**Guidelines for participants at Bryne Competence Centre**

The guidelines are important for creating a good working and learning environment for everyone. The teaching programme at Bryne Competence Centre is aimed at adults and therefore has partly the same regulation by law as primary and lower secondary education. In addition, other laws and regulations will apply.

**The guidelines are pursuant to:**

* “Act relating to Primary and Secondary Education and Training” - the Education Act
* “Act relating to procedure in cases concerning the public administration” - Public Administration Act
* “Act relating to the introduction scheme and Norwegian tuition for newly arrived immigrants” - the Introduction Act
* "Regulations on order and conduct for primary and lower secondary schools" - local regulations in the municipality of Time
* the Compensation Act

**The school environment of the participants:**

* The municipal and county councils shall ensure that the adults who receive education according to this chapter are given the opportunity to take an active part in the work of developing a good learning environment and educational system (Section 4A-4)

**The participant’s obligations** (local regulation sections 4, 5, and 6)

* Show due care and respect for others
* Meet at the agreed time and be prepared
* Deliver homework at the agreed time
* Contribute to a good working environment
* Use a mobile phone during teaching only when the teacher permits this. The mobile phone should be on silent during tuition time.
* Keep good order and tidy up after themselves
* Comply with the centre's ICT rules
* Take good care of everything belonging to the school, both outside and inside, and look after the schoolbooks and other teaching materials
* Private property is the owner’s responsibility
* Be familiar with the rules for attendance

The school is a learning and working place for many. Everyone is responsible for creating a good school and learning environment. To achieve this, all participants must follow common rules and regulations for social and working life.

This means that at the Bryne Competence Centre:

* you may smoke only in the designated area
* acts of violence, threats, substance abuse and bullying are not permitted
* the performance of any religious rituals in the centre’s premises is not permitted
* covering the face is not permitted (Introduction Act section 27a)

**Reactions in the event of breaches of rules:**

* Replacement of damaged equipment and materials (the Compensation Act section 1-1, section 1-2)
* Discussion and clarification of the situation (the Public Administration Act, section 9 of the local regulation)
* Verbal warning from teacher and/or head teacher
* Temporary or permanent change of class or group (section 7-1 of local regulations)
* Exclusion from the centre for shorter or longer periods. Serious cases may result in permanent exclusion (section 4A-9)
* Illegal conditions are reported to the Police (section 8-11 of local regulations)