



RULES & PRACTICAL INFORMATION



GRENAA GYMNASIUM'S
BOARDING SCHOOL



Dear boarding student,

Our boarding school is a nice home, where you will be able to find friends from all over the world. You will become independent and grown up, but in safe homely surroundings. Mostly you can do what you want, but just like in a family the boarding school has some rules to follow.

You have lots of freedom, but also frames that helps you to embrace life in school, e.g. homework. It is your own decision whether you want to close your door and be on your own or rather talk to your friends, teachers or other staff at the boarding school.

Providing you with the best possible opportunities to study and focus on school work is essential to us. We therefore expect everyone in the house to be quiet at certain times of the day so you have a chance of doing your homework without being disturbed.

People depend on one another at the boarding school. You share part of the responsibility for making everyday life at the boarding school work, and creating a good tone among students and staff. It is therefore your duty to be a good mate, show good behaviour and to take part in performing the duties that follow with living here. You should expect no less of others.

A warm welcome!

Helene Bendorff Kristensen
Head of School

Dear students,

Welcome to the Boarding School at Grenaa Gymnasium.

You are about to become part of a large group of approximately 220 boarders from Denmark and abroad, who are studying STX, HF or IB at Grenaa Gymnasium.

The boarding school is a small community and will be an experience for life.

You will learn that it will be both fun and educational to live with a group of people with many different cultural backgrounds. At the same time, you must be considerate, helpful and friendly to others in order to make this community work.

We take care of meals and a lot of other practical issues, thereby enabling you to focus on school and be a part of the social activities at the boarding school. Activities that encourages the well-being of our students.

Our most important task is to create a good and safe home for you here, being far away from home.

We very much look forward to meeting you.

Thomas Stenumgaard Lind
Head of Boarding School





House Rules for Grenaa Gymnasium's Boarding School

You have chosen the boarding school as your home for the next period of your youth. It will definitely become an exciting time for you, and you need to learn how to structure your everyday routine.

In this booklet, you can read the boarding school rules.



It is surprisingly easy to get more than 200 people to live together when everyone knows, understands and adheres to the same set of rules.

It is therefore important that you read the rules. When you fill in and sign your boarding school application, you also agree to follow the rules. Sanctions on the infringement of house rules see page 19.

New students at the boarding school are always given an explanation of the house rules. If you have any doubts, please ask the staff.



Boarding School Values

Grenaa Gymnasium's boarding school has an open and tolerant environment with room for everyone across nationalities and cultures.

We value community, mutual respect and togetherness. Our goal is to provide you with safe surroundings and good study conditions, while at the same time giving you an amazing experience.



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Address and residence permit*Students from Denmark*

If you want a doctor/dentist in Grenaa (Norddjurs Kommune), you need to change your official address (folkeregisteradresse) before moving in to the boarding school. This we advise you to do. If you only wish to move your postal address, you do not have the option to choose a doctor/dentist in Grenaa.

Students from EU/EEA countries

When you have been admitted to the boarding school, but before moving in, you must find information at the State Administration's website www.nyidanmark.dk on how to get a EU-residence permit and which documents you need for this purpose. Please remember to print the application form and gather all necessary documents before booking an appointment online in advance and apply through personal attendance at a State Administration Office (SIRI) in Denmark. This visit is advised to be made in connection with your arrival to Denmark in August.

Students who are not from EU/EEA-countries

When you have been admitted to the boarding school and before moving in, you must find information about how to get a residence permit at www.nyidanmark.dk. Please be aware that the processing time is approx. 2 months.

Fire

Tampering with the firefighting equipment, covering or activating the alarms unnecessarily is strictly forbidden. Furthermore, blocking fire doors and emergency exits is forbidden. Breaking this rule may lead to you paying for damages and being expelled.

When the fire alarm sounds, you must close your window, leave your room and close the door behind you.

If the situation allows it, knock hard on your neighbours' doors to make sure they know that the alarm has gone off. Leave the building and gather on the steps to the en-

trance of the gymnasium. Here you will await further instructions.

In every room there is a fire-bell and an evacuation plan which you are obligated to know. Mandatory fire drills are carried out.

Insurance

During your stay at the boarding school, you are responsible for yourself and your belongings.

The boarding school does not have an insurance that covers you. We strongly recommend that you take out insurance with your parents.

If you have no insurance, you must pay yourself if items owned by you are stolen or destroyed. If you damage buildings or possessions owned by others, and have no insurance, you must pay for the damage, even if the damage was an accident.

Moving in

The room is furnished with a bed, a desk, a swivel chair and a shelf system. You are free to bring your own furniture to most rooms, but remember to ask before making any changes. Remember to bring duvet, pillow and bed sheets.

Parent information

If your parents or contact persons change their address and/or phone number during your stay at the boarding school, you must inform the offices at the boarding school and the school immediately.



Bicycles and mopeds

Use the boarding school's specific parking area for bikes and mopeds. Remember to lock your bike/moped. We have no insurance regarding theft. See page 6 - "Insurance".

Bullying and harassment

Any form of bullying or harassment is completely unacceptable and you are obligated to pass on information if you have knowledge of another student being exposed to bullying.

If you participate in bullying or harassment, you will be faced with sanctions.

Candles, open fire and fragrance spray

Due to the risk of fire, open fire is not allowed in the rooms. This goes for all kinds of lit candles, oil lamps, tealight candles, sparklers, incense sticks, etc.

Furthermore, using fragrance spray or diffusers is not allowed, because it can trigger the fire alarms.

You do, however, have the opportunity to use the indoor fireplace and outdoor bonfire place when given permission by the boarding teacher on duty.

Electrical appliances

At the boarding school we do what we can to protect the environment.

Therefore high-consumption electrical appliances such as fridges, microwaves, electric kettles, toasters etc. are not allowed in rooms. Please use the boarding school facilities instead.

TVs, game consoles and computers are, of course, allowed, but remember to turn them off when leaving the room. Also, turn off the light and close the window.

Facebook

We have a group at Facebook, which is only for you living at the boarding school. It is a good idea to seek admission in to the group to make it possible for you to be updated on everyday life at the boarding school. It is perfectly okay, if you do not wish to be a part of the group. You will find updates on

everyday life in Lectio and in connection with meals at the boarding school as well.

Holidays

The boarding school is closed during the autumn break, Christmas, the winter break, Easter and summer.

We close down at 5 p.m. of the last day before the holiday and open up again at 2 p.m. the day before the first day of school.

It is possible to apply for staying longer or returning earlier to the boarding school. The cost is DKK 125,- per night. The application must be handed to the boarding office no later than 2 weeks prior to the break.

You must inform the boarding school teacher on duty where you spend your holiday. The holiday plan is made two years in advance and can be seen on both the website ("Calendar" in the top menu at the front page) of the school and boarding school.

When leaving the room before a holiday, it must be clean. All electrical equipment must be turned off and the window must be closed.

Hygiene

For the sake of everyone's well-being, personal hygiene must be a top priority. It is important that you wash your hands and use our disinfection dispensers often and especially before entering the dining room.

In general

Always ask before hanging anything anywhere. Only use Tack-it or similar.

Instagram

The Instagram profile for the boarding school is "grenaa_boarding". Here it is possible for present or future students and parents to follow everyday life as well as special arrangements at the boarding school.

Internet and IT

The boarding school has wireless high speed Internet, free of charge for students and guests.

Guests need to get a guest password from the person responsible for IT at the boarding school.

Using the boarding school's computer or Internet to download, copy, distribute or store illegal material such as films, music, games, programmes is strictly forbidden. If you undertake any illegal activity, you may be expelled and reported to the police.

Keep your room clean

You are obligated to keep your room clean and tidy. The staff checks the room once a month to see if it looks clean.

Key chip

Your key chip is personal and must not under any circumstances be lent to anyone, not even other residents at the boarding school. If you lose your key chip, you must go to the boarding school office immediately.

Then you will need to buy a new key/key chip via Studiz.

Laundry

All students have access to washing machine and tumble dryer at your disposal – free of charge.

For environmental reasons, please fill up the machine every time you wash, or wash together with a friend.

You need to bring your own detergent and it must be either swan-labelled/green label or neutral (without perfume). Considering students with allergies, the use of fabric softener is forbidden.

Minimize the use of the dryer and hang your clothes to dry on the clothes-dryer instead. Remember to clean the filter each time you have used the dryer.

Locks

The outer doors of the boarding school are always locked, and you therefore need your key chip and pin number to get in.

Both are handed out to you when you move in.

To prevent theft, make sure that you always lock your room when leaving it – even if you are only gone for a short while.

Packages and letters

If someone sends you packages or letters please provide them with this address:

*Grenaa Gymnasiums Kostskole
Fuglevænget 84, st.
DK - 8500 Grenaa*

Parties at the gymnasium

When the gymnasium hosts parties, you are not allowed to have any 'before' or 'after' parties at the boarding school.

Boarding school rules concerning the consumption of alcohol and when to be quiet also apply when there are parties at the gymnasium.

Pets

Pets are not allowed at the boarding school.

Quiet time at the boarding school

It is the duty of all students to ensure general peace and quiet at the boarding school. This means that you should not make noise in common areas, rooms and corridors.

If you want to listen to music, play on your computer etc. the sound should be so low that it does not bother your neighbours.

Sun- Thursday from 8-10 p.m. is study time.

From 10 p.m. to 7 a.m. the boarding school it must be absolutely quiet.

Take care and show consideration!

Shower facilities

There are separate shower facilities for boys and girls on each floor. You need to bring your own towels, soap, shampoo and other personal items. Bring a bathrobe to wear on your walk from the bathroom to your room.

Windows

The boarding school windows are supplied with a lock which enables you to leave them partially open. This lock must always be used if you want to ventilate the room while you are out. If you open the window fully, you are not allowed to leave the room.



Attendance

You are obliged to attend all meals at the boarding school.

If it becomes a general problem for you to attend meals, you must talk to the head of the boarding school about it.

Birthdays

The last Sunday in every month we celebrate all student birthdays the recent month with cake and buns.

Evening events

Several times during the school year we arrange events at the boarding school that are different from everyday routines. This could, for instance, be an evening with a guest chef who cooks meals from a certain country or culture together with students and staff.

We often 'spice up' evenings like these with lectures or entertainment related to the menu.

Food waste

To avoid unnecessary food waste, it is important that you sign up for meals on the weekend list, if you want to join the meals during weekends. You are only allowed to join the meals if you have signed up.

Dining room behaviour and guidelines

We are many people who eat together in the dining room up to five or six times a day. We all have different customs and habits as to how we behave while eating. It is important that everyone has a good experience at meals. Therefore, the students who are members of the Boarding School Student Council (Kollegianerrådet) have made a small brochure with guidelines for good conduct in the dining room. The guidelines can be read in the dining room, and when you follow them and are aware of what is expected of you, being many people together at mealtimes will be a pleasant experience. Removing tableware from the dining room is not allowed.

Using the phone or using computers and other electronic devices is not allowed in the dining room during meals.

Meals – food for brain and heart

Food is an important part of life at the boarding school. Mealtime is when you meet and discuss things large and small, while filling up your energy reserves with both Danish and International dishes.

Our kitchen team strive to produce as much as possible from scratch, and strive that the food is sustainable, tasty and healthy. We believe that a larger amount of vegetables at your plate will increase your learning and well-being.

We strive to create a nice and cosy atmosphere in the dining hall and to ensure that the food is appetizing and healthy.

The kitchen staff takes pride in cooking fresh, homemade food. We combine Danish cooking with international cooking.

You can find the menu of the day on the noticeboard.

Meals of the day

Monday - Friday:

Breakfast	07.40 - 08.30 a.m.
Lunch	11.55 a.m. - 12.25 p.m.
Afternoon refreshment	1.55 a.m. - 04.00 p.m.
Dinner	05.30 - 06.30 p.m.
Evening refreshment	07.30 - 09.30 p.m.

At breakfast, you are welcome to make a sandwich and take a piece of fruit with you to school. Likewise, you may take a sandwich or a piece of fruit/vegetable to your room in the evening.

Saturdays, Sundays and public holidays:

Brunch	09.00 a.m. - 12.30 p.m.
Snack	03.00 - 04.30 p.m.
Hot dinner	05.30 - 06.30 p.m.
Evening refreshment	07.30 - 11.00 p.m.

The brunch consists of breakfast and lunch. You are welcome to have something to eat several times within this time frame.

Packed lunches

If you are prevented from participating in meals due to exams, excursions or other school-related events, you are welcome to prepare a packed lunch.

Special dietary needs

If you have special dietary needs, for example if you are a vegetarian, have allergies or are intolerant to certain foods, please write it on your boarding school application.

Please notice that we do not do vegan meals, but vegan food will be available at the buffet. You can always talk to us if your dietary needs to change.

Guests

Having guests at the boarding school is only permitted if you are present yourself. As a host you are responsible for your guest, and your guest must follow boarding school rules.

Guests staying overnight

Guests who stay overnight must be registered with the teacher on duty at one of the meals.

All guests who are not registered with the boarding teacher as staying overnight must have left the boarding school by 9.55 p.m.

The teacher on duty has the right to deny visitors access at any time without reason.

Guests during weekends

If your guest is staying at the boarding school over the weekend, you need to register him/her at Thursday's dinner at the latest. You, personally, also need to register for weekend meals by Thursday.

Guests joining meals

Guests must pay for meals, and the total amount is to be paid via Studiz. The receipt for payment must be shown to the boarding school teacher on duty.

Parents and siblings are always welcome at the boarding school and they must pay for meals at Studiz too.



Food committee

In the boarding school's food committee we discuss everything related to meals, including health and the preparation of meals.

The boarding school student council

The council works on all issues regarding the boarding school. Among other things, we discuss suggestions for changes to the house rules, how to spend the money on the student account etc.

Each year in August/September students are elected to the Boarding School Student Council.

Information/meetings

Information on activities and other practical issues are given daily at lunch or dinner, via Lectio and our facebook group.

Every 3rd month we have a meeting for all boarders where attendance is obligatory.



Absence from school

Being an active student at Grenaa Gymnasium is a prerequisite for living at the boarding school. In other words, it is your duty to turn up for classes on time and do your homework while living here.

Continued unfounded absenteeism will result in expulsion.

You need to be a student at Grenaa Gymnasium in order to live at the boarding school.

Being away from the boarding school

If you are not planning on spending the night at the boarding school, you need to inform the boarding school teacher on duty by 6 pm on the day in question.

If you are not planning on staying at the boarding school for part of or the entire weekend, you need to inform the boarding school teacher on duty no later than 6 p.m. on Thursdays.

If you have not signed up for meals at weekends, and show up anyway, you do not get anything to eat.

Doctor

If you need a doctor, you can book an appointment yourself or ask the boarding secretary or boarding school teacher on duty to help you.

Illness

If you become ill, you must always inform the boarding school staff.

Medicine

If you use prescription medicine you must specify this on your boarding school application. This goes for physical as well as mental illness.

If you start undergoing treatment that requires medication during your stay here, you must inform the head of the boarding school. This goes for physical as well as psychological treatment.

All kinds of medicine must be kept inaccessible for others in a box, which you must buy. The box must always be locked.

Wake-up calls

If you find getting up in the morning difficult, you can ask to receive wake-up calls in the morning.





Common facilities

We have some great common areas that you are free to use in your spare time. In the lobby which connects the main building with the dining room, you can play pool, table football ('fussball') and table tennis. Part of the dining room is furnished with sofas and a TV. We also have quite a few board games – old as well as new ones!

In the basement we have a mini-cinema with sofas and bean bags, offering you the chance to watch a film, big sports events or whatever you are interested in. There is also a fitness room, a game room and an art room.

At the boarding school we have various outdoor facilities. We have beach volley, basket nets, chess and a tipi. Furthermore we have several games like croquet and mikado etc.

Boarding school students can use the music rooms and sports facilities at the school outside normal opening hours - also during weekends.

Note that using the fitness room and other facilities at the boarding school is at your own risk.

Activities

The boarding school has several groups and clubs run by students. Every week they carry through different activities as chess, badminton, crochet, philosophy and dance. Often the weekend teacher on guard will arrange an activity like karaoke, camp fire, baking pancakes or board game tournaments.

We also have a 'homework café' with a teacher connected. Some Sundays you can go for a swim at the local swimming pool.

Other activities

During the year we have a number of traditions in addition to our theme events. For Halloween, we carve pumpkins and make pancakes. In December, we do

Christmassy things such as make decorations and bake 'æbleskiver', (Danish Pancake Balls).

Weekends we have voluntary different activities.

Study rooms

All corridors have quiet places where you can study and there is access to rooms with interactive boards and projectors.

The dining room is also open 24 hours a day.

Kitchenette

Alle students have access to a kitchenette and a living area. The kitchenettes are equipped with a microwave, kettle and fridge.

General rules concerning alcohol and when to be quiet apply to both indoor and outdoor areas.

Private arrangements

If you would like to host a small gathering for family and/or friends, you can book one of the common rooms at the boarding school. You need to make arrangements with the teacher on duty. They will explain to you what you need to be aware of.

As the host it is your responsibility to keep the common room tidy and quiet time and alcohol rules are obeyed - also by your guests.

Alcohol policy

As a general rule, consuming alcohol or being under the influence of alcohol at the boarding school and the boarding school's premises, is forbidden.

On Fridays and Saturdays you are allowed to consume moderate amounts of alcohol from 7-11 p.m. Consumption of alcohol may only take place in your rooms or in agreement with the boarding teacher on duty. The only type of alcohol allowed is ordinary beer, wine and 'alcopops'. When there are parties or evening events at the boarding school, no alcohol is served.

Consumption and storing of alcohol with an alcohol strength over 16 % is forbidden. Leaving any alcohol visible in your room, no matter its strength, is forbidden. This includes empty bottles as well.

The first 2 weekends of the school year alcohol is prohibited and you are not allowed be intoxicated in any way at the school premises.

This prohibition is regardless of age, grade and room placement.

This will help secure that all new and present students have the possibility to get settled at the boarding school and give a good impression without influence of alcohol.

After the 2 weeks the common rules on consumption of alcohol in moderate amounts, is valid.

Euphoriant drugs

Euphoriant drugs in any form are strictly forbidden. It is forbidden to use, store or sell euphoriant drugs when you are a resident at the boarding school. The prohibition applies to all kinds of marijuana, narcotics and drugs with a euphoriant effect, such as fungi, solvents, glue, lighter gas, etc.

Narcotics test

If there are grounds for suspecting the use of euphoriant drugs, the boarding school staff is authorized to conduct a narcotics test, without notice.

If the staff suspects that you use, store or sell narcotics, you may be asked to go over your room with the Head of the Boarding School, the boarding school teacher on duty or the school principal.

Unannounced inspections with drug dogs may occur!

A positive narcotics test, storing or selling

of narcotics may lead to expulsion from the boarding school and a permanent entry prohibition.

Smoking

Smoking is not allowed in the boarding school's inside or outdoor areas.

E-cigarettes and similar products are considered the same as regular cigarettes.

After school hours you are allowed to smoke outside at the smoking area.



Payment of boarding fee

Boarding fees must be paid every month in advance. The payment date is stated on the invoice. The invoice is sent via e-mail.

The boarding fee is an annual fee. The fee must be paid to Grenaa Gymnasium and can be paid once a year, half yearly or paid in 10 instalments. If you chose 10 instalments, the last instalment must be paid no later than on 6 May.

Information on how you wish to pay the fee must be sent to accountant Merete Brink at meb@grenaa-gym.dk.

Please use one of the following transfer companies for payment:

Wise

Currency Cloud

Payment details

Danske Bank

Statens Betalinger

Girostrøget 1

0800 Høje Taastrup

Account no.: 0216 4069032044

IBAN: DK2302164069032044

BIC/SWIFT: DABADKKK

Notice to leave

If you wish to move away from the boarding school before graduating, you must hand in a notice to leave your room as soon as possible.

You find the withdrawal form at the website. Please fill it in and hand it to the Head of Boarding.

You must pay boarding fee up to and including the month you leave.

If you are under 18 years, your parents must confirm the withdrawal.

Moving out

Your room must be in the same condition as when you moved in. If the room is not in proper condition, we may demand that you pay for repairs and extra work in connection with cleaning and preparing the room for the next tenant.

You will be given instructions on how to clean

the room. Hand over your key and key chip to the boarding school teacher on duty. He/she will check and approve the condition of the room before you leave.

Please notice!

IB2 students graduate in May and must leave the boarding school no later than on 1 June.





Breaking the boarding school rules

If you break the rules, one of the following sanctions may be taken into use: Spoken request, spoken warning, written warning, temporary expulsion or permanent expulsion.

General neglect of the boarding school house rules and/or failing to pay the boarding school fee may lead to dismissal from your room at the boarding school.

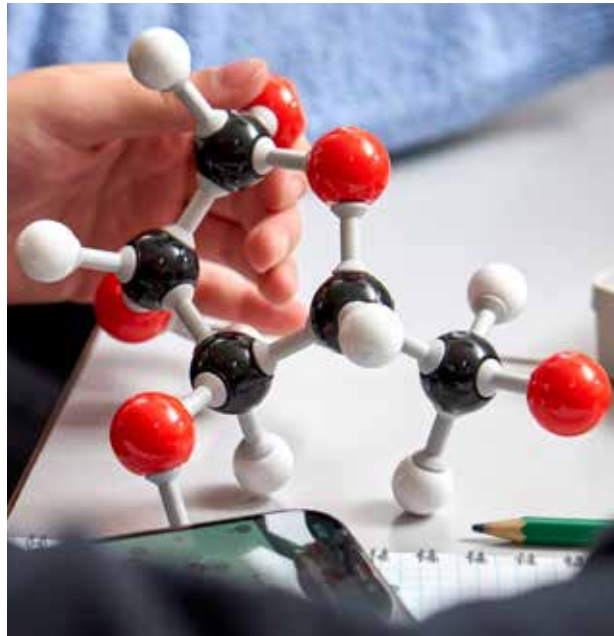
In the case of written warnings, expulsion or being tested positive for drug use, your parents are contacted if you are under the age of 18.

OBS!

If you are temporarily dismissed, the boarding fee is to be paid as usual.

If you are permanently expelled, the boarding fee is to be paid until the end of the month.

As a boarding school student, you are required to adhere to Grenaa Gymnasium's rules and regulations.



Boarding School Staff

Head of Boarding School

Thomas Stenumgaard Lind

+45 6012 3906

BS Secretary

Marie Ahlburg

10 a.m. - 1 p.m.:

+45 8758 4075

BS Teachers

Teacher on duty:

+45 2152 0414

Anders Winther

BS Social Worker

Jimi Haumann

BS Social Worker

Julie Møller

BS Social Worker

Mathias Bartholomæussen

Teacher at Grenaa Gymnasium

Rasmus Scherer

Teacher at Grenaa Gymnasium

Stine Sørensen

Teacher at Grenaa Gymnasium

Susanne Degn

Teacher at Grenaa Gymnasium

BS Night Watch

Andy Leth

BS teachers

When you move in to the boarding school, you will automatically be assigned to a boarding teacher. Your boarding teacher will, after 1-2 months, do an interview with you in order to ensure that you are happy about life at the boarding. You will also be asked if you have any wishes for the study environment at the boarding school or your spare time. After the interview, the BS teacher will phone or e-mail your parents and inform them about the conversation. The purpose is to create an opportunity for your parents to contact us if they find a need to do so in the future.

You can always talk to the boarding school teachers about any kind of problem.

BS teacher on duty

Apart from the Head of the Boarding School, there are seven boarding school teachers.

The teacher on duty spends the night at the boarding school and in weekends there is an extra night watch, who is awake all night.

It is possible to reach the teacher on duty, or other staff, around the clock.

If there is noise at the boarding school that you cannot stop yourself, you can complain to the boarding teacher on duty.

If you have questions at night, please consider if the question can wait until next day. If you have forgotten or lost your key, you are not allowed to wake up the teacher on guard on weekdays between 11 p.m. and 7 a.m. and in weekends between 4 a.m. and 8 a.m. Please stay the night with a friend or at a couch in the common areas.

The boarding teachers' duty roster can be found on the notice boards outside the office.

You must always comply with requests made by a boarding school teacher, without exception.

Head of School

Helene Bendorff Kristensen, can be reached at: **+45 6115 4032**