

# Dormitory Rules and Regulations

(Applies to all persons residing in KAO dormitories)

## 1. Objective of the Rules and Regulations

The objective of the rules and regulations concerning dormitory activity is to ensure comfortable and safe housing for the dormitory residents. Dormitory activity supports productive educational work of the students. Dormitory rules and regulations are a part of the school's internal regulations and are subject to the rules and regulations of the College.

## 2. Validity and Observation of the Rules and Regulations

Rules and regulations shall always be complied with in the dormitory and adjacent school area. The rules and regulations are applied to Kainuu Vocational College and high school students residing in the dormitory, dormitory tenants as well as others visiting the dormitory and dormitory area. The person responsible for dormitory activity of the establishment and/or KAO may always give further instructions for the residence in the dormitory.

Students have the right to reside in the dormitory only during schooldays. During holidays the dormitory is closed. To stay in the dormitory for holidays or weekend, one is required to have the permission of the dormitory supervisor. The person responsible for the dormitory activity of the establishment can give separate instructions/orders for the period of residence in the dormitory. When student loses their right to study at the school, they also lose their right to reside in the dormitory.

When a student receives a place in the dormitory, they commit to comply with the rules and regulations of the dormitory. The student will make a written contract of the dormitory place, which is signed by the person responsible for dormitory activity of the establishment, in addition to them. If a person residing in the dormitory is away for a long period of time, the dormitory supervisor must be informed about it. Cases of sickness must be reported to the dormitory supervisor or to the group instructor. If a student is sick for several days, we recommend that they go to their guardian's home.

If a student does not live mainly in the dormitory (at least 3 nights per week), the person responsible for the dormitory activity of the establishment shall re-examine the student's dormitory place situation.

## 3. Different Situations in Dormitory Life

Boys and girls live in separate rooms and flats. Cohabitation is not allowed. Visitors outside of the are allowed only during defined visiting hours. The visiting hours are from 16:00 to 21:00. The dormitory supervisor can give establish-specific separate instructions for the visiting hours. You can have a visitor in your room only if your roommate agrees to it. Dormitory resident is always responsible for their guests.

To get sufficiently time for sleep at night, one should return to the dormitory by 22:00. The dormitory supervisor must always be informed when spending the night somewhere else. At all hours, the same rules and taking into consideration of others should be observed, as in any other forms of living in the society. Especially from 22:00 to 7:00 living and moving should not cause any disturbance for others living in the dormitory or in its surroundings. In order to ensure sufficient time for rest, dormitory supervisor may forbid the use of television, computer or other such device after 23:00 in common areas and rooms. Even during the daytime, one should keep in mind good living manners and consider other dormitory residents. If a dormitory resident causes excess noise using their devices, the dormitory supervisor can forbid the use of the device in question, and if needed, can order the owner of the device in question to remove it from the dormitory.

When using the premises of the dormitory, cleanliness and order must be observed. Dormitory residents are responsible for cleaning and airing their rooms. If cleaning is neglected by a student, it can be arranged using an external service, which shall be paid by the student. Students take turns to make sure also their flat is

cleaned. If the student that is responsible for cleaning neglects it, the cleaning can be arranged using an external service, which shall be paid by the student who was responsible for cleaning. Students bring their own household linen and bedsheets (mattresses are provided by the dormitory). When using perfume, air fresheners and other scents, one must take into consideration other dormitory residents and the instructions of the dormitory supervisor.

One is not allowed to attach any objects or posters on the dormitory walls the way that it will leave marks on the walls. Only computers and audio-visual devices, coffee makers, hairdressing equipment and shavers can be plugged into the electronic supply. Due to fire safety own electrical installations are not allowed. Pets are not allowed in the dormitory. There are separate instructions / agreement concerning pets in Kajaani Seppälä establishment.

In vehicle and other traffic in the surroundings of the dormitory, one must comply with the rules and regulations of Kainuu Vocational College and other given instructions. Damage to the school property must be immediately reported to the member of the staff on duty. The person causing the damage is liable to compensate it. If the person who caused the damage remains unidentified, dormitory residents are jointly liable to compensate the damage.

#### **4. Intoxicants and Drugs**

To possess, use or appear under the influence of alcohol, drugs or other intoxicants in the dormitory or in the dormitory area is strictly forbidden. If the staff has a reason to suspect that there are drugs or drugs are being used in the resident premises, or that there is other criminal activity as described in the Criminal Code, the matter will be reported directly to the police. Use of intoxicants of a person under the age of 18 is always reported to the student's guardian and the child protection authorities of the municipality. All breaches concerning intoxicants are sanctioned with a suspension from the dormitory.

#### **5. Smoking**

Smoking, using and handling of tobacco products is forbidden in KAO dormitories and in the dormitory area. This interdiction concerns all students, members of the staff and visitors. Possession of tobacco products is forbidden for those under the age of 18.

#### **6. Littering**

The surroundings of the school and adjacent street area are not to be littered. One who is guilty of littering is obliged to clean up the littered area.

#### **7. Supervision, Peace of Living and Comfort in the Dormitory**

The duty of the dormitory supervisors working at the dormitories is to supervise that the peace of living and studying, comfort, safety and order are maintained. The work of the dormitory supervisor is part of student welfare services. Dormitory supervisor, person responsible for building maintenance and security, principal, director, school social worker, guidance counsellor, ICT support person, personal instructor, head of academic affairs and/or vocational education, person responsible for dormitory activity or other such person as well as representative of security guard company can enter into student's room using the keys of the school, if there is:

1. disturbing noise coming from the room
2. reason to believe there is alcohol or other intoxicants being used
3. reason to believe breaching of rules and regulations of the dormitory concerning visitors or other, or breaching of given orders
4. due to absence from class or work there is reason to check possible sickness
5. a need to check that the room and the furniture are maintained in compliance with the dormitory rules and regulations
6. or other legitimate reason.

When entering student's room, good manners shall be observed, and student's personal locker or other storage space are is opened of inspected.

### **8. Handling the Breaches of the Rules and Sanctions**

In accordance with the regulations on vocational education and the dormitory rules and regulations, the sanctions for neglect or breach of the dormitory rules and regulations can be:

1. Verbal reprimand given by the dormitory supervisor, which is recorded and can be reported to the guardian
2. Verbal reprimand given by the person responsible for the dormitory activity of the establishment, which is recorded and can be reported to the guardian
3. Written warning given by the principal, which is reported to the guardian
4. Suspension of the student for up to 3 months by decision of the principal
5. Suspension of the student for the remaining time of the studies by decision of a multi-member organ.

### **9. Validity**

Dormitory rules and regulations are valid indefinitely starting from 27 July 2020.