- Routine for recording absence in the upper secondary schools in Vestfold and Telemark County Municipality, with the associated Requirements form

The list is not exhaustive.

Routine descriptions the school is obliged to have available for the students:

- Separate routine descriptions the school has prepared as an addition to the School Rules, cf. § 5-3.