

## Rules and regulations

**We build our spirit of community on mutual trust and respect. We support the individual's freedom of expression with respect to the spirit of community. Therefore, we have clear rules that provide safe boundaries and freedom to cultivate a good spirit of community.**

**First and most important rule is a positive expectation**

***All staff and learners are obliged in the widest possible scope to contribute positively to strengthen the spirit of community and to create a good learning environment and stay for everyone at Ranum Efterskole College.***

**If the first rule does not work, we might have to use the following rules:**

**Bullying is not accepted.** It is important to distinguish between teasing and bullying. Teasing is a good-natured approach to another human being and helps to provide a positive atmosphere in the social sphere. Bullying on the other hand is an act that may harm another person physically, mentally or socially. In bullying situations, it is about a sender and receiver, so it is not about how much you tease, but whether the receiver thinks, it is funny. We therefore enforce that all learners respect each other as equals. Should any bullying occur then we will try to resolve this through open dialogue between the parties. Bullying can lead to suspension (at home) depending on the situation.

**No illegal drugs at the school.** If a learner possesses or disseminates drugs, it will lead to immediate expulsion. If a learner is influenced at school, e.g. by hash which stays in the system for weeks, the learner will be suspended with no guarantee that they can return to the school. We test the learner upon suspicion.

**Alcohol;** No alcohol at the school, in the town or on the way to and from school. No empty/decorative bottles at school. We test the learner upon suspicion, if a learner is influenced while at the school, it can lead to immediate suspension.

**Smoking;** We are a non-smoking school; this applies to both tobacco of any kind, snuff and E-cigarettes. We expect the learner to be smoke-free. Parents are responsible for any smoking cessation agents. Water pipes, tobacco, e-cigarettes or similar items are prohibited at the school. Breach of the rules will result in the family being contacted, with the purpose of making sure it will not happen again.

**Unauthorized absence is not accepted!** A learner who fails to attend a class/activity will be recorded as absent on the roster. By repeated unauthorized absences, the student's home will be contacted. Unauthorized absences will lead to sanctions and the learner may be suspended and sent home. **Morning Exercise;** All learners must participate in morning exercise and only house fairies / resident teachers can approve absences. Learners that do not attend obligatory activities will be asked to help in the kitchen or do a longer exercise. If it occurs more than once without a valid reason the learner can be send home to talk with the guidance.

**Sex at the school is not allowed.** Adults and other learners must be able to visit the rooms and not have an embarrassing experience. Violation leads to a conversation with home and can lead to suspension. Visits from boys/girls in the room is allowed between 10 am and 9.50 pm. The house rules must be kept. During the first weeks of school and in certain periods, there may be special rules for visits between boys and girls.

**Theft is not acceptable - do not tempt others:** "Borrowing"/petty larceny leads to a warning; Repeated and intentional larceny can lead to suspension. Unjust "borrowing" of school-property is considered larceny.

**Storage of valuables;** Do not bring large amounts of cash. Lock your valuables. Inside your closet when not in use. All learners must have a key to their room, as the insurance does not cover if the door is unlocked.

**Remember that it is the parents' private insurance that must cover the student's things during the stay.** The school does NOT have an insurance that covers simple theft from the student's room, classroom, locker rooms, etc.

**Vandalism is not accepted!** Mishaps and misdemeanours must be compensated either in cash or through the family's insurance. Vandalism can lead to immediate suspension.

**Bed times;** the learner must be in his/her room and be ready to go to bed by 10 pm. By 10:30 pm, it is adamant that full consideration is made towards those who want to sleep and all use of electronic devices must be used in consideration to others in the room. The teacher can confiscate electronic equipment if this is not respected and if the learner cannot get up in the morning. The equipment is stored in the office at the student's own risk and insurance.

**Night running is not accepted.** When learners are out of bed in the hallway or in another room between the hours of 10:30 pm and 06:45 am it is considered night running. The on-duty evening teacher assesses the situation and then determines whether it is night running. Night running, especially off campus, creates insecurity, especially in case of fire, which can bring others in danger, if they have to look for learners that are not in their room. Therefore, we do not accept night runs and the learner might be sent home for clarification or given sanctions in terms of practical work or restriction of freedom.

**Kitchen- & cleaning team;** All learners must participate in kitchen duties during the stay. Participation on the kitchen team and cleaning is an important part of the educational part of the stay. Learners on the kitchen team are ONLY out of class during their kitchen time. All learners must expect 1 week of kitchen and cleaning throughout the year.

**Cleaning of rooms and common areas:** All learners must participate in turns in cleaning the common areas during the school year. **Learners must keep their room tidy.** The room must generally appear tidy.

**Cleaning products and toilet paper, etc. are handed out during room cleaning.** The room is responsible for ensuring that the material is treated properly. A broken vacuum cleaner must e.g. be compensated using the room deposit, individually or collectively in the room.

**Electronic in the rooms:** External screens/TV's can only be brought after agreement with the house coordinator. You may bring small speakers, as long as you do not bother others. The teachers can confiscate electronic equipment for some time if proper consideration towards others is not shown. It is not allowed to bring toasters, mini fridge or the like. Seeing that it can cause a health and fire hazard. It is allowed to have 1 kettle in the room.

**Pets of any kind are not allowed.**

**Any form of weapons are forbidden at the school.**

**Mobile Phones;** The school is a **Mobile Free Zone the first 2 weeks** to strengthen social interactions. Mobile phones must be handed in to the office in a sealed envelope with the learners name when starting school. The envelopes will be locked in a bank vault. The phones are returned when the learners go home for the first time. On a daily basis mobile phones must be on silent and may only be used during class according to the teacher or kitchen staff. The Mobile Free Zones must be respected and in case of abuse the phone will be confiscated until the learners goes home for the weekend. The principal or pedagogical leader may ask a learner to drop off the phone in the office for a longer or shorter period. The home will be oriented through Skoleplan.

**Headphones:** We prioritise spending time together, the students are therefore asked not to use headphones in classrooms, dining hall and at the assembly.

**Computers:** The learner must bring a laptop with WIFI. It is not allowed to bring static computers. The guardians must sign an IT declaration for the use of IT at the school.

**Internet access:** WIFI is available at the school between 07.00 and 23.00, the schools management can choose to change the timeframe or to close the access.

**Bikes:** Learners MAY bring a bike. We encourage all learners to bring either a bike, mountain bike, skateboard/longboard or rollerblades. Bikes must be checked in upon arrival where they will be labelled with the student's name. Bikes that are not operational or legal must to be repaired as soon as possible. The school has no responsibility for students' bicycles.

**Skateboards, longboards and rollers, etc.:** These are allowed, however they must only be used outdoors. **Moped/scooter is not allowed.**

**Protective gear, etc.:** All learners must bring a legal bike helmet (remember name in the helmet). Bicycle helmet must be used in conjunction with activities organized by the school. When participating in skating and skiing activities, learners must wear a helmet and safety equipment as per the teacher's instructions. We recommend that learners always use safety equipment.

**Sickness:** If a learner is not well enough to attend classes, the learner must register sick with the House nurse for a health check. The sick learner must stay in bed in the ward until the house nurse or the teacher decide that the learner is either healthy or must go home. The staff that oversees the sick decides whether he/she should consult a doctor. The house nurse and the kitchen team ensure that the learner is brought food and is attended to during the day. If the learner is sick more than 2 days, the house nurse contacts the student's home and it is assessed whether the learner should go home. Doctor visits should be made with the student's own doctor. Only in exceptional cases can the local doctor be consulted.

**Medicine:** The house nurse must be informed if the learner needs prescription medicine, to make an agreement on when and how the medicine will be kept. Learners must not have non-prescription medicine in their room unless it has been agreed on with the house nurse.

**Room Organization:** Learners may organize their rooms and apartments with consideration to furniture and roommates. Moving beds may only be done by agreement with the resident teacher or janitor. It is possible to bring own furniture after arrangement with the resident teacher. Posters may only be mounted with sticky putty. The room must be returned to its original condition before vacating / departure, and damage to the inventory must be paid through the deposit.

**Room Relocation;** Room relocation is generally not an option. Learners can only relocate when all sensible opportunities for conflict resolution are exhausted. Parents cannot request a relocation and parents are advised not to involve other learners or parents in room issues. Only school employees can facilitate new rooms and apartments. Learners who encounter insurmountable problems in the room must contact the contact teacher.

**Weekend at the school:** It is only learners who have registered for the weekend who can stay at the school. The weekend begins Friday after classes and ends Sunday at 6pm, where learners who have been home for the weekend may return. It is not possible to go home Friday and come back Saturday. All weekend learners will help with cooking, cleaning and tidying. The school has a budget for activities, and co-payments may occur e.g. if going to the movies. A supervising teacher may decide, in consultation with the students, to close the school and go on a trip. Weekend learners who wish to attend activities out of the programme e.g. go to another town must have their guardians send the weekend coordinator their permission. The weekend coordinator can at all times refuse permission, if it does not fit the weekends programme or chores, or bus/transport time.

**Morning Exercise:** All learners must participate in morning run/walk/swimming. Only school nurses can exempt learners from these activities.

**Swimming:** Learners must not swim in the lake or at the beach without a teacher present. Learners that participate in water sports must pass a swimming test.

**Travels:** Please note that the schools rules also apply to the travels.

## Consequences for breach of the above rules

*We try not to apply penalties because we work with young people "under development". Consequences with meaning provide more learning and experience, and creates a better atmosphere. This does not mean that young people do not perceive the consequence as a punishment. No matter how we look at it, we must have sanctions that show that it is the adults who set the boundaries. This way we create safe and democratic boundaries for all!*

**Dialogue and recommendation;** We use mainly dialogue and conversation to solve problems, but it can also be valuable to provide a direct recommendation about following the common rules. If a personal dialogue or

recommendation is not followed, the home will be contacted. If a learner is under suspicion for breaking the school's rules, the learner will be called to a meeting with the teacher and the pedagogical member of staff responsible. The school works with democracy and dialog, therefore it is important that the learner and parents understands the importance of cooperating with respect and honesty. Our point of view is that we work with a young person who will meet challenges and that the goal for every conversation is to keep the learner in a positive and constructive development. For this to happen the learner must take responsibility for their actions and learn from the mistakes.

**Clarification:** In the case of blatant offences, the learner may be sent home for 'clarification'. The purpose of this is for the learner and guardians to continue the conversation at home, so that trust can be rebuilt. By clarification we mean that the learner will be sent home to consider the stay at the school with his/her parents and in writing explain to school management how the learner in question understands his/her future at the school. The property of the learner will remain at the school until matters are clarified.

**Expulsion:** The cooperation between home and school is crucial for this process to be a success, therefore meetings will be held between the school/home and learner, where further process, plan and changes are agreed. If school, home and learner cannot find common ground, or if we can no longer trust that we in cooperation can change the behaviour which is harming to the learners or other learners wellbeing we might have to have a concluding conversation where we advise the learner on where to go after our school.

If the learner is not interested in staying at the school and illustrates this by unacceptable behaviour, the school management may decide to expel the learner. In relation to expulsion or termination, the learner will be charged for the following 4 weeks of school tuition. An expelled learner will have the opportunity to be heard before final decisions are made. The Principal may grant an expelled learner the opportunity to take final exams at the school.

**Consequences and sanctions:** In cases of sanctions, the Principal, the contact teacher and the responsible house coordinator will have had a conversation with the learner in question about it, and parents will be informed via Skoleplan. A sanction may be an assignment that contributes to the well-being at the school.

## Guidelines for use of IT at Ranum Efterskole College

### Purpose & Priorities

#### Purpose of the declaration

The purpose of this declaration is to assure that any use of IT-equipment is in agreement with rules, regulations and law, and the ethical rules of the school.

#### School priorities

It is a priority for the school that learners become confident with the use of IT in educational contexts. However, it is important to stress that any use of IT-equipment should not compromise opportunities for social relations during the stay at the school, and any use of IT-equipment should therefore be confined to educational use. Learners can work in their rooms during study hours.

### Technical & Practical Information

#### Learner's IT-equipment

For the sake of electricity consumption, each learner is allowed to bring 1 tablet and 1 laptop, which can be used in all rooms of the school. In relation to extra equipment, each learner is allowed to bring 1 mouse (powered by the laptop), 1 set of loud speakers (powered by batteries or the laptop), and 1 set of headphones. Learners are not allowed to bring extra equipment such as an external hard disc, unless it is powered by the laptop.

To make sure that the learner prioritises social relations and activities, as well as study hours, it is school policy that the learner in question may only use his/her laptop for gaming at times announced by the school management. These times may vary from period to period during the school-year, and it is the responsibility of the learner to know these times and any changes.