



# LE ROSEY

Le Rosey's 130<sup>th</sup> School Year

## CODES 2009-2010

---

Winter Term in Gstaad is subject to a special edition

- A. Honour Code
- B. Major Rules
- C. Campus Life
- D. Sanctions
- E. Timetable and Academic organization
- F. Computers and Internet use
- G. Class Terminal
- H. Teachers' responsibilities
- I. Parents' responsibilities

# A. Honour Code

All Roséens undertake to be familiar with and to respect these Codes.  
Each year a signed undertaking to this effect is handed in to their Class Teacher

## RIGHTS OF ROSEENS

1. Respect for their physical integrity.
2. Respect for their religious, philosophical and political convictions in so far as these are compatible with Le Rosey's policy of tolerance.
3. Respect for their private life (personal belongings, health, mail, luggage) within the limits of school discipline.
4. Direct access, as rapidly as possible given the circumstances, to their directors and teachers.
5. Professional secrecy from their directors and teachers for any conversation held in confidence. This also applies to written work of an intimate nature.
6. Roséens have the right to be fully informed about the evaluation of their academic work by their teachers.
7. Roséens have the right to be fully informed of the reasons for any punishment and the identity of the person who imposed it.

## RESPONSIBILITIES OF ROSÉENS

1. Roséens respect the rules that constitute Le Rosey Codes, both on and off the campus.
2. Roséens prioritise their knowledge and intellectual abilities. They provide academic work of the best possible quality.
3. Roséens respect the person and the cultural, religious and political convictions of their teachers and fellow pupils. They do not accept any action or propaganda contrary to the principle of respect for their fellows.
4. Roséens respect the work and the time of the directors, teachers and school employees. They must show respect to all adults in accordance with the customary rules of politeness in Switzerland.
5. Roséens take an active part in the artistic, sporting, cultural and religious activities, which contribute to the development of their personalities, according to their choices and under the control of the Head of House.
6. Roséens adhere to the principles of intellectual honesty, which forbid cheating and deception in order to obtain a result in academic work or sports.
7. Roséens are under the obligation not to waste their time and the financial resources of their parents by adopting a lazy and passive attitude.

# B. Major Rules

The following are sanctioned by automatic expulsion.

1. The possession and consumption of drugs, of any nature, either at Le Rosey or during weekends and holidays. Drug tests are obligatory and may take place at any time. Any attempt at cheating during the course of a drug test is considered an admission of guilt.
2. Leaving a building without authorization between *coucher* (lights out) and *lever* (wake up).
3. Theft on or off campus and established as such by a *conseil de discipline*.

The following are major offences; they lead to an appearance before the disciplinary Council.

4. Any physical or verbal violence or serious disrespect towards a peer or adult capable of causing mental or physical injury either at school or elsewhere.
5. Entering a room to take something without the permission of its owner.
6. The possession or consumption of alcoholic drinks on or off campus throughout the week, or on expeditions at the weekend. An exception is made for group sorties organized by and in the company of a teacher (during which wine may be consumed) and wine-tasting sessions organized by Le Rosey. At the weekend, alcoholic drinks may be consumed by students over the age of 16 within the limits permitted by Swiss law for driving a car.
7. Entering “off limits” establishments.
8. The Le Rosey campus is non-smoking. Students under the age of 16 discovered smoking appear before a disciplinary Council. (See D-5 for further details for older students.)
9. The failure to observe safety rules, particularly during expeditions, excursions or sporting activities; smoking or the use of matches or lighter or having a naked flame in school premises; setting off a fire alarm by accident or through negligence.
10. Car rental or the use of an automobile – including during the weekend if the parents are not present in the car – and hitchhiking.
11. Being found on the *étage* with a person of the opposite sex as well as the excessive demonstration of affection
12. Fraud relating to:
  - plagiarism and cheating in tests, homework or examinations
  - weekends (false invitation, forged signature)
  - false declaration of illness in order to be excused from classes or sports.
13. The inappropriate use of a computer (see section F).
14. The accumulation of punishments with no effect on behaviour or school work; continual indiscipline; lack of respect for the buildings and property of the school.
15. Failure to observe the Codes during sorties and excursions, and behaviour outside school liable to damage the image of the school and its pupils.
16. Infringement of Swiss law. Note that Swiss Law prohibits:
  - The sale of tobacco to those under the age of 18
  - the purchase and consumption of alcohol by those under the age of 16
  - the consumption of alcoholic drinks other than wine and beer by those under the age of 18. (Beer and wine are permitted from the age of 16.)
  - the production, sale and consumption of all drugs
  - entry to bars and discothèques for those under 16 unless accompanied by an adult
  - entry to games arcades and cybercentres for those under 16 unless accompanied by an adult.

# C. Campus Life

## C-1 Bedrooms and Personal Belongings

1. Pupils are forbidden to keep a sum of money greater than a month's pocket money, jewellery, expensive watches and objects even in their individual safes.
2. Pupils may decorate their rooms as they wish; however, erotic, racist, controversial or vulgar posters are not acceptable. Beds must be made and the room tidied every morning before breakfast; rooms should always be kept tidy.
3. Pupils may possess a laptop computer, a mini-stereo set, an iPod, a hair drier, an electric razor and games. Other electrical appliances are forbidden, unless approved by the Head of House. Portable telephones are authorized: the numbers must be given to the Head of House; on campus, they may only be used in rooms, until *coucher* time. Pupils are forbidden to keep any firearms, including imitations (e.g., air guns, BB guns and airsoft guns).
4. Instructions regarding laundry will be given by the matron. The limit is set at 20Kg of dirty laundry per week.
5. It is forbidden to order food from off campus at any time and under any circumstances.

## C-2 Health

1. There are four resident nurses on campus. Pupils may go to the infirmary at any time in an emergency. In all other cases including health problems, arranging medical and dental appointments, sick notes, pupils must use non-class time. Students who are excused classes on medical grounds may not participate in any evening outing or weekend excursion or departure on the same day as their absence.
2. Parents are required to inform the nurses of treatments followed by their children. Under no circumstances can pupils keep medicines: these must be handed over to the nurses who will supervise all treatment.
3. Parents must inform the nurses of medical or dental appointments arranged for their children. A formal medical report must be given to the school following such appointments.
4. Boarding house teachers will take care to ensure that all students have a proper night's sleep. In the fifteen minutes preceding lights out students are strongly encouraged to read, and the use of electronic equipment of any sort is forbidden until wake-up. Failure to observe this last point will result in the confiscation of the equipment involved for as long as deemed appropriate by the Head of House. This could be definitive depending on the circumstances.
5. Drivers of school transport are not allowed to start the engine until all passengers have fastened their seat belts. Unfastening the seat belt while the bus is in motion is considered a serious infringement of the rules.
6. During the night, security guards patrol the campus, and may be called should the need arise.

## C-3 Dress Code

Teachers are instructed not to allow students to enter class if the dress code is not respected.

### 1. Boys must wear:

- long trousers neither faded, fringed nor torn; traditional jeans are acceptable
- a shirt tucked into the trousers, or a polo shirt and a pullover or jacket if necessary
- at dinner: a shirt, tie and jacket; or, in summer, the school shirt
- on certain occasions (*fêtes*, conferences, visits) the pupils must wear the school uniform: a navy blue blazer (white for Committee members and class T) with the Rosey badge, white or blue shirt, school tie, grey trousers and black shoes
- boys should also be clean-shaven with clean and well-groomed hair.

### 2. Boys are forbidden:

- to wear leather coats or denim jackets
- to wear t-shirts, caps, sports shoes, sports-wear or "hoodies" during the academic block
- to have long hair, hair less than one centimetre long, or dyed hair
- to wear earrings or to have any kind of piercing; valuable jewellery, watches and accessories.

### 3. Girls should wear:

- long trousers (traditional jeans included) neither faded, fringed nor torn, or a reasonably long skirt or dress; in summer bermuda shorts are allowed
- a blouse, polo shirt or one colour top covering both midriff and shoulders
- shoes without very high heels
- at dinner: a blouse and jacket; or in summer a school blouse
- on certain occasions (*fêtes*, conferences, visits or trips) the pupils must wear the school uniform: a navy blue blazer (white for Committee members) with the Rosey brooch, white uniform dress, school scarf, sandals or town shoes.

### 4. Girls are forbidden:

- to wear revealing or provocative clothes (low necklines, bare midriffs, visible underwear, etc.)
- to wear sports wear outside sports periods
- to have untidy hair or to wear expensive jewellery
- piercing is also forbidden, except for earrings.

## C4- Manners

1. Table manners are dictated by Swiss custom. One eats with a straight back and with the hands, but not the elbows, on the table. One eats by lifting the food to the mouth and not by moving the head closer to the plate. Everyone sits at a place indicated by his napkin and cannot change without permission. It is expected that pupils stand when an adult arrives at the table. Nobody may leave the dining room before the director in duty has risen to signal the end of the meal. The *Maître d'hôtel* draws up the service rota which all the pupils must follow without the possibility of replacement.
2. The relationship between adults and pupils is based on classical standards of politeness. Pupils should stand when adults enter a room, and they should stand aside to let them pass; pupils should not speak with their hands in their pockets or without removing headwear. Pupils must stand if the adult they are conversing with is also standing. Vocabulary must be free from swear words.
3. Manners on campus should be marked by courtesy: one greets people politely in the morning; doors should be held open for the person following; one avoids vulgar language; one covers one's mouth when one coughs; one does not spit or throw litter on the ground; toilets are left clean. Visitors to the school should be welcomed with courtesy and warmth, and, if necessary, taken to the reception.

## C-5 Weekends and Holidays

1. All weekend invitations must use the official form designed for that purpose, and which can be downloaded from the Rosey website. It must reach the boarding director concerned before Thursday evening either by fax or by courier. The invitation must respect the study group rules (see E-2).
2. The person making the invitation must collect the child(ren) concerned from campus. Following personal contact, the boarding directors may waive this rule in the case, for example, of a student whose family lives too far away.
3. The boarding directors have the right to refuse an invitation given by a parent for a child other than his or her own. If accepted, the agreement of the parents of the child(ren) invited is obligatory. No more than two pupils can be invited by the same family.
4. If a student returns from a weekend off campus in a state of tiredness which clearly affects his/her ability to work, teachers will report this to the Director of Studies concerned who may block the following weekend.
5. On certain weekends the students' presence at Le Rosey is obligatory (in particular for exams, expeditions, défis, balls or official events) and no weekend invitations are allowed.
6. Individual seniors' weekends may be blocked for academic reasons (falling behind in work, extended essays, college applications, "mock" examinations...) on the initiative of the Director of Studies in consultation with the Guidance Counsellor and the Class Teacher.
7. Pupils may be subject to a sanction which either delays or prevents their weekend departure. It is their responsibility to warn their parents immediately of any such eventuality. Boarding House Directors will automatically refuse the rescheduling of punishments and cannot be held responsible if parents are not informed in due time by their children.

8. All campus departures must respect the school calendar. If plane schedules make it impossible to respect the stipulated date and time of return, the student is welcome to come the day before. A late return brings about a weekend restriction for each day late. Parents are requested to fax the flight number and time of arrival in Geneva to the secretariat. For safety reasons, no departure on vacation will be allowed without the written permission of the parents indicating the destination of the student, the departure time and means of transport. Roséens taking a plane may only leave the campus a few hours before the flight. Return from holidays and/or weekends must be direct from the airport to Le Rosey. It is forbidden to make a detour via Geneva.
9. All passports which a student may carry must be handed in to the Directors of Boarding who will keep them in a safe place. Students may never keep their passports on their return to campus.

### C-6 Division into Sections

Section	Rules common to each section These may be modified by Study group conditions	Class	Rules common to each class These may be modified by Study Group conditions
<b>Seniors</b> Classes 1 and T	<ul style="list-style-type: none"> <li>study periods during day free on campus</li> <li>study hall before dinner in room</li> <li>evening study hall from 8.30 p.m. to 10.30 p.m. in rooms</li> <li>Saturday or Sunday <i>sorties</i> beginning before lunchtime if a request is made to the Director in charge the day before. Check-out is at 12.00 and check-in is at 7.00 p.m.</li> <li>a minimum of 15 hours of personal study time per week to be checked by the Head of House</li> </ul>	Class T	<ul style="list-style-type: none"> <li>one weekend per month free without special invitation, as long as parents have given prior consent</li> <li>flexible lights-out time on condition that student is quiet in his or her room after 11.00 p.m.</li> <li>dinner-<i>sorties</i> from 7.30 to 8.30 with the Head of House's permission</li> <li>dinner-<i>sorties</i> from 7.30 p.m. to 10.30 p.m. on Friday or Saturday evening with the Head of House's permission</li> <li>120 CHF weekly pocket money</li> </ul>
		Class 1	<ul style="list-style-type: none"> <li>dinner <i>sorties</i> on Saturday, with return at 9.30p.m.</li> <li>lights out at 11 p.m</li> <li>100 CHF weekly pocket money</li> </ul>
<b>Jeunes Seniors</b> Classes 2 and 3	<ul style="list-style-type: none"> <li>study periods during day free on campus</li> <li>evening study hall from 8.30 p.m. to 10.00 p.m. in rooms</li> <li>authorized to leave Rolle on Wednesday <i>sorties</i></li> <li>maximum of 2 group <i>sorties</i> per month; return at 11.30 p.m. (10.30 p.m. for a local <i>sorties</i>)</li> </ul>	Class 2	<ul style="list-style-type: none"> <li>study hall before dinner in room</li> <li><i>sorties</i> beginning before lunch at the weekend</li> <li>Check-in at 7.00 p.m.</li> <li>lights out at 10.30 p.m.</li> <li>80 CHF weekly pocket money</li> </ul>
		Class 3	<ul style="list-style-type: none"> <li>study hall before dinner in classroom</li> <li>lights out at 10.15 p.m.</li> <li>60 CHF weekly pocket money</li> </ul>
<b>Cadets</b> Classes 4 and 5	<ul style="list-style-type: none"> <li>study periods during day in library</li> <li>study hall before dinner in classroom</li> <li>study hall or activity in the evening from 8.00 p.m. to 9.00 p.m.</li> <li>lights out at 9.30 p.m.</li> <li><i>sorties</i> with family beginning before lunch on Saturday and Sunday; parents pick up pupils personally at midday; invitations must reach the Boarding House Directors by midday a day before. Check-in at 7.00 p.m.</li> <li>weekends from Friday evening.</li> <li><i>sorties</i> to Rolle on Wednesday until 6.00 p.m.</li> <li>a maximum of 2 group <i>sorties</i> per month; check-in at 10.00 p.m.</li> </ul>	Class 4	<ul style="list-style-type: none"> <li>50 CHF weekly pocket money</li> </ul>
		Class 5	<ul style="list-style-type: none"> <li>40 CHF weekly pocket money</li> </ul>

Four boys may be invited to dinner every evening at La Combe and four girls to Le Rosey. The guest lists are in the charge of the Directors of Boarding, and requests may be made up to midday of the preceding day. Once signed up, presence in the dining room concerned is obligatory. Invitations may not exceed one per week. Return to the maison including a check-in with the chef de maison at the beginning of study hall is mandatory.

# D. Sanctions

All punishments given to pupils must be justified. Upon request, a student should be given necessary explanations regarding the reasons for a sanction. Punishments given out to a group of students must be agreed by a Director of Boarding or studies.

## D-1 Minor Sanctions

Type of punishment	Usual reason	Sanction
<i>Mise en forme</i>	Lack of order and discipline in house	Physical fitness exercises or lengths of pool (early morning or midday)
<i>Tenue formelle</i>	Failure to respect the dress code	One week wearing jacket, grey trousers and tie (dress for girls)
<i>Petit boulot</i>	Complement of the first two	Wednesday or Saturday afternoon community service

## D-2 La Consigne

One or two hours' homework given by the teacher for lack of discipline in class (lateness, chatting, homework not handed in on time...) to be done in class on Wednesday or Saturday afternoon. The work is set by the teacher concerned, marked and handed back to the pupil.

## D-3 Blocking

A weekend blocking signifies that a student may not leave the campus at the weekend (or on a Wednesday afternoon). A blocking is usually the result of the failure to complete or hand in academic work.

## D-4 Absence from class or from an obligatory activity

Following an absence, the student receives an email; he/she must go to the Prefect and give a valid reason for absence. After 24 hours or if the excuse is not valid, it is compulsory to punish absence by a *consigne* for the first offence, by a half-restriction for the second and by a restriction for the third. On the fourth absence, the parents are warned and two restrictions are given. After this, an Academic Council is convened. This sum of absences is put back to zero in September but an electronic record of all absences is kept; it is taken into consideration for all evaluations (graduation diploma, references, university recommendations, etc.).

## D-5 Restrictions

Given by a director, a half-restriction entails the suspension of all sorties and privileges for a Saturday or Sunday as decided by the Director of Boarding; a full restriction applies to the whole weekend. Students over the age of 16 discovered smoking receive a restriction; if they are caught a second time, they receive two restrictions, and a third time three restrictions. On the fourth occasion they are sanctioned with a suspension. Any further infractions lead to a *conseil de discipline*.

## D-6 Academic Council

At the request of the Class Teacher, the Head of House, the Guidance Counsellor or the Director of Studies, an Academic Council is convened for serious cases of infringement of work rules or discipline in class. The Council assembles the above as well as any teachers concerned. It makes a complete review of the pupil's situation, gives advice, and may impose sanctions. An official letter is sent to the parents.

## D-7 Disciplinary Council

Convened in the event of serious indiscipline, the Council comprises the Headmaster, Directors concerned (Study and Boarding), the Head of House, the Class Teacher, the Guidance Counsellor, any other teacher concerned, and Students' Committee representatives. The Council listens to the student's explanations as well as those of all attending before coming to a decision. The Council decides on one of the following sanctions in order of gravity: a warning and weekend restrictions; a three-day suspension (which may be carried out at Le Rosey, including at the beginning of holidays); a longer suspension (minimum of one week) or expulsion. Parents are always immediately informed in writing of the decision.

# E. Timetable and Academic organization

## E-1 Three principles govern the timetable:

Priority is given to academic work.

Sufficient time, which can always be increased, is set for private study.

Every day, time is dedicated to arts and sports.

Time	Monday, Tues., Thursday, Friday	Wednesday	Saturday
07.00-07.55	Wake up, washing, room order, Compulsory breakfast		The Saturday timetable varies according to the activity programme
08.00-15.30	Academic block		
08.00-08.45	1 <sup>st</sup> period		
08.45-09.30	2 <sup>nd</sup> period		8.30 wake up
09.30-10.15	3 <sup>rd</sup> period		9.00 breakfast
10.15-10.30	Break		Morning of written work & study (Cl.T / 1 and, as announced, Cl. t and 1)
10.30-11.15	4 <sup>th</sup> period		
11.15-12.00	5 <sup>th</sup> period		10.00-11.30 activities
12.00-12.20	Free time (except Monday, General assembly)		
12.20-13.15	Lunch		
13.15-14.00	6 <sup>th</sup> period		See weekend activities
14.00-14.45	7 <sup>th</sup> period		
14.45-15.30	8 <sup>th</sup> period	Class meetings or possibly 8 <sup>th</sup> period.	
15.30-16.00	free time – tea	Competitions or “sorties”. Taxis to and from Rolle forbidden **	
16.00-18.00	Sports-arts block	Check-in at 6.00 p.m.	
18.25-19.20	Personal study block, tutoring, rehearsals		<b>Sunday</b>
19.30-20.00	Dinner		Dinner at 7.05
20.00-20.15	Free time		Mass* in Rosey chapel
20.15	Evening Study or activities		Evening Study

\* Pupils of the Christian faith receive religious instruction. An ecumenical service is conducted in the Rosey chapel every Sunday at 8.00 p.m. by Catholic and Protestant chaplains. Students of other faiths may observe their major religious feast days. Other religious ceremonies and obligations may be observed if these have the headmaster’s permission and do not disturb daily life nor interfere with the discipline of the school.

\*\* It is forbidden to use taxis to ride into Rolle; there are transport arrangements for the return to campus.

Priority is given to academics, and is underlined by the following points:

- except in case of illness certified by a school nurse, absences from class may only be authorized by the Director of Studies (such as sports events, field trip, “Honour Day off”, etc.); all other activities giving rise to absence from class figure on the calendar
- only two evenings per week (Monday to Friday included) without study are permitted (see also privileges and restrictions linked to study groups). One period of study hall per day must always remain: if study hall before dinner is missed, after dinner study hall becomes obligatory and vice-versa
- Heads of House have an overall view of pupils’ activities, and check their agendas every Thursday night (to ensure a balance of activities and the maintenance of the agenda), and they authorize or refuse participation in evening activities for the following week accordingly.

## E-2 Study Groups

At each marking period, pupils are divided into four groups according to their academic results, application, effort and discipline. In September, new students to the school may be placed in the Honour group by virtue of excellent results at their previous school. These attributions may be modified by the Teachers' Council.

Group	Conditions of attribution	Privileges
<p><b>HONOUR: an offer of autonomy</b></p> <ul style="list-style-type: none"> <li>• this group recognizes those students who have reached the top academic level</li> <li>• mention is made at the end of school transcripts</li> <li>• an Honour Prize is awarded at the Graduation ceremony</li> </ul> <p><i>The "Highest Achievement Group" represents the academic elite of Le Rosey; this sub-group is reserved for pupils with an average of 6.3/7 or 15/20, and allows the maximum degree of autonomy.</i></p>	<ul style="list-style-type: none"> <li>• a period grade average of 5.8/7 or 13/20</li> <li>• an <i>Attitude/Effort</i> A or B</li> <li>• no half-restrictions, restrictions or suspensions in the <i>vingtaine</i></li> <li>• in the IB section no grade of D or E for Extended Essay or TOK</li> </ul>	<ul style="list-style-type: none"> <li>• one day of exceptional leave with the agreement of the Class Teacher, <i>Chef de maison</i> and Director of Studies</li> <li>• weekend from Friday evening or optional study hall on Friday night and activities on Saturday morning</li> <li>• no restriction on the number of <i>sorties</i> or evenings without study hall</li> <li>• study hall in room</li> <li>• dinner-<i>sorties</i> accompanied by an adult possible from 7.30 to 9.00 during the week</li> <li>• special treatment of personal requests</li> <li>• priority in room choice if possible</li> <li>• invitation to participate in Honour Group trips</li> <li>• invitation to join the Excellence Challenge</li> <li>• Highest Achievement: study hall on Friday optional</li> </ul>
<p><b>PRIVILEGE: effort rewarded</b></p> <p>This group recognises those students:</p> <ul style="list-style-type: none"> <li>• who demonstrate a generally positive attitude</li> <li>• who participate actively in class and who show perseverance</li> <li>• who obtain an average grade above the minimum required</li> <li>• who have chosen academically demanding programmes</li> </ul>	<ul style="list-style-type: none"> <li>• a period grade average of not less than 4/7 or 10/20</li> <li>• an <i>Attitude/Effort</i> A or B</li> <li>• no half-restrictions, restrictions or suspensions in the <i>vingtaine</i></li> <li>• absence of pressure on teachers about the effort/attitude marks</li> <li>• agreement by the class teacher</li> </ul>	<ul style="list-style-type: none"> <li>• weekends from Friday evening or optional study hall on Friday evening and optional activities on Saturday morning</li> <li>• study hall on Sunday night in room</li> <li>• priority in choice of room if possible</li> </ul>
<p><b>PASSING: to stimulate greater effort</b></p> <ul style="list-style-type: none"> <li>• "Neutral" group</li> <li>• for satisfactory efforts and achievement</li> </ul>	<ul style="list-style-type: none"> <li>• general average of at least 4/7 or 10/20</li> <li>• an <i>Attitude/Effort</i> C</li> </ul>	<ul style="list-style-type: none"> <li>• no particular privilege</li> <li>• tutorial and counselling help offered</li> </ul>
<p><b>INSUFFICIENT: to support and encourage</b></p> <ul style="list-style-type: none"> <li>• under-achievement group</li> <li>• danger of non-promotion</li> </ul>	<ul style="list-style-type: none"> <li>• the requirements of none of the three other groups have been satisfied</li> </ul>	<ul style="list-style-type: none"> <li>• no privileges allowed, including those of the committee</li> <li>• study hall every night in all sections*</li> <li>• presence in library during free periods and in class for study hall before dinner for <i>Jeunes Seniors</i></li> <li>• guided evening study hall for <i>Cadets</i>*. Counselling for the other students</li> <li>• week-ends only with the family**</li> </ul>

\* The Head of House may decide to allow one evening activity.

\*\* According to the Teachers' Council decision, which may restrict the number of weekends allowed. Cadets – whatever their Study Group – may be on weekend with their parents from 7.00 p.m. on Friday onwards.

### E-3 System of Grades & Promotion

1. The evaluation of academic work is based on the results of tests, written work and examinations. The marks are not negotiable with the teachers. They reflect the value of the work produced out of 7 according to the following scale\*:  
Excellent= 7 • Very good= 6 • Good= 5 • Acceptable= 4 • Insufficient= 3 • Mediocre= 2 • Very mediocre= 1 • Cheating or work not returned in time= 0.

\* In French Baccaureate classes, in accordance with the French national system, marks are given out of 20.

2. Pupils in classes 5 to 2 who follow an ambitious and well-balanced bilingual programme are eligible for a bonus of up to 0.3 out of 7. This bonus affects the report average but does not count towards the overall promotion average, nor is it included in the official transcript of grades.

3. Each vingtaine, in each academic subject, students are graded from between 1 (“Seldom”) and 4 (“Always”) for five different “attitude and effort” criteria: Punctuality & Preparedness, Homework, Engagement, Respect and Aspirations. These grades are published on the second page of the report.

4. The attitude and effort grades in all subjects are summarized through a single letter grade according to the following scale: A= Excellent • B= Good • C= Just acceptable • D= Needs improvement • E= Immediate change required. This letter, taken in conjunction with the average achievement grade, determines the student’s “study group”.

5. So as to promote artistic endeavour and to recognize the work and constancy this demands, the Director of Extra-Curricular Activities may, at the request of drama and music teachers, increase a student’s marking period average by a maximum of 0.2 out of 7 or 0.5 out of 20. This bonus may alter study groups but do not affect the yearly average required for promotion, nor do they appear on students’ transcripts. Cadets can receive three bonuses: drama, music or advanced bilingualism.

6. The academic year is divided into 5 marking periods (two in the first and third terms and one in the second term) and 2 sessions of examinations (Christmas and end of year). In classes 3 to t/T exam results count double when establishing the overall annual average of the student (and his or her period average at Christmas and in June). Each report will indicate the Study group for the following study period. End-of-term reports also include teachers’ comments. If the year’s average is higher than 4/7, 24 points or 10/20, and the demands of the Rosey CASC programme have been met, promotion to the higher class is automatic. If promotion is not immediately accorded, the Teachers’ Council and the Director of Studies will decide whether:

- promotion is conditional on studies carried out over the summer followed by exams in September
- promotion is conditional on obtaining pass marks in September exams
- the pupil should repeat a class (this may happen only once throughout a student’s time at Le Rosey)
- the pupil should not be re-admitted to Le Rosey at the beginning of the next academic year.

7. The normal rules for promotion outlined in 6 do not apply to those finishing Class 2 and beginning the IB programme where the final decision is based on the student’s choices and their ability to find an appropriate programme of studies based on the particular requirements of the two-year IB diploma course.

8. Grades and comments are mailed to parents electronically but may be consulted on the Internet at any time ([www.rosey.ch](http://www.rosey.ch); title: “Parents and Roséens”). Please use the pupil’s name and use the code number provided by the school computing service).

9. During the end-of-year ceremonies, Honour Awards are given to those pupils with a grade average of at least 5.8/7, or 13/20. From 6.3/7, or 15/20, the “Highest Achievement” prize is awarded.

### E-4 Academic Block: 8.00 a.m. to 3.30 p.m.

1. Teachers check attendance for every class and notify the *préfet* of any absence, justified or not.

2. Classes begin on time; late arrivals are sanctioned directly by the teacher with a *consigne*. Classes finish when the bell rings; teacher and students only leave the classroom after having put chairs and desks in their proper places, picked up loose papers, cleaned the board and switched off the light. If the teacher arrives late for any reason, students should wait for a minimum of ten minutes before assuming that he or she is absent.

3. Any pupil sent out of class must return before the end of the period with a note signed by a Director. Being sent out always counts as an unjustified absence.
4. Homework should be completed in study hall and should be handed in on the day indicated by the teacher; it will be marked, corrected and returned to the pupil as soon as possible. Tests are carried out in class and are limited to two a day.
5. So as to avoid an accumulation of work and deadlines, the Directors of Studies establish and regularly update activities calendar identifying all those events which have an impact on academic work. Class Teachers, meanwhile, work with colleagues on a monthly basis to ensure that there are no more than two tests per day and to help students plan their time.
6. Food and drink are not allowed in class; mobile phones (teachers' as well as students') are also prohibited.
7. It is forbidden to carry and use a walkman or iPod during the academic block.
8. Textbooks are distributed by teachers. The school shop sells all necessary school stationery items.
9. A homework diary is given to each pupil upon his/her arrival at Le Rosey. This must be kept up to date to facilitate the organization of work, studies, sport, art, leisure and sorties. Each Thursday evening, the diary is checked by the Head of House.
10. When *Cadets* not in the Honour group do not have a lesson, they are not allowed to return to their rooms and should instead go to the library.

#### **E-5 The Sports-Arts Block: 4.00 – 6.00 p.m.**

1. Each pupil chooses various sporting and artistic activities from the CASC programme, and notes those undertaken on an electronic curriculum vitae.
2. The Director of Non-Academic Activities informs each section of students of the CASC requirements in terms of hours of sport, artistic activities, expeditions, community service activities and attendance at artistic events each term.

#### **E-6 Time before Dinner: private study, tutoring, rehearsals: 6.25 p.m. to 7.20 p.m.**

1. At the beginning of each term, the Headmaster establishes a list of activities which may take the place of study hall; these include choir and orchestra rehearsals, SAT and TOEFL classes and "Maths Clinics". All pupils not involved in one of these activities must attend study hall.
2. The boys in classes 5, 4 and 3 and those in the Insufficient group in class 2 have designated places in one of the supervised study rooms. The honour group in class 3 may study in their bedrooms.
3. Walkmans, iPods, DVDs and computer games are not permitted during study hall.

#### **E-7 Evening Study or Activities (from 8.15 p.m.)**

1. Games and non-academic computer use are not permitted in study hall time.
2. Every Thursday evening, Heads of House receive requests, and accept or refuse pupils' participation in activities to replace study hall. If necessary, the Directors of Studies communicate their requirements to the Heads of House on a weekly basis.
3. A computerized record allows Heads of House to gain an overall picture of each pupil's timetable. Through liaison with the Class Teachers, they endeavour to ensure that this timetable is properly balanced.
4. On Friday evenings, group sorties with a teacher (or, in the case of *Cadets*, with a Committee member) and activities organized by the *Comité* are permitted. Check-in is at 11.00 p.m. (10.00 for *Cadets*). All other students attend supervised study hall (except for Honour and Privilege groups).
5. If a pupil has not attended study hall before dinner, he or she must attend after dinner.
6. *Cadets* with academic work are required to do study hall; if their work is finished, they have a choice of artistic or leisure activities four evenings per week, with the exception of those in the Insufficient group and those who have not attended study hall before dinner.

# F. Computers and Internet use

1. A laptop computer is recommended for academic work from Class 5 onwards. The campus “Shop” can provide portable computers and software, carry out repairs. It is the responsibility of each student to back up his or her data and Le Rosey cannot be responsible for the loss of any data or files.
2. An IT help-desk is provided to guide and advise students. IT lessons ensure that students have basic computing skills.
3. Wireless connection to the Internet is available across the campus. Before being allowed access, a student has to give his/her laptop to the Network Administrator who checks the operating system (allowed only in English or in French), installs an anti virus software and configures the network connexion.
4. Using the school’s network or equipment or a personal computer relies on some ethical rules:
  - “free access” does not mean access to anything: filtering software should theoretically prevent access to materials that are harassing, fraudulent, or obscene. No Roséen will consult, download or print material from such sites; if this rule is broken, his or her laptop will be confiscated and its user may be permanently denied Internet access
  - plagiarism, and in particular the unattributed use of material downloaded from the internet, constitutes a serious case of cheating
  - users must refrain from acts such as hacking, opening of an offensive blog, diversion of Internet site or image, personal attacks, damage to Le Rosey’s reputation, and any act that damages or wastes technology resources or prevents others from using them. Le Rosey reserves the right to confiscate computers and examine files should there be evidence or strong indications of improper use of technology
  - users must maintain confidentiality of student information; they must not access another person’s individual account or files without prior consent. The person in whose name an account is issued is responsible at all times for its proper use
  - in the academic and study hall blocks and before breakfast, school resources should not be used for non-academic purposes and Students may never play games or watch movies
  - as well as being an invaluable aid to study, computers offer a legitimate leisure time activity, but if a member of staff considers that their use is excessive and is interfering with study or an individual’s integration into campus life, they may be confiscated for as long as the Directors of Boarding and/or Studies consider appropriate.

# G. Class Terminal

Students in class terminal should:

- be a positive example to all Roséens
- complete their university applications with care
- hand in required coursework promptly (Extended Essays, projects, etc.)
- prepare properly for their baccalaureate exams at the end of the academic year.

If, in the opinion of a teacher or director, these requirements are not being met, the Directors of Studies and Boarding and the Class Teacher may jointly decide to suspend class t privileges and the possibility of being invited on weekend for a week, a month, a term or permanently. The last of these automatically means that the student will not receive the Rosey Diploma.

1. Class terminal has the following privileges:
  - one free weekend per month, without invitation but with previous parental agreement
  - a midnight *coucher* for study, on condition that the pupil remains quietly in his/her own room after 11.00 p.m.
  - *sorties-dîner* from 7.30 p.m. to 8.30 p.m. during the week, with permission from the Head of House
  - *sorties-dîner* from 7.30 p.m. to 10.30 p.m. on Fridays (Rolle only) and Saturdays, with permission from the Head of House
  - *sorties* from 12.45 p.m. until midnight on Saturdays in Gstaad

2. Saturday mornings (and during the 2<sup>nd</sup> term, Monday afternoons) are set aside for SATs, TOEFL, supervised assigned work, work on University applications (in first term), and special IB requirements; the Directors of Studies may allow a degree of flexibility for these sessions if a student makes a special request to that effect.
3. Class t IB students finish their school year at the beginning of June; at this point they have two alternatives:
  - they may remain at Le Rosey to undertake certain tasks and are therefore subject to the school timetable and disciplinary codes
  - they may leave Le Rosey; in this case they must pack their suitcases, prepare all necessary paperwork for their trunks to be sent on, and tidy and empty their rooms. In this case, they are no longer permitted to sleep and board at Le Rosey.
4. Class I and T French Bac students have a revision period approximately a week before the official *baccalauréat* exams. They remain on campus and work with their teachers. During the exam period they remain under the school's responsibility and are subject to its rules.
5. The Le Rosey Diploma is awarded to class terminal students of on Graduation Day. It must be deserved: if a Roséen ceases to be eligible for the diploma because of a lack of effort or a poor disciplinary record, or suspension of privileges, he or she will be informed by the Director of Studies and will be advised of the conduct required to be once again worthy of it.
6. All class terminal pupils must be present at the *Fête de fin d'année*, in uniform, to receive their diplomas and alumni ties and scarves. Pupils not present at the graduation will not receive their diplomas.

## H. Teachers' responsibilities

Students are at the centre of what we do. The confidence which their parents have invested in us confers upon us an enormous responsibility: we must ensure and be accountable for their physical, intellectual and moral development.

### Essential elements of this responsibility:

1. We should be measured in the exercise of our authority: it will be respected if we are sure of ourselves and mindful of others' dignity, if we are not afraid of confrontation when it is necessary, if we are as fair as possible. It is not young people's first angry or disappointed reaction which counts, but rather their acceptance of our authority and decisions because they are legitimate, well-founded and reasonable.
2. There is a delicate balance between friendly relations and disciplinary demands. The fact that we are a boarding school requires us to be particularly attentive to our students' needs and to be close to them, but it is impossible to teach at Le Rosey if we refuse to apply the rules, by, for example, remaining passive observers of unauthorized smoking, to embracing couples, to violent acts or language, to voluntary abuse of school property or grounds, or to infringements of the dress code. This applies equally well whether we are *internes* or *externes*.
3. We should not say "The Direction wants this or that"; we should say: "I expect this of you". No one can discharge us of our responsibilities: we must assume them for ourselves. When we demand something of the students, we should not accept compromise and we should not be afraid to be harsh whenever necessary.
4. If we are to be responsible and sure of ourselves, we must take care to show proper regard for decisions taken by others, whatever our own personal opinion of the matter: criticism or disdain for colleagues undermine us all. A member of the direction is always ready to hear of doubts, and to discuss them in confidence.
5. We should be aware of the scope of our role, which in a boarding school far more than in a traditional day school does not stop at the classroom door. The myriad extra-curricular activities at Le Rosey so often give us the opportunity to transmit our values to our students. As David Payne said in his farewell speech after over 30 years at Le Rosey:

*"Lastly, a word to my very good friends and colleagues on the teaching staff. I think **what makes Rosey so special is the work you do outside the classroom**: the time spent on the floors, on organizing and accompanying the 1001 activities which Rosey offers and which make this school such a rich educational experience. Remember, as educators, **what we are is***

*probably just as important as what we know. Continue to give your time, your energy and your enthusiasm to what I believe is the most important – and rewarding – profession in the world”.*

What we are is as important as what we know – a fine thought which we should build on throughout our professional life.

6. A difficult student is not an enemy but a young person whom we have not managed to get through to. We may never do so and we may have to give up, and we shall have lost. It is always our duty to give a second chance for the student to show that he too can be one of the fine young people our societies have such a need for. He still has the right to make mistakes: as soon as he realizes that we are interested in him, his life, his successes and failures, his family, his future, we can gain his confidence and work miracles. If he senses that we are merely following a workaday routine and that we are not really interested in him, the problems will only increase.
7. We should not allow pupils to address us in too familiar a tone: this is a populist tactic which undermines the formal respect which is due to all teachers.

# I. Parents' Responsibilities

Common sense tells us that Le Rosey cannot modify its educational approach to fit those of all the families who have entrusted their children to the school; it is these families, who have chosen Le Rosey, with its disciplinary principles and values, who must adapt. We are aware that this is not always easy – nor is it always welcome – but if the Rosey experience is to be successful, much will depend on the collaboration between parents and school: how can we expect students to respect rules to which their parents accord little attention or importance?

In consequence, we offer a number of friendly suggestions.

- It can be very useful to read the Codes and discuss them with your children. Le Rosey's values and disciplinary principles will be better understood and respected if they have been approved and adopted by parents. Respect for the Codes is essential for community life and safety at Le Rosey.
- We know how difficult it is for parents to accept the concept of “One Rule for All”. It is nevertheless essential for balance in community life and for creating a sense of equal treatment. Every “special request”, such as a postponed sanction, an early weekend or holiday departure, appears innocuous: yet multiplied many times over by dozens of families, it makes community life impossible to manage.
- Instantaneous communication between parents scattered across the world and their children at Le Rosey represents enormous progress, allowing close family ties and a greater sense of security. There are, however, other, less manageable consequences: students can become less independent, they can take longer to settle in, a barrier between school and student can appear, and rapid emotional reactions can be encouraged.
- Parents who do not give in to the pressure of their children in the following three areas deserve special recognition:
  1. the “others” always have more money than I do
  2. the “others” can come home when they want on Saturday evening at the weekend (if teachers' experience on Monday morning is anything to go by, there are those who have reasonable bedtimes and who are prepared for school, and others who are less so)
  3. others' parents are cool, never say “no” and have a great family atmosphere (in the long term, this is indeed cool: in the longer term, it can be catastrophic, leading to young people living without restraint and with no confidence in their parents.).