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Student handbook

Elverum Folkehøgskule



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1 AVTALE

The student manual is regarded as a contract between the student and Elverum Folkehøgskule, with the preparation of rules and procedures. Upon signing, the student confirms to have understood the contents of the agreement.

2 DANNING

2.1 WHAT DO YOU LEARN AT ELVERUM FOLK HIGH SCHOOL?

In meeting other people, we want to give you the opportunity to learn from others in the same way that they will learn from you. We want you to develop both yourself and your talents in a way that also strengthens the community, such that you can be confident in yourself and can take part in society in many ways. Getting a trade, caring about others in the community, becoming involved with voluntary organisations, taking part in our society's democratic system are all things that give you a meaningful life. It's also about getting a fuller life through taking part in cultural activities with music, theatre and sports. Through discussion within and out with the subjects, we will explore the challenges of life - faith and philosophy.

We want to make you ecologically aware by looking at how our lifestyles impact on our environment. All this we call education.

Education is also about mastering everyday chores like laundry, cooking, cleaning, managing personal finances and much more. This general education process occurs not only through the challenges you will meet in our subjects, but also through student evenings, morning assemblies, programme evenings, community living in the dormitory, kitchen service, study tours and, not least, in conversations and fellowship with others: both students and staff.

3 ROUTINES

3.1 ORDER AND HOUSE RULES

3.1.1 DRUGS

Use and possession of hashish and other narcotic substances is prohibited while you are a student at Elverum Folkehøgskule. If suspected of using or storing drugs, the school will require a urine sample. In this case, the student is obliged to complete the test. Violation of the rule will usually lead to temporary expulsion. In case of recurrence; Expulsion. The disciplinary committee decides this.

3.1.2 ALCOHOL

It is prohibited to use, **store** or be under the influence of alcohol on the school campus. On study trips, for professional purposes or special events, the school's administration may grant a dispensation from the alcohol rule. Violation of Norwegian law by consuming alcohol in public areas, for example the immediate surroundings of school campus, will not be tolerated. Violations of this rule will usually result in warning. In case of recurrence; temporary expulsion at own cost, or expulsion. The disciplinary committee will decide in these cases.

3.1.3 NEGATIVE REPUTATION

Behavior which will damage the school's reputation will not be tolerated. This also applies outside the school campus. Violations of this rule will usually result in warning. In case of recurrence; temporary expulsion at own cost, or expulsion. The disciplinary committee will decide in these cases.

3.1.4 CLOSING TIMES

The school's dormitory is the student's home and part of the school's social educational arena. The students are responsible for locking their own dormitory and room

The main building and classrooms are locked at 16.00 or by appointment. The key chip gives students access until 23.00

3.1.5 EVENING

After 23.00 it shall be quiet, both in the dormitory and on campus.

3.1.6 SMOKING

Smoking is only allowed at designated areas by the buildings Mikkellbu and Sørigaard.

3.1.7 CLEANLINESS AND TIDINESS

Everyone shall contribute to keeping the campus tidy. In dormitories the students have responsibility for housekeeping in their own rooms and common areas. Instructions for this will be provided by the teacher and the dormitory manager.

3.1.7.1 ROOM

- The student is responsible for cleaning and maintaining their own room. Rooms must be washed Tuesday and Friday, or by appointment. This is to satisfy hygiene and fire protection requirements.
 - The student must be present during room inspection. The dorm-teacher checks order in drawers and cabinets, as well as washing the room. Unapproved washing will provide absence.
 - Keep your room tidy. Fire regulations in dormitory buildings demand that the rooms are in good order.
 - Ask for permission when hanging up pictures. Do not use nails, screws and stickers, but Blu-Tack.
1. The student is responsible for the room and fixtures. The dormitory manager and janitor are required inspect each room once a week to ensure that everything is in order. All changes in the rooms must be clarified and approved by the dormitory manager. Cabinets and fixtures are checked to prevent fire.

- Lights must be switched off and the windows closed when you are not in the room.
- The attached hooks must be used when the window is open.
- The student is responsible for locking his/her room and dormitory.
- All waste must be sorted
- If the scheduled cleaning of the student room and common areas bare for Christmas and the end of the school year are not approved, professional cleaners will be used, and the expenses will be payed by the student.

3.1.7.2 COMMON AREAS

The dormitories are an important part of the schools' educational environment and programme. It will also be the student's home for the school year. Regular cleaning is required both for hygienic purposes and for general well-being.

- For fire safety purposes the dormitories shall be kept tidy.
- The hallways, stairs, common bathrooms and showers are cleaned according to rotas provided by the dorm-teacher.
- General cleanliness and tidiness are inspected at 07.00 Monday to Friday, and at 13.30 Saturdays. On Sunday there is no cleaning.
- The student must be present during the inspection of the common areas. If the inspection is not approved, it will result in absence.
- The students are responsible for household goods at the school. If you damage the school's property you must give notice and be prepared to compensate the damages.

3.1.8 FIRE SAFETY

- All use of open flame are prohibited in the dormitories
- All use of electrical apparatus (TV, water boilers, shoe dryer etc.) must be approved by the janitor

3.1.9 FIRE INSTRUCTIONS

Every student are required to familiarize themselves with escape routes, emergency exits, placement of fire extinguishers and how to operate them.

IN CASE OF FIRE ALARM:

- Close all windows and doors.

- Leave the building immediately. If someone nearby requires help, for example people with physical impairments, you must also help them.

IN CASE OF FIRE:

ALERT

Others to the situation. If the fire alarm is activated, the alerting has been handled. If not: use the manual fire alarm. The fire department is alerted by phone: 110.

SAVE

Those that require help. Rescuing shall be attempted in such a degree where it does not pose a threat to your own, or others safety and wellbeing.

EXTINGUISH

The fire if you deem it possible with your available equipment. If not: Close windows and doors. Leave the building. No one can enter the building without approval by designated employee in charge or the fire department.

GO TO THE MEETING POINT

In front of the bus garage.

EMERGENCY NUMBER FOR THE FIRE DEPARTMENT: 110

3.2 ATTENDANCE AND ABSENTEEISM

All parts of the school's programme and education have mandatory attendance. You are expected to meet on time.

- If a student has more than 10% unapproved absence during the school year, he or she will as a rule not be entitled to change loans for education grants based on completed training.

In cases of illness the student will attend Word For Today and inform the dormitory manager, the teacher responsible for Word For Today, and his/her own course teacher. A self-certification form must be filled and sent electronically to the inspector.

Forms for self-certification are available on Teams.

3.2.1 VALID, APPROVED AND INVALID ABSENCE

- a) **VALID** absences like weddings, special birthdays in the students close family, funerals, doctor's appointments, etc. This absence will be registered don the final diploma, but the students can document this by enclosing copies of the leave application, sick note from the doctor, etc.
- b) **APPROVED** absences are absences that can be documented as work as a electoral representative, political work, work for organizations like red cross, statutory attendance, representation in event at national or international level, eg. Sports or culture, and up till two days for religious holidays that are not part of the Norwegian Church, This absence does not appear on your final diploma.
- c) **INVALID** absences are absences that are not covered by a) or b) and will appear on your final diploma.

3.3 PRACITCAL WORK

All students take part in practical work, normally one week during the school year. Here you have an introduction to some cooking, washing, cleaning and janitorial duties. This is part of the learning programme and the concept of the Folk High School. The dormitory manager administers this in collaboration with the Operations Manager, the teachers in the house group and supervising teacher. The dormitory manager presents a plan for this work.

4 VISITS

- The student must have permission for the visit from the dormitory manager in advance
- The student receiving the visitor is to be considered a host, and is as such responsible for the guest – also financially
- School rules also apply to the guests
- The guest must be introduced to the supervising teacher
- Guests spend the night in their own rooms as agreed with the supervising teacher
- The guests must pay for their meals and will be invoiced for the nights stayed, according to the applicable rates

- Settlement shall be made between the student and the secretary. If the guests leave outside office hours the settlement shall be made with the supervising teacher.
- The dormitory area is a private area for the school's staff and students.

5 PAYMENT OF TUITION FEES

Tuition fees must be paid according to the payment plan. In case of delayed payment, reminder fees of NOK 75 will be charged. In the event of missing payment, the student may be temporarily expelled, at own expense, until payment is ajour.

If a student chooses to quit/must end during the school year, the student shall pay for 6 weeks effective from the agreed end date. Tickets, equipment, experiences and the like that have already been booked are expensed the student.

6 ROUTINES WHEN TRAVELING

6.1 SCHOOL EXCURSIONS

The student is part of an organized study trip at Elverum Folk High School. All activity outside the programme shall be agreed with the course teacher, and thereby there is no opportunity to participate in activities such as bungee jumping, skydiving etc. It is the student's responsibility to be on time for appointments and transport. If you come too late, you will be expected to cover any transportation costs incurred yourself. The school's program for the trip is mandatory. Absence from the study tour program is recorded as absence from teaching. Upon violation of the school's rules, the student will be sent home at his/her own expense. This will be determined by the course teacher and principal.

6.2 SECURITY

You are obliged to follow the guidelines on the study trip that the school and the teacher (s) propose. When using all modes of transport, the safety equipment which is installed and available must be used. This applies to seat belts in cars and buses, life jackets when traveling in boats, canoes etc, and use of helmets when they are required, such as when skiing/snowboarding.

6.3 RENTAL OF MOTORIZED MEANS OF TRANSPORT

It is not possible to rent a car, scooter, motorcycle, Segway, electric bicycle, all-terrain-vehicle etc. outside the school's programme. The reason for this clarification of the rules is to prevent injuries and accidents.

6.4 TRAVEL DOCUMENTS

The student is obliged to have travel insurance, a European health insurance card and a valid passport.

7 CONSEQUENCES OF RULE VIOLATION

Rule violation will normally be handled by the Disciplinary Committee. The consequences could be warning, exclusion, being sent home from study trips and expulsion from the school. The responsible teacher, together with the principal, can propose temporary sanctions if the Disciplinary Committee cannot meet.

8 THE STUDENT COUNCIL

- The Student Council is an organization for all students on courses lasting 16 1/2 weeks or longer. Its work is bound by the law, regulations and the objectives of the school. It will, together with the other councils, work to create student satisfaction and good working relationships at the school.

- The Student Council shall take care of the students' interests and promote them to the administration, management, and appropriate advisory boards.
- The Student Council gives its opinion on cases that are submitted to it and in other cases it wants to take up. It can advise and make proposals to the Principal and the other councils in school.
- The Student Council nominates the students' representative and deputy representative on the board of the school. The student representative has normal term of office from September 1st to September 1st (a year).
- The Student Council will be elected within three weeks of the start of the school year. Elections are held at the beginning of each semester. The election shall be in writing and shall be announced at least three days in advance. The Principal or another person designated by him/her ensures that an election will be held.
- The Student Council shall have eight representatives. Each course selects a representative and a deputy representative to the Student Council. Both genders should be represented in the Student Council, with a reasonable distribution. Everyone is obliged to accept election, but it is possible to refuse re-election.
- The leader is elected at a special election. The Student Council elects a deputy, a secretary and a treasurer.
- The Student Council may, on its own initiative, set up subcommittees and other committees.
- The Student Council usually meets at the same time as the teachers have their meeting. A quorum is when at least 2/3 of the members are present. An agenda should be sent out at least two days before each meeting and minutes shall be recorded according to standard rules.
- The Student Council makes decisions on matters in accordance with any powers of the board of the school. Decisions can be appealed to the Board.
- At least twice during the school year a joint meeting will be held between the Student Council and Staff Board. The Principal and Student Council convene this meeting.
- To hear the students' opinion the Student Council can convene student meetings. There should be a written agenda for such meetings. The matters to be presented at the student meeting must go through the Student Council.
- The Student Council meets regularly with the administration. If guidance is required, the Student Council cooperates with those teachers it is natural to deal with, depending on the case / event.

9 IN CASE OF ACCIDENT/INJURY

1. A teacher or the principal must be made aware immediately
All information must go through the school administration
Accidents and incidents must not be shared on social media

10 INSURANCE

The student is responsible for the insurance of personal effects and belongings.

The student must have travel insurance. The school has its own travel insurance which applies for trips and events which are part of the schools programme.

11 INSURANCE REPORT NAV

The students at Elverum Folkehøyskule are covered by a collective travel insurance that the school has signed with Knif Trygghet for the time they are students at the school. The insurance only applies in trips the school has planned.

If a student has been subjected to injury/accident/theft or another unwanted incident, he/she must do as follows:

The course teacher, or another member of staff responsible for the activity, informs the inspector and principal. The course teacher, or another member of staff responsible for the activity takes responsibility for providing necessary help with medical personnel, transportation, filing police reports etc. immediately after the incident takes place.

11.1 IN CASE OF INJURY/ACCIDENT THE CASE IS REPORTED TO NAV

The inspector, together with the student, files the insurance report (yrkeskade elev/ work related injury student) and send it to NAV. Form 1 is sent to Nav together with the first page. The schools shreds their version in accordance with guidelines from the GDPR every summer.

The student will receive the ruling from NAV regarding work related injury through digipost, and will receive information about how expenses related to deductibles will be covered. Save this ruling, - you need to attach this to any refunds you apply for at www.helsenorge.no.

A description for how to apply for refunds is covered in its own section.

You must print out this ruling and show it to the inspector, it will be used in further processing/controls etc. If the ruling determines that the incident is considered a work space injury you should not have to pay for treatment.

If, on the other hand, the ruling determines that you must pay for treatment, you are required to do so yourself. Keep any receipts from these transactions and attach them with the ruling from NAV, and send both digitally to www.helsenorge.no (further description under «Refund»).

11.2 REFUND

The school inspector (Kristian) will help you do this:

- 1) Gå til www.helsenorge.no, lengst til høyre på siden finner du et søkefelt. Skriv: «yrkesskade». Trykk søk.
- 2) Go to www.helsenorge.no, on the far right you will find a search bar. Type in «yrkesskade» Press Search
- 3) Klikk på «Helsehjelp ved yrkesskade». Click «Helsehjelp ved yrkesskade».
- 4) Gå nedover på siden til pkt. 9 «Send søknad digitalt til Helfo». Klikk «Les mer». Scroll down on the site to pnt. 9 «Send søknad digitalt til Helfo». Click «Ler mer».
- 5) Gå nedover på siden og klikk: «Søk om å få refundert utgifter til helsetjenester ved yrkesskade». Scroll down the site at click: «Søk om å få refundert utgifter til helsetjenester ved yrkeskade.»
- 6) Her må du Logg inn – (via Altinn, bankID på mobil el.l.)
Log in – (with Altinn, bankID on your phone etc.)

In the form:

- 1) Sjekk at f.nr., navn, adresse og tlf.nr er riktig
- 2) Hvem gjelder innsendingen for?
Skal du sende inn på vegne av noen andre (er det andre enn deg som har fått helsehjelp)?
CLICK: «Nei»
- 3) Hva gjelder innsendingen for?
Hvilket land gjelder innsendingen?
In the expandable menu, select: «NORGE»
Innsendingen gjelder

Select: «Søknad om dekning av utgifter/spesifiserte kvitteringer»

4) Gjelder denne innsendingen yrkesskade/militærskade/skoleskade godkjent av NAV?

Select: «Ja»

5) Har du sendt oss vedtaket fra NAV tidligere?

Select: «Nei»

6) Utgiftstype

In the expandable menu, select: «Legehjelp/laboratorie og røntgen/poliklinikk»

7) **Bank information**

Kontonummer: «XXXX.XX.XXXXX» (Type in your card information)

8) **Select** Neste >>

9) Legg ved skannet/fotografert dokumentasjon:

Click: «Klikk her for å laste opp vedlegg»

10) Skip «Skjema»

11) Filvedlegg

Click: «Legg ved fil/attach file» ((DET DU SANNSYNLIGVIS HAR MOTTATT PÅ DIGIPOST **THIS IS WHERE YOU ATTACH THE RULING FROM NAV** REGARDING WORK RELATED INJURY. YOU WILL MOST LIKELY HAVE RECEIVED THIS ON DIGIPOST) **AND ALL RECEIPTS FOR EXPENSES YOU HAVE HAD RELATED TO THIS!**)

12) Locate the file and attach it

13) **Click:** «Kontroller alle»

14) **Correct any potential errors**

15) **Click** evt.: «Kontroller alle» (again)

16) **Click:** «Videre til signering»

17) **Click:** «Fortsett til signering»

18) **Click:** «Signer og send inn»

The inspector will send a copy of the form (NAV) to Knif Trygghet. (this is in accordance with the school's agreement with Knif Trygghet related to later complications)

NB!

By accident one refers to an unforeseen incident. Incidents which you could not have predicted or expected to happen. Falling while jumping on snowboard or while skiing IS NOT considered an accident, while being hit by another skier in the slop IS considered an accident

11.3 LOSS OF BELONGINGS WHILE TRAVELING:

The inspector writes and files, together with the affected student, a claim form – personal belongings – to Knif Trygghet.

The student will receive a ruling from Knif Trygghet regarding coverage.

NB!

Equipment which breaks due to damages that could have been expected is not covered by travel insurance. Should, on the other hand, the item be damaged as a result of an accident (external causes that are sudden and unexpected), it can be covered by the insurance. The same applies to theft of belongings that have been stored safely and securely.

This information is not exhaustive.

12 PICTURES AND VIDEO

12.1 Pictures and film directed by the school

Pictures and videos students and teacher record during classes, study trip etc. can not be used to promote the school in its program, the schools home page, or social media. According to Norwegian Law it is prohibited to record footage of other and then use it without their consent. During the first week of the school year the student will be given a consent form where they decide whether or not they allow their image to be used in such a manner.

12.2 Photos and movies - private

Publication or sharing of images and films is subject to the Personal Data Act. In addition, it should be considered whether they are ethically correct to pass on the images or films. If a conflict occurs, it is the person who shared the photos or the film who must prove that a valid consent is really given. Consent shall be voluntary, express (clear) and informed (what should the images be used for). Images that show one or more specific people, i.e. images in which the individual people are the main subject are also called portrait images. If you are posting photos online or sharing them with others (even if it is in closed groups), you must have the consent of those or those pictured before the picture is published. This applies in the life of the depicted person and 15 years after the end of the person's year of death. This also applies to film/video, and it applies whether you have taken the pictures yourself or just relay them.

12.3 Internet

- No one is permitted to post content involving fellow students or staff on the internet without consent.
- If anyone sees pictures, text or other material online that might be defaming or offensive, they must alert the staff.
- The school policy is based on the privacy law that guarantees the individual's right for privacy.
- Use common sense on the internet. Do not use software that might involve the risks of hacking, viruses, or other malware.
- The local network is school property, but you are responsible for the software you use.
- Should a situation arise in which malware is spread around the school, which in turn results in damages to personal computers, the one responsible might be held financially responsible.
- If you are in doubt on whether the software you wish to use is legitimate, you can contact the staff. They will bring it the IT-department (Waveit).

13 Covid - 19 and measures

13.1 Infection control at the beginning of the school year

In accordance with guidelines provided by Dr Skulberg, who is in charge of infection control in Elverum, the beginning of the school year will be as follows;

Guidelines provided in regards to Covid 19 – overrules any other rule!

13.2 Traveling before the start of the school year

All students are encouraged to maintain 10 days of personal quarantine before they arrive at the school, or should at least limit travel as much as possible in this period. The students should NOT travel abroad before arriving at the school.

13.3 Quarantine for foreign students or traveling abroad.

Foreign students that arrive from «red» countries (per FHI definitions) have to maintain a 10-day quarantine before the start of the school year. Those that cannot arrange a private quarantine, can be quarantined at the school following August 14th. We can pick up students that are going into quarantine at the train station in Elverum on August 13th. Students that are going into quarantine at the school must wear a mask when traveling.

Those quarantined must stay in their room during the quarantine. They schedule walks with their course teacher. Their meals will be served on a tray left outside their door. Course teachers should maintain a distance of 1 meter in conversations with the quarantined. For longer conversations, this should be increased to 2 meters. Walks in areas with few or no people are acceptable, if it is in agreement with the course teacher.

13.4 Dorms

The students will be sharing their room with another student from the same course in so far it is possible.

Students from the same course will also share dorms in so far it is possible. At the start of the school year they will also eat at scheduled times with their classmates. The Backpacker and Norwegian-course will be sharing a dorm.

The student only has access to their own dorm, and will not be visiting other dorms.

Other measures taken in regards with Covid 19 and infection control will be examined with the students at the start of the school year.

This will regard personal hygiene, food service, cleanliness, potential isolation and testing.

13.5 Presence at school

All students **must** stay at the school for the first 14 days. Trips outside the school area **must** be with a teacher. **Violation will result in expulsion.**

13.6 Eating

The meals will be served in cohorts at assigned times. The students are obliged to follow this schedule.

The food will be served from a buffet by the staff.

13.7 Teaching

For the first 4 weeks the teaching will be done in cohorts within the courses. (usikker på jeg forstår betydningen her)

13.8 Travel

Travel should be avoided for the first 14 days.

The trip to Glitterheim will be split up between the courses, and in accordance with the same guidelines we follow at the school.

Travels abroad will be considered individually, and with consultation from Dr Skulberg.

13.9 Cleanliness and hygiene

Common areas/classrooms and shared surfaces should be cleaned twice daily.

Shared surfaces in the dorms should also be washed twice daily.

Students with respiratory infections and those suspected of Covid 19-infection must wear a mask.

Antibac will be placed by all entrances. The toilets in the main building will be closed.

Everyone should wash their hands as often as possible.

13.10 Transportation by bus

This is permissible without special guidelines as long as we travel in cohorts.

When transporting students who are going into quarantine, both passenger and driver must wear a mask.

The bus must be cleaned with disinfectant on all surfaces after use.

13.11 Students with respiratory infections and Covid 19 symptoms. Isolation.

Students with respiratory infections must stay in their room for 24 hours after the symptoms cease.

Student with clear symptoms of Covid 19 must go into isolation in Mikkkelbu, or another room where they can stay in isolation.

They are to be tested 3 and 7 days after their symptoms started.

Students with symptoms of Covid 19, or that test positive for it, must wear a mask.

Use your best judgement when symptoms occur in persons suffering from allergies, asthma, or that have symptoms that coincide with symptoms of Covid 19 or other respiratory infections.

If possible, students infected with Covid 19 should be brought home or collected by their parents, and maintain their quarantine at home. If not possible, the student will go into quarantine at the school.

13.12 High-risk groups

Students and staff that cannot operate within these measures should consider working from home, or a prolonged stay at home.

Students that are defined as high-risk will be sharing rooms, in so far as this is possible.

13.13 Isolate

The apartment Mikkelbu can be used for isolation.

13.14 Visits at school

The outer doors should be locked at all times to avoid random visits and the spread of infection.

Until further notice all student visits are prohibited.

13.15 Maintaining distance

During course classes you will be defined as cohorts, and exempt from rules regarding distance.

All social interactions outside of class is subject to maintaining a distance of 1 meter at any given time.

In accordance with FHI's current recommendation, the minimum distance is 1 meter.

13.16 Bars, restaurants, and pubs.

All visits to restaurants, bars, and pubs are for now prohibited, as long as you are a student at the school.