



**VIE SCOLAIRE / PASTORAL CARE**  
**RULES: RIGHTS AND DUTIES OF STUDENTS**  
**SECONDARY SCHOOL: 9<sup>th</sup> – 14<sup>th</sup> grade**  
**August 2023**

**Team spirit**      **Leadership**

**Technologies**      *Collège Champittet is open to the world and keeps up*      **Adaptability**  
*with technological and educational developments, yet*

**Ambition**      *without forsaking the traditions on which its reputation*      **Reflection**

**Responsibility**      *was founded. Since it was established, it has set itself the*      **Independence**

**Creativity**      *mission of passing on to its students high-quality*      **Courage**  
*academic knowledge combined with essential spiritual*

**Commitment**      *and human values such as a sense of community and*      **Respect**  
*individual responsibility in the pursuit of personal*

**Curiosity**      *success.*      **Communication**

**Sense of  
community**



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To make these rules easier to read, only the masculine form is used throughout the text. These designations always include the female gender.



## **Introduction**

The Pastoral Care Rules enshrine the fundamental values of Collège Champittet (hereinafter also referred to as 'the School'). These values aim to support academic excellence as well as the personal development of students. Everyone, students as well as parents, is deemed to have read and accepted these rules and regulations, as amended from time to time, when registering at the school.

### **1. Support for students**

All students have the right to be heard, to give their opinion and to express their concerns. To do so, they should first request a meeting with the class teacher, or the teacher concerned. The following other departments may be involved in finding and implementing a solution.

#### *1.1. Mediation*

The school mediator is a teacher trained in listening to students, he/she implements solutions and resolves conflicts. He/she is available to any student in conflict with a fellow student or a teacher. The mediator is bound to discretion.

#### *1.2. Coaching*

The coach is a teacher trained in coaching, who will review the school situation with the student and, if appropriate, with the parents, and make proposals for improvement in the planning and structuring of the student's work. He/she monitors progress regularly.

#### *1.3. Psychologist*

The school offers the services of a school psychologist, who manages cases indicated by Pastoral Care, in agreement with the students and parents/guardians. In cases that go beyond his/her competencies, he/she will refer the student to appropriate external medical bodies, in agreement with the student and the parents.

The psychologist is bound by official secrecy and acts in accordance with a charter.

#### *1.4. Study guidance counsellor*

The school offers an academic guidance and counselling service designed to help students and their parents choose academic options, gain access to universities and colleges of higher education, and find a career.



1.5. *Academic support, private courses, speech therapy*

- Studies: supervised study, shared assisted study on literary and scientific subjects.
- Private lessons given by a teacher.
- Speech therapy.

1.6. *Infirmary*

The school has a nurse who deals with general health problems and first aid. The nurse acts in accordance with the general standards of the profession applicable in Switzerland.

## **2. Class representatives**

The school aims to “empower” students, making them more independent, responsible for their own learning and involved in school life. The representatives are elected by their classmates at the beginning of the school year under the supervision of the class teacher. In exceptional cases, the school management reserves the right to veto an elected pupil. Each representative can make proposals concerning the organisation of the school and cultural, sports and humanitarian activities, etc. A Council of representatives will be elected for Secondary II as well as representatives from different section committees, Swiss Maturity, French Bacalaureate and IB.

The representative has the following tasks:

- Fostering good relations between the students and between students and teachers, particularly with the class teacher,
  - Participating in meetings with the Management, which take place several times per year,
  - Participating in the Disciplinary Board and safeguarding the interests of the student appearing before the Disciplinary Board,
  - Welcoming new students or students on traineeships and helping them settle into the school,
  - \*Speaking in front of an assembly,
  - \*Prepare and report on meetings,
  - \*Collect and organize the requests of classmates,
  - \*Circulate information,
  - \*Understand the diversity of the group in class by listening, considering everyone's opinion, expressing themselves without aggression and analysing requests,
  - \*Inform the class of decisions made, answers given in cooperation with adults.
- (\*the 6 last points concern representatives from 11<sup>th</sup> - 14<sup>th</sup> grades)



At the end of the school year, the Management presents each representative with a certificate, thanking them for the work done where the representative has honourably performed his or her duties.

The class representatives are trained by the school in fulfilling their role, particularly their involvement in the Class Council and the Disciplinary Board, and to the Council of representatives for the representatives of the 11<sup>th</sup> - 14<sup>th</sup>.

### 3. School Rules

#### 3.1. Lateness

All students are bound to observe the school timetable and be in class, ready to start work, when the bell rings to mark the beginning of each lesson. All teachers check attendance and punctuality at every lesson. Lateness will be mentioned on the student's school report. A student who arrives late must report to **Pastoral Care to sign in late** (bracelet/badge), Pastoral Care will evaluate the reasons. Any lateness exceeding twenty minutes will be considered as an absence, and therefore requires a note explaining the reason from the parents. Repeated or unjustified late arrival will be subject to sanctions. The number of occurrences will be counted per semester and will be sanctioned for every 5 occurrences (5, 10, 15, etc.) by a detention, on Wednesday afternoon, Friday after lessons or on Saturday. Students are required to bring schoolwork with them to be done during these periods.

#### 3.2. Bracelets/badge

The School provides each student from 6<sup>th</sup> grade with an identification bracelet/badge giving students access to buildings, photocopy machines and access to have lunch at the school refectory. Students are responsible for their bracelet/badge, it is personal and not transferable. For obvious safety reasons, the loss or damage of the bracelet/badge must be reported immediately to Pastoral Care.

##### 3.2.1 Loss of bracelet/badge:

- On the 1st loss, the school will replace the lost bracelet/badge free of charge.
- On the second loss, as for any subsequent loss during the school year, the school will provide the student with a new wristband/badge, charged at CHF 50, which covers the cost of the wristband/badge and the additional administrative work of programming.

##### 3.2.2 Forgotten bracelet/badge:

- If you forget your bracelet/badge, this is noted in EcoleDirecte.
- The 4<sup>th</sup> omission is penalised by a “coche” and the school will provide the student with a second free of charge bracelet/badge to allow access to the buildings
- Then, for each new “coche”, the school will provide a new bracelet/badge at a cost of CHF 50, which covers the cost of the bracelet/badge and the additional administrative work involved in programming it.



### 3.3. *Time off during the school year*

Time off will only be granted in exceptional circumstances for reasons that are deemed valid. Requests for time off will only be granted on a request submitted to the Academic Management two weeks in advance – [michael.gwerder@champittet.ch](mailto:michael.gwerder@champittet.ch). This also applies to early departures on holiday and late returns. These absences will be counted and recorded in the student's school report. The student is responsible for catching up backlogs in lessons because of his absence; he must refer to the content of lessons in EcoleDirecte.

### 3.4. *Absences*

In the event of an unplanned absence, Pastoral Care is to be informed by telephone (021 721 05 31) or by e-mail ([viescolaire@champittet.ch](mailto:viescolaire@champittet.ch)) or on EcoleDirecte by the student's parents or legal guardians, including for students over the age of 18.

To justify an absence, the parents or legal guardians must provide a written note of excuse that the student must hand to Pastoral Care office 48 hours at the latest on his/her return. Justification of Absence Forms are available from Pastoral Care. In the event of illness exceeding three days, or in case of repeated absences, the note of excuse must be accompanied by a medical certificate. An absence from sport must always be accompanied by a medical certificate or a note from the nurse.

*Any absence without a note of excuse, or where the note is late, will result in a sanction. An unjustified absence will be sanctioned by a detention on Wednesday afternoon, Friday after lessons or Saturday. Students are required to bring schoolwork with them to be done during these periods. Justified and unjustified absences will be counted each semester and recorded in the student's school report and may compromise moving up to the next grade. Absences preceding or following holidays will not be excused without a medical certificate. Cumulative absences of 200 hours or more, justified, or unjustified, could result in the non-promotion of a pupil to a higher class.*

*If 120 or more periods of absence are recorded, a formal discussion is held with the family and the student to establish an action plan for the remainder of the student's schooling. As soon as this threshold is reached, an alert is sent by Pastoral Care to the deans and the boarding school management.*



*The threshold for unjustified absences is included in the scale of sanctions, i.e., one unjustified absence = one detention, 3 detentions = one warning, 3 warnings = 1 disciplinary board.*

### *3.5. Missed courses and assessments*

The student is responsible for catching up backlogs in lessons because of his absence. He must refer to the content of lessons in EcoleDirecte.

A student who misses a summative evaluation (e.g., end-of-semester exam, mock exam, comprehensive exam and any other test designated as such by the teacher) must present a justification of the reasons for absence (e.g., medical certificate) to Pastoral Care.

In the event of a justified absence, the student will be summoned to one of the catch-up sessions: on Wednesday afternoon, Friday after lessons or Saturday. A student who misses a catch-up session must present a note of excuse to the Head of Pastoral Care, who will evaluate the reason. Failing that, the work will be definitively marked as 0. Any abusive use of the procedure for replacement of written assignments may be subject to a sanction.

### *3.6. Plagiarism, cheating and intellectual dishonesty*

Intellectual dishonesty includes cheating, plagiarism in a research paper without citing the source, copying content from an artificial intelligence software, copying a classmate's homework, and any oral or written communication between students during an exam.

#### *3.6.1 Dishonesty and academic consequences:*

- Any fraud will be sanctioned academically by a 0 mark.
- The Dean and the Head of Pastoral Care will be informed of any case of fraud.
- Other disciplinary actions such as suspension may be taken, and a warning may be issued.
- The parents will be informed immediately and/or summoned.
- In the event of repeat offending, the School reserves the right to record any sanction for fraud in the student's file.

### *3.7. Free periods, absence of a teacher*

All changes to the timetable will be announced by Pastoral Care. In the event of an unannounced absence or lateness on the part of a teacher, a class representative shall





go to Pastoral Care within 10 minutes to inform them. The rest of the class will wait in the classroom in silence.

In case of a class-free period on the timetable, from Monday to Friday between 08:00 am and 03:10 pm, all students of Grades 9 to 14 are required to go to Study Hall to do silent work (homework, reading, other assignments, etc.). Late arrivals and absences are registered by the supervisor.

- Study Hall SB04: Grades 6 to 10
- Study Hall SB41: Grades 11 to 14

Under no circumstances may students leave the premises of the School during a free period. In the event of a teacher being absent during the last period of the day, only students whose parents have signed a permission to leave school may be released from school, on a decision by the Head of Pastoral Care or the Dean. All the others shall go to the study room.

### 3.8. *Physical education classes*

Physical education is one of the school's fundamental values. No student will be excused from these classes for ideological, religious or any related reasons, unless they produce a medical certificate or a dispensation from Pastoral Care or the infirmary. These students make themselves available to the physical education teachers.

### 3.9. *Homework, evaluations*

**Homework:** All homework is given with a deadline of 48 hours

**Quiz:** on the subject studied in the previous lesson and assigned as homework at least one day before the quiz.

**Tests:** on a subject more important than the one studied in the previous lesson and announced on Ecole Directe. They are limited to two tests per day, and five per week.

The class teacher will ensure that the tests are spread evenly. He has the authority to rearrange them if the student's planning schedule is overloaded.

## 4. **Behaviour and discipline**

### 4.1. *Positive discipline*

The School adopts a positive discipline approach, which combines benevolence and firmness. Firm, to respect the adult world and the rules of living in society. Benevolent, to respect the world of the children and their emotions. It contributes to making the students independent and responsible, by increasing self-esteem.

### 4.2. *General attitude*

It is prohibited to run inside the buildings, climb on the windowsills, enter a room where there is no class without permission, or linger in the toilets. It is prohibited to picnic or



consume beverages or food in the buildings. It is strictly prohibited to enter the changing rooms outside sporting activities.

#### 4.3. *Dress code*

The School requires all students to wear the Champittet uniform at all times, including exam periods, except on the last working day of each month. Students must refrain from any eccentricity or provocation. For example, dyed hair, piercings, tattoos, visible underwear, excessively short miniskirts, shorts, sports shorts, torn jeans, leggings, sports trousers and military trousers are not allowed. During sports lessons, it is compulsory to wear the Champittet sportswear. It is strictly forbidden to take off the uniform and to change clothing during the whole day, including break time and lunch.

The School reserves the right to have a student's dress corrected, to have the student wear a second-hand piece of uniform from Pastoral Care or not to allow the wearer into the classroom.

#### 4.4. *Class life*

Students must observe the classroom rules. At the end of each lesson, the students must put their belongings away and leave no rubbish lying around. The teacher will make sure that the classroom is tidied, the board cleaned, the windows closed, and the lights switched off. For security reasons, the windows are locked, except in cases authorised by the Management. At the end of the day or at the end of the last lesson, each student is to put his/her chair on the table to facilitate the work of the cleaners.

#### 4.5. *Access to classes, time between classes and break time*

In the morning at 8:00 am and in the afternoon at 1:15 pm, students are only allowed to go to the upper floors 10 minutes before the start of lessons. Time between classes is not break time; students who must change classroom shall go to their next lesson without delay. When the bell rings for the second time, the students must be at their place and the lesson starts immediately. During break time in the morning and in the afternoon, students shall go outside the building unless the weather conditions are extreme. Under no circumstances are they to remain in the corridors or the locker rooms. They have the right to go to the library, where they must observe the silence that is imposed there.

#### 4.6. *Electronic devices*

**In secondary I** (9th - 10th): Mobile phones, earphones and headphones are strictly forbidden on campus from the moment of arrival at the gate. They are always invisible and on mute. Their use is only permitted at lunchtime break **after eating**. In case of non-compliance, the phone will be confiscated until the end of classes and the student will be sanctioned with a coche.

**In secondary II** (11th - 14th): Teachers must ensure that all students have deposited their phones at the beginning of each lesson in the phone boxes in the classrooms. Phones should be muted and placed upside down. Pupils take their phones back at the end of the lesson. Students who do not respect this rule by carrying a second phone will be punished by a direct detention. As soon as they can, teachers will take forgotten phones



to Pastoral Care office. Forgotten telephones may **only** be collected during breaks and not during lessons or between classes. Furthermore, the use of electronic devices, earphones, and headphones without the permission of the teachers is forbidden in the classrooms. In the library, they are used for academic purposes only. Headphones are not allowed in the buildings. If this rule is not observed, they will be confiscated and returned at the end of the day by the Pastoral Care office.

**The use of mobile phones, earphones and headphones is forbidden for the whole Champittet community, students, and adults, in the restaurant and the Café 1903, in the chapel, in meetings and in class except for academic purposes.**

Teachers may require connected watches to be taken off and placed in the student's pocket during class. The use of electronic games (on mobile phones, digital tablets, computers, connected watches or other consoles), is prohibited in all buildings, including in Café 1903. Any non-respect of this point may result in digital objects being confiscated and returned at the end of the day by the Pastoral Care office.

Students are prohibited from taking photos or videos or publishing them on the internet and social networks without the explicit permission of those photographed or filmed. In the event of suspicion of unauthorized photos or videos, the student is obliged to show the content to the school management.

Only a digital tablet or laptop computer can be used in class, for academic purposes only. In that case, the student must refer to the School's IT Charter. Moreover, the author of any messages that are disrespectful, obscene, sexually oriented, threatening, bullying or harmful to the reputation of another person, by text message, e-mail, on websites, referring to Champittet and/or any person connected with it, will be sanctioned.

#### 4.7. *Lunch break*

Students respect their status at lunchtime:

- Half-boarder:  
Meal at the Four Seasons restaurant according to the set timetable
- Extern:  
Meal outside, at Café 1903 or in the restaurant, provided they sign in before entering
- Picnickers:  
Meal or picnic at Café 1903

Off-campus outings:

- 9th-10th: only day students are allowed to leave the campus between 12.10 and 13.10
- 11th-14th: boarders and external day students are allowed to leave the campus between 13.40 and 14.10pm

No orders or deliveries are permitted. The order will be confiscated, and the student warned and penalized.



Students must respect all service and kitchen staff, clear their place and respect waste sorting. All students at the school respect the environment and feel responsible for the cleanliness of the premises.

#### 4.8. *Bags placed on the ground/on lockers*

It is strictly forbidden to put bags on the floor in front of the doors used as emergency exits in front of the teachers' room. It is also forbidden to leave bags or other objects on the lockers. No bags or bulky objects should be left untidy in the buildings and the school's grounds.

#### 4.9. *Dangerous objects*

Students must not bring any dangerous object to school. Banned objects include, but are not limited to, laser pointers, pellet guns or water pistols, blowpipes, knives, imitation or real weapons, etc. Disciplinary action will be taken against any student in possession of one of these objects, which will be confiscated immediately.

#### 4.10. *Personal items, lockers*

Students are personally responsible for their personal belongings. Valuable clothes or objects should be avoided at the School. Students have an obligation to keep manuals, notebooks, and folders in good condition. Any manual, notebook or folder that is lost must be replaced. To prevent loss or theft, students must put a personal marking on all their material (clothing, compass, ruler, books, etc.).

Students must not leave money or valuables in the locker rooms or classrooms. They must put them in their locker, which must be kept properly closed. Students are required to lock their lockers with a padlock or they will be penalised. The School cannot accept any liability for damage or theft. Nevertheless, if a student suspects a theft, he/she shall warn Pastoral Care, which will make every effort to find the lost or stolen property.

#### 4.11. *Rules for use of lockers*

Use of a locker is compulsory. The locker must be closed after each use. A padlock must be installed within 24 hours of reservation of the locker. This personal padlock must be used throughout the school year.

Any padlock installed on a locker without permission will be sawn off.

Students have access to a locker which they must keep in good condition. They must not store anything in it which could cause nuisance or harm. In exceptional circumstances, a member of the Management of the College may open a student's locker. The broken padlock must be replaced at the student's expense. The content of all lockers must be removed before the last day of the school year. If that is not the case, the school reserves the right to remove and throw away the content of the locker.

If a student causes damage to his locker or that of a fellow student, the cost of that damage will be billed to the student.



#### 4.12. *Buildings, outdoor areas*

The students are responsible for the rooms and areas which they use, and for the equipment provided. Graffiti and vandalism will not be tolerated. If they cause any damage, they must inform Pastoral Care without delay. The repair costs are to be borne by the persons at fault, and will be billed to the parents, even in case of passive complicity. The student is also liable to disciplinary sanctions. Students must respect trees, sports fields and courts. Ball games are only allowed on sports fields. They are banned inside the buildings.

#### 4.13. *Motorcycle, mopeds, bicycles, scooters, cars*

To avoid any risk of accident, moped riders must drive carefully as soon as they reach the School premises. This rule applies at all times of the day and applies to cyclists too.

On entering the campus, users of scooters are required to fold them up and carry them, the same for the skateboards. Scooters must be parked in the designated parking area and secured to the bar. The School cannot accept any liability for theft. Students coming to the College by car are not allowed to park on campus, including in the drop-off zone, sanctions may apply.

#### 4.14. *Tobacco, alcohol, drugs, and illegal products*

Possession or consumption of alcohol or any substance regarded as equivalent to drugs is formally prohibited. The Management reserves the right to carry out screening for prevention and education reasons. In case of a positive test, the parents will be notified, and the student will be called before the Disciplinary Board. Use of tobacco or vaping is banned in the buildings, on the campus, in the vicinity of the school and during any activities or outings organised in connection with the school.

#### 4.15. *Romantic relationships*

Romantic relationships between secondary school students are tolerated if, in order to preserve their privacy, these relationships are not openly on display: public embraces or any other form of touching are not tolerated. Any form of sexual relationship is obviously forbidden on campus.

#### 4.16. *Conduct and behaviour in the Roland Lomenech Library*

The College library is a place of work and silence.

Documents are available free of charge to library users, either for consultation on site or for home loan. The loan period is 30 days.

User registrations are taken at the loan Desk.

The user is responsible for the documents borrowed.

Books are returned in the returns box at the entrance.



If a person does not return the borrowed document, a late notice will be sent to inform the parents. If, despite the late notice, the book is not returned or if the book is damaged, an invoice will be sent with a surcharge.

The library is also available through Ecole Directe.

Extensions can be made via the Internet, by telephone or directly at the lending desk.

Users of the Reading Room must refrain from any action or behaviour that may disturb the peace and quiet of the room, the safety of the users, the documents or the hygiene and cleanliness of the premises. The management of the library may take any measures to prevent damage.

Smoking, food and drink, and the use of mobile phones and laptops to watch films or video games are not permitted in the library.

The management accepts no responsibility for the loss, including theft, of personal belongings. Furthermore, it is forbidden to leave personal belongings in the library outside the opening hours of the room. Items left in the library will be handed in to the lost and found service at the Pastoral care.

In case of infringement of the rules, permission to access the library will be denied.

A scanner/photocopier as well as two computers and headphones are available to users. You must have your wristband to use the photocopier. A wastepaper basket is also available near the office.

Internet access is free of charge. Internet use is reserved primarily for researching documents, consulting catalogues and the library's digital resources. Access to forums, chat rooms and games is not permitted.

#### *4.17. Conduct and behaviour in school buses*

Students are obliged to behave civilly in school buses, and to follow the driver's instructions. Drivers must report students who fail to comply with the rules about safety, politeness, and good manners. In that case, sanctions may be taken.

#### *4.18. Conduct and behaviour outside the School*

Students are ambassadors for the school. These rules also apply to school trips and outings. The Management may penalise serious breaches which occurs outside the school and, particularly during school trips or outings, may have to expel a pupil at the parents' expense.

#### *4.19. Harassment and bullying*

The School aims to protect students from harassment and bullying. Any student who feels threatened or harassed by one or more fellow students must tell his/her parents, the class teacher, an adult or a classmate. The Safeguarding Lead will be informed immediately and will decide on the appropriate solution. She may call on the school psychologists to assess the case and help with the investigation. Any allegation or proven case of harassment will be dealt with in accordance with the College's harassment procedure.



#### 4.20 *Congratulation's scale*

The college encourages behaviour that is respectful, responsible, supportive, and open to others. A congratulatory scale is an integral part of the rules.



## Congratulations Chart 2023-2024

<b>1. Respect of the rules</b>	<ul style="list-style-type: none"> <li>- Absence of check marks and annotations during a month</li> <li>- Progress in organized work and school material</li> </ul>
<b>2. Sense of responsibility</b>	<ul style="list-style-type: none"> <li>- Being a positive role model</li> <li>- Taking initiative and leading by example</li> </ul>
<b>3. Helping others</b>	<ul style="list-style-type: none"> <li>- Helping spontaneously</li> <li>- Showing empathy and care</li> <li>- Integrating new and lonely students</li> <li>- Supporting others</li> </ul>
<b>4. Openness to others and to the world</b>	<ul style="list-style-type: none"> <li>- Volunteering to help with group activities or outings</li> <li>- Participating in Champittet's events and giving a hand</li> <li>- Initiating activities to support a charity or a project</li> </ul>
<b>5. Others</b>	<ul style="list-style-type: none"> <li>- Congratulations belonging to other categories</li> </ul>
- <b>Congratulations :</b>	<ul style="list-style-type: none"> <li>- <b>If 6 congratulations per semester</b> = a personalized email to inform parents.</li> <li>- <b>If 12 congratulations per semester</b> = 1 voucher for CHF 20 at the Payot bookshop.</li> <li>- <b>At each 1<sup>st</sup> day of the month</b>, the class teacher identifies the students that did not have a check mark and annotations and adds a congratulation in their school record.</li> <li>- <b>After each class council</b>, the class teacher personally congratulates the pupils with 12 congratulations and gives them the reward.</li> <li>- The school Management reserves the right to announce which <b>class has had the most congratulations</b>. An organized outing with the class teacher for a day or a half-day will take place before the end of the year.</li> <li>- Each teacher is encouraged to make 1 congratulation per class per week.</li> <li>- Each member of staff is invited to encourage verbally a positive behaviour and inform Vie Scolaire to add it in Charlemagne (Ecole Directe).</li> </ul>





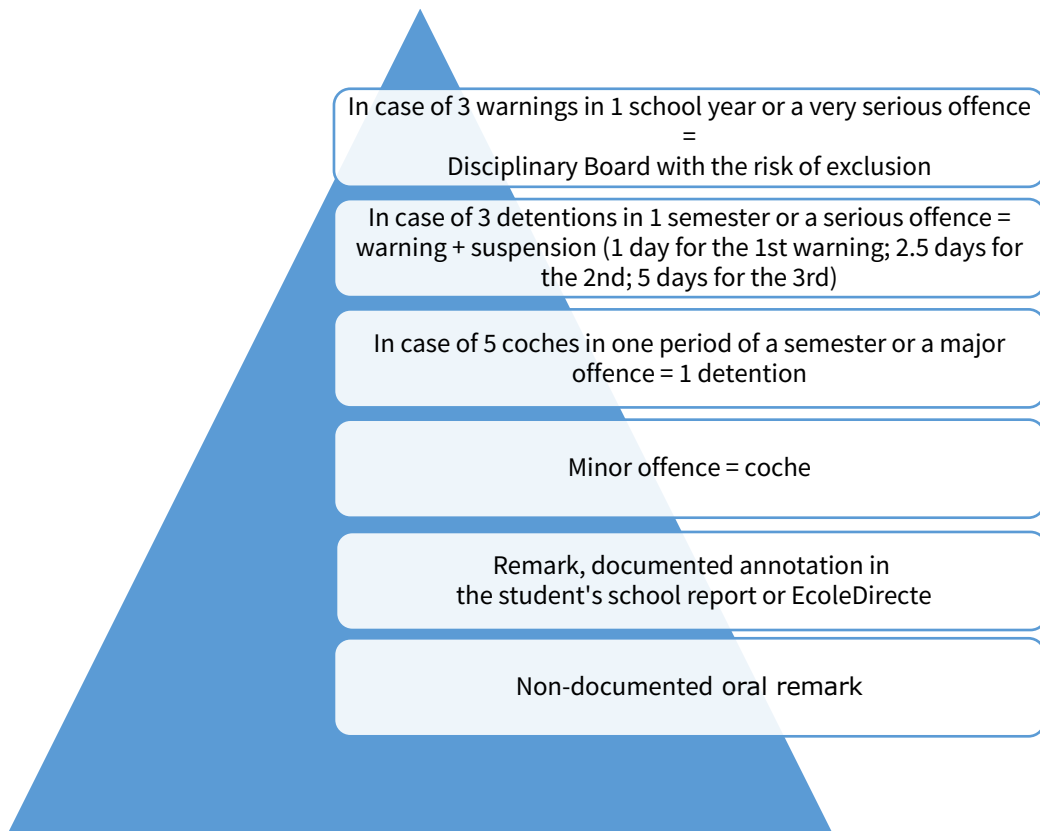
- Congratulations are not cumulative from one semester to the next.

#### 4.21 Sanctions

The School applies a sanctions system in a consistent and fair way.

#### Scale of sanctions

Minor offences worth 1 Check Mark (Coche in French)	Major offences worth 1 detention	Serious offences: warning and suspension	Very serious offences: Disciplinary Board, danger of dismissal
<ul style="list-style-type: none"> <li>▪ After 3 forgotten bracelets/badge</li> <li>▪ Unceasing chatter</li> <li>▪ Incorrect conduct, rudeness</li> <li>▪ Homework not done or incomplete without parent's justification</li> <li>▪ From the 2<sup>nd</sup> time the locker padlock is forgotten</li> <li>▪ Inappropriate language, vulgarity</li> <li>▪ Forgetting repeated material</li> <li>▪ Non-compliant clothing</li> <li>▪ Inappropriate use of digital tools</li> <li>▪ Repeated use of mobile phones in class, with confiscation</li> </ul>	<ul style="list-style-type: none"> <li>▪ 5 <i>coches</i> in one semester period</li> <li>▪ Unjustified absence</li> <li>▪ Verbal aggression</li> <li>▪ Wilful damage to equipment</li> <li>▪ Smoking</li> <li>▪ Insult</li> <li>▪ Occurrence of 5 non-excused lateness</li> <li>▪ Provocation</li> <li>▪ Unauthorized exit</li> <li>▪ Taking a late slip and not turning up for class</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3 detentions in 1 semester</li> <li>▪ Physical aggression</li> <li>▪ Insulting, threatening, obscene, tendentious electronic communication</li> <li>▪ Obscenity</li> <li>▪ Repeated plagiarism, dishonesty</li> <li>▪ Theft</li> </ul>	<ul style="list-style-type: none"> <li>▪ 3 warnings in 1 year</li> <li>▪ Repeated unjustified absences</li> <li>▪ Drug use</li> <li>▪ Consequent accumulation of sanctions without any real change</li> <li>▪ Aggravated harassment</li> <li>▪ Repeated insubordination, failure to comply with detentions and sanctions</li> <li>▪ Racism and insults based on difference</li> <li>▪ Racket</li> </ul>



A student who does not attend the detention without having been excused beforehand will have his/her sanction increased by one detention. If the student continues to miss detention, he/she is liable to appear before the Disciplinary Board and be excluded from the School.

Instead of, or in addition to the detention or the warning/suspension, and as a measure decided by the Disciplinary Board, Pastoral Care may impose a community service task on the student. This task may consist of the following non-exhaustive list:

- Supervision of children having their lunch in the school restaurant for a defined period, from several days to several weeks,
- Academic/IT assistance and support for primary pupils for a defined period, without impacting on his own courses,
- Cleaning up rubbish on campus and recycling,
- Withdrawal of school outing, school trip or camp, or any other extracurricular activity.

The College Management may summon students for Saturday detentions.



#### 4.22 *Disciplinary Board*

The Disciplinary Board is convened in the cases foreseen by the Pastoral Care Rules. The Disciplinary Board is convened by the Head of Pastoral Care. The Disciplinary Board is only convened in cases where exclusion is being seriously considered, and other steps intended to correct a student's behaviour have already been implemented (last instance).

The participants are:

- The student of concern
  - To defend him/her, one or two of his/her class representatives. In exceptional circumstances, another student may be convened to replace the class representative.
  - The Management
  - The Academic Management
  - The Class Teacher
  - The Dean
  - The Head of Pastoral Care
  - For boarders: The Management and/or Sub-Management of the Boarding School
  - In exceptional circumstances, one of the following two people may be excused:
    - the Dean or the Class Teacher if the other is present
    - Head of Pastoral Care or Management/Sub-Management of the Boarding School if the other is present
  - The following are not present: the parents or representatives of the parents
  - Invited guests: depending on the nature of the case, other persons (students or adults) may be invited to give their opinion: e.g., the school psychologist or a teacher who knows the case particularly well
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- The meeting will be chaired by the Head of Pastoral Care, otherwise by the General Management.
  - The rules regarding confidentiality are reiterated.
  - Each person present gives his/her opinion.
  - The Board shall deliberate in the absence of the student, and then notify the student of its decision.
  - The decisions of the Disciplinary Board shall be recorded in writing and notified to the student immediately, and in writing to the parents and others concerned, including the class teacher and the student's other teachers. Pastoral Care oversees implementation of the decisions. Enclosures: any important substantiating document and/or 'contract' between the student and the school.
  - Detentions or suspensions must be announced with sufficient notice, usually one week in advance.



- Minutes shall be drafted and sent to the participants and to the parents no later than the next day. Enclosures: if applicable, contract with the student, actions taken, deadlines.
- In case of a decision to exclude the student, the parents shall be informed immediately by telephone or by e-mail if it has not been possible to reach them.
- In the event of exclusion, Pastoral Care or the boarding school will make the practical arrangements.
- In the event of exclusion, the following are to be informed immediately:
  - Admissions
  - School Office
  - Finance department