

## **1.11 Rules of Conduct**

### **Rules of Conduct**

Hasseris Gymnasium & IB World School

Hasseris Gymnasium & IB World School follows the Rules of Conduct explained in the following. The rules are issued in accordance with the provisions of the 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.

### **General rules**

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, characterised 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 Hasseris Gymnasium, nor in any other context where they have a direct impact on the learning environment. This also applies to social behaviour outside the Gymnasium, such as inappropriate behaviour on social media, which can directly affect the teaching environment, including order and socializing at the school. See also the school's [anti-bullying](#) and anti-violation strategy.
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 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 report the reasons for absence in Lectio, the school's student management system. Pupils are also expected to keep themselves updated on a daily basis on the news and messages they receive via the school intranet.

8. Students are required to hand in written assignments on time. This obligation also covers participation in end-of-term and annual tests. In exceptional cases, such as absence from tests, prolonged illness or injury preventing participation in physical education, the school may require a medical certificate. The cost of obtaining a medical certificate lies with the student.

9. Responses to written assignments must meet the requirements. Academic misconduct in the form of plagiarising and/or handing in an unauthorised product (e.g., an assignment downloaded from the Internet) may lead to sanctions.

10. The school's rules on digital behaviour must be observed:

a. At the beginning of class, the computer is completely shut down and the phone is in the bag. The computer is opened when the teacher gives permission.

b. The computer may only be used for academic purposes in connection with the lessons.

c. The teacher decides when each student's 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.

a. Hasseris Gymnasium, in cooperation with the other secondary schools in Aalborg Municipality, has drawn up a joint policy on smoking and the use of tobacco products, which can be read here.

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.

a. Hasseris Gymnasium, in cooperation with the other secondary schools of Aalborg Municipality, has developed a common policy on intoxicants, which can be read here.

### **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 S.U. due to lack of study activity.
- b. Exclusion from social events and activities at the high school.
- c. Expulsion from classes for up to 10 days in a school year. The exclusion is recorded as an absence.
- d. Referral to sit an examination in one or more subjects at the grade level in question, replacing the student's final term mark(s).
- e. Expulsion from the course.

In the event of a breach of the school's rules on digital conduct, the pupil's private means of communication, such as a mobile phone, may be withheld for up to 24 hours.

### **Advancement to the next grade level**

The Head of School may deny promotion to the next grade level if the student has an unweighted average of less than 2.0 in his/her annual grades (Danish scale). Such a student may be allowed by the Head of School to repeat the year in question, provided that he/she has completed his/her secondary education within five years of starting it.

### **Withdrawal**

Withdrawal should only take place after consultation with the student counsellor and the Head of School. Pupils under 18 years of age must be withdrawn by their parents/guardians.

**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.