



You have the right to feel welcome, safe and secure at Komvux Södervärn.

- People must respect you for who you are
- You must not say anything to offend another person. People must not say offensive things to you.

If a person has offended you, ask what he or she really means. It is easy to get the wrong idea.

Talk to your teacher, a school welfare officer or the principal if you feel someone has offended you, or if you see that another person has been offended.

***If you feel another student has offended you:***

1. Ask this person what he or she means. It may be a misunderstanding.
2. Tell this person that you do not accept their behaviour. He or she must stop doing this.
3. If this does not help, you should speak to one of your teachers, or a school welfare officer.
4. The welfare officer will make an investigation and speak to the people involved. He or she will then write a report about what has happened.
5. The welfare officer will then inform the principal, who will decide what must be done. If the insults stop, that is usually the end of the matter. In the case of serious insults, the school may tell the person responsible that they can no longer come to lessons.

***If you feel a member of staff has offended you:***

1. Ask this person what he or she means. It may be a misunderstanding.
2. Tell this person that you do not accept their behaviour. He or she must stop doing this.
3. If this does not help, you should speak to the principal, or one of the vice-principals.
4. The principal or vice-principal will make an investigation and speak to the people involved. He or she will then write a report about what has happened.
5. The principal will then decide what must be done. If the insults stop, that is usually the end of the matter. In the case of serious insults, it may be necessary to use the laws which are there to regulate places of work.

Principal, Student Committee and Union Representatives

