

Study and Code of Conduct Regulations for Kolding Gymnasium

In effect from 1 August 2024

The study and code of conduct regulations apply to all students enrolled in the school's three programmes: STX (including pre-IB), HF, and IB DP.

Kolding Gymnasium is, on a daily basis, an educational institution with many students and a workplace for many employees. The purpose of the school's study and code of conduct regulations is therefore to help ensure that the school is a good place to learn and a good place to be—for both students and staff—within an atmosphere of safety and mutual respect. The regulations also aim to ensure that all students can have a rewarding school experience with ample opportunities for academic and social development across programmes, ages, nationalities, grade levels, etc.

Students are informed about these regulations and the consequences of not complying with them. This information is provided both during the school's introductory programme and on the school's website. Students are responsible for keeping themselves updated on the regulations. The study and code of conduct regulations primarily apply to students' behaviour on school premises and during school hours. However, the regulations also apply in situations where a student's behaviour outside school hours has a direct impact on the school's learning environment, including order and interactions at school. This includes students' digital behaviour, e.g., on social media.

Note: For the IB programme, additional rules may apply as a supplement to the school's general study and code of conduct regulations. IB and pre-IB students will be informed separately.

Section 1 – General Provisions and the Framework for School Life

A) The Psychological Learning Environment – Common Sense and Respectful Communication

To ensure a positive teaching and learning environment, interactions within the school context must be based on mutual respect, democratic understanding, kindness, and openness—in short: common sense and respectful communication. All students are therefore expected to behave considerately towards one another and towards staff, to follow staff instructions promptly and loyally, and to represent the school positively during school-related activities both on and off campus (e.g., study trips, excursions, competitions).

Religious practice is regarded as a private matter. To avoid conflicts between different religious beliefs, acts of religious worship, religious preaching, or similar activities are not compatible with the inclusive culture we aim to foster at the school. As students and staff, one must act respectfully towards each other's religious affiliations.

Bullying, violence, sexual harassment, or other criminal behaviour are considered particularly serious violations of the school's regulations and may, when related to the school, result in suspension for up to 10 days or expulsion from school without prior warning. This also applies in cases of severe bullying or other unacceptable behaviour on social media or in digital form. Students are encouraged to contact the school counsellors if they experience inappropriate behaviour. Counsellors have a duty of confidentiality and can provide advice and guidance.

B) The Physical Learning Environment

At the school, we believe that pleasant physical and aesthetic surroundings help motivate learning and create a positive atmosphere. We continuously strive to improve and maintain high standards for our buildings and interiors. In return, we expect all students to respect these surroundings and take responsibility for treating the school properly.

All students must help keep school facilities and furniture in a clean and tidy condition and use resources responsibly. The school provides most books and other learning materials, including lab coats for science subjects. Students must return these materials in good condition upon completion. Materials that are not returned or are damaged must be replaced by the borrower at prices set by the school.

All students are given access to the school's IT facilities. Students are required to familiarise themselves with and follow the school's IT rules. First-year students are introduced to these rules at the beginning of the year, and the rules are also available on the school's website.

Additional practical rules:

- No eating is allowed in the N-wing unless specially permitted and supervised by an N-wing teacher.
- Classrooms must be left tidy after each lesson: rubbish must be removed, tables put back, and chairs placed on top of the tables.
- The use of nicotine products (tobacco, snus, etc.) is prohibited during school hours regardless of location. Exemptions may be granted for nicotine gum as part of smoking cessation.
- Posters, notices, and distribution of flyers require prior approval from the school office.

C) The School Day – Daily Work

The school day normally runs between 8:00 and 16:00. Students must be available for teaching within this timeframe. In special cases, school-related activities may be scheduled outside these hours.

Students must not attend school under the influence of alcohol or drugs. The consumption or sale of alcohol or illegal substances is prohibited on school premises. The principal may allow the serving and consumption of beer, wine, etc. at special events.

Section 2 – Attendance, Submission Requirements, and Active Participation

A) Attendance

Students must attend all teaching activities on time, including assemblies, introductory programmes, excursions, and other school-related events. Teachers register student attendance in Lectio.

If a student arrives late, it is up to the teacher to determine whether the student is marked present, partially absent (50% absence), or fully absent (100% absence).

Students must register the reason for absence in Lectio for all lessons missed. They must also attend exams, annual tests, and other evaluations as instructed.

B) Submission Requirements

Students must submit all assigned written work. Deadlines must be met, and submissions must show independent work corresponding to the time allocated.

Note:

If a student fails to submit on time, they must complete the assignment during the next lesson. If this happens more than once in a subject, the teacher must inform the school leadership. The student must not leave the school and must remain near the classroom as instructed. Leaving the school or insufficient effort will result in the student being marked absent.

C) Active Participation

Active participation leads to better learning outcomes. Students are therefore required to participate academically and bring all necessary materials.

Note:

If a teacher determines that a student is unprepared, the student may be asked to leave the room to complete the missing preparation. The student must stay near the classroom. Failure to comply will result in being marked absent. Repeated unpreparedness may lead to sanctions.

Repeated disruptions to lessons may also be reported to school leadership.

D) Use of Computers, Mobile Phones, etc.

Kolding Gymnasium operates with mobile-free lesson time. This means:

- All classrooms are equipped with mobile phone boxes.
- All phones must be placed in the box at the start of the lesson.
- Computer screens must remain closed until the teacher instructs otherwise.
- Teachers may grant exceptions for important phone calls and may include mobile phones in teaching if relevant.
- Phones are returned at the end of the lesson after chairs have been stacked.
- Violations will be reported to school leadership.

E) Absence Procedures

The school monitors student absence and missing assignments. If absence, missing work, or problematic behaviour exceeds 7%, school counsellors or programme leaders will contact the student (and parents if under 18).

Absence is recorded for each school year but may be assessed across years in severe cases.

All absence—regardless of reason—is registered in Lectio.

Students must notify their counsellor in case of illness. Long-term illness may entitle the student to special teaching arrangements. Students unable to participate in physical education must contact the programme leader immediately.

Note:

The school may require a medical certificate. The cost is paid by the student.

Section 3 – Cheating in Daily Work and Exams

A) Cheating in Daily Work

Cheating is unacceptable. Written work must be the student's own work. Cheating or attempting to cheat is a violation of the regulations.

Submitting an assignment, or significant parts of it, identical to previously assessed work, or copying without citation, constitutes cheating.

Blank submissions, unreadable formats, or attempts to conceal cheating are also considered cheating.

The school uses Urkund to detect plagiarism. Teachers may require submissions via Urkund and/or Lectio.

Note:

At first suspicion of cheating, the teacher gives a pedagogical warning and informs leadership. Repeated or serious cases must be reported immediately.

B) Cheating at Exams

Cheating at exams results in either expulsion from the specific exam (the student may retake it at the next exam period). Term tests and annual tests follow the same rules.

Section 4 – Term Tests, Exams, and Evaluations

Attendance at all tests, exams, and evaluations is mandatory. Students must stay updated on exam schedules in Lectio and attend exam briefings. Absence from briefings does not exempt them from knowing the rules.

Students must arrive at oral exams at least one exam slot before their own. In case of illness, the school must be notified immediately by phone. A sick exam will be arranged. Students who arrive late may lose the right to take the test, subject to the principal's decision.

Note:

Illness during exams must be documented with a medical certifikater, paid for by the student, unless the principal grants an exemption.

Section 5 – Excursions and Study Trips

Participation in excursions and study trips is an essential part of the educational programme. Normally, all students in a class must participate.

Students may request exemption under special circumstances.

Students must disclose any relevant medical or other conditions before travelling.

The school's general regulations apply during excursions and study trips. Students may not rent vehicles unless this is part of the programme.

Teachers may add supplementary rules specific to each trip. Violations are treated as violations of the school's regulations.

Section 6 – Promotion to the Next Grade Level

Promotion requires participation in required tests, exams, and projects, as well as sufficient academic progress. A student is entitled to promotion if their unweighted average grade for the school year, including tests and exams, are below 3.

Section 7 – Sanctions

For minor violations, the usual sanction is a pedagogical warning (a verbal reprimand). Repeated violations lead to a written warning stating that further violations may result in expulsion. Written warnings normally expire after one year unless issued for cheating.

For serious violations, the school may issue a written warning or a more severe sanction immediately.

Possible sanctions include:

- Full or partial exclusion from certain activities.
- Temporary suspension for up to 10 school days.
- Prohibition of bringing certain personal items (e.g., mobile phones).
- Temporary confiscation of personal items for up to 24 hours.
- Requirement to take exams in subjects regardless of normal exam selection.
- Loss of the right to take exams.
- Expulsion from the programme.

Note:

Sanctions may be made conditional upon the student repairing damage or completing corrective actions. Students may also be sent home temporarily while a case is being investigated.

Repeated violations of attendance rules may result in:

- Being required to take all final exams in the current year.
- Losing the right to take one or more exams.
- Being designated as not study-active, which stops the student grant (SU).
- Being required to continue as a self-study student (no class attendance).
- Expulsion.

Parents of students under 18 will be informed of sanctions beyond a verbal warning.

Section 8 – Other Provisions

In special cases, the principal may grant exemptions. The principal may also impose sanctions listed in the national regulations on study and conduct in upper secondary education.

Section 9 – Complaints

Students (or parents, if the student is under 18) may appeal to the Danish Agency for Education and Quality regarding legal aspects of the case—not the decision itself.

Complaints must be addressed to the Agency and submitted to the school within 10 days of receiving the decision.