

## STUDY AND CODE OF CONDUCT REGULATIONS FOR HIMMERLAND BUSINESS AND UPPER SECONDARY EDUCATION

The school should be a pleasant place for everyone – including students, teachers, and all other staff. Therefore, we all have a responsibility to contribute to a welcoming environment, ensuring that everyone can feel included, thrive, and gain the best possible benefit from the teaching.

The school forms the framework for a positive community where we respect one another, behave responsibly, show consideration, demonstrate generally good behavior, and use language and conduct that is not noisy, offensive, provocative, or threatening to others.

**Equality and mutual respect are key values.** There is room for everyone. All individuals are treated – and treat others – with equality and respect, regardless of gender, religion, sexuality, ethnicity, political beliefs, or other personal characteristics. Everyone is equally valuable – and everyone should be able to move around safely both during and outside school hours, free from discrimination.

The school has developed an anti-bullying strategy that you must familiarize yourself with. You can find it on the school's website under “About the School” – “Policies and Statutes”.

Information provided to or entrusted to the school is handled responsibly and with respect for your privacy and integrity, and in accordance with applicable legislation. We expect you to also respect the privacy and integrity of other students, teachers, and staff – even outside school hours.

These study and conduct rules must be observed by all and are intended to ensure a safe and attractive environment.

### Teaching

You are considered an active student, which means that:

- you are required to attend and arrive punctually for your lessons
- you submit your assignments on time
- you are prepared and participate actively in teaching, including virtual classes or excursions. In virtual teaching, you must follow the teacher's instructions regarding the use of camera, microphone, and sound
- you participate actively in mock exams, annual exams, and other internal tests and the like
- you only use mobile phones and other electronic devices in class with the teacher's approval
- plagiarism, cheating, and other dishonest conduct are not accepted. Plagiarism, cheating, or any conduct that may prevent or obstruct you or your classmates from completing your/their education is considered a particularly serious breach of the code of conduct
- all absences are registered as absence, except for student council work, civic duties, representation on the school board, or military conscription. In cases of long-term illness or exemption from teaching and/or exams due to health reasons, the school may require a medical certificate or a sworn statement signed by your parents or guardian
- on the day of your absence, you must register it between 7:30 and 8:00 a.m. in the student administration system, including the reason for your absence. It is your responsibility to catch up on missed lessons. If you have a training agreement, you must also notify your employer unless you have agreed otherwise
- you are required to attend scheduled meetings. Failure to appear without a valid reason is considered an aggravating circumstance, which may automatically lead to the next step, including potential expulsion
- you contribute to ensuring that classrooms are ready for the next group by:
  - tidying up so that no paper, trash, or similar is left behind
  - closing windows and turning off the lights
  - putting up chairs after the last lesson in the room

### **Communication between you, the school, and possibly your employer**

- A large part of the school's communication takes place through the digital systems you use in class, as well as via e-Boks, email, and telephone. It is your responsibility to regularly check these channels and to keep your contact information up to date in the systems used.
- If you are under 18, your parents or guardians may be invited to relevant meetings and conversations. They will also be informed of matters relevant to your continued education, such as warnings due to breaches of the code of conduct.
- If you are an EUD or EUX student and have a training agreement, your employer will be informed of any issues we are legally required to report, including matters that may affect your education such as absence or breaches of the code of conduct.

### **General Study Environment**

- You must present and, upon request, hand over your student ID or other identification when asked by school staff.
- You must treat the school's buildings, furnishings, and equipment (including materials and books) with care and respect.
- Gambling – both physical and digital – is prohibited at all times on school premises. Gambling is considered undesirable as it creates a negative study environment and may have serious personal consequences, such as debt, anxiety, and gambling addiction.
- You may not use roller skates, Segways, scooters, or similar indoors unless explicitly permitted.
- You must clean up after yourself – both in the classroom and in common areas.
- Food and drinks must be consumed in the cafeteria or communal areas, not in classrooms.
- Dishes and utensils must not be removed from the cafeteria area.
- Traffic laws apply throughout the entire school area.
- Bicycles, motorcycles, mopeds, and cars must be parked in designated areas.

### **Smoking and Intoxicants**

- The school campus is smoke-free at all times unless the school has explicitly designated special smoking areas. This includes e-cigarettes, snuff, chewing tobacco, and similar products.
- There is a smoke-free school time from 7:45 a.m. to 4:00 p.m. During this period, students, course participants, guests, and staff may not smoke or use e-cigarettes, snuff, chewing tobacco, or similar – even during breaks and even off school premises.
- It is prohibited to bring, consume, or distribute beer, wine, spirits, or other intoxicants on school premises or in school housing/vocational dorms. You must not attend school under the influence of alcohol or other intoxicants. This also applies to excursions and study trips that are part of your education.
- The school reserves the right to request a test for alcohol or drug use. Refusal to take the test will be treated as a positive result.
- At official student parties and special events, alcohol may be served (beer, wine, etc.) and smoking permitted in designated areas – but only after clear, prior approval by a school manager. Regardless of what is stated in this code of conduct, you are required to loyally follow the specific instructions given by school staff to maintain order – whether the instructions are oral or written.

### **Consequences of Violating the School's Code of Conduct**

- If you do not comply with the code of conduct or commit criminal acts, you may be held liable for damages.
- The school may also hold you financially responsible for damages or destruction caused intentionally or through gross negligence.
- If rules regarding the use of personal electronic devices (such as laptops or mobile phones) are not followed, the equipment may be confiscated and returned later. The head of school may also prohibit the use or possession of specific private items, such as mobile phones.
- In the case of violations of the code of conduct, the school may issue a verbal or written pedagogical warning, the head may issue a written warning, exclude you from events or activities,

temporarily suspend you from classes, decide not to let you take exams that year, and/or expel you.

- For very serious or repeated violations, you may be denied access to the school while a case is being investigated, required to sit exams regardless of subject selection, transferred to another school, or permanently expelled.
- If you are absent at critical times, the head may exclude you from the remainder of the course and/or subject.
- Pedagogical interventions, written warnings, and other sanctions may be conditional — for example, requiring that no further violations occur, that you correct specific issues, that you actively reconcile with the person you have wronged, and/or that you participate in mediation.
- Decisions about progression to the next grade level or denial thereof are made in accordance with applicable legislation or regulations from the Ministry of Education.
- Written complaints about a sanction decision made by the school's head must be submitted within two weeks. Filing a complaint does not nullify the decision while it is being reviewed.

### **Policy for the Storage and Processing of Personal Data**

In general, we only process personal data for specific purposes and based on legitimate interests. We only handle personal data that is relevant and necessary to fulfill the stated purposes.

All employees at Himmerland Business and Upper Secondary Education have received instructions that include the rules they are contractually obligated to follow regarding the storage and processing of personal data. When using external assistance, a confidentiality agreement and data processing agreement must be in place.

Data is stored securely and only for as long as necessary for case processing or as required by law.

You can find the school's full data policy on the website under "About the School" – "Policies and Statutes".

### **Consent Statement Regarding Substance Use**

As long as you are enrolled at Himmerland Business and Upper Secondary Education, you hereby give your consent to be tested for substance use.

If a test confirms substance use, you also give consent for the school to share the test results with the local municipal substance abuse services and to receive feedback regarding test results, assessment interviews, and any subsequent treatment or follow-up.

The substance abuse department will receive a copy of this signed code of conduct as documentation that your consent was obtained. At the school, this information will only be accessible to the head of school and the student coach and will be stored only for as long as you remain enrolled.

If you wish to withdraw your consent, you must do so by email to [gdpr@heguddannelser.dk](mailto:gdpr@heguddannelser.dk) or by sending a signed letter. **Please note:** withdrawal of this consent will result in termination of your enrollment.

You must confirm in the Studie+ system that you have been informed about the rules on academic activity, the study and conduct regulations, and the anti-bullying strategy. You must also confirm that you are aware of the school's data policy, including the processing of your personal information. (For students under 18, this confirmation and consent is provided by a parent/guardian.)