

Bylaws for

- *'Lolland International School'*

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Bylaws for 'Lolland International School'

Approved by the City Council on 15 December 2022

Table of Contents

Chapter 1: Name, location and purpose of the school

Chapter 2: Values, goals and framework

Chapter 3: School district and school board

Chapter 4: Target group, student enrollment and free choice of school

Chapter 5: The school board's activities and rules of procedure

Chapter 6: The school board's competences

Chapter 7: Entry into force and changes

Appendix

Chapter 1: Name, location and purpose of the school

§ 1. The name of the school is 'Lolland International School' and is located in Maribo.

§ 2. The purpose of Lolland International School is to give a significant boost to the offer that Lolland Municipality's schools represent, and thus also to be an important signal about the future that the City Council sees for Lolland. Lolland International School must thus play a key role in creating an attractive school offer that can realize Lolland Municipality's Planning and Development Strategy and the objectives around settlement and recruitment. The school must - as part of Lolland Municipality's ambitious 'Femern strategy' - form an important piece in the attraction of Danish and foreign families to Lolland, while at the same time it must be a new offer for local Danes. Thus, Lolland International School is also a positive response to Fehmarnbyggeriet's consortia and local internationally oriented companies that have requested an international school offer. Lolland International School must be the natural choice for foreigners who have temporary residence in the municipality due to employment and who have brought school-seeking children with them.

Chapter 2: Values, goals and framework

§ 3. Lolland International School rests on the same basic values as Lolland Municipality's primary and lower secondary schools, the principles in the primary and lower secondary school, special education, and early intervention strategies apply accordingly.

§ 4. The common goals in the Folkeskole Act apply correspondingly to Lolland International School.

§ 5. Lolland International School is funded up to 120 students and over that with a per-student rate.

§ 6. The school consists of grades 0-9. Small classes can be merged in whole or in part.
PCS. 2. The school's teaching is organized according to a bilingual program and certified according to an international curriculum system.

PCS. 3. Appendix 4 to the board bylaws for Lolland Municipality's primary and lower secondary schools regarding teaching hours and enrollment applies accordingly for Lolland International School.

PCS. 4 . The school's students take the school leaving examination in Danish and German (optional), while other test subjects are taken through the chosen, international curriculum system, cf. subsection 2.

PCS. 5. The school provides special education and other special educational assistance, etc., corresponding to Lolland Municipality's primary and lower secondary schools, including screening pupils who need this for the special school's offer.

PCS. 6: The school offers students admission to after-school programs and junior clubs. After-school services can be provided at Maribo School-Blæsenborg branch's after-school program. The after-school offer is linked to the usual parental payment.

PCS. 7: The school follows Lolland municipality's holiday calendar for the primary and lower secondary school and normally has 200 school days.

Chapter 3: School district and school board

§ 7. The school district is the whole of Lolland Municipality.

§ 8. The school board consists of 5 parent representatives, 2 employee representatives and 2 student representatives, all of whom have the right to vote.

PCS. 2. The City Council has decided that a representative of the City Council will not be appointed to participate in the meetings.

PCS. 3. The board can set up an ' advisory board' with representatives of e.g. companies, associations, experts etc

PCS. 4. The board can set up a support association for the school with individuals, companies, associations etc. as members.

PCS. 5. The school principal performs the school board's secretary function and participates in the school board's meetings without the right to vote.

PCS. 6. The student representatives may not attend the part of the discussions that concern matters concerning individual students or employees.

§ 9. Election of parent representatives and substitutes for this pursuant to § 8, subsection 1 is valid for 2 years . Parents who are guardians of children enrolled in the school are eligible and have the right to vote. Employees in the school are not eligible as parent representatives to the board, but have the right to vote.

PCS. 2. Election of employee representatives and substitutes for this according to section 8, subsection 1 is valid for 1 year. All permanent employees with an employment rate of more than 1/3 of full time have the right to vote and can be elected.

PCS. 3. The election of the student representatives and substitutes for this according to § 8, subsection 1 is valid for 1 year. The student representatives are elected by the student council.

PCS. 4. Appendix 2 to the board bylaws for Lolland Municipality's primary schools on the detailed rules for elections to the school board applies correspondingly for Lolland International School.

§ 10. At the board's first meeting, the members entitled to vote elect one of the parent representatives as chairman by tied majority vote. A deputy chairman is elected in the same way. The principal calls the first meeting.

PCS. 2. The election takes place by simple majority vote. In the event of a tie, the election will be decided by drawing lots.

Chapter 4: Target group, student enrollment and free choice of school

§ 11. The school admits children of foreigners who have temporary residence in this country on the basis of employment, and whose parents want them admitted to the school. If there is then available capacity, Danish children and other foreign children will be admitted. Children covered by the 1st point must constitute the majority.

PCS. 2. If it is not possible to accommodate all requests for admission to the school, admission is made according to the following criteria:

- 1) Children with residence in Lolland Municipality are admitted first
- 2) Siblings of students at the school are admitted next
- 3) Then raffle.

The criteria apply to both the admission of children according to section 1, subsection 1 and subsequently to the admission of children under section 1, subsection 2.

Chapter 5: The school board's activities and rules of procedure

§ 12. School board meetings are held behind closed doors.

PCS. 2. The school board may in special cases invite others to participate in the meetings, cf. §. 8 pcs. 3.

PCS. 3. Normal order of procedure ¹:

§ 1 If a member is prevented from taking part in one or more school board meetings, the substitute attends as far as possible.

§ 2 Requests for resignation from the school board are sent to the secretary.

§3 Meetings are held when desired by the chairman or when at least four of the board's voting members so desire, but at least 4 annual meetings.

§4 The chairman calls a meeting with at least 14 days' notice.

§5 The chairman prepares the meeting and issues the agenda with any annex no later than 4 days before, chairs the meeting and ensures that decisions are entered in the minutes.

§6 The agenda and minutes are made publicly available on the school's website in compliance with the duty of confidentiality.

§7 If a member wishes an item to be included on the agenda, it must be notified to the chairman no later than 8 days before the meeting is held.

§8 In special cases, the chairman can call a meeting with shorter notice and, when calling the meeting, must, as far as possible, notify the members in advance of the matters to be dealt with at the meeting.

§9 The school board is competent to make decisions when at least half of the parent representatives incl. a representative of the chair (chairman or vice-chairman) is present .

§10 The members can only participate in the board's votes when they are personally present during them.

¹The provisions of the standard rules are mandatory but can be supplemented by the board as long as they do not conflict with the normal business rules.

- §11 All decisions are made by simple majority vote. In the event of a tie, the chairman's vote is decisive.
- §12 The secretary ensures that minutes are kept of the board's decisions. In the decision minutes, it is stated for each meeting which persons have been present. The minutes are sent out for approval and subsequently published on the school's website no later than 1 week after the meeting.
- §13 The decision minutes are signed after each meeting by the members who participated in the meeting. Any member can request dissenting views added to the minutes and the board's statements and decisions sent along.
- §14 In connection with questions about the legality of the decisions, the secretary can have their opinion and recommendation added to the minutes.
- §15 The school board submits an annual report.
- §16 The school board calls the parents to a joint meeting at least once a year to discuss the school's operations. At such a meeting, the annual report is considered.
- §17 The city council does not provide remuneration/diet to the board members. However, travel allowance is provided ²for carrying out the duties.

Chapter 6: The school board's competences

- § 13.** The school board carries out its activities within the goals and framework set by the legislation and the City Council.
- PCS. 2.* The city council has, as far as possible, delegated its powers in accordance with the legislation to the school board, unless otherwise stated in appendix 3 to the board bylaws for Lolland Municipality's primary schools, which applies similarly to Lolland International School.

Chapter 7: Entry into force and changes

- § 14.** This bylaws enters into force on 1 January 2023.
- PCS. 2.* Changes to the board's bylaws are decided by the City Council after obtaining an opinion from the school board.

² State rates - high rate.

Appendices

Appendices 2, 3 and 4 to the board bylaws for Lolland Municipality's folk school apply correspondingly for Lolland International School:

Appendix 2: The detailed rules for elections to the school board

An election board is set up for each school, which is responsible for conducting the election. The election board consisting of

- a member elected by and among the members of the Children and Schools Committee
- a parent representative
- the principal.

Election of parent representatives

The election takes place in May/June after new elections to the City Council. Prior to the election, an election meeting is held at each school, followed by 10 days for nominations. Candidate selection takes place by contacting the principal.

Voting takes place electronically using 'KMD – Skolevalg'. The election board checks and approves the results of the election and publishes the result on the school's website.

Election of student representatives

The school principal is responsible for conducting elections for student representatives to the school board. The student representatives are elected by the student council, which oversees and settles the election. The choice is facilitated by the school. The election takes place at the beginning of the school year in good time before the first board meeting.

Election of employee representatives

The school principal is responsible for the election of employee representatives to the school board. The union representatives for the school's employees supervise and settle the election of employee representatives, which is facilitated by the school. The election takes place at the beginning of March and applies from the beginning of the coming school year.

The election is carried out electronically.

In general

Peace election

All elections are conducted as peace elections if there are no more candidates than seats. Peaceful elections of parent representatives are conditional on the nominated candidates agreeing on the order of nomination no later than 14 days after the election meeting.

Complaint

Complaints about the election are addressed to the electoral board. Questions of doubt regarding the procedure for the election are decided by the municipal council.

Constitution and appointment of the school board

The board takes office on 1 August after new elections. At the board's first meeting, the voting members elect one of the parent representatives as chairman by tied majority vote. A deputy chairman is elected in the same way. The principal calls the first meeting. The election takes place by simple majority vote. In the event of a tie, the election will be decided by drawing lots.

Supplemental choice

The boards are supplemented by the alternates if regular members resign. Supplementary elections are held if there are no more substitutes on the list. If the board of a school with several departments must be supplemented, supplementary elections will only be held if all substitutes have been used, provided that there is not a representative for all departments for the remaining election period.

Appendix 3: Distribution of competences

The City Council has - to the extent that in the Folkeskole Act a delegation right applies - delegated its powers under the Folkeskole Act to the School Board, unless otherwise stated in this appendix.

The city council

- determines the board's articles of association incl. school structure, including the number, establishment, closure and amalgamation of schools, school districts, etc., after obtaining an opinion from/consulting the school boards
- sets the overall framework for class formation, cf. appendix 5. Based on this, the board determines principles for class formation at the individual school.
- determines, as part of the board's bylaws, a framework for free school choice
- sets the rate for after-school care

The Children's and School's Committee

- decides on goals and frameworks for schools and SFO, including the implementation of the adopted budget.
- determines the framework for the structure and offer of special education
- decides the framework for transportation
- determines any payment for
 - participation in teaching in spare time
 - adult participation in teaching
 - participation in cultural center activities
 - catering on excursions, camp schools and school trips

The sector manager

- makes a decision on the employment of school managers after receiving an opinion from the school board. The school board is offered a place on the appointment committee
- decides on a joint holiday plan for the municipality
- determines, in cooperation with the Joint Student Council, rules of procedure for the work and meetings of the Joint Student Council.

The school principal

- after obtaining an opinion from the school board, makes a decision on the employment of the school's employees and other managers
- implements on the basis of the municipality's overall framework and the board's principles for the actual class formation, including the number of classes. Before the class formation is final, a discussion takes place with the sector manager
- makes a decision on the placement of the individual student in the classes and on the specific school offer for the individual student.
- makes a decision on support under 9 hours
- makes - after advice from the visitation committee and discussion with the parents - a decision on
 - school suspension
 - associates
 - special education

Appendix 4: The city council's decisions on the school structure etc

Teaching hours

Lolland Municipality follows the Ministry of Education's minimum number of hours and uses the possibilities of the Primary School Act to shorten the school day.

There are thus the following number of teaching hours:

- Grade 0 : 27.75 hours/week
- Lower primary (grades 0-3) : 27.75 hours/week
- Upper primary (4th-6th grade) : 31 hours/week
- Secondary (7th-9th grade) : 33 hours/week

Overall framework for class formation

Class formation in the individual school must take place so that classes are optimized as much as possible in relation to resource allocation.

Enrolment, admission and school suspension

School enrollment takes place from 1 October until the start of school the following year. Enrollment takes place electronically via KMD Enrollment.

If the start of school is to be postponed, this must be applied for before 1 December.

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