

The school's values

Ikast • Brande Gymnasium offers four programmes, namely Upper Secondary School Leaving Examination (STX), Higher Preparatory Examination (HF), IB Diploma Programme (IB), Pre-IB and EUX. This gives students the best possible opportunities for further education in an environment of fertile growth for personal development.

Seriousness and unity are the foundation of Ikast • Brande Gymnasium.

Through academic knowledge, insights and methodology, we will challenge and qualify each student. We see subject knowledge as a prerequisite for serious immersion and concentration, for the ability and courage to question handed down truths and for the possibility to be able to orientate oneself in an ever-increasing obscurity of information.

Unity entails the acquisition and development of proficiency, competencies and creativity, to a large extent through conversation, collaboration and being with others. Community requires that the students compete for opinions and ideas, requires the ability to reflect on one's own starting point and demands respect for other people's knowledge and experience.

Seriousness and unity are the pillars of Ikast • Brande Gymnasium and contribute to the balanced education of students, making them responsible people and participants in the development of the local, national and international community.

Seriousness and unity mean that students and staff at Ikast • Brande Gymnasium care about each other and show responsibility and mutual respect.

Study Code of Practice and Student Code of Conduct

Ikast • Brande Gymnasium's objective is to ensure that students are given the best possible opportunities regarding further education and simultaneously create a fertile growth environment for personal development. The aim of the Study Code of Practice and Student Code of Conduct is to support and facilitate this objective. Therefore, we expect that our students:

- thrive on academic challenges
- are curious, eager to learn and willing to take risks
- are well prepared for and engaged in lessons
- immerse and concentrate
- show consideration and respect for others

We also attach great importance to our students embracing school life, councils, committees, and voluntary creative, social and community promoting activities. As a student, you

are also a partner and an ambassador for the school. Similarly, we value students actively making use of their excellent abilities and democratic sentiments outside of school.

Ikast • Brande Gymnasium is the daily framework of the students, teachers and technical and administrative staff. In accordance with the school's objectives and core values, the school's policy is for all groups to show respect and tolerance amongst themselves and for each other. This applies to timetabled lessons, as well as excursions, trips, etc.

These values are expressed in the school's overall solidarity practice:

“Life at the school should be characterised by mutual consideration, helpfulness and friendliness. The school buildings, fixtures and fittings are to be treated with the same consideration.”

Study Code of Practice

Students' timetables and school activities are also on “Lectio”. Continuous changes may be made related to the school day, and students are required to keep up to date with Lectio every day.

Homework is posted on Lectio for individual lessons. In the interest of students who do not have Internet access at home, and to ensure that students have reasonable working conditions, homework and any associated electronic documents are made available on Lectio by 4 pm the previous school day. For example, homework for a Monday must be added by 4 pm on Friday.

Notice of written submissions must be given on Lectio no later than one week before the submission deadline.

Within this framework, only one rule applies in reality: You must actively participate in all teaching.

This means turning up prepared for all teaching, participating actively and engaging in lessons, and submitting your work on time. The teacher is obligated to provide well-prepared, motivating teaching at a high subject level, but what you get out of it is your responsibility. All good teaching is interaction.

It is always the teacher who leads the classroom and sets the framework for lessons. Including rules for which IT tools may be used, see Annex 2.

Your study activity involves preparation, presence and participation in the teaching, exams and all other planned teaching and school activities, including introduction and study trips.

In connection with independent work that is not timetabled, teachers indicate which con-

ditions apply for you to fulfil your compulsory attendance and study activity obligation.

You must submit independently completed work on time, and work must be approved in terms of scope and quality. All major work is checked for cheating electronically. Teachers ensure that the curriculum contains a list of written work for each term.

Student Code of Conduct

The school also has a few specific Student Code of Conduct rules which you are expected to comply with:

- In connection with study trips and excursions, a specific code of practice applies, which is known and accepted by all, see Annex 1 “Study Code of Practice and Student Code of Conduct for Excursions and Study Trips”.
- Each student signs the specific code of practice for the use of school computers, see Annex 2.
- The school has a code of practice for student participation in teaching, see Annex 3: Rules regarding non-attendance and specific provisions regarding progressing to the next year.
- The school has an anti-bullying strategy that is to be followed by all students, see Annex 4.
- The school has clear guidelines and sanctions for plagiarism and cheating, see Annex 5.
- Consumption of alcohol, snuff, and drugs in general is not permitted during school hours, see Annex 6: “Common Sense”.
- Ikast-Brande Gymnasium may ask that students voluntarily consent to a an alcohol or drug test.
- The school has fire precaution and evacuation rules, which everybody is required to be familiar with, see Annex 7.
- Smoking, vaping, chewing tobacco and snuff are not permitted on school grounds. There is a designated smoking area behind the shed by the school car park, where smoking and chewing tobacco is permitted.
- Any form of violence—physical or psychological—is unacceptable.
- Students and teachers must ensure that classrooms and the common area are tidy after each lesson and must put chairs up in the rooms where possible.

Student behaviour outside the institution

The rules also cover students’ behaviour outside the institution, i.e. behaviour that students exhibit in their spare time, for example at one of the gymnasium’s collaborative places of residence, if such behaviour has a direct impact on the teaching environment at Ikast-Brande Gymnasium.

Sanctions

Depending on the gravity of the violation and at the headmaster's discretion, violation of the above will result in:

- A conversation and/or verbal reprimand
- A written warning
- Expulsion for a shorter or longer period of up to 10 days in one school year (during which students are recorded as being absent), including exclusion from specific events, such as parties, excursions and travel.
- In serious or repeated cases, expulsion from teaching/school.

If the student is under 18, their parents are informed of the sanctions.

The headmaster determines and imposes the sanctions. A sanction must be reasonable and relevant in relation to the offence.

The above sanctions are, in each case, tailored to the respective areas of validity. Sanctions, for example, for non-attendance, the use of drugs, etc., can be seen below.

Other provisions

Transfer:

Recorded non-attendance is not transferred from one school year to the next. Students who have received a warning will be very closely monitored during the following school year and can receive a written warning without a prior conversation.

Non-attendance of physical education:

For students with full exemption, i.e. students who have not participated at all in physical education, this applies:

- there are no continuous assessment marks or marks for the year's work in physical education C

For students with partial exemption from physical education (who have a "light duties" statement), this applies:

- the student, according to the doctor's recommendation and for a well-defined period, is partially exempt from participation (you can, for example, move to music or do weight training with a sprained finger). The student attends all lessons in their sports kit and participates fully, or partially to an agreed extent, in the practical part of the lesson.

For students with an exemption statement for participation in physical education, this applies:

- the exemption will typically include exemption from practical physical education for several weeks or months,
- the school conducts a specific assessment of whether and, if so, to what extent the

student must be present at the lessons in order to meet the curriculum's theoretical objective.

Continuous assessment and final continuous assessment marks are given to students with a "light duties" statement or exemption statement provided that, according to the school's specific assessment, the student has met the subject's objectives by participating adequately in the lessons. If no mark can be given, this is noted by two lines and with a comment about the exemption with medical documentation.

Procedure

The Study Code of Practice and Student Code of Conduct can be found on the school website. The Study Code of Practice and Student Code of Conduct are introduced to and reviewed with all new students. This is done during the introduction period. Parents are informed at a parent-teacher interview in September.

Appeals

Students, and parents if the student is under 18, can appeal the headmaster's decision regarding sanctions in connection with the Study Code of Practice and Student Code of Conduct and progressing to the next year, see below.

Appeals must be submitted within 2 weeks after notification of the decision and must be addressed to the headmaster. The headmaster's comments regarding the appeal can be commented on by the student or parents with a one-week deadline.

Entry into force.

The Study Code of Practice and Student Code of Conduct shall enter into force on 1 August 2005.

The Study Code of Practice and Student Code of Conduct were revised in August 2009.

The Study Code of Practice and Student Code of Conduct were revised in November 2013.

The Study Code of Practice and Student Code of Conduct were revised in September 2014.

The Study Code of Practice and Student Code of Conduct were revised in November 2015.

The Study Code of Practice and Student Code of Conduct were revised in September 2017.

The Study Code of Practice and Student Code of Conduct were revised in January 2019.

The Study Code of Practice and Student Code of Conduct were revised in May 2019.

Marianne Dose Hvid

Headmaster

Annexes

Annex 1: Study Code of Practice and Student Code of Conduct for Excursions and Study Trips

Travel activities are curricular activities, and everybody should, therefore, participate in the entire academic programme. Planned activities are mandatory, and meeting times must be observed. All participants on an excursion or study trip are representatives and role models for IBG, and in this context they must observe the school's Study Code of Practice and Student Code of Conduct. We expect that everybody is committed and actively assumes responsibility for ensuring that everyone has a good trip.

Particularly in relation to excursions and study trips:

- everybody respects the rules and standards that apply to the places we visit and generally behaves as sensible guests in another country/destination.
- students' movements beyond the set programme are their own and at their own risk. It is therefore emphasised that no students must be alone; they must always be in pairs, at least.
- Bringing, buying/selling or consuming psychedelic substances are grounds for being sent home.
- Alcohol must not be consumed in connection with study trips and excursions
- If you are unable to participate in the academic programme of the study trip due to illness or otherwise, you must notify one of the teachers leading the trip in good time, before the set programme commences.

Decisions, among other things, made by the teachers leading the trip during the course of the trip must be complied with. It is also the teachers leading the trip who decide whether an offence is so serious that it leads to a student being sent home at their own or their parents' expense (i.e. without subsequent financial compensation). The teachers leading the trip decide the quickest way home, which is normally by plane.

Travel insurance is mandatory. If you are not already covered by private insurance, travel insurance must be purchased.

For good measure, the school must have the student's signature promising to abide by the mentioned rules. Students under the age of 18 require a signature from their parent or guardian.

If there is information about a student that the trip's teachers should know about e.g. illness/diagnosis, medication use, special family circumstances, etc., please give details here:

I/we understand and accept the above rules and confirm that I want to go on the study trip. I understand and accept that the deposit and any additional payments are non-refundable if I do not go on the study trip due to moving, cancellation, force majeure or otherwise.

Date: _____

Print name: _____ Class: _____

Signature: _____

Parent's/guardian's signature (For students under 18):

Annex 2: Rules for using computers, tablets, mobile phones, etc. at school

In the following, *computer* refers to all electronic devices: computers, tablets, mobile phones, etc.

- There is free access to the school network and school computers for academic purposes.
- IT (IT tools, internet, etc.) is only to be used in lessons when the teacher decides that it is relevant to the teaching. Only programs—in agreement with the teacher—used for teaching must, therefore, be open.

The following also applies:

- Always use your own personal username and password when you connect to the school network, Lectio, etc. Your username and password should not be given or lent to others.
- Misuse of the school network is not allowed. You must not attempt to gain access to data or parts of the network that you do not have permission to use. It is not permitted to use school computers and networks for distributing illegal material or uploading images that you do not have permission to distribute, or, for example, are contrary to school rules and values.
- You cannot use school computers or networks for commercial purposes.
- You cannot use school computers and networks for illegal downloads or illegal streaming.
- You cannot use the school network for computer games.
- All network traffic is logged; i.e. all use can be traced.
- When using computers or other IT tools for exams, the school reserves the right to check the browser history on the computer/IT tool used

If a student does not comply with the rules, the same sanctions apply as for non-attendance.

Be aware, however, that in particularly serious cases, you can be expelled from school and/or reported to the police. As a result of illegal actions performed using school computers and networks, you risk getting a fine or in particularly serious cases, a prison term. Liability rests solely with the individual user who did the illegal act.

Annex 3: Guidelines concerning non-attendance

The school's position on non-attendance is expressed in this code of practice regarding compulsory attendance.

- Attendance is compulsory for all lessons in all subjects and at all joint events, etc.
- Everybody is required to arrive on time and to submit written work on time in accordance with the coordination on Lectio.
- Each year, the school sets an objective to reduce non-attendance

The school ensures clarity and transparency concerning compulsory attendance by means of the following procedure.

- Each teacher registers attendance for their class/team; registration is done on Lectio immediately at the beginning of the lesson
- All non-attendance is recorded regardless of the reason. Some student activities are approved as other organised lessons. This applies to, among others, ATU, excursions, study trips or other school activities where students acquire relevant skills. Non-attendance is approved for participating in student council meetings or fixed meetings with the headmaster or deputy headmaster.
- If disability or injury means that a student cannot participate in some of their lessons, the student can be exempted by submitting a medical certificate (paid for by the student).
At the same time, the school informs the student about the consequences of the lack of participation in lessons.
- In the event of non-attendance, the student's reason for the absence is recorded on Lectio. In the event of longer periods of non-attendance, the student or parents must contact the school.
- Students can follow and monitor any non-attendance on Lectio.

The procedures concerning written work are as follows:

Sanctions

The school takes action against non-attendance based on a specific assessment in each case. If the student is under 18, their parents/guardians will be informed in case of a warning or sanctions.

- In the case of initial non-attendance, the student will be called to a meeting with a student counsellor. The purpose of this meeting is to catch any problems as they begin.
- If the non-attendance continues, a written warning will be given. The warning is the school's reminder to reduce non-attendance. The warning is based on the objective recording of non-attendance, i.e. without regard to the particular circumstances, such as illness. The warning is given by the headmaster, deputy headmaster or head of studies and must be signed by the student.
- The following sanctions will take place in the event of continued non-attendance:
 1. The student will normally be regarded as not actively studying, and any state education grant (SU) will be stopped. SU can be obtained again if the student's participation in lessons allows it.
 2. No marks are given for the year's work. Any marks already given for the year's work are invalid.
 3. Expulsion, in particularly serious cases.
 4. The school keeps a record of all sanctions.

Progressing to the next year

Students' progression to the next year is conditional on satisfactory learning outcomes. At the end of the school year, the school assesses each student's continuous assessment mark and learning outcomes.

In HF and STX, students have the right to progress to the next school year if they have earned an average of 2,0 in their examinations, end-of-year grades, project work etc.

With an average below 2,0, the head master may deny students the right to progress to the next year. Students have the right to comment before the final decision is made by the headmaster.

Please note that in the case of the pre-IB and IB programmes, other rules apply. See IB annex.

Annex 4: Policy against bullying at Ikast • Brande Gymnasium

At Ikast • Brande Gymnasium unity is a core value, and we are keen for all students to thrive. We believe that well-being is a prerequisite for learning and development. At IBG, everybody is responsible for creating a good community, including a good digital community.

This requires room for diversity and respect for individuals.

This means objecting to any kind of bullying, including digital bullying, whether you are involved or whether you observe that others are involved.

In order to combat all forms of bullying, we must clarify what we mean by bullying. It is also important for you as a student and teacher to know what to do if you encounter the phenomenon at school.

We understand bullying as exposing another person to degrading and abusive treatment. It may be physical, verbal or over digital media. Bullying is not a conflict but an assault.

At IBG, we have the following framework for lessons to ensure individuals' well-being and prevent bullying:

- The teacher is present in the lesson and attentive of you as a student and of the social interaction between the students. The teacher intervenes if there are signs of bullying.
- Each class has a class teacher, and well-being interviews are held in all classes with all new students within the first month.
- Annual well-being surveys are conducted at the school.
- The school's Study Code of Practice and Student Code of Conduct support a positive and good teaching and learning environment for each student.

We expect that all students show social responsibility. This involves:

- Everybody talking to each other nicely and refraining from using crude or hurtful language.
- Avoiding making unnecessary comments in or outside lessons and stopping gossip.
- Being aware that the written word on social media like Facebook or text messages is easier to misunderstand than what we say to each other.
- Showing tolerance and goodwill towards others and respecting diversity.
- That the Language Policy for the IB programme, see the school's website, is observed. English is expected to be students' and teachers' spoken and written language, both in and outside the classroom.

If, against all expectations, you, as a student, encounter bullying at IBG, there are a number of things you should do:

- Try to distinguish between nonsense and what is serious in the situation.
- Object if you believe that the case is actually an incident of bullying. Everyone has a duty to provide information about any bullying.
- Be sure that the problem is addressed by going to your teacher, your student counsellor or the school's management.
- If possible, document the bullying problem.
- Support those who are bullied.

Teachers, student counsellors and the school's management will then act to resolve the problem. In each case, within 10 days, a specific action plan of measures to effectively bring the problem to an end will be drawn up. Bullying may result in a warning or the expulsion of a student, as bullying contravenes the school's fundamental values, see the school's Study Code of Practice and Student and Code of Conduct.

Annex 5: Plagiarism and cheating

At Ikast • Brande Gymnasium, academic honesty is the natural starting point. This means that we do not accept plagiarism or cheating. However, sometimes students will be in doubt about what cheating is, as there are grey areas that are impossible to define in a code of practice. There are actually many situations where reference to other sources, quotes and other use of sources is both appropriate and academically sound. It simply requires that you know what you are doing and that common standards are observed.

Therefore, during the introduction period, teachers will talk to students about the meaning of plagiarism/copying/quotes/editing/source reference, etc.

In the following, plagiarism or cheating are to be understood as situations in which a student submits downloaded work or parts of such work as their own, or when a student submits a copy of another student's work or parts of it as their own. Work in this context is to be understood as any kind of written product which must be submitted. So this refers to a deliberate attempt at cheating.

Note that the student who "lends their work" to be copied is also guilty of unethical conduct.

In the case of academic dishonesty, this procedure will be followed:

When the teacher discovers and determines cheating in connection with ordinary written work, major work or end-of-year exams, the head of studies for the class will be informed. The following sanctions will be implemented:

- The work will be declared invalid.
- A verbal warning will be given by the teacher, and the instance will be noted on Lectio under the student's notes.
- In the event of recurrence, the student will be given a written warning by the head of studies.
- If further cheating occurs, the student may consequently be expelled from the programme.

Please note that other definitions of collusion and plagiarism apply to the IB programme, as well as separate rules. See IB annex.

Annex 6: Common sense

Mutual code for holding parties, cafés, study trips and other social events at youth education programmes.

Background

As part of the general education project we perform at the gymnasium, the gymnasium holds various events with academic, formative and social aspects. This includes study trips, music cafés and parties. These must be inclusive and take place in a spirit of community. Everybody must be able to participate and contribute.

You cannot do this if alcohol consumption becomes dominant. Therefore, through the uniform framework of this mutual code, the gymnasium ensures that the community takes priority in all activities at the gymnasium.

With this code, we want to set the framework for holding social activities with limited consumption of alcohol in a way that harmonises with the schools' values.

Code

Alcohol is not allowed during ordinary school days at the gymnasium. Exemptions are only granted for specific activities listed below.

Study and introduction trips:

It is not permitted, under any circumstances, to consume alcohol during introduction trips.

Study trips are part of the ordinary school day, and therefore, the consumption of alcohol in this context is not allowed.

Parties and cafés:

A maximum of four parties are held annually at the gymnasium, sometimes in addition to a final student dinner.

Cafés and other forms of performance (theatre, musical, and the like) are also held, at which there may be limited serving of alcohol.

The following also applies:

- All gymnasium parties are closed parties.
- There are always responsible personnel present at parties and other events.
- Free water is always available at gymnasium events.
- Students who, upon arrival or by their behaviour at the party, show that they have consumed too much alcohol, will be sent home.
- Students' homes will be contacted if students are sent home from parties.

- At parties, ordinary table wine may be served as well as alcoholic beverages with a maximum alcoholic strength of 5%.
- Alcohol is only served at the above types of events.

It is also expected that activities which students take part in outside the school and where they appear as representatives of the school are held soberly and properly. The gymnasium is not responsible for behaviour in these contexts, but takes responsibility as an informative partner by trying to influence students to show good, respectful and sensible behaviour.

The gymnasium particularly seeks, through providing information, to affect students' mutual communication about alcohol and events on social media etc. so that this communication is as inclusive as possible and expresses that everyone is welcome in the community.

Annex 7: Routines and precautions in the event of a fire at Ikast • Brande Gymnasium

Prerequisites:

- Every teacher makes a non-attendance list at the beginning of a lesson.
- All staff know where the main exits on the ground floor are.
- Every teacher knows the extraordinary emergency exits and the location of fire extinguishers in the rooms the teacher uses (see any enclosed overview).
- Subject secretaries in experimental subjects and in art, the safety representative, management and caretakers will participate in one of Falck's organised firefighting courses held at the school.

Procedure:

The below rules will be reviewed at least once a year for both students and staff. They will also be on the school website.

In the event of a fire:

A:

1. If the fire alarm sounds (and Falck is alerted automatically), the teacher takes students out to the sports field in the most appropriate manner - as well as calmly. Make sure to get everybody out and close the door when leaving the room. The teacher brings the computer which the non-attendance list is on.
2. The teacher gathers on the sports field with their team/class and ascertains that all students who took part in the lesson are present using the non-attendance list. In the event of missing students, the manager who is responsible for the assembly point is informed. This manager then informs firefighters.

B:

1. A teacher who discovers a fire and assesses that the fire is small enough that they can extinguish it gets the students out of the room and starts extinguishing the fire with the available resources (fire extinguisher, fire blankets, hoses). Students are advised to contact the office. When contacting the office, they should give as detailed information as possible about the fire's location, spread and severity.
- 2a A teacher who discovers a fire which the person in question assesses to be too big for the teacher to extinguish themselves gets the students out of the room (see Section A1) and informs the office via the internal telephone - in the order the teacher deems appropriate. When contacting the office, give as detailed information as possible about the fire's location, spread and severity.
- 2b The office alerts Falck by activating the fire alarm. A management representative is informed immediately. The management representative makes sure to manage the evacuation to the sports field and to obtain information about classes and teams from the teachers present.

If necessary, help the firefighters with information about local conditions you have special knowledge of.