

Jko
www.jko.fi



DORMITORY HANDBOOK AT **JKO**

CONTACT INFORMATION

ADDRESS:

Sulkulantie 28, 40520 JYVÄSKYLÄ

DORMITORY COUNSELOR:

Tel. +358 44 7522 710

INFO OFFICE:

Monday - Thursday
at 8.15-16.00
Friday at 8.15-14.45
Tel. + 358 14 334 8000

INTERNET

WIFI
kokous
password: KOjko2012

CARETAKER:

Tel. +358 50 3899 689
You can see the working hours of the
caretaker on the door of the caretakers office.

CLEANERS:

Tel. +358 50 3899 630
Tel. +358 50 3899 626

SECURITY:

at 22.00 -07.00
Avarn Security tel. +358 10 620 2000
The fee for the opening of your room door
is 45,00 euros (invoice).
You can call if you notice noise, disturbing
behaviour or any threatening situation.
No fee for the permanent residents
of the dormitory.



Welcome to live and enjoy yourself in our dormitory!

Living at a boarding school means that you can stay in a community and independent home in a dormitory. For some students it may be a big step towards the independent life, for some it is a necessity for arranging the studies at JKO. However, community living is not only beautiful words, it has a huge impact for your life and studies.

The dormitory is meant for the underaged students who study full time and come outside this region and also for the students who study on free-oriented study programs.

The living is free of charge for the students on compulsory comprehensive school study programs, in vocational basic degree study programs and on comprehensive school program for adults.

GUESTS AT DORMITORIES

Monday-Thursday at 12.00 -20.00, Friday at 12.00-15.00

You are responsible for your own guests.
The guests must follow the dormitory rules during the visits.

MEALS

- **Breakfast at 7.30 - 8.00**
- **Lunch at 11.00 - 12.30**
- **Dinner at 16.00 - 17.00**

The students in free-oriented study programs also have a coffee break on Monday-Friday at 13.45 - 14.00.

MAIL

Sending mail – Mailbox; on the wall beside the INFO desk.
Arriving mail – Take from the dormitory counselor's office.

NOTE: when you get the mail to JKO, JKO can not fully guarantee the secrecy of correspondence.



COMMON PREMISES

KLUBI – CLUB ROOM (in the Patruuna building)

You can find there eg. a computer, a TV, Playstation 4 and Wii game consoles, board games, arts and crafts items, a coffee maker and a water kettle and a first aid kit. KLUBI is open at 16.00- 22.00, in other times it is used for lessons. In an emergency case you can always come and take first aid items.

OLKKARI (downstairs in the Sulkula building)

In the OLKKARI you can spend your free time with your friends. There are computers, which you may use after the school day.

PESULA – LAUNDRY ROOM (in the Patruuna building)

There are two washing machines, two tumble dryers and a drying cupboard. You can use the laundry room free of charge. Book your time on the list.

NOTE! The door of the laundry room will be locked after 22.00, take your laundry out before that time!

PREMISES AND ROOMS

The name of the dormitory building is **Patruuna**.

THE EQUIPMENT AND FURNITURE IN THE ROOMS:

- A bed and a mattress
- A dining table
- Cupboards with locks
- Curtains
- A bathroom
- A kitchen with dishes
- A coffeemaker, a water kettle, a microwave oven, cooking dishes
- A fire blanket and a fire alarm
- Desks in the triple room

YOU NEED TO BRING YOURSELF WITH YOU THE FOLLOWING ITEMS:

- A pillow, a blanket, bed linen
- Personal hygiene items
- First aid equipment t

THE COMMON PREMISES:

- Klubi – free time room
- Pesula – A laundry room



There are both **double (2) and triple (3)** rooms.

PRINCIPLES OF LIVING

The guardian is always responsible for the underaged resident.

The main idea is to offer you safe living which supports your studies. The living is teamwork which has certain rules.

You are yourself responsible for waking up in the morning to lessons and for your other daily duties. When you take into account the other residents, you make the dormitory more comfortable for everybody.

A compulsory safety and community evening is organized in every August for all the residents. **You will attend every second month a compulsory resident meeting.**

DORMITORY CONTRACT

The day you move into the dormitory you will sign the contract, in which you commit to follow the rules of JKO and the dormitory.

KEY DEPOSIT

You will get your room key when you pay a deposit of 100,00 euros. You will get back your deposit when you move away. If your key is lost or damaged, the costs will be taken from your key deposit.

CLEANING THE ROOM AND LAUNDRY

There will be a room cleaning checkup on Fridays. Decide with your room mate about the cleaning of your room. Remember to change your bed linen after 2-3 weeks. You will find the detailed information about the cleaning in your room.

If you repeatedly neglect the weekly cleaning or the final cleaning after moving away, the cleaning costs will be charged from your key deposit.

You are self responsible for the washing of the personal clothes. The use of the laundry room is free, you only need to bring your own washing powder. **Remember to book your own time slot for that!**

SICKNESS OR ABSENCE FROM THE DORMITORY

If you get sick or leave the dormitory, inform immediately about it to the dorm counselor, and also to your teacher.

You can not stay sick in your room longer than two (2) days. It is recommended that the guardian of the underaged student will come to take the sick student to home. You must inform all absences between 22.00- 07.00 to the dorm counselor because of the safety reasons before you leave the dorm, eg. staying over night at your friend's house.

If you are away more than one week, you must give your room key back to the dorm counselor, eg. on-the-job learning.

DUTY TO COMPENSATE FOR DAMAGES

You must immediately inform the dorm counselor, if you notice any lacks or damages in the room or in the common premises (eg. a broken lamp etc.).

If you self cause in your action, neglect or carelessness the call for security or fire department or break or spoil the JKO property, you are responsible for the compensation of the repairing costs.

IMPORTANT

Sometimes JKO rents dormitory rooms as accommodation to other customers at weekends. This will always be informed beforehand, so that you can clean your items into a locked cupboard.

In such a case you must give your room key to the dorm counselor on Friday before 9.00 in the morning.

You can come back to your room on Monday and you will get your room key from the dorm counselor.

The dormitory tutor student helps you to enjoy your living. The tutor may, eg go for a walk with you.

The living in the dormitory is teamwork which has certain rules. The rules are followed and the neglect to follow them will cause you consequences according to your study program, which may be eg.:

- a discussion
- a written warning
- a temporary dismissal.

JKO will always contact the guardian of the underaged resident, if there is any neglect of the rules or any other troubles.





MOVING AWAY

You must leave the room in the same condition as it was in the first day when you came.

There will be the final cleaning checkup in the last day. You will get all information from the dorm counselor a few days before moving out.

You are supposed to check yourself your room before the final checkup. If you see any lacks or needs, inform the staff about them.

When the staff has checked your room and approved it, you will get your key deposit money back.

If any key is lost or damaged, the staff will take the compensation from your key deposit money.

Please check, you will not leave any of your things left in your room before leaving the campus area.



RULES OF DORMITORY

GENERAL

The dormitory offers you a peaceful and safe environment which supports the personal life and the studies.

You need to have a permit to live in the dormitory and to follow the signed dormitory contract. The contract will last only one school year at the time and there is a one month trial period. If you can not appropriately follow the rules in the studies or in the living, it is possible to cancel the contract with a separate decision.

The guardian of an underaged resident is responsible for the student. The responsible staff at JKO is the vice principal and the management, including the dorm counselor and other staff.

The following staff members have the right to enter your room even though you are not there: the dormitory counselor, the vice principals, the director and the maintenance staff. The visit will be informed to you beforehand, however, it is not always possible.

JKO is not responsible for your private property. It is recommended that you have an insurance when needed for your private property.

1. NON-SMOKING CAMPUS

The dormitory and the school campus are non-smoking areas. Smoking and use of snuff or electric cigarettes are forbidden. See the article 6 for breaking the rules and punishments.

2. INTOXICANT DRUGS

The possession, use or behaviour under the influence of alcohol, drugs or items related to them is forbidden in the dormitory and the campus area. The dorm counselor may take actions to ensure this to keep safety in the dormitory and may take away these substances and items from the resident. See the article 6.

3. SAFETY AND ENVIRONMENT

You can not use in your room electric devices which heat up easily, eg. lava lamps or self-made computers etc.

The staff has right to take away broken or other dangerous electric devices from the rooms. Bringing to the room or to the campus area or the use of all weapons (including air-soft weapons), items for them, edged weapons, explosives, fireworks and other items related to them are strictly forbidden.

You have read the safety and rescue plans of the dormitory and JKO.

The residents follow the common principles of the sustainability of JKO. The waste is recycled and all other models for sustainability are in use.

You can not drive into the inner yard, only the service cars make an exception.

It is allowed to make a fire only in the marked places in the campus area. When using the camp fire place, it always happens with staff members.

There is recording camera surveillance in the campus area.

You are responsible for the weekly cleaning of your own room and common premises. If you fail three times in a row in the cleaning checkup, JKO books a cleaning company and you must pay the bill for that. JKO informs the guardian of an underaged student about the costs.

4. SILENCE

You must obey the silence at 22.00- 07.00 to ensure the peace for studying and rest for everybody. Everybody must avoid unnecessary cooking, cleaning, taking a shower, listening to music or other noise on that time.

5. VISITING TIME

You may have visitors in the dormitory on Monday - Thursday at 12.00- 20.00 and on Friday at 12.00- 15.00. You must sleep in your own room.

6. SPECIAL OCCASIONS AND BREAKING THE RULES

JKO can not guarantee the living, if something unexpected happens eg. water leak or other accident which prevents the living.

When signing the dormitory contract, you commit to follow the rules of JKO and the dormitory. The guardian of the underaged resident is always responsible for the student.

If you break the rules listed above, the dormitory counselor, the vice principal and the director of JKO have right to take action. In that case, the dormitory counselor has discussions with the resident. The guardian of an underaged resident will always be informed about a written warning and a cancellation of dormitory contract. In such a case JKO will also always make a child welfare announcement. JKO will always listen to the resident and the guardian before the decision of a cancellation of the dormitory contract.

MAP OF THE CAMPUS AREA



JYVÄSKYLÄ CHRISTIAN INSTITUTE

Sulkulantie 28, 40520 JYVÄSKYLÄ
014 334 8000 | toimisto@jko.fi

www.jko.fi

These rules support the general rules of JKO and are valid according to the laws and commandments and the general principles, which are the following:

Law on the vocational education no 531/2017 and
commandment on vocational education no 673/2017.

Law on the basic education no 628/1998.

Law on student welfare no 1287/2013, change no 886/2017.

Law on alcohol no 1102/2017.

Law on drug abuse no 41/1986.

Law on drugs no 1289/1993.

Law on tobacco no 549/2016.

Law on child welfare 417/2007.

The rules for the JKO dormitory is confirmed by the principal of JKO.