

Rules of study and Conduct at Viborg Katedralskole

All students at Viborg Katedralskole have a duty to follow the school's rules of study and code of conduct, as stated below. The basis for the school's code of conduct is the Danish Ministry of Education's executive order no. 1077 of 13/09/2017.

1. Rules of Conduct

The rules of conduct at Viborg Katedralskole can be summed up in one sentence: You must behave nicely. This rule expresses in brief how obvious it is that the necessary social community in a school relies on everybody, in every situation, being considerate, thoughtful and civilised:

- Towards other students
- Towards the employees at the school
- Towards the school
- During lessons
- During other school activities on or outside the school grounds

Civilised conduct naturally means that the different rules of the school must be complied with. Students are obliged to follow the specific instructions provided by the school's employees immediately and faithfully to maintain or restore order at school, regardless of whether such instructions are provided orally or in writing.

If a student fails to comply with the rules of the school for common order and community behaviour, sanctions may be imposed, cf. section. 6.

a) Alcohol and other narcotic substances

It is particularly important to note that consumption, possession and/or sale of alcohol or other narcotic substances is not compatible with being a student at Viborg Katedralskole. Students should not consume narcotic substances in connection with lessons or activities that replace normal teaching. Students should not consume narcotic substances during their free time if this can adversely affect the educational environment, including the order and sense of community at the institution.

Viborg Katedralskole can at any time request a student to take a voluntary test for alcohol and other narcotic substances.

b) Smoking ban in the school area

As a consequence of the Danish Smoke-free Environments Act, smoking is prohibited in the school area. The smoking ban includes all indoor premises at the school and all outdoor areas on the school grounds. The smoking ban applies to everyone –employees, students and guests. It is in force on school days and during other events. The ban also applies to electronic cigarettes. It is also prohibited to sell cigarettes and other products containing nicotine.

c) Bullying

We do not tolerate bullying at Viborg Katedralskole. We consider bullying as exposing another person to a degrading and offensive act. This could be physical, verbal and/or by using digital media. Bullying is not permitted during the students' free time if it can adversely affect the educational environment, including the order and sense of community at the institution.

d) Audio and image recordings

At Viborg Katedralskole, it is not allowed to record audio or images featuring content that could constitute indecent exposure or violate the privacy of others. It is also prohibited to distribute (share) audio and images of another person's private affairs when such person has an evident claim to privacy. Also, it is not permitted for students to distribute audio and images during their free time if it can adversely affect the educational environment, including the order and sense of community at the institution. Recording video and audio in an educational context requires permission from the teacher.

e) Religious behaviour

At Viborg Katedralskole, we perceive religious conviction to be a private matter. Therefore, you are not allowed to missionise or establish and enforce religious moral rules towards others.

2. Active participation in lessons

Students are required to

- meet in a timely manner and participate actively in lessons
- hand in written assignments in a timely manner
- participate in end-of-term examinations, annual examinations and the like
- participate in field trips with participant payment
- participate in other teaching, including independent work and virtual lessons

At Viborg Katedralskole it is assumed that you are always dressed appropriately for the lessons. This means, among other things, that you have a duty to change to sportswear for sports lessons; and in order to ensure an open and direct dialogue, covering your face is not accepted.

3. Absence from classes

Each student's attendance is recorded in connection with each lesson. All forms of absence from classes, for whatever reason, are recorded as absence. Repeated cases of late attendance for class can be recorded by the teacher as absence from class subject to a specific assessment.

Students must provide a notice on the reason for their absence in *Lectio*. In special cases, the school may request a doctor's note at the student's expense. It is necessary for the school to have relevant information in order to provide special assistance as quickly as possible, whenever necessary - special teaching, teaching during illness etc. – and in order to offer a student special guidance to complete his/her education if deemed necessary in order to limit the absence. In addition, this information will form the basis of the principal's assessment of when and what sanctions should be imposed for the absence where appropriate.

Each student can see his/her own absence in Lectio.

Documented serious illness or serious social events may in some cases entail that significant absence is accepted provided that the student is able to participate satisfactorily in special lessons during illness, assistance measures or the like.

4. Written assignments and examinations

Students must hand in their written assignments on the agreed date unless otherwise agreed with the teacher; cf. the school's rules of absence.

Failure to submit written assignments will be included in the assessment of the student's study activity and may, in repeated cases, entail a warning and subsequently a sanction, cf. item 6, based on an overall assessment of the student's situation,.

If the school discovers that a student's assignment is a copy of another assignment or in case of other kinds of cheating, the assignment will be deemed as not having been submitted. Copying and cheating is unacceptable behaviour in class and will in all cases be punished by sanctions, cf. item 6. In connection with tests and examinations, the sanction could be expulsion from the activity or from school without prior warning.

Repeat violation: If a student has been issued a warning and subsequently violates the rules again, this will constitute a case of aggravating circumstances, and the student concerned will therefore risk a tougher sanction.

Students can be expelled from an examination, both before, during and after an examination, in case of cheating or other violation of the examination rules. Expulsion from examination will result in the student not being allowed to

have his/her examination performance assessed. If the student has already received an assessment, it will be nullified.

If the case is categorised as severe cheating, the student may risk expulsion from Viborg Katedralskole. This may be a temporary expulsion, but could also be permanent. If the student is expelled from school, he or she will be excluded from all school activities during this period and will not be able to participate in lessons, examinations or social activities.

5. Exemptions and doctor's notes

Attending students who cannot participate actively in the entire class of one or more subjects due to their disability or other difficulties, may, upon request, be exempted from parts of the lesson subject to the principal's specific assessment. The school may request the student to bring a doctor's note at the student's own expense as evidence of the request for exemption. The principal decides whether a student's total exemption within a school year has reached such duration and/or extent that a preliminary mark cannot be awarded because the student has not fulfilled the subject's objectives.

6. Sanctions

The principal may issue a reprimand to a student for less serious violations of the school's rules of study and conduct. If the school manager assesses that a reprimand is not a sufficient response to a student who has violated school rules, one or more of the following sanctions will be imposed:

1. Written warning.
A warning normally lapses at the end of the school year. However, a warning to a student who has committed, contributed to or encouraged to cheating on examinations and similar behaviour will remain in force.
2. Full or partial exclusion from specific or types of events or activities
3. Temporary exclusion from lessons for up to 10 days. The exclusion will be recorded as absence.
4. A temporary prohibition against the student bringing and/or using specific private items or types of items, including mobile phones and other means of communication
5. Retention normally for a period of no more than one day of one or more of the student's private items, including mobile phones and similar means of communication.
6. Referral for examination in one or more subjects that can be completed with an examination at the relevant grade in the year in question, regardless of whether the student has been selected to be examined in the subject or subjects. No final continuous assessment mark will be given for such subjects.
7. Lapse of the right to referred to examination in one or more subjects ending in the relevant year. Examination(s) in the subject(s) must be completed the following year if the student is allowed to proceed to the next grade.
8. Expulsion (discharge) from the education.

The above sanctions are not used in sequence but according to individual and specific assessments on a case by case basis and there may be situations where the principal deems it necessary to impose the strictest sanction without having applied milder sanctions and without giving prior notice.

In the following special cases, the school can decide to expulse the student temporarily from school or lessons or decide that the student may be present only to a certain extent:

- When investigating a case.
- Situations in which institutions deems it necessary for the purpose of the general legal consciousness of the school.
- Situations in which the school deems it necessary to maintain the order and sense of community at the school and the participation of other students and employees in classes.

An imposed sanction can be made conditional provided that the student does not violate the school's rules of study and conduct again. Viborg Katedralskole may lay down further conditions for a conditional sanction, such as:

- 1) Having the student remedy the harmful effects as a result of his/her violation of the rules of study and conduct within a specified deadline.

2) Having the student satisfactorily complete specific activities etc. within a specified deadline which are suitable to prevent the student from repeating the current or other relevant violations of the rules of study and conduct. Just as it may be the case that the student and any wronged students, employees or others could be reconciled through mediation.

If a student has been issued a sanction and subsequently violates the rules again, this will constitute a case of aggravating circumstances, and the student concerned will therefore risk a tougher sanction.

Party hearings take place in accordance with the Danish Public Administration Act. Party hearings are normally done in writing, but in some cases they will be oral. This will typically apply in connection with a written warning as a sanction for absence and in cases where the violation of the rules of study or conduct requires a quick sanction.

7. Promotion

The school may refuse a student promotion to the next grade if the student's continuous assessment mark at the end of the school year is below 2.0 and if it is assessed that the student's benefit from the lessons completed has not been sufficient. As an example, this assessment includes the student's failure to hand in assignments, the extent of absence and potential reasons for this. When a student is refused promotion to the next grade, the student is discharged from school unless he/she is given special permission to retake the grade in question.

Helge Markussen
Principal

Anti-bullying Strategy for Viborg Katedralskole

At Viborg Katedralskole, we place emphasis is on having a good social tone and conventions. It is expected that everyone treat each other with respect, whether they are students, teachers or other staff. This also applies when expressing your views in writing and on social media. Any kind of bullying is unacceptable and will not be tolerated.

Definition of bullying

In order to combat any kind of bullying we need to know what we consider to be bullying. At Viborg Katedralskole, we use the following definition of bullying:

A person is bullied when he or she repeatedly and over time is subjected to a degrading and offensive act from one or more people, and often in a place where he or she is forced to stay. This could be physical, verbal and/or by using digital media.

Bullying can either be directly in the form of physical actions (e.g. physical contact, gestures or verbal degradation) or indirectly (e.g. gossip and isolation).

Actions against bullying

Viborg Katedralskole has established the class settings to ensure the well-being of the students and to prevent bullying:

- At school start in the first year, teachers and tutors will discuss the definition of a good classroom culture with each class.
- All students are introduced to the school's rules of study and conduct, which among other things stipulate that: You must behave nicely. This rule expresses in brief how obvious it is that the necessary social community in a school relies on everybody, in every situation, being considerate, thoughtful and civilised:
- All classes have a student counsellor and a team coordinator (class teacher) which they always have the opportunity to contact in case of bullying or other challenges.
- Students and/or their parents also have the option to contact the school in case of bullying or other challenges.
- If a teacher witnesses bullying or becomes aware of bullying, he/she must take action as soon as possible. The bully must be confronted, and it must be made clear that bullying is unacceptable. The teacher who has become aware of the bullying is responsible for the confrontation or must inform the relevant teacher team or student counsellor or management who will then confront the bully.

If you feel bullied:

If you experience bullying, as a student, you should do the following:

- Try to distinguish between nonsense and seriousness in the situation.
- Put your foot down, if you consider it to be actual bullying.
- The school can only solve the problem and help you if we are aware of it. Therefore, you need to help us become aware of it. Inform your teacher, class teacher team, student counsellor or the management.

If you experience other people being bullied

- Support the person being bullied.
- Provide the school information on the situation: Inform your teacher, class teacher team, student counsellor or the management.
- The victim must first and foremost be protected. It has to be determined if the victim needs further support, for example in the form of conversations with teacher, teacher team, student counsellor, psychologist or others.

Bullying is not compatible with the values of Viborg Katedralskole. Both as a student and an employee you are required to pass on information about bullying. Teachers, student counsellors and school management

will then act to solve the problem. Bullying can lead to serious sanctions; cf. the school's rules of study and order.

Helge Markussen
Principal