

## **STUDY AND CODE OF CONDUCT REGULATIONS FOR HIMMERLAND BUSINESS AND UPPER SECONDARY EDUCATION**

The school should be a pleasant place for everyone – for students, teachers, and other staff. Therefore, we all share a responsibility to do what we can to ensure that there is space for everyone, that all thrive, and that everyone gets the best possible outcome from their education.

The school provides the framework for a positive community where we respect each other, behave responsibly, show consideration, demonstrate generally good conduct, and use language and behavior that is not noisy, offensive, provocative, or threatening to others.

**Equality and mutual respect** are key values. There is room for everyone. All are treated – and treat others – equally and with respect, regardless of gender, religion, sexuality, ethnicity, political beliefs, or other personal circumstances. Everyone is equally valuable – and everyone should be able to feel safe both during and outside school hours, without discrimination.

The school has developed an anti-bullying strategy, which you are expected to familiarize yourself with. You can find it on the school's website under "About the School" – "Policies and Regulations".

Information provided to or shared with the school is treated responsibly and with respect for your privacy and integrity, in accordance with current legislation. We also expect you to show respect for the privacy and integrity of other students, teachers, and staff – including outside school hours.

The study and code of conduct regulations must be observed by all and help ensure a safe and attractive environment.

### **Teaching**

You are considered an active student, which means that:

- You are required to attend and show up on time for your classes
- you submit your assignments on time
- You arrive prepared and participate actively in classes, including those organized virtually or as excursions. During virtual lessons, you must follow the teacher's instructions regarding the use of a camera, microphone, and sound
- you participate actively in mock exams, annual exams, and other internal assessments or similar
- You only use mobile phones and other electronic devices in class when permitted by the teacher
- plagiarism, cheating, and other dishonest conduct are not accepted. Plagiarism, cheating, or any behavior that may prevent you or your classmates from completing your/their education is considered a particularly serious breach of the study and conduct regulations
- All absences are registered as non-attendance, except for participation in the student council, civic duties, representation on the board, or military conscription. In case of long-term illness, or if you need to be exempt from teaching and/or exams for health reasons, the school may require a medical certificate, or a sworn declaration signed by your parents or guardian
- in case of absence, you must register your absence and its reason in the study administration system between 7:30 and 8:00 a.m. on the day in question. It is your responsibility to catch up on the missed instruction. If you have an apprenticeship agreement, you must also inform your employer unless otherwise agreed
- You are required to attend scheduled meetings. Absence from such meetings without valid reason is considered an aggravating circumstance, which may automatically lead to further action, including possible expulsion
- You contribute to ensuring that classrooms are always ready for the next group by:
  - tidying up, so there is no paper, trash, or similar left behind
  - closing windows and turning off lights
  - placing chairs up after the final lesson in the room

### **Communication between you, the school, and possibly your employer/master**

- A large part of the school's communication takes place via the digital systems you use during your studies, as well as e-Boks, email, and telephone. It is your responsibility to regularly check these channels and keep your contact details updated in the relevant systems.

- If you are under 18 years old, your parents/guardians may be invited to attend relevant meetings and discussions. They will also be informed of matters relevant to your continued education, such as warnings issued for breaches of study and conduct regulations.
- If you are an EUD or EUX student with an apprenticeship agreement, your employer will be informed of any matters the law requires us to report, including issues that may affect your educational progress, such as absence or breaches of the code of conduct.

### **General Study Environment**

- You must show and, upon request, hand over your student ID or other identification to school staff.
- You must treat the school's buildings, furnishings, and equipment (including materials and books) with care and respect.
- Gambling – both physical and digital – is prohibited on school premises at all times. Gambling is entirely unwelcome, as it creates a negative study environment and can lead to significant personal consequences such as debt, anxiety, and addiction.
- You may not use roller skates, segways, scooters, or similar indoors unless explicitly permitted.
- You are expected to clean up after yourself – both in classrooms and in shared areas of the school.
- Food and beverages must only be consumed in the cafeteria and communal areas – not in classrooms.
- Tableware must not be removed from the cafeteria area.
- Traffic laws apply throughout the school grounds.
- Bicycles, motorcycles, mopeds, and cars must be parked in designated areas only.

### **Smoking and Intoxicants**

- The school campus is always smoke-free unless specific smoking zones have been designated. This includes e-cigarettes, snuff, chewing tobacco, and similar products.
- The school enforces a smoke-free school day from 7:45 a.m. to 4:00 p.m. During this period, students, guests, and staff are not allowed to smoke or use e-cigarettes, snuff, or similar products — not even during breaks or off-campus.
- Alcohol, spirits, and other intoxicants may not be brought to, consumed on, or distributed within the school grounds or boarding facilities. You must not show up to be intoxicated or under the influence of any substances. This also applies to excursions and study trips that are part of education.
- The school reserves the right to request alcohol or drug testing. Refusal to comply will be treated as a positive test result.
- During official student parties and special events, beer, wine, or other drinks may be served only if explicitly pre-approved by a school administrator. Smoking may also be permitted in designated areas by prior agreement.
- Regardless of what is written in this document, you are obligated to follow any specific instructions given by school staff — whether oral or written — to maintain order at the school.

### **Consequences of Violating the School's Study and Code of Conduct Regulations**

- If you fail to comply with the code of conduct or commit any criminal acts, you may be held financially liable.
- The school may also hold you financially responsible for damages caused intentionally or through gross negligence.
- If the rules for using personal electronic devices (such as laptops or mobile phones) are not followed, the equipment may be confiscated and returned later. School leadership may also prohibit you from bringing in or using certain private items (e.g. phones).
- If you violate the code of conduct, the school may issue a verbal or written pedagogical reprimand. The school leader may issue a formal written warning, exclude you from events or activities, temporarily suspend you from classes, decide not to let you take exams that year, and/or expel you.
- In cases of serious or repeated violations, consequences may include temporary or permanent denial of access to school grounds during investigations, being required to take an exam in a subject even if it was not otherwise selected, transfer to another school, or permanent expulsion.

- Absence during critical times may result in being excluded from the rest of the course or subject.
- Reprimands, warnings, and other sanctions may be issued conditionally — e.g. if there are no repeated violations, if you take specific corrective actions, if you actively work to reconcile with any affected individuals, and/or if you participate in mediation.
- Decisions about promotion to the next grade level are made in accordance with legislation or guidelines set by the Ministry of Education.
- Written complaints about decisions made by a school leader regarding sanctions must be submitted within two weeks. Filing a complaint does not postpone the effect of the decision while the complaint is under review.

### **Policy for the Storage and Processing of Personal Data**

As a general rule, we only process personal data for specific purposes based on legitimate interests. We only handle data that is relevant and necessary to fulfill these purposes.

All employees at Himmerland Business and Upper Secondary Education have received instructions outlining the rules they are contractually obligated to follow concerning the storage and processing of personal data. When external assistance is used, confidentiality agreements and data handling protocols are required.

Information is stored securely and only for as long as necessary for case processing or as required by law.

You can find the school's policy on the storage and processing of personal data on the school's website under "About the School" – "Policies and Regulations".

### **Consent Statement Regarding Intoxicants**

While enrolled in a program at Himmerland Business and Upper Secondary Education, you hereby consent to being tested for substance abuse.

If such a test shows substance abuse, you also consent to the school sharing the results with the municipal addiction services and receiving feedback regarding control test results, assessment interviews, and any follow-up treatment programs.

In such cases, the addiction services will receive a copy of this signed code of conduct as documentation of your consent. This information is only accessible to the school leader and student counselor and is stored only for as long as you are enrolled at the school.

If you wish to withdraw your consent, you may do so by sending an email to [gdpr@heguddannelser.dk](mailto:gdpr@heguddannelser.dk) or a signed letter by post. Please note that withdrawal of consent will result in termination of your enrollment at the school.

You must confirm in the Studie+ system that you are informed about the school's rules on academic activity, the code of conduct, and the anti-bullying strategy. You must also confirm your awareness of the school's data privacy policy, including how your personal data is processed. (If you are under 18, your guardian provides this confirmation and consent on your behalf.)

## **Appendix A: Supplement to the Study and Code of Conduct Regulations for Boarding School Students**

### **Boarding School / Vocational College Accommodation for EUD-and EUX Students**

- Accommodation is in rooms designed for 1, 2, or 3 people with shared toilet and shower facilities.
- When you move in, you must inspect the room for any deficiencies, including cleanliness.
- The deficiency report must be filled out electronically within 3 business days, together with your roommate.
- Instructions for completing the report can be found via a QR code in the room.

- If no deficiency report is submitted within 3 days, the room is considered to be in perfect condition at move-in, and you may not later claim otherwise.
- Personal belongings must be stored in your room. Weapons, hazardous chemicals, and other dangerous items are strictly prohibited. In case of doubt, contact the school guard. All instructions and prohibitions from staff must be followed.
- You are responsible for keeping your room clean and tidy – see signage for cleaning in rooms and/or common areas.
- Garbage must be taken to the containers at least once a week. A service employee will check the rooms periodically. Mandatory cleaning takes place every Wednesday between 15:00 and 17:00 – it is your responsibility. Failure to clean will be billed according to house rules.
- Bed linen (sheet, pillowcase, and duvet cover) must be used. Failure to use a sheet will result in a charge of DKK 125 (for a mattress protector) or DKK 650 (for a mattress topper). Missing pillow or duvet covers will result in a charge of DKK 125 and DKK 300, respectively.
- You are personally liable for any lost keys/key cards or damage you cause to school property.
- Staff or maintenance workers may enter rooms without notice when necessary.
- If you suffer from any condition the school should be aware of, you must inform board staff upon arrival or no later than the next morning.
- If you are under 18, you must be at the boarding facility by 23:00 every day. Doors are locked at this time.
- Quiet hours start at 23:00.
- Work clothes are not allowed in rooms or common areas.
- Participation in the student duty system is mandatory. You can read more about this in the Boarding School Guide.
- Guests may visit after school hours only with prior agreement from boarding staff. Guests must leave by 22:30. Overnight stays may be permitted on weekdays (if space allows) and must be arranged in advance. The cost per night is DKK 200, excluding meals.
- Food and tableware must not be removed from the cafeteria. Doing so will result in a cleaning charge.
- Preparing or consuming food in rooms or common areas is not allowed.
- Abuse of fire alarms or fire safety equipment, or violations of rules concerning alcohol, will result in expulsion from the boarding facility.

### **Weekend**

Students may be granted permission to stay at the school during weekends. Requests for weekend stays must be submitted to and approved by the reception **no later than Wednesday at 3:30 p.m.** prior to the weekend in question.

Registration is done by payment via MobilePay at the same time as signing up at the reception. The cost for accommodation and meals during the weekend is **DKK 200**.

You are expected to clean up after yourself and otherwise treat the school's premises and property respectfully — the **code of conduct also applies on weekends**.

On weekends when students are staying at the boarding facility, a **student duty officer** will be assigned, and an **on-call staff member** will be available in case of emergencies.

### ***Absence from the Boarding School***

In case of absence, you must report to the **Reception in person** or **call between 8:00 and 9:00 a.m.** at phone number **96 98 10 01** and report both your absence and the reason for it.