

SCHOOL REGULATIONS
ELVERUM FOLK HIGH SCHOOL
2023/2024

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INTRODUCTION

Folk High School is an opportunity to learn about yourself and get to know others, and Elverum Folk High School welcomes you to an engaging and exciting year.

Our purpose is to promote general and public education. This means that you as a student will have the opportunity to develop, become independent and learn about yourself, the community, and the subject areas you have chosen to immerse yourself in. We learn for the sake of learning, and not to pass an exam.

Elverum Folk High School has a duty to create conditions for a safe and good learning environment. As part of this work, we have developed a set of school rules. The school rules are adapted to the folk high school's purpose. When you accept your school place, you undertake to familiarize yourself with the school rules and comply with them throughout the school year.

1 School places and tuition fees

1.1 Confirmed school place (Common regulations for folk high schools in Norway)

The school place and the school rules (this document) are confirmed when the student has accepted the offer and paid the admission fee. The acceptance is binding from the time the cancellation period expires, which is 14 days after the school place is confirmed.

If the student wishes to give up the school place after the cancellation period expires, the admission fee will not be refunded. Planned study trips/excursions that cannot be cancelled must be paid for by the student in full.

Tuition fees are due on July 15, August 31, and on the 15th of each following month. The last payment is May 15. Should problems arise in following the payment schedule, the school must be informed immediately so that a separate payment arrangement can be agreed. Without a payment agreement with the school, non-payment will be sent to debt collection and reminder fees may apply. Failure to pay tuition fees may result in loss of school place. The student can also not participate in the school's study trips/excursions.

Students who leave during the school year, for whatever reason, must pay tuition fees for the following 6 weeks. Planned study trips/excursions that cannot be cancelled must be paid in full. The same applies to other expenses incurred by the school that can be directly linked to the student. It is reminded that the Norwegian State Educational Loan Fund will convert scholarships into loans if the school year is not completed.

1.2 Class change (Local provision)

If the student wishes to change class, the student must raise this with the school's management by submitting a written application. There is no guarantee that there is space available in other classes and that the application will be approved. Planned study trips in the class from which it is desired to change that cannot be cancelled must be paid in full. The student is responsible for any increased expenses on the new class.

1.3 Prerequisites for residence and participation at school (Local provision)

It is a prerequisite for residence and participation at school that the pupil's mental and physical health indicates that the stay and participation are justifiable, both out of consideration for the pupil himself and the learning environment of others. In case of doubt as to whether stay and participation at school is justifiable, the school management will establish a dialogue with the pupil and may order repatriation until his or her health condition has improved.

2 Attendance and absence

2.1 Approved school year (Common regulations for folk high schools in Norway)

A full folk high school year is 190 days of 6 hours (33 weeks).

It is a prerequisite with 90% registered student attendance to get the school year approved and to get two competitive points for admission to higher education. Pupil attendance means participation in compulsory teaching, common subjects, practical work, study trips and compulsory events organised by the school.

If the student has more than 10% undocumented absence, it will lead to loss of school place and the school year not being approved. As a general rule, this will also result in the pupil losing the right to convert educational loans into grants. Absence exceeding 10% (both documented and undocumented) will, as a general rule, result in the pupil losing the right to additional points on admission to higher education.

2.2 Registration of absence and follow-up (Common regulations for folk high schools in Norway)

The school leads absenteeism. Questions about the student's list of absences should be directed to the assistant principal. The pupil shall be notified well in advance when the pupil is in danger of not achieving 90% attendance.

Absence is recorded in days and single hours. Late arrival and absence from words for day/morning gathering are recorded as 1/3 hour absence. Rejection is counted in the calculation of the absence rate.

2.3 Different types of absence (Common regulations for folk high schools in Norway)

Absenteeism is divided into three categories:

- a) **Undocumented absence** – absence that has not been applied for/notified to the school.
- b) **Documented absence** – granted leave on application, illness with medical certificate, etc.
- c) **Valid absence** – absence that does not count when calculating the absence percentage.

The student may have up to 15 days of valid absence (letter c) during the school year. These days do not count when calculating the absence rate if the assistant principal has approved an application for this but should be sought to be compensated by the pupil's own efforts facilitated by the school. In addition to other absences (pursuant to letters a and b), valid absence (letter c) will be entered on the diploma, but the student may request that the reason for the absence is also listed. It can then be documented with a copy of the leave application, sick leave from a doctor, etc. The pupil is responsible for documenting the reason. No valid absence is granted without documentation.

The following absences may be granted as valid absence:

- Political work at regional or national level as an employee representative in nationwide organisations
- Documented statutory attendances, e.g. as an elected official or in a court of law
- Documented long-term or chronic illness with a certificate from a doctor, psychologist or similar
- Organised relief work in crisis situations
- Up to two days on religious holidays for students who are members of religious denominations other than the Church of Norway
- Other special absences approved by the principal

Organised or independent study work, including school administrative tasks by agreement with the principal, is not considered absence.

2.4 Diplomas (Common regulations for folk high schools in Norway)

Students who have their school year approved will receive a diploma. The diploma must contain documentation of the pupil's learning programme and participation. Absence is recorded on the diploma in days and individual hours. The student may request to have the reason for the absence on the diploma affirmed.

2.5 Illness etc. (Common regulations for folk high schools in Norway)

If the pupil becomes ill or for other reasons cannot attend classes, this must be reported to the line teacher and assistant principal as soon as possible. If notification is not received by the line teacher and assistant principal within the stipulated time, the absence is considered undocumented absence unless the sick person has been prevented from reporting.

Self-certification in case of illness is accepted for absence of up to three days up to four times during the school year. Sick leave beyond this must be documented with a medical certificate that must be delivered to the assistant rector as soon as possible.

2.6 Leave of absence (Common regulations for folk high schools in Norway)

Leave of absence from school (for medical or dental appointments, etc.) must be approved in advance. An application for leave must be sent to the assistant principal and notification must be given to the line teacher no later than 2 days before the leave of absence. Approved leave of absence is considered documented absence, with the exception of those that are considered valid absence.

3 Order and conduct

3.1 General behaviour (Common regulations for folk high schools in Norway)

The pupils shall contribute to a good learning and working environment for everyone in the school community. Everyone must act considerately and politely, and abide by the laws and instructions that apply at all times to the school and society at large. The pupils shall contribute to keeping the indoor and outdoor area of the school clean and tidy and take good care of all equipment belonging to the school.

Violence, threats, threatening behaviour, sexual harassment/assault, and theft are prohibited and shall not occur. The same applies to bullying, discrimination, or offensive language (racist or other hate speech).

3.2 Order and cleaning (Common regulations for folk high schools in Norway)

Students are obliged to keep their own rooms and bathrooms tidy and clean. All students participate in cleaning common rooms in dormitories and school buildings after shifts. Before and after meals and events, students will participate in tidying and washing.

Students have the right to privacy, and the dormitories are the students' private rooms during the school year. Staff only have access to the students' rooms in case of concern for life and health and/or in special cases. Students are also obliged to provide school representatives with access to their rooms for supervision. This applies if there is a need to carry out mandatory maintenance or other work that must be carried out to prevent damage to the room or property in general.

If the student loses or destroys keys, the student must replace them.

3.3 Vandalism (Common regulations for folk high schools in Norway)

If a pupil commits vandalism or breaks something through negligence, he or she will be required to repair the damage if the remediation consists of clean-up/work the pupil has the prerequisite to manage. The pupil will also be held liable for damages and may be subject to disciplinary action.

3.4 Weapons and dangerous objects (Common regulations for folk high schools in Norway)

It is forbidden to store weapons, ammunition, and other dangerous objects (knives, explosives, fireworks, etc.) on school grounds without further agreement.

Students who have been granted permission to bring hunting or track weapons to school must store them in the school's firearms locker. The same applies to ammunition. All use must be in accordance with law, regulations, and the school's firearms instructions.

3.5 Night Rest (Local Provision)

Out of consideration for fellow pupils and staff, there must be night rest between 23:00 and 07:00.

3.6 Animal husbandry (Local provision)

It is not permitted to bring pets or other animals into school premises.

3.7 Guests, accommodation, and meals (Local provision)

All guests must be clarified with the assistant principal no later than two days before the visit, and guests must be made familiar with the school's regulations and fire instructions. For overnight stays, guests must sleep in the assigned room and pay for accommodation and meals. Guests who fail to comply with school regulations will be expelled effective immediately.

Students who are not attending dinners must send a message on Teams to Silje Olsen and Ketil Larsen. The time frame in question must be specified. The notification must be sent no later than 10:00 a.m. on the first day of absence.

3.8 Clothing etc. (Common regulations for folk high schools in Norway)

According to Section 5b of the Folk High School Act, students must not wear clothing that fully or partially covers the face in teaching or on trips organised by the school. However, this does not apply if the use is justified by climatic, educational, health or safety factors.

Pupils shall also not wear clothing, jewellery, and symbols, etc. that refer to or express extreme political attitudes, racism, violence, threats, pornography or hate speech.

Violation of the rules will lead to an order to remove the garment, jewellery or symbol. If the pupil does not comply with the order and other measures are deemed inappropriate, the pupil may be rejected from teaching. Repeated violations of the rules can lead to expulsion.

3.9 Reactions in the event of a breach of the rules (Common regulations for folk high schools in Norway)

Violations of the rules of order and conduct or other generally accepted societal norms will lead to disciplinary proceedings and may trigger sanctions such as seizure of weapons/dangerous objects, warning or expulsion.

4 Drugs

4.1 Alcohol (Common regulations for folk high schools in Norway)

It is not permitted to store or drink alcohol at school or on school grounds. If it is discovered that students are storing alcohol within school grounds, this will be confiscated.

It is not permitted to drink alcohol on days that are followed by a school day, if the alcohol intake means that the pupil cannot attend and actively participate in teaching and events organised by the school. If the student has consumed alcohol, upon return to school grounds, the student must return to his or her room and cannot stay in the common areas.

The use of alcohol outside school premises that results in undesirable behaviour at school or towards the school's students and staff is not acceptable.

4.2 Illegal drugs, etc. (Common regulations for folk high schools in Norway)

There is an absolute prohibition on using, selling, or storing illegal drugs in schools. The ban also applies outside the school grounds and throughout the school year. The same applies to the sale of prescription drugs and doping substances to other students.

As part of the school's efforts to develop and protect a drug-free environment, if there is strong suspicion of use, sale or possession of illegal drugs, the school will ask the police for help in assessing measures to confirm or disprove the suspicion.

4.3 Smoking (Local provision)

The dormitories and educational buildings are non-smoking zones. Smoking should only take place in designated places. This also applies to the use of e-cigarettes, incense, hookah and the like.

4.4 Reactions in the event of a breach of the rules (Common regulations for folk high schools in Norway)

Violations of the school's drug rules lead to disciplinary proceedings that may result in warning, expulsion. Violations of the rules on illegal drugs etc. may also result in a police report.

5 Insurance (Common regulations for folk high schools in Norway)

Students who are Norwegian citizens have occupational injury insurance through NAV.

The pupils are insured against accidental injuries when they are on school grounds, when travelling to/from home in connection with holidays and shorter trips home, and when they participate in trips organised by the school. The insurance does not apply to people who use drugs.

The students must arrange valid travel insurance that applies to trips in Norway and abroad (both place and length). Many have family insurance that covers this, but it is the students' responsibility to check that this applies in the specific case.

The pupils are encouraged to take out their own contents insurance and valuables insurance to insure personal belongings (equipment, valuables and brought inventory, etc.). The school is not responsible for theft or loss of pupils' belongings during the school year.

6 Internet and social media

6.1 General Use (Local Provision)

The pupils have access to the school's wireless internet, if it is used in accordance with the school's routines for data and information security. Use in violation of routines may result in the student losing access.

6.2 Consent to publish portraits and films (Common regulations for folk high schools in Norway)

Photos and videos taken by school staff of students and/or their work in connection with teaching, study trips and the like, as well as student work, may be used to market the school in brochures/catalogues, on the school's website and in social media (e.g. the school's Facebook, Instagram, Snapchat and TikTok account).

The publication of portraits and films of pupils is subject to the students' consent, and at the beginning of the school year a consent form will be distributed to all students. The consent form must be signed if the school is to be able to use the pictures/films.

6.3 Rules for the consent of other persons (Common regulations for folk high schools in Norway)

It is forbidden to share/publish portraits and videos of other students or staff at the school without their consent. The requirement for consent does not apply to sharing/publishing of situation images, but this is encouraged as it can be difficult to determine what constitutes a portrait image or situational image.

Violation of the prohibition may lead to disciplinary proceedings and, in serious cases, reporting it to the police.

7 Study trips (Common regulations for folk high schools in Norway)

The school regulations also apply on study trips. The school also has its own travel regulations. Violations of travel regulations will be recorded on the spot by the tour guide(s). Serious and/or repeated violations of the regulations may result in repatriation at the pupil's own expense. Violations of school or travel regulations during study trips will be followed up as disciplinary proceedings upon returning home.

7.1 Elverum Folk High School's regulations for study trips (Local provision)

- The school's program on the trip is mandatory. Absence from the study trip program is registered as absence from teaching.
- All activities outside the program must be agreed with the line teacher, and it is not possible to participate in activities such as bungee jumping, skydiving, etc.
- It is the student's responsibility to arrive on time for appointments and transportation. If the student is late or loses a valid ticket, you will have to expect to cover any transport costs yourself.
- When using all types of means of transport, the safety equipment installed and available shall be used. This applies to seat belts in cars and buses, life jackets when travelling in boats, canoes, etc. and the use of helmets or other protective equipment where necessary, such as when skiing/snowboarding/skating/cycling, etc.
- The student is obliged to have a student ID, travel insurance, European Health Insurance Card and a valid passport.
- On study trips organized by Elverum Folk High School, students and staff are not allowed to

enjoy alcohol.

- The student is not allowed to rent motorized vehicles.

8 Disciplinary sanctions

8.1 The Disciplinary Council (Common regulations for folk high schools in Norway)

Section 5 of the Folk High School Act regulates the handling of disciplinary cases. Disciplinary proceedings mean cases of any serious violations of school regulations.

The school board has decided that the disciplinary council shall consist of the principal, assistant principal and teacher. In some cases, the disciplinary council may delegate matters to the school's management or a smaller committee. The proceedings of the Disciplinary Council are governed by the provisions of Chapters IV, V and VI of the Public Administration Act. The student may appeal against the decision of the disciplinary board to the school board, see section 8.4.

8.2 Consequences of violations of school regulations (Common regulations for folk high schools in Norway)

In the event of a breach of school regulations, the school may initiate various sanctions against the student. The sanction must be authorised by the regulations and must be proportionate to the breach, and must come as close as possible to the breach in time. Repeated violations of school regulations may be considered aggravating.

Violation of school rules may result in the following reactions (which can be combined):

- Verbal warning for minor violations
- Written warning
- Seizure of object
- Rejection for a specific period
- Expulsion and loss of school place
- Reporting criminal offences to the police

The following violations of school rules are considered serious and will result in disciplinary action:

- Non-payment of tuition fees
- Extensive undocumented absence
- Violence and threats
- Racism, bullying and harassment
- Sexual assault
- Theft
- Vandalism
- Use of weapons or other dangerous objects contrary to instructions
- Use or possession of alcohol or illegal drugs

The list is not exhaustive, and disciplinary proceedings may also be initiated for other types of violations.

Expulsion requires qualified or repeated violations of school regulations. The use or possession of illegal drugs, violence and sexual assault will normally lead to deportation. Serious cases of racism, bullying and harassment (including sexual harassment) will also normally lead to deportation.

Decisions on rejection and expulsion of pupils are to be regarded as an individual decision under the Public Administration Act and require a 2/3 majority in the disciplinary council. The pupil shall be given an opportunity to explain himself orally to the disciplinary council before any decision is made. The right to explain oneself orally applies to all types of reactions.

In the event of expulsion, the student must leave school grounds for the entire period of expulsion.

Upon expulsion, the student loses his or her school place and the opportunity to stay on school grounds for the remainder of the school year. The student will also lose the right to a diploma.

8.3 Procedural rules in disciplinary cases (Common regulations for folk high schools in Norway)

The principal convenes a meeting with the disciplinary council. Prior to the meeting, the disciplinary council shall obtain the necessary information in the case.

The pupil shall be summoned in writing to a meeting of the disciplinary council. The notice shall state the time of the meeting and the nature of the matter. It must also be stated that the pupil will have the right to comment on the matter and can bring a contact person to the meeting.

In the meeting with the disciplinary council, the pupil shall be informed of the suspicion and/or evidence of the relevant breach of school regulations and be made aware of the case information. The pupil shall then be given an opportunity to explain himself or herself and present his/her view on the matter.

All decisions of the Disciplinary Council shall be in writing and shall be justified. The decision must contain information about the pupil's right to appeal the decision, see section 8.4. The deadline for appealing is 3 weeks from the time knowledge of the decision has been reached by the student.

8.4 Right of appeal in disciplinary cases (Joint regulations for folk high schools in Norway)

The pupil has the right to appeal against decisions of the disciplinary council. The appeal must be in writing, specify the decision being appealed against, and contain a description of what is complained of and what is requested. The complaint must be signed by the pupil and/or his/her parents/guardians if the pupil is not of legal age and sent to the disciplinary board.

The school board is the school's highest authority, cf. Section 2 of the Folk High School Act. In the event of an appeal against a decision of the Disciplinary Council, the Board of Appeals is the appellate body. When considering the complaint, the board shall consider the views expressed by the pupil and carry out the investigations for which the complaint is justified. If the board finds the appeal justified, the decision shall be revoked or amended.

Under the Public Administration Act, folk high schools are regarded as administrative bodies in cases where the school exercises public authority and makes individual decisions. The provisions of the Public Administration Act in Chapters IV, V and VI apply to the Board's appeals procedure.

9 Fire instructions (Local provision)

Everyone who will be in the school buildings is obliged to read and understand the school's fire instructions. During the school year, two fire drills will be conducted – one alerted and one that has not been notified.

The pupils are obliged to attend a review of the fire instructions during the first week of school and to familiarise themselves with the location of fire alarms, fire hoses and fire extinguishers, gathering places and escape routes.

The pupils are obliged to keep the dormitory and the common buildings in order so that escape routes are cleared and accessible.

The use of open flames (scented air, candles, incense, etc.) and other flammable substances/liquids/gases is not permitted. PCs, mobile phones and other electrical equipment must not be stored in the bed/sofa or similar. Electrical equipment that does not need to be on should be switched off and the connector unplugged when not in use.

If the fire alarm goes off:

- Close all windows and doors
- Leave the building immediately and show up at the gathering place

In case of fire:

- Try to fight the fire (if it is justifiable)
- Alert fire by triggering manual fire alarm
- Call the fire brigade on 110
- Leave the building immediately and show up at the gathering place

Misuse of the fire safety system will result in disciplinary action and liability for damages. This applies, for example, to covering or removing fire alarms, false alarms or misuse of extinguishing equipment, etc.

10 Student Council (Local provision)

The Student Council is a joint body for all students on courses lasting 16 1/2 weeks or longer. In its work, the council is bound by the Folk High School Act, regulations and objectives for the school. Together with the other councils, it will promote general education and public education, and work to create well-being and good working conditions at school.

The student council will look after the pupils' interests and present them to administration, management and relevant councils/forums.

The student council elects a representative and alternate to the school board. The student representative normally has a term of office from 1 September to 1 September (one year).

The student council shall be elected before three weeks of the school year have elapsed. Elections

will be held at the beginning of each semester. The election must be in writing and announced at least three days in advance. The principal or another whom he appoints ensures that elections are held.

The student council shall consist of 7 representatives. Each line elects one representative and one alternate to the student council. Everyone is obliged to accept elections, but there is an opportunity to refuse re-election.

The leader is elected by special election. The student council elects the vice-chair, secretary and treasurer.

The student council may, on its own initiative, appoint subcommittees and committees.

The student council usually meets at the same time as the teachers have a teacher meeting, and is approved when at least 2/3 of the members are present. An agenda should be sent out at least two days before each meeting and a meeting book should be kept in accordance with normal rules.

The student council makes decisions on matters in accordance with any powers of the school board. Decisions can be appealed to the board.

The student council may, to hear the students' opinion, call student meetings. There must be a written agenda for such meetings. Matters to be brought up at the student meeting must go through the student council.

The principal meets with the student council/student council leader weekly. As needed for guidance, the student council cooperates with teachers it is natural to relate to depending on the case/event.

11 In case of accidents and injuries (Local provision)

- The teacher/principal shall be notified immediately
- All information must go through the principal
- Accidents and special incidents should not be shared in social media

Pupils who have been exposed to injury in teaching can report this as «Occupational injury or occupational disease inflicted on pupil/student» with NAV. Help with this can be obtained by contacting the ass. principal or line teacher.

Deductibles and other costs of treatment must be paid by the student. A decision from the Norwegian Labour and Welfare Administration (NAV) to approve «Occupational injury or illness of pupil/student» entitles students to reimbursement of treatment expenses. Application for reimbursement sends pupil on www.helsenorge.no

