



Le Châtelard

High School Annual Course 2021-2022

HIGH SCHOOL RULES AND REGULATIONS

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I. GENERAL DISCIPLINE GUIDELINES

At Le Châtelard, a healthy discipline is a means for the accomplishment of the student's integral formation. It is never an end in itself. The school asks for support from the parents to help their daughter see the connection between inner discipline and formation of habits and virtues.

The school relies on the parents to motivate their daughter to help her see the values acquired through discipline. If the student feels a division between her parents and the school in anything referred to in the rules and regulations, the formation becomes increasingly difficult. For this reason we ask parents for their valuable support in what refers to rules and procedures of the school.

Le Châtelard forms its students with respect and sensibility in a family environment that is conscious of their needs. In addition to the rules of the school, it will ensure the growth and maturity, independence, courtesy, respect and personal organization of each student.

Each student is identified with the ideal of becoming an *Integral Woman*.

It is expected that each student shows an interest in achieving her own personal maturity, and be willing to wholly use the means, methods and opportunities that the school provides, to become an integral woman.

It is expected that the students behave correctly and be properly attired both inside and outside the school facilities.

Le Châtelard offers a *Junior High* and a *High School* program. Both are independent and have their own dynamics, rules and discipline, according to the age and personal maturity of its participants. Students of each program are expected to be in the activities of their own program at all times.

Upon request, the school will supply a letter of good behaviour as long as the average grade for discipline is higher than 8.00 and the school agreement.

In keeping with the dignity of the human person, our students are required to show respect and refinement both in their words and gestures, towards the entire staff of Le Châtelard and among themselves. They are expected to use a correct and distinguished vocabulary.



II. ACADEMIC RULES AND REGULATIONS

1) HUMAN REPORT CARD

The school uses a discipline grade to measure the student's external behaviour and assimilation of the norms and principles which are to be followed by all students.

2) GRADE REPORT

The academic year is divided into two semesters. Each semester is divided into two periods (two months each).

For each subject, the student will receive her grades that are as follows:

First semester

Subject (example: French)	% of the Semester Average	Grade (example)
Work of the 1 st period (quiz, participation, homework,...)	15%	8.5
Project of the 1 st period	10%	9
+ Partial exam of the 1 st period	20%	9
Work of the 2 nd period (quiz, participation, homework,...)	15%	7.25
Project of the 2 nd period	10%	8
+ Final exam	30%	8.5
= Final grade	= 100%	8.37

Second semester

Subject (example: French)	% of the Semester Average	Grade (example)
Work of the 1 st period (quiz, participation, homework,...)	10%	8.5
Project of the 1 st period	10%	9
+ Partial exam of the 1 st period	15%	9
Work of the 2 nd period (quiz, participation, homework,...)	10%	7.25
Project of the 2 nd period	10%	8
+ Partial exam of the 2 nd period	15%	7.7
+ Final exam	30%	8
= Final grade	= 100%	8,20



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3) EXAMS

For a final semester average to be sufficient, a minimal mark of 6 (out of 10) is required. Please, take note that the Swiss marking system is very strict:

GRADE	INTERPRETATION
10	Excellent
9	Very Good
8	Good
7	Satisfactory
6	Passing
5 or less	Insufficient

For a student to be entitled to take her exams, her school fee payments must be up-to-date.

4) REMEDIAL EXAMS

If the student's final average is insufficient (less than 6), she will have the opportunity to retake exams, in no more than 3 different subjects.

If the student obtains less than 6 in the exam she retakes, she will fail the subject.

The times and dates of these exams are indicated in advance by the Dean of Studies.

Final and remedial exams will not be given to students who have missed them on the assigned dates, for unjustified reasons. They would have 0 for a grade.

If a student has to sit a remedial exam, private lessons and extra study time could be needed so she can be prepared, at the parents extra cost.

5) CHEATING

A student caught cheating, be it on a quiz or an exam, will receive 0 for a grade to the work or exam in the corresponding subject and an informative report.

If she is caught cheating a second time, even though it is in a different subject, she will have 0 for a grade to the period in the corresponding subject and will receive a major report.

On the third time, she will have 0 as her semester grade in the subject, together with a major report.

Copying and pasting information without quoting sources, letting somebody copy your work, and handing the same piece of work as a classmate is also considered cheating.

6) PUNCTUALITY AND ATTENDANCE

Students are to be in their classes at the exact time when their lessons begin according to the timetable.

- If a student is 1-5 minutes late for class, she receives a warning.



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- If a student is more than 5 minutes late, the teacher will register her as being absent and she will have to assist to detention.
- Three warnings deserve a detention.

Two absences per semester are tolerated in each subject without consequences. Two periods of French lessons are considered as 1 period.

No student may skip class on purpose or leave the school during class hours. Only the Directress may authorise this for exceptional reasons (when applying for legal papers such as visas, medical appointments which cannot be made outside of class hours...).

If students go over the number of authorized absences in a subject, they will be graded out of 8 instead of out of 10 in the next partial or final exam depending on the day of the exam. If she stills goes over the authorized absences, the grade will keep on decreasing (one point per unjustified absence)

7) STUDY TIME

Our students must attend study hall at different moments during weekdays. In the mornings, they can either go to Mass or study hall.

Connecting during classes and studies to the social networks, shopping or procrastinating on the internet is strictly forbidden.

In addition, a group study during study hall hours can be authorized on special occasions so as to respect other students.

Students organize their free time to study by themselves or in a group.

Arriving late to study hall and not taking advantage of this time may lead to disciplinary consequences such as extra work and informative reports.

8) FRENCH

The best way to learn a language is to practice it, therefore students are expected to speak French outside of class during school hours. A series of means are implemented in order to help each girl reach this goal; however, lack of responsibility will lead to losing the right to positive motivations.



9) REWARDS

Honour Trips:

Students who practice their French outside of class (according to given criteria) and good discipline and have a minimum grade average of 8.5 all subjects passed (at a specific date) are entitled to participate in a three-day honour trip, on the dates marked in the calendar. A minimum of 6 students is required in each group.

They will organise the trip by themselves, providing they respect a couple of conditions given. An adult from the school will be assigned by the Directress to accompany the group (the expenses for this person and the entire trip are to be fully covered by the students themselves).

According to the established budget, the entire itinerary of the trip has to be approved by the school and the students have to provide phone numbers of the places they will be staying at. For disciplinary motives the school can cancel the right for a student to participate in an honour weekend, even if the trip has already been organised and this will incur the loss of the cost.

If a student has received too many absences from class, the direction may decide not to give her the right to participate, even if she fulfils the other conditions.

Honour Roll:

If a student obtains at least 9 as a general average every time a grade report is issued, she will be on the Honour Roll.

10) BEHAVIOR

Students are not allowed to bring smart phones, personal tablets, laptops, and other electronic devices to class, unless the teacher has requested them. If the teacher sees them, even if they are turned off or in the wardrobe, the satchel, in the pocket ... they will take them and give them to the dean of discipline who will keep it for a week.

Chewing gum, food and drinks are not allowed. Bottles of water are tolerated. Students stand up when a teacher or any other adult enters the classroom out of respect. They cannot leave the class for mentoring or to see an adult without a word from them. During the exams the silence must be absolute and no material can be loaned. Failure to comply with these standards will be sanctioned.

11) ORDER AND CLEANLINESS IN THE CLASSROOM

Order and cleanliness are necessary to create a good working atmosphere. They are also an expression of respect for teachers and other students. Before the end of each lesson, the



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teacher asks the students to put away their desks and cabinets. Nothing should be left on the floor.

12) WARNINGS AND DETENTIONS.

We strive to motivate and encourage our students. However, in case of lack of discipline or work, the student may receive a warning. If she has three warnings, she must attend one hour of detention at a designated time. She will then do some extra work. The accumulation of detentions may give rise to serious disciplinary measures such as informative or disciplinary reports or even the exclusion of a lesson.

13) EXCLUSION FROM LESSONS

Students who disrupt the class through their attitude or lack of discipline may be excluded from the course. In case of exclusion, an unjustified absence will be retained and the student will have to attend the following detention. Any examination or work done while the student is excluded will be marked with a 0. In the event of a lack of serious discipline, the student may be excluded for a period determined by the teacher and the Director of the studies.

14) LANGUAGE IN CLASS

During the first three weeks, if the student has any questions, she can ask her teacher to help translate. As of the fourth week of the course, only French is to be used.

15) IN THE CASE OF EXPULSION

If a student is expelled, Le Châtelard will not be responsible for the academic consequences of her absence nor the revalidation of her studies after the date of her departure. The Academy cannot organize exams or send the contents of the subjects.



III. MAJOR RULES

1. The following behaviours will lead to **immediate expulsion**:
 - Immorality in her actions (in the way a student dresses, speaks or reading/virtual material)
 - Stealing
 - Leaving the school premises without permission between lights out and wake up.
 - Drug, narcotics or stimulants consumption or possession in any circumstance. Swiss law penalizes the possession or consumption of illegal drugs, as well as the concealment of information about others involved in drug-related activity.
 - Drinking or possessing alcohol at any time on or off the campus. We reserve the right to use the alcoholmeter should there be suspicious behaviour or during random occasions.
 - Posting indecent material on the social networks.
 - Grave behaviour that goes against the school's "Child Protection Policy", following the procedure.

2. The following behaviours will lead to a **severe sanction given by the Direction**:
 - Lack of respect to any authority of the school or member of the Staff, directly or indirectly
 - Rebelliousness / Defiant behaviour
 - No observance of penalties received
 - Constant criticism of norms, rules, systems and other aspects of the institution
 - Damaging the school's materials
 - Missing mandatory activities without proper permission
 - Swearing or vulgar expressions
 - Repetitive lack of daily life discipline
 - Attempt against their own or others physical integrity
 - Bullying or cyberbullying
 - Posting violent, disrespectful or inappropriate material or statements on social media

3. When breaking the rules, the student will receive a consequence, accompanied by:
 - A serious warning
 - An informative report
 - 3 informative reports make 1 major discipline report.
 - A major discipline report
 - If a student receives two major reports, she will not be allowed to participate in the October or Easter Trip. This decision can be taken at any moment. If this happens the family will need to assume the economic consequences and the student must return home during those days.
 - If a student receives three major reports, she will be temporarily or permanently expelled from the school.

The directive team will determine which of these warnings or general consequences will be given depending on the gravity of the action. One of these consequences could be a detention.



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4. If a student is expelled, temporarily or permanently, Le Châtelard will not be responsible for the expenses incurred for the students' transportation back home or trip cancellations.

IV. DAILY LIFE

1. PERSONAL PRESENTATION

During their stay at Le Châtelard, students must dress in a refined way, always taking into account European style and uses. Students must follow the dress code for each occasion.

High School students wear a uniform on normal days and on indicated occasions. The uniform is a distinctive and distinguished seal of any school, it is expected that the students wear the correct uniform for each occasion. No nail polish is allowed.

During one day each week the girls have *Savoir Vivre* which is when they wear the attire they brought just for this occasion and purpose.

DRESS CODE

School days: Uniform (provided by the School)

- Navy blue moccasins
- Tennis shoes (for sport uniform)

Savoir Vivre days:

- Elegant blouses and skirts (no shorter than 6 cm up from the knee)
- Dresses
- Elegant trousers and blazers
- Nylons (natural or solid colours)
- Heeled dress shoes (closed)

Outside school activities

- Pairs of pants
- Sweaters
- Coordinated blouses or shirts
- Jeans and jean jackets (not ripped, without holes) allowed just on free times or outings.
- Thick leggings with seams only if worn with a long shirt

Sport activities

- Summer Track-suits/sweatpants
- Sweatshirts
- T-shirts
- Sport lycra pant is just allowed for sport time

Not permitted items during your stay at Le Châtelard

- Transparent clothing
- Mini-skirts
- Mini-shorts
- Short shirts
- Deep v-necked blouses
- Blouses with thin straps or bare shoulders
- Thin leggings
- Tight clothing
- Clothing ripped or with holes (jeans)
- Clothing with back showing

Hair must always be clean and well-presented. Dyes are not allowed. The haircut of each student must be classical style.

Permanent hair accessories, tattoos and piercings are not allowed, only a one classical ear piercing is allowed.



2. MEALS

During meal times, etiquette and personal presentation must be followed by all students.

Attendance to breakfast and lunch is compulsory.

Attendance to supper is optional.

Attendance to lunch on Saturdays and Sundays is also optional.

For the optional meals they need to sign for the days the students will eat at the academy. If a student signs and does not assist, she will have a consequence.

Eating in places other than the dining room and the cafeteria is not permitted.

To ensure good formation and good health, nutrition is a key. A *Cordon Bleu* Chef prepares menus that have been carefully selected and are well- balanced.

Le Châtelard does not give special diets to the students excepting food allergies, and with a medical prescription. However if they don't follow this special diet during several days, the kitchen will change the menu back to the ordinary one.

3. BEDROOMS

Students at Le Châtelard share their bedrooms. As a manifestation of respect and of a well-grounded human formation, each person is to contribute to a pleasant environment by keeping her own belongings tidy: each student is to make her bed, keep her personal belongings in place and help clean the bedroom and bathroom.

Students should follow the schedule of their bedrooms

	Weekdays	Weekends
End phone calls	10:15pm	11:15pm
No computers or devices	10:30pm	11:30 am
Lights off and end phone calls	10:30 pm	11:30 pm

After these mentioned hours, students are to stay in their own rooms until morning.

Students are not to share beds at any time.

Students should take good care of their bedrooms and keep them tidy at all times. They have been provided with a personal magnetic board to put appropriated postcards, photographs, etc. since damaging the walls or furniture with nails or any other kind of adhesive material is forbidden.

Keeping and consuming food is not allowed in the bedrooms. If food is discovered it will be confiscated. Each girl has a locker in the cafeteria to keep food in.

The school reserves the right to inspect the rooms and safe boxes (at their presence) at any moment.

Before leaving their rooms, students should turn out the lights, unplug any electrical appliances and close the windows.



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Students are expected to use their electrical appliances discreetly (laptops, cell phones, radios, hair dryers, etc.).

Furniture and objects belonging to the room must be kept inside it and are not to be removed. Students are expected to use the towels and sheets provided by the Châtelard and not to buy or bring different ones.

4. INTERNET AND DEVICES

The school is provided with a computer room and wireless Internet service.

Students are allowed to bring their personal computers and devices.

Each girl will receive an iPad for her classes. It is expected that she takes care of it; the iPad should be returned in good condition at the end of the school year.

All internet access has a family friendly filter. Students must refrain from any inappropriate use such as: harassing, fraudulent or obscene materials or purposes; hacking, use of offensive blogs, damage of the School reputation or any of its members (Staff and students).

Le Châtelard reserves the right to carry out IT checks to ensure that students make good use of their computers and personal devices.

5. MUSIC AND TELEVISION

The personal use of any music and video players should never be a source of disturbance. When a student wishes to use them in the common rooms or bedrooms, she is expected to ask her companions if they do not mind listening to music or having a device on, at a moderate volume during the schedule approved by the school.

Every floor has a sitting room provided with a smart TV to be used by the students at the appropriate times.

The use of adult films or other material is strictly forbidden. Anything inappropriate that is found will be immediately confiscated and not returned to the student.

6. LAUNDRY

Le Châtelard offers laundry service for the student's clothes, sheets and towels. The clothes of every student can be sent to wash every day; they will be sorted and dropped back in the space assigned for each student at least twice a week.

Le Châtelard does not take any responsibility for possible damage to clothing during this service.

Each piece of clothing must be marked on the waist or on the collar with sewn labels indicating the laundry number of the student to ensure the correct functioning of the laundry system. We ask the student to bring more of these labels so they can be used for the extra items of clothing that the students may purchase while in Europe. Le Châtelard does not take responsibility for clothes sent to the laundry unmarked. All items that are not marked will be sent to Lost & Found department.



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Sets of sheets and towels will be provided for each student who will be responsible for its good care, they will be changed once a week.

Girls may send clothes to be dry-cleaned. The cost of this service will be deducted from the student's personal account.

7. FAMILY VISITS

Students go home for Christmas Holidays, respecting the school calendar. Students have final exams before the Holidays.

They also have 2 days of justified absences for a family visit per semester, except on exam days.

We kindly ask parents to send an email in advance to the Academy when you wish your daughter to miss classes for that one day for a family visit. The authorization will only be confirmed by an email from the Academy, and not over the phone. **We ask you to wait until you receive this written confirmation before booking the flights.** Moreover, bear in mind that if your daughter is travelling, you will need to consider the time needed to go and return to the airport or train station. If she has to miss one or more classes that are not included in the days of family visits authorized for any reason, she will incur in absences. Parents may also visit their daughters on days when there are no classes, with prior authorization from the Directress.

PASSPORTS

Passports must be valid until at least **December 2022** for trips to countries that ask for it.

OTHER VISITS

For students to receive visits from their friends or the parents of another student they must return to school in the evening respecting the school's arrival timetable.

Families and friends must come to pick up the students at the school and accompany them on their return. Students may not go out alone with their boyfriends.

Students are only allowed to sleep out with their own parents and siblings.

The school does not have the possibility of letting parents, siblings or friends stay within its building, but will gladly recommend places to stay in nearby hotels. During the timetable indicated by the school, students may receive their visitors in the sitting-rooms of the school reception area, having received permission from the Directress.

School still reserves the right to not allow an outing with people outside family members.

8. TRIPS AND EXCURSIONS

When students go on trips organised by Le Châtelard, they commit themselves to respect the established programme and the school's norms.



The excursions are an important part of Le Châtelard's formation program. The School will therefore require valid reasons before giving authorization for a student not to attend.

Students are always accompanied by a member of staff on excursions and trips.

If students decide not to participate on the October trip they can remain at Le Châtelard and continue classes. However should they decide not to go on the Easter trip, they must return home to their families. The school will remain closed at that time.

Students must respect the dates programmed for their holidays in the school calendar.

For evening cultural activities, students will always be accompanied by a staff member and are expected to stay with their group.

9. FREE TIME

For security reasons, our students, having received permission to go out, are required to leave the school in groups of at least three. Students must sign-out when they leave and sign-in when they return and always indicate their whereabouts.

For academic or disciplinary motives, students may be asked to stay in the Academy during their free days.

The arrival time back at the academy is 8:30 pm (in Autumn and Winter) and 9:30 pm (in Spring). They must be back at the school on time and signed in on arrival.

If for some serious or unavoidable reason, a group of students get delayed, they are to immediately call the school, speak with a member of staff and inform us of the situation.

10. HEALTH

All of the students will be insured upon their arrival to Switzerland. This insurance covers the medical care described in the Application for Admission booklet.

In case of an emergency, the student will be accompanied by a member of the Directive team to the nearest health care service. Students who need special medical care should inform the Directive team and provide medical certificates before their arrival so that necessary measures can be taken in advance.

If a student is sick and cannot partake in an activity, she should always inform the Dean of Studies or the Dean of Discipline so that she may receive attention and be provided with the necessary medicine, or be taken to the doctor. If sick during school hours, students are not to stay in their bedrooms but are expected to stay in the Infirmary under observation.

It is important for our students to bring their regular medical prescriptions before coming to the school.

To prevent auto-medication, the directive team will ask the girls for their medication and will keep them. If they need something we will give it to them in a specific schedule.

Only medicines which have been prescribed by the family, the school's Doctor or a staff's member will be given to the students.



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In case of medical necessity a member of the staff will always be available, even during the night.

Students are not allowed to share or provide medicine to other students.

11. SMOKING AREAS

Le Châtelard forbids smoking among its students as a general rule. However, if parents want to allow them to smoke, they will need to send the “Smoking Authorization Form” with their signature.

In that case, they can only smoke in the garden and never in public events.

Although it is understandable that whilst they are away, the girls want to experiment and experience new things, we ask parents to motivate their daughters to realize how damaging this habit is for growing young women.

12. TRANSPORTATION

For transportation students may use taxis, buses and trains. For security reasons students are not permitted to rent a car or motorcycles nor hitchhike.

Our students should never enter the house or get into the car of a person unauthorized by the school.

Le Châtelard Academy offers transportation to and from the Airport at the beginning and the end of the year only if they travel in the group. Outside these two moments, students are expected to use other means of transport. The Academy will be more than happy to help out organizing this transport at the students’ personal expense.

13. USE OF MATERIALS AND SCHOOL FACILITIES

Students are kindly requested to take good care of the school’s materials and the different areas in which they have their activities.

In case of damage to school materials, facilities or equipment, the students is responsible for the damage and will pay for the repair, or, if necessary, the purchase of new material.

All students are requested to inform a member of the staff when they notice something is damaged or out of order.

At the beginning of the term students are given an inventory of their rooms and books. It will be revised at the end of the term by the Facilities manager. The student will be held responsible for anything damaged or lost.

Cutlery and other kitchen material is to be used only in the cafeteria and dining room.

The students are allowed to use the gymnasium, aerobics and fitness centre during their free time. None of this material and equipment is to be taken out of these rooms.



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14. ACCESS TO DIFFERENT AREAS OF SCHOOL

Students are asked to respect the timetable assigned to the different areas of the school. They may use these places upon request and are expected to respect the behaviour permitted for each one.

Students should not enter places such as the laundry room, the kitchen, service elevators and the restricted areas (5th floor). The staff toilets and staff cafeteria are only for use by authorized staff.

15. PAYMENTS, POCKET MONEY & VALUBLES

Students must refrain from bringing things of excessive value. The school will not be responsible for lost or broken articles or loss of money. In case of need, students or parents may ask the school to store personal money for safekeeping.

Once a week, students may ask for money from the amount deposited at administration for their personal use. Le Châtelard does not lend money to students for any reason.

A student may not begin a term at Le Châtelard until her payments to the school are up-to-date. Payments for each term are due on the following dates:

1st semester: August 1st

2nd semester: December 31st

V. CONCLUSION

For the school system to run properly and for the successful preparation of our students, it is essential for parents to not only **read** but also **support** the Châtelard's rules. They can do so by both reviewing them and reflecting with their daughters about the importance of accepting them in a mature way and agreeing to follow them.