



## ***Annual Course 2023-2024***

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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. 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.

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

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 according to the age and maturity of its participants. Students of each program are expected to be in the activities of their own program at all times.

In keeping with the dignity of the human person, our students are required to show respect and consideration both in their words and gestures, towards the entire staff of Le Châtelard and among themselves.

## **II. ACADEMIC RULES AND REGULATIONS**

On arrival at the Châtelard each girl will receive her own pack of all the school material needed for the academic year.

### **A. GRADES**

#### **1) ACADEMIC GRADES:**

The academic year is divided into two semesters. Each semester is divided into two periods.

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

First semester:	Work of the 1 <sup>st</sup> period (participation, homework, quizzes...): 20%
	Exam of the first period: 20%
	Project: 10%
	Work of the 2 <sup>nd</sup> period: 20%
	Final Exam: 30%



Second semester:      Work of the 1<sup>st</sup> period: 15%  
                                 Exam of the first period: 15%  
                                 Project: 10%  
                                 Work of the 2<sup>nd</sup> period: 15%  
                                 Exam of the second period: 15%  
                                 Final Exam: 30%

## **2) BEHAVIOR GRADES:**

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

## **B. EXAMS**

### **1) ORDINARY EXAMS:**

For a final semester average to be sufficient, a minimal grade of 6 (out of 10) is required.

<b>GRADE</b>	<b>INTERPRETATION</b>
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.

### **2) EXTRAORDINARY EXAMS:**

If the student's final average is insufficient (less than 6), she will have 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 by the Director of Studies.

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

If a student must take an extraordinary exam, and private lessons are needed so she can be prepared, this will happen at the parents' expense.



### ***C. STUDY TIME***

Our students must attend study hall at different moments during weekdays (in the mornings, High School students can either go to Mass or to study hall). Arriving late to study hall has the same consequences as tardiness to class.

When considered necessary, during study hall, students may be authorized to study as a group. Nevertheless, students are required to maintain a quiet atmosphere conducive to concentration and good use of study time.

### ***D. ACADEMIC DISCIPLINE***

#### ***1) PUNCTUALITY AND ATTENDANCE***

No student may skip class on purpose or leave the school during class hours / days. Authorization may be granted for exceptional reasons to be considered by the Board.

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

- a. If a student is 1-5 minutes late for class, she receives a tardy warning.
- b. If a student is more than 5 minutes late, the teacher will register her as being absent and she will receive a tardy warning.
- c. Three warnings deserve an extra French homework to be fulfilled in free time and handed in at the appointed time.

#### ***2) CHEATING***

Cheating is not accepted.

- a. A student caught cheating, will receive 0 for a grade to the work or exam in the corresponding subject and an informative report.
- b. 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.
- c. 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 one's work, and handing the same piece of work as a classmate is also considered cheating.

#### ***3) DISCIPLINE:***

- a. Electronic devices in class: students are not allowed to bring smart phones, personal tablets, laptops, air pods and other electronic devices to class, unless the teacher has requested them. If the teacher sees them, even if they are turned off or kept away, they will take them and give them to the dean of discipline who will keep them for a week.



## *Le Châtelard*

- b. Connecting to the social networks, shopping, or procrastinating on the internet during classes and studies is strictly forbidden. Failure to comply will lead to confiscation of the device for the next 24 hours.
- c. Students cannot leave the class for mentoring or to see an adult without a word from them to the teacher. They cannot go back to class without a justifying note from an adult.
- d. During exams silence must be absolute and no material can be loaned.
- e. Chewing gum, food and drinks are not allowed in the classrooms. Water bottles are tolerated.
- f. Order and cleanliness are necessary to create a good working atmosphere and are an expression of respect for teachers and other students. Therefore, before the end of each lesson, the teacher asks the students to put away their desks and cabinets. Nothing should be left on the floor.
- g. Upon request, the school will supply a letter of good behavior as long as the average grade for discipline is higher than 8.00.

### *4) WARNINGS AND STUDENTS SENT OUT OF CLASSES:*

- a. In case of lack of discipline, the student may receive a warning. If she has three warnings, she will dedicate one hour to reflection (reading and writing) during internet time. The second reflection time will lead to an informative report. A third reflection time will eventually lead to a major report.
- b. Students who disrupt the class through their attitude or lack of discipline may be excluded from the course. In case of exclusion, she will have an unjustified absence. Any examination or work done while the student is excluded will be marked with a 0. In the event of a serious lack of discipline, the student may be excluded for a period determined by the teacher and the Director of studies and will receive an informative report.

## **E. REWARDS**

### *1) HONOR ROLL:*

A student will be on the Honor Roll if she obtains at least 9 as a general average every time a report card is issued, and has passed every subject with at least 8.

### *2) HONOR TRIP:*

Students are entitled to participate in a four-day honor trip, on the dates marked in the calendar, if they fulfil these conditions:

- a. have been in the Honor Roll in every period
- b. have a human formation / behavior grade of at least 8
- c. practice French outside of class (according to given criteria)
- d. have not more than two informative reports



A minimum of 7 students is required for the trip. The group will be accompanied by one or two staff members whose costs will be assumed in the budget. The students will organize the trip by themselves, choosing out of a selection of destinations presented by the school. Less than 7 students could go on a trip if parents agree to increase the budget.

For disciplinary motives the school can cancel the right for a student to participate in an honor weekend, or if she has had too many absences from class, even if the trip has already been organised. This will incur the loss of the cost.

Students who do NOT participate in the Honor Trip (because they didn't win it or because they chose not to go) continue with the regular activities at school.

3) *FRENCH PRIZE* (High School only):

Students who have passed the French Campaigns, have the minimum grade in French announced by the Director of Studies, practice French outside of class according to given criteria, and have not more than two informative reports may participate

### **III. ROOM AND BOARDING**

#### ***A. DRESS CODE***

Students must dress and present themselves in an appropriate way, always according to the nature of the occasion.

Students wear uniform on weekdays and other indicated occasions. The uniform is a distinctive seal for an institution and it is expected that they wear the correct and complete uniform.

On specific days, students are asked to dress according to different manners.

- School days: Uniform (provided by the school)
- Special occasions: "Savoir Vivre"
- For participation in Mass same dress code as outside school activities.

For specific DRESS CODE please refer to items and clothing to bring. There are some items not permitted during your stay at Le Châtelard: see-through clothing, mini-skirts and mini-shorts, short shirts and crop tops, deep v-necked blouses, blouses with thin straps or bare shoulders, thin leggings, tight clothing, clothing ripped or with holes, back showing clothing. Please make sure that the items brought and acquired during your stay in Switzerland are in accordance with the Academy's dress code.

Hair must always be clean and well-presented. Permanent hair accessories, tattoos and piercings are not allowed.



## **B. BOARDING AND FACILITIES**

### **1) MEALS**

- a. Attendance to breakfast, lunch and supper is mandatory. With parental authorisation, daily supper and Sunday lunch may be optional for High School students. For optional meals, High School students need to sign up when they choose to eat at the Academy. A student who signs up for a meal and does not assist, receives a consequence.
- b. Students have the option of ordering food for supper on the appointed days for each section.
- c. Eating in places other than the dining room and the cafeteria is not permitted.
- d. Each girl has a locker in the cafeteria to keep food in. If food is discovered elsewhere it will be confiscated and given to the student community during snacks.
- e. To ensure good formation and good health, nutrition is a key. Le Châtelard does not offer special diets to students, except in the case of food allergies or intolerance, and with a medical prescription. However, if a student doesn't follow her special diet during several days, the kitchen will stop providing a special plate.

### **2) BEDROOMS**

- a. Students at Le Châtelard share 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.
- b. After the appointed time for lights out, students are to stay in their own rooms until morning. After this time, out of respect for others, they are to keep a quiet atmosphere permitting everyone's rest. If they fail to comply with these requirements, there will be consequences.
- c. Students are not to share beds at any time.
- d. Students are to respect the bedrooms of each section and are required to stay in their own areas.
- e. They may attach postcards, photographs, etc. on their closets, since damaging the walls with nails or any other kind of adhesive material is forbidden.
- f. Keeping and consuming food is not allowed in the bedrooms.
- g. The school reserves itself the right to inspect the rooms and to ask the students to open the safe boxes at any moment.
- h. Before leaving their rooms, students should turn out the lights, unplug any electrical appliances and close the windows.
- i. Students are expected to use their electrical appliances without disturbing others with the noise or light, especially during times of rest (laptops, cell phones, hair dryers, etc.).
- j. Furniture and objects belonging to the room must be kept inside it and are not to be removed or left in the balconies. Students are expected to use the towels and sheets



provided by Le Châtelard and not to buy or bring different ones. Beach towels may be provided upon request.

### *3) LAUNDRY*

Le Châtelard offers regular laundry service for the student's clothes, sheets and towels.

Le Châtelard does not take any responsibility for possible damage to delicate clothing that requires another kind of 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. 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 and if they remain unclaimed after a reasonable period of time, they will be donated to the needy.

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.

### *4) MATERIALS AND SCHOOL FACILITIES*

- a. Students are kindly requested to take good care of the school's materials and the different areas in which they have their activities.
- b. In case of damage to school materials, facilities or equipment, the student is responsible for the damage and will pay for the repair, or, if necessary, the purchase of new material.
- c. All students are requested to inform a member of the staff when they notice something is damaged or out of order.
- d. Cutlery and other kitchen material is to be used only in the cafeteria and dining room.
- e. 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.
- f. Students are not allowed to bring pets nor acquire them during their stay at Le Châtelard.

### *5) 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 behavior permitted for each one.

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





## **C. COMMUNICATION AND DEVICES**

### **1) ELECTRONIC DEVICES:**

- a. The school is provided with wireless Internet service.
- b. Each student will receive a Tablet for her classes <sup>1</sup>.
- c. 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).
- d. Students are allowed to bring their personal computers and devices which will have to be registered upon arrival or upon purchase. Any unregistered device will be confiscated and returned at the end of the school year. These devices could be used in class only if authorized by the teacher. Apple and smart watches are strictly forbidden at any moment.
- e. Any electronic device may be used within the approved schedule frame of each section (Junior High School and High School). Air Pods are only allowed in free time or when required by an adult.
- f. Le Châtelard reserves the right to carry out IT checks to ensure that students make good use of their computers and personal devices.

### **2) MUSIC AND TELEVISION**

- a. The personal use of any music and other devices should be in a moderate volume and during the schedule approved by the school.
- b. Every floor has a sitting room provided with a smart TV to be used by the students at the appropriate times.
- c. 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.

## **D. GOING IN AND OUT OF THE SCHOOL**

### **1) STUDENTS LEAVING THE SCHOOL.**

- a. Students go home for Christmas Holidays, respecting the school calendar. Students have ordinary final exams before the holidays and extraordinary exams after the holidays.
- b. Every part of the program, both curricular and extracurricular, is part of the Le Châtelard's experience. For a proper academic achievement, it is important that students do not miss any classes. Depending on the reason for the absence, consequences may apply. Therefore, students are asked to avoid any kind of unnecessary absences and only miss classes in case of emergency.

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<sup>1</sup> Please refer to the Handbook for the Proper Use of the Tablet



- c. We kindly ask parents to request authorization from the Academy prior to an absence.
- d. When the student is absent from the academy, parents assume full responsibility for the permission they have granted. Likewise, they release the academy from liability for what may happen during the time away. When wearing the school uniform, even if off campus, they are expected to follow the present rules and regulations.
- e. Pick-up and drop off from the airport to the school and vice versa is to be organized by each family. If accompaniment is required, it may be provided upon availability at an extra cost.

## *2) STUDENT RECEIVING VISITS*

- a. Parents may visit their daughters with prior authorization.
- b. For students to receive other visits they must have written authorization from their parents and the Academy and respect the school curfew.
- c. If the person visiting them does not pick the student up at the academy, they must have a written authorization from the parents to travel alone.
- d. The school does not have the possibility to lodge visits. During the timetable indicated by the school, students may receive their visitors in the sitting-rooms of the school reception area.

## *3) TRANSPORTATION*

- a. For transportation, students may use buses and trains. Taxis may be used only if authorized by the school. For security reasons students are not permitted to rent a car or motorcycles nor hitchhike. For a student to travel unaccompanied, explicit written permission from the parents is necessary.
- b. Students should never enter the house or get into the car of a person unauthorized by the school.
- c. Transportation to and from the airport at the beginning and the end of each semester is offered only if they travel with the Oak group or have complied with the Oak requirements to access to this service.
- d. Outside of the moments listed above, students are expected to organize their own transportation. The academy may help to organize, and an extra cost will be charged for the required means of transportation and eventually for desired accompaniment.

## *4) PASSPORTS, VISAS AND TRAVEL DOCUMENTS*

Passports must be valid until at least **December 2024**. They are kept in a safe place in the academy and given to the student during trips and when necessary.



## **E. FREE TIME AND OUTINGS**

### **1) FREE TIME**

- a. For security reasons, our students, having received permission to go out, are required to leave the school in groups of at least three. The Academy reserves itself the right to assign the groups. According to the regulations of each section (Junior High School and High School), students must sign-out when they leave and sign-in when they return and always indicate their whereabouts, under their own responsibility.
- b. For academic or disciplinary motives, students may be asked to stay in the Academy during their free times.
- c. The arrival time back at the academy is at the latest 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.
- d. 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 of the situation.
- e. We reserve the right to use the alcoholmeter should there be suspicious behaviour or in other occasions.

### **2) ORGANIZED TRIPS AND EXCURSIONS**

- a. When students go on trips organized by Le Châtelard, they commit themselves to respect the established program and the school's norms.
- b. 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.
- c. Students are accompanied by staff members on excursions, trips and organized activities and they are expected to stay with the group. There is always a responsible adult with them during group activities. It is also foreseen that at certain times students, whose parents authorize it, may be in small groups without the immediate presence of an adult with them, but who is present in the area and accessible to the students. In order for this to happen, explicit written parental authorization is required.<sup>2</sup>
- d. If students decide not to participate on a trip they must make other arrangements as the school will remain closed during that time.

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<sup>2</sup> Cf. Form "Accompaniment of students on trips and excursions"



## **F. HEALTH**

### **1) INSURANCE:**

Students are insured upon their arrival in Switzerland. This insurance covers the medical care described in the Application for Admission booklet. Nevertheless, transportation required for medical reasons is to be deducted from the student's personal account.

### **2) MEDICAL CARE:**

- a. For ordinary medical care students count on the regular visits of the school doctor and the presence of prepared staff members. Should further special care be needed, standard Swiss waiting time needs to be taken into consideration except for emergencies. In the case of an emergency, the student will be accompanied by a member of the staff to the nearest health care service.
- b. Outside of emergencies, the Academy will only attend to medical necessities informed of by means of official medical certificates during the admissions process. Should any medical condition arise during the school year, the Academy will evaluate the situation and take the necessary decisions and communicate them to the family.
- c. If a student is sick and cannot partake in an activity, she should always inform a staff member so that she may receive attention. If sick during school hours, students are not to stay in their bedrooms but are expected to stay in the infirmary.
- d. When coming to the school students should bring their complete medical dossier and prescriptions informed of during the admissions process.
- e. Other than over-the-counter medication, only medicines which have been prescribed by the family doctor or the school doctor will be given to the students.
- f. To prevent auto-medication, students cannot keep their own medication. It should be handed in to the staff who will provide it according to needs.
- g. Students are not allowed to share or provide medicine to other students.
- h. Le Châtelard forbids smoking as a general rule. However, if parents of Highs School students allow them to smoke, they will need to send the "Smoking Authorization Form" with their signature. In that case, they can only smoke regular commercial cigarettes and e-cigarettes, in outdoor areas and never in public events. They may not share or offer to other students who do not have parental permission. We ask parents to inform their daughters to realize how damaging this habit is for growing young women.

## **G. VALUABLES, MONEY, AND PACKAGES**

- a. Students must refrain from bringing items of excessive value (purses, jewellery, Pandora bracelets, watches, electronics, etc). 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



- b. personal money for safekeeping.
- c. Once a week, students receive a set amount of pocket money from their personal account (given that money has been previously deposited by the family for their personal use). Le Châtelard does not lend money to students for any reason.
- d. We ask families to only send packages at special occasions.
- e. 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: 1<sup>st</sup> semester, August 1<sup>st</sup> 2023; 2<sup>nd</sup> semester, December 31<sup>st</sup> 2023. Failure to comply will prevent students from participating in trips or taking exams.
- f. Selling and buying amongst students may be authorized by the school under specific circumstances. However, offering or paying for services such house chores, homework, school projects or study guides is not permitted.

## **IV. BEHAVIOR AND DAILY DISCIPLINE**

### *1) DISCIPLINE AND CONSEQUENCES:*

Different kinds of consequences will be applied to students who fail to comply with the rules mentioned in this document, such as: community service, times of reflection, extra homework, special projects, etc. It may also be reflected on the student's behavior grade.

### *2) DISCIPLINARY REPORTS AND ITS EFFECTS:*

When breaking rules, the student will receive:

- A warning
- A serious warning sent to parents
- An informative report (with possible implications in the behavior grade in that period)
  - o 3 informative reports make 1 major report.
- A major report (with possible implications in the behavior grade in that period)
  - o If a student receives two major reports, she will not be allowed to participate on the next school trip. This decision can be taken at any moment by the Discipline Board. If this happens the family will need to assume the economic consequences and the student must return home during those days.
  - o If a student receives three major reports, she will be temporarily or permanently expelled from the school.

The Discipline Board will determine which consequence will be given depending on the gravity of the action.



## **V. MAJOR CONSEQUENCES**

### **A. THE FOLLOWING BEHAVIOURS WILL LEAD TO IMMEDIATE EXPULSION:**

- Leaving the school premises without permission between lights out and wake up.
- Drug, narcotics or stimulants consumption or possession in any circumstance.
- Drinking or possessing alcohol at any time on or off the campus, during the entire time they are students at Le Châtelard: from the day of arrival to the day of closing ceremony.
- Grave behaviour that goes against the school's "Child Protection Policy".
- Immoral behavior on or off campus
- Any other action that is prosecuted by the law

### **B. THE FOLLOWING BEHAVIOURS WILL LEAD TO A SEVERE SANCTION:**

- Lack of respect to any authority of the school or member of the Staff, directly or indirectly
- Disrespect for lawfully constituted authorities, whether of the academy or external.
- Socially unacceptable behavior, either by the student or her family at academy activities or when representing the academy.
- Rebelliousness, defiant behavior, failing to comply with consequences
- Theft, stealing valuables and forging signatures
- Lies and lack of honesty
- 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 speaking with 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

The Discipline Board will determine which sanction will be given depending on the gravity of the action.

### **C. IN THE CASE OF EXPULSION:**

If a student is temporarily or permanently expelled, Le Châtelard will not be responsible for the expenses incurred for the students' transportation back home or any trip cancellations. Nor will the school be responsible for the academic consequences of her absence or the revalidation of her studies after the date of her departure. The Academy cannot organize exams or send the contents of the subjects.



## **VI. 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** Le 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.

**PLEASE SIGN AND RETURN THE ATTACHED FORM**