



HASSERIS GYMNASIUM & SCHOOL



# **RULES OF CONDUCT**

## **Hasseris Gymnasium & IB World School**

# **Rules of Conduct for Hasseris Gymnasium & IB World School**

The Rules of Conduct at Hasseris Gymnasium & IB World School are issued in accordance with the provisions of the Danish Ministry of Education's Order No. 1338 of 9 December 2019 on rules of conduct for upper secondary education (in Danish "Bekendtgørelse nr.1338 af 9. december 2019 om studie- og ordensregler for gymnasiale uddannelser").

All students at Hasseris Gymnasium & IB World School have been informed of the rules, which are also publicly available on the school's website.

## **The Learning and Teaching Philosophy of the Rules of Conduct of Hasseris Gymnasium & IB World School**

The Rules of Conduct of Hasseris Gymnasium & IB World School should be seen in the light of the following:

- We want a lively and engaging school, characterized by a sense of community and tolerance, where everyone can move in a safe environment.
- We wish for a democratic school where everyone can be seen and is seen, and where acceptance of diversity and mutual respect between students, teachers and other school staff are central.
- Based on the acquisition of global and digital competences, we want a school that prepares students for higher education and potentially enables individuals to make the right career choice.
- The daily work is based on the students' ability to solve problems, think innovatively and be creative. This provides the basis for the individual's immersion in the subjects and learning, as well as developing the student's responsibility, outlook and sense of community.

## **Code of Conduct**

1. It is everyone's responsibility to contribute to a good social environment where bullying and harassment in any shape do not take place at school, nor in any other context where they have a direct impact on the learning environment. This also applies to social behavior outside the gymnasium, such as inappropriate behavior on social media, which can directly affect the teaching environment, including order and socializing at the school. See also the school's anti-bullying strategy on our webpage.
2. The tone at the school should be respectful and inclusive. Only the language of instruction or the language of the subject is spoken in class. Outside lessons, respect is shown for others by speaking only in a language that everyone understands.
3. Students have a duty to follow instructions and recommendations given by school staff at all times.
4. We want to be able to move and work in a neat and tidy environment. Therefore, it is everyone's duty to clean up after themselves and to look after the school buildings

and equipment. Any damage to the school or its property should be reported to the front office immediately. In the event of negligence or vandalism, claims for compensation will be made.

5. All forms of visual and/or audio recording of lessons must not take place without the consent from the teacher and all other participants. This applies to teaching with physical presence as well as online teaching.
6. Your face must be visible at all times. There must be no covering of the face when participating in lessons or other school-related activities.

### **Rules of Study**

7. Students at Hasseris Gymnasium & IB World School are expected to attend and actively participate in all teaching, including virtual and independent work. This applies both to teaching at the school and to activities related to study trips, excursions and the like outside the school. In case of absence, it is the student's duty to inform the school in advance. Students are also expected to keep themselves updated on a daily basis on the news and messages they receive via the school intranet/Lectio.
8. Students are required to hand in written assignments on time. This obligation also covers participation in all mock exam activities or other exam related activities. In exceptional cases, such as absence from actual exams or mock exams, prolonged illness or injury preventing participation in Physical Education, the school may require a doctor's note. The cost of obtaining a doctor's note lies with the student.
9. Responses to written assignments must meet the requirements. Academic misconduct in the form of plagiarizing and/or handing in a product presented unduly as the student's own work (e.g. an assignment downloaded from the Internet or AI generated contents) may lead to sanctions.
10. The school's rules on digital behavior must be observed:
  - a. By the beginning of each lesson, all phones must be turned off and left in the phone locker placed in each classroom.
  - b. At the beginning of each lesson, the computer is completely shut down and the phone is in the bag. The computer is opened only when the teacher gives permission.
  - c. The computer may only be used for academic purposes in connection with the lessons.
  - d. The teacher decides when the use of IT tools is allowed.

### **Drugs, smoking and use of other tobacco products**

11. Smoking and the use of other tobacco products are prohibited during school hours. This applies on and off the school premises. This prohibition includes all forms of tobacco products (cigarettes, snuff, chewing tobacco, e-cigarettes, etc.). Here, the school management refers to the joint policy for tobacco-free youth education in

Aalborg municipality, as well as the national action plan against smoking by children and young people.

12. During teaching hours - including on excursions and study trips - no one is allowed to be under the influence of alcohol, drugs or other intoxicants. Hasseris Gymnasium & IB World School will ensure compliance with the law on cannabis and other drugs through various measures such as tests and guarding with drug dogs.

*Also read the school's Alcohol Policy for Extra Curricular Activities.*

### **Sanctions for breaching the Rules of Conduct**

Minor breaches of the local Rules of Conduct may result in either a verbal or written reprimand. Such reprimands may be supplemented by a letter of concern to the student's parents if the student is under 18 years of age. In other cases, a written warning may be issued.

As a general rule, the sanction will only run for the duration of the current school year unless otherwise specified in the case in question. In case of a more serious offence such as violence or plagiarism, the sanction will not forfeit.

If the student does not comply with the reprimands or warnings mentioned above, one or more of the following sanctions will be applied:

- a. Withdrawal of the right to receive the Danish study grant S.U. due to lack of study activity.
- b. Exclusion from social events and activities at Hasseris Gymnasium & IB World School.
- c. Expulsion from classes for up to 10 days in a school year. The exclusion is recorded as a period of absence.
- d. Expulsion from the school.

### **Specific to the IB Department**

IB students must also confer with the policies relating specifically to the rules, values and regulations of the IB Department.

## **Further Information**

IB Department at Hasseris Gymnasium & IB World School  
+45 96 32 71 10 [ib@hasseris-gym.dk](mailto:ib@hasseris-gym.dk) <http://www.hasseris-gym.dk/ib>