



# School Handbook 2022/23

## Bullet points

## BULLET POINTS' DOES NOT REPLACE THE SCHOOL HANDBOOK BUT SUMMARIZES THE MOST IMPORTANT ISSUES

Good morning!

Breakfast at 7:10 am.

Remember to make your bed as soon as you return from the breakfast meal.

The dormitory in the morning

You are only allowed to be in your student house in the morning before noon when you have a lesson off or if you have arranged it with your dorm teacher. No guests are allowed in the dormitory before noon.

Be on time

The bell rings at 8:00 am. This means you have to leave the dormitory and go to the first lesson - please be on time for all lessons.

lal (homework session): The bell rings at 4:40 pm, lal starts at 4:45 pm. In the evening the bell sounds at 6:25 pm, and lal starts at 6:30 pm.

Both times you have to respond immediately when the bell sounds, so that the dorm is quiet when lal starts.

Bedtime

You have to be lying in your bed at your designated bedtime. Please remember that it takes around 15 minutes to undress, close the windows and turn out the lights before you go to valen (bathroom) to brush your teeth, etc.

Attendance

Attendance is mandatory at all lessons and joint events.

Attendance is also mandatory at morning song/gathering, unless you have p.e. in the first or second module.

Absence

The only legal absences are when you are in SUS, are ill at home (with the school's permission) or any other cause of absence arranged with the school office.

You always have to state the reason for your absence in lectio yourself - please give reason for absence and explanation.

Room

You are obliged to keep your closet and room tidy. If things in your hummer get damaged - walls, furniture, carpeting - it is important that you report it to your dorm teacher right away so the damage can be repaired.

### Take care of your things

The room must be locked before you go to bed and when you leave the dormitory during the day. Keep an eye on your key and key fob. Don't lend them to anyone. You must be responsible and be careful with your things. Valuables, credit cards and cash must always be kept locked up. Larger amounts of cash or irreplaceable items must be kept with the dorm teacher.

### Common room

TV/common room: Please put back chairs and remove your trash when you leave. It has to be nice for everyone who uses it.

Kitchen: Please wash up right away and put the things in the dishwasher or back in place after use.

### Music, screens and games

Music systems must not be too big and should be purchased according to agreement with your dorm teacher.

The use of computer games must not get out of hand. Use the TV room instead.

### Lal

Lal means time for school work. Any other activity must be agreed with your dorm teacher. The dorm teacher may possibly allow soft music. In double rooms you have to use ear phones.

### Evening

Students in grades 6-9 must stay home at the school after lal and be in their own dormitory fifteen minutes before bedtime.

10th grade and the high school may visit Tanken (convenience store) after second lal to a reasonable extent but must be back at the school at 9:30 pm at the latest, unless otherwise agreed with the dorm teacher.

### Dormitory

Everybody needs a good night's sleep, and there has to be quiet immediately before bedtime. Cell phones and pc's must not be brought into val or dormitory bedroom.

### Bylt (dirty laundry bundle) and Linnedskift (change of linen)

The dirty laundry bundle is handed in and picked up every Thursday before and after the breakfast meal, respectively.

Make your bundle with dirty laundry ready for hand-in on Wednesday night, so you are

sure to include everything.

Change of linen: Duvet cover and pillow case plus sheet must be removed before the breakfast meal. The students on linen duty make sure that the linen sacks are placed by the entry to the dormitory bedroom. After the breakfast meal, the first thing the students have to do is to put on clean linen and make the bed.

### Sus

Can be contacted just before morning, noon and evening meals. In case of sudden illness during school time, contact Sus as agreed upon with the school office, after school hours as agreed upon with your dorm teacher.

### Food from town

Pizza and other foods from town may only be delivered between 8:15 pm and 10:00 pm; on Sundays also between 12:00 noon and 4:00 pm.

### Leisure activities

Make sure to show up each time for the extracurricular activities that you have signed up for. Absence with stated reason is handed in to The Extracurricular Activities' office during opening hours.

### Smoking and chewing tobacco

Herlufsholm is a smoke free school. The ban includes cigarettes and any kind of nicotine products, including e-cigarettes and chewing tobacco, which must not be brought to school nor kept at the school.

The first violation of this ban will lead to a letter being sent to the parents with the possibility of being sent home, but any subsequent violation will be punished according to the school's sanctions policy.

### Alcohol

It is absolutely forbidden to buy and consume alcohol on school property or to have alcohol in the room.

At school parties and café evenings, the students in 10th grade and the high school may purchase beer or wine at the bar or café, but you are required to be responsible in the way you handle alcohol and you may not seem intoxicated.

### Travel weekend

Bus tickets are ordered from your dorm teacher on Monday/Tuesday before the travel weekend. Dress code when leaving the school is school uniform or school leisure wear - also if you are responsible for your own transport.

Remember to bring your ticket when you board the bus. Students without tickets will only be allowed on the bus if there are empty seats.

Return time after a travel weekend is between 8:00 - 9:00 pm. If you need to return outside this time period, you have to get your dorm teacher's permission before the travel weekend.