



Study Rules & Code of Conduct

Upper Secondary
European School Copenhagen



Study Rules & Code of Conduct in Upper Secondary

Introduction to the Study Rules and Code of Conduct for Upper Secondary

The Study Rules and Code of Conduct for Upper Secondary support the school's values:

Respect – Responsibility – Collaboration – Empathy – Commitment – Curiosity

and mission:

“European School Copenhagen is committed to developing lifelong learners and responsible global citizens”

The Study Rules and Code of Conduct have been adopted in accordance with the [Ministry of Education's order no. 1077 of 13 September 2017](#) on Study Rules and Regulations, etc. in Danish Upper Secondary education. All students and staff at the European School Copenhagen will be informed of these rules when they start in Upper Secondary.

1. Study rules

At the European School Copenhagen, students are always to adhere to norms of good behaviour and respectful relationships between students and between students and management, teachers and other staff members. In addition, students have a duty to follow the specific instructions that they are given by the institution, orally or in writing, in order to maintain or restore good order at the school as well as to participate as an active learner.

The following study rules apply at the European School Copenhagen:

- Students are to actively participate in and attend that part of the educational process that requires their physical presence. This applies regardless of whether the education takes place on or outside the institution's area, including excursions, study trips, etc. Students are to actively participate in other forms of education, including independent work, written work, and digital education. The school must be notified of illness and students may be asked to provide a doctor's note at the request of the school. Students are to participate fully in semester tests, annual tests, other internal tests and the like. At Bac exams and Pre-bac a doctor's note, which the school pays for, must be obtained. See *Annex I: Attendance, Absence and Written Assignments*
- Promotion to S6 and S7 is dependent on the students marks at the end of the school year as well as the decision of the class council. See *Annex II: Promotion*.
- Students may not cheat and/or engage in similar misconduct that may prevent them or other students from or may interfere with completing their education. See *Annex III: Academic Honesty*



- The school's premises, facilities and furniture should be used with care and students are responsible for tidying up after themselves.
- Students are not to engage in any form of bullying, harassment or discrimination. See *Annex V: Anti-Bullying, Discrimination and Harassment Policy*.
- Smoking or using any form of tobacco product, including snuff, is not allowed during school hours or on the school grounds (incl. school time outside the school e.g. study trips). See *Annex VII: Nicotine product - free School Day*.
- Students are not allowed to consume alcohol or take drugs at the school or to enter school grounds under the influence (incl. school time outside the school e.g. study trips). See *Annex VI: Drugs and Alcohol*
- It is not permitted to influence or encourage others to adopt extreme or fundamentalist views and extreme or fundamentalist behaviour contrary to the purpose of the education, including promoting social control of other students contrary to the purpose of the education.
- Any kind of sexual relation between teacher and student is prohibited. This rule counts for as long as the student is at ESCPH and is regardless of whether the student is of age.
- The rules also cover students' behaviour outside the institution, i.e. behaviour that students exhibit in their spare time if the behaviour has a direct impact on the educational environment at the European School Copenhagen.

2. Procedure for intervention in case students violate the rules

In the case of violations of the Study Rules and Code of Conduct, European School Copenhagen may orally or in writing give the student one of the following.

- Oral or written correction
- First and final written warnings
- Sanctions, such as suspension or limited access to the school.
- Expulsion from the school

All disciplinary measures will be entered in the student's personal data in Lectio and kept for a maximum of three years.

3. Appeals/complaints process

If a student wishes to appeal a decision made at the institution, they should contact



the school's management as soon as possible to ensure that the complaint is considered while it is relevant.

The complaint should be in writing and clearly state the circumstances that in the student's opinion justifies a response to the complaint. The student has a right to be heard according to Forvaltningsloven's paragraph 51.

After receipt of a complaint, the management of the institution will make a decision in the case. A student can appeal this decision to the Danish Authority for Education and Quality if it is a legal matter.

More information about appealing a decision from an educational institution is available here:

<https://www.uvm.dk/gymnasiale-uddannelser/love-og-regler/klager/klager-over-skolens-beslutninger>

[Bekendtgørelse om studie- og ordensregler m.v. i de gymnasiale uddannelser](#)

[Bekendtgørelse af lov om de gymnasiale uddannelser](#)

[General rules of the European Schools](#)



Annex I: Attendance, Absence and Written Assignments

1. Attendance registration

The school is legally obligated to keep an account of students' failure to attend classes and hand in written assignments. Physical absence will be registered at the beginning of the lesson. If students arrive late, they will be registered as 100% absent as the attendance obligation applies from the beginning of the lesson. When absent, students must write the reason for their absence, e.g. illness, under "Fraværsårsager" on Lectio, so the school can assess the reasons for absence.

2. Assessment of absence

As a general rule, all students are expected to attend all educational activities¹, including virtual teaching, but chronic illness, medical/psychological diagnoses and incidents in one's personal life can affect attendance to a greater or lesser extent. The sudden onset of illness can also impact a student's attendance. This means that the student's absence is individually assessed.

3. Absence in S7 and Baccalaureate exams

A student with too much absence in the first semester of S7 cannot be given an A mark for the first semester. If the absence is lowered significantly in the second semester of S7 the A-mark for the second semester covers the whole year. If the absence continues in the second semester and no A mark can be given in this semester either, the baccalaureate exams cannot be taken.

4. Attendance at exams

It is the student's responsibility to be on time for B-tests, Bac exams and Pre-bac exams. If a student is ill and cannot attend documentation must be obtained on the day. For Pre-bac and Bac exams it has to be a doctor's note, which the school pays for.

If a student is sick on days for B-tests, Bac exams and Pre-bac exams the school must be contacted before 8 am on phone no: 36 14 01 90.

5. Warnings

Violations of the school's Study Rules and Code of Conduct can trigger a written or oral warning, depending on the severity of the violation.

If the school assesses that a student's absence rate is excessive, this can trigger a

¹ All activities that are in the schedule in Lectio except voluntary after school activities.



written warning. The warning is sent to the student's e-Boks and is registered on Lectio as the 'first warning (and, if the student is under 18, to the parents'/guardians' email addresses).. The first warning states that the student is required to demonstrate that he/she:

- meets his/her obligation to attend classes;
- submits assignments he/she is behind with;
- submits all new assignments on time.

If the student fails to meet these requirements, he/she may receive yet another - final - warning, stipulating the same requirements. A final warning is the last step before harsher sanctions are imposed, such as stopping the SU (student allowance/loan) or expulsion from the study programme.

6. Expulsion from the school

If, despite multiple warnings and interviews, the student fails to improve his/her attendance satisfactorily, the student will be expelled from the school as a last resort for insufficient study activity.



Annex II: Promotion

Pupils who have achieved a mark of at least 5 out of 10 in each of the promotion subjects (all subjects except Religious Studies) shall be automatically promoted to the year above, without the need for deliberation.

All students who do not fulfil the criteria above shall be subject to a special scrutiny by the Class Council to decide whether a student must repeat the year. The promotion will be based on the criteria stated in article 61 in the General Rules of the European Schools. In accordance with article 62 of The General Rules of the European Schools, the decision of the Class Council applies except in cases of procedural irregularity.

Pupils who have failed to achieve an average of 5 out of 10 calculated on the basis of all the marks achieved in the promotion subjects and who have achieved four or more marks below 5 out of 10 in all the promotion subjects will not be promoted to the year above.

It is only possible to repeat a year once. Failure to be promoted after repeating a year will result in expulsion from the school.



Annex III: Academic Honesty

Students at the European School Copenhagen must demonstrate integrity and honesty in all their academic work. Academic misconduct is a serious matter and will be dealt with accordingly.

1. Cheating, plagiarism and other forms of academic dishonesty

It is cheating when you hand in written work that you have not produced yourself. You are allowed to use sources, but you must always reference the sources.

Here are some examples of cheating:

- Buying or selling of essays, assignments or tests/examination questions.
- The preparation and/or writing of an assignment by someone other than the name on the work.
- Allowing your essay, assignment or examination to be copied by someone else. Copying someone else's work in class or during an examination.
- Bringing materials into the examination room that could be used for cheating. This includes any pieces of blank paper that has not been supplied by the school.
- Use of Chat GPT /AI

2. Procedure in the event of cheating or attempted cheating during examinations

The procedures in the event of cheating or attempted cheating during examinations can be found in article 9 of the [Arrangements for Implementing the Regulations for the European Baccalaureate](#):

9.1 Pre-Baccalaureate Examinations

In the event of cheating or attempted cheating during a Pre-Baccalaureate examination, the Director will be able to award the mark 0 (zero) for the examination in question. In addition, the School's Director may decide on measures which could lead to exclusion from the Pre-Baccalaureate examinations.

9.2 European Baccalaureate Examinations

In the event of cheating or attempted cheating in European Baccalaureate examinations, the Chairman of the Examining Board or the Vice-Chairman representing him or the Director of the School's Examination Centre will decide on the measures to adopt. He will be able to award the mark 0 (zero) for the examination in question. He is also authorized to take measures which could entail exclusion from the European Baccalaureate examinations. Candidates will be made aware of these measures before the examinations.

These measures will also apply to B-tests in S5 and S6.



3. Sanctions/penalties in the event of cheating or attempted cheating in relation to work submitted during the year

If a student cheats or attempts to cheat in connection with work submitted during the year, the assignment is registered as not submitted and the student receives a verbal warning from the Director of the School and a note in Lectio.

If the student is caught cheating a second time, the student receives a written warning from the School's Director. Should a student cheat a third time, serious sanctions may be implemented.



Annex IV: ICT and Digital Awareness

The use of Information and Communications Technology (ICT) is an integral part of the education at the European School Copenhagen and one of the key skills for everyday life. The students are expected to bring their own laptop and charger to school every day.

Students should develop digital competences and communications skills, but also digital awareness and ethics. It is important that they know how to communicate and conduct themselves online, and that they can critically analyse digital information sources and manage their digital footprint.

In order to protect individual users and ensure everyone is clear on the rules for ICT and communications, the school has adopted the following sets of rules.

- All use of laptops, personal devices and mobile phones will take place in accordance with the law and other appropriate school policies.
- Mobile phones and personal devices may not be used in specific areas within the school such as changing rooms and toilets.
- Electronic devices of any kind that are brought into the school are the responsibility of the user at all times.
- Students must adhere to the school's values, particularly the values of Respect, Responsibility and Empathy, in all of their communications and when they are online and using social media.
- Students must ask permission if they want to film or photograph others – and always ask before sharing the video/photographs.
- Students must respect confidentiality and not share other people's personal information (GDPR/Persondataloven)
- Digital/online bullying is not accepted. See also *Anti-bullying, Discrimination and Harassment policy*.
- Students who have a concern about ICT or digital safety issue must contact a teacher or a member of the school's management.
- Breaking the above rules can have serious consequences.



Annex V: Anti-Bullying, Discrimination and Harassment

We wish to create an environment in the Upper Secondary department of the European School Copenhagen, where community and our values of respect, collaboration and empathy guide our actions.

This annex sets the school's position on bullying, discrimination and harassment and is informed by the relevant legislation. The annex refers to the school's policy on anti-bullying, discrimination, and harassment, which can be found [here](#).

Teachers and students need to be aware of how they treat each other in class and in social settings, including on social media (see also *Annex III: ICT and Digital Awareness*). The school has therefore developed a framework for preventing acts of bullying, discrimination, and harassment by raising awareness of the issues and ensuring that students and staff understand what is expected of them.

If acts of bullying, discrimination or harassment are observed, action is promptly taken. If serious cases of bullying, discrimination or harassment occur, management will be involved.

Reports of bullying, discrimination or harassment can be made to several people, including:

- The class teacher
- One of the teachers in the class
- The study counsellor
- Management



Annex VI: Drugs and Alcohol Policy

It is strictly forbidden to consume alcohol and take drugs on school premises, bring alcohol or drugs to school premises or enter the school premises under the influence.

Only on special occasions, subject to prior agreement with the school's management, and under adult supervision, will beer be served. Alcohol stronger than beer is generally not permitted under any circumstances.

Violation results in suspension. In particularly serious cases, the student may be permanently expelled.

Water is free and available at all parties in the bar. Soda and beer may be sold. It is not allowed to bring drinks to an event. This may result in expulsion and closing of the party. Alcohol is not served to heavily intoxicated students. Intoxicated students may be sent home with consideration for the student's own safety. For students under 18, the home will be contacted. If a student shows up drunk to a party at the school, the school reserves the right to breathalyze the student and possibly deny the student access to the party.

All cafés will have a theme so that is in focus and not alcohol. The themes are decided by the social committee and could be e.g. gaming night, foosball etc.

Study trips, tours and excursions: The school's prohibition of alcohol also applies to study trips, school excursions and tours.

Meetings are held at regular intervals between the social committee and the mentors for S5-students to ensure that the introductory activities held at the school do not involve alcohol.



Annex VII: Nicotine product-free School Day

The European School Copenhagen is a nicotine product-free school. Students, staff, parents/guardians and visitors to the European School Copenhagen are not allowed to consume nicotine products on the school grounds at any time, during or after school hours.

Students and staff are also prohibited from consuming nicotine products when they are outside the school's premises during school hours.

The rules apply to nicotine products of any kind, including but not limited to puff bars, cigarettes, snus, snuff etc.

Sanctions

If a student is caught consuming nicotine products, the school's management will talk to the student. If a student is repeatedly caught consuming nicotine products, the student will be given a written warning.

Other relevant policies and legislation

- [Københavns Kommunes Røgfri Skoletidspolitik / Municipality of Copenhagen "Smoke-free" school hours policy](#)
- [Lov om røgfri miljøer](#)



Annex VIII: Special Educational Needs (SEN)

Special Educational Needs will be organised and offered as part of the school's Study Guidance programme.

Students with special educational needs should be able to participate in the teaching and exams on a par with other students and have access to educational support based on an assessment of their special educational needs.

This is in accordance with Danish legislation as well as the rules of the European Schools – see [Provision of Educational Support in the European Schools](#) and the [Arrangements for Implementing the Regulations of the European Baccalaureate, article 15](#):

“Candidates with special educational needs may qualify for special arrangements for the taking of the Pre-Baccalaureate and Baccalaureate examinations, subject to the conditions laid down by the decision of the Board of Governors on the Policy on the Provision of Educational Support in the European Schools.”

“Special arrangements are only authorised when they are clearly related to the student's diagnosed needs by means of a medical/psychological/psychoeducational and/or multidisciplinary report justifying these special arrangements. If the evaluation conditions during the Pre-Baccalaureate and Baccalaureate examinations present a risk to disadvantage the candidate's performance – especially if he/she shows special educational needs – by preventing him/her showing the level at which he/she has acquired the required competences, special arrangements may be requested and authorised for the written and oral examinations. These special arrangements are not intended to compensate for any lack of knowledge or skills whatsoever.”

In accordance with the rules of the European Schools, certain arrangements can be decided by the school up to and including S5, S6 and S7. Other arrangements, however, including the use of computers for Dyslexic students, can only be authorised by the Board of Inspectors (Secondary) or the Inspector responsible for support (Secondary).

For more information about educational support in the European Schools, please see: <https://www.eursec.eu/en/European-Schools/studies/educational-support>