SCHOOL REGULATIONS

ELVERUM FOLK HIGH

SCHOOL

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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 get the opportunity to develop, become independent and learn about yourself, the community and the subject areas you have chosen to specialize in. We learn for the sake of learning, and not to pass an exam.

Elverum Folk High School has a duty to facilitate a safe and good learning environment. As part of this work, we have developed a set of school rules. The school's regulations are adapted to the purpose of the folk high school. When you accept a school place, you commit to familiarizing yourself with the school's rules and following 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's regulations (this document) are confirmed when the student has accepted the offer and paid the entrance fee. The acceptance is binding from the end of the notice period, i.e. 14 days after the school place has been confirmed.

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

Tuition fees are due on July 15th, August 31st, and on the 15th of each subsequent month. The last payment is 15th of May. Should problems arise in following the payment plan, the school must be informed immediately so that a separate payment scheme 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 space. Nor can the student participate in the school's study trips/excursions.

Students who drop out during the school year, for any 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 recalled that Lånekassen will convert grants to loans if the school year is not carried out.

1.2 Class change (local provision)

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

1.3 Prerequisites for attendance and participation in school (Local provision)

It is a prerequisite for attendance and participation in school that the pupil's mental and physical health indicates that the attendance and participation are justifiable, both for the sake of the pupil himself and the learning environment of others. If there is any doubt as to whether attendance and participation in school is justifiable, the school's management will establish a dialogue with the pupil and may order the pupil to be sent home 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)

An entire folk high school year is 190 days of 6 hours (33 weeks).

It is a prerequisite with 90% registered student attendance to have the school year approved and to get two competition points for admission to higher education. Student attendance means participation in compulsory teaching, common core subjects, practical work, study trips and compulsory events under the auspices of the school.

If the student has more than 10% undocumented absence, it will lead to loss of school place and that the school year will not be approved. As a general rule, this will also mean that the student loses the right to convert education loans to grants. Absence in excess of 10% (both documented and paperless) will, as a general rule, result in the student losing the right to additional points upon admission to higher education.

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

The school is in charge of absenteeism. Questions about the student's absence list should be directed to the assistant principal. The student must be notified in good time when the student is at risk of not achieving 90% attendance.

Absence is registered in days and individual hours. Late arrival and absence from words for day/morning assembly are registered as 1/3 hour absence. Rejections are included in the calculation of the absence rate.

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

Absence is divided into three categories:

a) **Undocumented** absence – absence that has not been applied for/reported to the school.
b) **Documented absence** – granted leave upon application, illness with a medical certificate, etc.
c) **Valid** absence – absences that are not counted when calculating the absence percentage.

The student can have up to 15 days of valid absence (letter c) during the school year. These days are not included in the calculation of the absence rate if the assistant principal has approved an application for this, but an attempt should be made to compensate for the student's own efforts facilitated by the school. In addition to other absences (according to letters a and b), valid absences (c) will be entered on the diploma, but the student may require that the reason for the absence is also stated. This can then be documented with a copy of the leave application, medical certificate from a doctor, etc. The pupil is responsible for documenting the cause. Valid absence is not granted without documentation.

The following absences can be granted as valid absences:

- Political work at regional or national level as a union representative in nationwide organisations
- Documented statutory attendance, for example as an elected representative or in the courts
- 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 communities other than the Church of Norway
- Other special absences approved by the principal

Organised or independent study work, including school administrative tasks in agreement with the principal, is not counted as absence.

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

Students who have the school year approved receive a diploma. The diploma must contain documentation of the pupil's learning programme and participation. Absence is registered on the diploma in days and individual hours. The student can request confirmation of absence on the diploma.

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

If the student 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 is prevented from registering.

Self-certification in the event of illness is accepted in the event of absence for 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 submitted to the pro-rector as soon as possible.

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

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

3 Order and behavior

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 comply with the laws and instructions that apply to the school and society in general at any given time. The students must help to keep the school's indoor and outdoor area clean and tidy and take good care of all equipment that belongs to the school.

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

3.2 Order and cleanliness (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 cleaning and cleaning.

The students have the right to privacy, and the boarding schools are the students' private rooms during the school year. The staff only has access to the students' rooms in case of concern for life and health and/or in special cases. The students are also obliged to give the school's representatives 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 the 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 student commits vandalism or destroys something through negligence, he or she will have a duty to repair the damage if the repair consists of clean-up/work that the student is able to handle. The student 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 the school grounds without further agreement.

Students who have been given permission to bring hunting or tracking weapons to school must store them in the school's gun safe. The same applies to ammunition. All use must be in accordance with laws, regulations and the school's firearms instructions.

3.5 Night's sleep (local determination)

For the sake of fellow students and staff, there must be a night's rest between 23:00 and 07:00.

3.6 Animal husbandry (local provision)

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

3.7 Guests, accommodation and meals (local determination)

All guests must be clarified with the assistant principal no later than two days before the visit, and the 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 do not comply with the school's regulations will be expelled with immediate effect.

Students who are not going to dinner must send a message on Teams to Silje Olsen and Ketil Larsen. The appropriate time frame 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 clothes that fully or partially cover their faces in class or on trips under the auspices of the school. However, this does not apply if the use is justified by climatic, educational, health or safety conditions.

Nor shall the pupils wear clothes, jewellery and symbols etc. that refer to or express extreme political attitudes, racism, violence, threats, pornography or hate speech.

Violation of the rules will result in an order to remove the garment, jewelry or symbol. If the student does not comply with the order and other measures are considered inappropriate, the student may be expelled from teaching. Repeated violations of the rules can lead to expulsion.

3.9 Reactions in the event of a breach of the regulations (Joint Regulations for Folk High Schools in Norway)

Violation of rules of 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 allowed to store or drink alcohol at the school or on school grounds. If it is discovered that students store alcohol on 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 consumption means that the pupil cannot participate and participate actively in teaching and events under the auspices of the school. If the student has drunk alcohol, the student must return to his or her room when returning to the school area and cannot stay in the common areas.

The use of alcohol outside the school premises that leads to unwanted behaviour at the 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 ban on using, selling or storing illegal drugs in schools. The ban also applies outside the school area 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 work to develop and protect a drug-free environment, the school will ask the police for help in assessing measures to confirm or deny the suspicion, if there is a strong suspicion of the use, sale or possession of illegal drugs.

4.3 Smoking (local provision)

The dormitories and educational buildings are non-smoking zones. Smoking must 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 regulations (Joint Regulations for Folk High Schools in Norway)

Violation of the school's drug rules leads to disciplinary proceedings that can lead to a warning, expulsion. Violation 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.

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

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

Students are encouraged to take out their own home 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 students' belongings during the school year.

6 Internet and social media

6.1 General Use (Local Provision)

Students 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 the publication of 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, can be used to promote the school in brochures/catalogues, on the school's website and in social media (e.g. the school's Facebook, Instagram, Snapchat and TikTok accounts).

The publication of portraits and films of students is subject to student consent, and at the beginning of the school year, a consent form will be distributed to all students. A consent form must be signed in order for the school to be able to use the photos/films.

6.3 Rules for consent from 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 situational images, but this is encouraged as it can be difficult to determine which is a portrait image or situational image.

Violation of the prohibition can lead to disciplinary proceedings and, in serious cases, a police report.

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

The school regulations also apply to study trips. The school also has its own travel regulations. Violations of the 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 a disciplinary case upon return.

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

- The school's program on the trip is mandatory. Absence from the study trip programme 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 must expect to cover any transport costs yourself.
- When using all types of means of transport, the safety equipment that is installed and available must 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, for example 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 under the auspices of Elverum Folk High School, students and staff are not allowed to

Enjoying 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 processing of disciplinary cases. Disciplinary proceedings mean cases of serious violations of the school's rules.

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 Disciplinary Council's case processing is regulated by the rules in Chapters IV, V and VI of the Public Administration Act. The pupil may appeal the Disciplinary Board's decision to the school board, see section 8.4.

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

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

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

- Verbal warning for minor violations
- Written warning
- Seizure of object
- Repair of damage
- Substitute
- Expulsion from teaching for a specific period
- Expulsion from a boarding school for a certain period
- Expulsion and loss of school place
- Reporting criminal offences to the police

The following violations of the school's rules are considered serious and will lead to disciplinary proceedings:

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

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

Expulsion requires qualified or repeated violations of the school regulations. The use or storage of illegal drugs, violence and sexual abuse will normally lead to expulsion. Serious cases of racism, bullying and harassment (including sexual harassment) will also normally result in expulsion.

Decisions on the expulsion 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 the opportunity to explain himself or herself orally to the Disciplinary Council before any decision is made. The right to explain oneself orally applies to all types of reactions.

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[6] https://lovdata.no/dokument/NL/lov/1967-02-10

In the event of expulsion, the student must leave the teaching and/or school area for the entire expulsion period.

In the event of expulsion, the student loses the school place and the opportunity to stay on the school grounds for the rest of the school year. The student will also lose the right to a diploma.

8.3 Rules of procedure in disciplinary cases (Common rules for folk high schools in Norway)

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

The student must 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 student has the right to comment on the matter and can bring a contact person to the meeting.

At the meeting with the disciplinary council, the pupil must be informed of the suspicion and/or evidence of the breach of the school's regulations in question and be made aware of the case information. The student will then have the 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 justified. The decision must contain information about the student's right to appeal the decision, see section 8.4. The deadline for appealing is 3 weeks from the time the student has become aware of the decision.

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

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

The school board is the school's highest authority, cf. the Folk High School Act § 2. In the event of an appeal against a decision by the Disciplinary Council, the appeal body is the appeal body. When considering the appeal, the Tribunal shall take into account the pupil's views and carry out the investigations on which the complaint is based. If the Tribunal finds the appeal to be justified, the decision shall be repealed or amended.

According to the Public Administration Act, folk high schools are considered 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 Tribunal's handling of appeals.

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 carried out – one that has been announced and one that has not been notified.

The pupils are obliged to participate in a review of the fire instructions in the first week of school and familiarise themselves with the placement of fire alarms, fire hoses and fire extinguishers, assembly points and escape routes.

The pupils are obliged to keep the boarding school 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. Computers, mobile phones and other electrical equipment must not be stored in a bed/sofa or similar. Electrical equipment that does not need to be on should be turned off and the plug unplugged when not in use.

If the fire alarm goes off:

- Close all windows and doors
- Leave the building immediately and meet at the assembly point In

case of fire:

- Try to fight the fire (if justifiable)
- Alert a fire by triggering a manual fire alarm
- Call the fire department on 110
- Leave the building immediately and meet at the assembly point

Misuse of the fire safety system will result in disciplinary action and liability. 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 that last 16 1/2 weeks or longer. In its work, the council is bound by the Folk High School Act, regulations and the purpose of 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 must safeguard the students' interests and present them to administration, management and relevant councils/forums.

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

The student council must be elected before three weeks of the school year have passed. Election

held at the beginning of each semester. The election must be in writing and announced at least three days in advance. The rector or another person appointed by him ensures that elections are carried out.

The student council must consist of 7 representatives. Each line elects a representative and a deputy representative 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 a deputy head, secretary and treasurer.

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

The student council usually meets at the same time as the teachers' meeting, and is approved when at least 2/3 of the members are present. The agenda should be sent out no later than two days before each meeting, and a meeting book should be kept according to normal rules.

The student council makes decisions in matters in accordance with the school board's powers. Decisions can be appealed to the Board.

The student council can, in order to hear the students' opinions, call for student meetings. There must be a written agenda for such meetings. Matters that are to be addressed at the student meeting must go through the student council.

The principal meets with the student council/student council leader weekly. In the event of a need for guidance, the student council collaborates with teachers who are natural to relate to depending on the case/incident.

11 **In the event of accidents and injuries** (local provision)

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

Students who have been exposed to an injury in class can report this as "Occupational injury or illness inflicted on pupil/student" to NAV. Help with this can be obtained by contacting the assistant principal or line teacher.

Deductibles and other treatment costs must be paid by the student. A decision from NAV to approve "Occupational injury or illness of pupil/student" entitles you to reimbursement of treatment expenses. Application for reimbursement sends student on www.helsenorge.no