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Studenthandbook

Elverum Folkehøgskule



Kristian Finstad

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1 DANNING

1.1 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.

2 ROUTINES

2.1 ORDER AND HOUSE RULES

2.1.1 DRUGS

Use and possession of marihuana and other narcotic substances are prohibited while you are a student at Elverum Folkehøgskule. This is in accordance with Norwegian law. Upon suspicion of drug use the school will demand a urine test. Violation of this rule will usually result in expulsion. The disciplinary board will decide in these cases.

2.1.2 ALCOHOL

It is prohibited to use, sore 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 expulsion. The disciplinary committee will decide in these cases.

2.1.3 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 expulsion. The disciplinary committee will decide in these cases.

2.1.4 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

2.1.5 EVENING

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

2.1.6 SMOKING

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

2.1.7 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.

2.1.7.1 ROOM

- The student is responsible for cleaning and maintaining their own room. Rooms must be washed Tuesday and Friday, or by appointment.
- The student must be present during room inspection. The dorm-teacher will approve the room. If the room is not approved, it will result in 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.
- 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.
- 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.
- 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.

2.1.7.2 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.

2.1.8 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

2.1.9 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

2.2 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.

2.2.1 VALID, APPROVED AND INVALID ABSENCE

- 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.
- 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.

2.3 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.

3 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.

4 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 the school until the payment is up to date. With non-payment the student may be expelled.

If a student decides to quit during the school year, the student must pay for 6 weeks from the date of departure. Tickets, equipment, events etc. that are already ordered will be invoiced to the student.

5 ROUTINES WHEN TRAVELING

5.1 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 programme for the trip is mandatory. 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.

5.2 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.

5.3 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.

5.4 TRAVEL DOCUMENTS

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

6 CONSEQUENCES OF RULE VIOLATION

Rule violation will normally be handled by the Disciplinary Committee. The consequences could be 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.

7 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.

8 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

9 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.

10 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.

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

The inspector, together with the student, files the insurance report (yrkesskade 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»).

10.2 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

10.3 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 be stored safely and securely.

This information is not exhaustive.

11 PICTURES AND VIDEO

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.