

# RULES OF STUDY AND CONDUCT

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 school's rules 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 narcotic substances is not compatible with being a student at Viborg Katedralskole. Students should not consume drugs or alcohol in connection with lessons or activities that replace normal teaching. Students should not consume drugs or alcohol 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 drug or alcohol test.

### b) Smoke-free school hours

Viborg Katedralskole is a tobacco-free school like other upper secondary educations. This means that smoking - including snuff, e-cigarettes and other products containing nicotine - is not allowed during school hours from 7.30 - 16.00 neither on the school premises nor outside the school grounds. It is also prohibited to sell cigarettes and other products containing nicotine. The rule of a tobacco-free school also applies to all parties and other after-school activities. This also applies to study trips, excursions, cabin trips and the like during the periods for which the school and the teachers have made plans. The school grounds must of course also be tobacco-free even outside school hours. Tobacco-free school hours apply to all students, staff, managers and guests at the school.

However, there are no rules for what you do when you work at home at your own private address, unless you live at Viborg Katedralskole's boarding school. The boarding school is tobacco-free 24/7 for both students and visitors.

### **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 the 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 appropriately dressed for the lessons. This means - among other things - that there is a duty to change to sportswear for sports lessons, and in order to ensure an open and direct dialogue, covering your face is not acceptable.

## **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 his/her 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 continuously 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. section 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 handed in. Copying and cheating is unacceptable behaviour in class and will in all cases be punished by sanctions, cf. section 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 teaching 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 deem 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.

### **Sanctions in relation to section 1b:**

Violation of smoke-free school hours will result in sanctions in the following order:

- i. *Oral warning and offer of support:* A head of education issues an oral warning. It will be noted in Lectio. The options for smoking cessation etc. are presented.
- ii. *Oral warning and offer of support:* The principal issues an oral warning. It will be noted in Lectio. The options for smoking cessation etc. are presented.
- iii. *Written warning and offer of support:* Written warning is sent in e-box. If the student is under 18, the written warning is sent to the parents. The written warning comes with an offer of smoking cessation etc.
- iv. *Temporary expulsion:* The fourth time the rule is violated, the student will be expelled for up to 10 days.
- v. *Permanent expulsion:* The fifth time the rule is violated, the student will be discharged and permanently expelled from school.

### **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.

## Strategy against bullying and abusive behaviour

At Viborg Katedralskole, we place emphasis is on having a good social tone and conventions. Everyone is expected to treat each other with respect, whether they are students, teachers or other staff. This also applies when expressing yourself 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).

### Definition of abusive behaviour in addition to bullying

Abusive acts mean that an employee or student at the school grossly or repeatedly exposes one or more other people at the school (employees/students) to sexual harassment, discrimination, threats of violence, bullying or other degrading behaviour. Only behaviour that is perceived as degrading by the victim or victims can be considered abusive. An act can be considered abusive, regardless of whether the act is an expression of thoughtlessness or a definite desire to offend. Ordinary exercise of leadership, collegial feedback, feedback in teaching and the like do not in themselves constitute offensive behaviour.

Abusive behaviour of a sexual nature could eg. be unwanted touches, unwanted verbal urges for sexual intercourse, vile personal comments, irrelevant inquiries about sexual topics or viewing of pornographic material.

Abusive behaviour in the form of discrimination can be degrading or unreasonable discrimination on the basis of eg. skin colour, religion or belief, political opinion, gender, sexual orientation, age, disability or national, social or ethnic origin.

These examples are not exhaustive.

### Measures against bullying and abusive behaviour

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

- 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, abusive behaviour or other challenges.
- Students and/or their parents also have the option to contact the school in case of bullying, abusive behaviour or other challenges.
- If a teacher witnesses bullying or becomes aware of bullying or abusive behaviour, he/she must take action as soon as possible. The bully/offender must be confronted, and it must be made clear that bullying is unacceptable. The teacher who has become aware of the bullying/abusive behaviour 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 exposed to abusive behaviour:**

If you as a student feel exposed to abusive behaviour from other students, please contact your student counsellor (or another staff member with whom you feel safe). The student counsellor assesses whether the school's management may be involved in the case with a view to imposing any sanctions.

If you find yourself exposed to abusive behaviour from one of the school's employees, please contact the principal, if necessary via the student counsellor or another employee with whom you feel safe. The principal will assess the further course of the case. 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/exposed to abusive behaviour**

- Support the person being bullied/offended.
- 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 and offensive behaviour 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/offensive behaviour. Teachers, student counsellors and school management will then act to solve the problem. Both parts can lead to serious sanctions, cf. the school's rules of study and order.

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