FGU Østjylland

Rules and code of conduct

T: +45 86 41 82 00
CVR 39815478
EAN 5798000561724
www.fguoj.dk

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FGU Østjylland's rules and code of conduct are at all times subject to the applicable executive order and in case of doubt, it is always the executive order that is decisive.

Introduction – student at FGU

About attending FGU

The goal of attending FGU is that you learn what it takes to move forward in the education system or to be able to succeed in a workplace.

The most important conditions for you to learn are that you are present at the school and that you thrive well together with other students and the school staff.

At FGU, you will meet other young people who are all in the process of developing towards being able to start education or work. The diversity is great – there are young people with very different prerequisites for participating and with different goals for attending FGU.

We place great emphasis on all students thriving and being offered the best possible environment for learning. The community in the workshops is a high priority and your contribution to the community is of great importance for both you and the other students to experience safety in everyday life. Everyone is expected to meet each other openly and appreciatively and with respect for diversity.

Collaboration on the education plan and activity plan

Before you start at the school, you make an education plan together with your KUI counsellor. In the education plan, you agree on the goal of your course at FGU, where at the school you will start and how long you will attend here.

Based on the education plan, you must work together with a teacher/counsellor at the school to make an activity plan that tells you which activities you must follow in order for you to achieve your goal.
The activity plan must be followed up on every month by you assessing, together with a teacher/counsellor, whether you benefit from the planned activities and whether they lead to the expected result.

Student council (FGU council)

There are student councils in all local schools as well as a joint student council for the institution. The school's student council has the right to consult on the school's rules of conduct and social order.
The student council also has the right to consult on bigger decisions that affect the students. There is a right of consultation both locally at the local schools and at the FGU institution as a whole.
The Grand Council appoints a student representative as an appointee to the school board.

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General behaviour

As a student at the school, you must comply with general norms for good order and respectful interaction at the school.

You have a duty to immediately and loyally comply with the specific instructions given to you by the school staff in order to maintain or restore good order at the school, regardless of whether these are given in speech or in writing.

The school's rules and code of conduct also cover your behaviour outside of school, including in your spare time.
However, your behaviour in your spare time is only covered by the rules and code of conduct when your behaviour (e.g. your behaviour on social media) has had a direct negative impact on the interaction and well-being at school.

For more detailed procedures, see FGU Østjyllands dignity policy here: https://fguoj.dk/strategi/#strategier

Extremism

It is not allowed to encourage or influence extreme political/religious attitudes and behaviour that is contrary to the school's democratic educational purpose, including promoting social control of other students.

Extremist incitement or behaviour is sanctioned by the school. Including notification to PET.

Mobile phones

In some of the school's activities, it is not allowed to have open mobile phones. In others, you are dependent on being able to use the phone as a learning tool. You must therefore follow the signs and instructions from your teacher in the workshop and teaching in general.

The use of your mobile phone must not disturb you or others in class. If you need to use your mobile phone for private purposes, it must be done during your breaks or agreed with your teacher.

Gatherings

It is not allowed to use mobile phones while we are eating at the joint gathering/lunch. Here we eat together. If there are no joint activities, mobile phones are allowed in the rest of the gathering. Use of mobile phones must not be disturbing to others (must be silent/low sound).

As an alternative to using mobile phones, board and card games are available for free use.

Religion

FGU Østjylland respects the religion of all students. As a state institution, however, we consider religion to be a private matter and therefore religious preaching, worship and the like are not allowed on school grounds.

Bullying

Many young people have been involved in bullying in their previous school life. A bullying free environment is of great importance for the individual's security in everyday life and the opportunity to stay focused on learning and development.

Therefore, you will find that the school intervenes in the event of signs of bullying. Also in cases where the bullying consists of or includes statements on social media. Even if the bullying takes place outside school hours or school, it is still a school matter and contained in the school's rules and code of conduct.

Bullying will result in sanctions from the school.

For more detailed procedures, see FGU Østjyllands anti-bullying strategy here:
https://fguoj.dk/strategi/#strategier

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Privacy

It is not permitted to record/forward audio and video/photos of private matters, including of a sexual or other indecent nature as well as violation of the personal integrity of others.
This also applies to recordings of another student where the student demands to be excluded from such recordings and their disclosure.

Violations will result in sanctions from the school and possibly a police report.

School property

We expect you to treat the schools' premises and equipment with respect.
Likewise, we expect you to follow the schools' instructions in relation to safety, clean-up, waste sorting and cleaning.

Language

National language

We want a social life at school which includes everyone. No one should feel excluded from the community.
This means that the language at the school is Danish.
This also means that students who have difficulty with Danish must be helped to understand and express themselves in Danish.

Respectful language

We show respect for each other. Nicknames and demeaning speech to/about others are unacceptable and will be sanctioned by the school.

Violence and threats

Violence and threatening behaviour are generally reported to the police and result in suspension and/or expulsion.

Weapons

Illegal possession of weapons on and around school grounds will be reported to the police and will result in suspension and/or expulsion.

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Attendance, active participation and absence

Active participation and compulsory attendance

You are obliged to attend and participate in all compulsory activities, including teaching and joint gatherings. We expect you to actively participate in teaching and other activities such as internships and combination courses, and that you submit agreed assignments on time.

Absence

If you do not show up for classes without calling in sick, it will be considered illegal absence and will give lead to a dialogue with your teacher/counsellor about your attendance.

Illegal absence is deducted from the school allowance. You will be deducted from school allowance corresponding to the time you do not attend, but at least 30 minutes. You may also be deducted from school allowance if you do not participate in the collaboration on your activity plan.

If you are late or leave too early from a compulsory activity, the school is obliged to immediately register the time you are absent.

Legal and illegal reasons for absence

On fguoj.dk/skoleydelse-og-fravaer/ you can see examples of which reasons for absence count as legal/illegal absence. You can also see your options for making objections and possible complaints if you believe there has been an mistake.

The FGUplaner app is your opportunity for control

You can see your absence continuously in the FGUplaner app and must notify your teacher as soon as you discover something you do not agree with.

Meeting time

You must follow the meeting times and teaching activities that appear in your schedule. The school takes into account the students' transportation options when setting meeting times. No students can be expected to arrive at the school before it opens or earlier than 20 minutes before meeting time.

Breaks and gatherings

In the local schools' canteens, there are daily joint gatherings where we eat together.
In addition to the food, we have the opportunity for a cozy respite and orientation and announcements can be given across the local school. Therefore, attendance at these gatherings is mandatory.

At the local school, you can find out when the sessions will take place. In addition, there are shorter breaks during the day in workshop and teaching activities. You must find out about break times in your local school so that you can be ready when the activities start again.

Registration of attendance and teaching activity

We must register your attendance at the school as part of the payment of your school allowance.
All teachers will therefore keep lists of attendance for various teaching activities, just as they will make a note if you are late.

The rules on attendance and sick leave also apply when you are in internships, work training and combination courses.

If you have problems attending classes consistently or participating in certain activities, it is a good idea to talk to your UU counsellor about it when you make the education plan. The education plan will be followed up when we organize your activity plan together. Teachers and your counsellor at the school will support you in finding out how you can work with the challenges, both in the daily teaching and at the monthly follow-up interviews.

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Sick leave

If you fall ill, you must report sick every sick day before the start of the first lesson. Sick leave is sent to your teacher.

If you are going to be on sick leave for a longer period, you must agree with your teacher/counsellor on how to proceed.

Duty to be present

You are free to leave the school area during breaks, but it is not allowed to leave the workshop without prior agreement with your teacher.

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Health

We work preventively and educating about diet and health, including the consumption of soft drinks and energy drinks.

Food

Food is fuel for the head and body. Therefore, we offer free lunch and before the start of classes in the morning a simple breakfast.

The school does not provide a refrigerator, microwave, etc. for your own food.

Drink breaks

In a number of workshops, drinking breaks must take place outside the workshop as a result of safety requirements (e.g. in welding areas), hygiene (in the kitchens) and for reasons of equipment (e.g. PCs, keyboards, electrical equipment, etc.) It is the teacher who decides whether drinking is allowed in the workshop during drinking breaks based on safety, equipment or hygiene requirements.

It is the teacher's obligation to ensure sufficient drinking breaks during the lesson.

Drugs and tobacco

Drugs

You are not allowed to attend school under the influence of alcohol or drugs. It is not allowed to drink alcohol during school hours.
It is not allowed to consume, bring or sell drugs at school or during school hours.

If the teacher/counsellor assesses that you are under the influence, you will be sent home. This is for the sake of yourself, and the others at the school.

If you do not comply with the rules above, it may result in expulsion.

Test

The school may ask a student to voluntarily participate in a test for alcohol and other drugs.

Addiction treatment

If you have consumption/abuse of alcohol or drugs, we are happy to work with you and the Alcohol and Drug Center on a plan for winding down.

If you do not want to get help at the moment, the consequence may be that there are activities/tasks that you cannot participate in. There are workshops or functions in workshops that cannot be used by students in addiction due to safety.

When you go to treatment – including substance abuse treatment, the absence is recorded as legal.

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Tobacco products

It is not allowed to use tobacco products, including smoking/vaping/consuming snuff at FGU.

This applies

- During school hours, both on and off the school grounds.
- On the school grounds, both during and outside school hours.

It is an offence to leave the school grounds to smoke/vape/consume snuff.
This also means that the policy applies to students who are in internships, work training, company-based teaching or the like.

Help to stop the use of tobacco products

If you have consumption/abuse of tobacco products, FGU offers help with cessation courses. Talk to your counsellor.

Sanctions for violation of the tobacco ban

Dialogue is always the first tool we use in the event of a violation of the policy on smoke- and tobacco-free and healthy school.

If the policy is violated, the following levels of sanctions will be implemented:

1. Verbal reprimand as noted in FGUplaner, as well as an offer of smoking cessation
2. Written reprimand that is placed in FGUplaner, as well as an offer of smoking cessation
3. Suspension for the day in question, case in FGUplaner, and offer of smoking cessation
4. Suspension for 3 days with school allowance, case in FGUplaner, and offer of smoking cessation
5. Suspension for a week without school allowance, case in FGU plans and orientation to KUI, as well as offer of smoking cessation
6. Expulsion from FGUOJ

Exception

As part of a project carried out in collaboration with the University of Southern Denmark (SDU), the Ryomgård department will replace the sanction framework with preventive and supportive measures during the period from 3 August 2026 to 1 August 2027.

Continuous and targeted efforts will be made to support students in managing their dependency and developing their ability to delay gratification.

FGU offers support through smoking and nicotine cessation programmes. The use of tobacco and nicotine products will be addressed through dialogue, follow-up, and offers of assistance.

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Practicality and safety

Medication

Some medications have a sedative effect and therefore do not go well with e.g. driving or operating dangerous machinery. This type of medicine is marked with a red triangle on the package. You must not be under the influence of medication to such an extent that it poses a risk when you handle dangerous machinery or drive a car, tractor, etc. during school hours.

If you are in doubt as to whether your medication dosage poses a risk in relation to driving a car, etc./operating dangerous machinery, you are obliged to contact your own doctor.

Workwear

The school provides workwear and personal protective equipment. You must use the work clothes and personal protective equipment required by the school. For example, the use of safety shoes and helmets where required.

You must also use the uniform required by the workshop. For example, for hygiene reasons.

Cleaning

All students are obliged to participate in tidying up and cleaning in their own premises/areas.

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Sanctions in the event of violation

Levels of sanctions

Step 1
The school may orally or in writing give you a pedagogical reprimand in the event of minor and non-serious violations of the rules of conduct and social interaction, including in connection with examinations.

Step 2
In the event of violations of the rules and code of conduct, including examinations, the school may give you a written warning.

Step 3
The school may also decide to implement the following sanctions, possibly in combination, if you have violated the rules and code of conduct, including in connection with examinations:

1. You may be completely or partially excluded from specific events or activities.

2. You may be prohibited from bringing and using specified private objects or types of objects, including mobile phones, etc., during your stay at the school and in class for a specified period of time, when this is justified in terms of order or pedagogy.

3. You can have private objects detained for normally a maximum of one day, including mobile phones You are obliged to immediately hand in the object(s) that the school has decided to detain to the school. If you do not comply with this obligation, the school may decide to impose an appropriate sanction for this. However, this does not relieve you of the obligation to hand in the item. The school may maintain the detention beyond one day for practical or pedagogical reasons, including where the institution's offer ends.

4. The school may decide on the temporary suspension of school allowance for up to 5 school days.

5. The school may decide on temporary exclusion from teaching for up to 10 school days. The school registers your absence during the exclusion as mandatory and therefor legal absence.

6. You can be expelled from one local school under FGU Østjylland and be transferred to another local school in FGU Østjylland in order for you to complete your education there. You can also be expelled from FGU Østjylland and transferred to another FGU school. This must be done by prior agreement between FGU Østjylland and the receiving FGU school. It is FGU Østjylland that decides whether you can be transferred to another FGU school if you are expelled from FGU Østjylland. We can only make a decision on this sanction if it has not previously been applied to you in your educational course.

7. The school may expel you from FGU (expulsion).

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Temporary suspension, temporary restricted access to school

The school may, as a preliminary measure in the following situations:
that the student temporarily, including while a case is being investigated further and without reduction of school allowance, may not be present at school or in teaching (temporary suspension), or must only be present at the school to a specific extend (temporary restricted access to the school):

1. **Considerations of legal awareness**
   In situations where the school deems it necessary for the sake of the general legal awareness at the school of compliance with the school's rules and code of conduct. For example, where it has been reported to the police that a student has committed a violent, threatening or otherwise illegal act that may have a direct impact on the social interaction and order at the school, and which may lead to expulsion.

2. **Consideration for maintaining order and social interaction**
   In situations where the school deems it necessary to immediately maintain order and social interaction at the school and the participation of other pupils and staff in teaching. When deciding on a sanction, the school may make the implementation of the sanction conditional on the pupil not again violating the school's rules and code of conduct, possibly for a specified period.

Conditional sanctions

The school may, in individual cases, stipulate more detailed conditions for a conditional sanction that is pedagogically justified, for example:

1. That the student rectifies the harmful effects as a result of the student's violation of the rules of access and order within a specified deadline.

2. That the student carries out certain activities in a satisfactory manner within a deadline set by the school that are suitable to prevent the pupil from repeating the rule violation or similar violations of the rules and code of conduct. It can also be activities that contribute to reconciliation between the student and any aggrieved students, staff or others through mediation.

For students under the age of 18, the KUI counsellor and custody holder must be involved/informed if the offence may have an impact on the student's future attachment to the school.

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Appeal

The complaint instruction can be found separately under
https://www.fguoj.dk/samvaers-og-ordensregler/

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Historical documentaries

See the Danish version of the rules and code of conduct.