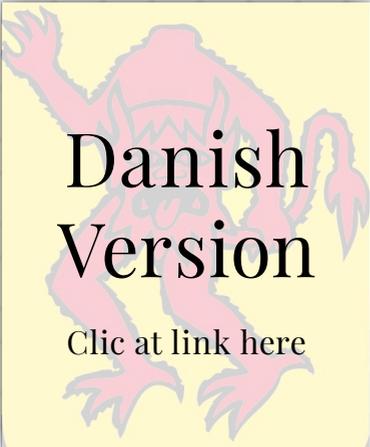


Herlufsholm School Handbook 2018–2019

Herlufsholm School Handbook is an expression of our wish to give students and parents a thorough understanding of school life and daily routines.

The School Handbook also contains information on the school's values and guiding principles and is thus a description of the conditions of being a student at Herlufsholm. Both students and parents should be thoroughly acquainted with the guidelines as they form the basis of the co-operation between the school and the home

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Welcome to a new school year at Herlufsholm

Welcome to the school year 2018-2019, and welcome to a new edition of our school handbook.

The School Handbook is Herlufsholm's most important communication of values, expectations and everyday practices. It is an essential reference book for you (that is what students are called here) and for parents who get a great deal of information about the school you have chosen to become a part of. Please make the time to read through the handbook, revisit it if needed, and please contact us if you have any further questions.

Your time at Herlufsholm is something very special. The school offers an academically strong education where in addition to learning there is focus on inspiring the (diple) to broaden their horizons, strive more and hone their skills. At the same time Herlufsholm offers - in conjunction with the wings of history here - a framework for personal and cultural education that reaches far beyond the classroom and becomes a part of everyday life no matter whether it is the school's many traditions, the extracurricular activities, the friendships and even the school's historical buildings.

In this school year we will receive many Herlovians. I am looking forward to welcoming you and to sharing the school year's many festivities and challenges with you. Learning at Herlufsholm goes back 453 years, and we are proud of being a crucial part of the students' (diple) upbringing, development and identity formation. We rely on a heritage that goes all the way back to our founders Birgitte Gøye and Herluf Trolle - they wanted to create a school where integrity and doing right were the foundation stones in the ambition to create a better tomorrow. As a Herlovian you therefore step into a community that reaches far both in time and distance, and it is with great pleasure that we again and again experience that our old Herlovians (alumni) bid us welcome when we meet them again on our travels, on Trolle morning and at the Anniversary gathering.

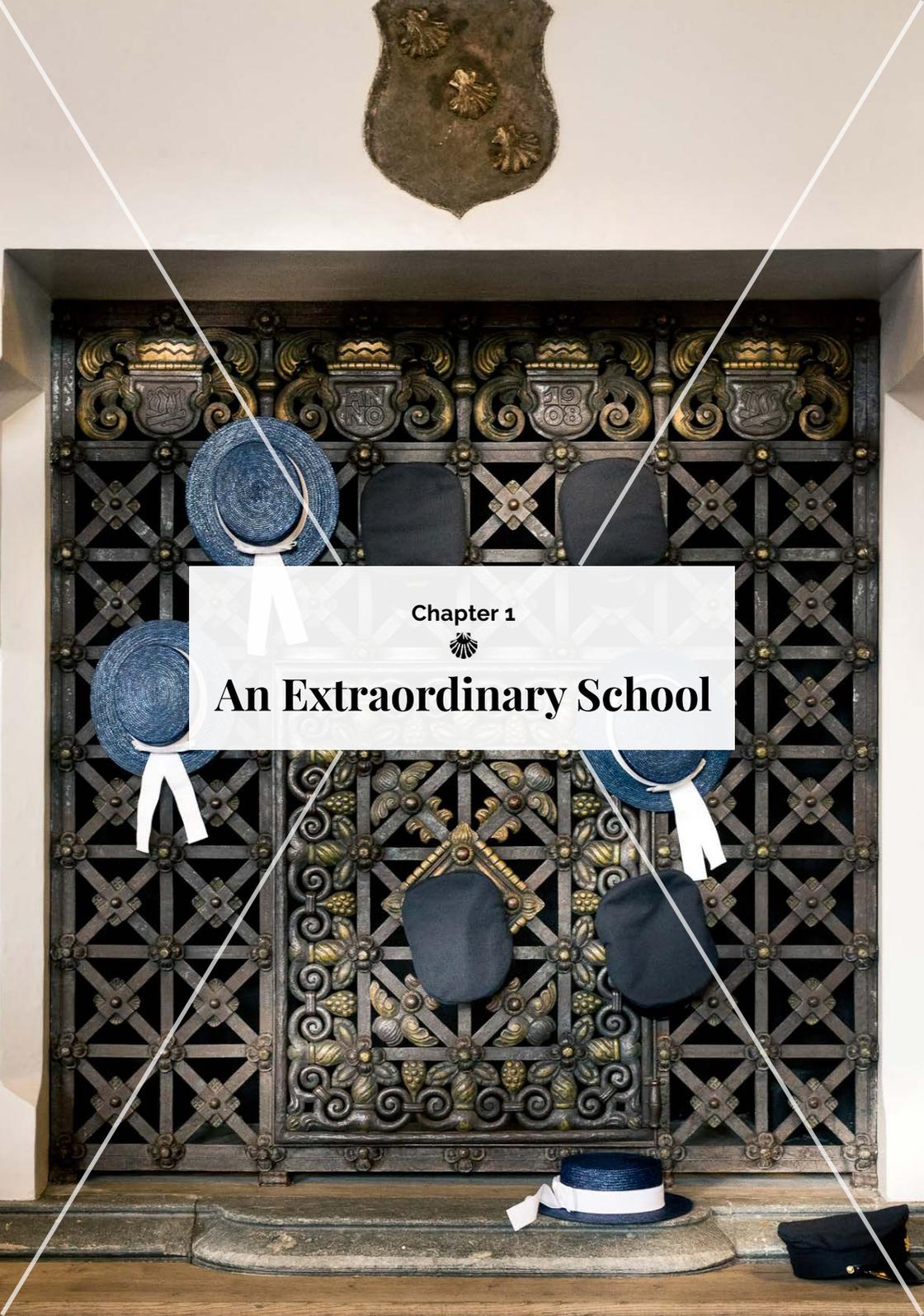


Community is something Herlufsholm is good at. During their time at the school the (diple) form deep and close friendships that turn into a strong and widespread network when they leave Herlufsholm after their final exam. The network opens doors, becomes a resource and a helping hand. It has to be nurtured and appreciated - and, not least, enjoyed and used.

The school year 2018-2019 will have several events when the old Herlovians return to share their knowledge, career path and stories. I urge all of you to support the events, so we can add these initiatives to our series of traditions.

Welcome to a school year with no room for indifference. Welcome to a school year with academia, commitment and responsibility. Welcome to Herlufsholm!


July 2018
Flemming Zachariassen
Headmaster



Chapter 1



An Extraordinary School

"Fear God, do right, and do not rely on people".

These are the words on one of the coat-of-arms on our school building. The words were said by Birgitte Gøye and greet all who come to Herlufsholm. They remind us that Herlufsholm is a school with a long and exciting history, founded on Danish humanistic values.

The History of Herlufsholm

It all started with a dream of creating a school which was more in line with a humanist education than the general education in Denmark was at the time. Herluf Trolle had studied in Wittenberg where he became acquainted with Professor Philipp Melancthon who was one of the intellectual leaders in the Protestant reformation.

However, the history of the place began long before the school was founded. Back in the 1100s a group of Benedictine monks settled on the banks of the Suså River, surrounded by beautiful nature and within walking distance of the city of Næstved. They built Skovkloster (the Monastery in the Woods) on the spot where we find Klosterbygningen (the Monastery) today. When the reformation came to Denmark in 1536, King Christian III seized all church lands, including Skovkloster, and the existing orders of monks were gradually phased out. The last Benedictine Monks left Skovkloster in 1559.

Soon after these events, Herluf Trolle and Birgitte Gøye became aware of the beautiful landscape of South Zealand. The king at the time, Frederik II, offered Herluf Trolle the former monastery in 1560 as part of a land exchange in which the King received Hillerødsholm which later became Frederiksborg Castle. Herluf Trolle and Birgitte Gøye took over Skovkloster and its lands and named their new home Herlufsholm.

Herlufsholm School was founded on May 23, 1565, as a school for children of nobles and other honest people who had the ability and desire for learning and education.

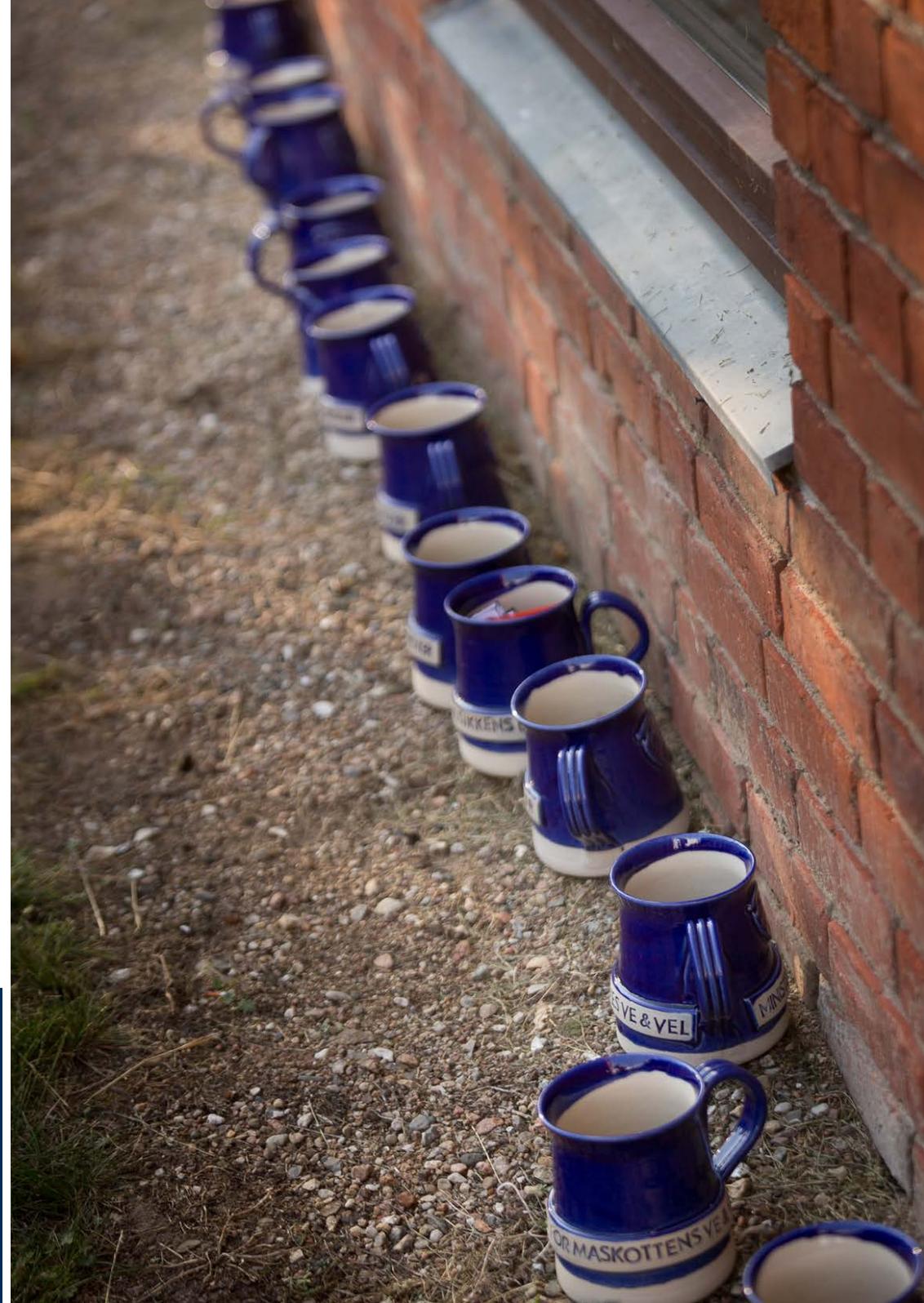
Herluf Trolle, however, did not live to see his dream materialize. In the summer of 1565 he was once again called to war as the head of the Danish Navy during the Nordic Seven Years' War. He set sail against the Swedish fleet near Femern, but was mortally wounded in the battle of June 4, 1565, and died later in the same month. When the students today commemorate Herluf Trolle and Birgitte Gøye on Herluf Trolle's birthday on January 14, they can look at Herluf Trolle's armor with the fatal bullet hole which is located next to the sarcophagus in Herlufsholm Church.

In the absence of her husband, Birgitte Gøye became the first governor of the school. This cannot have been an easy role for a woman of that time, and it is admirable that Birgitte Gøye succeeded in securing the school against inheritance demands from relatives by creating a charter and donating her home - estate and lands - to the charter.

Herlufsholm's Vision

The presence of history is the framework of modern schooling at Herlufsholm.

Our standards are among the best in the world in terms of atmosphere and results. Each individual student is constantly supported and challenged to improve in his or her academic and personal development. The Herlovian feeling of community rests on the school's history, traditions and values like responsibility, academic learning and commitment.



Herlufsholm's Mission

"We want to ensure that the founders' ideals of learning and education are passed on in accordance with modern times, and that Herlufsholm is a sound and financially strong business."

Herlufsholm's leading set of values create a good and cohesive foundation for the nurturing role that Herlufsholm takes. It gives the students the best foundation for their further life and the staff the best prerequisites to further develop Herlufsholm.

Herlufsholm's Values

From a historical point of view Herlufsholm still rests on a Christian educational and cultural foundation. The respect for each individual and the belief in the common value of human beings lead to a friendly and open atmosphere throughout. Everyday life is characterized by a friendly attitude, courtesy and openness in dealing with people.

Our core values at Herlufsholm are Academia, Commitment and Responsibility.

Academia

Academic learning provides a foundation for wonderment, curiosity, and openness towards everything that calls for insight and deeper understanding.

Like Herluf Trolle and Birgitte Gøye whose vision created something completely new in 1565, Herlufsholm today is still guided by openness. Students and staff are open to the outside world, other people, societal development and new ideas and methods in a constant move towards the optimal education of everyone at Herlufsholm.

Academic learning means understanding the academic demands that the education requires and feeling personally

responsible for achieving them. It may be difficult for young people in the middle school and high school to understand the purpose of the many subjects that are part of their general education, but it is the school's goal that everybody experiences both a feeling of duty and a desire to better themselves - also in subjects and activities that may seem difficult and require time and in-depth work.

It is important for the students to experience how they become firmly grounded when they work in a dedicated manner towards developing their skills - in a process where things become interesting and a part of their personal development. It is important to make an effort and do your best in your academic work as well as in the many opportunities for wideranging activities in your leisure time.





Commitment

There is no place for complacency at Herlufsholm.

We are engaged in our activities and we try to commit ourselves in our actions - large and small. A wide range of student initiatives help support commitment and leadership abilities - be it service work, participation in committees, or the many other activities of everyday life.

Herlufsholm's beautiful surroundings contribute to the development of an appreciation of beauty and the encouragement of creativity. The commitment and curiosity that are part of creativity encompass all aspects of life and are directed towards intellectual skills as well as creative activities of all kinds. The challenges that the students meet in, for instance, the extracurricular activities are one of the many manifestations of this creative curiosity.

The basis for our commitment is the love for the school that the founders created in 1565. The years have created many traditions, but - first and foremost - we have a long tradition of being home and school. Herlufsholm's students are a link in a long chain of people who have contributed to shaping each other and the world. It is our wish to give the school's students strong roots and watch them grow.

Responsibility

Responsibility means taking responsibility for oneself and each other, to feel committed to develop as a person and be aware of other people, to find one's bearings and make room for others, and see oneself in interaction with the world we live in.

The framework guiding the education and the boarding school is used to structure the students' daily lives and create the feeling of security that is a prerequisite for developing individual skills in a mixture of compliance and independence where it becomes a natural thing to express your personality and still remain loyal and feel responsible towards friends and school.

Responsibility and credibility walk hand in hand. At Herlufsholm we trust each other. We have high regards for trustworthiness in words as well as actions, and we support the feelings of responsibility and duty, and the personal courage it takes to meet other people with confidence and kindness.

Responsibility is also being open and showing tolerance toward the world and people's cultural differences. That does not mean that we consider all values to be equally good, but a responsible person respects that other people may have different values.



Kapitel 2



Life at Herlufsholm

School year structure

The school year at Herlufsholm is structured slightly differently than at most other schools.

A and B Weeks

The school organizes classes in a timetable on a cycle with 10 different teaching days in a two-week schedule: A weeks and B weeks.

A week, when classes start on Tuesday

B week, when classes start on Monday

The allocation of A and B weeks appears in [the annual calendar](#) at Herlufsholm.dk

The daily class schedule

All students eat lunch in the school dining halls. The daily schedule is therefore organized so the middle school and the high school have staggered lunch breaks.

TIME TABLE			
	MIDDLE SCHOOL		HIGH SCHOOL
08.05 - 09.05	1. lesson - 60 min.		
09.05 - 09.20	Morning Assembly - 15 min.		
09.20 - 10.20	2. lesson - 60 min.		
10.20 - 10.35	Break and snack - 15 min.		
10.35 - 11.35	3. lesson - 60 min.		
11.35 - 12.25	MAUSE - 50 min.	11.35 - 11.40	Break - 5 min.
	Lunch table: 11.40	11.40 - 12.40	4. lesson - 60 min.
12.25 - 13.25	5. lektion - 60 min.	12.40 - 13.30	MAUSE - 50 min.
13.25 - 13.30	Break - 5 min.		Lunch table: 12.45
13.30 - 14.30	6. lesson - 60 min.		
14.30 - 14.35	Break - 5 min.		
14.35 - 15.35	7. lesson - 60 min.		
15.35 - 15.40	Break - 5 min.		
15.40 - 16.40	8. lesson - 60 min.		

Changes in the class schedule

The students' class schedule and any changes in the schedule can be seen on [Lectio](#) - an external portal that requires a login. Each student has his or her personal username and login, but it may be a good idea for parents to get a copy of them, so they have the possibility of checking absences, grades, exam plans as well as booking time slots for the parent-teacher conferences according to the year of their child/children.

Herlufsholm of course endeavors to communicate changes in the school schedule as soon as possible. However, it may occur that a lesson that has been cancelled the day before has been replaced with another lesson. This means that all students are required to keep up to date with possible changes in the class schedule in Lectio, possibly through the information stands at the school.

It is particularly important that the students keep up to date about any possible changes during the exam period.

Vacation plan

Every year a plan for school holidays and travel weekends is made.

Student absences from classes interfere with student learning and experience of curricular coherence, and also disturb classroom work patterns and social life at school. We urge that no student is absent from school outside the holiday periods. Also, please observe that tests/exams may make it impossible for a student to leave school before a given holiday.

In special circumstances parents are requested to contact the school office in plenty of time before a planned absence.

Holidays this School Year 18-19

Summer holidays 2018	-	14.08.2018
Fall holidays	15.10.2018	- 22.10.2018
Christmas holidays	21.12.2018	- 07.01.2019
Winter holidays	08.02.2019	- 18.02.2019
Easter holidays	15.03.2019	- 23.03.2019

All days included.

Traditions and balls

Herlufsholm is characterized by the tradition of having a long series of events and balls.

The school endeavors to provide the students with good and memorable experiences in connection with these events. Each of the annual balls is dedicated to a specific grade, and the parents of that grade are invited to the ball. This makes it possible for the family to meet under festive and enjoyable circumstances; at the same time the parents are offered the opportunity to meet or revisit with other parents and to talk to some of the teachers.

Before each ball, the parents will receive an invitation by email and on Parent intra. In it they will be informed of the evening's program, dress code and how to sign up. At the balls, the school hosts a light buffet for parents and students. After the buffet, coffee is served in the Forstanderlejligheden (The Governor's apartment), along with beer and water later in the evening.

The parents' attire at these balls is always a tuxedo or black suit for the fathers and a dress or skirt (long or short) for the mothers.





Fugleskydning (Bird Shooting)

Fugleskydning is the first festive event of the year.

The day begins with a procession for all the school's students at 10 in the morning. The procession starts in Skolebygningen (The Middle School building) and proceeds to the Headmaster's residence where the students are received by Heis and Mia - Herlovian terms for the Headmaster and his wife. Heis hands Store Fugl (Big Bird) to the 3. g and then Lille Fugl (Little Bird) to 9th grade - these are the wooden birds that the students later shoot at in Nyhave. With the birds raised in the air, the students continue to Nyhave where we all sing Fugleskydningsmarchen (the bird shooting march). Then the poles with the birds on top are raised, and the shooting begins.



Most families spend the day having a picnic on the lawn leading down to Suså (river), and leave around 5 pm when the bird shooting kings have been crowned.

Please note that special rules regarding consumption of alcohol are in effect on the Fugleskydning day. In accordance with the school's alcohol policy, it is not permitted to bring any alcohol onto the school grounds on Fugleskydning day. It will be possible to buy beer and wine in the Fugleskydning booths when they open at lunch time.

On the day of the Fugleskydning, parent representatives are also elected in all the classes.

In the evening there is a Fugleskydning ball for the students in grades 8 - 3.g and the Gammelherlovianere (alumni).

Fik Fak

The Fik Fak day is the school's annual sports day where all the students gather and play various sports. It is a festive day that helps create unity across the grades.

In the evening there is a Fik Fak ball for all the school's students.



Blebal

The Blebal starts with the entrance march of the 6th graders, followed by les Lanciers in Festsalen (ball room). After this, there is a party for the students in grades 6 and 7, and the school hosts a light buffet for the parents and the students.

Vildtaften (Game/Venison Night)

Venison night is a festive evening for the students in November with a game/venison dinner followed by entertainment.

2.g Skolekomedie og Komediebal (School Play and Ball)

Every year in November the students in 2.g send out invitations to the school play. Parents of students in 2.g and 2.IB are invited to the ball. After the performance the school hosts a light buffet for parents and students followed by a ball for the students in 10th grade, pre-IB, the high school and IB.

A few days before the day of the ball, there is a dress rehearsal that the middle school students and their parents are welcome to attend.

Julebazar (Christmas Bazar)

During the year the students work on getting the annual Christmas bazaar in Klostergården ready. Here we find Christmas cheer and booths stocked by parents and local businesses as generous sponsors. The surplus goes to the SOS children's villages.

Juleafslutning (Last Day before Christmas Break)

The last day before the Christmas break starts in church for grades 6-9, followed by a Christmas dinner and social interaction. The rest of the school's students celebrate on the following day when they have "kirkejul" and "julebal" where they also start out in the church and later have a Christmas dinner and a Christmas party.

Trolledag (Trolle Day)

Herluf Trolle's birthday is on January 14. We celebrate it in the church with Trolle Morning, starting at 7:30 am when we commemorate the school's founders and an alumnus/alumna gives the annual Trolle speech. After the ceremony in the church, there is a breakfast for all students and alumni in the school's dining halls and the ball room.

Trollebal (Trolle ball) is for parents of students in 3.g and 3.IB who open the ball with a procession and perform les Lanciers for their parents. The school hosts a light buffet for parents and students, followed by the ball.

International Basketball Tournament

Every winter Herlufsholm invites students from all over to participate in the international basketball tournament. The event takes place over a weekend and offers exciting matches, fun social activities and a café in the evening for students and guests.

Maskebal (Mardi Gras/Masquerade)

The masked ball is the students' Mardi Gras party. The evening starts with a fun, communal dinner in the dining halls. The students dress up in their costumes, showing imagination as well as humor. After the dinner they gather for an entry march into Helenhallen to show off their costumes. This is followed by a party with disco music.

9. klasse Skolekomedie og Gøyebal (School Play and Ball)

Every year the 9th grade performs a school play. On the day of the premiere the parents of students in grades 8 and 9 are invited to see the performance. After the performance, the school hosts a light buffet for parents and students followed by dancing in the ball room.



In the days before the Gøyeball the younger students in the Middle School will attend the 9th graders' performance, and there is a dress rehearsal that family, friends and high school students may attend.

Forårsbal (Spring Ball)

At the annual spring ball the students in 1.g and pre-IB showcase their artistic talents in the subjects music, drama, media and visual arts, supplemented with a few additions from higher level students in these subjects.

Following the student exhibits and performances, the school hosts a light buffet for parents of students in 1.g/pre-IB, and there is a spring ball for the students in 10th, the high school, Pre-IB and IB and the parents of students in 1.g/pre-IB.

Cap Fitting and Last Day of School Celebration

Cap fitting takes place in Hylen where the store Mister offers a glass of champagne while all the seniors are measured for their caps. In order to counteract the hubris involved in wearing a student cap before one has actually graduated, it is the tradition that the students jump backwards over a student cap lying on the floor once the students have had their measurements taken.

After the cap fitting session, we gather for a fun and delicious dinner which also marks the beginning of the celebration of the last day of school. The final exams for the IB take place in May, and we have therefore chosen to celebrate the last day of school at a time when the whole year can be together. After the dinner everybody is going by bus to a private disco party, and they do not come back until the following morning when they return to wake the school's boarders and invite the interested ones to Pøekamp (Pøe fight) in Nyhave - an old tradition where 3.g and 3.IB defend the small island in Nyhave against the rest of the school's students.

Last Day of School for 9th and 10th Grade

The students graduating from 9th grade celebrate their last day of school with a day of activities with their teachers on the school grounds and Spladsen (the outdoor sports facility). The day ends

with a barbecue. The students graduating from the 10th grade celebrate the end of the school year with a cabin trip.

Middle School Translocation and End-of-Year Celebration

We celebrate the start of the Middle School's summer vacation by wishing each other a good summer at a brief end-of-year ceremony in Festsalen (the ball room) for students in grades 6 and 7 and their parents. The students will get their Vyrð (grades) here. The students in 8th grade and their parents are invited to a communal dinner in connection with their end-of-year ceremony and the handing out of their grades.

The translocation for the students in grades 9 and 10 takes place in Herlufsholm Church where the students receive their diplomas in the presence of their parents. After the ceremony in the church, the school hosts a light assortment of refreshments in Klostergården.

Student's Cap Ceremony

Even though the 3.IB students do not have a final oral exam, they have to have their handsome student caps anyway. Herlufsholm therefore hosts a Student's Cap Ceremony where the students receive their caps at approximately the same time as their friends in the STX. The students and their parents are invited to a small ceremony in Festsalen (the ball room).

Dimission

The school year ends with the graduation of the students in 3.g and 3.IB. The event starts with a photography session of all the students in front of the Headmaster's house. Then the students receive their diploma at the graduation ceremony in the church, and we celebrate this year's graduating students with a festive dinner for the students and their parents.

Next day the students visit each other's families (studenterkørsel).

EVENTS AND BALLS						
	6., 7. and 8. grade	9. grade	1.g,10. grade and Pre-IB	2.G 2.IB	3.G 3.IB	WHO IS INVITED?
AUGUST						
Fugleskydning day	x	x	x	x	x	All parents
Fugleskydning ball	8. grade	x	x	x	x	Students and Alumni
SEPTEMBER						
Fik-fak day	x	x	x	x	x	Only students
Fik-fak ball	x	x	x	x	x	Only students
OCTOBER						
Blebal	6.-7. grade					6., og 7. grade parents
NOVEMBER						
Vildtaften	x	x	x	x	x	Only students
2.g skolekomedie (forpremierer)	x	x				Open for all
Komediebal			x	x	x	2.g and 2.IB parents
DECEMBER						
Christmas party	x	x	x	x	x	Only students
JANUARY						
Trolle morning	x	x	x	x	x	Students and Alumni
Trolle ball	x	x	x	x	x	3.g and 3.IB parents
FEBRUARY						
Maskebal	x	x	x	x	x	Only Students
MARCH						
g. kl. skolekomedie (forpremierer)			x	x	x	Open for all
Gøyebal	8. grade	x				8.-9. grade parents Students in 6.-9. grade
APRIL						
Forårsbal			x	x	x	10. kl, 1.g and 1.IB parents
MAY						
Konfirmation	8. grade					8. grade parents/family
JUNE						
Translokation 6.-8. kl.	x					6.-8. grade parents
Translokation 9.-10. kl.	9. grade		10. grade		9.-10. grade parents	
Cap Ceremony					3.IB	3.IB parents
Dimission					x	3.g and 3.IB parents

Checklist for balls and events

The school's alcohol and smoking policy applies when Herlufsholm invites students and parents to school balls or other special events.

Checklist for balls and events

- Be well-groomed and properly dressed.
- Enjoying beer and wine requires a sensible and responsible conduct, - NB only 10th grade and High School students.
- Students are only allowed to drink beer and wine sold at the school - neither boarding nor day students are allowed to bring alcohol to parties at the school.
- Beverages are not allowed in Festsalen and Agora.
- Do not leave litter and show willingness to assist with the common clean up after the event.
- All school events are non-smoking

During school festivities, it is not allowed to invite students from other dormitories, day students or other people into your dorm room. Beer and wine can be purchased in the bar, but may only be enjoyed within the festivity premises. If participating in a party or café evening, you commit to be at the event from start to finish unless anything else is arranged beforehand.

All student events, such as Fugleskydning and its related events, Cap fitting and last school day for 3.g. and 10th grade, are arranged in detail by (or in consultation with) the Headmaster.

It is important that we are all good hosts. Visitors and guests should always be treated politely and openly. Show our guests respect; they take an interest in the school and they may contribute with experiences that we would not otherwise have had.

Private Events

At Herlufsholm we welcome that students enjoy each other's company outside teaching hours. However, there are some important things that the school wishes to ensure that both parents, day students as well as boarders understand, so neither students, home nor school are put in an inappropriate situation.

Please contact the School Office if you have other questions concerning private arrangements for the students.

- Boarders cannot attend a private gathering if there is an event at school at the same time.
- Throughout the year there will be days and periods – e.g. December – where the school, for the benefit of everybody, wants the boarders to stay at the school.
- Parents who plan a major event for their child and his/her classmates should always ask the school in advance to make sure that the arrangement does not collide with the school's plans.
- Especially for the middle school (where there are mainly day students) it is necessary for parents to contact the school in advance, so we may agree on a framework allowing the boarders to participate in a birthday party or other class events before parents send out invitations.

The school encourages parents and students to take a careful look at the guest list when they send out invitations to a party. Naturally, it depends on the framework set for the party and how many people are going to participate, but we at the school have seen how hurtful it may be for individuals if one person or very few people have not been invited. The mentor teams and the dorm teachers work on a daily basis to create a sense of community where the students show each other consideration and include each other - after all students learn and thrive best in an atmosphere of acceptance, trust, and a feeling of being respected by their friends in the class and in the dorm - and it is not fair to exclude a few individuals if almost the whole class or most of the students of the year are invited.

Contact with the School

Herlufsholm offers parents and students information through a number of communication platforms. In this connection it is important that the school has the parents' email addresses, and that we are informed of possible changes. All students will be given an @herlufsholm.dk mail address where they will receive most of the information from the school during their time at Herlufsholm.

A quick overview

- **The school office:** 55 75 35 00 / rektorkontor@herlufsholm.dk. The school secretaries will help with all questions or contact the person responsible for helping the student.
- **School handbook:** the primary source of information that contains general information about the school and rules of conduct regarding studies and behavior.
- **Parent Intra:** An additional source of information regarding everyday news and information to parents about events.
- **herlufsholm.dk:** Primarily for prospective students and their parents. Information and documents for current students and parents are found on the homepage under "Students & Parents".
- **Mails and Letter from the Headmaster:** Additional information from the school. Used for important information, invitations and the headmaster's newsletter.
- **Lectio:** information to the students about class schedules and changes in class schedules, homework, grades, etc. This is where the parents sign up for the parent-teacher conferences.
- **Intranet and intermediary weekend signup:** service systems for the students.
- **Facebook and Instagram:** the opportunity to follow everyday life at the school with brief news items and nice photos.

The School Office

The school office is the communication hub. The secretaries, Marianne Bøgh and Birgit Brenting, will always help to establish

the contact to the person you need to speak to. At the school office you will also find the school's management, admissions office, communications and marketing, and IT.

The school office can be contacted by phone at +45 5575 3500 or by email to rektorkontor@herlufsholm.dk.

The School Handbook

The School Handbook provides the student and parents with the opportunity to learn and understand the school, its demands and expectations.

It is important that all students are thoroughly familiar with the information in the school handbook as they commit themselves to follow said guidelines when they are admitted to the school. The school handbook can also provide a good understanding of how the dress code allows for variation as exemplified in the many excellent photos.

The current version of the school handbook is found online at skolehaandbog.herlufsholm.dk. Please note that there is a small magnifying glass icon in the top right corner that provides access to a useful search function.



Parent intranet

The parent intranet is a special offer to the school's parents. The page contains information from the office, invitations to the balls and other events, documents from individual classes, news, school calendar and extra information about everyday life at the school

The login information for Parent Intra is mailed each year during the month of August and can always be sent again, either through the webpage or by contacting the School office.

Please note that the login information to the parent intra is not the same as the one the students use as login to Lectio. The Parent intra is found at foraeldreintra.herlufsholm.dk.

Herlufsholm.dk

The school website is first and foremost directed at prospective students and their parents.

It is possible to find a list of staff and their contact information, and under the tab "Students & Parents" you will find various information, documents, etc., as well as the school calendar and links to various school tools and platforms.

The homepage on herlufsholm.dk

Mails and news letters

Herlufsholm may at times send information by email. This may include requests or information to specific parents or students, invitations, news letters, etc.

4-5 times a year the school mails out the news letter, "News from Herlufsholm" with information about upcoming events at the school, such as vacations, lectures, minutes from parent representative meetings, etc. The headmaster also sends a greeting a couple of times a year in Letter from the headmaster.

Lectio

Lectio is an external portal where everybody can log in to see the class schedules and any changes in them.

The students receive a username and a login to the site, and they can see absences, grades, exam plans as well as book time slots for the parent-teacher conferences.

This is also where the student's teachers write down homework and notes regarding the lessons; and it is therefore important that all students check lectio on a daily basis.

Lectio is found at www.lectio.dk/lectio/111/default.aspx

Intranet and intermediary weekend signup

The students have access to the school's intranet and the intermediary weekend signup application. Here the students can sign up for various events and activities.

Facebook and Instagram

Follow Herlufsholm on social media to get short news updates and see pictures from everyday life at the school as well as from various events. This is a good way to gain some insight in the special Herlufsholm atmosphere and follow day-to-day life - and you may even get a glimpse of your own child!

A more informal side of Herlufsholm is communicated on Instagram which often features postings by the students who take turns profiling the school at **#studenttakeover**. We also encourage all students and parents to share their Herlufsholm at **#myherluf**.

Find Herlufsholm on Facebook at Herlufsholm Skole and Gods and on Instagram at @herlufsholm_skole.

Find contact information

It is possible to find contact information to all school employees at the school's website.

Parent-School Cooperation

There is ample opportunity to engage oneself in school affairs.

In connection with "Fugleskydning" each class elects a parent representative who meets three times a year with the school management to discuss various matters of common interest concerning the school. Out of the total number of parent representatives they elect two representatives to take part in the School Board of Directors' work.

The Board of Directors consists of seven people: Two former students (Gammelherloviianere), a competent businessman, a competent pedagogical person, two parent representatives, and the foreperson ("forstander"), who chairs the Board of Directors.

Parent-teacher conferences and parent meetings

Parent meetings take place once a year. The agenda is included with the invitation, and the minutes are sent afterwards to parents in grades 6-10 on Parent intra. There are no minutes from the parent meeting in the high school and IB.

Every grade has parent-teacher conferences once a year during fall and winter. When the date is nearing, the school informs the parents and provides detailed instructions of how to book conferences with the student's teachers through Lectio. It is also possible to speak to the boarders' dorm teachers.

Parent-Teacher Meetings 18-19

6. grade	September 4th
7. grade	September 6th
8. grade	August 28th
9. grade	August 23th
10. grade	August 30th
1.g	September 8th
Pre-IB	August 14th
2.g and 2.IB	December 8th



Counseling and Student Well-being

Herlufsholm would like to help the students make the most of their time at the school. We therefore have a range of offers that further cooperation and well-being as well as future plans and direction.

Guidance counseling

The middle school has one student counselor and the high school/IB has two student counselors.

In the middle school the student counselor informs the students of the different options of upper secondary educations in Denmark and abroad. They can also give advice about the subject groups offered in high school in relation to the wishes the student has for jobs later on.

In the high school the students are informed of courses of study options after high school graduation. The student counselors are also available for advice when the students apply to universities abroad.

Herlufsholm is also associated with a counselor from the local counselor's office, Studievalg Sjælland. This counselor has office hours at Herlufsholm, one hour per week, but only counsels high school students. In addition there are various information gathering events and career evenings held throughout the school year. It is possible to supplement the school's own counseling with open house events at different institutions of higher learning. However, this only applies to students in 3.g and 3.IB; the other students must wait until their final year.

On the website uddannelsesguiden.dk you can also find most relevant information about individual courses of study.

Conflict resolution and conflict counseling

When people are together, conflict occurs. Some conflicts may lead to personal development but others may affect the student's well-being negatively. The school intervenes when it seems that the parties involved are unable to solve the conflict on their own.

If a student feels that a disagreement or conflict is hard to handle, it is important that he or she talk to a dorm teacher, team/mentor/class teacher or student counselor. Most disagreements or misunderstandings in the classroom, at the dorm or elsewhere where the students are together are solved right away or in a short while by help of the adult who is closest to the students in the given situation. When solving disagreements and conflicts, it will always be the goal of the school to create mutual understanding and reconciliation, thus creating a foundation for the continued well-being of the students. If a conflict is caused by a lack of respect for the school's set of values, the school will evaluate if there is a need for sanctions in accordance with the school's policies of conduct.

Herlufsholm will of course have the greatest focus on the student who feels wronged but will also want to take care of the student who may have acted offensively, and we expect that the parents support the school's initiatives in handling a given conflict.



Well-being and Youth Counseling

It is important for the well-being of everybody that the students at Herlufsholm understand and respect the shared framework for life at the school.

It is an exciting challenge to be a student at Herlufsholm, balancing the social life at the school, the fellowship and the friendships. At the same time, the school also demands that the students put in a dedicated academic effort and work seriously. The students themselves have created an unspoken tradition that older students are helpful towards their younger friends, and the school expects everybody to live up to this great tradition. In general, kindness and courtesy should be a natural part of all students' way of interacting with each other in everyday life at Herlufsholm - this includes of course the many individuals who serve food in the dining halls, clean the dormitories and the classrooms and maintain the school on a daily basis.

If a student experiences problems in relation to classmates, academic demands, or personal matters, such as loneliness, etc., Herlufsholm has a youth counselor that supplements the teachers and the dorm teachers in their work and who can counsel students with respect to personal development and improved well-being. Herlufsholm's youth counselor regularly evaluates well-being in the classes, groups and in the dorms. She also provides support for students and school staff if needed.

Psychologist

High school students may contact SUS, either by mail or by showing up in person.

Middle school students have to contact the head of the middle school who will then contact the relevant people on the student's behalf.

All conversations at SUS or with a psychologist are confidential.

Illness during School Hours

Herlufsholm has its own hospital, known as "SUS", with a residing nurse and an affiliated doctor. Here the students will receive guidance and care if needed.

SUS offers all students guidance based on need and arranges classes and joint events with health-oriented themes. It is also at SUS that the students can sign up for "no smoking courses".

If a student is unwell or feels sick, he or she must do the following:

- Day students go to the school office to notify the secretaries that they are leaving the school – if need be, they can get a consultation at SUS before leaving.
- Boarding students can go to SUS during consultation hours, which are after breakfast, lunch, and dinner. At all other hours they must go to the school office (during school hours) or to their dormitory teacher (outside school hours) before contacting SUS.

Contact the School when falling ill

If a day student cannot attend classes due to illness, the school office needs to be informed as early as possible via email: rektor-kontor@herlufsholm.dk or by phone: 55 75 35 00.

If a boarder gets sick during a travel weekend and is not returning to school as planned, the dormitory teacher needs to be informed.

Nutrition and Health

The aim of the Kitchen at Herlufsholm is to offer students varied, attractive and healthy meals, nutritionally put together in accordance with [the dietary advice of the Fødevarestyrelsen](#).

We work hard to make sure that the meals are tasty, and we encourage the students to explore new taste sensations and widen their knowledge of seasonal vegetables and the diversity of ingredients available locally and globally. We need to practice eating a varied diet and get the nutrients we need to stay healthy and well – avoiding diet related illnesses in the long term.

We know how important diet and exercise are when it comes to gaining as much as possible from school and spare time. That is why we wish to stimulate the students' awareness of a healthy diet and make them understand the relation between the food we eat and the sensation of health, energy and well-being in everyday life.

Eat Fruit and Vegetables

Fruit and vegetables form part of every meal, contain relatively few calories but have a lot of the minerals and vitamins needed to keep the body healthy and well – particularly cabbage and root vegetables contain many dietary fibers.

Vegetarian diet, Allergies and Special Needs

The kitchen does not prepare vegetarian food per se, but we make sure that all meals contain fruit, vegetables or vegetable based dishes, so that it is possible for all to put together a varied meal.

Different varieties of fish or soup are often on the lunch buffet menu. The kitchen is able to accommodate any allergies that have been diagnosed by a doctor. SUS, the school's hospital will advise the kitchen on this matter.

The Meals of the Day

High School students receive a "mausekort" (meal card) at the beginning of the school year. This card gives access to the lunchtime dining room to which the student has been assigned. If for some reason a student wishes to swap lunch slots with a schoolmate, this may be done by swapping mausekort. Remember to get your own card back. Students without a mausekort will be referred to the second lunch slot.

Breakfast

7.15 – 7.40

Boarders

Porridge (oats), oats, cornflakes, muesli, raisins, yoghurt (with or without fruit flavor), black bread (rye), home baked bread, toast bread, cheese, marmalade, fresh fruit. During the week sometimes soft boiled eggs and cold cuts. Coffee, tea, hot chocolate, milk, water.

Sunday brunch

9.30 – 10.30

Boarders

Consists of e.g. soft boiled eggs, pancakes with syrup, nut spread, bacon, scrambled eggs, sausages, different kinds of cold cuts, two kinds of cheese (with trimmings), marmalade, chocolate in thin slices, butter, different kinds of yoghurt, selection of oats, cornflakes etc, sandwich bread for toasting, different kinds of white bread, rye bread, whole loaves (for slicing), fruit. Coffee, tea, cold chocolate milk, juice, milk, water.

10-o'clock snack

10.20

All students

Different types of rolls and always fruit.

Lunch 11.40-12.20 (Middle School)

All students

12.45-13.25 (High School)

All students

The lunch buffet plan is published once a week on ForældreIntra and on the students' Facebook group.

5-o'clock snack

14.45

Boarders

Consists e.g. of different kinds of bread as in a sandwich with cold cuts and salad, home baked roll with cheese or butter, a mini pizza or toast, loaves for slicing, butter, cheese, marmalade. Always fruit.

Dinner

17.50-18.20

Boarders

Always a main dish (meat, potatoes, rice, pasta etc.), a warm/cold sauce, mixed salad according to the time of year, or cooked hot

vegetables and a green dish.

The meals of the day is published once a week on ForældreIntra (link) and on the students' Facebook group (link).

Breakfast, lunch and supper are served on self-service basis, and all students must appear for the meal within a 10-minute period of time.

On Thursdays before a travel weekend there is a more formal dinner for the boarders at 17:50, and this meal is initiated and ended with a short common prayer.

Supplementary meals, e.g. pizza from Næstved, may only be ordered between 8:15 p.m and 10:00 pm. However, on weekend Sundays, pizzas may also be ordered between 12:00 and 4:00 p.m.

Table Manners

It is the responsibility of all student to create a pleasant atmosphere characterized by mutual consideration and good manners. Natural cheerfulness is a good thing, but it is important to be aware of the noise level and to be aware of friends who are still eating when you leave the dining hall.

The following standards and guidelines apply:

1. Be properly dressed and groomed upon arrival.
2. No use of electronic devices.
3. Good table manners include proper use of cutlery and a leisurely eating pace; sit properly on the chair and do not place your elbows on the table.



Before the meal

"Bless this our house,
bless this our food,
bless every person on this earth,
and teach us with a humble spirit
to take everything from thy hand."

4. You select your food at the buffet but do not take more than you can eat. It is better to take several times, so food is not wasted, and the staff can easily fill up the buffet.
5. Good eating habits mean that you enjoy the various components of the meal - think of the dietary recommendations.
6. At breakfast and supper boarders have an assigned table. When the inspection teacher has registered absences, you may sit at other tables if you like.
7. Remember to clear your place at the table before you leave. Your place must be left clean when leaving the table!
8. You are not allowed to move between dining halls.
9. You are not allowed to bring food or drinks in or out of the dining halls.

Table Head

There is a table head at breakfast and supper. He/she helps ensure a good atmosphere, and that table manners are respected. Any request or reprimand from the head must be respected.

Student influence on the food

The student council's food committee consists of representatives from the student council and teachers. The committee will meet regularly to discuss food plans and to exchange ideas concerning the food.

Each year we conduct a nutrition survey where students have the possibility of airing their opinion on our meals, and students in both dining halls may deposit their comments and requests regarding the food in a box.

After the meal

"We thank Thee,
Heavenly Father,
for all thy gifts and
acts of kindness."



The kitchen reviews these notes and brings them along to meetings with the food committee.

Absence from the Table

Only rarely is it possible to be excused from meals.

Absences must be well-founded, but there may be situations where you cannot participate in the meals due to e.g. appointments with a doctor or dentist, driving license lessons, etc. It is very important that you always remember to register your absence or else food will be wasted.

You should de-register as early as possible, and no later than the day before the meal in which you cannot participate. If an unexpected situation arises, and you cannot respect the deadline for cancellation, please contact the school office or your dormitory teacher.

Day students in high school: It may be acceptable to de-register from lunch, if you do not have classes after mausen (12:40-13:25), or if you need to catch a bus. However, the cancellation will need to be approved by your parents.

Boarders in high school: If you want to de-register for a meal, you should inform the school office or your dormitory teacher, and you may then make the registration yourself. However, you are not allowed to de-register from breakfast; the dormitory teacher needs to do this for you.

Mandatory presence at meal times

A healthy life style means wellness, well-being, energy and health. The school sees it as its responsibility that the students develop good eating habits and become aware of nutritious, healthy and varied food. It is therefore mandatory to show up for all meals. The fellowship at the tables is also an important part of the social life at Herlufsholm.



Transportation To and From School

Day Students

Students who wish to travel by bus or train between home and school must obtain a rejsekort (travel card) on their own.

Boarding Students

Boarding students who have a Ungdomskort (youth card) are advised that this card does not apply when traveling between Herlufsholm and their home on travel weekends.

The Ungdomskort is used for the daily transport between home and school – 1 zone. It is however possible to use the card on a single trip, e.g. if a student buys a ticket from Slagelse in connection with traveling home.

School Buses to and from Slagelse and Copenhagen

The school arranges transportation to and from Slagelse and Copenhagen in connection with vacations and travel weekends. Boarders must remember to book tickets with their dorm teachers on Tuesday evening before a weekend if they wish to go by these buses.

Day students may obtain a ticket by contacting the school office Monday or Tuesday before the travel weekend.

For security and space reasons luggage must be placed in the bus luggage hold, and everybody must remain seated throughout the journey. You may not drink anything on the bus, and naturally it is a non-smoking bus. The trip should proceed in a

good atmosphere, and the driver's directions must be followed at all times.

Be observant when you exit the bus and observe traffic rules at all times.

Bus times:

To Copenhagen:	14.45	From Copenhagen:	19.30
To Slagelse:	14.45	From Slagelse:	20.10

The busses drives to and from Slagelse train station and the Police square in Copenhagen.

Tickets for the school year 2017/18:

Slagelse roundtrip	120,-
Slagelse single	60,-
København roundtrip	150,-
København single	75,-

The school plans bus transport on the basis of pre-booked tickets. As a rule these cannot be refunded but if a student has a good reason to change travel plans and will not need the ticket, we will endeavor to accommodate a cancellation.

Payment is drawn from the student's account at the school.

Financial Matters

School Fees

Please consult the [school's website](#) for information on school fees.

The school fee must be paid 3 months in advance. In addition there are other expenses for things such as bus transportation, field trips, hair cuts, clothes, etc. We send you a statement of items charged through the student's account.

Terms of Payment

The accounts department (Godskontoret) opens an account for each student, and this account shows the financial balance

between school and home. Invoices are sent quarterly, July 1, October 1, January 1, and April 1, and payment is due by the end of the respective months.

Parents living in Denmark are advised to arrange payment via PBS. Parents living far away can pay easily and promptly through a bank connection, which will take care of the money transfer to Herlufsholm. In other cases, private agreements with the family or any third party can be made when a payee's address is registered in our student administration system.

It is also possible to pay expenses directly to the school's bank. Please remember to indicate student name and student account number when transferring money.

In the event of delayed payment, the school charges a fee of DKK 100 the first time and an additional DKK 100 for follow-up reminders. At the same time the debt carries an interest of the Danish National Bank's deposit rate plus an additional 8 % p.a.

The school may find it necessary to restrict a student from drawing money via the dorm teacher. In an extreme case, the student may have to leave Herlufsholm altogether.

Deposit

Upon admission a deposit of DKK 2,000 for boarders and DKK 1,000 for day students is required. When students leave school - usually after completion of their final exam - the full deposit will be returned, but only if all books, keys, etc., are returned.

Withdrawal

If a student and his/her parents wish the student to withdraw from the school during a school year, school fees and any other incidental items on the student's account are due until the end of the quarter in which the intent to withdraw has been communicated to the school.

If a student has to leave the school at the request of the school, fees are due until the end of the month in which the school's decision has been communicated to the student.

MAIN EXPENSES

	BOARDING STUDENTS	DAY STUDENTS
Tuition Fee	DKK 152.900 p.a. Boarding included Additional fee for IB, Pre-IB, and "Samfund & Business"	DKK 51.900 p.a. Lunch included Additional fee for IB, Pre-IB, and "Samfund & Business"
Admission Cost	Administration Fee: DKK 10.000 Deposit: DKK 2.000	Administration Fee: DKK 6.500 Deposit: DKK 1.000
School Uniform	DKK 15.000 - 20.000 Extra clothing on demand	DKK 6.000 - 10.000 Extra clothing on demand
Travel to and from school	Slagelse t/r: 120 kr. Copenhagen t/r: 150 kr. Holidays and weekends	Possibly bus and/or train
Field Trips 8th grade field trip 10th grade study trip 2.g study trip 2.i study trip Short field trip in 3.g	DKK 100 - 200 + transportation approx. DKK 100 per student approx. DKK 2.000 + consumption and pocket money approx. DKK 3.500 + consumption and pocket money approx. DKK 5.500 + consumption and pocket money approx. DKK 9.500 incl. consumption and pocket money approx. DKK 4.000 + consumption and pocket money Breaking the school's rules will result in a self funded trip home. It is possible to apply the Students' Travel Fund for grants.	
Expenses for Round Square conferences, Duke of Edinburgh and skiing trip	Optional activities, prices will vary. It is possible to apply the Students' Travel Fund for grants.	
Traditions	In connection with school balls the fee will be DKK 75, Fugleskydning DKK 150 (DKK 700 for 3.g/3.IB), and graduation DKK 250 per adult.	
Educational Events	Field trips, theme days, theatre trips, museum visit, etc.	
Social Activities	Trips to the cinema, dinners, etc.	
Extracurricular Activities	Optimal activities - most extracurricular activities are free but few may require additional payment.	
Extra Support	Will be arranged based on need.	
Dictionaries, calculators, and more	Necessary materials will be purchased during the years.	

Bank information

Danske Bank
Torvet 6,3
DK – 4100 Ringsted

Reg. nr. 4343
Kontonr. 000 904 1370
Swiftkode DABADKKK
IBAN DK64 3000 0009 0413 70

Financial Aid

Reduction of School Fees

It is in the interest of Herlufsholm School to admit academically and personally qualified students to the school, either as boarders or day students. Therefore it is possible to apply for a reduction of the school fee.

The school will assess applications for a reduction of fees based on all information supplied - possibly supplemented by a personal interview.

A reduction in school fees is granted per school year, and parents must reapply every year if the need continues.

When the student turns 18, he/she is eligible for financial support from the State Education Fund (SU). In determining the fee reduction, this SU-subsidy often leads to a reduced rate of financial support from the quarter in which the student starts to receive SU.

Sibling Discount and Needs-based reduction of school fees

School fees can be reduced as a result of a sibling reduction or a concrete needs-based assessment.

Siblings who are attending the school at the same time may be granted a special discount on the fee. The discount is provided to the sibling with the lowest school fee.

Financial aid is awarded on the basis of an individual assessment of budget considerations and the individual family's situation.

Application for Fee Reduction

The application deadline is June 1. It is vital that this deadline is kept.

If applying after the deadline, the school cannot guarantee a reduction. If a reduction is granted, it will come into force at the upcoming quarterly payment.

Application forms can be found online on [the school's webpage](#).

Application for SU (the State Education Fund) takes place directly on www.su.dk.

Herlufsholm treats all fee reductions with discretion and kindly ask parents that they will do the same.

Insurance

Please make sure to find out if the student has sufficient insurance coverage, especially with respect to liability, accidents, belongings and travel. The student is personally responsible for personal property while at Herlufsholm; this includes bicycles and electronic equipment.

For parents who live abroad there may be special issues regarding insurance coverage of the children's travels to and from Herlufsholm.

The school has created a special travel insurance that takes these considerations into account. More information can be obtained from Godskontoret (the business administration) by calling 55 75 35 01.





Chapter 3



Policies of Conduct

When you are admitted as a student to Herlufsholm, you also enter a community that goes far beyond your school time: you become a Herlovian.

The Herlovian spirit is characterized by the school's values: Students who take responsibility for themselves and their surroundings, who constantly strive to improve academically and develop personally and who eagerly and passionately throw themselves into activities, both inside and outside school hours. A Herlovian is forthcoming, open and courteous.

As a student at Herlufsholm you have to balance social life at the school, the fellowship and the friendships. At the same time, the school also demands that the students put in a dedicated academic effort and work seriously. It is of the utmost importance that everybody - boarding students as well as day students - understand this distinction between social life and the obligation to acquire academic knowledge and develop skills. This is how the teachers and the dorm teachers get the necessary energy so that everyday life is marked by presence, openness and mutual respect.

It is a joint responsibility to create the harmonious interaction between human values and academic challenges that creates the foundation for each student to develop his or her individual capabilities and shape his or her personality.

The students themselves have created an unspoken tradition that older students are helpful towards their younger friends, and the school expects everybody to live up to this great tradition. In general, kindness and courtesy should be a natural part of all students' way of interacting with each other in everyday life at Herlufsholm.

It is fundamental for everybody's well-being that students at Herlufsholm understand and respect the shared framework for life at the school. As a student you are expected to show respect and kindness and treat other people with kindness, understanding and civility. Herlufsholm does not tolerate bullying, psychological or physical harassment, racist or sexist language or other kinds of condescending and unacceptable behaviour.

Herlovian Dictionary

A number of distinctive words have historically evolved at Herlufsholm. They are based on a contraction principle.

The first letter/group of consonants is contracted with the last accented syllable, e.g.: **Bl**ækopgaver becomes **Blaver**.

Below you can see a few Herlovian words still used at the school:

Word	Origin	What is it?
Blaver	Blækopgaver	Written math/science assignment
DEK	Discipelbibliotek	The school's student library
Dipel	Discipel	A student at the school
Frime	Fritime	Free period
Fysikum	Fysisk Laboratorium	Physics classroom
Galen	Gymnastiksalen	Drama classroom (today)
Hylen	Helenhallens vestibule	The entrance hall in Helenhallen
Kagerne	Kammerat(skabs)stagerne	Candlesticks given to the best buddy among the students
Kark	Kærs Fiskepark	The small pond at the corner of Gl. Skovridervej and Herlufsholm Allé
Kemikum	Kemisk Laboratorium	Chemistry classroom
Mausen	Middagspausen	Lunch break
Lal	Læsesal	Study hours in the dorms
Mellerne	Munkecellerne	Part of the Klostergård
Mime	Mellemtime	Free period between classes
Mygningen	Museumsbygningen	The Museum
Mysikum	Mellemskolens Fysiske Laboratorium	Middle School's physics classroom
Pøen	Paradisøen, evt. Poppeløen	The small island in Nyhave
Ryle	Ring the bell in Vestibulen	Ring the school bell
Skygningen	Skolebygningen	The old school building
Spladsen	Sportspladsen	The sports playing field
Stallen	Styrkehallen	The training facility
Stander	Skolens forstander	Head of the School Board

Stark	Store Fiskepark	The pond next to the Headmaster's house
SUS	Sygehus	Infirmary
VAL	Vaskesal	Bathroom in the dorms
Vuen	Vuggestuen	Dorms for the youngest students
Vylen	Vestibulen i Skygningen	The entrance hall in the school building
Vyrd	Vidnesbyrd	Report card

Special words

Heis	The headmaster (word taken from Greek)
Mia	The headmaster's wife (also Greek)
Hummer	A boarder's dorm room



Herlufsholm's Dress Code

Our school uniform is adapted to the daily rhythm at Herlufsholm, and it is a tradition that both school and students safeguard. The dress code is a common framework of student clothing with the possibility of a variety of clothing combinations.

The common rules aim to:

- Make the students aware of how important dress and personal hygiene are for the personal impression, so they experience satisfaction and pleasure by being well-groomed and well-dressed.
- Create a visible expression of the community and the shared values and - not least - create an egalitarian basis for the development of individual abilities and personality.

Herlufsholm's dress code comprises a number of items that are medium and dark grey or dark blue. All students must possess full and half-gala, school clothes for classes, sports, and leisure time.

In the school uniform booklet you will find overviews over which clothing items are included in the various clothing categories. In addition, it is recommended that you look at the pictures in this school handbook to get an impression of variation, style and quality.



Click here to download the information brochure "[Skolebe-kledning \(School Uniform\)](#)" or the "[Assortment Overview](#)" with our recommendation for number of items.

Personalizing the School Uniform

It is a given assumption that students are careful with their clothing and appearance: During school and extracurricular time, the clothing must be clean with ironed shirts, neat slacks and polished shoes. The clothing must fit properly, and hair must be clean and combed and trimmed regularly. School clothing must be treated with respect. Piercings and other experimental expressions are not allowed at Herlufsholm.

Specific guidelines may occur depending on students' age and class. These will be communicated in class.

A Quick Glance at the School Uniform

School uniform: During school hours the colors are dark gray, medium gray, and dark blue, always combined with the light blue Herlovian shirt.

Athletic wear: The students' athletic wear is used in Phys. Ed. and sports during leisure time.

Leisure wear: Leisure wear is a supplement to the school uniform and affords the students more options with respect to a more relaxed dress code.

Full gala and half-gala: Full gala or half-gala is used for events and festive occasions. [Go to page 11 here](#) to see dress code chart for balls.

Intermediate weekend: During intermediate weekends the students may also use leisure wear outside school hours. However, it is mandatory to wear the Herlovian shirt at breakfast and dinner on Sunday.

Travel weekend: When leaving the school, the students have to wear either their school uniform or leisure wear. If the students return to the school in different outfits, they have to change into their school uniform or leisure wear upon arrival to the school.

Excursions: The school uniform is used on excursions, possibly supplemented with a pair of jeans or other items of leisure wear, depending on the academic subject matter and purpose of the excursion. For further information, please see the school uniform booklet.

Exams, test period and writing days: As a rule the student needs to wear his or her school uniform during test periods, exam periods and on writing days during reading and studies before noon as well as at table. In other words, leisure wear is only acceptable after lunch. The rule for the middle school's students is that they have to attend oral tests in half-gala.

Purchasing Used Clothes

The school matron receives clothing on commission, and therefore it is often possible to buy and sell slightly used school uniforms by contacting telephone: 55 75 35 83 or email: ellu@herlufsholm.dk.

Throughout the school year small "used school wear"-sales will be arranged by students, parents and teachers.



Shopping School Wear at Mister

All school wear using Herlufsholm's logo – such as the blazer and shirt – may only be purchased at Mister in Næstved. Other items may be purchased elsewhere as long as it is in accordance with the school's dress code regarding color and quality. In our brochure on school wear it is stated which items, you may only purchase at Mister.

Contact info

Mister in Næstved
Kindhestegade 12G
4700 Næstved

Phone +45 5573 7979
mr@mister-naestved.dk

Disciplinary Policy

It is expected that all students - from day one at their time at Herlufsholm - have made themselves thoroughly familiar with the information in this school handbook and, in particular, with the school's disciplinary policy and study rules. The school handbook summarizes the conditions for being a student at the school, and as a student at Herlufsholm you are obliged to comply with the expectations the school sets for you. At the same time it is important that parents read these conditions as well.

If a student does not meet the school's expectations, it will usually lead to binding discussions, which aim to influence and change the student's behavior before the school turns to harsher sanctions.

The school considers all sanctions with the utmost seriousness, but an enhanced written warning is not necessarily followed by expulsion, even if the headmaster finds it necessary to talk to the student again.

For all sanctions it is the headmaster who examines the case carefully and makes the final decision. Some cases can be difficult, involving many parties and aspects that the headmaster must take into consideration in order to reach a conclusion concerning the student in question. Such decisions are always made in accordance with the rules in this handbook as well as current laws and regulations. The school follows up on written warnings, paying close attention to the student in question in order that he/she is guided toward positive development.

Sanctions may be accompanied by restrictions in the offender's everyday life at the school, e.g. loss of the possibility to represent the school in various contexts, or he/she may be sent home for a certain period of time, depending on the nature of the violation.

A sanction may also be made conditional on the student's behavior during a set time period during which the student may be asked to fulfill certain conditions, such as

- to repair or help repair of damages
- to remove material from the internet
- to participate in conciliation, negotiation or similar



In the most serious cases where expulsion is a possible sanction, consideration generally speaking as well as the sense of justice mean that as an interim it may be necessary to send home a student for a limited period or limit the student's access to the school while a case is under investigation.

In case of any sanction, the case is stored in the student's file, and a record is kept of the instances where the headmaster has had to resort to sanctions. The student's class team of teachers and the dorm teacher have access to the file that is kept at the headmaster's office. In all cases involving breach of rules, the relevant parties (dorm teacher, team, mentor, etc.) are informed as soon as possible. The student's parents are contacted when relevant and are always informed by letter in case of a warning.

A warning is followed by special attention in order to keep the student in a positive development process.

The headmaster makes the decision on a case by case basis whether it is necessary to inform the school's students about a given case in order to avoid rumors or to emphasize the school's position and principles.

The warnings issued by the pedagogical leaders for absence from classes are not normally combined with sanctions for other violations, but may be included in the school's overall evaluation.



Sanctions

Oral Warning

If a student shows carelessness and/or repeatedly violates the rules, he/she is called to the office for a serious talk with the Headmaster. Depending on the nature of the violation, this may result in an oral warning.

Enhanced Warning

If the offense is of such a nature that the school has reservations about the student's continued enrollment at Herlufsholm, the sanction will be a written warning.

Expulsion

If a student continues to misbehave, he/she will normally face expulsion. It does not have to be the same violation.

In cases of particularly serious violations, the school may proceed to expulsion without prior warning.

Please observe that taking, possessing, or dealing drugs while enrolled as a student at Herlufsholm School is prohibited. Violation of this prohibition leads to immediate expulsion. The school reserves the right to test students for illegal narcotics without prior warning. This includes consumption and distribution of drugs outside school and school hours if this affects classes or the conditions, well-being and teaching environment of fellow students and employees.

Time Limit for Complaints

For decisions made by the school in accordance with "General Regulations for STX" and "School Regulations and Code of Conduct in STX" where no time limit for complaints is set by the ministry, the school has defined the time limit for complaints to be 14 days after a given decision has been communicated.

In instances where it is the school's intention to expel a student, the student may be sent home on an interim basis, and the school will state the reasons as to why the student must be withdrawn. The parents and the student then have a 14-day window for a hearing after which date the school makes its final decision.

Online Activities

Herlufsholm's expectations of student behaviour also cover their online activities and use of IT and devices.

Social Media

The students use social media in their communication with each other and the world on a daily basis. The school expects that all students consider what is good digital behavior and participate in the virtual universe in a safe, respectful and constructive manner. Good digital behavior entails that we act with consideration towards our fellow human beings and use critical thinking skills when considering our own and others' intentions, acts and ways of expressing ourselves.

We also refer to our folder on [Good Digital Behavior](#), the school's IT-rules and the section on Herlufsholm's values.

Herlufsholm regards bullying, harassment and offensive behavior as serious offenses.

Photography

We ask all students to show respect and consideration when they take photos. We all know cases where the person being photographed is unaware of the fact and - rightly so - feels violated. It is therefore expected that all students at Herlufsholm show respect for their fellow human beings and never take or share photos or videos without prior permission.

The school does not allow the students to take pictures during classes, in the dining halls, the church, the dormitories, or in valen (dorm bathrooms).

Upon enrollment, all students and parents are asked to allow Herlufsholm to take pictures of the students and use these photos in connection with news on the school platforms and for marketing purposes. If there are occasions in everyday life when a student wishes for a specific photo not to be used, the student is asked to go to the headmaster's office,

Mobile phones

The students' mobile phones may as a rule not be used or be out during lessons, at morning song and assembly, or at table (meals).

Permission to use mobile phones during the actual lesson must always be given by the teacher in question. If the students use the phone in spite of the school's rules for the use of IT, the phone will be confiscated by the teacher or other staff who will turn it in to the headmaster's office from where it will be returned to the student at the end of the school day.

For the students in the middle school the phones need to be put away during the lesson unless the teacher indicates otherwise. This means that the phone may not be used, emit any sounds or be visible in the classroom. For students in grades 6 - 8, phones are deposited in a so-called phone hotel in the morning and are returned at the end of the school day.

If students use mobile phones, tablets or PCs in violation of the school's guidelines regarding IT use or against the directions of the staff, such devices will be confiscated by the teacher/staff who will turn them in to the headmaster's office from where they will be returned at the end of the school day. In special cases, the phone or other devices may be confiscated for a longer period of time.

IT Policy

Many students use the school's IT facilities every day. It is therefore necessary to follow common rules of conduct, and all students are required to make themselves familiar with and abide by the school's rules in this field.



Rules for using IT

1. Legal Requirements

According to Copyright laws it is illegal to download and transmit certain files and texts. If you are unsure whether a file/text is copy-righted, you must ask the IT department. Of course, it is also illegal to obtain access to others' PCs, passwords and network (hacking).

2. Safety Requirements

The school's IT rules protect Herlufsholm's networks against hacking and abuse of your personal rights. It is therefore very important that you protect your password and pin code and change them frequently.

A password is just as private as passwords to credit cards, and you must never lend it to others. If you suspect that others are using your password, you must change it immediately and inform the IT department.

3. Contracts/Licences

The school has contracts with external IT providers and consultants to ensure the operation of Herlufsholm's networks. You must never install programs on school computers, and you must not change any setups. If you need a new application, please contact the IT department who, if possible, will normally ensure that the programme is installed.

It is not allowed to use the school network (both wired and wireless) when participating in file sharing networks, nor is it allowed to create subnets and work groups on the school network.

Nor is it allowed to create wireless networks at Herlufsholm unless approved by the IT department. Alien wireless networks may interfere

with the school's wireless network and may be regarded as cheating in connection with tests and exams.

4. Code of Conduct

When surfing the web, both the Internet and the local net, you should remind yourself that you represent Herlufsholm.

Therefore students must not produce, download or distribute material contrary to the school spirit, when using the school IT systems, i.e. material with racist, sexist, pornographic or defamatory content. Herlufsholm's rules on common courtesy and mutual respect are also valid in IT contexts.

We wish to point out that in order to share private or intimate pictures or video you must ask permission from all involved parties. If in doubt about your rights or about any experiences, you can contact the Headmaster's Office.

In case of suspicion of a student abusing the school's IT systems – or criminal activities – it can be necessary for the school to access the student's school mail and net files.

5. Practical Rules

IT can be used for both knowledge and entertainment. Since Herlufsholm is a school, the primary use of IT is for educational purposes more than for entertainment.

Undoubtedly all students want the IT-equipment to work when needed. Always make sure your IT- equipment works when you are finished using it. If errors occur, immediately contact the IT Department.

Driver's License and Driving Permissions

Driver's License

Students may take a driver's licence while enrolled. Parents must give their permission and inform the school office.

Please bear in mind that the process will automatically involve that the student will not participate in 15-20 classes due to participation in driving activities (e.g. driving on a slippery surface, motorway driving, tests etc.) that do not take place after school hours. Absence will be recorded as such in Lectio. Ordinary driving lesson must NOT be placed during school hours.

Driving

Day students are allowed to drive to and from school. The car must be parked on the area assigned by the school.

The school does not allow boarders to drive cars, motorcycles or scooters while under the responsibility of the school. It is therefore not permitted to rent or borrow a car or motorcycle – not on weekdays nor during intermediate weekends or weekends at home - and the boarding students may not have a car/motorcycle parked on the school premises or near the school without express permission.

Boarders may not drive with other students, not even for a short trip to town. Certain situations may arise where the Headmaster can permit students to take other students in the car. Any kind of driving with other students, guests or

Gammelherlovanere (alumni) require permission from the Headmaster.

Everybody needs to understand that it would be completely irresponsible to allow students to take other students along in the car. Even the best driver can become involved in accidents without having caused them.

Permission to drive

Boarders are only allowed to drive a car to and from school – and to have the car parked at the school – if the student and his/her parents have obtained permission from the school.

Permission can be applied for by email or a letter to the Rektorkontor stating a short reason why the student may need to drive to and from school. Such permission can be for one time only or for a longer period of time. The car must not be used between travel weekends. This permission must be renewed at the beginning of each school year.

Having obtained permission, the boarder receives a parking permit to be shown on request to the school staff. The school will draw up an overview over students with driving permissions and license plates. When the boarder returns to school Monday evening, the car must be parked in the parking area designated by the school and the keys must immediately be handed over to the dorm teacher.

Please note that the permission to drive is only for the driver of the car.



If a driver wishes to take students along as passengers home and back to the school in connection with a travel weekend, a mutual agreement between students and parents is paramount, and we as a school expect that both driver and passenger obtain permission from all parents.

Responsibility and Sanctions

It is the parents' responsibility to impress upon their son or daughter the terms and conditions for having a car at the school. The school does not accept any responsibility for violation of the rules and is not in charge of enforcing controls that ensure that the rules are not breached, but we react if we are told that a student does not abide by the conditions put forth.

If a student breaks the rules, the school will react by informing the parents that the student no longer has permission to drive to and from school. If such a request is not followed, the school will react according to the school's policy of sanctions.

Hunting and Weapons

Bringing weapons to school is not permitted.

The school is very restrictive concerning weapons. Students interested in hunting may gain permission from the Headmaster to bring along hunting weapons to school during hunting season or for skeet shooting. Please call the school office well in advance if a hunting weapon is going to be brought to school.

The school respectfully asks parents not to invite students to hunting parties as far as possible during school hours - this also applies to Saturday in intermediate weekends.

Smoking

Herlufsholm's smoking policy includes tobacco products, e-cigarettes and other cigarette substitutes, including snuff and chewing tobacco.

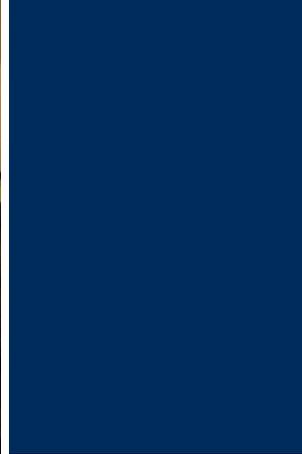
It is not permitted to smoke on school grounds according to Law of June 18, 2012. The only exemption from the law is staff who live in school housing. In this case it is legal for the inhabitants and their guests to smoke in their private home and garden.

As a consequence of the law, the following smoking rules are in effect at the school:

- Boarding students below the age of 18 are not allowed to smoke, nor bring tobacco or keep it at the school.
- Days students below the age of 18 are not allowed to smoke on the school grounds nor allowed to bring tobacco or keep tobacco products at the school.
- Smokers in 2.g and 3.g, who are above 18 years old, may choose to be registered as smokers by contacting the headmaster's office which will inform the student about the conditions for smoking.
- Herlufsholm offers and encourages students to take stop-smoking-sessions.

Smoking is not permitted anywhere on the school grounds, and since Herlufsholm consists of school, church and estate, including the park along the Suså River with public access, the school grounds are defined as follows: Forest and park on both sides of the Suså from the parsonage to the vaulted bridge across the Suså as well as both sides of Herlufsholm Allé from the parsonage to the vaulted bridge. The forest area on the other side of the White Bridge and by Spladsen as well as forest and fields on the other side of Herlufsholm Allé are also included.

At parties and other events at the school, guests and registered smokers will be informed in case of changes.



Sanctions in case of violations of the smoking policy will entail contacting the parents, conversations, suspension, etc., in accordance with the school's disciplinary policy.

Alcohol

Students at Herlufsholm are not allowed to buy, keep, or consume alcoholic beverages when at school or outside the school premises.

This general prohibition applies in the periods between weekends at home and during transport to and from Herlufsholm. Students are not allowed to be under the influence of alcohol upon arrival at school.

Any deviation from these rules requires the school's explicit permission. When alcoholic beverages are allowed, it is expected that students drink with moderation and maintain reasonable conduct.

1. When the school gives special permission to consume beer and wine, it is solely for the high school and students in grade 10.
2. At school festivities, café evenings and other events, only beer or wine served or sold by the school is allowed.
3. At other events permission to consume beer or wine is some-

times granted, but it depends on the nature of the event and requires an explicit agreement with the school or the teacher responsible.

4. Day students are not allowed to bring any kind of alcohol to school – or to consume alcohol before attending an event at Herlufsholm.
5. Students in 3g/3IB may - with the dormitory teacher's permission – drink beer or wine while visiting a restaurant or a pizzeria, normally for birthdays or cinema trips. Return time must be agreed with the dorm teacher - but not later than 22:15 pm.

The dormitory teacher may allow 3g/3IB students to consume beer or wine when visiting Næstved on a Saturday night during an intermediate weekend. It is the student's own responsibility to make an individual agreement with the dormitory teacher before going out. Consuming alcohol without a prior agreement with the dormitory teacher is not allowed, and it is emphasized that such an agreement does not include consuming alcohol at the dormitories.

The school reserves the right to test students for alcohol.

Theft

The school takes every report about theft very seriously. Often a report is proved wrong, due to forgetfulness, carelessness or misguided lending among students - and this is unfortunate, because rumors of theft spread rapidly. Please be aware that certain rules apply when many people live together, and that you should take precautions in order not to tempt weak souls at school and dormitories.

School hours

1. Always bring your school bag with you during school and extra-curricular activities – do not leave it behind for too long.
2. All day students can have a private locker if they apply for one at the school office.
3. Day students should keep valuable things like cash and credit cards in their locker unless they have them in their possession.

Dormitories:

1. You should organize your things and keep your dorm room tidy - a signal that you really do care about your belongings.
2. Cash, credit cards etc. must be stored in your lockers. Larger amounts of cash must be deposited with the dormitory teacher.
3. Write your name on all your belongings and put your name in all your clothing.
4. Never borrow things without asking permission. If you lend something out, always make sure to hand it over in person - and be careful to get your things back.

In case of theft of items that can be identified as belonging to the owner, the dormitory teacher or inspector will always pursue the matter. If the student has neglected to keep cash etc. securely stored, the dormitory teacher or inspector examines the circumstances, but can only act if there is a lead to go after.

No matter the type of theft, students must always fill out a form describing the circumstances of the theft. This form is available at the



school office. This report rarely leads to the return of the stolen item, but the purpose is to have a record of the extent of theft, and possibly to uncover a pattern that may lead to the offender if a student is apprehended for stealing later.

Please note that personal belongings and valuables are stored at one's own risk – the school cannot be held responsible for any stored effects.

In the case of theft, we advise students and parents to report the crime to the police and apply for compensation from their insurance company. The school does not undertake any compensation liabilities.

Valuables

We urge students and parents not to bring irreplaceable, personal effects or very expensive branded goods to the school. We wish to signal student equality in all aspects of student life - as seen manifested in our school uniform - and a single case of theft is especially aggravating if it concerns highly expensive goods.

A young man with blonde hair, wearing a light blue button-down shirt, is seated at a desk in a classroom or office environment. He is looking down at a laptop computer. The desk has a water bottle and some papers on it. In the background, there is a green chalkboard and a white door with a decorative arched window. The scene is lit with soft, natural light. The overall composition is framed by white diagonal lines forming a large 'X' shape.

Chapter 4



Education

Student at Herlufsholm

When you choose to become a student at Herlufsholm, you also choose to focus on academic and personal education and edification. You need to be willing to become part of the life and community at the school and make sure that you and others thrive, and to make room for differences and pursuit of personal interests.

Herlufsholm gives priority to academics. The most important task of the school is to help the students get the skills they need in order to continue their education. Much is therefore expected from Herlovians, but the school also makes a great effort to support those who desire academic and personal development.

Academic learning consists of giving the students a comprehensive knowledge of the world they live in as well as teaching them how to research and have a critical understanding of what they experience. The students go through a general education process where they expand their existential understanding and knowledge of society in order to help them develop into global citizens. At Herlufsholm academics is first and foremost understood to increase the student's academic level through qualified education and safe, inspiring surroundings.

It is expected that all students make a solid effort on a daily basis. This applies to their participation and commitment in the classroom, but certainly also to homework and assignments.

At Herlufsholm kindness and politeness are a part of the social convention of everyday life. The students' responsibility towards other people should also be expressed in their understanding of our shared surroundings. All students have a shared responsibility when they move about inside and outside. It is expected that trash ends up in the garbage can, and that everybody cleans up after themselves. No clutter is allowed in classrooms and common areas.

As a student at Herlufsholm, you enter a special community and that obligates you - academically as well as personally.

Academic Code

Herlufsholm expects all students to actively participate in their classes, and stay updated on the school's academic code. Students are expected to follow any instructions given by the school's staff.

Classes

- Attendance is mandatory for classes, excursions and field trips, school assemblies, and other alternative instruction, tests and exams.
- Teachers record student absences in Lectio for every lesson. This is a record of physical presence, except for participation in exchanges, conferences and the like. All absence will be registered no matter the cause, except absence caused by exchange, conference, etc.
- Planned absence, e.g. a visit to the doctor's during school hours, must be communicated to the school office by the student prior to the absence. Teachers in Middle School will then be informed. High School teachers will only be informed if a student is absent for more than 5 days. In High School and IB, students are required to record the reason for their absence in Lectio.
- High school students may be recorded with 50 % absence in certain cases, e.g. when a student arrives late for class on several occasions. The teacher makes this decision.
- If a student has been selected for an activity that takes place during the school day, this will not entail consequences for the student, as described in Sanctions.



Written Assignments

- All written assignments must be handed in by the given deadline.
- If a student, by prior agreement with the teacher, has been allowed to hand in an assignment later than originally stated, the teacher records this in Lectio.
- If a High School/IB student does not hand in assignments, the teacher fills in an electronic form (Yellow Slip) stating the given assignment. The Heads will set a new deadline for handing in the assignment and send a copy of the form including the new deadline to the student, the dormitory teacher and the parents. The assignment must afterwards be handed in at the office and to the teacher.
- When the assignment has been handed in, the office will note the tardiness in Lectio. Late or missing assignments may lead to restricted writing time. Both boarders and day students risk being taken out of classes to complete the assignment either during or after normal school hours.

Sanctions for Absence

Sanctions following breaches of the above are always decided upon by the office. Absences due to illness or participation in school related activities, e.g. a ball game are taken into account.

Please note that the school may step in and deny a student participation in an event, if the student's absence record and activities in general warrant this measure. In High School/IB the following procedures are followed (as laid down in the National Secondary School Law):

- Problems are attempted solved by personal contact.
- An oral warning is the next step, if the student does not improve his/her ways.



- All students with an oral warning will be monitored by the Head of the Department with possible future measures.

Possible measures could be:

1. Loss of the right to participate in the school's social and sporting events
2. A warning
3. An enhanced warning
4. The student must sit all written and oral exams for the year in question (STX students only)
5. Loss of the right to State Aid (SU)
6. Loss of the right to sit exams
7. Expulsion from the school (where the student will be transferred to another school, STX students only)
8. Transfer from boarding to day student
9. Expulsion from the education (administrative discharge)



Warnings and other comments are always communicated to the dorm teacher and/or the parents. Warnings etc. are accessible in the Lectio absence record ('Varsel')

Examinations, Tests and Cheating

In connection with examinations and tests in Middle School, High School and the Pre-IB, the regulations are based on "Declaration on Tests and Exams in Middle Schools and in General Preparatory Studies for Youth and Adults" and additionally for STX the "Declaration on Academic Code and Regulations etc. in High School Educations".



At Herlufsholm these rules also apply when it comes to internal tests such as project assignments in the Middle School, the Danish-history project in 1.g, the specialization project in 2.g, end of year examinations, and end of term tests. For students in IB the regulations for exams are found in the "General Regulations: Diploma Programme Assessment Procedures". At Herlufsholm these rules also apply to internal mock exams and midterm tests in 2. and 3.IB.

If a student is caught cheating, he/she will be expelled from the test and cannot complete it until the next exam period. In extreme cases, and in case of repeated cheating, the student risks expulsion.

See www.ibo.org and www.uvm.dk.

Herlufsholm does not accept cheating with written work, e.g. copying, illegal use of quotations, illegal use of sources, or use of electronic devices for translating. This rule applies for both full assignments as well as parts of assignments.

If a student cheats on a daily assignment, for example by handing in someone else's work as his/her own, the consequences are:

- First time offence: The school gives an oral warning, and a copy of the warning is sent to the parents. The student is called in for a talk and is told to write a new assignment. A copy of the warning is attached to the student's school file, and the student's teachers are informed.
- Second time offence: The school gives an enhanced warning, and a copy of the warning is sent to the parents. A copy of the warning

Avoid Cheating with Good Quotation Technique

Herlufsholm does not accept copying, unmarked quotations, reproduction of unnamed sources or the use of translation programmes.

The School uses an anti-plagiarism computer programme (URKUND) to detect cheating, as well as Lectio's plagiarism control.



is attached to the student's school file, and the student's teachers are informed.

- Third offences and more: The headmaster decides the consequences for the student. See the section on sanctions in chapter 3. In the utmost consequence, cheating can lead to temporarily being sent home, or expulsion.

Cheating on tests or exams in the high school may lead to expulsion from the exam or assignment of a grade of -3. The particular sanction is decided upon by school management depending on the actual case.

Cheating on tests and exams in the high school is considered and treated not just according to the regulations on cheating on exams, but is also considered a violation of the school's rules of conduct and can therefore also be handled according to the rules regarding cheating on daily assignments. In other words, if you have cheated on daily assignments, cheating on the exam or tests will be considered a further violation with possible consequences as outlined above.

The school uses an anti-plagiarism computer programme (URKUND). The aim is to detect plagiarism in a given written assignment AND to assist students in developing the right academic approach to quotations/references.



Compulsory Attendance and Absence

At a school like Herlufsholm attendance is compulsory for a wide range of daily activities. We therefore expect that students participate in morning assembly, assemblies, and other activities organized by the school.

Of course it is also mandatory to attend classes, and all students are expected to contribute actively. All absences from classes are registered. An appointment with a doctor, driving tests or some other good reason can make it necessary to be absent from school. This is registered and supervised by the school office.

We urge that no student is absent from school outside the holiday periods. Also, please observe that tests/exams may make it impossible for a student to leave school before a given holiday.

Students' absence from classes interferes with students' preparation and experience of curricular coherence, and is also disturbing the class work patterns and social life at school.

It is essential to take the duty of informing the office of irregular absence seriously, since irregular absences are unacceptable and may have serious consequences.

Students who are away on exchange programmes, conferences, as representatives for the school in talent competitions, etc. will not be registered as absent from classes.

Homework and Written Assignments

In order to produce satisfactory academic results, students must at all times do their homework. This means that students cannot expect that travel weekends and holidays are a holiday from homework.

The school will do its best to make sure that students are aware of their workload within a reasonable deadline. This enables students to bring homework with them for travel weekends and holidays.

In High School and IB there are a number of written assignments in which students are allotted time for the writing process. Day students are of course welcome to work at home, but school policy for boarders is that assignments must be written at the school. This decision is based on respect for the boarding school daily routines, and for students to be able to easily access their teacher's guidance during the writing process.

The only exception is the specialized study programme project (SRP) in 3.g where two weeks are allocated for writing the assignment. Boarders have the option to spend the second week at home.

The Academic Calendar

Each class has a comprehensive academic calendar, showing how teaching is continuously planned, implemented and evaluated.

The aim of the calendar is to provide information about students' and teachers' work to support the development of the students' academic, general and personal skills throughout the three years of High School. The calendar covers all courses, and the students can also find a plan for their written assignments. The information on the academic calendar is of such a detailed character that everyone, including the Ministry of



Education and parents, can benefit from the information. The calendar is updated continuously.

The academic calendar is published in Lectio in co-operation with students, teachers and the school management. The teacher team for the class is responsible for preparing the academic calendar. In IB these are very much dictated by the curriculum.

Grades

At Herlufsholm the students receive vyrd, the Herlovian word for grades.

In Middle School grades are given 3 times a year. The first vyrd given to students in the 6th grade is a written statement. The vyrd will be handed out to the students and a copy will be placed in the student's student file. In High School and IB grades are given 3 times a year. The grades are published in Lectio (accessible with the student's username and password). However 1.g students will have their first vyrd as a letter in October.

Students in Pre-IB, 2.i, and 3.i will also be tested and graded at their midterm exams.

The Danish Seven Grade Scale, Goal Achievement and Passing Requirements

Like the international conversion scale ECTS (European Credit Transfer and Accumulation System) the Danish 7-point scale has seven levels:

7-TRINS SKALAEN			
KARAKTER	BETEGNELSE	BESKRIVELSE	ECTS
12	The excellent performance	The grade 12 is given for the excellent performance displaying a high level of command of all aspects of the relevant material, with no or only a few minor weaknesses.	A
10	The very good performance	The grade 10 is given for a very good performance displaying a high level of command of most aspects of the relevant material, with only minor weaknesses.	B
7	The good performance	The grade 7 is given for a good performance displaying good command of the relevant material but also some weaknesses.	C
4	The average performance	The grade 4 is given for a fair performance displaying some command of the relevant material but also some major weaknesses.	D
2	The adequate performance	The grade 02 is given for a performance meeting only the minimum requirements for acceptance.	E
0	The inadequate performance	The grade 00 is given for a performance which does not meet the minimum requirements for acceptance.	Fx
-3	The poor performance	The grade -3 is given for a performance which is unacceptable in all respects.	F

Pre-IB and IB's grade scale

IB grades are not directly translatable to the Danish grading system.

IB GRADE SCALE

GRADE	DESCRIPTION
7	Excellent knowledge and understanding
6	Very good knowledge and understanding
5	Good knowledge and understanding
4	Adequate knowledge and understanding
3	Basic knowledge and understanding
2	Superficial knowledge and understanding
1	Rudimentary knowledge and understanding

THE DIPLOMA POINTS MATRIX

		Theory of Knowledge					Not Submitted
		Grade A	Grade B	Grade C	Grade D	Grade E	
Extended essay	Grade A	3	3	2	2	Failing condition	N
	Grade B	3	2	2	1	Failing condition	N
	Grade C	2	2	1	0	Failing condition	N
	Grade D	2	1	0	0	Failing condition	N
	Grade E	Failing condition	Failing condition	Failing condition	Failing condition	Failing condition	N
	Not Submitted	N	N	N	N	N	N

Mentoring

All STX and IB students as well as 10th grade in Middle School will be assigned a mentor who will follow them through-out the year. Middle School students in 6th-9th forms all have 1-2 class teachers.

The purpose is to develop both academic and personal proficiencies with particular focus on study habits, planning, and follow through.

Mentors and students will plan their meeting frequency and content based on the student's needs.

The mentor's role is intended to be supportive and inspiring.

Talent Development

As a certified talent school Herlufsholm has for many years made a conscious effort to develop student's individual talents.

We believe that talent development is one of our most important objectives. This development takes place in close cooperation between the student, the school's talent coordinator and the teacher(s) involved.

The candidates for our talent development activities, who are evaluated and urged to participate in talent development programmes, are normally students with special aptitudes, for whom a goal-oriented effort will place them in the top rank in the school and in Denmark.

Participation is demanding, and often entails going to meetings for specialized education at universities and the like. Herlufsholm will, of course, do its best to facilitate participation in these programmes, and we follow these students closely and assist them along the way.

Talent Programmes for Ambitious Students

Herlufsholm offers the opportunity to participate in the following national competitions and talent development programmes:

- George Mohr (a math contest)
- Unge forskere (research)
- Science and Lingual Olympics
- Public Speaking Competition
- Science Talent
- Masterclass

Moreover, Herlufsholm is part of the Science Talent Network, which offers goal-oriented talent development programmes in the natural sciences.

Educational Resources

Calculators

Students in Middle School all need a calculator. No particular model is required.

In High School you may need a calculator with more capacity or a certain IT software.

Students in High School and IB should not buy a calculator until they have been advised by their teacher at school start as the calculator must meet exam specifications.

The calculator in mobile phones is not permitted for school use.

Dictionaries

Students have access to a wide range of electronic dictionaries but the school recommends that students purchase hard copy dictionaries too. For most students, it would be appropriate to have an English-Danish, Danish-English dictionary along with a Danish spelling dictionary. Depending on language it might be necessary to invest in other dictionaries.

The Book Depository

For classes students borrow books from the book depository. Each student must sign a loan receipt, and normally these books must be returned by the end of the school year.

In some cases, however, the student borrows the book(s) until the given course has been completed. The book inspector will issue a plan for returning books for each class; students receive a complete list as well as a deadline for returning books.

When a student hands in books, it will be registered in the book depot system. In case that the student does not return missing books within a 2-week deadline a bill will be issued.

The Library – DEK

DEK (Disciple's Library) is the school library for borrowing books, quiet study and IT facilities. The opening hours are posted in Hylen, Vylen and in the dormitories as well as on the website, Forældreintra and intranet.

The librarians can assist students in finding material for homework and assignments during the year.



Naturally, it is important that books are returned by the deadline. In May/June all students will receive an e-mail (school e-mail address) containing information about books that have not been handed in. If the books have not been returned by the beginning of the summer holiday, students will be billed for the missing book(s). Such an e-mail may also be sent during the school year.

Students are always welcome to see the librarian about an extended loan period.

Homework Assistance and Extra Support

Study café

Herlufsholm's High School Study Café gives students opportunity to seek staff assistance with their homework.

The study café is open Tuesday-Thursday (A weeks), and Monday-Thursday (B weeks) in the Agora in Helenhallen.

Find Study Café info in Lectio.

Study hall

When STX and IB students have time available, they are often assigned to the Study Hall.

This is a quiet room with supervision where students can read and concentrate on homework. It is also possible to work together in groups.



Extra Support

Herlufsholm can, under certain circumstances, try to find a teacher who can assist a student with specific difficulties.

This happens e.g. if the student's subject teacher has ascertained that the student lacks certain skills in the particular subject. However, the student is always referred to the Study Café first.

This extra support is a private measure. The current rate is DKK 200 per 30 minutes, for an individual student. If there are two students, the price is DKK 125 for each student per 30 minutes, and if three or more students participate in these tutorials, the price is DKK 100 per student per 30 minutes. If the school is unable to find a teacher for tutorials, the school will try to find an older student who is suitable for the job. The school suggests a rate of DKK 85 per lesson of 30 minutes.

Learning Disabilities

In the event dyslexia or similar learning disabilities is suspected the student will be tested by the school's reading tutors or an external dyslexia consultant as soon as possible. When diagnosing dyslexia there may be additional expenses, for which the parents will be charged, typically when an external consultant is needed.

Currently it is not possible to test students in English. Students and parents with this need are thus referred to contact external help at their own expense. External tests in Danish may also come with extra expenses.

Students in the 6th grade and new students in the 7th grade are tested in spelling and reading at the beginning of the school year. 6th grade students are also tested in Math. Based on these tests the student may be offered extra tuition in Danish/Math, instructed by one of the Middle School teachers.

Students diagnosed with learning disabilities are offered an interview with the school's reading tutor, where a plan is agreed upon. This may call for additional tests. Such a test will be at the student's own expense. The school offers various IT-based programmes to help assist with reading difficulties. The reading tutor will assess which programmes are best suited, including an introduction to how to use them. Herlufsholm offers several

programmes free, among others CD-ord and IntroWords. More information can be found in the following chapter on IT.

Students with learning disabilities may, if they apply, be allowed extra time and/or other kinds of help to complete a written or oral examination.

Students with reading disabilities and other special needs can agree on tutoring according to general school policy. Tutoring is usually agreed upon with the school office. Parents will usually be charged for such tutoring, unless the expenses are publicly subsidized or covered by the Authorities.

Danish as a Secondary Language

Each year Herlufsholm admits a number of students who have taken a foreign education, whose parents do not speak Danish, or who for some other reason find it difficult to manage in Danish.

On the basis of a donation made to the school by Henrik and Karsten Witt (classes of 1973 and 1976) these students may enroll in an intensive Danish course. This course takes place in the fall semester, i.e. normally in the student's first semester at Herlufsholm. The goal is for these students to be able to cope in Danish as soon as possible. This means, among other things, that IB students will be able to take Danish B, and that the students will be able to understand spoken Danish on a daily basis.

On the basis of the screening tests the school decides whether a student must participate in the Witt Programme. If parents receive information that their child has been accepted for the Witt programme, they – and the student – must realize that this is a compulsory course; absenteeism will be registered as if it was a completely normal class.

Participation in the Witt programme is free of charge until the October holiday (week 42); however, if the school deems it necessary, the student may have to continue after the October holiday, and there will be a fee. Please note that the Witt Programme is offered to students from both Middle and High School. The programme is not offered to students with a normal, Danish schooling behind them.



IT at Herlufsholm

All students are expected to have their own laptops with a Danish keyboard for use in class. Students are welcome to bring their laptop/tablet to school, but whether they are allowed to use them during their classes requires the individual teacher's permission.

Students must always ask permission from their teacher in the current situation before using a cell phone or computer/tablet in the class room.

The use of laptops is restricted to classroom related activities. Please note that students cannot count on power outlets for every student in all classrooms.

Student Email

At Herlufsholm all students receive an email address of their own as well as access to the school network, Intranet and Lec-

tio. The mailbox is located in O365, has maximum 50 GB capacity and is deleted when the student leaves Herlufsholm. It is important that students make a backup before leaving school.

We expect all students to check their Herlufsholm email daily, use the available online resources, and acquaint themselves with the school's IT policy.

IT at Exams

It is possible to use one's own computer and printer for exams in the Danish Middle School and High School.

The rules for use of computer at exams will be distributed to students, but the school emphasizes that students are responsible for their own equipment, and that they must always be prepared to finish a written exam with paper and pen, if their computer and printer fail.

Programmes m.m.

Herlufsholm uses Microsoft Office 2010 programs for instructional purposes. Since the school only uses Microsoft Office package and Microsoft operative systems, we request that students make sure that written assignments can be accessed via Microsoft Office 2010. Should a student wish to hand in assignments in a different file format, this must always be negotiated with the teacher in advance. All students at Herlufsholm may download and use O365 (Microsoft Office 2016) for free while enrolled at the school.

Furthermore we use a number of subject related software CDs/DVDs or for download. These school programmes (writing and reading program AppWriter and math programmes TI Nspire and MathType) have all been developed for Microsoft Windows and Mac.

Students are encouraged to make sure their laptop may connect via HDMI (i.e. their own HDMI cable, if their laptop does not

have a HDMI entry port). Our active boards and TV screens in all class rooms connect via HDMI.

This picture illustrates the cable coming from the active board/TV screen that needs to fit into your laptop.



IT Tools

Students with dyslexia or similar learning disabilities are offered various IT-based programmes to help assist with reading difficulties. The reading tutor will assess which programmes are best suited, including an introduction on how to use them. In order to use the program AppWriter O365 must be installed on the computer.

Network at the school

Herlufsholm has both a wired and a wireless network. It is required that a student PC has as a minimum Windows 10 or Mac Version 10.10: "Yosemite" to use the school WIFI.

In the school's IT centres and classrooms it is possible to use the school's computers on the wired net. It is not allowed to hook up one's own computer to the wired net, including in classrooms and everywhere else.

For a student PC to get on the wireless network, the student needs a WIFI-user/password distributed by the IT Department. This user/password may be subject to change each school year. Students using the wireless network must login with their Herlufsholm username and password. The password must be changed every 3 months, and students may use both computers, tablets and mobile phones to login. Playing games is not allowed on the school's cabled network.

Students may play games when logged in on the wireless network. Illegal downloads are, of course, not allowed. The wireless network prioritizes school work before games or streaming.

Another example Upper Alsace
- territory claimed by Germany and France
- French supported Poles

- to enforce the system of arbitration - countries
through Court of International Law
could apply economic sanctions
would apply a lot of death sentences
this is a prisoners (rehabilitation)





Chapter 5



Activities after school

Extracurricular Activities

When the school day is over and homework is done, there is still plenty of time for other activities. The extracurricular and weekend programmes offer a wide range of organized opportunities to pursue for both boarders and day students. There is also room for new initiatives, and the surrounding area and downtown Næstved offer numerous opportunities.

We publish an activity programme three times a year. In this programme all activities are described with instructor, time and place. Some of the activities are all-year, but with quarterly enrollment, while others are seasonal. Moreover, students can apply for participation in café evenings, sports tournaments or other one-day activities.

Herlufsholm provides the students with a variety of projects focusing on self-development. The school offers the well-known Duke of Edinburgh's International Award, national and international conferences in connection with Model United Nations, or voluntary work like fundraising for SOS Children's Villages. Our membership of Round Square offers the chance of getting together with other young people from all over the world.

We would like to see all students participating in minimum one activity, and for boarders one activity a week is mandatory. This also applies to students in grade 6, 7 and 8. This kind of activity often proves a positive thing for students who wish to go abroad for further education. That is the reason why all school leavers receive a signed document describing the student's activities over the years. It is also possible to become an activity leader with responsibilities to both plan and run leisure time activities.

It is also possible to become activity leader and plan and execute activities for fellow students.



Extracurricular Activities Programme

The Extracurricular Activities Programme is a full directory of all leisure time activities and is published three times a year: in August, October and January. The programme contains a short descriptions of the activities offered, who the leader is and when the activity takes place. At the beginning of the school year the students receive a printed Extracurricular Activities Programme. An online version can be found on the school's website or Forældreintra.

In October and January new programmes are made but only published online.

The range of activities is vast and includes at least 50 different offers in the categories Sport, Creativity and Life Skills.

The primary activity days are Tuesdays and Thursdays. On these two days school finishes at 2:30 pm to give all students a chance to participate in the extracurricular programme.

The first 14 days after signing up are considered a trial period. In other words, it is possible to try the activity and deregister if you do not like it. After the trial period, you are expected to continue the activity for the rest of the quarter unless you have a good reason to stop. This is to be arranged with Fritidskontoret. (The Office for Extracurricular Activities).

The sign-up for the extracurricular activities is binding, and you need to cancel. An attendance protocol is kept and absence from an activity will lead to a mail to the student and either the dorm teacher or the parents.

If possible, absences should be reported directly to the activity leader or, alternatively, by personally contacting the Office for Extracurricular Activities all weekdays between 10am and 3pm. In case of illness, it is also possible to cc the Extracurricular Activities Office to cancel a specific activity when reporting the illness to the Headmaster's Office.



In most cases it is possible to sign up for a new activity at any time.

Eksamples of Extracurricular Activities

Badminton

Football

Yoga

Cross-fit

Drama

Hunting Permit

Artistic Gymnastics

Tennis

Golf

Instrumental Music

Parkour

E-Sport

Financial Understanding

Arts

Debating Society

Day-to-day Programme

Every week a small overview is published. The day-to-day programme contains all relevant information on activities over the following week, including arrangements and special events, e.g. a weekend tournament.

The programme is sent to all students on their Herlufsholm e-mail. Additionally the activities can be seen on the Facebook page "Herlufsholm Fritid".

Intermediate Programme

Weekends at school are always exciting.

The Intermediate activities are shown in full in the Extracurricular Activities Programme and the upcoming activities are included in the day-to-day programme.

All students are invited to participate in the weekend offers ranging from social gatherings, tournaments and mixed activities. In addition the school hosts a number of café evenings in co-operation with the students. The Starmix evening, which gives students the opportunity of showing their musical performances, is quite popular.

During the school year a series of tournaments are arranged for the students. This includes school championships and dormitory championships. Here the students compete in athletics, hockey, basketball, volleyball, badminton, ultimate, soccer, street basket, etc. If students wish to arrange an activity themselves, they can contact the Office for Extracurricular Activities.

Herlufsholm also competes with other schools: Sorø Akademi and Sigtuna Skolan to mention a few. Both Middle and High School participate in regional competitions in volleyball and basketball. An international basketball tournament with the participation of several Round Square Schools is held in February.



School Facilities

The Office for Extracurricular Activities

This office is placed in Hylen and is the hub of creative, sports and outdoor activities. The Head of the Extracurricular Activities and the Coordinators will be there to assist. The office is always open Monday to Friday from 10am to 3pm.

Feel free to drop in, ideas for new activities are welcomed. You can learn more about the Duke of Edinburgh's International Award, and you can book sports facilities, e.g. canoes, kayaks, tennis courts etc.

Sign up or cancel activities at the Office for Extracurricular Activities.

Trollehallen

Trollehallen is Herlufsholm's large sports hall.

Trollehallen is the prime location for sports training, and it contains, besides the hall itself, a fitness centre (Stallen), a classroom and four locker rooms. All changing for sports must be done in these facilities.

Remember that the rules for use of Trollehallen must be respected, including prescribed indoor footwear. Please observe the rules posted at the entrance.

During the winter period Trollehallen will be used a lot. Some of the activities have to be moved indoor due to the weather. Should there be a few open slots, it is possible to book them with the Head of the Extracurricular Department.

Aktivitetshuset

The activities house is placed in continuation of Trollehallen and is used for spinning, danc-ing, yoga, fencing, etc.





Stallen

Stallen is the school's fitness centre.

All students from the 9th grade and up can become a member. A six month membership costs DKK 700.- and gives access to various fitness machines and equipment.

Via the Extracurricular Activities Programme it is possible to sign up for the activity "Personal Training", where an instructor will introduce the workout facilities and training methods.

Stallen is open every afternoon and evening, including Saturday and Sunday during weekends at school. You can see the opening hours at the entrance to Stallen.

Café

The school café is located in Hylén. Here you can buy hot and cold drinks and a snack, also in the evening. Opening hours all school days are from 10 am to 4 pm and again from 8 pm – 9.30 pm.

The café is a place for relaxation. Two or three times a year (October, December, and May), the students arrange Café Star-Mix, where students perform for each other, e.g. students from the musical leisure time activities.

The café offers the framework for social activities, but may

also be used for group study, free periods and individual study throughout the day. There is a pool table and table football available.

The Library

The school has its own library (DEK). Opening hours can be found at Forældreintra and dormitory's notice boards.

If you need additional material, please visit Næstved Library. The opening hours are 10.00 am - 7.00 pm on weekdays.

Books may be reserved online.

Website: www.naesbib.dk.

Outdoor Facilities

The large green areas on school campus invite all students to be physically active. Soccer fields, green areas, forest and the river Susåen are natural places for running, hiking and canoeing. Students can borrow canoes and safety equipment from the school.

During the summer holidays it is a good idea to book equipment in advance at the Office for Extracurricular Activities. Please remember to return everything in the same condition.

The Danish Maritime Authority has issued a mandate that kayaking and canoeing are only allowed from May 1 through to the autumn break.

Before kayaking or canoeing all students must go through the safety instructions, and the school needs to be informed of where students plan to sail, how many they are and when they expect to return. More information can be found on the school's webpage



External Facilities

Biograf

Næstved has two cinemas.

Bio is located at Kattebjerg 5 with five theatres.

More information on www.bio12345.dk.

Nordisk Film/Biocity is located near the harbor.

More information on www.nfbio.dk/naestved.

Bowling

Næstved Bowling Centre is located at Erantisvej 38.

For booking see naestved.bowlfun.dk.

Golf

You will find a brand new par three hole on Spladsen by Røde Lade. It is possible to lend golfing equipment at Vuen.

If you are interested in playing on a proper golf course, please contact:

Ny Næstved Golfklub

Karrebækvej 461

Phone 55 73 33 44

Website: www.nngk.dk

Sydsjællands Golfklub
Præstø Landevej 39, Mogenstrup

Phone 55 76 15 55

Website: www.ssgm.dk

Theatre

Many teachers arrange theatre trips, primarily to Copenhagen or locally in Næstved. Næstved Teaterforening offers tickets at DKK 60,- to students.

The repertoire can be found at naestvedteater.dk.

Swimming

500 meters from the school you will find Herlufsholm Swimming Pool.

Opening Hours:

Monday and Wednesday 15.00-18.00

Saturday and Sunday 10.00-14.00

Pricing:

Children (under 16): 18 kr.

Adults: 32 kr.

Clubs in Næstved

Herlufsholm cannot offer all kinds of activities. In Næstved you will find a number of clubs, associations and schools which also offer leisure time activities. If you have an area of special interest, the leisure time inspector will always help you out.



Commit Yourself

At Herlufsholm there is no room for indifference. There is ample opportunity for everyone to select an activity to engage in. Some activities focus on individual development, while others concentrate on doing things for others or using one's influence to further the development of the school.

The Duke of Edinburgh's International Award

The Duke of Edinburgh's International Award (the Award) is a programme, that challenges the students in sports, skills, service and adventurous journey.

The Award is offered to all students from 8th grade to 3.g and has three levels (bronze, silver, gold) depending on how much time the student wants to commit to. The driving force is, of course, the joy of being part of the programme but at the heart of it is to challenge, develop, and inspire young people in a range of areas that builds perseverance, stamina, curiosity, and empathy.

Each level sets demands as to the length of time the student is committed to the Award. Bronze calls for one school year, silver one and a half years while gold requires two school years. Upon applying the students gain access to an online record book, where they must up-date all participation in activities.



The Four Sections:

Physical Recreation:

Participate in sports activities like soccer, basketball, volleyball, tennis, etc.

Skills:

Stimulate the development of personal interest, creativity and practical skills by training music, drama, arts, etc.

Service:

Learn how to give useful service to others and the community. For example fundraising (SOS-Børnebyerne), Grønt Flag/ Grøn Skole), being an activity leader, etc.

Adventurous journey:

Exciting trips with the aim of encouraging a spirit of adventure and developing team skills.

On completing the programme the students receive a diploma, an Award Badge plus the Trolle Shield of Herlufsholm. The diploma is useful when applying for admittance to English universities.

Additional information is available at the Office for Extracurricular Activities or at www.intaward.org

Find more information in the [school's brochure on the Award](#).

At gold level it is required to end the programme with a so-called "Residential Project". Here the students must co-operate with other students in a new environment about a meaningful task spanning five days/fire nights.

Model United Nations

Model United Nations - MUN - began in the 1960's as an opportunity for young people who had a wish to engage politically and ideologically. The political role play gives students the chance to join conferences nationally as well as internationally, organised just like the real United Nations (UN), where each student represents a country, playing the role as a diplomat.

The student must act the way a 'real' diplomat would, while trying to reach politically durable results. In this way they learn something about political processes and about the world situation.

We normally have about 20 students in the programme; over the last two academic years 2015-17 they participated in a MUN conference in Barcelona, THIMUN in Hague, which is the largest MUN conference in Europe and NAIMUN, the largest MUN in America.

SOS Children's Villages

SOS Children's Villages is a humanitarian organization which provides a safe home and an education for orphans.

Since 1996 students from Herlufsholm have collected money for SOS Children's Villages. Among other things we managed, in 2001, to ensure the construction of a new family house in the city of Francistown in Botswana, which, incidentally, has been called "House Herlufsholm". In May 2009, Herlufsholm's students have once again been able to donate another DKK 250,000 for a family house/home.

The students raise money at the annual Christmas bazaar. Moreover, the students have organized several concerts as well as a coffee shop which has become a fixture at school festivities and other events. The latest effort to raise money is a sponsored race where all participating students obtain sponsors who will donate a certain amount of money for each lap around the river on campus.



Student Democracy

Through several committees, the students are offered the opportunity to let their voices be heard, work towards better solutions and to set their mark at Herlufsholm.

Student's Council

The Middle School and the High School each have a student council consisting of two students from each class. These two councils elect an Executive Committee, consisting of a chairman, vice chairman and secretary. The Executive Committee participates in Pedagogical (Teacher) Councils and in the Joint Committee. Student representatives join other committees under the Pedagogical Councils. The Chairperson of the High School student council participates - as an observer - at the school's Board meetings.

Round Square Committee

The Round Square Committee's main objective for the committee is to develop and make concrete the initiatives that strengthen our commitment to the personal development of the students and the 6 IDEALS of Round Square. The committee has 12 members, who are chosen each year in January. Representatives from the RS Committee take part in Joint Committee meetings.

Food Committee

The food committee is part of the Student Council and consists of 5-6 representatives from the student council and the teachers. The committee meets on a regular basis with the school kitchen to go through food plans and to exchange ideas as to the food.

The School Uniform Committee

The School Uniform Committee consists of students from the Student Council, the Head of Boarding and a teacher representative. The committee meets when needed to discuss school uniform updates and new ideas, changes in fashion and quality, etc.

Leisure Time Committee

The Leisure Time Committee is the direct contact between students and school. This committee is in charge of developing the extracurricular activities in cooperation with the school. This committee consists of a representative from each dorm plus a day student representative. The committee meets on a fortnightly basis.

The Joint Committee

The High School joint committee (FU; Fællesudvalget) consists of the student council executive committee, two Round Square Committee representatives, the Head of the High School and the Headmaster. The Joint Committee meets regularly and decides on a large number of practical matters and they plan school arrangements, parties, balls, and joint classes.

The Middle School joint committee consists of three student council representatives, the Head of the Middle School, the Headmaster and the teacher responsible for contact to the student council.





Chapter 6

Travel the World

At Herlufsholm we offer all students an opportunity to develop academically as well as personally, so they leave here with an academic as well as values-based education.

Part of that development takes place through the school's international activities where students are encouraged to travel the world and challenge themselves. They build perspective and self-confidence through a range of different challenges that demand courage, independence, imagination and determination.

A Round Square School

Round Square is an international association of schools connected through six ideals for the students' learning and development: Internationalism, Democracy, Environmentalism, Adventure, Leadership and Service. The membership provides a framework for cooperation across borders, providing the members opportunities for international and cultural experiences.

Through the Round Square network the students have an opportunity to take part in exchanges, conferences and service projects on national, regional or international levels. It broadens the horizon to face other cultures and see how societies can function differently from the Danish one. The goal is a deeper understanding of global problems, development of the students' cultural competences and an intercultural network.

In practice this means that the students will have some quite exceptional experiences in a safe environment that will allow them to approach new environments in an inquisitive, exploratory manner. All the schools in the Round Square network are international, reputable schools that - like Herlufsholm - focus on the development of the whole human being in safe and inspiring settings.

Herlufsholm has been a member of the Round Square network since 2009 and is the only Scandinavian school in the network that includes around 180 schools around the world.



Exchanges and Study Trips

At Herlufsholm the students go on excursions, study trips and exchanges of various kinds. These trips and extended stays can give individual students significant experiences and provide an insight in the academic standards that exist in cultures other than our own.

Study Trips

At Herlufsholm students take many field trips and excursion of various kinds.

The Middle School operates with a longer field trip for the 8th and 10th grades.

In High School the main focus is on the study trip in 2.g. The trip is bound up with the teaching topic in AT and has a cultural, academic content. The IB students in 2.i go on a CAS trip, traditionally a service trip helping a good cause abroad.

Beside the traditional study trips mention above, there may also be smaller trips, for example for high level, language or art classes.

The study track Society & Business and the language track have more study trips during their three years.

The school's rules apply on all trips. It is of the utmost importance that students are attentive and listen to their teachers' instructions when travelling. Not following the teachers' instructions is seen as a serious breach of trust, and if the school finds it necessary to send students home, this will happen at the student's expense.

Foreign Exchange Programmes

Herlufsholm has an extensive exchange programme, primarily for students from the age of 15.



Our exchange programme has both individual and group exchanges. Every year a number of exchanges is offered to which you can be apply on the school's website. The students have to pay their own travel expenses, a deposit and visa (if applicable), pocket money and insurance. Apart from that, the exchange stay is free.

Please remember that an exchange requires that a student visits us in return. That means that day students who go on an exchange have to be prepared to invite an exchange student to live with them either before or after the stay that is part of the exchange. Boarding students have to provide a home during travel weekends and vacation times.

We encourage all students to seize the opportunity and apply to go on exchange. An exchange contributes to personal education, openness towards the outside world and personal development. In addition, the students who come to Herlufsholm give our students a unique opportunity to meet people from other cultures, to open up towards the world, and to develop a global understanding.

The individual exchanges in particular may involve certain challenges for both students and teachers, since the student misses out on important classes at Herlufsholm. Students who apply are therefore

Cultural Encounters create Empathic World Citizens

It is pivotal to Herlufsholm to develop and prepare our students to become world citizens and the accomplishment of this mission is in fact a cornerstone for the school - at the end of the day it is our driving force.

Our approach to education is holistic; we educate and culture the students, we care for them and nudge them along so they can go further than they thought possible and thereby realize their full potential. All in the name of a better global future.

carefully selected based on an appraisal of what they want gain from it and their will and ability to put in the extra effort needed in order not to be behind academically when they return.

Students on exchange have to follow the education at the schools where they are staying, and this means that the students do not have to turn in the same assignments as their class at home during the exchange period. Two subjects at Herlufsholm are normally chosen for the student to follow. However, this does not free the student from - at a later time and before the subject is completed - from familiarizing themselves with everything that was taught while they were gone. Furthermore, special rules apply to the SRO (Specialized Study Report) in 2.g. When the student returns, he or she may have to write an substitute assignment in a couple of subjects. It could be an article in Kontakt about the exchange (Danish), 1-2 pages written about the political system in the country in question (social science) or something completely different.

Middle School Exchanges

6th and 7th form students will be offered group exchanges to schools primarily in Europe. A few group exchanges can be for schools in other locations around the world. The size of the group exchange varies from 4 students up to whole classes. Teachers from the Middle School will always participate in these exchanges. Parents and students will be notified directly when these exchanges become available.



IB and High School School Exchanges

Herlufsholm has an extensive and individual programme for 1.g and 2.g with other Round Square school students all over the world. These exchanges are more traditional in the sense, that the student will be moving to another school for a period of time and follow the classes and being a part of social life at the chosen school.

Parents and students will be notified by e-mail and on the Parent Web at the beginning of the school year. The application deadline is at the end of August - therefore it is important that 1.g and 2.g students start considering an exchange soon after the start of the school year.

Demands in Connection with Exchanges

A condition for applying is that you are enrolled at Herlufsholm during the exchange period. This means that tuition fees are paid to Herlufsholm and not to the receiving school abroad. Some school may ask for a deposit to cover special activities during the stay.

The exchange students who visit Herlufsholm need a place to stay. Therefore, when applying for an exchange, the applicant's family must be willing to host the exchange student visiting Herlufsholm.

Being a host includes collecting and bringing the exchange student from/to the airport as well as accommodation in weekends at home and/or holiday periods during the exchange if the exchange involves a boarder. If the exchange student is a day student, the exchange will, as a rule, be on a day student basis. This means that the family here in Denmark will have a full time exchange student staying for a period of time.

In this way the exchanges are based on a boarder to boarder, day student to day student basis.





Conferences

A very special offer is the opportunity to go on a conference. Through Round Square or Model United Nations the students have the opportunity to go to national or international conferences.

Every year Round Square has regional conferences and a large world conference. The focus is on the cultural meeting between young people from all over the world. Each conference is based on a theme, and the days offer presentations, group discussion, workshops, experiences based on the host country's culture, fun activities and new friendships. The students who engage themselves in the Round Square Committee are offered slots at these conferences.

For students who love politics and debate, Model United Nations offers a great number of conferences nationally as well as internationally. Here, the students learn about the UN's political arena and participate in the conferences as representatives of different countries and with different roles to play. The slots on these conferences are offered to students who involve themselves in the extracurricular activity MUN. They practice with the other participants every week so they can be razor sharp when they go.

Service

Apart from a solid academic basis Herlufsholm also wants the students to go through a personal development of character where they learn to become responsible citizens. That is why we encourage all our students to take part in voluntary work that makes a difference for people in need.

Voluntary work gives you the chance for close relations with other people who often have different backgrounds from you. This will develop empathic skills and give students experiences on many levels. In this way they will be better at facing challenges that require generosity, courage, imagination and firmness of principle.

At Herlufsholm the students collect funds to support the SOS Children's Villages. A great number of students participate in The Duke of Edinburgh International Award where service work is a part of the demanding activities. The IB students' CAS program also requires well-documented service work. For this reason many students are active in various local volunteer organizations. Through Round Square the students can participate in service work abroad. Such work may include helping to build greenhouses, renovating children's homes, or conduct vision tests and choose glasses for people in need.

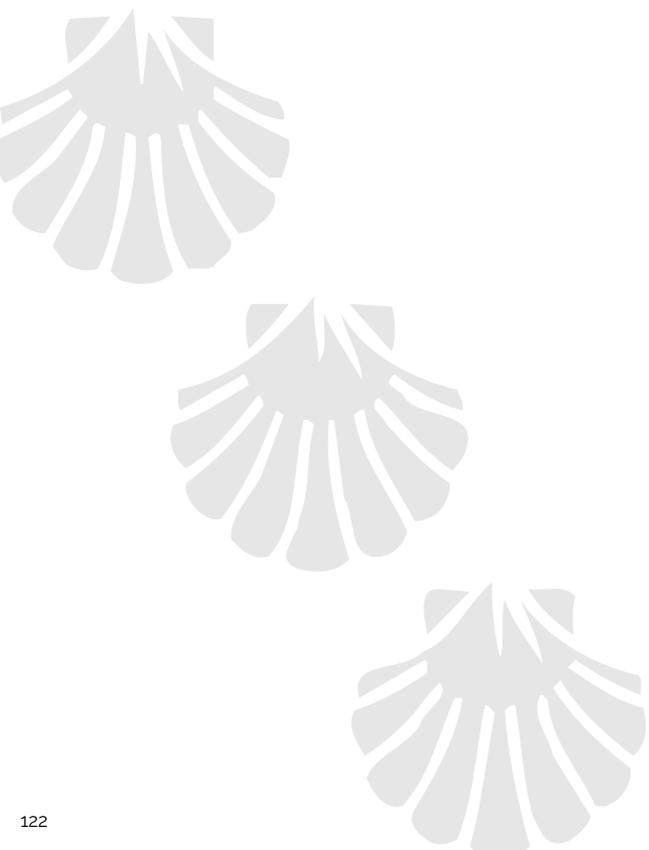
At Herlufsholm we salute those who give of themselves without asking for anything in return. We are proud that our students have a strong tradition for participating in service work and collections and are more than open for new suggestions if the students think of new initiatives.

Student's Travel Fund

Throughout the school year, there are various events with the aim of raising money for the Students' Travel Fund.

During the school year the students at Herlufsholm are collecting funds for the Student's Travel Fund. This makes it possible for more students to travel abroad.

Applications to the Students' Travel Fund must be made by e-mail or letter directly to the Headmaster. Please state the student's name, which travel activities the application concerns, and - if possible - an estimate of travel expenses.



Fri- og helligdage

Undervisningsfri

AUGUST	SEPTEMBER	OKTOBER	NOVEMBER	DECEMBER	JANUAR	FEBRUAR	MARTS	APRIL	MAJ	JUNI	JULI	
O 1 31	L 1	M 1	T 1	L 1	T 1 <small>Nytårsdag</small> 1	F 1	F 1	M 1	O 1	A L 1	M 1	
T 2	S 2	T 2 40	F 2	S 2	O 2	L 2	L 2	T 2 14	T 2	S 2	T 2	
F 3	M 3	O 3 A	L 3	M 3	T 3	S 3	S 3	O 3 A	F 3	M 3	O 3 27	
L 4	T 4 36	T 4	S 4	T 4 49	F 4	M 4	M 4	T 4	L 4	T 4 23	T 4	
S 5	O 5 A	F 5	M 5	O 5 A	L 5	T 5 6	T 5 10	F 5	S 5	O 5 <small>Grundlovsdag</small> A	F 5	
M 6	T 6	L 6	T 6 45	T 6	S 6	O 6 A	O 6 A	L 6	M 6	T 6	L 6	
T 7 32	F 7	S 7	O 7 A	F 7	M 7	T 7	T 7	S 7	T 7 19	F 7	S 7	
O 8 A	L 8	M 8	T 8	L 8	T 8 2	F 8	F 8	M 8	O 8 B	L 8	M 8	
T 9	S 9	T 9 41	F 9	S 9	O 9 A	L 9	L 9	T 9 15	T 9	S 9 <small>Prinsedag</small>	T 9	
F 10	M 10	O 10 B	L 10	M 10	T 10	S 10	S 10	O 10 B	F 10	M 10 2. pinsedag	O 10 28	
L 11	T 11 37	T 11	S 11 <small>Morten Bisp</small>	T 11 50	F 11	M 11	M 11	T 11	L 11	T 11 24	T 11	
S 12	O 12 B	F 12	M 12	O 12 B	L 12	T 12 7	T 12 11	F 12	S 12	O 12 B	F 12	
M 13	T 13	L 13	T 13 46	T 13	S 13	O 13	O 13 B	L 13	M 13	T 13	L 13	
T 14 33	F 14	S 14	O 14 B	F 14	M 14	T 14	T 14	S 14 <small>Palmesøndag</small>	T 14 20	F 14	S 14	
O 15 B	L 15	M 15	T 15	L 15	T 15 3	F 15	F 15	M 15	O 15 A	L 15	M 15	
T 16	S 16	T 16 42	F 16	S 16	O 16 B	L 16	L 16	T 16 <small>Dr. Margrethe II</small> 16	T 16	S 16	T 16	
F 17	M 17	O 17	L 17	M 17	T 17	S 17	S 17	O 17 A	F 17 <small>St. Bededag</small>	M 17	O 17 29	
L 18	T 18 38	T 18	S 18	T 18 51	F 18	M 18	M 18	T 18 <small>Skaertorsdag</small>	L 18	T 18 25	T 18	
S 19	O 19 A	F 19	M 19	O 19	L 19	T 19 8	T 19 12	F 19 <small>Langfredag</small>	S 19	O 19 B	F 19	
M 20	T 20	L 20	T 20 47	T 20	S 20	O 20 A	O 20 B	L 20	M 20	T 20	L 20	
T 21 34	F 21	S 21	O 21 A	F 21	M 21	T 21	T 21	S 21 <small>Påskedag</small>	T 21 21	F 21	S 21	
O 22 A	L 22	M 22	T 22	L 22	T 22 4	F 22	F 22	M 22 2. påskedag	O 22 A	L 22	M 22	
T 23	S 23	T 23 43	F 23	S 23	O 23 A	L 23	L 23	T 23 17	T 23 <small>454 års fødselsdag</small>	S 23	T 23	
F 24	M 24	O 24 A	L 24	M 24 <small>Juleaftensdag</small>	T 24	S 24	S 24	O 24 B	F 24	M 24 <small>Skt. Hans</small>	O 24 30	
L 25	T 25 39	T 25	S 25	T 25 1. juledag 52	F 25	M 25	M 25	T 25	L 25	T 25 26	T 25	
S 26	O 26 B	F 26	M 26	O 26 2. juledag	L 26	T 26 9	T 26 13	F 26	S 26	O 26	F 26	
M 27	T 27	L 27	T 27 48	T 27	S 27	O 27 B	O 27	L 27	M 27	T 27	L 27	
T 28 35	F 28	S 28 <small>Sommertid slut</small>	O 28 B	F 28	M 28	T 28	T 28	S 28	T 28 22	F 28	S 28	
O 29 B	L 29	M 29	T 29	L 29	T 29 5	F 29	F 29	M 29	O 29 B	L 29	M 29	
T 30	S 30	T 30 44	F 30	S 30	O 30 B	L 30	L 30	T 30 18	O 29 B	L 29	M 29	
F 31	O 31 B	O 31	M 31 <small>Nytårsaften</small>	T 31	T 31	S 31 <small>Sommertid starter</small>	S 31	F 31	T 30 18	T 30 <small>Kr. Himmelfart</small>	S 30	T 30

- 14.08 Kosteleverne flytter ind
- 14.08 Forældreorienteringsmøde, 1.i
- 15.08 Første skoledag
- 18.08 Fugleskydning
- 21.-23.08 Fotografering
- 23.08 Forældremøde, 9. kl.
- 28.08 Forældremøde, 8. kl.
- 30.08 Forældremøde, 10. præp.
- 04.09 Forældremøde, 6. kl.
- 06.09 Forældremøde, 7. kl.
- 08.09 Fik-fak
- 08.09 Forældreorienteringsmøde, 1.g
- 10.-14.09 Lejrskole, 8. årgang
- 21.-23.09 Tur til Sigtuna
- 03.10 Forældrekonsultationer, dagelever, 1.g/1.i

- 06.10 Forældrekonsultationer, kostelever 1.g/1.i
- 06.10 Åbent hus
- 27.10 Blebal
- 30.10-02.11 Terminsprøver, 9. og 10. kl.
- 01.-02.11 TOK, 3.i
- 10.11 Vildtaften
- 24.11 Komediabal
- 29.11 Stiftelsen 883 år
- 06.-20.12 Studieretningsprojekt, 3.g
- 06.12 Forældrekonkultationer, dagelever, 2.g
- 08.12 Forældrekonkultationer, kostelever, 2.g
- 08.12 SOS julebazar
- 08.12 Åbent hus
- 15.-20.12 Mid-year test, 2.i
- 18.-20.12 Extended Essay, 3.i



- 19.12 Juleafslutning, 6.-9. kl.
- 19.-20.12 SRO skrivedage, 2.g
- 20.12 Juleafslutning, 10. kl., gym og IB
- 08.-12.01 Forældrekonkultationer, grundskole
- 12.01 Informationsaften/åbent hus, grundskole
- 14.01 Trolledag - Trollebal (503 år)
- 01-04.02 Internationalt Basketballstævne
- 02.02 Informationsdag/åbent hus, STX og IB
- 04.-07.02 Terminsprøver 9. og 10. kl.
- 23.02 Maskebal
- 09.03 Gøyebal - 9. kl. skolekomedie
- 19.-23.03 Final Mocks, IB
- 21.-22.03 Terminsprøver, 2.g
- 25.-29.03 Terminsprøver, 3.g
- 25.-29.03 Rejseuge, 2.g

- 27.04 Forårsbal
- 02.05 Hueprøve og fejring af 3.g sidste skoledag
- 03.05 3.i sidste skoledag
- 06.-14.05 Folkeskolens skriftlige prøver
- 10.05 Offentliggørelse af skriftlig eksamensplan
- 16.05 3.g sidste skoledag
- 16.05 Offentliggørelse af mundtlig eksamensplan
- 17.05 Konfirmation
- 23.05 Skolens 454 års fødselsdag
- 25.05 Jubilæumsstævne og Spøbet
- 25.06 Translokation, 6.-10. kl.
- 25.06 IB Cap Ceremony
- 26.06 Dimission 3.g /IB

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Map of Herlufsholm

