

## Rules of conduct at Nørre Gymnasium

(NOTE: several exceptions for IB DP, following IBO's stipulations at [www.ibo.org](http://www.ibo.org) and Nørre G's homepage and specified IB Policies)

At Nørre Gymnasium the following rules of conduct apply. The rules are enacted based on the Ministry of Education's (Undervisningsministeriet) declaration no. 1338 of the 9<sup>th</sup> of December 2019 regarding rules of conduct etc. for the high school educations.

All students and employees at Nørre Gymnasium are informed of the rules of conduct which are also publicly accessible on the institution's website.

### 1. Study rules

At Nørre Gymnasium, the following rules apply concerning the students' academic conditions:

- 1) You must meet and participate actively in all scheduled class activities, including independent work and virtual teaching. This applies whether teaching takes place on or off the institution's premises, including excursions, study trips, etc.
- 2) You must meet for class prepared. This implies that you (and your parents if you are below the age of 18) are obligated to keep yourself informed regularly on Lectio, and that you log onto Lectio at least once every school day. Here you are informed of general, as well as specific, information about your education.
- 3) You must hand in your written assignments punctually by the time set by the teacher. The assignment must fulfil the specified requirements regarding quality and quantity and must be devised and written by you (cf. pt.8).
- 4) Absence and missing assignments are registered continuously. All absence is registered regardless of the reason. When the teacher has registered the absence, you must write the reason for your absence in Lectio.

- 5) You have the right and duty to inform the school of an absence reason, just as the school has the right to demand a doctor's certificate for absences of a longer duration or for repeated periods of absence of a shorter duration. You must pay for the doctor's certificate yourself.
- 6) For a scheduled absence, e.g., surgery, the school/team leader must be informed well in advance. Vacation days taken outside of the school holidays are not permitted.
- 7) You must participate fully in examinations, mock examinations, end-of-year examinations as well as in internal tests or similar. In case of illness, the school must be contacted as soon as possible before the test. The school has the right to demand a doctor's certificate in case of illness in correlation with examinations, mock examinations, end-of-year examinations, or similar. You must pay for the doctor's certificate yourself. Non-participation due to extended vacations and the possible consequences of late arrivals are not accepted in any case.
- 8) Non-attendance for an official examination, e.g., not illness confirmed by a doctor's certificate, means that you have terminated your studies, and as a rule, you will be withdrawn from the school. Non-attendance for internal tests may result in sanctions pursuant to sections 3 and 4 of these rules.
- 9) You must ensure during all student activity (including tests or similar) that you neither use, receive, nor provide illicit help in the production of yours or others' work and assignments.
- 10) In case of *school related activities as e.g., student council meetings or civil representative functions such as National Defence Day (Forsvarets Dag)*, the absence reason must be recorded in the absence note. The school may demand documentation in correlation with civil representation.
- 11) Nørre Gymnasium can by request and a concrete assessment exempt a student from parts of the teaching in one or more subjects, when the student cannot participate actively in the subject or subjects due to their handicap or disability, possibly by the offer of special education by law, special educational assistance, or education during prolonged illness. The same accounts for a student who is

temporarily unable to participate actively, for other reasons, in all teaching in one or more subjects. In such cases, Nørre Gymnasium may demand documentation in the form of a doctor's certificate. The student must pay the expenses of the doctor's certificate.

## Cheating on assignments and tests

All students at Nørre Gymnasium (and parents if the student is below the age of 18) must sign that they have been familiarised with and have understood the rules and consequences in connection with academic integrity. Repeated breaches of the contract regarding academic integrity will result in expulsion.

Cheating on examinations and tests will result in expulsion or the grade -3 for the test concerned, and it will only be possible to participate in an examination or a test in the subject concerned at the time of the next regular exam period at the earliest. If, during an examination, a student breaches the school's exam rules or act in a disturbing, threatening, or violent manner, the school can dismiss the student from the examination. The student's work will then not be assessed. If the student is dismissed, it is not possible to sit the exam until the time of the next regular exam period.

Cheating on homework, in class, and internal tests may result in sanctions pursuant to sections 3 and 4 of these rules.

*IB DP follows the special rules of IBO Academic Integrity.*

## Examinations

In advance of the beginning of the examination period, information will be given on the current examination rules. The students have a duty to participate in the examination briefing, read the school's examination rules, as well as keeping themselves regularly updated through Lectio.

*IB DP follows the special rules for IB exams.*

The student's personal examination schedule will from the moment of publication be accessible in Lectio, and you will be responsible yourself for staying informed regarding subjects, dates, and times of your examinations.

For written examinations, students must be ready at least half an hour before the beginning of the examination, this means having materials displayed and having tested

that any equipment functions.

## Monitoring during examinations

As appears from the school's rules for examinations, it is the responsibility of the school to ensure that examinations are carried out in a manner ensuring that the answer is the result of the student's own work. In order to accomplish this, digital monitoring programmes may be used during written and oral examinations (including mock exams, end-of-year exams, and internal tests) as well as plagiarism detectors. The monitoring takes place via an installed IT tool (ExamCookie), which monitors the activity on the computer exclusively during the exam. Access to the monitored data is limited to a few central individuals.

Information regarding the monitoring will be given prior to the examination in connection with the general examination information.

## 2. Rules of school conduct

Everyone who studies at Nørre Gymnasium must contribute to the school being a pleasant place to be. For example, this can be achieved by:

- 1) You must always show consideration and respect for others both in address and behaviour.
- 2) The school does not tolerate any kind of bullying, insulting or demeaning behaviour – nor digital bullying or exclusion due to skin colour, ethnicity, religion, disability, chronic illness, gender, sexuality, or any similar forms of discrimination.
- 3) You must obey instructions from the school's personnel, both on school premises for school activities as well as off school premises.
- 4) You are obligated to be familiar with the school's guidelines and follow these. The guidelines are announced physically at school and/or on one of the school's digital platforms.
- 5) You must treat the school's buildings and furniture with consideration.
- 6) You must clean up after yourself, both in classrooms as well as in specialised classrooms, the canteen area, the study centre and outdoor areas, and contribute to the school being kept nice and clean.
- 7) You must neither smoke nor use substitutes such as snuff, chewing tobacco, e-cigarettes etc. during school hours – nor at parties, cafés or at any other school arrangements.

- 8) You must not bring, store, ingest or be influenced by alcohol or any other drugs during school time on school premises, nor at activities related to your education. This also applies to intro trips, study trips and other school-related associations where the activity brings the student outside of school premises.
- 9) You must not carry out, or share, audio- and videotaping of another person's private relationships or of any other in circumstances where the other person(s) can demand to be excluded from such recordings, and the sharing of such is prohibited. This accounts especially for recordings with content that could violate decency or violate someone's personal integrity. You must not take pictures, audio- or video recordings of teachers without specific permission.
- 10) Any use of the school's computers, network or digital platforms that is either illegal or is seen as harmful to the school's reputation or business is not allowed, e.g., the download and distribution of illegal material.
- 11) You must not practice religious preaching, worship or similar.
- 12) You must not encourage or influence any extreme or fundamentalist opinions and behaviour contrary to educational purposes, or any other behaviour that could promote such extreme opinions and behaviour, including the promotion of social control of other students contrary to educational purposes.
- 13) You must use the school's teaching languages (Danish and English) as the regular, common language in a gathering that includes everyone respectfully.
- 14) All electronic communication must be characterised by good manners, and everyone must comply with good IT-ethics on the internet.
- 15) You must also obey the current laws on school premises. The rules also apply to the students' behaviour outside of school, that is behaviour the students exhibit outside of school if the behaviour has a direct effect on the educational environment at Nørre Gymnasium.
- 16) You must not disrupt teaching.
- 17) You must be appropriately dressed during school hours. This includes, among other, being dressed in athletic clothes and wear proper athletic shoes during Physical Education classes, as well as wearing a lab coat and goggles by instruction of the teacher in experimental subjects.
- 18) Use of IT (computer, mobile phone, tablet, etc.) must always occur in correspondence with the teacher's instructions and follow the general law. In particular, the teacher may decide that mobile phones are not accessible during class as well as all computers being turned off.
- 19) The improper use of IT during teaching gives the teacher the option to confiscate

the IT-equipment (computer, mobile phone, tablet) which can then be picked up at the reception afterwards. The individual teacher decides if computers etc. may be used during class and for which purposes.

20) During examinations there must be quiet at the school. Only students who are waiting for their examination are allowed outside the examination room (see the examination rules on the school website).

### 3. Procedures for Nørre Gymnasium's intervention on students breaching the rules

In the case of one or more breaches of the rules of conduct of a less severe character, Nørre Gymnasium can give a verbal or written pedagogical reprimand ("Serious talk").

In other situations, the institution can give the student a written warning.

A written warning is usually annulled after a year unless otherwise decided in the individual case. Warnings given to students due to them having committed, participated in, or encouraged cheating/plagiarism or similarly illicit behaviour are not annulled.

A written warning must be issued prior to one of the sanctions mentioned below, and the warning must specify that for a repeated breach of the rules of conduct, either in general or specifically in relation to detailed rules of conduct, the gymnasium will be able to initiate one or more of the sanctions below.

In particularly severe cases, or in repeated cases, Nørre Gymnasium can initiate a sanction without a prior written warning.

### 4. Sanctions for breaching the rules of conduct

By breaching Nørre Gymnasium's local rules of conduct one or more of the sanctions below will be applied:

1. Complete or partial exclusion from a specific or a type of events or activities.
2. Temporary exclusion from teaching for up to 10 school days. In this case Nørre Gymnasium will register the student as absent during the exclusion.

3. Prohibition of the student bringing and using specific private objects, such as mobile phones or similar communication devices, on school premises and during class for a certain period of time, when and if the case is properly or pedagogically substantiated. Detaining one or more of a student's personal objects at school will normally last for up to 24 hours at the most.
4. Applies only to stx. See Danish version.
5. As to stx/pre-IB: Forfeiting the right to participate in a test in one or more subjects which are completed in that academic year. A test in those subjects will be conducted the following year if the institution decides that the student, despite one or several missing tests, can move to the next grade in stx (not valid for continuation to IB DP). The institution will, if possible, decide this latest a month before the publication of the annual test plan.
6. The student may lose financial support from SU if they are inactive in their studies – and it will only be reinstated when they are actively engaged again.
7. Expulsion from Nørre Gymnasium, and possibly a transfer to another gymnasium/high school institution for the student to finish their education there. A transfer to another institution occurs in agreement between Nørre Gymnasium and the receiving institution. If the student has approval from another specific institution for a transfer, or if the student is expelled from Nørre Gymnasium, then Nørre Gymnasium will be making the decision of whether the student may transfer to this institution. Nørre Gymnasium can only make the decision of this sanction if it has not been applied to the student previously during their high school education.
8. Expulsion (discharge) from the education.

## Conditional Sanctions

Nørre Gymnasium may decide that one specific sanction alone is initiated if the student breaches the rules again within a pre-determined period.

Nørre Gymnasium may also determine the conditions of a conditional sanction, which is reasoned for pedagogically, for an example:

- 1) The student remedies the adverse impacts following the student's breach of

one or more rules of conduct within a particular deadline.

- 2) The student completes determined activities or similar that are suitable for the prevention of the student repeating a prior, or other relevant, breach of the rules of conduct, or are suitable for mediation to further the reconciliation between the student and possibly wronged students, employees, or others in a satisfactory manner within a particular deadline.

## Temporary suspension and temporary limited access to the institution while a case is being processed

As part of the processing of a case following this set of rules, Nørre Gymnasium may decide to suspend the student in question temporarily while the case is being further investigated.

Temporary suspension or temporary limited access to Nørre Gymnasium can be applied in the following situations:

- Situations where it is deemed necessary for the common sense of justice at the institution regarding the compliance of the institution's rules of conduct. This can be the case when e.g., it has been reported to the police that the student has committed a violent, threatening, or illegal act, which may directly affect the order and civil contact at the institution, and which in the given case may lead to a permanent expulsion.
- Situations where it is deemed necessary for maintaining order and civil contact at the institution which could affect other students' and employees' participation in the education.

## Public Administration Act principles

When Nørre Gymnasium decides to initiate a sanction pursuant to the rules of conduct, except for a verbal or written pedagogical reprimand, the following rules apply regardless of whether the institution is part of the public administration or not.

- 1) The requirements of administrative law, including requirements regarding conflict of interest, consultation of the interested parties, reason, and complaint guidance. For students who are subject to parental custody, the institution will include, inform, and have a consultation procedure with the holders of parental custody separately from the initiation, processing and settlement of the case.



- 2) Nørre Gymnasium may decide on a sanction that is fair and relevant in terms of the one or more specific breaches of Nørre Gymnasium's rules of conduct and will make their decision based on impartial reasoning and a legal foundation.

## 5. Refusal of promotion to the next grade

Nørre Gymnasium can refuse a student to advance to the next grade in accordance with § 12 in the Ministry of Education's declaration no. 1338 of the 9<sup>th</sup> of December 2019 regarding rules of conduct etc. at stx high school educations.

For stx, this applies if the student has achieved an average grade (yearly grades, examination- and end-of-year examination grades) of below 2.0 by the end of year, and if it is deemed that the student's benefit from the year's teaching is inadequate. The school's register of the student's physical participation and written assignments is included in this assessment. Nørre Gymnasium can in special cases allow the student to repeat the year in question once.

Note the deviation for pre-IB and IB DP Year 1: A decision is taken as to the respective advancement from pre-IB to IB DP Year 1, and from IB DP Year 1 to Year 2.

Advancement is based on the teachers' evaluation of the student's academic eligibility and general approach to studies.

## 6. Appeals *(does not apply to IB DP)*

Nørre Gymnasium's decision relating to a student's breach of the school's rules of conduct or BEK no. 1338 of 09/12/021 can be appealed against to the Board of Education and Quality. The appeal shall be styled to the Board of Education and Quality and sent to Nørre Gymnasium. The appeal must be received by Nørre Gymnasium at least 10 days, including non-school days, after the student has received the decision which is being appealed. However, the deadline is five days, including days without teaching, for an appeal regarding a warning (declaration § 5, pc. 2) or a decision regarding complete or partial exclusion from a specific or types of events or activities, or a decision of temporary exclusion from teaching for up to 10 school days, or a prohibition against the student bringing and using specific private items or types of objects for a determined period (declaration § 6, pc. 1, no. 1-3).

If Nørre Gymnasium cannot fully meet the appeal, and the student has not withdrawn it, Nørre Gymnasium will prepare any comments to the appeal. Nørre Gymnasium will send

these comments to the student, so that the student receives them within seven days, including non-school days, after the institution received the appeal. Hereafter, the student is to be given the opportunity to submit any comments to Nørre Gymnasium's comments within five days including non-school days. Nørre Gymnasium will send the appeal and any comments together with the student's comments to the Board as soon as possible, or within four days at the latest, including non-school days, after Nørre Gymnasium has received them or after the expiration of the student's deadline for submitting any comments.

The access to appealing against an expulsion (cf. declaration § 6, pc. 1, no. 8) is not limited to legal questions.

An appeal against a sanction does not have a suspensory effect unless the institution or the Board respectively in very special circumstances make such a decision in a case where there is a substantially justified expectation that the appealed ruling will be lifted.

### Complaints regarding final year grades and examinations

*(For IB DP, special IBO regulations apply; e.g. Enquiries Upon Request)*

If there are issues a student would like to complain about then the administration must be notified immediately, and they will guide the student on how to make a complaint and what the potential consequences may be. (See also the examination rules on the school's website)

The written complaint must be handed in to the Principal.

Written complaints regarding end-of-year grades in completed subjects must be submitted by the last Friday before the summer holiday at 12.00 if they are to be considered in the current school year.

*Completed 7<sup>th</sup> June 2021*

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