

RULES AND REGULATIONS

RIVERIA

The rules and regulations of the educational institution apply to everyone at Riveria: all students and all staff members. They apply to all activities at Riveria – teaching and learning, working, functions and events inside or outside the educational institution. In addition, workplace-specific rules and regulations must be followed at the workplaces. Students and staff are entitled to a safe study or work environment.

- 1.** Everyone at Riveria is obliged to promote peaceful, comfortable, and safe working conditions and to practise good manners. Bullying, sexual harassment, discrimination or racist, disorderly, offensive or threatening behaviour is strictly prohibited. This rule also applies to travelling to school and back and social media. We will report all cases of bullying towards minors to the parents or guardians of both, the bully and the bullied, and all suspected sexual crimes to the police and the child welfare.
- 2.** Students must participate in the acquisition of missing competence in accordance with the PCDP, as well as in demonstrations of competence. Students and staff must arrive punctually and prepared for teaching in accordance with the timetable. Any changes of the timetable must be announced in advance. The tasks assigned must be performed conscientiously and appropriately.
- 3.** Cleanliness and orderliness must be observed in the premises and on the grounds of Riveria. At the end of the school day the teaching and instruction facilities must be tidied, the equipment and tools cleaned and maintained. All tools and teaching equipment must be returned to their designated places in accordance with the instructions provided. Appropriate working clothes and protective equipment must always be worn in workshops and when performing practical tasks in accordance with the instructions of the teaching staff. Outdoors clothes must be removed when eating in Riveria's restaurants.
- 4.** The property and materials of Riveria and the workplaces must be handled carefully in accordance with the instructions provided. Students must immediately notify the teaching staff or the workplace representative of any damage or loss of property. Damage of property caused intentionally or by negligence will result in liability for damages.
- 5.** Riveria is not responsible for private property on its grounds, nor for valuables or money.
- 6.** Students and staff must ensure that the windows of the premises are closed, the lights are switched off and the doors are locked when leaving the premises and when the school day ends.
- 7.** No object or substance that cause danger to the persons themselves or others, or the possession of which is prohibited by law, may be brought to or kept in Riveria's premises or outdoor areas. Unauthorised access to Riveria campus areas is prohibited.
- 8.** The possession, use, brokering and being under the influence of alcohol, drugs and other intoxicants, is prohibited in the educational institution and on its grounds as well as in situations related to studies outside the grounds of the educational institution. The educational institution has the right to oblige a student to take a drug test if there is a justified reason to suspect that a student is under the influence of drugs during practical work assignments or that a student is addicted to drugs.
- 9.** Smoking or using snuff or e-cigarettes is prohibited in Riveria's buildings and outdoor areas. Accessories related to smoking, or the use of other nicotine products may not be displayed in the premises of the educational institution. The possession of tobacco products by persons under the age of 18 is prohibited.
- 10.** Instructions and regulations concerning general safety, fire safety and safe working conditions as well as traffic in the areas and parking must be strictly obeyed. Burning candles and other use of open fire at the premises of Riveria is prohibited. An obvious risk of an accident must be reported immediately to those at risk and Riveria's staff.
- 11.** The use of a phone, headphones or other electronic devices must not endanger safety at work or interfere with one's own or others' learning.
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