



Code of Conduct



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Vision

To provide a unique and culturally diverse educational experience to the local and expat community in the greater Sandnes area. We aim for our students to be kind, caring, and respectful young people who, by practicing resiliency and a growth mindset, thrive in meeting their individual learning needs and goals. We strive to develop confident global citizens who will be prepared to meet the needs and challenges of the future and help make the world a better place for everyone.

Mission

Sandnes International School contributes to making the world better by providing its students with a holistic international education. To this end, students are encouraged to take meaningful action and lead change in a safe and positive learning environment. Every individual learners' needs are supported, their differences are respected and their unique qualities are valued and nurtured.

Values

Be Safe	Be Kind	Be Responsible	Be Respectful
Prioritize safety in all actions and decisions.	Show compassion and empathy towards others.	Take ownership of your actions and their consequences.	Treat others with dignity and consideration.

Rationale / Purpose for the Policy

The Code of Conduct is based on requirements in the Education Act §12-4, and the core values of Sandnes International School. (SDIS)

Be Safe

Be Kind

Be Responsible

Be Respectful

Scope

The Code of Conduct applies to all grade levels at SDIS. These rules apply in the period and at places where SDIS is responsible for the students. That is in all types of classrooms, common rooms, outdoor spaces as well as when students have lessons elsewhere than on school grounds, such as camps and school trips. For all students, the rules also apply on the way to and from school. Regulations may also apply at times when school is not responsible for students, provided that the students' behaviour is sufficiently related to school matters. This document does not apply to SFO.

Assessment of student conduct (behaviour) and tardiness

Assessment of conduct and tardiness only occurs in MYP. It should only be carried out using these regulations. Conduct and tardiness grades are a separate grade from subject grades. Student conduct and tardiness cannot be considered in any other assessments, other than this. Conduct and/or tardiness may be lowered due to repeated breach of one or more of the rules and expectations. Conduct grades can also be lowered due to individual events constituting a particularly serious violation of the regulations.

Rules for tardiness

Students shall:

- a. meet on time
- b. follow school rules for notification of an absence (see www.sdis.no)
- c. be prepared for learning
- d. Bring necessary equipment/resources/materials
- e. complete work on time and meet deadlines

- f. keep shared spaces tidy and organized

Rules concerning conduct (behaviour)

1. Students shall demonstrate general good behaviour, including:
 - a. be present, prepared and ready to learn
 - b. treat fellow students, staff and other persons that students encounter during the school day with respect, regardless of gender, nationality, religion, philosophy, functional ability and/or sexual orientation
 - c. contribute to a good learning environment as outlined in the School Environment Plan
 - d. demonstrate netiquette and follow school rules for the use of mobile phones (even personal devices during school time), computer equipment and digital equipment as described in the school's ICT Use and Device Agreement
 - e. comply with messages from school staff
 - f. take good care of the school's property
 - g. follow school expectations for use of assistive devices and special equipment (specifically sports equipment and arts/design equipment),
2. The following behaviour is NOT acceptable:
 - a. using language with the intent to offend
 - b. bullying/any form of harassment (e.g. intimidation, coercion, racist comments and/or acts, sexual harassment, harassment because of religion or beliefs)
 - c. to exercise or threaten to exercise any form of violence, physical or psychological
 - d. theft
 - e. vandalism
 - f. to cheat or attempt to cheat others, including in connection with schoolwork as outlined in Academic Integrity policy
 - g. not participating in a specific lesson without pre-approved permission from the school leadership
 - h. to have and/or use dangerous objects / use ordinary items dangerously
 - i. using vapes/tobacco/snuff (snus) or to carry/hold, use or be under the influence of alcohol, drugs or other intoxicants.

Sanctions for violations

1. SDIS will use the following sanctions for violations of the conduct and tardiness rules according to the seriousness of the violation. The student is obliged to comply with the sanctions imposed. By non-compliance, new sanctions within this provision may be imposed upon the student.
 - a. oral reprimand
 - b. note or record taken (parents can be notified, students can request a written notification. This is documented in student logs in both PYP and MYP)

- c. student develops an appropriate action, with guidance from staff, to learn from the inappropriate behaviour (This can include a reflection or an action plan with strategies to support improvement)
- d. written warning to the student and a written notice and/or a request for a meeting with parents/caregivers
- e. an order to perform tasks before or after school to rectify damage to school property or assets which the pupil is directly responsible for
- f. suspension from instruction for individual lessons or for the rest of the day (Private Schools Act /Privatskolelova §3-10)
- g. exclusion from instruction for longer than the rest of the school day - up to three days for year-levels 8 to 10 (Private Schools Act /Privatskolelova §3-10)
- h. moving a student to another local school (Cf. Private Schools Act - Privatskolelova §3-3, first section and Education Act - Oppl.ova §14-2. Skolebyte)

2. Physical disciplinary actions and/or collective punishment are not allowed.

3. On suspicion of a criminal offense, the school may ask for police assistance to guide students and staff, carry out inspections or other measures as needed. This applies to matters such as theft, vandalism, violence, intimidation, coercion, handling of drugs, racist comments/acts, harassment. Criminal offenses will normally be reported to the police.

The student's parents / guardian shall, as far as possible and at the earliest opportunity, be notified verbally of the school's request for police assistance. Parents/Caregivers shall always be notified that the school applied for police assistance.

4. Objects that are used in a dangerous, provocative or offensive manner can be revoked. Confiscated items may be returned to Parent/Caregivers. Illegal objects or drugs are delivered to the police.

5. In cases of cheating, the principal may determine that the work is annulled and / or take other disciplinary actions within the framework of this code of conduct. As outlined in the Academic Integrity Policy.

Liability

In the case of deliberate damage or vandalism of school property and equipment, the student may, besides being imposed sanctions by these regulations, be held liable for monetary damages, cf. Damages Act (Skadeerstatningsloven) §1-1. Parents are liable for damages c.f. Damages Act (Skadeerstatningsloven) §1-2, currently up to NOK. 5000 per damaged item, -.

The same applies to loss or damage to books and other equipment.

If students break other students' / staff's belongings, the school's reactions must be in line with the framework of sanctions outlined in this policy.

Procedure for the use of sanctions

The processing of a case of violation of the Code of Conduct follows the rules of the Education Act §10-7 as well as the case processing rules in the Administration Act §28.

In the use of sanctions, the following procedures will apply:

- a. The school must ensure that the decision is taken on a justifiable basis.
- b. The student shall be given the opportunity to explain him-/herself orally at some point to the person who will make the decision. This also applies when there is an oral reprimand.
- c. In cases where an oral reprimand is not the only reaction for violations of school rules, (see Sanctions for Violations - c) the decision and choice of reaction shall be in writing and justified.
- d. Prior to making a decision on suspension/expulsion/moving a student to another local school, the school shall assess whether it is possible to use other measures.
- e. In severe cases the child's Parents/Caregivers shall be informed as far as possible.

The school shall strive to maintain good cooperation between the school and home. Parents/Caregivers should always be informed before an action is taken pursuant to the Sanctions for Violations outlined above.

The sanctions labelled f - h, are regarded as single rights decisions and must also follow the procedural rules for single rights decisions of in the Administration Act

Related School Policies and Plans

School Environment Plan

School Absence Plan

IB Academic Integrity Policy

Healthy Food Agreement

ICT Use and Device Agreement

References/Acknowledgements

Administrative Act §28 Right to appeal <https://lovdata.no/lov/1967-02-10/§28>

Damages Act §1-1 Children's Responsibility <https://lovdata.no/lov/1969-06-13-26/§1-1>

Damages Act §1-2 Parental Responsibility <https://lovdata.no/lov/1969-06-13-26/§1-2>

Education Act §12-4 Right to a safe school environment
<https://lovdata.no/lov/2023-06-09-30/§12-4>

Education Act §10-7 School Regulations <https://lovdata.no/lov/2023-06-09-30/§10-7>