

## School rules

Grindavík Primary School's motto is

**respect – well-being – activity**

**The guiding light of Grunnskóli Grindavíkur**

We at Grunnskóla Grindavíkur want to:

- create an environment, in consultation with parents, where everyone is active, feels good and learns to respect themselves, others and our environment
- that individuals who leave a school will be ready to face their own future

### **Respect**

- We show respect, courtesy and consideration
- We walk well and do not endanger people's safety

### ***Homework and data***

Students must come to school well prepared and with necessary materials.

### ***At school's corridors***

Students must walk quietly at the school premises and show consideration. The rule of walking on a right side down and up the stairs should be followed as well while walking on a corridors.

### ***Footwear and coats***

Students do not wear shoes inside of a school and are encouraged to wear slippers during a school hours. Students leave their shoes in a shoe storage. Exceptions are made at Christmas parties and other celebrations. Put coats on a hangers by or inside a classroom. Students should not leave their schoolbags laying around.

### ***Students should be in a school during school hours***

Students are expected to be inside school buildings or school lot during school hours except trips to the gym, swimming pool.

### ***Mobile phones and other smart devices***

All use of mobile phones and other smart devices is prohibited in school buildings, sport hall and swimming pool. Photography in any kind is prohibited in school buildings including sport hall, swimming pool, community centre, library, music school and Skólasel/Elding except with a permission of a teacher/employee. All devices that students bring from homes are responsibility of a student and parents. An example of a serious misuse of such devices is if their use hurts an individual / individuals in words, images or in another way, disturbs the peace of mind of students / staff or impairs the safety of students / staff. An agreement is signed by students and parents regarding telephones, smart devices and Internet use.

**If a student is found to be using a mobile phone or other smart device without permission and / or misuse in school premises, the following appositions apply. In the case of a serious violation of an individual's immunity, the rule for 3rd violation applies immediately.**

**1.violation** - The employee takes a mobile phone and / or smart device from the student and hands it to the supervising teacher who registers that in Mentor. The supervising teacher delivers a smart device at the end of the day and instructs the student on the use of electronic devices.

**2.violation**- An employee takes a mobile phone and / or smart device from a student, hands it to a secretary who calls parents who need to come and pick it up.

**3.violation**- An employee takes a mobile phone and / or smart device from a student, hands it to an administrator who calls parents and informs them that the student is not allowed to bring a mobile phone and smart device for the next two weeks. In the case of repeated violations, the period is extended by half each time a student does not respect these rules, for a maximum of three months at a time.

**Students and parents sign an agreement on the responsible use of mobile phones and smart devices. Those who do not sign such an agreement are not allowed to have a mobile phone and/ or smart device at school.**

#### ***School bell***

School bell rings at the beginning of every lesson. Students need to respect these calls and attend classes punctually.

#### ***Bicycles, skate boards, scooters and roller skates***

It is not permitted to bicycle, ride a skateboard, use scooters or skate on a school lot unless there are special facilities to do so. Bicycles should be placed tidy in special stands and other equipment stored in consultation with supervisor of a school buildings or school staff. Care must be taken to ensure that all safety equipment on wheels is in order. Use of helmets is necessary.

### **Well-being**

- We take good care of our health and choose a healthy lifestyle.
- We do not use tobacco, alcohol or other illegal drugs.

#### ***Dining facilities - cafeteria***

It is important that students eat good and healthy breakfast at home or have porridge that is offered at the school free of charge. Students shall consume food in the school cafeteria or in the places approved by the school board. Each student completes the utensils that the person uses during mealtimes. All students should help to keep their surroundings tidy and behave with good manners.

#### ***Lunch***

Students at the youngest and middle level eat lunch in their classrooms, while students at the oldest level eat in the school canteen. Parents have the option to buy fruit / vegetables by subscription.

The packed lunch must be accessible for example cut fruits and vegetables are tasty and healthy for students. It is only refreshment, not a whole meal and it should be enough to come with for example with fruits and/or vegetables or wholemeal bread. Parents are encouraged to pay close attention to their nutritional content, and we especially recommend checking protein bars that are often high in sugar.

Example of a lunch:

- Fruits and/or vegetables
- Wholemeal bread with a good topping (sandwich suitable for packing, can be 1/1 or 1/2), try to choose wholemeal bread, increase variety e.g. with rye bread, runic buns, flatkökur and wholemeal pita bread. We choose a variety of toppings e.g. ham, cheese, pate, banana, eggs, cucumber, tomato, apple, salad, jam, etc.
- Students can get water and milk at the school, glasses and water pot is available in every classroom.

**Grunnskóli Grindavíkur is Grænfánaskóli, so we encourage parents to send students with a lunch packed in reusable package.**

**Drinks are not sold at the school.**

### ***Candies, soft and energy drinks***

It is not permitted to consume candies, soft and energy drinks at school unless with a special allowance from an employee for example at class meetings, Christmas parties, trips and celebrations.

### **Activity**

- *We conduct the study to the best of our ability*
- *We are punctual and take an active part in school work*

**An overview of a school attendance is available on Mentor.**

Guardian must report illness or free to the school office or on Mentor. For free for 3 days or more must be applied for in writing to the school principal or assistant principal. School secretary sends a monthly review of attendance to parents on Mentor. If student/parents do not put comments on Mentor straight away, entries will be considered approved

**Important is that parents/ guardians notify a school of sickness and free before 8:00 o'clock each day when a student is absent.**

### ***Diligence***

Each student starts with 10 points in attendance in the beginning of each semester. Absences and delays then deducted. The remaining points at the end of the second term are considered as a diligence grade.

### ***Absence without a permission***

For the first unauthorized absence (F) there will be no deduction, but after that 0.5 will be deducted from the attendance grade for each time. If a student is absent without permission for a whole day, his / her supervising teacher / head of department should look for explanations and then assess his absence for deduction, but not more than the deduction rules say about.

### **Being late**

If a student comes 10 minutes late for a lesson, S shall be entered on a class register, otherwise it is a case of absence.

After the first 5 there is no deduction, but after that 0.2 is deducted for each time. If a student falls below 8.0 in the attendance grade, the supervising teacher shall notify his parent / guardian. If a student falls below 7.0, the student and parent / guardian are interviewed by the supervising teacher.

If a student has fallen below 5.0, his / her case has reached the point where it will be discussed by the head of department in consultation with the parents / guardians.

A student who has dropped below 5.0 in the attendance grade has the option of earning up to that number, but with certain conditions. If attendance and behavior are seamless during the week, the student can earn plus 0.5 points. Parents are informed that if the application does not improve in the next two weeks, the case will be referred to the child welfare service of Grindavík town.

**By law, the principal must refer the student's unsatisfactory school attendance to the child welfare authorities.**

### **Grindavík primary school response due to unsatisfactory school attendance by students - Leave / illness**

When a school attendance problem is suspected despite a satisfactory application grade, notifications of illness and leave during the school year should be examined (confirmed long-term illness and confirmed written leave are excluded here). A school can request a certificate of illness. Responses to inadequate school attendance are in the following steps. It is good to use criteria for the number of illnesses and / or leave days at each level, but it is also important that the response is estimated based on the situation of each and every student.

#### **Step 1 – Criteria 5 to 9 illness and/or leave**

The supervising teacher sends a letter to parents about attendance through Mentor, contacts parents and asks for an explanation.

#### **Step 2 – Criteria 10 to 14 illness and/or leave**

The supervising teacher sends again a letter to parents about attendance through Mentor. The supervising teacher contacts parents. If 80 % or more of absence days are reported as illness, supervising teacher informs the school nurse about the situation and assesses his / her possible involvement in the student's affairs. The school nurse raises the matter in the Student Welfare Council if necessary. School administrators are informed about the state of affairs.

#### **Step 3 – Criteria 15 to 19 illness and/or leave**

Meeting with supervising teacher, student (if present) and parents and head of a department. The plan is made about how student and parents can improve student's attendance.

#### **Step 4 – Criteria 20 to 29 illness and/or leave**

The matter is referred to the Student Welfare Council for discussion. The principal invites parents to a meeting (possibly with the participation of a representative from the student protection council). A plan is set out stating whether ongoing work will be done with parents or the matter will be referred to the child protection committee.

#### **Step 5 – Criteria 30 or more illness and/or leave**

The school reports an absence of a student to Child services in Grindavík.

Grinadvík Primary School bases communication and behavior rules on the ideology of the development policy.

## Reaction to the violations of a school regulations

The school rules must be familiar to everyone, visible in corridors and classrooms. Teachers introduce students to the rules and guide them in honoring them. They help students find ways that do not conflict with rules. It is important that everyone in the school community pays attention and intervenes in incidents as soon as possible so that unwanted behavior is stopped immediately. Then you need guidance in a constructive way, pointing out to students that they made a mistake. We are all responsible and that way we shape a good school atmosphere.

### Effective way to a solution - edification

Students can choose an effective solution if their behavior turns out to be unacceptable. We want to work discipline in such a way that all parties emerge as strong as possible from communication, ready to look into their own bosoms and gain better control over their own behavior. Those who work in the school community are humans and they can make mistakes in their behavior, manners and communication. This applies to everyone, students, teachers, administrators and other school employees. The best way to work out a problem is to acknowledge the mistakes that have been made - make a plan to correct them - and learn a better way that will be useful to the person in a similar situation.

#### Example of an edification

##### In a classes:

- the teacher / employee reminds the student and gives him / her the opportunity to control his / her own behavior and correct his / her mistakes (improve his / her habits / find a way to reconcile points of view),
- a teacher may dismiss a student from a lesson if he or she has insulted the teacher or caused significant disruption to the lesson and has not responded to the teacher's reprimand. If a teacher / employee has had to expel a student from a lesson, he / she must do the following at the first opportunity
  - Discuss in private with the student about the disciplinary offense and make a reconstruction / peace plan with him
  - Introduce the plan to the parties involved.
  - Contact the student's guardian at home
  - Record the violation and the reactions of those involved, hand over the report to the supervising teacher and present the case to him.
- The supervising teacher and the teacher / employee follow up the development plan with interviews
- those involved receive information about the student's plan from the supervising teacher,
- information is recorded in Mentor to the supervising teacher and he informs the parents that the student has corrected his mistakes and made a development plan,
- The supervising teacher follows the development plan through interviews

At this stage, the role of the head of department is to assist by creating situations where the teacher can review issues with the student.

**On a school corridors, library, cafeteria, sport facilities and school lot:**

- An employee reminds a student and gives him an opportunity to take control of his own behavior and correct his mistakes (improve their behavior / finding way that reconciles points of view).
- If it does not happen, employee sends a student to supervising teacher
  - Discuss in private with the student about the disciplinary offense and make a reconstruction / peace plan with him,
  - Introduce the plan to the parties involved,
  - Contact the student's guardian at home (if needed),
  - Record the violation and the reactions of those involved, hand over the report to the supervising teacher and present the case to him,
  - The supervising teacher follows the development plan with interviews.
- the same applies to other serious violations on a school corridors and violations of a school regulations
- Information is provided orally or by a registration on Mentor to the supervising teacher, who informs parents that a student has corrected his mistakes and made a development plan.
- The supervising teacher follows the development plan through interviews

If a student does not accept an offer to make a development plan, matters are referred to the supervising teacher / head of department, who decides on the continuation. In most cases, a meeting is called as soon as possible with the parents of the student. This usually involves actions that are not based on the student's self-control but on conditions and supervision.

**Examples of remedies when students are unable or unwilling to correct their behavior and return to work more strongly:**

- Contract is made with special conditions,
- Student is assisted by a study counselor,
- reference to school psychologist ( with parent's approval)
- meeting with all teachers of a student
- changes in a student schedule
- regular meetings with a supervising teacher/ parents
- reference to the Student Welfare Council (with parent's approval),
- parents accompany a student during a lessons
- support in a class
- special supervision during breaks

**Due to repeated violations, the supervising teacher and head of department deal with matters in consultation with parents / guardians.**

Serious violations are always dealt with clearly. When students commit serious offenses, parents are called. The student is expelled from school while the case is being prepared. The school works according to the Compulsory School Act regarding such matters, procedures for proceedings for offenses and serious disciplinary offenses, Compulsory School Act 91/2008, 91/2011 and regulation 1040/2011, chapters IV - VI on the responsibilities and obligations of the school community in compulsory schools