



BIBELSKOLE

PART 3 - Rules of conduct

With authority of the Educational Law § 3-7.

1. PURPOSE

The purpose with the rules of conduct is to contribute to a good partnership, well-being, and a shared responsibility for a good working environment. This set of regulations will work as an important element in the development of social interaction, and for constructing a positive relation between the students, and between the students and the teachers. The regulations are there to contribute to a good order and a safe environment within the working area, as well as making place for a good learning environment.

2. SCOPE

This set of rules is for all the students at the bible school, and for the purpose of secondees, and other visitors, who are using the localities of the bible school.

3. RIGHTS AND DUTIES

a) In a cooperation with the class, and the teachers of the class, the students have a right to participate in:

- Constructing a good working and learning environment within the class.

b) If the student is having academic, personal or social disabilities that will affect the training, the student has a right to receive help into finding his or her place.

c) The students have a right and a duty to make a Student Council, cf. § 11-6 in the education act. The student council has the access to use specific boards for their purposes.

d) Through representatives from the student council, the students have a right to mention things that are not working in a satisfying way. i.e:

- Broken or poor equipment used within training.
- Bad learning- and/ or class environment
- Not following the curriculum

e) The students have to take good care of and respect the equipment and study material that the bible school has made available for them. I.e. furniture, books, computers and technical equipment, instruments, photo-/ filming-equipment, and likewise. As soon as possible, they have to let the school office know if something is broken or missing.

f) The student will be on time for both educational purposes and for any other arrangements.

g) The bible school is not responsible for any private property that the students might be storing in the localities of the school. The bible school do not have an insurance arrangement, and cannot replace lost or broken equipment. We have a small amount of lockers available at the premises of the bible school. To ensure that the lockers are locked, the students have to bring their own padlock.



BIBELSKOLE

4. WORKING AND LEARNING ENVIRONMENT

A good working and learning environment is fundamental for a good education.

Creating a good environment, characterized by emphasizing engagement, active participation, and finding good ways to cooperate. These things are highly important components for everybody connected to this school. Showing respect and a shared responsibility is important. Also preventing behavior having a negative impact on the environment.

- a) Everybody is being polite, and we will treat each other with respect. Everybody contributes in making the school into a place where all of us are feeling welcome and wanted. This will be expressed by encouraging and supporting one another.
- b) We believe that order and tidiness at the premises we are using, helps increasing the well-being for everyone. This means that we all have a responsibility cleaning up after ourselves, like picking up pieces of paper on the floor, bringing used coffee cups and cutlery in general, to the pointed out areas within the café.
- c) Mobile phones are to be turned off or to be put on silent mode. They are not to be used during the lessons.
- d) Respecting the teacher with being on time. Important: when is the appropriate time to ask a question? It is important to wait until the teacher has an opening in his or her session. This might vary from one teacher to the next. Another thing, which is important, is not leaving the class in the middle of a session to go to the office asking questions.
- e) Eating food in the classroom is not allowed. Drinking is permitted, but it needs to be a bottle with a cork, or a cup with a closed lid. When the day is over, no bottles or cups are to be left inside the classroom.

5. ATTENDANCE AND ABSENCE

Annual teaching time is from 9:00 a.m. to 14:30 p.m, Monday, Wednesday and Thursday. Tuesdays the school day ends at 13:40 p.m.

The door will be closed after 2 minutes during the first lesson. If you're not in the classroom before the door is closed, you will get marked for absence for the whole lesson. If the absence last for more than 3 days, the student must produce a special notice. (i.e. A doctor's notice.) The student is responsible for keeping track of his or her absence, and must along with the bible school staff, control that the absence is correct.

Invalid absence exceeding 20 days may cause you to be expelled.

Excerpted from the regulation of the Private School Act § 13: (Also applies for schools under the Law of Adult Education, chapter 4) "In secondary schools, the absence of more than 20 school days within an educational year, will not be accepted, cf. § 15 second joint. Absence from singular lessons must be added up to whole days. *Absence caused by illness having been attested by a doctor, will not be marked as absence, according to this provision.*



BIBELSKOLE

6. COMPUTER USE

Internet is not to be used for blameworthy purposes. Including distribution of demeaning messages or material. Lack of observance according to the regulations under this particular item, may cause the student losing his or her right to use a computer.

7. DRUGS AND/ OR ALCOHOL

We do not allow use, or storage of drugs and/ or alcohol at the Bible School, Primary School, or at the church's premises. We have a zero tolerance when it comes to being affected by substances. If this happens, it means that the student will be dismissed from school. Cf. regul. nbr 9.

By suspicion of abusing substances, the school is allowed to demand a documentation from the student, stating that substances are not affecting him or her.

8. SMOKING

Smoking is not permitted at the premises.

9. REACTIONS ACCORDING TO BREAKING RULES

Breaking these regulations may result in reactions toward the student in ways like:

- Prosecution by one of the school's staff
- Exclusion from the class/ group for the rest of the lesson, according to what the teacher decides.
- Exclusion from school the rest of that particular day, according to what the principal or the inspector decides.

By serious violation of the regulations, or if negative behavior will not get better, special reactions can or will be implemented.

This includes:

- Expulsion for 5 days, according to what the principal decides, after priory discussing it with the staff. Within the 5 days of being expelled, there will be conducted a conversation including the Principal, the student having been expelled, and possibly a professional. That is if the expulsion is caused by testing positively on a urine-test. This is to decide if the student is going to be re-accepted.
- Expulsion the rest of the educational year according to regul. § 3-8. This might cause the student losing his or her rights, according to § 3-1 within the same law.

The measures are to be put into the records.

10. REACTIONS IF THE CHOOOL FEE IS NOT PAID.



BIBELSKOLE

If the educational fee is not paid, it might lead to the student losing his or her spot, and the missing amount will be sent to a collecting agency, after we have given the student a reminder. This is also the case if the student has failed to pay after making a special agreement.

11. PROCEEDINGS

The student has a right to make a statement before the school decides whether the student is to be expelled.

When it comes to insight, and complaining a decision, regarding the right to view personal documents and complaining a decision or a verdict, this according to the Administration Act, chapt. IV – VI.

The educational office of the State is the Appellate authority when it comes to decisions according to losing one's right to secondary education. The County Governor is the complaining instance for the regulations

Approved by the board at OKS Bible School.

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