

House rules of the boarding school at Viborg

Katedralskole

All boarders are required to follow the boarding school's house rules, such as they are worded below. The basis for the boarding school's rules is Danish Ministry of Education's executive order no. 1077 of 13/09/2017 and Viborg Katedralskole's regulations and study rules.

The house rules of the boarding school at Viborg Katedralskole can be summed up in one sentence:

You must behave nicely!

This rule expresses in brief how obvious it is that the necessary social community in a boarding school relies on everybody, in every situation, being considerate, thoughtful and civilised:

- Towards other boarders
- Towards the employees at the boarding school
- Towards the buildings and facilities of the boarding school
- At all activities related to the boarding school

Civilised conduct also means that the different rules of and the instructions from the staff must be followed with no exception, and that you must carry out your duties in the boarding school.

1) Your duties

- a) You must carry out your duties and chores in the boarding school – read more about your duties on p. 11 in the folder from the boarding school

2) Alcohol or use of hash or other narcotic substances

- a. On all school days you are not permitted to drink alcohol. On Fridays and Saturdays a modest intake of alcohol in the rooms is permitted and only until 23:00. Thus, there is a ban on consuming alcohol in common areas - both indoors and outdoors. The teacher on watch may by prior arrangement provide dispensation to these rules.

- b. Abuse of alcohol, the use of cannabis or other narcotic substances is under no circumstances permitted and not compatible with being a resident in the boarding school or a student at Viborg Katedralskole. The use of hash or other narcotic substances entails the possession, intake or sale of drugs.
- c. If there is reason to believe that such abuse has taken place, a drug test can be requested. This will be carried out by a doctor if necessary.
- d. The ban on drugs is also in place during spare time and outside of the premises of the boarding school as it will have a negative influence on the order and the community at the boarding school.

3) The boarding school is a no smoking area.

- a. The boarding school is a no smoking area at all times and everywhere. This applies to the inside and outside of the building, and also outside the school grounds. It includes all kinds of tobacco, e.g. cigarettes, e-cigarettes, nicotine bags and snuff.
- b. Indoor smoking is considered as vandalism and may lead to compensation claims to cover cleaning and repainting.

4) Audio and video recordings

In the boarding school, it is not allowed to record audio or images with content that could constitute indecent exposure or violate the privacy of others. It is also prohibited to distribute (share) audio and images of another boarder's or employee's private affairs when such party has an evident claim to privacy. Moreover, it is prohibited to distribute sound and images outside of the boarding school area if this could adversely affect other boarders or employees at the boarding school - or the order and/or community in the boarding school.

5) Religious behaviour

In the boarding school, we perceive religious conviction to be a private matter. Therefore, you are not allowed to missionise or establish and enforce religious moral rules towards others.

6) Bullying

We do not tolerate bullying at the boarding school. We consider bullying as exposing another boarder to a degrading and offensive act. This could be physical, verbal and/or by using a digital media. Bullying of other boarders is also prohibited outside the boarding school area.

7) We expect

- everybody to be home no later than 23:00 on school days unless other prior arrangements have been made with the teacher on watch.
- that there must be quiet after 22:00, and that activities and moving around in the boarding school after this hour must be done without disturbing anybody.

8) You must text to the teacher on watch when:

- a. You do not sleep in the boarding school (all days)
- b. You leave for the weekend
- c. You have somebody sleeping over (or a guest after 22:00)
- d. You are ill. You must text the matron before 12:30. Subsequently you must text the watch phone.

9) You are responsible for your guests

This means that you must make sure that they respect the rules of the boarding school.

10) If a boarder by the management of the boarding school

- is deemed to be dangerous to himself or others, the boarding school staff cannot assume such responsibility and the person will therefore be expelled from the boarding school.

11) Any form of violence and/or abuse

- of any kind is a violation of the boarding school rules and values in relation to community and proper behaviour. Consequently, violence or abuse of any kind committed by a boarder is not tolerated, neither inside nor outside the boarding school area.

12) If you destroy school property you must pay damages

13) Absence from school as a boarder

As described in the section 'Absence from school', you must accept the terms and any consequences of your school absence. This includes wake up calls in the morning and contact with your parents/guardian.

14) Sanctions for breach of boarding school rules

The boarding school management may issue a reprimand to a boarder for less serious violations of the boarding school's house rules. If the boarding school management assesses that a reprimand is not a sufficient response to a student who has violated boarding school rules, one or more of the following sanctions will be imposed:

- a. Written warning. A warning usually expires at the end of the school year. Whether this will be the case is decided by the boarding school management and depends on the nature and extent of the offence.
- b. Special practical assignments at the boarding school.
- c. Prohibition against the student for a specified period brings and/or uses specific private items or types of items, including mobile phones and other means of communication.
- d. Retention of a boarder's private items, including loud-speakers, mobile phones, etc for a period of time.
- e. Full or partial exclusion from specific events or activities, including the prohibition of alcohol consumption at the boarding school.
- f. Temporary expulsion from the boarding school for up to 14 days. The residence fee will not be refunded.
- g. Expulsion (discharge) from the boarding school. The residence fee will not be refunded.

The above sanctions are not used in sequence but according to individual and concrete assessments on a case by case basis and there may be situations where the boarding school management deems it necessary to impose the strictest penalty without having applied milder sanctions and without giving prior notice.

In the following special cases the boarding school management can decide to expulse the boarder temporarily or decide that the boarder may be present only to a certain extent:

- When investigating a case.
- Situations where it is deemed necessary for the purpose of the general legal consciousness of the boarding school.
- Situations where the boarding school considers it necessary to maintain the immediate order and community in the boarding school.

An imposed sanction can be made conditional on the fact that the boarder does not violate the boarding school's house rules again. The boarding school may lay down further conditions for a conditional sanction, such as:

- 1) Having the boarder remedy the harmful effects as a result of his/her violation of the house rules.
- 2) Within a specified deadline having the boarder satisfactorily perform specific activities and the like, which are suitable to prevent the boarder from repeating the current or other relevant violations of the house rules.

Just as it may be the case that the boarder and any wronged boarders, employees or others could be reconciled through mediation. If a boarder has been sanctioned and subsequently violates the rules, this will constitute a case of aggravating circumstances, and the boarders concerned will therefore risk a tougher sanction.

Party hearings take place in accordance with the Danish Public Administration Act. Party hearings are normally done in writing, but in some cases they will be verbal. This will typically apply in connection with a written warning as a sanction and in cases where the violation of the house rules requires a quick sanction.

15) Withdrawal from the boarding school

You are automatically withdrawn from the boarding school when you pass your upper secondary school leaving examination or IB examination at Viborg Katedralskole. If you stop as a student at Viborg Katedralskole ahead of time, you must vacate the boarding school as soon as possible. Moving will be agreed with the leader of the boarding school. Withdrawal from the boarding school can only be done in writing and with a month's notice. The notice must be handed to the leader of the boarding school. If the student is below 18 years of age the legal guardian must sign the withdrawal.

16) Failure to pay residence fee

In case of non-payment of a residence fee, the boarding school's management may decide to withdraw you from the boarding school.

This will be done upon receipt of the third notice and if no agreement is reached between the relevant boarder or his parent/guardian concerning payment of the amount due.