



Nyborg Gymnasium

Study rules and regulations



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PIXIE version of the study rules and regulations

Duty of attendance and delivery

The individual points in the overview are described in depth in the following review of the study rules, items 3.1 – 3.4

Step 1	<p>Summoning to a meeting with counsellor – educational reprimand</p> <p>A student whose absence and/or failure to deliver assignments in a particular subject or all subjects during the period reach an unacceptable level will be summoned to a meeting with his/her counsellor. The purpose of the meeting is for the student to enter into an agreement with the counsellor concerning compliance with the duty of attendance and delivery, including catching up on missed assignments.</p>
Step 2	<p>Written warning – tripartite meeting</p> <p>If the student breaches the agreement with the counsellor and persistently fails to observe the duty of attendance and delivery, the student will be given a written warning. The head of programme arranges a tripartite meeting involving the student (and his/her parents/guardians if the student is under 18), the head of programme as well as a 'UU-vejleder' (youth counsellor). The purpose of the tripartite meeting is to enter into a contract concerning how the student is to fulfil the duty of attendance and delivery in order to avoid far-reaching sanctions. An IB Diploma student will be required to participate in a similar meeting after receiving a written warning, but for international students a 'UU vejleder' – youth counsellor – will not participate.</p>
Step 3	<p>Sanctions</p> <p>If, following the written warning and the tripartite meeting, the student continues in breach of the duty of attendance and delivery, the school will adopt one or more of the following sanctions, based on a specific assessment:</p> <ul style="list-style-type: none"> - Withdrawal of the student's entitlement to 'Statens Uddannelsesstøtte' (Danish student grant) - The student will be referred to sit a test in all the subjects being discontinued for the relevant class in the academic year in question (STX) - The student loses the right to sit the test in one or more subjects being discontinued after the academic year in question. A test in the relevant subject(s) will be sat the following year if the head of school decides that, despite having missed one or more tests, the student can be promoted to the next class (STX and HF) - Expulsion from the school with the option of studying independently.

	<p>Specific to the two-year International Baccalaureate:</p> <ul style="list-style-type: none"> - A final year student may be excluded from all or several of the IB Diploma exams in the session for which they are currently registered. - A continuing student (pre-IB/IB1) may not be promoted to the next class, even though their academic results are satisfactory for promotion.
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Steps 1 and 2 will be applied to any student who fails to comply with the duty of attendance and delivery, irrespective of the reason for absence. For Step 3, a specific assessment on a case-by-case basis will determine which sanction to apply, including whether the school can give a dispensation on the grounds of serious illness, for example.

Assessment and grading

Week	STX programme	HF (Higher Preparatory Examination) programme	International Baccalaureate
40-41	All new students have assessment meetings with the subject teachers		
43			
44			
44-45	Grading and teachers' conference		Grading and teachers' conference
46-47	Consultations for students and parents/guardians		
47		Grading	Consultation for pre-IB students and parents/guardians
47-48		All new students have assessment meetings with the subject teachers	
50	Grading in physics and biology, first-year students		
3	Grading in general linguistic understanding		Grading in general linguistic understanding (pre-IB)
4			
6			Grading
11	Grading	Grading	
19-20	Annual grades in discontinuing subjects		Annual grades
23	Annual grades in continuing subjects		

Overview of areas where regulations apply

Proper conduct towards classmates, employees and visitors to the school
Proper treatment of the school buildings, fixtures and fittings and equipment, including liability for damage
Keeping the classrooms and common areas tidy
Advertising and commerce at the school
Physical education
Mobile phones and computers
Audiovisual recordings at the school
Smoking policy
Alcohol
Drugs

Sanctions for breach of the regulations

Educational reprimand
Written warning
Exclusion from events and activities
Temporary suspension
Permanent suspension

Management draft of study rules and regulations with effect from 1 August 2011

Study rules and regulations

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1. Purpose of the study rules and regulations

The following study rules and regulations were prepared in accordance with the Executive Order relating to study rules and regulations in upper secondary education programmes, BEK no. 1222 of 4 December 2006, and apply to students enrolled in the STX examination programme and the HF examination programme.

According to IB's General Regulations for the Diploma Programme, section III, article 11, students who are not in good standing at their school are not allowed to take their IB Diploma exams. Nyborg Gymnasium determines that a student is in 'good standing' when the student abides by these school rules.

The study rules and regulations were established by the school management following discussion in the Students' Council and Educational Council.

The purpose of the study rules and regulations is to create a positive teaching environment conducive to instruction. They also seek to reinforce active student involvement in the teaching programme as well as to promote values such as cooperation and responsibility within the school culture. Finally, the study rules and regulations seek to help facilitate a secure, mutually accountable community for the many different students at the school.

Accordingly, the study rules and regulations describe the expectations and prerequisites for proper, appropriate studying and social interaction at Nyborg Gymnasium.

The study rules and regulations are divided into two sections. One section – the study rules – describes the students' duty to participate actively in the teaching programme. The other section – the regulations – contains the rules governing order and social interaction at the school.

2. Briefing procedure

As part of the induction process, the management briefs new students on the rules, the background to the rules and their purpose, as well as the consequences of failure to comply with them.

The students are also informed that they have a duty to keep themselves informed concerning the rules.

The study rules and regulations are published on the school website.

3. Study rules

In order for the teaching programme to fulfil its aims, including to ensure optimum functioning with regard to collaboration and the mutual student–teacher obligations, students are required to participate actively and responsibly in tuition and in all derivative activities and matters.

3.1 Duty of attendance and delivery

Daily tuition normally takes place between the hours of 8.10 am and 3.10 pm. Students must be available for tuition during this period. At least one week's notice is given of any changes that extend the teaching period beyond this.

Students have a duty to participate actively in tuition. This means

1. The student arrives properly prepared for the tuition and ready to actively participate
2. The student delivers written assignments on time
3. The student has a duty each day to keep abreast of homework, assignments, timetable changes, etc., published on Lectio
4. The student arrives for mock exams, end-of-year examinations and written and oral examinations at least 15 minutes before the start of the test
5. The student attends tuition and other teaching activities that the school arranges during school time (special assemblies, induction courses and other assemblies and events, counselling sessions and, in the case of IB students, CAS guidance)
6. The student attends tuition that has been rescheduled outside the school, i.e. excursions and study trips

Students have a duty to participate in excursions and study trips. A student who does not participate in an excursion or a study trip must prepare assignments or similar that correspond to the tuition accounted for by the excursion or study trip for participating students. Pursuant to the Executive Order governing amounts paid by students to participate in excursions, etc., in youth education programmes, the school cannot, however, insist that students participate if the costs of transport and board amount to more than DKK 70 per day.

Where tuition is organised as virtual tuition that does not involve being present at the school, the school makes the student aware of the conditions that apply, e.g. in the form of electronic feedback, submission of material and assignments that serve to fulfil the duty of attendance, cf. the STX Executive Order, Section 88 (2) whereby 10% of the tuition time in the basic programme and no more than 25% of the tuition time in each subject in the specialised programme can take the form of virtual tuition that does not require the simultaneous attendance of teachers and

students. With regard to the HF Executive Order, pursuant to Section 48, 20% of the tuition time can take the form of virtual tuition.

For the IB Diploma, no rules are stipulated concerning how the tuition must be planned, but, as a guideline, the teachers at Nyborg Gymnasium use the above-mentioned rules that apply to the STX.

Registration of attendance

The teacher registers the presence or absence of students on Lectio at the start of a module. If the student arrives late, the student must report to the teacher at the end of the module for registration. If, in the teacher's opinion, the student has not been present for most of the tuition in the module, the student in question will be marked as absent. If a student has difficulty arriving on time, the student concerned will receive an educational reprimand from the teacher. In case of recurring lateness, the teacher must notify the head of programme for the class.

Students have a duty at all times to keep abreast of the extent of their absences, including drawing attention to any incorrect registration of absence.

Registration of delivery of written assignments

The teacher registers delivery of assignments on Lectio, where it can be seen who has delivered the assignment and who has not.

'Delivery on time' means delivery by the deadline the teacher has set on Lectio and the teacher's approval of the assignment in terms of scope and quality. In exceptional cases, the teacher and student can agree a new deadline for delivery.

Assignments delivered late must always be delivered to the office, where the assignment will be registered as delivered and the failure to deliver will be voided.

Students have a duty at all times to keep abreast of the status of assignments delivered, including drawing attention to any incorrect registration.

Students' statement of reason for absence

The student is required to state the reason for absence on Lectio. The reason for absence must be submitted on Lectio no later than on the date of the student's return to school.

How the school deals with absence and failure to deliver written assignments

Student absences and failure to deliver written assignments are tallied at the end of a month pertaining to the period, i.e. from the start of the academic year through to the month in question.

The heads of programmes are responsible for following up on absences and failure to deliver written assignments. If a head of programme deems that absences and failure to deliver written assignments has reached an unacceptable level in relation to the total number of tuition sessions held and the number of written assignments set, the heads of programmes will apply measures to the individual student.

The individual teacher monitors the student's absences and failure to deliver assignments for his/her class. If, in the opinion of a teacher, the student is starting to stay away from tuition, and/or fails to deliver written assignments, the teacher will discuss the matter with the student. If the student does not rectify matters, the teacher will inform the relevant counsellor.

3.2 Sanctions in connection with absence and failure to deliver written assignments

The school intervenes as follows concerning student absence and failure to deliver written assignments:

1. Meeting – educational reprimand

In tallying absences and failure to deliver written assignments every four weeks, when a head of programme ascertains that a student's absences and failure to deliver written assignments has reached an unacceptable level for the period (i.e. from the start of the academic year up to the present time), the school will summon the student in writing (together with his/her parents/guardians if the student is under 18) to a meeting with the student's counsellor. At the meeting, the student will be informed of the scope of absence and/or failure to deliver written assignments and will be reminded to reduce absences and to deliver the assignments by a set deadline. The student will also be informed of the consequences of continued absence and/or continued failure to deliver written assignments.

To follow up the meeting, the counsellor will initiate relevant compliance measures. These could include:

- Regular meetings between counsellor and student with a view to adjusting study habits and following up on what has been agreed concerning special compliance measures
- Agreement of a delivery plan for overdue written assignments
- Agreement of extra tuition with a view to catching up on missed prerequisites for the subject(s) in question
- Requiring the student to write his/her assignments in the writing workshop (i.e. the student is required to attend the writing workshop)
- Other

The counsellor writes up minutes of the meeting and the agreed compliance measures on Lectio.

The counsellor will then monitor the student closely, i.e. week by week, with regard to attendance, delivery of assignments and various compliance measures to modify and bring to an end to the student's pattern of behaviour with regard to failure to observe the duty of attendance and delivery and thus avert additional sanctions.

2. Written warning – tripartite meeting

In consultation with the student's counsellor, the head of programme determines whether continued absence and/or continued failure to deliver written assignments should result in a written warning.

A written warning is a serious reminder from the school that the student must put a stop to absences and must deliver written assignments.

A written warning is always given based on an objective record of absences and failure to deliver written assignments, and always to students who persistently neglect the duty of attendance and fail to deliver written assignments, after a meeting with their counsellor and after various compliance measures, cf. above.

The written warning is sent to the student (and his/her parents/guardians if the student is under 18).

The head of programme informs the student's 'UU-vejleder' (youth counsellor) of the situation and agrees a meeting with the counsellor and the student (and the student's parents/guardians if the student is under 18) with a view to jointly arriving at a lasting solution. This could be a contract with the student concerning future fulfilment of the duty of attendance and delivery, or a decision to expel and transfer the student to another youth education programme or occupation.

The head of programme monitors, from week to week, students who have been given a written warning.

The 'UU-vejlederne' (youth counsellors) are involved pursuant to the Executive Order relating to the obligation of education, occupation or other activity, BEK no. 872 of 7 July 2010.

3. Sanctions

In relation to the STX examination programme and the HF examination programme

In the event of continued absence and failure to deliver written assignments after the written warning and the meeting with the 'UU-vejleder' (youth counsellor), the head of programme will summon the student (and the student's parents/guardians if the student is under 18) to a meeting, at which the following sanctions can be initiated:

- The student will be referred to sit a test in all the subjects being discontinued for the relevant class in the year in question (STX)

Annual grades will not be given for the subject(s) concerned, and any annual grades already given in the current academic year will be withdrawn

- The student loses the right to sit the test in one or more subjects being discontinued after the academic year in question. A test in the relevant subject(s) will be sat the following year if the head of school decides that, despite having missed one or more tests, the student can be promoted to the next class (STX and HF)
- 'Statens uddannelsesstøtte' (SU – Danish student grant) is withdrawn because the student is not actively studying
- Expulsion from the school in particularly serious cases, with resultant loss of SU because the student is no longer actively studying
- Within a certain specified timeframe, the expelled student has the option of applying to sit the examination as an independent student

Which of the sanctions described above is to be applied will depend on a specific assessment on a case-by-case basis.

Following a specific, individual assessment of the background to the student's absence, the head of programme can decide to give special consideration so that, despite frequent absences and failure to deliver numerous written assignments, the student will not be subjected to one or more of the above sanctions. In such a case, however, this will always be conditional on a reduction in absences.

The head of programme will monitor students subjected to sanctions on a weekly basis.

With regard to students taking the pre-IB and IB Diploma

If a student continues a pattern of absenteeism and missing written assignments after the written warning has been issued and after a meeting with the counsellor and IB Coordinator, the IB Coordinator will call the student (and his/her parents/guardians if the

student is under 18) to a meeting, where the following sanctions may be imposed:

- A final year student may be excluded from all or several of the IB Diploma exams in the session for which they are currently registered.
- A continuing student (pre-IB/IB1) may not be promoted to the next class, even though their academic results are satisfactory for promotion.
- The pre-IB/IB student forfeits the right to receive SU (Statens uddannelsesstøtte – a Danish student grant), because he/she is no longer active.
- In severe cases, the expulsion of the student from the school.

3.3 Long-term sickness and treatment

The school must offer tuition provision for sick students who are temporarily unable to follow the general course of tuition due to long-term sickness. No later than ten days after the student last participated in tuition, the school must contact the student (if the student is under 18, the student's parents/guardians) about implementing tuition provision for the sick student. The scope of tuition cannot normally exceed five hours a week and cannot normally extend for more than 40 school days. The tuition provided takes the place of the tuition sessions the student was unable to complete during the period in question.

If a student has a number of absences due to sickness or treatment, or is expected to have frequent short absences, the student can be offered supplementary tuition alongside the student's participation in scheduled tuition. The supplementary tuition takes the place of the tuition sessions the student has missed.

In the cases described above, the school can grant a dispensation for absence. The student must provide relevant information and documentation in the form of a doctor's certificate in respect of the sickness. The student pays for the doctor's certificate.

Period of sickness lasting more than 40 school days

The head of programme and the student (and the student's parents/guardians if the student is under 18) will jointly assess whether the student is able to resume schooling and, if so, will prepare a plan for this.

If the student cannot continue in the academic year in question, it can be agreed for the student to join the same class year the following year.

The SU Danish student grant will normally be discontinued unless a dispensation is applied for. This requires medical documentation and a presumption that the student will resume schooling no later than at the start of the next academic year. The student's status would then be 'signed up to the class but not actively studying due to documented sickness'.

If a student is expelled due to sickness against his/her will (and the sickness is documented), guidance on lodging an appeal must be given, including the opportunity to apply for the SU grant.

Pursuant to the STX Executive Order. BEK no. 692 of 23 June 2010 Sections 145–149 concerning tuition provision for sick students as well as corresponding clauses in the HF Executive Order

3.4 Exemption from physical education

On request, students can be fully or partially exempted from physical education due to sickness, injury or disability. Exemption can be temporary or long-term and requires documentation in the form of a statement from a doctor or hospital, or a doctor's certificate. The student pays for the doctor's certificate.

Permanent exemption implies that the student must take an additional subject or take one subject at a higher level.

Students in the pre-IB classes who provide the proper medical documentation for exemption from the Physical Education subject will not have to take an alternative subject.

3.5 Miscellaneous

Registered absence and failure to deliver assignments will not be carried over from one academic year to the next.

Students who have been given a written warning may, however, receive a warning without a prior meeting in the following academic year.

3.6 Cheating in written assignments

Cheating in written assignments is not accepted under any circumstances.

Cheating includes when a student partially or completely copies from other students' assignments, copies from sources without stating them, or if students have someone else write the assignments for them.

If a teacher ascertains cheating, the following will occur:

- The student is summoned to a meeting with the head of programme to whom the student is assigned, with the purpose of giving the student a warning. The head of programme writes up a brief summary of the meeting in the student's folder on Lectio.
- The teacher registers the assignment on Lectio as not delivered.

If a student is repeatedly caught cheating, more extensive sanctions will be applied, such as temporary or permanent suspension from the school, cf. sanctions for violation of the school rules, item 5.2.

If cheating is ascertained in connection with internally assessed assignments (the Danish and/or history assignment, the specialised programme assignment, synopsis assignments or end-of-year examinations, etc.), the assignment will be declared void. The head of school will determine whether the student should repeat the year in question, or whether the student will be given the opportunity to work on a new assignment.

Cheating in connection with examinations automatically results in exclusion from the examination in question.

Students taking the IB Diploma are subject to the rules outlined above, but if plagiarism or other malpractice is determined in relation to internally or externally assessed exam components in all subjects (including TOK, CAS and Extended Essay), the students will fail to obtain their full Diploma exams in that session. The subject teachers who have to testify that a student's work is genuine will not sign the appropriate form in such a case, and therefore the component will not receive a grade.

If any form of malpractice is discovered during the exam, or during assessment of exam components, the student will fail to obtain his/her Diploma exams, and may have to apply to the IB special board for academic honesty for permission to register for a new exam session.

In the General Rules and Regulations, malpractice is defined as follows:

2 Malpractice

2.1 The Regulations define malpractice as behaviour that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more assessment component. Malpractice includes:

- plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own
- collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another
- duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements
- any other behaviour that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, taking unauthorized material into an examination room, misconduct during an examination, falsifying a CAS record).

The IB rules and definitions of academic honesty are available in a PDF document on the school website. Any rules and guidelines stipulated in this document are followed by the school and must therefore also be observed by its students.

3.7 Assessment and grading

Continuous assessment

Individual students have a duty to engage in positive and constructive cooperation with their subject teachers concerning the assessment of the benefit they derive from tuition with a view to ongoing mastery of the subject and development of study skills.

Continuous assessment seeks to ensure that students have an accurate perception of their own strengths, weaknesses and progress. Assessment also forms the basis for advising students with regard to mastery of the subject as well as the development of good working methods and appropriate study habits.

For all new students on STX, HF and pre-IB, assessment meetings with teachers take place in the autumn.

Grading

As regards STX and HF programmes, achievement grades are given twice a year; first in November/December and again in early March. STX students are also given annual grades at the end of the academic year.

Passing an STX examination is conditional on the average of annual grades combined with the grade obtained in the examination being 2.0 or better. The calculation includes some grades with different weightings.

Passing an HF examination is conditional on the average of all examination grades being 2.0 or better.

For the two-year International Baccalaureate, grades are given three times a year; first in early November, then in February and again towards the end of May. Annual grades and end-of-year examination grades are notified towards the end of May with the annual letter of promotion to the next class.

The final grades given over the two-year course are the achievement grades in February of the final year. The official predicted grades to be reported to the IBO prior to the examinations in May are confidential and are therefore not accessible to students or parents/guardians.

3.8 Examination

Well in advance of the examination, the school assembles all students to brief them concerning the exam rules. At the meeting, the students are given a run-down of key passages from the Executive Order relating to examinations and associated guidelines. The review is accompanied by a PowerPoint presentation, which is subsequently published on the school's communication system. The school ensures that students are familiar with the overall rules for holding examinations. The teachers ensure that students are aware of the specific examination conditions for the various subjects.

Students are obliged to attend the briefing and to familiarise themselves with the rules and guidelines for the examination.

Students are responsible for bringing relevant and permitted aids to the examination.

Students must arrive at least 15 minutes prior to the start of a written examination, end-of-year examination or mock exam.

Students must arrive in plenty of time before an oral examination. The school supplies individual schedules for oral examinations at the start of study leave. Students have a duty to keep themselves informed via Lectio because the times of oral exams may be changed at three days' notice and no other notification will be given except via Lectio.

Sickness at the time of exams and end-of-year exams

If a student falls ill before a written or oral examination, the student/parent or guardian must contact the school as soon as possible. If the school has not been informed on the day of the examination in question before 3 pm, the student will be deemed to have missed the examination without cause.

On the day the student falls ill, the student/parent or guardian must contact the student's own doctor so that the doctor can certify (with a doctor's certificate) that the student was unable to

attend the examination in question due to illness. The student/parent or guardian pays the cost of obtaining the doctor's certificate. On presentation of a doctor's certificate, the student will be given the option of a re-sit due to illness, which should preferably take place later the same month, or in August, the first month of the new academic year.

In the event of sickness during mock exams and end-of-year exams, there is no requirement for a doctor's certificate, but the candidate must contact the school at the earliest opportunity.

End- of-year exams for the pre-IB:

Pre-IB students will sit 4 end-of-year exams. These are all internally assessed, written exams and are normally taken in the subjects English, Mathematics, Social Science, and Physics or Chemistry. The exams are written by hand and the rules concerning the conduct of the examinations are adapted from the rules concerning the official IB Diploma exams. The IB Coordinator will inform the pre-IB students about the practical arrangements for the exams approximately two weeks before the end of tuition – mid-May.

End-of-year exams for the first IB Diploma year (IB1):

Students in the first IB Diploma year will sit exams in all their IB Diploma subjects, except TOK and CAS. All these exams are internally assessed. The exams are written by hand and the rules concerning the conduct of the examinations are adapted from the rules concerning the official IB Diploma exams. The IB Coordinator will inform the pre-IB students about the practical arrangements for the exams approximately two weeks before the end of tuition – mid-May.

The official IB Diploma exams:

The official IB Diploma exams are arranged according to the official exam schedule, without any exemption. The conduct of the exams follows the rules set by the International Baccalaureate Organisation. The exam 'notice to candidates' stipulates the rules of conduct at the exams, which all IB students must abide by – and which are also observed at the end-of-year exams in the pre-IB and IB1 classes. The 'notice to candidates' document can be found on the school's website, alongside this publication.

The IB Coordinator will inform the IB Diploma candidates of these rules, and the practical arrangements for the exams, at a meeting at the beginning of April.

3.9 Promotion to the next consecutive class

Promotion of a student to the next consecutive class is contingent on the student's having sat examinations – including internally assessed school tests (Danish and/or history assignment, STX

assignment) and on the student's having participated in and benefited from the teaching sufficiently to be awarded end-of-year grades.

At the end of the academic year, the school will assess the achievement of the individual students and how much they have benefited from the teaching.

Any student whose grade average is at least 2.0 at the end of the academic year is entitled to advance to the next consecutive class. This includes achievement grades (annual grades) in subjects that the student is continuing, and in subjects he/she is not continuing, and also the end-of-year examinations and annual tests.

If a student has not achieved an average of 2.0 or better at the end of the academic year, the student may be kept back if it is deemed that, based on continuous assessment, the student has not benefited sufficiently from the tuition.

The student will also have a say in the matter before the head of school makes the final decision about keeping the student back.

Pre-IB and IB students are automatically promoted to the next consecutive class if the student is in good standing at the school, i.e. abides by these school rules, and if the student has a grade average of 4.0 in his/her end-of-year grades and end-of-year exam grades. If the grade average is below 4.0 in either the end-of-year grades or the end-of-year exam grades, promotion to the next class is based on the testimonies of the subject teachers. If a student is not deemed academically capable of promotion, the student is invited to discuss with the student counsellor or IB Coordinator the possible alternatives to being promoted to the next class. If a student is not in good standing, at the end of a school year the student will not be promoted to the next class. In cases where a student continuously fails to adhere to school rules, the student will be expelled from school, cf. the rules and procedures in this document.

3.10 Internal communication on Lectio, the school intranet

Lectio serves as the school intranet and is used for internal information and communication purposes. Accordingly, students are required to read the relevant information on Lectio on a daily basis.

The school's rules of conduct also apply on Lectio. Proper use of language is required, and other people must be treated with respect, equality and tolerance.

4. Rules governing students' payment for and borrowing of teaching aids

The books made available to students must be treated with care and must bear the student's name, class and year. If a book is lost or damaged, e.g. by being written on, the student must replace the book. Liability for damages also applies to other equipment supplied.

Any instances of books or other teaching aids not being handed back promptly will, after a reminder, be referred to the recovery department (Inddrivelsescenteret) under the Ministry of Taxation.

Pursuant to the Executive Order relating to students and course participants paying for teaching aids on upper secondary education programmes and vocational education and training programmes, BEK no. 1711 of 20 December 2006, the school can decide that, to a limited extent, students must obtain some of their own teaching aids. The scope of this cannot exceed DKK 2,500 per student for an upper secondary education programme. In its introductory letter, Nyborg Gymnasium informs new students concerning the teaching aids students are expected to pay for themselves.

5. Regulations

Nyborg Gymnasium emphasises that general rules of good conduct apply in all school-related matters.

Students are required to obey school staff when instructed to abide by the rules of good conduct.

5.1 Specific regulations

School regulations imply a duty of

1. Proper conduct towards classmates, employees and visitors

The requirement of proper conduct towards others at the school is a cardinal point in the school culture and applies in all types of situations and activities (ordinary school days, excursions, study trips, café events, parties, etc.).

2. Proper treatment of the school buildings, fixtures and fittings and equipment

Students are required to treat the school buildings, fixtures and fittings, equipment and materials properly.

Students are responsible for their own actions and are covered by the general rules of liability for damages. This means that students are liable for damages if they damage school property, or anything belonging to other students or staff members. Liability for damages also applies on excursions, study trips and other educational activities outside school.

3. Adherence to the school rules with regard to keeping the classrooms and common areas tidy

Students are required to tidy up after themselves and to help ensure the school is characterised by a clean, orderly environment.

Students and teachers alike are responsible for ensuring that the classrooms are left tidy, and that the chairs are hung under the desks.

In the canteen area, students must assist by taking used crockery to the designated trolleys and disposing of waste in the bins.

Students must not take food or beverages (except water) into the classrooms and study areas.

Bicycles and cars must be parked in the designated areas.

4. Adherence to the school rules concerning commerce and advertising

Commerce and marketing as well as agitating for a political party, etc., on the school grounds are essentially prohibited.

However, the head of school can give a dispensation and allow various material to be displayed, for example.

5. Adherence to the school rules concerning participation in physical education

Students are required to arrive for physical education lessons already changed into their sports kit and footwear.

This is a prerequisite for participation in physical education.

Concerning exemption from physical education, please see item 3.4.

6. Adherence to the school rules concerning use of mobile phones and computers

Students are required to set their mobile phones to silent mode and keep them in their bags during tuition as well as during various educational activities.

During tuition and during various educational activities, students may only use their PCs for tuition-related purposes. A teacher can decide that students' PCs must be turned off/have the lid shut for short or extended periods.

Teaching situations where a teacher includes the use of mobile phones and PCs as a tool are an exception to these rules.

7. Adherence to the school rules concerning audiovisual recordings at the school

Students must not make audiovisual recordings at school except as part of tuition and as instructed by the teacher.

The head of school can grant a dispensation from this rule.

8. Adherence to the school's no smoking policy

Students are required to comply with the school's policy of no smoking indoors. However, smoking is permitted outside in one designated place.

9. Adherence to the school's prohibition on the consumption of alcohol

It is not permissible to bring alcohol to the school or consume alcohol on the premises or to arrive at school under the influence of alcohol. The same applies on excursions and study trips as well as other educational activities outside school. For special events, such as school and Student Council parties and the student café, the head of school may grant special dispensations from this rule.

10. Adherence to the school's prohibition on euphoria-inducing substances

It is not permissible to bring or take euphoria-inducing substances of any kind. It is illegal under Danish drugs legislation and will result in immediate and permanent expulsion from the school, and the person concerned will be reported to the police.

5.2 Sanctions for violating the regulations

Any student who violates the regulations will be given educational reprimand from his/her teacher or head of programme.

If educational reprimand is not a sufficient response to the student, the following sanctions can be applied:

- The student is given a written warning
- The student is excluded from specific events or activities
- The student is temporarily excluded from tuition for up to 10 days in one academic year. (Exclusion is registered as absence)
- The student is expelled

5.3 Rules for use of the school's computers and network

The school's computers are intended for use in tuition. Accordingly, the computers may be used in connection with tuition, writing assignments, information searches and other tasks relevant to schoolwork.

Modifying the setup of the computers and installing software is strictly forbidden.

Everyone must comply with good IT ethics online. Accordingly, sending anonymous e-mails or other nuisance behaviour towards other online users is prohibited. Users must uphold general Danish and international laws and regulations governing Internet use and intellectual property rights, etc.

Users are personally responsible for their own actions (statements, copying, etc.). The school rejects any and all liability for the actions of the user.

All user activities on the network are recorded in system log files so that they can be traced in the event of misuse.

Food and beverages must not be brought near or consumed at the school's computers.

User IDs and passwords for the school's IT systems are personal and must never be disclosed to anyone else.

5.4 Rules of conduct for study trips and excursions

On study trips and excursions, students are required:

- To arrive on time for all events in the programme and agreed times, including the time agreed for returning to the hotel.
- To participate actively in the daily programme of events. The subject-related content of the study trip is part of the examination curriculum, and for this reason, active participation is mandatory.
- To respect the rules of peace and order on the trip and in the hotel and to follow the teacher's directions and instructions without argument.
- To conduct themselves as ambassadors of the school and of their home country.
- To adhere to the school rules governing good conduct.

Consuming or bringing alcohol is not permitted on the actual journey, i.e. on the bus, train or aircraft, etc., or in connection with scheduled, subject-related activities.

Students are also prohibited from arriving for these activities under the influence of alcohol.

However, teachers may grant a dispensation from this rule so that alcohol may be consumed by agreement in moderate quantities in connection with a shared meal, for example.

The consumption or possession of euphoria-inducing substances of any kind is prohibited and will result in the student immediately being sent home and expelled from the school, cf. the school rules on this matter.

- Students are accountable for their own conduct outside the scheduled programme. This also applies if the teacher is prevented from being with the students, e.g. on group projects. It is emphasised that students must always go about in groups of two or more when they go out unsupervised.
- To take out travel insurance (including luggage).

Violation of these rules will result in the student being sent home at his/her own expense.

In connection with study trips abroad and excursions within Denmark spanning more than one day, the student (and, if the student is under 18, the student's parents/guardians) must sign to show their agreement to abide by the above rules.

6. Complaints about the school's decisions concerning violation of the study rules and regulations

Whenever the school considers giving a student a written warning or reaching agreement to implement a specific sanction in relation to the study rules and regulations, the student will always be given a say in the matter until such time as the school reaches its decision.

Students – and, if the student is under 18, the student's parents/guardians – may appeal to the Ministry of Education concerning warnings and decisions on the implementation of a specific sanction.

The appeal must be lodged within two weeks after the decision was made and must be addressed to the head of school.

The school provides guidance on how to appeal. If the student or his/her parents/guardians appeals against the decision, the appeal must be sent to the head of school, who will prepare a statement on the matter. Before the head of school submits the appeal to the Ministry, the student or his/her parents/guardians will be given the opportunity to comment on the head of school's statement.

An appeal to the Ministry does not have a postponing effect.

Students on the two-year International Baccalaureate are not covered by this opportunity to appeal against the head of school's decision. This is because the Ministry of Education has no supervisory role with regard to the IB. However, the school adheres to the rules concerning consultation with students and parents/guardians before making a final decision concerning a warning or a sanction. Students taking the IB Diploma cannot complain to the International Baccalaureate Organisation about issues concerning school rules and their interpretation.