

# House rules

## I. General

### Goal

1. These house rules contain the rules which are intended to ensure that lessons run smoothly and that the school and its facilities are in a good state of repair.
2. they are addressed to all students of Arcadia Bildungscampus AG.

### Information

Students are expected to take note of information sheets, notices and directives.

### Training officer

#### School Management

1. The person responsible for training (course leader) is available to the students in the event of difficulties of an academic or private nature, as well as in the event of questions regarding the training to be completed.
2. He/she informs the school management in the event of serious problems.
3. The school management intervenes in the case of students who do not comply with the regulations.

## II. Personal Discipline

### Punctuality

1. In order to guarantee undisturbed lessons, the pupils must make every effort to be punctual.

### Discipline

1. The consumption of alcohol and drugs is forbidden on the entire campus (cigarettes are allowed on the terrace). In case of violation, the KT concerned will be definitely expelled from the campus. In addition, he/she will be charged with a criminal offence

Furthermore, the students are obliged to

- a) to respect the house rules as well as the instructions of the school management and the teaching staff.
- b) to behave correctly towards the school management, teachers, staff and fellow pupils.
- c) to behave correctly towards tenants in the neighbourhood of the school (same building).

### **Cleanliness**

Die students are obliged to:

- a) to maintain order and cleanliness in the toilets, in the classrooms, at their workplace, in the entrance hall and in the corridors.
- b) not to sit on school furniture or put their feet on chairs or tables.
- c) to dispose of rubbish in the buckets provided, including outside, especially around the school building.

## **III. Use of the Rooms**

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### **Food brought in by pupils themselves**

Students who wish to eat their own food during the lunch break may do so in the break room or in the other rooms provided for this purpose. The refrigerator and the coffee machine (6th floor) are not to be used by the students. Drinking water is provided for the pupils.

Pupils who eat at school are requested to leave the dining rooms clean after use.

## **IV. Use of Equipment and facilities**

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### **Care of Furniture**

1. The Students will take care of the materials, furniture, copying paper, projectors, printers and computers at their disposal.
2. The Students are responsible for any damage they cause to the facilities and materials at their disposal. Damaged materials, as well as damage caused intentionally or unintentionally, must be reported to the school management immediately.

### **Repairs**

Any repair costs will be charged to the person who caused the damage.

### **Personal Belongings**

The school management declines all responsibility in the event of theft or damage to personal belongings kept in the school.

### **Photocopier**

The use of the photocopier is subject to the approval of the front office.

## **V. Final remarks**

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### **Come into effect**

These regulations come into effect on 18<sup>th</sup> March 2024.

Basel, 14. March 2024

The Schoolmanagement