



November 2024

# Code of Conduct

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## **Basis and purpose**

The following rules of conduct have been created based on governmentally mandated rules and regulations for upper secondary education in Denmark. They also serve to bring the rules concerning truancy and general behavior at the school in mind.

The purpose of these rules of conduct is to create a healthy and educational environment, and to help strengthen students' active participation, as well as such values as cooperation and responsibility within the culture of the school. Finally, the rules of conduct are to help ensure that our many different students feel that they have a responsibility to the community of the school, and that they feel safe. Thus the rules of conduct describe the code of proper study behavior and fellowship at Esbjerg Gymnasium.

The rules of conduct are divided into two sections, one describing the obligation of students to take part in lessons and hand in their assignments on time and one describing the general rules of conduct and behavior. Each section details the procedures and consequences for students who do not comply with the rules.

## **Rules of attendance - The obligation to participate in lessons**

To meet the purposes of the education and making the cooperation and mutual commitment between student and teacher work, it is a necessity that students participate actively and responsibly in lessons. Student truancy is calculated at the end of each month, where any approved absence is subtracted. It is the obligation of the student to stay informed about their truancy record and to call attention to mistakes in this registration.

Students who are present, but unable to participate actively in one or more subjects due to a handicap or impairment can, after an individual assessment, be excused from parts of a given lesson.

If a student wishes to be excused from physical education in the Pre IB more than three times he or she must provide a physician's statement, to be assessed by the principal. Any costs associated with this are the responsibility of the student.

The obligation of the students to actively participate in lessons includes:

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Tlf. 75 14 13 00

 [mail@esbjerggymnasium.dk](mailto:mail@esbjerggymnasium.dk)

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### **A) Lack of attendance:**

Attendance is compulsory. Absence not approved by the school is considered truancy. At 10% truancy in total or 15% truancy in one subject alone the limit of truancy has been exceeded.

### **Consequences in the Pre-IB**

The following steps and procedures take effect when the truancy limit is exceeded:

#### **Step 1:**

If the truancy limit is exceeded the student will be summoned for a talk with a truancy administrator where the student will receive a written warning and a time limit within which the truancy percentage must be reduced below the accepted limit.

#### **Step 2:**

If truancy remains too high the student is summoned for another talk and the student faces the risk of needing to finish all subjects that year with an exam ('special circumstances examination').

The truancy administrator can, on the basis of an individual and concrete assessment, decide that special considerations are to be taken, and that the student be exempt from finishing all subjects with an exam. However, this will be contingent on a lowering of truancy percentages.

In the case of truancy which is limited to one or two subjects, the student can face special circumstances examination in those subjects alone. An end of year grade is not received for any subjects a student finishes under special circumstances.

If the level of truancy is particularly high, and perhaps combined with a lack of written assignments completions, the student may lose the right to SU (study grants from the State Education Fund) until the level of truancy is below an acceptable limit.

#### **Step 3:**

If truancy remains at an unacceptable level the student risks expulsion from the school. An expulsion equals an automatic loss of SU. An expelled student may apply for the right to take the exams as self-taught student student.

All decisions regarding steps 2 and 3 are handled by the truancy administrator, the IB Coordinator and the principal.

NB: It is important to notice that the truancy of the student will be a significant issue when it is considered whether or not the student is admitted in to IB DP.



The school may require a medical certificate. The costs incurred must be covered by the individual who is seeking it.

### **Consequences in The IB DP**

The following steps and procedures take effect when the truancy limit is exceeded:

#### **Step 1:**

If the truancy limit is exceeded the student will be summoned for a talk with a truancy administrator where the student will receive a written warning and a time limit within which the truancy percentage must be reduced below the accepted limit. This warning emphasises the fact that the student risks temporary loss of SU until the truancy has been reduced to an acceptable level.

#### **Step 2:**

If the truancy level – despite the warning – remains too high the student risks a temporary loss of SU. SU will not be regained until truancy is below the acceptable limit. Furthermore, the student will be warned that the next step is expulsion.

The truancy administrator can, on the basis of an individual and concrete assessment, decide that special considerations are to be taken and that the student, despite a high level of absence, is to keep the right to SU. This will always be contingent on a lowering of the truancy percentage.

#### **Step 3:**

If truancy remains at an unacceptable level the student risks expulsion from the school. An expulsion equals an automatic loss of SU. An expelled student may apply for the right to retake the school year.

All decisions regarding steps 2 and 3 are handled by the truancy administrator, IB Coordinator and the principal.

NB: It is important to notice that the truancy of the student will be a significant issue when it is considered whether or not the student is passed on to the next year in the IB DP.

The school may require a medical certificate. The costs incurred must be covered by the individual who is seeking it.

### **B) Truancy with regards to written assignments:**

The student is obligated to hand in written assignment within the time limit given and to follow the demands attached to a given assignment. Neglecting these conditions counts as truancy.

If the student fails to hand in written assignments in a subject and thus exceeds 15% of the



combined hours assigned to written assignments for that subject, within a given year, the truancy limit has been exceeded.

### **Consequences in The Pre IB**

The following steps and procedures apply to written truancy within the Pre IB course.

#### Step 1:

If a student's written truancy level exceeds 15% the student will be summoned for a talk with a truancy administrator and will receive a written warning about the risk of needing to finish all subjects that year with an exam ('special circumstances examination') if the written truancy continues.

#### Step 2:

If the student continues to neglect the obligations concerning written assignments in a subject a new talk will be scheduled and the student faces the risk of needing to finish all subjects that year with an exam ('special circumstances examination'). In some cases the student may face a special circumstances exam only in the subject in which the written truancy occurred.

An end of year grade is not received for any subjects a student finishes under special circumstances. The truancy administrator can, on the basis of an individual and concrete assessment, decide that special considerations are to be taken and that the student, despite a lack of written assignments, is not automatically relegated to a special circumstances exam.

This will always be contingent on a cessation of truancy.

If the level of written truancy is particularly high, and perhaps combined with physical truancy, the student may lose the right to SU until the level of truancy is below an acceptable limit.

#### Step 3:

If truancy remains at an unacceptable level the student risks expulsion from the school. An expulsion equals an automatic loss of SU. An expelled student may apply for the right to take the exams as a self-taught student.

All decisions regarding step 2 and 3 are handled by the truancy, administrator, the IB Coordinator and the principal.

NB: It is important to notice that the truancy regarding written assignments of the student will be a significant issue when it is considered whether or not the student is admitted into IB DP.

### **Consequences in The IB DP**

The following steps and procedures apply to written truancy within the IB DP:

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Tlf. 75 14 13 00

 [mail@esbjerggymnasium.dk](mailto:mail@esbjerggymnasium.dk)

[www.esbjerggymnasium.dk](http://www.esbjerggymnasium.dk)



### Step 1:

If a student's written truancy level exceeds 15% the student will be summoned for a talk with a truancy administrator and will receive a written warning about the risk of a temporary loss of SU if the written truancy continues.

### Step 2:

If the written truancy level – despite the warning – remains too high the student risks a temporary loss of SU. SU will not be regained until truancy is below the acceptable limit. Furthermore, the student will be warned that the next step is expulsion. The truancy administrator can, on the basis of an individual and concrete assessment, decide that special considerations are to be taken and that the student, despite the lack of written assignments, is to keep the right to SU. This will always be contingent on a cessation of truancy.

### Step 3:

If truancy continues, the student risks expulsion from the school. An expulsion equals an automatic loss of SU. An expelled student may apply for the right to retake the school year.

All decisions regarding steps 2 and 3 are handled by the truancy administrator and the principal.

NB: It is important to notice that truancy regarding written assignments of the student will be a significant issue when it is considered whether the student is passed on to the next year in the IB DP.

C) Participation in mid-term and end-of-term examinations, and similar situations.

The student has an obligation to participate in mid-term and end-of-term examinations, and similar situations as well as an obligation to hand in project assignments and major written assignments.

The rules of attendance and the obligation to hand in written assignments apply here.

D) Participation in field trips and such activities involving student fees to cover meals which consist of no more than roughly 80 kroner per day per participant.

The rules of attendance apply here.

E) Participation in displaced teaching, including independent work and virtual teaching, as part of the planned teaching.

The rules of attendance and the rules of written assignments apply here.



### **Rules of conduct and behavior:**

It is the obligation of the student to behave properly while on school grounds.

General rules of behavior apply while at school, including cleaning up after oneself, being on time for class and abiding by the ban on food in the classrooms. In addition to this, the rules of conduct include:

Proper behavior towards other students, employees and guests of the school. The requirement of proper behavior towards others is a cardinal point in the culture of the school and thus applies to all situations and activities, including café and party scenarios and field trips.

Proper handling of school equipment and inventory. Students are required to treat all school equipment with care, which includes using computers and Internet access in an ethical way to avoid offending others or damaging the reputation of the school.

Observing the ban on smoking. Students are obligated to observe the ban on smoking on school grounds. This ban includes electronic cigarettes.

Observing the ban on alcohol and other intoxicants on school grounds. Alcohol and other intoxicants are not allowed on school grounds or at any lessons held outside school grounds. At café and party activities the principal may allow a dispensation from the rules when it comes to beer and possibly wine. Stronger alcohols and other intoxicants are banned.

Observing the ban on plagiarism, from any source. Plagiarism is considered cheating and is a violation of the rules of conduct. The consequences of plagiarism consists of a written warning followed by expulsion.

### **Computers, tablets, and mobile phones:**

Students' use of computers, tablets, etc. during classes is defined by the teacher in relation to the specific teaching situation. In general, computers, tablets, etc. are used when relevant in teaching and for the students' academic benefit.

### **Mobile-free education:**

Mobile phones must be turned off/put on flight mode and stored in the "mobile hotel" when the students are in class, i.e. during the periods 8.15 - 9.45, 10.05 - 11.35, 12.05 - 13.35, 13.40 - 15.10. The students are responsible for the secure storage of their mobile phones in the mobile hotel. The school does not assume responsibility for damaged or stolen phones.

Consequences: The following procedure applies to violations of the rules of conduct

The student is summoned to a talk with the IB Coordinator and the principal and risks:

A written warning and a ban from café and party activities at the school (in the case of unacceptable behavior at a previous activity)



A written warning and a temporary expulsion for up to 10 days (which counts towards the truancy limit), including possible expulsion from trips abroad

Expulsion for particularly serious incidents (students on their final year can be denied access to exams on the basis of plagiarism).

Expulsions will be considered after talks between the principal and administrative staff.

Closing remarks

Students who are the subject of sanctions based on a lack of compliance with school rules of conduct and behavior may direct a complaint to the Ministry of Education. The principal will inform them of any procedures and time limits that may apply.

The employees of the school have an obligation to ensure that the general culture, with regards to conduct and behavior, is reflected in lessons and to be good examples of this culture. They are to create a clear and constructive framework for their lessons, their coordination of written assignments and their evaluation of the students. Establishing a culture within the classroom which lives up to the rules of conduct and behavior is a key element of cooperation between teachers.

As part of the introduction for new students at the school the principal and the administrative staff will inform them of the rules of conduct and the consequences of breaking them.

Revised December 2024