

Nørre Gymnasium and IB World School

Education policy for teachers and students

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At Nørre Gymnasium we have organised the school in such a way that every class is supported by a teamleader and a teachers' team. We believe that the team-based and dialogue-based collaboration is of benefit to the individual student. Through this close collaboration, we are focused on the development of the individual student so that everyone has the opportunity to achieve their academic potential and everyone is challenged.

Decisions are made as close to the person(s) involved as possible. The education policy is to be viewed as general instructions and guidelines. The education policy is to be implemented locally in the classes in collaboration and dialogue between the teamleader, teachers' team and students. The rules for classroom conduct, study habits and skills, as well continued evaluation will be carried out on a continuous basis in the classes.

All students must participate actively in the school's education-related activities and be curious about learning new things and dare to challenge themselves academically. We expect that all students make an effort both during classes and in their written assignments.

Through the collaboration and dialogue between the teamleader, the teachers' team and the class, we endeavour to support students in their studies. When a teamleader, or a teacher in the team, notices that a student has absence, is absent from teaching or has not handed in an assignment, the teacher will discuss the students' absence in the subject with the student. When absence is noticed, it is important that necessary actions are taken which will support the student in breaking the absence pattern. If these actions do not change the student's absence pattern, the school has an absence procedure regarding the handling of increased absence.

Students' obligations and registering physical absence

Students have an obligation to attend classes. This applies regardless of whether the teaching takes place at the school, virtually or outside the school premises, including during excursions, study trips, etc. This means that there is also an obligation to attend rescheduled classes which take place in the evening. All attendance is recorded in Lectio at the beginning of each module. All students who are not present are registered as absent for whatever reason (see special rules on participation in student council meetings, field trips, etc. below). Students who arrive late or leave class before the end of the module will be assigned **50% absence**.

Students are strongly advised to keep their own records and share their access code with their parents for support and follow up. Students have a duty to keep themselves informed about their absences in Lectio on a regular basis. For all forms of absence the students must submit comments in Lectio including reasons for absence on a daily basis, e.g. illness, fulfillment of obligations according to legislation, e.g. civic representation (as a juror, witness in a trial or election representative), participation in National Defence Day, or participation in student democratic meetings and the like which are not equated with teaching. Students also have an opportunity to state whether the registered absence is due to participation in student council meetings. Participation in student council meetings during teaching hours, including participation in meetings of permanent committees, is equated with participation in teaching and is not registered as absence. However, the timing and extent of the student council meetings must be agreed with the principal, as it is the school's assessment if the absence is considered reasonable. After holding student council meetings, the student council representatives hand the absence list to the administration in reception. The administration credits the absence upon request.

Students who take part in rescheduled teaching or other school activities (excursions, sports tournaments, study trips, special talent courses run by the school, taking tests etc.) can write the organising teacher's initials and the activity in the absence note. The organising teacher must subsequently credit the absence for all the participating students immediately after the activity has been held. In connection with replacement education (e.g. teaching during illness, tests and the like), a decision is made based on a professional individual assessment if other teaching should replace all or only parts of the lost education.

All absences will be registered and included in the summary whatever their cause. Doctor's attestations, documentations, clinic appointment notes for medical check-ups are welcome/can be requested. Absences from end-of-year exams, mock exams and May exams automatically require a doctor's documentation; other absences are not accepted and will result in a written warning or even a withdrawal from the programme.

The school must be notified immediately in case of illness expected to last two weeks or more. Compensatory teaching can be offered for up to 5 hours per week in subjects of the student's own choice.

Official school holidays must be observed – and prolonged holidays disregarding the school's vacation periods are not accepted and will result in a formal written warning as breach of regulations. Non-participation in any form of set exams due to extended vacations or consequences thereof (e.g. late arrivals) are not accepted in any case.

Registering written absence

Assignments are created and handed in electronically in Lectio and immersion time is listed for each assignment. The aim is that a student with 4 A stx subjects has a maximum of 10 hours of immersion time per week in general subjects. In the IB system there is no fixed maximum but the aim is to spread out the written assignments. The immersion time indicates the time the teacher expects a student to spend on completing an assignment. Assignments must be handed in on time. The student can always, before the submission deadline, contact the teacher for guidance if the student is unsure of the requirements for the assignment. The student can also, in special circumstances, contact the teacher well in advance of the submission deadline and ask for a postponement.

In the case of a late submission of an assignment, absence is corrected to 0% when the assignment is submitted. The teacher writes "Late submission" in the absence note, and the student is not entitled to any feedback or assessment, and the assignment is included in the student's overall academic standing. The student is personally responsible for notifying a teacher when the assignment has been submitted.

Assignment instructions must, as a starting point, be made available in Lectio **two weeks** before the assignment is due except in cases of smaller assignments that form a part of the natural teaching flow. Assignments are considered to have been submitted if they as a minimum can be assessed based on the assessment criteria. For assignments that have been handed in on time, the aim is for students to receive feedback, guidance, or a list of results before the next assignment is to be handed in. Other forms of feedback or guidance may occur.

See also the special rules in connection with plagiarism and academic integrity.

In connection to stx DHO and SRO, however, there are special deadlines for feedback to students. Missing submissions will be considered in line with all other forms of neglect and will be included in the overall assessment of the student's study activity.

As a rule, there is no requirement to hand in assignments at weekends, holidays, or when the student is writing a larger written assignment (stx: DHO, SRO, SRP; IB DP). Likewise, submission deadlines must not be set later than 22.00.

Homework

The aim is that homework is set with a **minimum of two days' notice**. If modules are scheduled close together, homework must be set allowing as much time as possible. Homework for a Monday should be set on a Friday at **17.00** at the latest. Students must count on an average of **two hours** of homework a day and must pay attention to their time management themselves. Assignments are in addition to the two hours of homework.

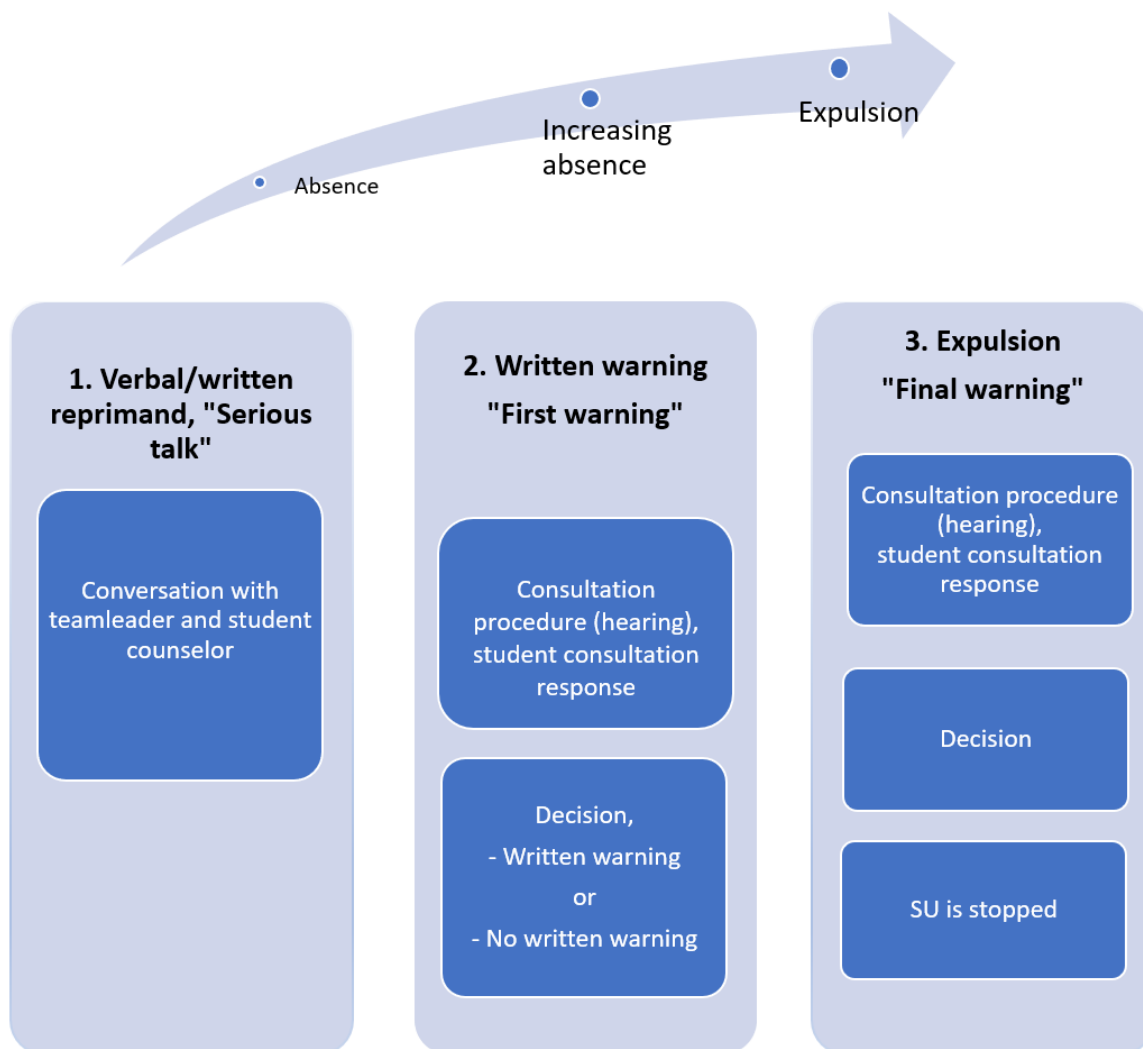
Modules

A student must expect the school day to run from 8.00 – 15.35. Modules scheduled in the 5th module may occur, but they must be notified in good time. Likewise, modules can be scheduled in the evening, e.g. in connection with lectures, cinema or theatre trips and similar forms of rescheduled teaching in good time. In addition, modules must, as a rule, be added to the student's timetable no later than 24 hours before the module is taught.

The role of the teamleader

The teamleader monitors the students' absences continuously. The students' absences are always assessed individually and often in collaboration with the team and the student counsellor. The teamleader is in an ongoing dialogue with the students regarding study activity and well-being.

Procedure for excessive absence / violation of the school's rules of conduct



- **Verbal/ written reprimand:**

If the student does not comply with the school's rules of conduct regarding compulsory attendance and study activity, the student may, in certain cases, initially have a conversation with the teamleader. The meeting will be recorded in the absence note in Lectio.

If the attendance and/or missing assignment obligation is still not observed, the students may risk receiving a so-called verbal/written reprimand from the teamleader (step 1). The decision is taken in consultation with the student's student counsellor. The conversation is recorded as "**Serious talk**" in Lectio under absence. During the conversation, the student is made aware of the high level of absence in his assignments/attendance in classes. The team leader will ask about the reasons for the absence and well-being. The student is reminded that as a student at the school, you are obliged to be active in your studies and in the future to reduce the neglect and to correct the lack of attendance

or missing assignments. If the student does not reduce the misconduct, the student can expect a written warning (step 2). It is important that the student is held personally responsible for the absence and comes up with suggestions on how to improve the absence in the future. It is a good idea to refer the student to re-read the school's rules of conduct.

After a verbal/written reprimand, the student counsellor can call the student for a follow-up conversation. At this conversation, the verbal reprimand is again discussed and the student counsellor advises in relation to helping the student correct missing assignments or a high absence. The student counsellor can also plan further follow-up conversations where the student and student counsellor together keep an eye on absence and how the verbal/written reprimand has worked.

- **Consultation procedure of interested parties relating to a proposed written warning and the subsequent decision:**

If the absence does not decrease significantly, the student may receive a sanction for continuing to violate the rules on compulsory attendance after a concrete and individual assessment. If the school intends to give a written warning, the student will first be offered a so-called "consultative hearing of interested parties" regarding the written warning by the teamleader or IB Coordinator. Since this is about a proposed written warning, the student must be "consulted" in accordance with the Public Administration Act before the written warning can be translated into a so-called "decision" on the written warning. A letter will be sent to the student in 'eboks' (and to the student's parents if under 18). The student will have the opportunity to send observations/comments in a written consultation response within a given deadline. The student's possible consultation response must be sent to the teamleader or IB Coordinator.

After the student's response to the consultation, a decision will be made by the teamleader/ IB Coordinator and student counsellor, possibly together with school management, on whether the written warning will be implemented or not. Notification of the decision is sent to the student and the parents (if under 18) in 'eboks'.

If the written warning is maintained, "**First Warning**" is noted in Lectio under absence. If the proposed warning lapses and the student does not comply with the attendance obligations again later in the school year, the student will receive a new "consultative hearing of interested parties" again about a written warning.

- **Continued increase in absence and the consultation procedure of interested parties of a proposed sanction**

If the absence continues to increase, or there is no improvement in the form of decreasing absences, the school will, after a concrete and individual assessment, decide if a student should receive a more serious sanction. This sanction may consist of the student not being nominated for an exam in one or several subjects or a proposed sanction of expulsion/discharge from school. This sanction at stage 3 is decided in collaboration between the teamleader, student counsellor and management/IB Coordinator. A letter will be sent to the student in 'eboks' (and to the student's parents if under 18).

Since this is about a proposed written warning, the student must be "consulted" in accordance with the Public Administration Act before the decision is made. When the student has had the opportunity to submit his "consultative hearing of interested parties" response to the teamleader, the student receives the decision itself.

The decision can have three outcomes for the stx students:

Conditional sanction: The student is given one last chance to correct absences and hand in missing assignments within a certain period. At the latest one month before the exam schedule for stx is published, the student must be notified whether the student has regained the right to sit for the exam in one or more subjects.

Sanction: Forfeiture of the right to be nominated for examination in one or more subjects. If the student has not provided new information in the response to the “consultative hearing of interested parties”, the sanction will be imposed. Students who cannot be nominated for the exam are expelled from the school. If the student is a 3.g stx student, the student has an opportunity to apply for permission to sit for the exam as an independent student, but the student is no longer a student at the school and SU will be suspended due to study inactivity. The cost to the student to be able to sit the exam as an independent student is DKK 1500.

No sanction: The student brings new information that we were not previously aware of. The sanction is waived, but the student must still comply with the obligation to attend classes.

Academic integrity for stx

At Nørre Gymnasium we regard cheating, e.g. plagiarism, as a serious offence. Plagiarism is publishing someone else’s work as your own. A student must neither use, receive nor give unlawful help for the preparation of own work or that of others, nor must the student hand in assignments without precise source references. Paraphrasing someone else’s text or ideas is also considered plagiarism if the source is not cited correctly. It is therefore important to emphasise that all written work is individual work unless otherwise agreed. Text passages in student assignments with identical wording will be counted as copying and thus be considered cheating. Students who lend their assignments to others must be aware that their assignment may be plagiarised. In such cases, both the actual author (the person who originally wrote the assignment) and the copyist (the person who copied) will be sanctioned for plagiarism and thereby cheating.

To plagiarise is:

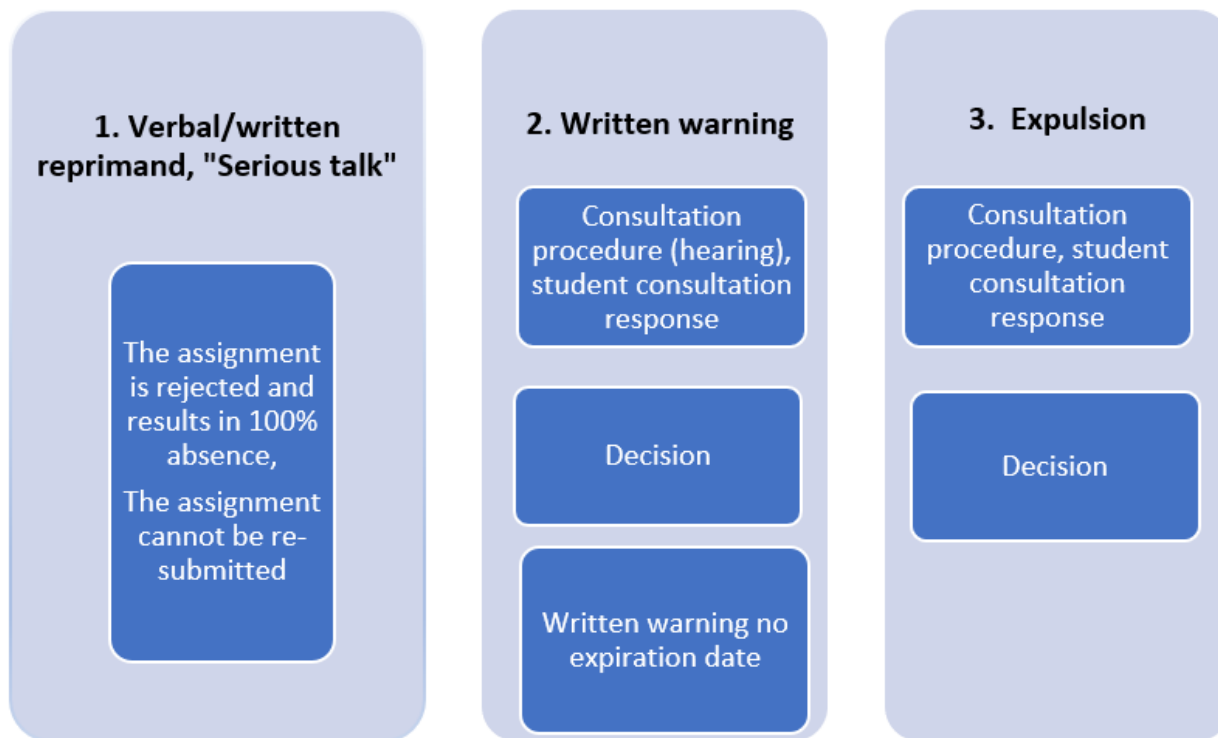
- to get or to give other students unlawful help in answering an assignment or test
- handing in other people’s work in whole or in part as one’s own
- to submit own previously graded work without reference to it
- to use non-permitted aids (translation programmes etc.)

All students in 1.g sign a contract confirming that they know the rules and consequences in connection with academic integrity.

Academic integrity and consequences of cheating/violation of the school's education policy

The school regards cheating as a serious offence. Cheating is unacceptable and has consequences.

Procedure relating to cheating/violation of the school's education policy



1. Verbal/written reprimand:

The first time a subject teacher discovers cheating in connection with daily assignments, the subject teacher reports it to the teamleader. As a starting point, the student will be given a verbal/written reprimand by the subject teacher and teamleader. The task is rejected and this results in a 100% absence for the submission. The assignment cannot be resubmitted. It is the subject teacher who carries out the assessment and documentation of the extent of cheating based on a concrete and individual assessment. The student must always be called to an interview with the teacher and the teamleader in connection with a verbal/written reprimand. "Serious Talk" will be entered in Lectio and "plagiarism" is noted.

2. Consultation procedure of interested parties relating to a proposed written warning

The second time a student is discovered plagiarising or colluding in this, the consultation procedure relating to a written warning will be initiated. The subject teacher contacts the teamleader and the student will be sent a "consultative hearing of interested parties" regarding the proposed written warning. A letter will be sent to the student in 'eboks' (and to the student's parents if under 18).

It will be specified in the warning if there are further sanctions which can be implemented in the event of repeated cheating and thus a breach of the rules of conduct. A warning for plagiarism does not usually expire during the student's time at the school. After the student's response to the consultation, a decision will be made on whether the proposed written warning will be implemented or not.

3. Consultation procedure of interested parties relating to a proposed expulsion

If the student is caught plagiarising a third time during the student's education at Nørre Gymnasium, the school will consider the most severe sanction namely expulsion/discharge from the school. In that case, the student will be sent a "consultative hearing of interested parties" regarding the proposed expulsion. A letter will be sent to the student in 'eboks' (and to the student's parents if under 18). The principal and management together with the subject teacher and teamleader jointly assess whether the sanction on expulsion will be carried out.

Cheating in connection with an exam:

The school's local examination rules and the current examination legal notice in force must always be observed. Cheating in connection with the exam/test is dealt with according to the examination legal notice and may result in the grade of -3 (stx) or expulsion from the exam. A dismissal means that the current exam is void and that the student must take a new test in the following exam term. A re-test cannot be taken during the scheduled medical examinations.

Academic Integrity Policy for IB

See IB homepage.

Discussed:

Nørre Gymnasium's education policy has been drawn up by a committee consisting of teamleaders, student counsellors and management during spring – autumn 2021.

Consultation in the student council in autumn 2021

Consultation at the staff meeting on 15th September 2021

Consultation in SU on 27th September 2021

Consultation with with pre-IB and IB team leaders, adjustments and translation August-November 2022

Date:

November 2022

Relevant links:

The school's rules of conduct:

The school's exam rules:

Styrelsen for Undervisning og Kvalitet: Vejledning om registrering af fravær på gymnasiale uddannelser. [Vejledninger til love og bekendtgørelse | Børne- og Undervisningsministeriet \(uvm.dk\)](#)