

# Ölduselsskóli School rules



**2020-2021**

In Ölduselsskóli, the general rule is that every individual should be safe during learning and play. We work in the spirit of the school's motto: SKILLS - RESPECT - AMBITION

### **Skills**

Students are hardworking, responsible and cooperative in learning and play. Students acquire skills in addressing the tasks of everyday life as well as opportunities for further education. Emphasis is on literature, arts, vocational training and general ethical values to strengthen and enhance students' skills.

### **Respect**

Students show respect for themselves and others by expressing consideration, politeness and honesty, as well as being responsible for their own words and actions.

### **Ambition**

Students always do their best in learning and communicating with others.

### **School rules:**

- 1. Students and their families are responsible for their own learning and shall respect the studies of other students.**
- 2. Ölduselsskóli is without mobile devices.**
- 3. Students respect the school premises, their own belongings as well as other students' belongings.**
- 4. Students arrive at school punctually and are subject to the guidance of teachers and other employees.**
- 5. Students have a healthy and sturdy lunch and practice cleanliness when eating and drinking.**
- 6. Students show courtesy, consideration and responsibility for their own words and actions.**
- 7. Students respect the rules of the classroom.**
- 8. Students do not consume tobacco, alcohol or other intoxicants at school or wherever they are on the school's behalf. The use of e-cigarettes (vapes) is also prohibited.**
- 9. Students do not use vehicles of any kind at school or inside school premises during school hours.**

## Rule 1 - Breakdown

**Students and their families are responsible for their own learning and shall respect the studies of other students.**

- a. Students arrive to lesson prepared and bring appropriate study materials.
- b. Students do the course work required and are subject to teacher supervision.
- c. The students work in peace, are hard working and contribute to improving the quality of their own work.
- d. When two or more people work together, they share the responsibility and each person contributes.
- e. Students arrive at school rested and ready to take on the tasks of the day.

**Repercussions: If learning is lacking:**

1. The teacher has a talk with the student. Records the results of the conversation in Mentor diary, informs the supervising teacher and guardians.
  2. Teacher contacts guardians. Record the results of the conversation in Mentor diary, inform the supervising teacher and, where applicable, the school principals regarding the nature of the case.
  3. If the case is not resolved, the supervising teacher calls a meeting with guardians, the student and a counselor / tutor / school administrators, as appropriate. Signed minutes are recorded in the student's personal folder. Meeting is mentioned in Mentor diary.
- f. Students do not cheat at examinations and submit their own work in assignments and essays, at the appointed time.

**Repercussions: Student cheats or doesn't hand in their own work at the appointed time:**

1. Student does not get credit for the exam/assignment. Assignment is considered not to have been handed in or that the student was absent during an exam without due reason.
2. Teacher contacts guardians. Records the results of the conversation in Mentor diary and informs the supervising teacher.
3. If the infractions happen repeatedly, the supervising teacher/teacher calls a meeting with guardians, the student and a counselor / tutor / school administrators, as appropriate. Signed minutes are recorded in the student's personal folder. Meeting is mentioned in Mentor diary.

**If the above items in Rule 1 do not result in an acceptable solution:**

- The Principal / supervising teacher will formally notify the student protection council of the case, which will discuss it. Guardians informed. Notification stored in person folder. Announcements mentioned in Mentor diary.
- If there is no avenue within the school, assistance is sought outside the school, cf. The School and Leisure Division's procedural rules on pupils' behavioral and communication problems.

## Rule 2 - Breakdown

### **Ölduselsskóli is without mobile devices.**

- a. Students are not allowed to use telephones during school hours neither on school grounds nor in school premises. In exceptional cases, a teacher may grant a student / students permission for use.
- b. All older students are assigned lockers that they can lock, with their own locks, where valuables can be stored during school hours.

#### **Repercussions: If phone is visible or used without permission:**

4. During class:
  - a. Grades 1 – 7: student stores the phone in the phone basket and retrieves at the end of the day.
  - b. Grades 8 - 10: student stores the phone in the phone basket and retrieves at the end of the class.
5. In other areas of the school outside the classroom: a student is offered to store the phone at the school's office and retrieve at the end of the school day.
6. If a student does not follow the rules or is repeatedly caught during unauthorized use of a phone the school's disciplinary process is initiated.

## Rule 3 - Breakdown

### **Students respect the school premises, their own belongings as well as other students belongings.**

- a. Outdoor clothing should be kept in the cloak room or lockers.
- b. Outdoor clothing shall be hung on hangers and footwear arranged.

#### **Repercussions: If a student does not follow the rules:**

1. Clothes are collected to a specified location. Student can collect their things at the end of the school day.

- c. Students are responsible for all things and clothing they bring to school.

#### **Repercussions: If a student does not follow the rules:**

1. The school reaffirms the responsibility of the student / guardians.

- d. Students tidy up rooms after they use them each time.

#### **Repercussions: If a student does not follow the rules:**

1. Student is brought back by an employee to clean up.

- e. Students strive to keep the school and its surroundings tidy.

#### **Repercussions: If a student does not follow the rules:**

1. A conversation is had with the student regarding the importance of tidy surroundings.

- f. The student does not damage the belongings of, nor the building of the school.

#### **Repercussions: If a student does not follow the rules:**

2. Students should participate in the repair of damage and improvements.

3. Supervising teacher and guardians brought in on the matter. Incident mentioned in Mentor diary.

**If the above items in Rule 3 do not result in an acceptable solution:**

- Supervising teacher, along with the school manager, invites family members and students to a meeting on the matter. Signed minutes recorded in the student's personal folder. Meeting mentioned in Mentor diary.

## Rule 4 - Breakdown

### Students arrive at school punctually and are subject to the guidance of teachers and other employees.

- a. Students are punctual.
- b. Students are on school premises during school hours.
- c. Students and parents familiar with the attendance guidelines of the school.
- d. Student gets a tardy when the teacher evaluates the work begun, an absence if at least 20 minutes of the lesson have passed.

**Repercussions: If a student does not follow the rules:**

1. An employee discusses with the student, records the conversation in the Mentor diary and thereby informs guardians, supervising teacher / school administrators as appropriate.
  2. Supervising teacher calls the guardians and student to attend a meeting. Signed minutes recorded in student pupil record. Meetings mentioned in Mentor diary.
- e. School attendance guidelines:
1. Students receive a grade for attendance that is valid for the entire school year. All students start with a grade of 10 and the attendance grade is recorded on the testimony sheet and is visible like other grades on the student's performance.
  2. The attendance grade is visible in Mentor. The supervising teacher will send parents a weekly e-mail on the status of school attendance.
  3. If a student arrives at a lesson after the instruction begins, he will receive one absence point. For unauthorized absence, the student receives two absence points.

**Repercussions to insufficient attendance.**

STEP 1

10 absence points      Supervising teacher talks with student. Parents sent an email

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STEP 2

20 absence points      Meeting of the supervising teacher and the student together with the parents, reported to the school administrators

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STEP 3

30 absence points      Meeting of the supervising teacher and the student together with the parents and the school administrator / his / her representative

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STEP 4

40 absence points      Meeting of the supervising teacher and the student together with the parents, the school manager / his / her representative and the representative of the service center.

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STEP 5

60 absence points      The Student Protection Council announces the student's attendance to the Reykjavík Child Protection and School and Leisure board. Child protection announces a meeting.

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**f. Leave and illness**

- g. Regarding student enrollment and as an addition to the enrollment system of the primary schools in Breiðholt, it is sometimes necessary to look at reported absences in more detail. This supplement to the enrollment system with regard to leaves and illness is a way to better handle potential enrollment issues.

When a student is reported sick or on a leave, the child's absence history must always be examined. Always check at least the last three months, both with regard to leaves and illness. Analysis is done of all students' absence monthly. Absences other than long-term illnesses, e.g. due to accidents or continuous leaves or illness confirmed by a medical certificate.

**The response to a closer examination of the pupils' enrollment is in the following steps.**

|                                              |                                                                                                                                                                                                                                                                                                    |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STEP 1 (5<br>sickness days /<br>leave days)  | If a student has more than 5 absence days, the supervising teacher sends an email to the guardians.                                                                                                                                                                                                |
| STEP 2 (10<br>sickness days /<br>leave days) | If a student has more than 10 absence days, the supervising teacher                                                                                                                                                                                                                                |
| STEP 3 (15<br>sickness days /<br>leave days) | If a student has more than 15 absence days, the supervising teacher calls a meeting with the school administrator and presents the request in the student protection council as needed.                                                                                                            |
| STEP 4 (20<br>sickness days /<br>leave days) | If a student has more than 20 absence days, the school administrator invites guardians to a meeting, along with a representative of a service center (response team).                                                                                                                              |
| STEP 5 (30<br>sickness days /<br>leave days) | If a student has more than 30 absence days, the school administrator informs the student protection council regarding the pupil's enrollment, which then reports to the Reykjavík Child Protection council and a copy is sent to the school and leisure council. Child protection calls a meeting. |

- h. The teacher manages the program and the execution of teaching hours, including the arrangement in the classroom.

**Repercussions: If a student does not respect the teacher's supervision.**

1. Teacher immediately talks to the student and gives him/her a warning, as well as pointing to ways for better behavior.
2. A teacher assigns the student other tasks outside the classroom.
3. Teacher may dismiss the pupil from the lesson to other activities (eg. to a school administrator for homeroom or other activities organized by the school) within the school.
4. The school administrator / teacher can request that the guardian retrieve the student.
5. If a student has been dismissed from a lesson, he/she shall not be entitled to attend other lessons until he/she and the teacher who dismissed him/her have agreed on the reasons and the continuation of the collaboration.
6. In all cases (2-5) guardians should be informed of the facts and the events registered in the Mentor diary.

- i. Students comply with the instructions of staff at the school premises, on school grounds, as well as on school trips.

**Repercussions: *If a student does not comply with the staff's instructions.***

1. The staff member discusses with the student, records the conversation in the Mentor diary and thereby informs the guardians, supervising teacher / school administrators as appropriate.
2. Supervising teacher instructs guardians and student to attend a meeting. Signed minutes stored in a student's persona folder. Meeting mentioned in Mentor diary.

**If the above items in Rule 4 do not result in an acceptable solution:**

- The principal / supervising teacher informs the student protection committee formally, the guardian informed. Registered in Mentor diary. Notification stored in a personal folder. Announcements mentioned in Mentor diary.
- If there is no avenue within the school, assistance is sought outside the school, cf. The School and Leisure Division's procedural rules on pupils' behavioral and communication problems.

## Rule 5 - Breakdown

**Students have a healthy and sturdy lunch and practice cleanliness when eating and drinking.**

- a. Students sit while they are eating, both in the classroom and in the cafeteria.
- b. Students treat food and tableware with respect.

**Repercussions: *If a student does not follow the rules:***

1. Member of staff has a conversation with the student.
2. The student is under the supervision of a member of staff during the remainder of the meal.

- c. Consumption of soft drinks and sweets is not allowed during school hours except for special occasions and then with the permission of the teacher.
- d. The consumption of energy drinks is prohibited in the school, on school grounds and on school trips.

**Repercussions: *If a student does not follow the rules:***

1. Soft drinks / sweets / energy drinks are taken away from the student. Registered in Mentor diary, supervising teacher and guardian informed.

- e. The cafeteria is for those who have a food subscription and those who bring a packed lunch.

**Repercussions: *If a student does not follow the rules:***

1. The rule is explained to the student. Registered in Mentor diary. Guardians informed.

**If the above items in Rule 5 do not result in an acceptable solution:**

- Supervising teacher / school administrator invites guardians and student to a meeting. Signed minutes stored in personal folder. Meeting mentioned in Mentor diary.

## Regla 6 - Breakdown

**Students show courtesy, consideration and responsibility for their own words and action.**

- a. Students walk calmly around the school and on the right hand side.
- b. Students always practice courtesy, kindness and helpfulness toward others.
- c. If a student arrives late for a lesson, he/she apologizes, calmly commences their works and does not interfere others.
- d. Students practice appropriate language and avoid insults and profanity.
- e. Students comply with the instructions of all school employees.

**Repercussions: If a student does not follow the rules:**

1. Employee / teacher discusses with student. Records in Mentor diary, informs the supervising teacher / guardian.

**If the above items do not result in an acceptable solution:**

- Supervising teacher / school administrator invites guardians and student to a meeting. Signed minutes stored in personal folder. Meeting mentioned in Mentor diary.

## Regla 7 - Breakdown

**Students respect the rules of the classroom.**

- a. Classroom rules 1-6:
  1. The teacher is a supervisors and the students are subject to their supervision.
  2. Students are polite and considerate to others.
  3. Students signal when asking a question.

**Repercussions: If a student does not follow rules 1-3:**

1. Teacher immediately talks to the student and gives him/her a warning, as well as pointing to ways for better behavior.
  2. A teacher can have a student work on other tasks outside the classroom.
  3. Teacher may dismiss the student from the lesson to other activities within the school.
  4. The school administrator / teacher can request that a guardian retrieves the student.
  5. If a student has been dismissed from a lesson, he/she shall is not entitled to attend other lessons until he/she and the teacher who dismissed him/her have agreed on the reasons and the continuation of the collaboration.
  6. In all cases (2-5) guardians should be informed of the facts and the events registered in the Mentor diary.
4. Students' phones, stereos and similar equipment should not be visible in the classroom

**Repercussions: If a student does not follow the rules:**

1. The teacher asks the student to put the equipment away in their bag. If the student does not comply, see classroom rule 1.
2. The teacher records the incident in the Mentor diary and thereby informs the guardians, the supervising teacher / school administrators as appropriate.
3. A teacher can dismiss the student from lesson to school administrators.



4. In case of repeated violations of the rule, the supervising teacher calls a meeting with guardians and the student. Signed minutes stored in a student's persona folder. Meeting mentioned in Mentor diary.
  5. In all cases (2-5) guardians should be informed of the facts and the event registered in the Mentor diary.
5. Coats, hats and food items do not belong in the classroom (the rule does not apply to food consumed during snack time in younger grades).

**Repercussions: If a student does not follow the rules:**

1. Clothing collected at a specific location. The student can collect their belongings at the end of the school day.
2. Staff member discusses with student and registers in Mentor diary.

6. Classroom shall be left in the same state as when it was entered.

- b. Photoshoots and recording is prohibited during school hours except with the permission of teachers, school administrators and, as the case may be, guardians.

**Repercussions: If a student does not follow the rules:**

1. Employee / teacher discusses with student. Records in Mentor diary. Informs supervising teacher / guardians.
2. Supervising teacher / school administrator invites guardians and student to a meeting. Signed minutes stored in personal folder. Meeting mentioned in Mentor diary.

**If the above items in Rule 7 do not result in an acceptable solution:**

- Supervising teacher / school administrator invites guardians and student to a meeting. Signed minutes stored in personal folder. Meeting mentioned in Mentor diary.

## Regla 8 - Breakdown

**Students do not consume tobacco, alcohol or other intoxicants at school or wherever they are on the schools behalf. The use of e-cigarettes (vapes) is also prohibited.**

**10.** The consumption of tobacco (in any form) is completely forbidden at school and on school grounds. The use of e-cigarettes (vapes) is also prohibited.

- a. Use, consumption and handling drugs are forbidden at school and on school grounds.

**Repercussions: If a student does not follow the rules:**

1. Supervising teacher / school administrator invites guardians and student to a meeting. Signed minutes stored in personal folder. Meeting mentioned in Mentor diary.
2. If the school receives information on consumption (7a, 7b), it must inform the guardians.

- b. The school reserves the right, with the consent of the parents, to send students for drug testing if there is a suspicion of the use of illegal substances.

**Repercussions: If a student does not follow rule c.**

1. See the procedure for school and leisure activities on student behavior and communication problems.

**If the above items in Rule 8 do not result in an acceptable solution:**

- The school administrator / supervising teacher informs the student protection committee formally, informs the guardians and registers the incident in Mentor diary.

## **Regla 9 - Breakdown**

**Students do not use vehicles of any kind at school or inside school premises during school hours.**

- a. Bicycles are stored in bicycle rails by the lobby or in designated areas.

**Repercussions: If a student does not follow the rules:**

1. Member of staff locks bike / removes it. The student gets the bike at the end of the school day. Listed in Mentor diary. Supervising teacher / guardians informed.
2. Contact the guardians if the incident is repeated. Listed in Mentor diary.
3. Guardians retrieve the bike upon agreement.

- b. Motorized vehicles (scooters) are only stored in specially marked areas.

**Repercussions: If a student does not follow the rules:**

1. Guardians contacted. The event is listed in Mentor diary. Supervising teacher / Custodian informed.

- c. Motorized vehicles, bicycles, scooters, skateboards and rollerblades are stored outside and are the responsibility of their owners.

**Repercussions: If a student does not follow the rules:**

1. The item is stored, the student can retrieve it at the end of the school day. Listed in Mentor diary. Supervising teacher and guardian informed.
2. Contact the guardians if the incident is repeated. Listed in Mentor diary.

**If the above items in Rule 9 do not result in an acceptable solution:**

- Supervising teacher / school administrator invites guardians and student to a meeting. Signed minutes stored in personal folder. Meeting mentioned in Mentor diary.