

Study- and order regulations

Herlufsholm School

At Herlufsholm, we aim to educate and develop students towards participation and responsibility, enabling them to reflect on and responsibly engage with their rights and duties in a society based on freedom and democracy. Therefore, both the educational and daily life at the school and boarding school are founded on intellectual freedom, equality, and democracy, strengthening students' understanding of respect for fundamental freedoms and human rights, including gender equality. The foundation of the school's study and order regulations is that all relationships are based on mutual trust and respect, both for the individual and for the community. Together, we protect each other, our school, and our traditions, ensuring that students can and will continue to attend Herlufsholm. The study and order regulations support Herlufsholm School's visions, values, and goals. All students, parents, and staff at Herlufsholm are informed about the regulations, which are also publicly available on our website.

§ 1. About the Study and Order Regulations

The study and order regulations support education and contribute to a good learning environment and well-being for students, teachers, and everyone else at Herlufsholm School.

Paragraph 2. The study and order regulations apply to the students at Herlufsholm School. It is expected that parents of students endorse the regulations and support their enforcement.

Paragraph 3. The study and order regulations have been discussed by management, teachers, and students, and adopted by the board of Herlufsholm School in accordance with Order no. 1338 of December 9, 2019, regarding study and order regulations, etc. in the upper secondary education.

§ 2. Rules for Order and Interaction

Overall, we are all obliged to adhere to norms of good behavior and engage in respectful interaction. This applies at school as well as in leisure time – on and off the school premises.

1. We show respect for democratic life and the democratic processes that come with rights and duties in a society with freedom and democracy.
2. We are good ambassadors for Herlufsholm and uphold our values of professionalism, commitment, and responsibility – in all contexts where we can be associated with the school.
3. We use the school's language of instruction as the common language, and we speak to and about each other with respect. We engage in interaction without noise, disturbance, or the like.
4. Offensive language, a generally harsh tone, and the use of derogatory nicknames are not acceptable – even if it occurs between students who mutually accept it – as it can negatively affect the learning environment and students' well-being.
5. Any form of negative subculture, clique formation, and grouping of students, as well as any privileges exercised at the expense of other students, is unacceptable. The exertion of undue pressure in connection with student groupings is considered an aggravating circumstance in violation of the study and order regulations.
6. Any form of racist, sexist, or other form of discriminatory message is unacceptable.
7. Any form of bullying, threatening behavior, harassment, and violence is prohibited. This applies both digitally and analogously, physically and psychologically, orally and in writing, and both within and outside the school. This includes "pushing events", private parties, closed forums on social media, etc., as it can negatively affect the learning environment and students' well-being.
8. In cases of bullying, we adhere to our Anti-Bullying Strategy. In situations where a student may have committed a criminal offense, we follow our Policy for Handling Cases.
9. It is not allowed to share pictures or sound recordings of others without their consent, nor is it allowed to film or take pictures of others in situations that may violate their privacy or personal integrity; see the school's Policy for Digital Education. If you wish to record guidance sessions, teaching situations, exams, or the like, consent from all parties involved is required.
10. Under current Danish legislation, Herlufsholm School is a smoke-free school. The prohibition includes cigarettes and any form of nicotine products, e-cigarettes, and snuff – none of these may be brought onto or stored on the premises. Violation of these terms will result in a warning letter sent home on the first occasion, with the possibility of suspension, but subsequent violations will be sanctioned in accordance with the school's sanctions policy.
11. It is prohibited to bring, store, be under the influence of, or consume alcohol on or off the school premises. This general prohibition applies between travel weekends and during travel to and from Herlufsholm, and it is not allowed to be under the influence of alcohol upon arrival at the school. The principal may, on special occasions such as balls, parties, café evenings, and the like, grant exemptions from the prohibition on consuming alcohol; see the school's Alcohol Policy. The school reserves the right to test, without notice, whether a student has

- consumed alcohol.
12. Possession, consumption, storage, or trading of any form of narcotic substances is prohibited at Herlufsholm. Such actions will under normal circumstances result in immediate expulsion from the school, temporarily or permanently. The school reserves the right to test, without notice, whether a student has consumed narcotic substances.
 13. We consider political beliefs to be a private matter; therefore, political agitation is not allowed.
 14. Religious rituals may only be practiced in places and at times where they do not disrupt teaching or other activities at the school.
 15. For educational and practical reasons, we use uniform school clothing and follow the guidelines in Herlufsholm School's Clothing.
 16. Instructions in ABZ for Study Trips apply to excursions, study trips, etc.
 17. Many of Herlufsholm's buildings are old, and they must be cared for. We use our premises, areas, facilities, and inventory with care and participate in individual and collective cleanup efforts.
 18. The school's inventory, including instruments, furniture, and books loaned by the school, is to be treated with care. Vandalism will not be tolerated and may result in claims for damages and sanctions.
 19. Any form of theft is considered a violation of the school's disciplinary regulations. In case of theft, the school is not liable for any compensation.

Paragraph 2. The rules for order and interaction imply a duty for students to immediately and loyally follow specific instructions from the school's staff, whether given orally or in writing. Any complaints about this should be subsequently addressed to the management/principal.

Paragraph 3. In case of breaches of the order regulations, we act according to Sanctions for Breaches of Order.

§ 3. Study Rules

Students at Herlufsholm School are expected to participate constructively and actively in their education.

1. Attendance is mandatory at Herlufsholm School. Students must attend and actively participate in the part of the education that requires their physical presence. This applies whether the teaching takes place on or off the school premises, including excursions, study trips, etc.
2. Students must actively participate in other forms of education, including independent work and virtual instruction.
3. Students come prepared and bring books, computers, notes, etc., to all classes.
4. Students contribute to a good working environment in the class – including by engaging in ongoing work, listening to classmates, and following the teacher's instructions.
5. The school uses the platform Lectio for scheduling, homework, absence registration, changes to planned teaching, announcements about exams, etc. Students are expected to stay informed daily via Lectio.

6. Computers and tablets are valuable tools during school hours, but misuse of these can lead to lack of attention and disruption of teaching. Therefore, they must be closed/turned off at the beginning of the lesson and only used during class time according to the teacher's instructions.
7. Mobile phones must be turned off and may not be visible during class time, unless the teacher permits their use for educational purposes.

Paragraph 2. Attendance and Absence:

At Herlufsholm, we focus on engagement and academic development. Therefore, it is a prerequisite that students attend all classes. Absence from teaching often has a detrimental effect on students' academic development and sense of coherence. At the same time, it can disrupt the class's work rhythm and the social life at the school. We consider absence from teaching as an important indicator of well-being and follow the rules below in this area:

1. Teachers register each student's absence in Lectio at the beginning of each class.
2. Absence registration is an objective registration of the student's presence. All absences are noted as such, regardless of the reason.
3. Absence related to school-related activities (e.g., exchange programs, talent conferences, and the like) may be credited afterwards.
4. Students are obliged to enter reasons for absence in Lectio when absent.
5. Students and parents must always inform the school of prolonged absence and the reason for this. The school may demand a medical certificate in certain cases.
6. In some cases, it may be necessary to miss teaching, e.g., due to a doctor's appointment or a driving test. However, we expect students to try to schedule such activities outside of teaching hours.
7. Ideally, we prefer that students do not travel outside of the holiday periods. If a family trip is planned outside of the school holidays, notice must be given to the Principal's Office well in advance before booking the trip, so that the consequences of taking a holiday are clear for both the student and parents. Under no circumstances can holidays be taken during periods with special tasks, including DHO, SRO, and SRP, exams in AP and NV, as well as exam periods.
8. Systematic absence, e.g., in the morning or from specific subjects, may result in sanctions.
9. In some cases, absence may be carried over from one school year to the next, which means that warnings or sanctions may be expected more quickly if the absence continues to a sufficient extent; see Sanctions for Absence/Lack of Study Activity.

Paragraph 3. Written Assignments:

As a starting point, the school expects all assignments to be submitted on time and with the quality expected of the students.

1. Assignments are offered according to a predetermined schedule and with fixed submission dates. In practice, the amount of written work may vary slightly from week to week, so students should ensure to plan their work well in advance.

2. In special situations where assignments cannot be completed within the specified timeframe, individual agreements are made with teachers or management. If a student has fallen behind on assignments due to illness, the educational leaders at the Principal's Office can help create a manageable plan for the work and inform the student's teachers as needed.
3. If a student fails to submit an assignment on time, the teacher issues an electronic 'yellow slip'. The slip is sent to the educational leader, who sets a new submission date. Then, an email is sent to both the student and parents/guardians, as well as the dormitory supervisor if the student is a boarder. When the assignment is submitted, this is registered in Lectio, with a note that it was submitted late.
4. In cases of plagiarism and cheating on assignments, actions are taken according to Sanctions for Plagiarism and Cheating.
5. Students are expected to fully participate in mid-term exams, annual exams, and other internal exams, the final exams in AP and NV, and DHO in 1st year, SRO in 2nd year, and SRP in 3rd year.
6. In case of cheating during exams, this is dealt with according to Order no. 1276 of November 27, 2017, regarding certain rules for tests and exams in the upper secondary education.

Paragraph 4. In case of breaches of the study rules, we act according to Sanctions for Absence/Lack of Study Activity and Sanctions for Plagiarism and Cheating.

These study and order regulations are subject to Order no. 1338 of December 9, 2019, regarding study and order regulations, etc. in the upper secondary education. All regulations of the order apply, even if they are not mentioned above.

In all decisions where students do not receive full support, they are given the opportunity to be heard in accordance with legislation.