

School Regulations

I. General

Objective **Art. 1**

1. These school rules contain the rules which aim to ensure the smooth running of school life and the proper condition of the school and its facilities.
2. They are addressed to all pupils of the school.

Information **Art. 2**

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

Education Officer **Art. 3**

School Management

1. The person responsible for training (teacher) is available to students in the event of difficulties of an academic or private nature, as well as in the event of questions regarding the training being completed.
2. He/she informs the school management in the event of serious problems.
3. The head Teacher intervenes in the case of pupils who do not comply with the school rules and discipline.

II. Personal Discipline

Punctuality and absences **Art. 4**

1. Students who are more than 15 minutes late are not allowed to attend the lesson they have started. They must wait until the next break. If they still wish to attend the lesson, they must first go to the head teacher who will decide whether the pupil can enter the classroom as an exception. Any absences must be reported to the Headmaster or the teaching staff.
2. It is at the discretion of the teacher to ask the student to move to another seat or even to leave the classroom if the student is significantly disrupting the normal flow of the lesson (swearing, making disturbing noises, talking loudly to neighbours, other rudeness, etc.).
3. the pupils avoid going to the toilet frequently. If possible, they go to the toilet during the break.

Discipline **Art. 5**

1. the consumption of alcohol and drugs is strictly forbidden. In case of non-compliance, the student concerned will be definitely expelled from school. In addition, he/she will be charged with a criminal offence.
2. Students are also obliged to:

- a) respect the school rules as well as the instructions of the school management and the teaching staff.
- b) behave correctly towards the school management, teachers, staff and fellow pupils.
- c) behave correctly towards the tenants in the neighbourhood of the school (same building), in particular by greeting them in a friendly manner
- d) keep the door of the IT room closed at all times and not to speak loudly in the corridors.

Clothing Art. 6

Students are obliged to:

- a) dress appropriately and appear well-groomed
- b) not to wear any kind of headgear and to wear neutral clothes.
- c) not to use their electronic devices (smartphones, etc.) except for teaching purposes, otherwise they may be excluded until the next lesson.

Cleanliness Art. 7

Students are also 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. Of use the Rooms

Smoking Art. 8

It is forbidden to smoke in the school building, including in the toilets. Smoking is also prohibited outside the school entrance.

Food brought in by pupils themselves Art. 9

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

Care of Furniture Art. 10

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 Art. 11

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

Personal Belongings Art. 12

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

Photocopier Art. 13

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

V. Disciplinary measures

Penalties Art. 14

Indiscipline and disorder will result in the following sanctions:

- a) Discussion with the person responsible for education and the school management;
- b) suspension for one school day
- c) Expulsion from school

V. Final remarks

Come into effect Art 15

These regulations come into effect on 1 January 2021.

Basel, 14. March 2024

The Schoolmanagement
