



# LE ROSEY

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

# CODES 2009-2010

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## JUNIOR CAMPUS

Winter Term in Gstaad is subject to a special edition

- A. Honour Code
- B. Work Code
- C. Disciplinary Code
- D. Sanctions

# A. Honour Code

All Roséens undertake to be familiar with and to respect these Codes.

## 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 called to appear before the Disciplinary Council have the right to be precisely informed about the facts brought against them, so as to permit them to defend their case.

## RESPONSABILITIES 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. Work Code

## Timetables and Academic work

**Three principles govern the timetable:** Priority is given to academic work. Sufficient time (which can always be increased) should be set for study. Every day, time is allocated to arts and sports.

**IN ROLLE** \*Every Monday from midday to 12.30 p.m., general school assembly.

Times	Monday, Tuesday, Thursday, Friday	Wednesday	Saturday	Sunday
07.10-07.55	Wake-up, washing, room order, breakfast			
<b>08.00-14.00</b>	<b>Academic block</b>			
08.00-08.45	1 <sup>st</sup> period			
08.45-09.30	2 <sup>nd</sup> period		09.00 Wake-up, breakfast	
09.30-10.15	3 <sup>rd</sup> period		10.00-11.30 Handicraft or sports activities	See week-end activities
10.15-10.30	Break			
10.30-11.15	4 <sup>th</sup> period			
11.15-12.00	5 <sup>th</sup> period			
12.10-12.40	Lunch (Monday at 12.30*)		12.30-13.00 Lunch	
13.15-14.00	6 <sup>th</sup> period		See week-end activities	17.45 Return from week-end 18.00-18.45 Study Hall 19.00 Return from weekend for pupils in the blue or green star groups
14.15-15.30	Sports	14.00-14.45 7 <sup>th</sup> period		
15.30-16.15	Shower / Tea	15.00-16.30 Sortie / retenue		
16.15-17.00	Study Hall	16.30-17.45 Free time		
17.00-17.45	Private lessons / Free time	17.45-18.00 Shower		
17.45-18.30	Activities (PSHE once a week, class 6)	18.15-19.00 Study Hall		
19.00-19.45	Dinner			
19.45-21.00	Free time / Bed time			20.00 Ecumenical mass

### IN GSTAAD

Times	Monday, Tuesday, Wednesday, Friday	Thursday	Saturday	Sunday
07.10-07.55	Wake-up, washing, room order, breakfast			
<b>08.00-12.45</b>	<b>Academic block</b>			
08.00-08.45	1 <sup>st</sup> period			
08.45-09.30	2 <sup>nd</sup> period		09.00 Wake-up, breakfast	
09.30-10.15	3 <sup>rd</sup> period		10.00-11.30 Handicraft or sport activities	See week-end activities
10.15-10.30	Break			
10.30-11.15	4 <sup>th</sup> period			
11.15-12.00	5 <sup>th</sup> period			
12.00-12.45	6 <sup>th</sup> period			
12.50-13.30	Lunch			
14.00-14.45	Ski 14.00-16.30	7 <sup>th</sup> period	Sortie / Retenue	17.45 Return from week-end 18.00-18.45 Study Hall 18.50 Return from week- end for pupils in the blue or green star groups
14.45-15.30		8 <sup>th</sup> period		
15.30-16.15		Private lessons		
16.30	Tea	16.15 Tea	See week-end activities	
17.00-17.45	Study Hall	16.30-18.00 Hockey / Swim.		
17.45-18.30	Shower / Private lessons / Free time	18.30 Shower		
18.50	Dinner			
19.30-20.45	Free time / Bed time			





**In Rolle**, externs arrive at school at 7.55 a.m. and leave either after classes (3.30 p.m.) or after study hall (5.00 p.m.) or once a week after PSHE, *Personal Social and Health Education* (5.45 p.m. or 6.30 p.m.).

**In Gstaad**, externs arrive at 7.55 a.m. and leave after either skiing at 4.30 p.m. or after Study Hall at 5.45 p.m. (on Thursday at 6.30 p.m. after sport).

The Directors of boarding ensure that priority is given to academic studies by checking the balance between scholastic and extra-curricular activities.

## Academic structure

1. Every 15 days the pupils receive a “distinction” which reflects their academic results.

Distinction	Conditions	Privileges
 GREEN STAR	Grade average of 6 or over Attitude/Effort A, B or C	<ul style="list-style-type: none"> <li>• Study hall in room</li> <li>• 200 points for his/her team *</li> <li>• One day off per academic month</li> <li>• Invitation to a special evening event</li> <li>• Special treatment of personal requests</li> </ul>
 BLUE STAR	Grade average of 5 or over Attitude/Effort A, B or C	<ul style="list-style-type: none"> <li>• Study hall in class</li> <li>• 100 points for his/her team *</li> <li>• Invitation to a special evening event</li> </ul>
 WHITE SQUARE	Grade average between 4 and 5 No Attitude/Effort grade E	<ul style="list-style-type: none"> <li>• Study hall in class</li> <li>• No special privileges</li> </ul>
 RED TRIANGLE	Grade average lower than 4	<ul style="list-style-type: none"> <li>• Study hall in class</li> <li>• No privileges</li> <li>• Tutoring if necessary</li> <li>• Extra study halls</li> <li>• 1 extra study period per fortnight</li> </ul>

\* Pupils are divided into 4 teams: throughout the year they accumulate points in various activities; the winning team receives a prize.

The teachers' council can change a pupil's study group by taking into account their effort or specific difficulties such as sickness, dyslexia, linguistic problems etc.

2. Grading is based on the results of tests and homework. They show the direct results of work done but not progress or attitude in class. The scale is as follows: 7 = Excellent • 6 = Very good • 5 = Good • 4 = Passing • 3 = Unsatisfactory • 2 = Poor • 1 = Very poor • 0 = Cheating or work not given in.
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. 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.
4. The academic year is divided into 5 marking periods (two in the first and third term and one in the second term) and 2 examination sessions (Christmas and end of year). Reports of these results are sent to parents.

5. The passing average is 4 out of 7. In June, at the end of the school year, the Teachers' Council and the Directors of Studies will decide whether:
  - promotion depends on studies carried out over the summer followed by exams in September
  - the pupil is not to be promoted, subject to a passing average in September exams
  - the pupil should repeat a class.
6. Teachers write detailed written reports on each pupil at the end of every term. Grades and comments can be consulted on the Internet at any time ([www.rosey.ch](http://www.rosey.ch)), title "Parents & Roseans". Please indicate the pupil's name and use the code number provided by the school's I.T. service.
7. During the end of year ceremonies, Honour Awards are given to those pupils with a grade average of at least 5.8/7; from an average of 6.3/7, the "Highest Achievement prize" is awarded.
8. Classes begin on time; late arrivals are sanctioned by the teacher. 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.
9. 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.
10. Food and drink are not allowed in class; mobile phones (teachers' as well as students') are also prohibited.
11. It is forbidden to carry and use a walkman or iPod during the academic block.
12. Textbooks are distributed by teachers. The school shop sells all necessary school stationery items.
13. A laptop computer is recommended in classes 6 and 7, it is used for some academic projects. The campus "Shop" can provide laptop computers and software, carry out repairs. A computer course is taught in each class.

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), implants an anti virus software and configures the network connexion.

Using the school's network or equipment or a personal computer lies on some precise ethical rules (see F4 section "Seniors" Codes).
14. A work diary is given to each pupil upon his/her arrival in Le Rosey. Each year, replaceable sections should be added. All homework must be noted. The diary must be consulted at the beginning of each study hall to check on work that has to be done.
15. Private lessons are available if requested. A pupil must attend a private lesson for which an appointment has been made, including music.
16. Younger pupils of Christian have the opportunity to follow religious instruction in groups. Every Sunday at 8.00 p.m. an ecumenical service is conducted in the Rosey chapel by a Catholic priest. Students of other religions can have private religious instruction and attend their religious services. As Le Rosey is a lay foundation, religious ceremonies and obligations may only be observed if these do not interfere either with the daily life or discipline of the school.

## Arts

Music initiation, instrumental practice, choir and art lessons are included in the weekly programme of each pupil. In addition, private music lessons and participation in the orchestra can be added to enhance a pupil's musical development.

## Sports

At the beginning of each term the sports department organises the Junior sports programme: in the 1<sup>st</sup> term, swimming, football, basketball and judo; in Gstaad all pupils ski every day and practice ice-skating/hockey or swimming once per week; in the 3<sup>rd</sup> term, tennis and athletics. In Rolle each pupil participates in a variety of different sports for one hour 15 min. per day. At the end of the afternoon, pupils can choose to do an additional hour of sport per week.

## Study Hall

The pupils have a daily study hall of 45 minutes, which can be extended if necessary. They study in classrooms and are supervised by a teacher. Study is to be done in silence without a computer.

## Private lessons / Free time

Private language lessons or tutoring can be arranged with parents' agreement, preferably between 5.00 and 5.45 p.m. in Rolle (5.45-6.30 p.m. in Gstaad). Pupils without such classes can have musical instrument lessons, attend an *atelier* (handicrafts workshop) or are free to remain in their room perhaps in order to tidy it.

## Activities

At the beginning of 1<sup>st</sup> and 3<sup>rd</sup> term various activities are offered to boarding pupils: theatre, orchestra, school magazine, handicraft, sports, dance, etc. Pupils sign up for the whole term but may opt to do individual academic work when the need arises (except during orchestra and theatre). They may also change their activity in the middle of the term. Pupils are advised on their choice of workshops by the Directors of boarding who check that the pupil's timetable is well balanced.

# C. Disciplinary Code

**The following are considered to be major offences and lead to immediate 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).

**The following are major offences; they lead to an appearance before the Disciplinary Council:**

3. All forms of theft; it is also forbidden to enter any room to borrow anything without the permission of its owner.
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. The possession, or consumption, of alcoholic drinks on the campus.
6. Smoking.

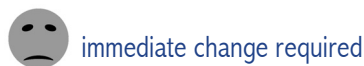
7. Being found on the *étage* with a person of the opposite sex as well as the excessive demonstration of affection.
8. An accumulation of punishments which appear to have no effect on a student's behaviour or academic work; continual indiscipline or lack of respect for Le Rosey property; words or deeds which damage the reputation of Le Rosey.
9. The infringement of Swiss law.
10. The juniors are not authorized to use "My space", "Facebook" or any other social network.

## Boarding house

1. After consideration of the students' requests, rooms are allocated by the Directors of Boarding and the Head of House. A justified change of room may be requested at any time. Room arrangements are changed three times a year, due to the move to Gstaad.
2. Pupils may decorate their rooms as they wish. It is forbidden to use nails or drawing pins.
3. Pupils are forbidden to keep of a sum of money greater than the weekly pocket money distributed by Le Rosey. The amounts are CHF 15 for younger juniors; CHF 20 for class 6. Any additional money, credit and direct debit cards must immediately be handed in to the Directors of Boarding.
4. The pupils are allowed to have snacks and bottles of water in their bedside table as long as it is kept tidy and in reasonable quantity. If this is not the case they will lose this privilege.
5. Pupils may have a mini-stereo set, a hair dryer, a computer, an iPod or games (with an age limit of less than 12+). Other electrical appliances are forbidden, including TV screens. Matches and cigarette lighters are also forbidden. Portable telephones are authorised under the following conditions: the numbers must be given to the Directors of Boarding and they must not be used on the campus; they must be kept permanently in the rooms. They are collected at lights out by the duty teacher. In case a student abuses his/her phone he/she has to give it to the direction during the day and receives it only in the evening. The use of the telephone outside their room leads to confiscation until the end of the term. If there is a second offence, the telephone will be given to a charitable organisation.
6. Pupils keep their academic material in their desks. Bedrooms are to be kept tidy and the bed made every morning before breakfast. They are cleaned daily by school domestic staff. The Housekeeper will give instructions regarding personal laundry. A maximum of 20 kg of dirty laundry per student is collected each week.
7. The exceptional environment provided by the Le Rosey campus must be protected. Cleanliness on the campus; the use of rubbish bins; separation of different types of rubbish; care for the use of water and other energy sources – are all rules which must be observed. It is forbidden for pupils to take food or drinks into classrooms, the gymnasiums, the library, the auditorium, laboratories or the chapel.
8. Qualified resident nurses are responsible for taking care of cases of illness, accidents, medical and dental appointments, etc. If necessary, pupils are treated in the school infirmaries. With a Director's permission, pupils can go to the infirmary outside class times for all health problems. In emergencies, they may go there at any time. Under no circumstances can pupils keep medicines. These must be given to the Directors of Boarding who will oversee all forms of treatment.
9. 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 must read, and the use of electronic equipment of any sort is forbidden until wake-up.
10. 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.
11. Only age appropriated games and dvds are allowed (under 12 years).

## Tidiness, dress and manners

1. Every 15 days the pupils are given an attitude grade based on their behaviour in the boarding house:



Privileges and loss of privileges, as well as team points, are based on this grading system. Pupils in Class 6 can gain special privileges.

2. On normal days the students must wear simple, clean clothes adapted to climatic conditions. Sports clothes and shoes, T-shirts and caps are reserved for sports!

3. The **boys' dress code demands that:**

- they should wear long trousers (jeans are acceptable) neither faded, fringed or torn
- they wear a shirt (tucked into trousers) or polo-neck and, if desired, a pullover or jacket
- smart bermuda shorts permitted (May/June)
- on certain occasions (*fêtes*, conferences, visits or trips) they must wear the school uniform: a navy blue blazer with the Rosey badge and tie, white shirt, and grey trousers (the school provides the Rosey badge and tie. Balzers and grey trousers are available to order)
- their hair should be clean and reasonably styled.

4. The **boys' dress code forbids:**

- t-shirts, hoodies, sports clothes outside sports periods
- long, very short (less than a centimetre) or dyed hair
- earrings and any kind of piercing.

5. The **girls' dress code demands that:**

- they should wear a skirt of a reasonable length (knee-length skirt) or long trousers (jeans are acceptable) neither faded, fringed or torn; in summer, bermuda shorts allowed
- they wear a blouse or polo-neck or one colour top covering both midriff and shoulders
- on certain occasions (*fêtes*, conferences, visits or trips) they must wear the school uniform: a navy blue blazer with the Rosey badge, white dress, and sandals or town shoes
- their hair should be clean and reasonably styled.

6. The **girls' dress code forbids:**

- extravagant clothes or items of beach wear
- t-shirts, hoodies, sports clothes outside sports periods
- provocative clothes (low necklines, bare navels)
- leggings may only be worn with a long top
- untidy hair, make-up, valuable jewellery, piercing (except for earrings).

7. The relationship between adults and pupils is based on the classical standards of politeness – it relies on mutual respect. Pupils stand up when adults enter a classroom and doors should be held open to allow them to enter a building first. Pupils greet adults when they pass. Vocabulary must be free from swear words. At the end of a class, the pupils wait to be dismissed by the teacher and they make sure that the classroom is left in an orderly state ready for the next class.

8. 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, if necessary, taken to the Directors of Boarding.

9. Table manners are dictated by Swiss custom. One eats with a straight back and with the hands, but not with elbows, on the table. Everyone sits at a place indicated by his napkin and cannot change without permission. Pupils must excuse themselves to the teacher at the table before sitting when arriving late. If a guest arrives in the dining room all pupils must stand. Nobody can get up and leave the dining room before the director has risen to signal the end of the meal. A pupil may not leave table without permission from the teacher in charge of the table. Neither food nor drink may be taken out of the dining room.
10. Personal hygiene is strict and checked by staff members: morning and evening ablutions, clean hands for meals, daily showers. The intern teachers check that the students are dressed in clean clothes.
11. Punctuality is required throughout the day (classes, meals and activities). Free movement about the campus is subject by safety rules.

### Class 6 privileges

These students are allowed:

- to go down to the village in groups on Wednesday and Saturday afternoon without a teacher, with a check out and check in at Rosey
- to be on their floors at 8.30 p.m. instead of 8 p.m. (Gstaad excluded)
- to assume certain responsibilities in the boarding house (for example: Green Team, waking up the pupils, tidying up the games room and classrooms). These tasks win team points
- go on "Group sortie" on Fridays with a teacher from 7 p.m. till 9.30 p.m.
- students are free to shower when they wish on Wednesday.

### Week-ends and holidays

1. For boarders, parents should submit weekend invitations before Thursday evening by letter, fax or email to the Directors of Boarding. Departure time is on Friday after Study hall (5 p.m. in Rolle or 5.45 p.m. in Gstaad) or after Religious Instruction (6.30 p.m.). Return is on Sunday at 5.45 p.m. or at 6.50 p.m. for pupils in the "green" or "blue" star groups.
2. Only parents and, with their permission, close family members aged at least 25, can invite pupils for the weekend. Directors of Boarding can insist on meeting the person who signs the invitation in Rolle. This person must personally collect the pupil from Le Rosey.
3. On certain weekends, pupils must remain at school (*week-end de Connaissance*, expedition cl.6, a week-end trip or if they are punished, ...). Parents will be informed in advance.
4. It is recommended that parents ensure that their children do not go to bed too late on a Saturday night. The children have a heavy weekly schedule and need to rest. Fatigue incurred over the weekend is a major cause of academic under-achievement.
5. Holidays: if plane schedules make it impossible to respect the date and time of return, the student is welcome to arrive the day before. Parents are requested to fax the flight number and time of arrival in Geneva to the secretariat. The travel secretary helps with reservations, ordering plane tickets, visa etc. Please give her precise details in time: Christmas and Easter periods are always heavily booked and often require reservations months in advance. 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. A teacher is responsible for the transport between Rosey and the airport.
6. During the first term, the juniors have a mid-term break while the seniors have their cultural trips. The Juniors' cultural trip takes place in May.

### Sorties

1. **Sortie Rolle:** the Wednesday sortie takes place from 3 p.m. to 4.30 p.m. Pocket money is given to the students before going on

sortie. Intern students can be invited and must be picked up by a family member after 3 p.m. and must return for evening study hall at 6 p.m.. This request should be made to the Directors of boarding before noon the previous day.

2. **Sortie Gstaad:** the Saturday sortie takes place from 2 p.m. to 3.30 p.m. Pocket money is given to the students before going on sortie.
3. For security reasons, the entrances to Le Rosey by car are strictly controlled and barriers prevent access to non-identified vehicles. The doors of all the houses are closed after lights out. Security agents patrol the campus during the night and challenge any strangers.

## D. Sanctions

### Punishment

Type of punishment	Usual reason	Sanction
Work Detention	Lack of discipline during classes. Lack of effort, lateness, homework not given back	Work given by the teacher to be done under supervision in class on Wednesday afternoon (Rolle) or Saturday afternoon (Gstaad).
Discipline Detention	Lack of discipline in house	A variety of different tasks on Wednesday (Rolle) or Saturday afternoon (Gstaad).
Tidy-Up Detention	General untidiness	Tidying up and helping in the dining room during the whole week.

### Academic council

This council is convened by the Class Teacher, Directors of Boarding or Director of Studies for every serious case of infringement of work rules or discipline in class. The Council comprises the teacher(s) concerned, the Director of Studies, the Directors of Boarding and the Head of House. The Council gives a sanction, a warning and sends a letter to the parents.

### Disciplinary council

Convened in the event of a serious fault, the Council comprises the Director and/or the Headmaster, the Directors concerned (study and boarding), the Class Teacher, the Head of House, and, by invitation, any other teacher concerned. The Council discusses the problem and listens to the student's explanations. The parents are always informed of the decision in writing. The Council decides on one of the following sanctions in order of gravity: a warning and punishment, a three day suspension (which can be done at Le Rosey), a longer suspension (minimum of one week) or expulsion. Parents will always be informed of decisions made by letter.

### Automatic expulsion

The General Direction may decide, without consultation, on the automatic expulsion in the case of violation of the rules (see page 6, Disciplinary Code).