

Procedures, rules and regulations

1. Purpose

The Procedures, rules and regulations at Kolding Gymnasium, HF-kursus and IB School have the purpose of supporting conduct that is positive and conducive to learning, and which will thus contribute to creating a good educational environment.

Kolding Gymnasium, HF-kursus and IB School is a place of education and employment for many people, where the behaviour of each individual has considerable significance for the school as a whole.

It is therefore a prerequisite for the operation of the school that everyone should show respect and consideration for each other, and thus contribute towards a pleasant general atmosphere, the success of educational and other activities, and a sensible use of the building and its contents.

Thus, the rules underpin the school's published values of:

- active engagement and knowledge
- challenges and respect
- a sense of community and individuality
- Innovative thinking and development

We expect that everyone will **engage actively** in the daily life of the school, and in those subjects and areas we teach.

Inquisitiveness, communication, abstraction and processing of **knowledge** demand personal engagement.

One's understanding, attitudes and skills should be **challenged** constantly, with **respect** for others and not simply for concrete knowledge.

There should be space for the **individual** to develop and be challenged, alongside an appreciation of the parameters and opportunities for all in the **school community**.

Innovative ways of thinking are a precondition for continual **development** and improvement of the school, and, as such, should not be viewed as goals in themselves.

2. Clarification of rules and regulations by the Principal and Director of Studies/Assistant

Students will be informed about

- a. The nature of the rules and regulations
- b. The consequences of not abiding by the rules.

Information will be given on the school's home page and as part of the introduction to the school. It is the responsibility of all students to ensure that the rules are understood

3. Rules for procedures and conduct

The following rules apply, though dispensations may be granted by the school's senior staff in special circumstances.

In general, students are held responsible for their own actions, and are covered by the normal rules of being responsible for compensation claims against them. This means that students have the responsibility of replacing any item of the school's property that they may damage, or property owned by fellow students or members of staff. The same rules apply when on school arranged activities such as excursions.

The following rules also apply:

- Food and drink may not be consumed in the classrooms. Dispensations to this rule can be made in special circumstances.
- Rubbish needs to be cleaned up and placed in the waste bins.
- Classrooms must be left in a tidy condition.
- The school's furniture and equipment, including IT equipment, must be handled with care.
- No smoking is allowed in the school building, though smoking is permitted on the canteen terrace.
- Mobile phones must be switched off during lessons.
- It is not permitted to listen to music during lessons, unless this is part of the lesson content.
- It is not permitted to attend lessons while under the influence of alcohol or drugs. It is likewise forbidden to consume alcohol or any form of narcotics in the school. The Principal can, however, authorise the sale of beer and wine at arrangements such as parties and the Friday Café.
- If a student participates in bullying, commits violence or any other crime within the school, the student will normally be suspended from school for up to 10 days, or even expelled from school should the circumstances justify this. In each case, the final decision rests with the school's senior staff, after full consideration of the circumstances

4. Attendance and delivery of assignments

- Students are obliged to attend lessons (including whole school arrangements, introductory programmes and other activities designated as part of their education)
- Students are obliged to deliver written assignments
 - punctually, and must show that an effort has been made to complete the task effectively in terms of scope and content.
 - An assignment containing passages that have been copied from other sources, without citing references, will be regarded as malpractice. (See **Academic Honesty**)
A student who misrepresents work as his/her own will firstly be given guidance and a written warning by the Director of Studies (while the assignment will be registered as having not been delivered). If the practice is repeated, the student will be suspended for up to 10 days (with absence) and at any further instance the student will be expelled.
- Students are obliged to participate in all examinations and tests which the school designates for them.
- Students are obliged to participate in academic excursions, study tours etc. (see point 8)

5. Attendance

- Students' attendance is registered at every lesson. This normally occurs at the beginning of the lesson. The individual teacher determines at what point a student is registered as absent (either 0% or 100%).
- Delivery of assignments is similarly registered as each assignment becomes due.
- The records of absence and lack of delivery of assignments are checked regularly, and students can check their own records in Lectio.
Records are normally applicable for one academic year at a time.
- Students are obliged to report illness to the school. Students should send an e-mail on the first morning of sickness to the Director of Studies or assistant responsible for the class.

- The nature of the illness and its expected duration should be notified between 8 a.m. and 9 a.m. on the first day. When you return to school, an e-mail should be sent notifying that you are well again. The school has the right to demand a medical certificate, the cost of which is to be met by the student.
- The individual student's absence is monitored by the teacher team, student counsellors and senior staff. Individual circumstances determine when action is taken to deal with absence – which is why it is important that the reason for any absence is documented (by e-mails, medical certificates etc.).
- In cases of absence due to illness:
 - the student is obliged to keep up with the class's work through Lectio (material covered, assignments etc.).
 - for illnesses of longer duration, within the realms of what is practical, the school will endeavour to help the student (for example with extra teaching).
- If absence due to illness is of especially long duration, and it becomes apparent that the student cannot complete the course at the normal time, a review will be conducted of the student's situation in order to reach an agreement on either extending the student's course, or discontinuing studies.
- Appointments for visits to the doctor etc. should be arranged outside of lesson times wherever possible.
- Driving lessons, etc. should be arranged outside of lesson times.
- In exceptional circumstances, a student may be given permission to be absent. In such cases applications should be made in advance to the school's senior staff.
- Students with a record of high absence in the previous year, are monitored closely to ensure a rapid response if the pattern begins to recur.

6. The school day – daily life of the school

The normal school day is between 08.00 and 16.00. Students should be available for lessons in this time frame. Timetable changes, which involve a longer school day than the student normally has, will usually be announced at least one week before.

In addition to attending, students are obliged to:

- Come properly prepared to lessons..
- Participate actively in lessons.
- Participate actively in various forms of learning situations, including IT-supported and virtual learning, experimental work and independent work with a required end-product/assignment.
- To behave with consideration towards other students and members of staff.
- To be good ambassadors for the school when on school-related activities outside of the school, such as excursions, study tours, sports matches etc.

7. Learning materials

- Students are obliged to pay for some learning materials (certain books, calculators and photocopies).
- The remaining books and learning materials are provided to students free of charge on a loan basis, on the following conditions:
 - All loans of learning materials are registered in the student's name.
 - All books borrowed by the student must be provided with a dust cover, and the borrower's name must be written on the label in the front of the book.

- You must not write in the books.
- All books must be returned when requested.
- Any books not returned, or damaged books, must be paid for by the borrower at a price determined by the school.
- If books are not returned after a reminder has been issued, the case will be passed on to the credit default agency (inkasso).

8. Excursions and Study Tours

- It is an important part of your education that you participate in such out-of-house learning activities. It is normally a condition that excursions and study tours can only take place if all students in the relevant group participate.
- The student must pay for his/her full share of the expenses for excursions and study tours.
- For any type of activity, there may be special conditions which the student must accept in advance.
- In certain special circumstances, the senior staff may exempt an individual student from participation.
- The school's normal procedures, rules and regulations also apply in connection with out-of-house activities.
- Before an excursion or study tour, a student is obliged to notify the school of any special health conditions/needs.

9. Examinations, Mock Examinations etc (IB)

- You must arrive at least 15 minutes before the start of a written examination.
- The student is obliged to familiarise him/herself with the examination rules, permitted materials etc, and to take part in exam briefing meetings.
- The student is obliged to keep the school informed about special addresses or telephone numbers to be used during the exam period.
- The student will receive a copy of the examination timetable. Any essential changes to the schedule will be notified by e-mail, a message in Lectio and will be posted on the IB notice board.
- Proven cases of malpractice in an IBO examination will lead to an N grade in that subject, which means that a diploma cannot be awarded.. The subject cannot be taken again until the session one year later.
- Malpractice in an internal (mock) examination will lead to suspension from school for a week, (with absence).
- In event of illness, the school should be contacted immediately by telephone.
 - The student should as quickly as possible obtain a medical certificate (preferably the same day). The student is responsible for the cost of the certificate.
 - In the event of an IBO examination the coordinator will submit a special circumstances form to IBO, supported by the medical certificate. The coordinator will keep the student informed about what allowances/decisions IBO may make. There are no "sick exams" for IB.
 - In the case of an internal examination, wherever possible, the coordinator will arrange a new examination for the student..

10. Progression to the next academic year (IB)

If , on the basis of progress reports, and mock examinations, the school considers that the student has not achieved a sufficient standard in the subjects studied to progress to the following year with a realistic prospect of success, the senior staff may decide that progression is not appropriate.

- A student whom the school recommends to not progress, has the opportunity to argue his or her case before a final decision is taken by senior staff.
- A student who is denied the opportunity to progress , can, with the coordinator's permission, repeat the previous academic year. This decision will be based on full consideration of the student's circumstances.
- A student who is denied progression for a second time may not continue in the school.

11. Sanctions

Breaches of the school's rules and regulations may be dealt with by a written warning, wherein the consequences of any further instance of the problem will be made clear. Deficient study activity (absence, inactivity in lessons, missing assignments) may lead to the student being denied the right to continue in pre-IB, or IB.

Breaches of the rules of social conduct and behaviour may lead to:

- Exclusion from specific activities and arrangements
- Suspension from lessons for up to 10 school days (with registered absence).
- In the most serious cases – expulsion from school.
Expulsion can only happen after the student (and parents if under 18) has had the opportunity to present his/her case, and has been informed about appeal procedures. An appeal does not have suspensive effect.

12. Right of Appeal

Students (and if the student is under 18 – parents) can appeal the Principal's decision with regard to sanctions connected to the school's rules and regulations.

- The appeal should be made within two weeks of the original decision. The complaint must be filed within 2 weeks after notification, and shall be addressed to the Ministry of Education.
- Must be delivered in writing to the Principal, who will forward the complaint, together with his own opinion in the matter.
- before forwarding the appeal, the Principal must give the student (or parents) the opportunity to comment on the Principal's opinion within 1 week.
- Any further comments should accompany the material sent to the ministry.

13. These rules and regulations came in to force for students entering 1g, 1hf and 1i after 1st August 2005.