



Vestfold and Telemark
County Municipality

Rules of order for students

Regulations on Rules of Order for Students in Upper Secondary Schools



Authority

Determined on the basis of the Education Act § 9 A-10. Adopted by authorization of the Director of Education and Public Health, 27 June 2019.

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1. Purpose and Scope

§ 1-1. Purpose

The purpose of the order regulations in Vestfold and

Telemark County Municipality is:

1. to contribute to all students developing knowledge, skills and attitudes to be able to master their lives and to be able to participate in work and community in society
2. to provide clear frameworks that promote good order and behaviour, and a safe and good learning environment
3. to provide information about the students' rights and obligations, and which sanctions and procedural rules apply when students break the regulations
4. to be indicative of the assessment of order and behaviour, the imposition of sanctions and the equal treatment of all students

§ 1-2. Scope

The rules of order applies to all students in public upper secondary schools in Vestfold and Telemark county municipality.

The rules apply during school hours, on the school premises, on the way to school, in the immediate area of the school, on excursions, school trips, during activities and at events under the auspices of the school, as well as when students have vocational training (VT) in companies.

The rules also applies to bullying and other violations that occur outside the school premises, on the way to or from school, outside school hours, and in the digital space. The extension applies when the action has a clear connection to the school environment in that the action is prompted by the school situation or leaves its mark on it.

2. Students' Rights

§ 2-1. 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 the individual student can experience calm working environment, peace of mind and social belonging.

The school shall have zero tolerance against violations such as bullying, violence, discrimination and harassment, and shall have clear routines for handling such matters.

§ 2-2. Students' Rights

The students have the right to

1. to 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. training that is adapted to their abilities and prerequisites
4. to take part in planning and carrying out the work for a safe and good school environment
5. to know the aims of the training and what is emphasized in the assessment of competence
6. to participate actively in the assessment of one's own work, one's own competence and one's own professional development
7. current and final assessment in subjects, in order and in behaviour. The current assessment must be given continuously and systematically and can be both oral and written
8. a development interview at least once every six months with the contact teacher. The conversation must be documented
9. necessary advice based on your own needs, within education, career and professional choices, and personal and social conditions
10. to be notified in writing without undue delay, if any
 - a. Doubts about whether the student can get a grade in a subject at half-yearly assessment or a standing grade
 - b. risk of getting a reduced grade in order or behavior at the half-yearly assessment or position grade
11. that the school cooperates with the students' parents

§ 2-3. Students' Democratic Rights

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

1. students have the right to participate in school committees and school environment committees
2. students have the right to form student councils. The student council must have regular meetings with the school management
3. the school must facilitate good working conditions and organizational training for the students' representatives, as well as provide access to the use of the school's information channels
4. student councils, school environment committees and possibly school committees must be presented with the results of surveys for consideration, such as the Student Survey
5. Political and organizational activity at schools is permitted. Practical implementation is agreed with the school's management.

§ 2-4. The Right to Notify

Failure to safeguard rights according to this chapter should be reported to the school, the students representative or to the students' council.



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3. Students' duties

§ 3-1. Order

The students must meet on time, show good work habits and good work effort.

It is good order to:

1. meet prepared and participate actively in the training
2. do work that is required to the best of your ability and on time;
3. notify the school/company (VT) as soon as possible in the event of absence
4. document absence within the deadlines set, in accordance with current absence routines
5. keep track of and bring the necessary learning materials and equipment
6. follow protection and safety rules and wear work clothes and protective equipment required in the curriculum or as mandatory.
7. clean up after themselves using the school's/company's (VT) areas and canteen
8. follow the routine descriptions of school owners and schools, as described in § 5-3

§ 3-2. Behaviour

The students shall contribute to creating a good school environment by behaving considerately and politely towards each other, and demonstrating generally good manners.

It is good behaviour to:

1. contribute to peace of mind during the lessons
2. follow teachers' and other employees' instructions
3. handle the school's and others' assets responsibly

It is not allowed to:

4. use abusive language, bully or violate others physically, verbally or digitally, be violent or make threats
5. use mobile phones, electronic and digital equipment during training without prior agreement with the teacher
6. take or use photos, videos or sound recordings of fellow students, teachers, staff or others without their consent

7. download or disseminate physically or electronically; pornographic, racist or other offensive or illegal material. Gambling is not allowed.
8. use or have dealings with tobacco, snuff, e-cigarettes, alcohol, narcotics, other drugs or doping substances
9. carry dangerous objects or weapons
10. cheating or attempting to cheat on tests or submissions by receiving help from others, giving help to others or using aids which are not permitted
11. deliver or present as a your own product; texts, assignments and similar that are produced by others, including texts and solutions downloaded from the Internet
12. use garments that hinder communication or identification in teaching situations

If the company (VT) has its own guidelines for order and conduct, these must be followed.

§ 3-3. Assessment in Order and behaviour

Assessment of order and behaviour must only be linked to the extent to which the student behaves in line with the rules of order and must be kept separate from the assessment of the student's competence in subjects.

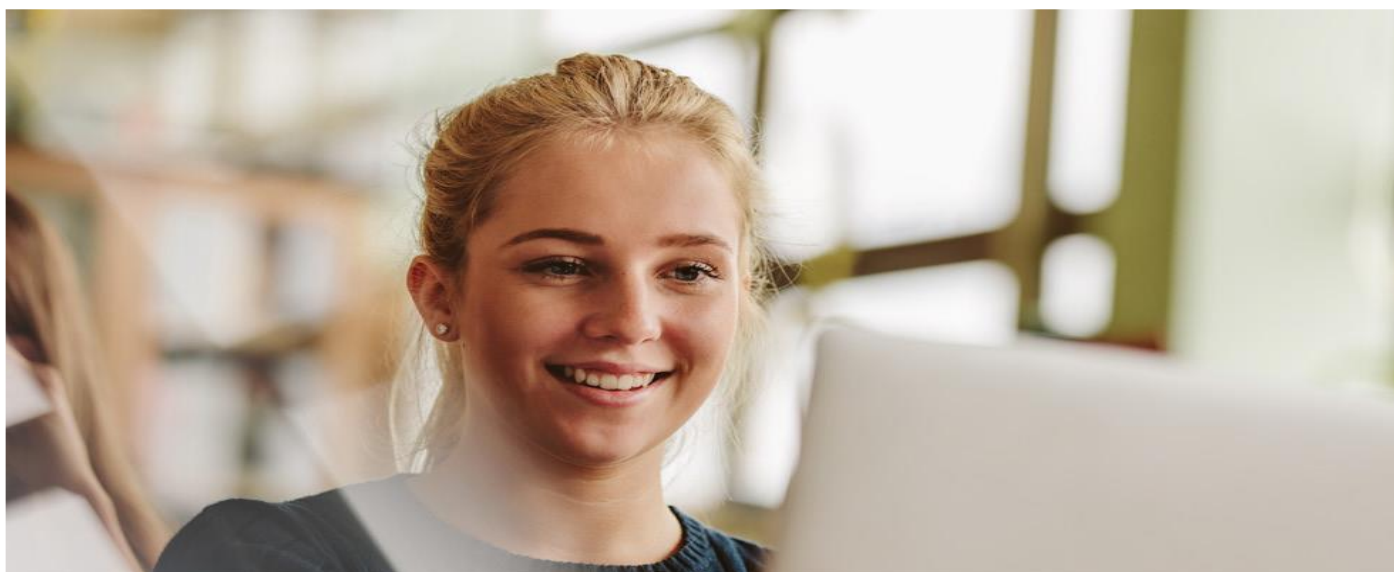
§ 3-4. Absence and Attendance

The students must be present during the training unless otherwise agreed with the school.

All absences are recorded in days and individual hours. All attendance after the training has started will be recorded as a notice of tardiness.

The student must notify the school/company (VT) as soon as possible in the event of illness or other reasons for absence. This also applies if the student has to leave the training. If an absence persists, the student must notify the school again of this.

Otherwise, absences are handled in line with the 10% rule, routines for recording absences and monitoring absences in the county council.



4. Proceedings and sanctions

§ 4-1. Proceedings in General

Students who violate chapter 3 of the rules of order may be subject to sanctions.

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

The student is obliged to follow the sanctions adopted by the school. In the event of non-compliance, new sanctions may be adopted.

It is not allowed to sanction a group collectively for something one student has been guilty of.

§ 4-2. General Sanctions

General sanctions can be imposed for one or more violations of the rules of order. The sanction must be communicated to the student and recorded with justification.

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

1. orally correction
2. written notice
3. reduced term grade in order or behaviour
4. deprive the student of objects or drugs
5. performance of assigned tasks and/or rectification of damage the student has carried out by e.g. to wash, clean and/or remove objects
6. order to attend meetings at or outside the school, before or after regular school hours, e.g. meeting of the conflict council
7. limited access to equipment/workshop/special rooms
8. expulsion from class/group for the remainder of a training session, limited to two clock hours, at the teacher's decisio

§ 4-3. Special Sanctions

Special sanctions are individual decisions. Such sanctions can be imposed after serious individual incidents or repeated breaches of the rules of order. Examples can be violence, harassment, possession of weapons or drugs, cheating or plagiarism.

Before special sanctions are assessed and decided, the student must be given the opportunity to explain her/himself orally. The head teacher should offer the student to bring along a person to this interview. Guardians of students under 18 must be notified in any case.

Special sanctions must be in writing, justified and state the student's right to appeal. The student has the right for guidance about her/his rights as a party in the case, and how to proceed with a complaint.

Before a decision on deportation is made, relief measures and milder sanctions must be considered.

1. reduced standing grade in order or behaviour
2. expulsion from the school/business (YFF) for the remainder of the school day following a decision by the principal
3. expulsion from and including a full school day, and up to five school days following a decision by the headmaster
4. expulsion for the remainder of the school year following a decision by the county council, by the director of education and public health

§ 4-4. Appeal Body

The county council, or the authority given to it by the county council, is the appeal body for individual decisions on special sanctions, cf § 4-3.

5. Miscellaneous regulations

§ 5-1. Liability for Damages

The student can become liable for damages to the school's or other people's property.

§ 5-2. Punishable Circumstances

Punishable circumstances within the scope of the order regulations, cf. § 1-2, will be reported to the police.

§ 5-3. Additional Routine Descriptions

School owners can prepare their own routine descriptions for:

- ICT regulations
- Examination regulations

- Excursions/school trips

The individual upper secondary school can prepare its own routine descriptions for:

- Cafeteria
- Parking
- Use of equipment/workshop/special room
- Health Safety and Environment
- Excursions/school trips

§ 5-4. Entry into Force

The regulation enters into force on 01.08.2019





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Photo: Dan Burch/mostphotos.com

Note!

When the regulations are published electronically on the county council's website, a link to common foundation documents is added in parallel. By using links, we ensure that the information is kept up to date at all times.

Each school must ensure that it has its own routine descriptions, cf. § 5-3, available for the students.

Common basic documents that the school owner must have available to the students:

- Act on primary school and secondary education (Education Act) and Regulations to the Education Act
- Act on the method of processing in administrative matters (Administrative Act)
- Procedure for handling complaints from students to employees at the upper secondary schools in Vestfold and Telemark county municipalities
- The Curriculum Agency for the promotion of knowledge
- ICT regulations for employees and students at the upper secondary schools in Vestfold and Telemark county municipalities
- Rules of Examination for the upper secondary schools in Vestfold and Telemark county municipalities
- Routine for recording absences in the upper secondary schools in Vestfold and Telemark county municipalities with associated requirements form

The list is not exhaustive.

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

- Separate routine descriptions that the school has prepared as an addition to the order regulations, cf. § 5-3.



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