

## Welcome to Halmstad Municipal Upper Secondary Schools.

Here you can find important information that students of our upper secondary schools and guardians need to be aware of. The information is a selection of that available on each school's website.

<https://www.halmstad.se/sannarpsgymnasiet>  
<https://www.halmstad.se/kattegattgymnasiet>  
<https://www.halmstad.se/sturegymnasiet>

### Handling of personal data

When you register for studies in one of the Education and Labour Market Department's forms of study, the personal details you provide will be listed in various database registers at the Education and Labour Market Department and at the school you attend.

The registered details are essential so that we can administer important documents such as grades, student allowances and study plans. The legal bases for processing your personal details are the Exercise of Public Authority and Mission of general interest, (Data Protection Act, Article 6 (legal processing of personal data), Grounds 40–49).

Some details about you will only be saved during your study time (3 years) others, such as copies of grades on your leaving certificate are saved at the school for 6 months after your exam and after this there is a copy of the grades at the City archives.

The Education and Labour Market Department is obliged, at your request, to correct, block and delete information, (Data Protection Act, Article 12 to 13). According to the Data Protection Act, all those registered are entitled to request information that has been saved in our systems, after written applications, concerning personal details that concern the application, (Data Protection Act, Article 15)

The data controller is the Education and Labour Market Department. You are entitled to contact us if you would like to see information about the details we have registered about you, to request correction, transfer or to request that we restrict processing, to protest against or request your details to be deleted. You do this by contacting [direkt@halmstad.se](mailto:direkt@halmstad.se). You reach our data protection officer via our contact centre, Halmstad directly, on telephone: 035-13 70 00. If you have complaints about our processing of your personal details, you have the right to submit the complaint to the Data Protection Authority.

### Regulations and instructions for the education network

All students that attend upper secondary schools and Adult education in Halmstad municipality have access to computers, the educational network and are allocated an account on our education platform "Lärplattform Halmstad".

For everyone's well-being and safety you are required to read through the following and to sign the form at the start of school. The signature of a guardian is also required for students who are not of age.

I'm aware:

- that the education network is intended for school work.
- that the same laws and regulations apply here as in society in general.
- that I must study what applies in terms of ethical issues on the intranet.
- that I am personally responsible for everything I do and write and
- that I must therefore protect my password.
- that abuse can result in my exclusion from the system completely or partially during the period that the responsible principal decides together with my teacher.
- that I am not anonymous on the intranet

- that an alias (for persons with protected identity) applies exactly as the ordinary name in terms of rights and obligations.

The same regulations apply here as in society in general. I will not subject others to things that I would not like to be subjected to myself!

You approve the text above by signing the form: “Welcome to Halmstad Municipal Upper Secondary Schools”

## Allergies/hypersensitivity

On account of serious allergies/hypersensitivity to nuts, peanuts and almonds it is prohibited to eat these at all schools. Ask your mentor if there are any other things you may not eat at your upper secondary school due to allergies among the students and personnel, for example, citrus fruits.

## Visiting

For the safety of students at school all visitors must report to the reception. Unauthorised persons are not entitled to visit the school and this also applies to students from other schools too.

## Fire alarm

There is an automatic alarm in all buildings. When the alarm sounds you must leave the building immediately and head to the assembly point that has been indicated by your mentor.

## Bus pass

To be entitled to a bus pass, the route between the school and home must be at least 6 km calculated using the municipality’s bus pass system. The pass applies for an unlimited number of journeys per school day both on the bus and on the train during the whole school year. The pass is valid between 04:00 – 22:00 on weekdays and holidays during the term, however, not for the Christmas and summer holidays. Should you lose your bus pass it can be frozen and you can receive a new one. Contact the reception immediately if this occurs. If you forget your bus pass you must pay for your travel to and from school yourself. The bus pass is granted up to and including the spring term you are 20 years old.

## Insurance

All students at upper secondary school are insured against accidents during school and leisure time with the insurance company Halmstad municipality signs the agreement with. The insurance statement is available on the municipality’s website under “Children & educational”<sup>☞</sup>. You will also find the form to report injuries there.

## School welfare officer

The school’s welfare officers are at hand for students during school hours. The welfare officers serve as discussion partners when students e.g. wish to talk about:

- how things are at school/or home
- relations with people in the student’s surroundings
- questions of vital importance
- sorrow and crisis situations
- different forms of abuse

The welfare officers also act as advisors and informants when it concerns:

- study finance, scholarships
- contact with other agencies
- concerning family economy, or other support
- questions regarding function variations, immigrant and refugee issues

The school's welfare officers also work with relations in groups, and preventive work concerning e.g. abuse, and forms of offensive behaviour such as mobbing, sexual harassment and xenophobia. Even parents are welcome to contact the welfare officers. If necessary, the welfare officers can refer you to other professionals.

## Time off

Time off for private matters can be granted by your mentor for a maximum of three consecutive days and at most a total of six days per school year. The principal may grant leave of absence for the period that principal decides. Note leave of absence is granted restrictively. There are three, week long holidays during the school year (winter sports holiday, Easter holiday and autumn holiday) in addition to the Christmas holidays. These holidays should be utilised for foreign holidays and the like. Applications are made on the separate form that is found at [www.halmstad.se](http://www.halmstad.se)

## Equal treatment plan

We work to create a good working environment by preventing and acting against all forms of violence, abuse and freezing out. Everyone shall feel safe and respected at school.

Abuse can be carried out by one or more persons and be directed towards one or more. Abusive treatment can take place in all environments – at any time. Abuse can take place on individual occasions or be systematic and recurring. Abuse can take place between students as well as between staff and students. Those who state that he or she has been abused must always be taken seriously.

Everyone at school has a responsibility to report any suspicion or established form of abusive treatment to the school staff. Abuse can be a hidden problem. It is therefore important that everyone is attentive and reacts if any one falls foul of this. Abusive treatment never gets better by failing to deal with it at an early stage, neither will the situation be worse by introducing measures to stop the abuse.

Abuse can be:

- physical (for example, be subjected to blows and pushing)
- verbal (for example, to be threatened or called abusive names)
- psychosocial (for example, be subjected to freezing out and the spread of rumours)
- by text and image (for example, graffiti in the form of racist symbols, letters and notes, e-mail, SMS and MMS)
- material (e.g. punctured tyres, bent pens)

Violence and threats of violence are not accepted at school and will be reported to police by the principal.

The whole equal treatment plan can be read on the school's website.

## Accidents

If you injure yourself or fall ill while at school, you can visit the school nurse. Injuries can be reported to the municipality's insurance company. To promote a safe working environment with accident prevention, we would like you to write an accident report in the event of injury or a serious incident, abuse or the threat of violence. The form can be collected from the school nurse or at the Share-point.

## **No Smoking**

It is prohibited to smoke at all Halmstad's upper secondary schools. This means that students and staff may not smoke during school hours. According to the Tobacco Act, all premises at the school are to be non-smoking. This also applies to the school's outdoor areas (Tobacco Act 1993:581). In cases of repeated offenses students can be issued with a written warning.

## Reporting illness/absence for students

Illness/absence is reported by calling tel. 0515-77 70 14 before 12:00 (after 12:00 absence for the next day will be registered).

It is possible to cancel the absence report at any time during the call. When the report is finished you will receive a confirmation. If you replace the receiver before this confirmation the report will be cancelled.

The student's ten digit social security number must be entered correctly for the report to be registered correctly! If you are away for more than one day the report must be made on each day. If no report is made the absence will be considered invalid. If you are ill for more than seven consecutive days, you must be able to produce a doctor's certificate. If the guardian has access to the absence system, skola24, illness can be reported here.

If you should fall ill during the day you should first and foremost report the illness to your mentor and secondly to staff at student care. Reception does not accept illness reports!

All planned absence (doctor's visits or the like) must be reported in advance otherwise it is considered invalid. It is your responsibility to ensure that the teacher knows when you need to be free from class.

The new Education Act requires guardians to be informed of a student's invalid absence (non-reported absence) on the same day as the absence occurred. Skola24 manages this by sending a message by e-mail to the guardian. This requires the guardians' e-mail addresses to be registered in the Skola24 system. An application for time off must be submitted for planned absence. See more under the heading Time off

## School nurse

School healthcare shall primarily be preventative. You can approach us with questions about your health and lifestyle, if you do not feel well or have injured yourself, feel stressed and perhaps feel unhappy. If necessary, we can refer you to the school doctor, guidance centre for young people, psychiatry centre, healthcare centre, physiotherapist, etc. As parents you are also welcome to contact us.

We believe as an upper secondary school student you can decide whether your school healthcare records can be sent from your previous school to us.

If your guardian has a different opinion, please contact the school nurse.

## Student allowance

Students that study full-time at the upper secondary school and have a Swedish residence permit are entitled to student allowance. When the school judges that a student does not study full-time, i.e. has repeated invalid absence or has been absent for two consecutive weeks without proof, the school must report this to National Board of Student Aid (CSN). They can decide that the student is no longer entitled to student allowance. Withheld student allowance can affect the whole family's general economy as other benefits will be reduced during this period. These are: family allowance, maintenance and housing benefit. CSN is required to report this to Försäkringskassan (Social Insurance Office).

Additional information is available from CSN: [www.csn.se](http://www.csn.se)

All planned absence (doctor's visits or the like) must be reported in advance otherwise it is considered invalid. It is your responsibility to ensure that the teacher knows when you need to be free from class.

## Duty of confidentiality

All school staff have a duty of confidentiality pursuant to the Secrecy Act. School nurses, school doctors and school welfare officers have a special duty of confidentiality. All staff are obliged to report knowledge

of a student falling into trouble, for example, through drug abuse or social wrongdoing to the social services.