

Student Handbook

2015 – 16

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Education

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.

Routines

1 HOUSE RULES

a. DRUGS:

The use and possession of cannabis and all other narcotic drugs are totally forbidden while you are a student with us. This is in accordance with Norwegian law. On suspicion of drug use the school can require a urine test. Violations of the rule will have consequences.

b. ALCOHOL:

It is prohibited to use, store or be under the influence of alcohol on the school campus. Violations of the rule will lead to consequences. On study trips, for professional purposes or special events, the school's administration may grant a dispensation from the alcohol rule.

c. NEGATIVE REPUTATION:

Behaviour which will damage the school's reputation is unacceptable. This also APPLIES outside the school campus. Violating this rule could lead to consequences.

d. CLOSING TIMES:

The school's dormitory shall be closed at all times. Students are responsible for locking the dormitory and his/her own room. The main building and classrooms are locked at 16.00 or by appointment. The key chip gives students access until 23:00.

e. EVENING:

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

f. CLEANLINESS AND TIDINESS:

Everyone shall contribute to keeping the campus tidy.

In dormitories, the students have responsibility for housekeeping activities.

Halls, stairways, common toilet facilities and shower rooms must be cleaned every day according to the instructions from the Dormitory Manager before 07:30 (except Sunday)

and 13:30 on Saturdays. Students are responsible for keeping their rooms neat and clean. The dormitory rooms are inspected on Tuesdays and Fridays to ensure that they are clean and tidy. If the cleaning of the room is not satisfactory, the student will clean and wash it until it gets approval. Students are also responsible for the contents of the dormitories which belong to the school. If you accidentally break something, please say so and be prepared to replace it.

f. SMOKING:

It is forbidden to smoke inside school buildings. Smoking is allowed only in one designated place, the area in front of the art department.

Consequences

2 THE APPEARANCE OF THE ROOM

- You are responsible for your room's cleanliness and order. Rooms must be washed Tuesdays and Fridays.
- Keep your room clean and tidy. Fire regulations in dormitory buildings demand that the rooms are in good order.
- When hanging up pictures etc., ask first how you can do it. Do not use nails, screws and stickers, but Blu-Tack.
- You are also responsible for the room and fixtures. The janitor and Dormitory Manager are required to inspect each room once a week to ensure that everything is in order. All changes in the rooms must be agreed with the Dormitory Manager.
- Lights must be switched off and the window closed when you are not in the room.
- You are responsible for ensuring that your room is locked.
- All waste must be sorted.

3 ATTENDANCE AND ABSENTEEISM:

- a The Folk High School is based on active participation, and expects full attendance for the entire school programme.
- b Attendance is obligatory for classes. It is expected that all students attend lectures punctually.
- c Absence must be reported to the Assistant Principal. The subject teacher should also be informed.
- d A maximum of 15 days in the school year for the following are not considered as absence provided there is an application approved by the school management / staff council:
 1. Work at the regional level or national level as representatives of national organisations
 2. Documented, legally obligated attendances

3. Documented prolonged and / or chronic illness
4. Organised relief work in emergency situations
5. Up to 2 days during religious holidays for students who are members of religious communities other than the Norwegian Church
6. Other absences approved by the Principal

For students who take part in, for example, sports events at a national level, the school can set up appropriate guidelines. Studies approved by the Principal are not counted as an absence. All other absences are registered and noted on the student's diploma and can lead to warnings and possible loss of the school place.

e With 15 hours of groundless absence the student will be summoned to a meeting with the administration. 30 hours of groundless absence results in a written warning being given. 45 hours of groundless absence leads to the student's place at the school being considered. If the administration finds reason for exclusion / expulsion, this is decided by the Disciplinary Committee.

Valid, approved and agreed absence

Valid absences are absences such as attendance at weddings, celebration of special birthdays in the student's close family, funerals, doctor's appointments, etc. These absences will be registered on the final diploma, but can be documented by enclosing copies of the leave application, sick note from the doctor, etc.

Approved absences are absences that can be documented and fall within the 6 points above. These absences will not appear on the final diploma.

Agreed absences appear on the diploma, but can be documented by enclosing a copy of the leave application.

4 PRACTICAL WORK

All students take part in practical work. 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.

5 ROUTINES FOR VISITS TO STUDENTS

The dormitory area is a private area for the school's staff and students

- The student notifies the Dormitory Manager, Kristin, about visits in advance so that the visit will be registered
- The student receiving visits is considered as the host and therefore responsible for his guest - also financially
- School rules apply also to the guests
- The guest must be presented to the inspection teacher. If the guest will stay overnight in the student room this must be clarified with your roommate in advance
- Guests must pay for meals such as the students do, and will be invoiced for the nights stayed, according to the applicable rates (deviations to be agreed upon entry in the guest book)
- Settlement shall be made between the student and the secretary - guests who leave outwith office hours pay the supervising teacher

6 ROUTINE FOR WASHING OF COMMON AREAS

The dormitory is an important part of the school's learning environment and programme. It is also the home of the students during the school year. Regular cleaning is required both for hygienic reasons and for general well-being. The dormitories shall also be kept tidy. Dormitories are cleaned according to rotas and a cleaning inspection starts at 7:05 every morning. On Saturdays the inspection starts at 13:30 and on Sunday there is no cleaning. An employee approves the cleaning of the common areas and private rooms. If it is not approved, the student must clean again and any resulting absence from classes due to this will be recorded. The student will be present at the cleaning check of public and private areas.

A lack of cleaning will have consequences for the student.

7 PAYMENT OF TUITION FEES

Tuition fees shall be paid according to the payment plan. In cases where payment is not made, the student may be excluded from school until the payment is up to date. With non-payment the student may be expelled.

Routines when travelling

School Excursions

You are 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, for example, 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 transport costs incurred yourself. The school's programme for the trip is mandatory. Upon violation of the school rules, the student will be sent home at his/her own expense.

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 travelling in boats, canoes etc, and use of helmets when they are required, such as when skiing / snowboarding.

Alcohol

There is an opportunity to drink **one unit** of alcohol at dinner when a teacher is present. Any other use of alcohol is forbidden. If there are excursions to breweries, vineyards or the like, exceptions may be given to this rule. In these cases, approval shall be given by the administration in advance and must be part of the organised programme of the study trip. It is forbidden to buy alcoholic beverages to take home in connection with study trips etc.

Rental of motorised means of transport

It is not possible to rent a car, scooter, motorcycle, segway, electric bicycle, 4 - wheeler and the like. The reason for this clarification of the rules is to prevent injuries and accidents.

Travel documents

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

Consequences of rule violation

Rule violations will normally be handled by the Disciplinary Committee. The consequences could be exclusion, sending 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.

(Application for leave)

SØKNAD OM PERMISJON

(Name)

Navn.....

(Class)

Linje.....

(Period)

From

Inclusive

Tidsrom: Fra og med dato kl Til og med dato kl.....

(Reasons for applying for leave)

Begrunnelse for søknad om

permisjon:.....

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Agreed absence.... Valid absence.... Approved absence....

Elverum/.....Per Egil Andersen

The Student Council

- The Student Council is an organisation 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 nine 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.

Self Certification

In addition to the course teacher, the Dormitory Manager, Kristin, telephone number 97061119, must be informed of sickness. Self certification is written retrospectively. You are expected to come to ofd regardless of your condition.

Special incidents and accidents

Information, images and text must be handled with care when using social media. With special incidents or accidents all information shall go via the teacher and the school's administration.

Insurance

The student himself/herself has to insure personal equipment and property which was brought to the school. The student should have his/her own travel insurance.