

# REC info 2021-22

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### **Dear Learners & Parents,**

In this booklet, we have gathered information about the school in order to make a year at Ranum Efterskole College easier. One copy of this booklet is given to each learner/family and can be found on our homepage [www.ranumefterskolecollege.com](http://www.ranumefterskolecollege.com) under 'School life' and 'info for new learners'. Please read prior to school start together with your parent/guardian.

Good communication secures a good experience and optimal benefits from the efterskole stay. It is of utmost importance that you check 'Skoleplan' regularly and read messages from the office, subject teachers and contact teachers. Official information about events, bus plans and registration is on Skoleplan and NOT via Facebook. When we provide information on Facebook it is to inform that you have to check Skoleplan. To see stories and pictures from the schools daily life, subscribe to our newsletter or follow us on Facebook, Instagram and/or Snapchat.

Should you have any questions of a practical nature, in relation to rules, regulations, safety, calendar, checklist, economy or the like, you may be able to find the answer by reading this info-booklet. Should you have any questions after reading this booklet, please contact the office at the school.

**Through signing up and filling out the page "Permits" on Skoleplan with the parents' login, learners and parents, agree to the terms in "Rules and Regulations", "Economy" & "Guidelines for use of It at Ranum Efterskole"**

***Enjoy reading!***

### Contacting the school/learners: Main tel. number: +45 96 66 44 00

– you are most likely to get through during office hours between 09.00 – 11.30 and between 12.00 – 16.00. Between 16.00 and 23.00 the telephone is automatized via a central switchboard. During these hours you will be asked to press for the house in which the learner lives, and you will then be redirected to that house. Between 23.00 and 08.00 the telephone is re-directed to the on-duty night teacher and we must stress that any calls during these hours are strictly for emergency purposes.

Mail to learners and the school is addressed to:

**Ranum Efterskole College, Seminarievej 23, 9681 Ranum, DK.**

*Remember to include name and contact group number!*

(Mail is collected and handed out at dinner by the table chairman)

## Who knows most about?

School enrolment/ resignation & Logins for Skoleplan:	Ann-Sophie Høffner, secretary.	96664400 info@ranumefterskole.dk
Economy, payment and financial support	Mie Sørensen Joan Just Sørensen, Economy secretary.	96664403 Mie@ranumefterskole.dk jj@ranumefterskole.dk
IT and Internet access	Rasmus Badstue, IT support	96664444 rb@ranumefterskole.dk
Summer School	Richard Brown, Co-ordinator and teacher	rib@ranumefterskole.dk
AFS (1 year), International programmes, CAIE exams	Birthe Petersen. International Administrator & CAIE Exam Officer	96664406 bp@ranumefterskole.dk
Student counsellor (DK) Appointments with psychologist/support	Peter Kristensen, Pedagogical Head	pk@ranumefterskole.dk
School nurse, Seminariehus	Karina Dahl	kar@ranumefterskole.dk
School nurse, Ranumhus	Jan Rind	jr@ranumefterskole.dk
School nurse, Kærhuse	Sus Damgaard	sd@ranumefterskole.dk
Diet & Nutrition	Jesper Kofoed	jlk@ranumefterskole.dk
Bedding agreement	Jørn K. Nielsen, technical leader	jn@ranumefterskole.dk
Efterskolebussen	+45 8619000 eller Facebook: Efterskolebussen	info@centrumtursturist.dk

**Contact regarding the wellbeing of the learner, sickness, personal- and academic development is addressed to the contact teacher.**

Please contact your contact teacher via the message and mail system in Skoleplan and check Skoleplan on a regular basis to stay updated on messages from the school and teachers.

### How to use Skoleplan

Via [www.skoleplan.ranumefterskole.dk](http://www.skoleplan.ranumefterskole.dk), learners and parents are able to stay informed on all matters related to schedule, calendar, absence, grades, activities and events during the whole school year. **Skoleplan** has a 'learner entry' and a 'parent entry'. The **skoleplan** system is also a message and mailing system and it is very important to check news via this system regularly. New login or any questions in relation to the use of **Skoleplan** may be directed at: [info@ranumefterskole.dk](mailto:info@ranumefterskole.dk)

#### BEFORE SCHOOL START AFTER SCHOOL START

Learners and parents will be forwarded username and password

Learners will use their UNI-LOGIN, provided by the school

**Parents login is confidential, because it grants you access to registering and 'signing' for absence. It is important that the learners do not have access to this function**

## Ranum Efterskole College leadership and organisation

Role	Name	Responsibility	Contact
Principal	Olav Storm Johannsen	Head for pedagogy, administration, economy, communication/IT and staff. Coordination of profile- and culture subjects. Safety procedures and crisis management. PR and recruitment. Official representative for the school in relation to media, partners and public affairs.	os@ranumefterskole.dk +45 96664411
Head of International Department	Matthew Danaher	Responsible for schedule, classes and teachers – particularly in the international programme. Coordination of international contacts and networking, including international guest learners. Coordination of classes, tests and exams in the international programme.	md@ranumefterskole.dk +45 96664407
Head of Administration	Carl Bennison	Responsible for planning, schedule, classes and Efterskole-life and any changes in relation to the mentioned.	car@ranumefterskole.dk
Head of Danish Department	Steen M. Thomsen	Responsible for schedule, classes and teachers in the Danish department as well as support in relation to Dyslexia	smt@ranumefterskole.dk
Pedagogical Head	Peter Kristensen	Head for school nurses, pedagogical structure and contact, and challenges in relation to pedagogy- and/or wellbeing – including potential abuse issues. Chair of pedagogical team, in which pedagogical work across the houses and contact groups is coordinated. Coordination of evening and weekend supervision, individual support and inclusion.	pk@ranumefterskole.dk +45 96664471
Head of Technical Support Department	Jørn Kvist Nielsen	Responsible for service and maintenance of buildings. Management of staff members in service, cleaning and maintenance of the grounds. Management of key/lock system and alarms, as well as fire alarms.	jn@ranumefterskole.dk +45 96664433
Head of Kitchen Dep.	Jesper Kofoed	Responsible for the running of the kitchen, staff, planning of meals/food and hygiene control. Coordination of external PR events.	jlk@ranumefterskole.dk +45 96664420
Economy	Mie Sørensen	Head of Economy	<a href="mailto:mie@ranumefterskole.dk">mie@ranumefterskole.dk</a> +4596664403

## Practical information

### **Weekend, time off, bus service, sickness and visits**

**Journeys home may only take place when the schedule for the week is over.**

The school week normally ends Friday at 2.30pm. Learners returning to the school from a weekend or holiday away may do so between the hours of 6pm to 9.00pm on Sundays. Parents must inform the on-duty teacher if learners will come before or after these hours. Tel. +45 96 66 44 00. It is expected that learners returning to the school from a weekend or holiday away, will have had their dinner prior to their arrival Sunday evening. Learners must inform the on-duty teacher of his/her arrival upon arrival and fill in the weekend list.

**Weekend at the school:** The protocol for weekends is run via Skoleplan and deadline for signing in or out is Tuesdays at Noon. Parents/guardians will receive an email about the learner's choice Tuesday afternoon. After Tuesday, we stress that any unnecessary changes will be difficult to make, due to planning, activities and staff. **Parents/guardians have the responsibility for learners, when they are not at the school in weekends. Parents of learners, who visit other learners in weekends, are encouraged to make contact to the other home to check what the agreement is.**

**Efterskolebussen:** Ranum Efterskole College collaborates with the bus company 'Efterskolebussen'. This means that learners have the opportunity to buy cheaper bus tickets and travel home in relation to weekends and holidays (not mandatory staying weekends). This bus service runs to several destinations in Denmark. Learners must buy tickets via the APP, EFTERSKOLEBUSSEN. Via this app, parents can also deposit money into the account, for their child to use. If you have any questions in relation to the app, Efterskolebussen, please contact by telephone: +45 8619 0000

Download the app for info on times and prices and follow them on their facebook page: Efterskolebussen for latest updates. As an extra service for year 2020-2021, the school will offer a 50% discount on tickets for the long mandatory weekends and selected holidays.

The busses will be following a set plan with times and places. The school is not responsible for any expenses, which might occur on the basis of changes in booking, cancellations, accidents or delays. Baggage transport is your own responsibility. It is always the parents/guardians responsibility to arrange connections and pickups at the given arrival spot.

**Exemption from school hours in the schedule and/or in obligatory weekends** may only be granted under special circumstances e.g. emergency, hospital, special dentist, wedding, confirmation, family anniversaries or similar. **Exemption for holiday or other 'non-special occasions'** may result in economic sanctions towards the school from the Danish Government. These costs will be passed on to the learner/parents.

Please make sure all absence is registered in Skoleplan, remember to include evenings/nights. We contact the guardians no matter the time if there are any doubts of where the learners is staying.

**Sick at home:** If the learner is sick at home and unable to return to the school ready for the school week, parents must call the school's main telephone number +45 96 66 44 00 Sundays between 6pm and 9pm. When the learner in question is well again, parents should inform the school of arrival and the learner must register with the on-duty teacher upon return.

**Visits:** Visits to the school must be announced to the school. Guests pay 75 DKK per day for board and food. Guests will participate in the daily routines, practical assignments and must bring their own sheets and sleeping bag. Boys and girls sleep in separate rooms. The on-duty teacher is authorised to send any visitors home, if they do not comply with the rules of the school or arrive without any confirmed agreement with the school.

**Diet and kitchen:** It is a priority for us to serve a healthy and varied diet. Mealtimes are compulsory because they are central to the social life of the school, as they help to build and maintain strong social bonds within contact groups. We offer menus in which special considerations are made e.g. allergies, ethnical, cultural and so on. We strive to inform and guide our learners, particularly at the beginning of the school year, and we expect that learners take responsibility in terms of judging if the diet is in line with their needs. Special considerations are to be addressed directly to the kitchen team, preferably in writing and with recommendations for recipes etc. This must be done at the beginning of the school year.

## Economy

**School tuition is paid in 10 rates.** The first rate is due the 1<sup>st</sup> of July and the final rate is due 1st of May. December is a tuition free month. Deposit for the room, possible certificates and materials such as the book package for the international programme are included in the first rate.

**Financial aid in relation to travels:** Parents and learners who are economically strained may apply for funding from our REC pool. Application forms are to be retrieved from the office via mail [jj@ranumefterskole.dk](mailto:jj@ranumefterskole.dk) or telephone +45 96 66 44 00.

### **Room and key deposit 1.000 DKK.**

Learners are responsible for the room, furniture and cleaning equipment that are at their personal disposal during their stay at the school, and any damages/repairs are deducted from the deposit regardless of if the learner in question is the one responsible for the damages. Damages to shared furniture, bathroom, windows, panels, doors and locks are collectively deducted from all of the learners within that room. If the deposit is used prior to the end of the school year a new deposit will be charged. Unused deposits are reimbursed after the end of the school year. If the key is lost or left at home, you should contact the Head of Technical Support Jørn Nielsen at his office between 07.30-08.00. It is the learner's responsibility to have a key and it is also used to register for laundry and absence from common activities. A key replacement costs 100 DKK., which will be deducted from the deposit. Found keys are handed in at the office.

**Problems in relation to key are addressed to Jørn Nielsen, Head of Technical Support:** [jj@ranumefterskole.dk](mailto:jj@ranumefterskole.dk)

**Laundry rooms:** Learners can wash and dry their clothes in the school's laundry rooms. Each wash is 10 DKK and money for laundry can be deposited into their laundry account at the office. Washing and drying of clothes is at one's own risk.

**Learners and pocket money:** We recommend that learners acquire a **Mastercard Debit** and **'Rejsekortet' (Danish national travel card)**. If the learner in question is unable to administer a debit card, a special account can be opened via the school: **Reg. no. 9202, account no. 0000128562**. (Remember to write name and number of the learner concerned and possibly also the purpose for the money). The student bank is open according to office hours and on departure days prior to long weekends until 2pm.

**Termination of the stay:** If a learner/family considers a termination of the school stay, it is very important to inform us as soon as possible. The sooner we may engage in dialogue about any issues related to the stay the sooner we may find the solutions that will support positive changes. We are very flexible and we have the experience in supporting insecure learners. Please, do not make rash decisions, because it is our experience that if learners terminate their stay without any dialogue with the school, they regret their choice shortly after.

**Economy in the event of a termination of the stay:** Economy in the event of a termination of the stay: Regardless of whether the school or the pupil / family decides to withdraw, a fee of DKK 8,000 must be paid for terminating the Efterskole stay. The fee is considered a withdrawal period of 4 weeks

## Insurance and safety

**Insurance:** We recommend that you confer with your insurance company in relation to coverage of personal property such as laptops while the learner is staying at the school - also in relation to extreme sports. We recommend private insurance be taken if the learner is to participate in some of our more specialised activities such as diving, riding and so on. The school's collective insurance covers sports and activities offered.

**Travel insurance:** School insurance covers necessary travel insurance and is a supplement to the health card as well as the private insurance of the families. The school insurance does not, cover lost baggage. In case changes have occurred in relation to the learner's normal health, chronic illness or changes in prescriptive medicine, it may be necessary to seek a pre-authorization to travel from the insurance company. On Riskpoints webpage, the school's insurance company, parents can download a form to fill in necessary information from among other own Doctor. This information is used by Riskpoint to assess whether you can participate in the travel or not. If the insurance will not cover, it is important to seek advice from your private insurance company and maintain close

dialogue with the school. Should parents wish to send their child on the travel regardless, it is important to stress that parents have full financial responsibility.

For more information see; [underwriters@riskpoit.eu](mailto:underwriters@riskpoit.eu)

The school should always be contacted if a student has been admitted to a hospital or treated for serious illness within 3 months before traveling.

The school cannot be held responsible for deductible expenses for lack of insurance coverage. If there is any doubt that a student can participate safely in terms of health status, we recommend that the student not participate. The school does not handle private travel insurance cases for the family or the student. Since these are school trips, where both school fees, teacher salaries, tuition and self-payment are included in the total cost of the trip, it is very difficult to calculate the cost of a trip in a compensation case and a case processing of up to 6-8 weeks must be expected. If the learner has a unique condition or are being treated for an illness, it is the guardians' responsibility to make sure the learners have supplementary insurances. The school is not responsible for any expenses cost incurred by a lack of coverage. If there are any doubts on whether the learner can participate due to health, we recommend that the learner do not participate. We do not handle private insurance cases for the family or the learner. It is difficult to calculate the individual costs in relation to the travels in an action for damages due to the expenses related to wages, school tuition, and self-payment and therefore it is to be expected that processing the case may take up to 8 weeks.

**The school does not cover the loss of self-payment if the travel is cancelled due to, for example sickness.**

The school offers a collective insurance of self-payment for the price of 350 DKK that is to be paid with the first rate of self-payment for travels at the shop. Deposits to the collective insurance pool are not reimbursed. The compensation may never surpass the size of the collective pool and in case of compensation with multiple parties, the pool is shared evenly among all parties involved.

**Safety in relation to maritime activities:** The school has drafted safety instructions for sailing, surfing, kayaking, wakeboarding and canoeing. These instructions can be found on the school homepage and they comply with the regulations from the Danish Maritime Authority.

**Safety in relation to travel activities:** The school drafts security instructions for each profile- and culture travel before departure, and these are forwarded to learners and parents before the travel. All instructions can also be found on the school homepage.

## Cooperation between school and home

**Cooperation between school and home:** During different arrangements at school, we arrange school-home meetings. These meetings focus on the learner's academic and social development at the school. Throughout the year, the contact teacher will keep the home informed about the learner's personal development; however, it is also the homes responsibility to seek information from the contact teacher, Skoleplan and from the learner. In connection with planning future studies, it will be possible to meet with a student counsellor. It is not obligatory for the home to attend these meetings, but if there are issues, we hope that the family will show their support and that we can together solve any issues. For your ease, the meetings can be held over the phone or skype.

**Guardians can follow the learners grades, attendance and statements on Skoleplan**

Three times a year the learners are graded, notice will be provide at Skoleplan

**Study counselling:** Learners will be asked to make their choices in relation to further studies during the spring. We have student counsellors collaborating with learners and home. During the winter term, you will be able to book conversations with student councillors if you need clarification on matters related to making these choices. The schedule for these appointments/weekends will be announced in the year calendar

**Transition programmes:** Learners in 10<sup>th</sup> grade have the opportunity to try their choices of further study. For the Danish learners, it is obligatory, while it is optional for the international learners. If you wish to participate in the

transition programmes, we advise you to contact management and student counsellors. Deadline for choosing a transition programme is the 1<sup>st</sup> of June.

**Family weekends and events during the school year:** The first event falls on the 4th of September, and guests are welcome to participate in the annual Vilsted Lake Run. Guests may arrive Friday after lessons. Saturday is usually booked for profile subject activities, scheduled conversations and social activities. The second family weekend is 4<sup>th</sup> of December and is combined with our Performance event and Christmas market. During this weekend, you will be informed of the coming culture subject travels. On the 20<sup>th</sup> of Feb., parents will have the opportunity to come and hear more about the many Culture travels and experiences our learners have had during these. Invitations, registrations and general information in relation to these weekends will be published via **Skoleplan 3-4** weeks prior to the event.

**Parents committee and collaboration with Student Party Committee (SPC):**

Parents are encouraged to form a voluntary parents committee that may be of assistance in difficult pedagogical situations with dialogue and reflection. The parents committee is encouraged to collaborate closely with the SPC in relation to arranging 4-5 parties for the learners during the school year. We have over the years developed and tested this concept in order to create a safe framework for the learners to have their parties in. The school will support and guide parents in relation to securing safe and great experiences in relation to these parties, but the school has no part in or responsibility for the parties. The parties are held outside of school grounds and they are optional. The first meeting in the voluntary committee is held Sunday at 6pm after the first long weekend – the school will be hosting a dinner in relation to this and former members will participate in order to pass on their experiences.

**Vaccinations:** It is the responsibility of parents/guardians that the learner in question is covered by the required vaccinations in relation to our travels. The vaccinations can be done privately or via a reference from the school. The school will inform learners and parents of required vaccinations in coherence with recommendations from the Danish SSI under the Ministry of Health prior to the trips. The school does not cover expenses in relation to vaccinations, medicine or transport related to having these vaccinations.

**School year calendar:**

At the beginning of the school year, learners will be given a school year calendar. Any changes in the school year calendar will be communicated via Skoleplan. The school year calendar shows which weekends are stay-at-school weekends/days and which weekends we encourage learners to go home, visit their host families and/or friends, as well as when we have events, travels, tests or parent conversations. The dates for the travels might crossover the weekend before- and after.

**School Curriculum Plan:** School activities and lessons are described in the school curriculum plan for the year. This is obviously very extensive and is therefore not printed, but only available on our Danish homepage [www.ranumefterskole.dk](http://www.ranumefterskole.dk). The school curriculum plan is subject to change during the school year.

**Inclusion**

At Ranum Efterskole College, we offer Inclusion, meaning we offer extra support for the learners who experience challenges in regards to our academic programme. Inclusion is devised in cooperation between teachers and the pedagogical management and is integrated in the daily schedule. It is important that cooperation regarding inclusion is started as fast as possible therefore, if you think it is an offer you would like to take advantage of, please contact the pedagogical department leader

**Friends of Ranum Efterskole College (Ranum Efterskoles Venner):** The purpose of this association is to create a forum for all who have some connection to Ranum Efterskole College. The articles of association for this forum are to be found on our Danish homepage [www.ranumefterskole.dk/efterskolen](http://www.ranumefterskole.dk/efterskolen). The association is an umbrella organisation with 2 parents- and 2 learners from previous and current school year, as well as the Principal of the school. Membership is free. Events and activities are announced via school homepages and Facebook pages. The voluntary parents committee and the former parents committee are formally organised under the association 'Friends of Ranum Efterskole College'.

**Activities included under the association:** Reunions. Annual General Meetings, which are held in relation to the last parents weekend in the Spring and the first parents weekend in the Autumn.

**Ranum Efterskole College's Constituency:**

The Constituency of Ranum Efterskole College is an association that elects the Board of the school.

Membership of the constituency is acquired via request to the Chair of the Board via email:

[info@ranumefterskole.dk](mailto:info@ranumefterskole.dk)

## Bedding agreement – rent & wash

If you wish to rent bedding for the school year 2020-21, the learners have the possibility to rent a duvet, pillow and mattress protector for a full year – 42 weeks.

Incl. cleaning at the end of the year and/or	DKK 600,00
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Linen packaged with bedsheet, pillow- and duvet cover Wash every 2nd week	DKK 975,00
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Total	DKK 1.575,00
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The learners have to hand in the linen in a washing bag and have to get a new set at the dispense at the depot

Replacement of lost or destroyed linen 100/200DKK per part and bedding per pillow/duvet 200/500DKK

All prices are incl. taxes

The rented linen/bedding will be placed on the learner's bed on the first day of school.

To order and pay for the bedding packages go to our shop: <http://shop.ranumefterskole.dk/en/home/>

If you have any questions please contact our technical leader Jørn Kvist Nielsen. Email: [jn@ranumefterskole.dk](mailto:jn@ranumefterskole.dk)

## Choice of Profile- & Culture subjects

At Ranum Efterskole College, we divide the school year in three periods. In the 1st period we have the 1st profile subject, in the 2nd period we have the culture subject and in the 3rd period we have the 2nd profile subject. You can read more about the subjects at the homepage.

### Choosing profile- & culture subjects

At the end of each period, we have a travel as a completion of the subject. The process for choosing and confirming the profile- & culture subjects always starts with a democratic process where the learners can choose their priorities. Based on the learner's priorities we decide which subjects they can choose from. There will be a few subjects, which will have a limited amount of seats. If a subject with limitations receives more interest than possible, the school will try to form another subject with similar content or the school will help the learners make a reasoned choice regarding reselection.

**\*Choice and confirmation of the subjects have to be made at [shop.ranumefterskole.dk](http://shop.ranumefterskole.dk)**

1. Period: Profile subject	30th of May 6th of June	Shop opens Shop closes
2. Period: Culture subject	September	Shop opens
3. Period: Profile subject	December	Shop opens

### Economy & choosing profile- & culture subjects:

There will be a self-payment on some of the subjects, but in each period, we try to create subjects without self-payment, however, they are sadly not always chosen by the learners. For your ease, we have already set the dates and time for when the shop opens in each of the 3 periods. This way everyone will have an equal opportunity to go the shop when it opens and get a seat for the learner's first priority. The official period for choosing the subject lasts around 1 week. If you do not manage to go to the shop within this period, you cannot expect that there are still seats available on all subjects.

**Changing subjects:** After the official choosing period is over, it is not possible to change subjects, and therefore it is VERY important that the subject be chosen based on interests and not on friendships etc. In case a change of subject is necessary, the learner has to cover the schools expenses in relation to the travel e.g. flight tickets, accommodation etc.

**More information:** You can find last year's profile- & culture subject catalogues on the homepage. They can provide an overview of which subjects there is to choose from and the price range of the subjects. This school year we will only be using the homepage.

\*Learners with our Host package, AFS-programme or learners that receives extra government funding or school funding, must have a parent or guardian write to [valgtag@ranumefterskole.dk](mailto:valgtag@ranumefterskole.dk) within the deadline to ensure the same selection possibilities as the rest of the learners. If a parent or guardian does not contact the school within the deadline, the learner cannot expect that there are still places available on all subjects.

## 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 sent 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.

The laptop must be switched off from 11PM-7AM. The laptop must be off (not standby), when not in use by the learner. The school is not responsible for- nor will rectify any errors caused by hardware or programmes on the learner's laptop.

**Username & Password:** Each learner will be given a username and password to the network at the school. Username and password are personal and may therefore not be forwarded to any third parties – including other learners.

**Programmes:** If the learner does not have any text processing and spreadsheet programmes installed on his/her laptop, the school offers a license for the full Office Package and anti-virus programme, which will last during the stay.

**WIFI:** All rooms in the school have WIFI, and all learners have access once validated with a username and password. In order to have access to the wireless net, the computer name should be changed to Student no. + First name e.g. Anders Vestergaard has learner no. 102, so the new computer name should be 102Anders. The wireless net is encrypted, and our system uses WPA2/AES encryption technologies. This demands following of the laptops: The laptop must run a minimum of Windows 7 with Service Pack 3. Apple MAC must run the latest version of MAC OS X. The wireless card in the laptop must be able to run with a WPA2/AES encryption and approval (not to be confused with WPA-PSK encryption). The laptop must at all times be installed with an updated anti-virus programme.

**Liability and insurance:** The school's insurance does not cover any damages to laptops, loss of data, theft or the like, just as the school is not responsible for such acts if they happen during your stay at the school. The school is not responsible for any damages, loss of data or theft caused by third parties, including other learners. The school recommends that the learner have an insurance that covers above-mentioned scenarios whilst staying at the school.

## **Legislation and School Ethics**

**Legislation:** It is a given that learners comply with Danish legislation on the use of IT while staying at the school. Please see <http://www.stil.dk/Service/English> for more information.

It is given that learners comply with legislation on copyright while staying at the school. This means that learners may not download or copy images, music, film or other material without consent from the copyright owner/handler.

## **Photo-bank and use of photos**

**Danish legislation:** In accordance with Danish legislation on the protection of personal information, it is not allowed to share or publish photos on the internet, in which other people are recognisable without their consent. As the photographer has copyrights, he/she will also have to give consent prior to sharing or publishing the photos in question.

**Use of photos on the school server:** The learner understands and accepts that photos uploaded to the school server by others than the school, may not be used without a written consent from both photographer and the individuals on the photograph.

**The school's photo-bank:** The school has a photo-bank on its internal network to which the school can upload photos. Certain parts of the photo-bank are available to both the school and learners. Before any photos are made available to learners, the school will make an assessment of whether or not legislation is complied with.

## **The school's use of photos**

By signing this declaration, the learner allows the school to use photos and videos in which the learner is recognisable for commercial purposes.

Furthermore, the learner allows the school to upload photos in which the learner is displayed, into the photo-bank, which is available to other learners and teachers.

**Access and demurrer**

The learner will at all times have the right to have access and demurrer in relation to the personal information about him/herself. This means that the learner at all times is able to withdraw his/her consent in relation to school registration and use of photos. The learner will also have the right to be informed of what personal information the school has registered about the learner in question, if the learner requests it.

The learner also has the right to demurrer against registration and use of personal information, and in extension, the right to have wrong or misleading information amended.

**IT-safety & registration:** To ensure the safety of both yours and the schools IT-safety the school uses a special safety software, which analyses the traffic at the schools network. The software makes it possible for our IT-department to have an overview of active TCP/IP protocols, browsers, MAC addresses, machine numbers, URL addresses and so forth, to avoid malware on yours and the schools equipment. The learner accepts that the school may log activities on the school's network if there is a substantiate suspicion of violation of legislation or school's ethical rules. The learner accepts that the school is entitled to do this, without prior notice to the learner, and that you will assist the school in an investigation.

**Sanctions: Notification of parents**

If the school is made aware of any violations of legislation or school's ethical rules, the school may choose to notify parents. The school may choose to confiscate access to the school's network or forbid the use of IT-equipment for learners, who violate legislation or school's ethical rules. In the period of these sanctions, it will be determined between the school and parents if the IT-equipment is to be stored at home or at the school for the duration of the sanctions.

**Police report:** In the case of particularly abusive or illegal violations, the school may choose to report the case to the police, relevant authorities and others.

## Year plan

8th August	1st day of school
4th September	Family Day / Vilsted Søløb
Week 38/39	Telephone conference with contact teacher
Week 46	Assessment grades (at Skoleplan)
25th November	Parent-teacher conference
4th December	Culture and Family Day
20th February	Culture subject day + KTG conference
Week 16/17	Telephone conference with contact teacher
Week 18	Year grades (at Skoleplan)
19th June	Family Dinner (Possibility to pick up students belongings)
25th June	Graduation

## Checklist – what to bring

<b>Laptop with word/excel or other similar programmes</b>	
2 pcs. Extension cords for your room and school bag	
<b>School bag: (REC backpack - optional)</b>	
1 pencil case	
1 ruler and 1 protractor	
1 TEXAS TI-nspire CX non-cas calculator or similar (can be leased or bought at the school)	
1 compass	
<b>For the room/studio</b>	
1 mattress topper 80cm*200cm	
1 pillow and duvet (can be rented from the school)	
2 sets of bedlinen and sheets (can be rented from the school)	
1 bedcover	
1 laundry basket	
1 tea towel	
1 Bed roller	
Padlock for the closet approx. 4 mm in diameter	
1 cup/mug and cutlery for the room	
<b>Personal:</b>	
Passport (to be handed in at the office on your first day of school)	
Health insurance cards (yellow and blue, and vaccinations card), stored by the learner	
3-4 towels and flannel	
Toilet bag	
Swim wear	
Windbreaker, warm clothes and the like	
Practical shoes and wellies	
Indoor/outdoor trainers	
Rain clothes	
Indoor/outdoor training clothes	
Clothes for practical purposes/cleaning	
Optional: Bike + bike helmet <b>Remember to put your name and student no. on your items</b>	

NB! This is a standard checklist, and you should expect additional expenses/shopping in relation to gear in profile subjects and travels (sleeping bag, backpacks or the like).

We recommend that you borrow the necessary gear or buy quality 2<sup>nd</sup> hand rather than new and cheap.