



LE ROSEY

Le Rosey's 144th School Year

CODES 2023-2024

A. Honour Code

B. Major Rules

C. Campus Life

- C-1 Relationships between Roseans
- C-2 Health and Safety
- C-3 Dress Code
- C-4 Manners
- C-5 Weekends, *Sorties* and Holidays
- C-6 Division into Sections
- C-7 Bedrooms and Personal Belongings

D. Sanctions

- D-1 Minor Sanctions
- D-2 *Le Petit Boulot*
- D-3 *La consigne*
- D-4 Confiscation
- D-5 Blocking
- D-6 Absence from class or from an obligatory activity
- D-7 Restrictions
- D-8 Academic Council
- D-9 Disciplinary Review
- D-10 *Le conseil de discipline*

E. Timetable and Academic Organisation

- E-1 The timetable and essential principles
- E-2 System of Grades & Promotion
- E-3 Eagle Groups
- E-4 English-French Bilingualism
- E-5 Academic Honesty
- E-6 Academic Ambition
- E-7 Academic Block: 8am to 3.30pm.
- E-8 The Sports-Arts-Tech Block: 4pm to 7.20pm.
- E-9 Evening Study or Activities: from 8.15pm.

F. Computers and Internet Use

G. Class terminal

H. Parents' Responsibilities

A. Honour Code

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

A School for Life

A Swiss school with an international mission, Le Rosey is a united community. Roseans maintain exceptional friendships throughout their lives, and are lifelong ambassadors of a spirit of human tolerance and respect.

Actis Virtus

Dreams, promises and commitments are meaningless unless translated into action, which, alone, can show what one aspires to.

Know better so as to understand better and hence to love

Many cultures, languages, sexual orientations and religions are represented at Le Rosey; the enrichment that comes from knowing them demands an open mind, curiosity and a respect for differences.

DEVELOPING ALL TALENTS WITHIN A COMMUNITY

All Roseans should be involved in the wealth of academic, artistic, sporting, cultural and social activities which make up the daily life of the school; they make a commitment to deepen their knowledge of themselves and of all their intelligences; they are asked to make their own life choices, and, in the company of their peers and teachers, to decide independently the paths their childhood and adolescence will take.

RIGHTS OF ROSEANS

1. Respect for their physical integrity.
2. Respect for their religious, philosophical and political convictions as well as their sexual orientation in so far as these are compatible with Le Rosey's policy of community spirit.
3. Respect for their private life (personal belongings, health, mail, luggage) within the limits of school discipline. Teachers will not enter a student's room before signalling their intention to do so.
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 except in cases linked to their personal safety and/ or that of their peers. This also applies to written work of an intimate nature.
6. Roseans have the right to meet with the counsellor or any adult of their choice as soon as possible to express any uneasiness or sense of injustice they feel they have suffered.

RESPONSIBILITIES OF ROSEANS

1. Roseans respect the rules that constitute Le Rosey Codes, both on and off the campus.
2. Roseans develop their knowledge and skills as a priority. They do their best to achieve the best possible results. They actively participate in artistic, sporting, cultural, social, humanitarian and environmental activities that contribute to the development of their personality and to the service of the community.
3. Roseans respect the person and the cultural, religious, political convictions and sexual orientation of their teachers and fellow pupils. They do not accept any action or propaganda contrary to the principle of respect for their fellows.
4. Roseans adhere to the principles of intellectual honesty, which forbid cheating and deceit in order to obtain a result in academic work or sports.
5. Roseans respect the work and time of the school's directors, teachers and employees. They apply with deference the rules of politeness customary in Switzerland.
6. Roseans 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 may be sanctioned by expulsion without a *Conseil de discipline*.

1. The possession and consumption of drugs (including marijuana but excluding alcohol and tobacco products which are mentioned below), 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 *Conseil de discipline* or to a disciplinary review.

4. Any physical or verbal violence, such as bullying 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 or off campus. An exception is made for sorties or evenings authorized by the *Direction* only for students of 16 or older and only if they do not have evening study hall scheduled or class the following day. Additionally, at the weekend (outside of school activities), alcoholic drinks (beer and wine only) may be consumed by students over the age of 16 within the limits permitted by Swiss law for driving a car with the express permission of the Director of Boarding.
6. For students in class 3 or below, entering a discothèque, including during a weekend off campus.
7. Smoking. Le Rosey requires students not to smoke, consume or to be in possession of tobacco products either on or off campus (including e-cigarettes and shisha smoking, etc.). All students who request it can benefit from a support programme to help them give up.
8. The failure to observe safety rules, particularly during expeditions, excursions or sporting activities; the use of matches or lighter or having a naked flame in school premises; setting off a fire alarm by accident or through negligence.
9. Car rental or the use of an automobile – including during the weekend if the parents are not present in the car – and hitchhiking.
10. Being found on the *étage* with a person of the opposite sex as well as the excessive demonstration of affection
11. Serious fraud relating to:
 - plagiarism and cheating in tests, homework or examinations (see Section E-5)
 - weekends (false invitation, forged signature)
 - false declaration of illness in order to be excused from classes or sports.
12. The accumulation of punishments with no positive effect on behaviour or school work; continual indiscipline; lack of respect for the buildings and property of the school.
13. Failure to observe the Codes during sorties and excursions, and behaviour outside school liable to damage the image of the school and its pupils.
14. Infringement of Swiss law.

C. Campus Life

C-1 Relationships between Roséens

1. Roséens live in a fulfilling community that allows them to learn and grow without intimidation, humiliation or injury. The entire community, including the students, have a responsibility to encourage, develop and, where necessary, restore constructive relationships.
2. Bullying is a deliberate and generally repeated aggression over time; its purpose is to hurt and to frighten. Common bullying behaviours include: unwanted physical contact; regular insults, rumours or humiliation that isolate the victim; publication of abusive or derogatory comments or images; sexist, racist, homophobic or transphobic comments, gestures or innuendoes; inappropriate sexual incitement, behaviour or comments; threats to silence a victim; repeated jokes or teasing that make the recipient vulnerable.
3. Harassment can be online, within a romantic or friendly relationship. It can take the form of verbal, psychological, physical or sexual abuse.
4. Any form of bullying or harassment, in person or online, must be reported to the Committee in light cases and to an adult in more serious cases. It will always be dealt with through dialogue, punishment or a disciplinary council depending on the circumstances and in absolute transparency with the victim.
5. Any type of transaction or trade between students and between teachers and students other than for charitable projects led by a teacher is prohibited.

C-2 Health and Safety

1. There are five nurses on campus. Pupils can call a school nurse on the phone at any time in an emergency. In all other cases including health problems, arranging medical and dental appointments and sick notes, pupils must use non-class time. Students who are excused from 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 healthcare staff of treatments followed by their children. Under no circumstances can pupils keep medicines without specific authorisation: these must initially be handed over to the staff who will supervise all treatment. This includes vitamin and protein supplements. Steroids, creatine supplements and all performance enhancing drugs are forbidden.
3. All medical appointments in Switzerland are made by the healthcare administrator; for appointments outside Switzerland parents must first consult the *doyen* so as to keep disruption to the child's school life to a minimum. A medical report or certificate must be given to the school following such appointments.
4. Students must inform the nurses of the onset or development of all medical problems and of any allergies that they may suffer from.
5. In the event of serious health concerns and receipt of a medical recommendation, parents may be present at school, or the pupil may be required to return home temporarily until a medical certificate authorising a return to boarding is obtained.
6. Students are encouraged to communicate to an adult of their choice any concerns they may have regarding their safety. Where necessary, these communications will be treated with the degree of confidentiality requested by the student.
7. Rosey students are able to make appointments or to visit a school counsellor. With the exception of situations deemed dangerous for the student or others, all conversations with the counsellor remain strictly confidential. When an off-campus specialist is consulted, parents will be asked for their authorization.

8. 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.
9. 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. Drivers must wear footwear suitable for driving.
10. Access to Le Rosey and La Combe campuses and to school buildings is closed to prevent the presence of unauthorized visitors. Rosey students must wear a special bracelet equipped with a microchip. Students must immediately inform the *Chef de Maison* in case of loss or theft.
11. Any departure from the campus must be specifically authorised. All returns to campus are subject to a check-in.
12. While off campus, Rosey students must carry their mobile phone and have it switched on. Directors of Boarding must be informed of this number and any changes to it.
13. Students must stay in groups of at least three when off campus.
14. Instructions as to the procedure to be followed in case of fire are given every term. Teachers' instructions must be followed.
15. Firearms or imitation firearms, offensive weapons or personal defence devices are prohibited on campus.
16. Students may not use the swimming pool unless supervised by a teacher. All users must first use the footbath and shower.
17. All individuals' right to privacy must be maintained, and no one may be filmed without their knowledge, and if they are central interest of the filming, without having first given their permission.
18. Scooters, boards and other electrically powered devices require a permit in Switzerland between the ages of 14 and 16. Devices exceeding 20km/h are forbidden to Roséens during termtime.

C-3 Dress Code

The Rosey Dress Code distinguishes between different times of the day and activities, and prepares Roséens for the different expectations of dress in adult life. It allows students to express their individuality and convictions while respecting the rules below. Roséens should always dress neatly and appropriately for the activity they are engaged in. Certain norms apply at all times:

- Hair should be clean and well-groomed, cannot be dyed in artificial colours and should not cover the face. Nails should be short and in particular should not prevent typing on a keyboard. Faces are clean-shaven. Boys should not wear hairbands or hair clutches or pins. The Directors of Boarding will send all students who do not respect these guidelines to the hairdresser's.
- Tattoos and visible piercing are not allowed except in the case of those for discreet earrings on earlobes, with parents' permission. Jewellery and accessories should be discreet.
- Cadettes and Juniors should not wear make-up; older students should not wear highly visible make-up.

The Dress Code varies according to the time of day:

1. **The Dress Code for formal school events** (such as *fêtes*, conferences etc.) and certain off-campus visits is “**school uniform**”. For boys a navy blue blazer (white for Committee members and class T) with the Rosey badge, white shirt, school tie, grey trousers and black shoes; for girls a navy blue blazer (white for Committee members) with the Rosey brooch, white uniform dress, blue uniform trousers (optional) and white uniform shirt, school scarf, sandals, ballet flats or high heels (from class 3). Any adaptations due to personal circumstances are only authorised by the directors of boarding.

2. **The Dress Code for dinner is “formal”**, shirt and jacket; boys also wear a tie.
3. **The Dress Code outside the academic block and dinner is “casual” or clean and decent sportswear.** The school sports uniform is obligatory for all sports competitions. For off-campus sports competitions, the current sports uniform is required. Swimwear, which is not excessively revealing, is reserved for the swimming pool only.
4. **The Dress Code during the Academic Block (from 8am to 3.30pm) is “comfortable and correct”** with students wearing clean, casual clothing, showing a respect for the essential business of academic study (see below). An unbroken line of clothing must cover the students from the shoulders to the ends of the arms stretched out alongside the body. Teachers will sanction students if the dress code is not respected. Details are as follows:

Authorized:

 - long trousers or traditional jeans neither faded, fringed nor torn; for girls, reasonably long skirts, dresses or shorts
 - a shirt tucked into the trousers, or a polo shirt, or for girls an elegant blouse or top (but not a T-shirt) covering both midriff and shoulders; a pullover or jacket if necessary.

Not authorized:

 - t-shirts and all tops without a collar (with the exception of elegant girls' tops, with no lettering and full shoulder coverage for girls)
 - caps or “hoodies”
 - see-through clothing, low necklines, bare midriffs or shoulders, visible underwear
 - shoes with very high heels.
5. If a significant proportion of students do not respect the spirit of this dress code, a simpler and stricter wording will come into force authorising only polo shirts, shirts and trousers for all students.

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. Nobody may leave the dining room before the director on duty has signalled 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, while wearing earphones 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; 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, *Sorties* 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 by email or via the online form before Thursday evening. 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. The weekend begins at midday on Saturday. Students whose Study Group status (see E-2) allows them to leave campus on Friday cannot do so before 6.15pm.
5. 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 *doyen* concerned who may block them on campus following weekend.
6. 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.
7. Individual seniors' weekends may be blocked for academic reasons (falling behind in work, extended essays, college applications, examinations, etc.) on the initiative of the *doyen* in consultation with the Guidance Counsellor and the Tutor.
8. 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 cannot be held responsible if parents are not informed in due time by their children.
9. With the permission of their Director of Boarding, Juniors and Cadets whose parents live close to the school may spend Wednesday and Sunday evening and night at home. This status of "local boarder" does not exist for those in class 3 and above.
10. Students whose parents are visiting Switzerland may be allowed to dine with them during the week. They may invite one other student to accompany them during the week and up to two at the weekend.
11. All campus departures must respect the school calendar and be clearly communicated to the Director of Boarding. If plane schedules make it impossible to respect the stipulated date and time of return, the student is welcome to come the day before. Any exception to the times of weekend or holiday departures and arrivals must be approved by the Director of Boarding. If the absence includes class time, the *doyen* concerned must also give his or her permission. As well as incurring a day of restriction for each day absent, an unauthorized absence will be recorded on the school report. Repeated absences may call into question the award of the Rosey Diploma and may affect university recommendations. Return from holidays and/or weekends must be direct from the airport to Le Rosey. It is forbidden to make a detour via Geneva.
12. All passports and ID cards 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.
13. Roséens may participate in their religious celebrations. Le Rosey has no religious affiliations, so major feast days and ceremonies may only be observed with the agreement of the General Direction of the school on condition that they do not disturb regular school life and discipline

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
Seniors Classes 1 and T	<ul style="list-style-type: none"> • Evening study hall from 8.30pm to 10.30pm in rooms. • Saturday or Sunday sorties beginning before lunchtime if a request is made to the Director in charge the day before. Check-out is at 12pm and check-in is at 7pm. • A minimum of 15 hours of personal study time per week to be checked by the Head of House and Tutor. 	Class T	<ul style="list-style-type: none"> • One weekend per month free without special invitation, as long as parents have given prior consent. • Departure on Friday at 6.30pm if there is no work to be done on Saturday morning. • Flexible lights-out time on condition that student is quiet in his or her room after 11pm. • Dinner-<i>sorties</i> from 7.30pm to 8.30pm with the Head of House's permission. • Dinner-<i>sorties</i> from 7.30pm to 10.30pm on Friday or Saturday evening with the Head of House's permission. • 120 CHF weekly pocket money.
		Class 1	<ul style="list-style-type: none"> • Dinner-<i>sorties</i> on Saturday, with return at 9.30pm. • Lights out at 11pm. • 100 CHF weekly pocket money.

C-6 Division into Sections (suite)

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
Jeunes Seniors Classes 2 and 3	<ul style="list-style-type: none"> • Evening study hall from 8.30pm to 10pm in rooms. • Authorized to leave Rolle (to Morges or Nyon) on Wednesday <i>sorties</i>. 	Class 2	<ul style="list-style-type: none"> • Study hall before dinner in room. • <i>Sorties</i> beginning before lunch at the weekend check-in at 7pm. • Lights out at 10.30pm. • 80 CHF weekly pocket money.
		Class 3	<ul style="list-style-type: none"> • Study hall before dinner in classroom. • Lights out at 10.15pm. • 60 CHF weekly pocket money.
Cadets Classes 4 and 5	<ul style="list-style-type: none"> • Study hall before dinner in designated study room • Study hall or activity in the evening from 8pm to 9pm. • Lights out at 9.30pm. • <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 7pm • Weekends from Friday evening. • <i>Sorties</i> to Rolle on Wednesday until 6pm. 	Class 4	<ul style="list-style-type: none"> • 50 CHF weekly pocket money.
		Class 5	<ul style="list-style-type: none"> • 40 CHF weekly pocket money.

C-7 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, sexist, 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 bring a laptop computer, an iPad/tablet, a hair drier and games to Le Rosey. Games consoles and computers used for games are not permitted in bedrooms. Space is set aside for these in the common rooms. Other electrical appliances are forbidden, unless approved by the Head of House. Air conditioning units are not permitted.
4. It is forbidden to order food from off campus at any time and under any circumstances unless specifically authorized by the Director of Boarding.
5. Pupils may not enter the bedroom of other students if they are not present.
6. Exceptionally, in the case of repeated thefts for example, the directors of boarding may, with the authorisation of the general direction, and for a limited period of time (a few days), film public areas (corridors, staircases) of boarding houses. They are the only ones with access to the images, which are immediately deleted as soon as the surveillance ends.

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 *doyen*.

Beyond the “small sanctions”, a sanction implies the possible loss of “Eagles” of the Rosey groups. This measure is immediate. The deans may decide to reinstate the Eagles between one and two months later.

The repetition of small and medium sanctions implies an escalation according to the following principle: the repetition of three identical medium sanctions in the course of a *vingtaine* results in a move to a passable group for students with eagles; for students without eagles, the usual sanction is a restriction. If two further identical sanctions occur in the same *vingtaine* period, a disciplinary review or an Academic Council meeting is convened.

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
<i>Superfitness</i>	Missing a <i>mise en forme</i> or repeated indiscipline, 3 lates	Lapping the athletics track for 30 minutes
<i>Tenue formelle</i>	Failure to respect the dress code	1 to 5 days dressing formally (shirt, jacket and tie for boys)
<i>Petit boulot</i>	General lack of adherence to the Codes	Wednesday or Saturday afternoon community service

INTERMEDIATE SANCTIONS

D-2 *Le Petit Boulot*

Generally given by the boarding school teachers for minor breaches of the codes. It involves community service on Wednesday or Saturday afternoons.

D-3 *La Consigne*

One or two hours' homework given by the teacher for lack of discipline in class (lateness after 3 offences, chatting, homework not handed in on time or completed to an acceptable quality) to be done in class on Wednesday or Saturday afternoon. The work is set by the teacher concerned, or the respective *doyen*. The consigne is considered as a minor sanction unless given for unauthorized absence from class.

D-4 Confiscation

If a student is seen to be using his or her phone, computer, etc. inappropriately during the academic block or study hall, it may be confiscated by any teacher and handed to the appropriate Doyen or the Directors of Boarding who will inform the student of when it will be returned.

D-5 Weekend or Wednesday afternoon 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 submit an academic assignment. A student will be blocked for an early weekend departure or late arrival.

MAJOR SANCTIONS

D-6 Absence from class or from an obligatory activity

Following an absence, the student receives an email; he/she must provide a valid reason for absence within 24 hours to the appropriate person (*doyens*, tutors, administrative assistant, Head of Sports or Arts, *chef de maison*) to avoid an automatic sanction.

A second absence is punished by a half-restriction and the third by a restriction. 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-7 Restrictions

Given by a director or *doyen*, 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. For example, students over the age of 16 discovered smoking receive a restriction; if they are caught a second time, they receive two restrictions. In all cases they are also subject to a duty of care. Any further infractions lead to a *conseil de discipline*.

D-8 Academic Council

At the request of the Tutor, the Head of House, the Guidance Counsellor or the *doyen*, an Academic Council is convened when a student falls repeatedly below academic expectations or is in serious academic difficulty. 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-9 Disciplinary Review

In the event of persistent disciplinary concerns, the student is called to appear before the Heads of Boarding, Deans and other senior members of staff. The meeting will clarify school expectations and advise the student of the behaviour and attitude required in the form of targets and deadlines.

D-10 Disciplinary Council

Convened in the event of serious indiscipline, the Council comprises of a member of the General Direction. The following are generally present: Directors concerned (Study and Boarding), the Head of House, the Tutor, the University 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, multiple 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 Organisation

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, Tuesday, 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		
08.00-08.40	1 st period		
08.40-09.20	2 nd period		8.30 wake up
09.20-10.00	3 rd period		9.00 breakfast
10.00-10.20	Break		Morning of written work & study (Cl.T / 1 and, as announced, Cl. t and 1)
10.20-11.00	4 th period		
11.00-11.40	5 th period		
11.40-12.20	6 th period (Monday: general assembly)		10.00-11.30 activities
12.30-13.30	Lunch		
13.30-14.10	7 th period		See weekend activities
14.10-14.50	8 th period		
14.50-15.30	9 th period		
15.30-16.00	Free time - tea	“Sorties”. Taxis to and from Rolle forbidden *Check-in at 6.00pm	
16.00-19.20	Sports-Arts-Tech Block / Study		Sunday
19.30-20.00	Dinner		Dinner at 19.05
20.00-20.15	Free time		
20.15	Evening Study or activities		

* 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 *doyen* (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)
- Tutors follow closely the academic sporting, artistic and personal life of students. They work with the Heads of House and with them have an overall view of pupils' activities. Heads of House check their agendas once a week (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. Tutors summarize participation in activities at the end of each term
- any tutoring or online academic or medical appointments must be announced in advance to the dean or nurses in order to ensure supervision. Unless an exception is requested by the dean, these appointments must be scheduled during the student's free time. Under no circumstances may they be scheduled during a meal, or a Rosey activity and they never justify missing a Rosey activity. In addition, the dean may require a meeting with the tutor online if there is any doubt as to the degree of assistance provided.

E-2 System of Grades, Reporting and Promotion

1. The academic year is divided into three terms with the first and third terms containing two *vingtaines* (periods of 5-6 weeks). Academic grades are reported numerically at the end of each term. At the end of the *vingtaines* in October and May a progress report with comments but without grades is issued. Both *vingtaine* progress and termly graded reports are mailed to parents and can be consulted on the parents' website.
2. Review Assessment Tests will be held during the first term until Class 3. Classes 2 and 1 have a session of examinations in December; class t/T in January. The whole school has exams in June at the end of academic year, assessing the work done throughout the year.
3. The evaluation of academic work is based on the results of tests, homework, written work, oral presentations, projects, etc. 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 | Poor = 3 | Very poor= 2 | Unsatisfactory = 1 |
Cheating or assignments not submitted on time = 0

*In French Baccalaureate (FB) classes, in accordance with the French national system, marks are given out of 20.
4. Each termly report also recognizes and records two levels of distinction, "Highest Achievement" and "Honour", which if maintained, will be recognized in the prize-giving ceremony in June. "Highest Achievement" students are those with an average of 6.5 (or 16/20 in the FB) or above. "Honour" students are those with an average of 6.0 (FB: 14/20) or above.
5. All reports include subject teachers' comments, tutors' comments regarding the student's contribution to school life as well as a summary of progress from the Tutor. These are complemented by comments from the *doyen* and, where appropriate, a remark from the Academic Heads.
6. Promotion to the following year depends on the student obtaining an average grade of 4 and meeting all requirements of the Sports-Arts-Tech programme (FB: 10); if promotion is not immediately accorded, the *doyen* in collaboration with teachers and Direction 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 do not apply to those finishing Class 2 and beginning the IB or French baccalaureate 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 or FB diploma course.

E-3 Effort, Attitude and Approach to School Life: Eagle Groups

1. In every assessment period, Roséens up to class 1, are placed in one of five Eagle Groups according to their approach to learning and school life, attitude and effort. All Rosey Group attributions may be modified by the *doyen* and they are subject to immediate change if a student receives a major punishment. A student making a notable contribution to school life may be promoted to a higher group.
2. In every *vingtaine* and termly report, students are evaluated in each academic subject from 1 to 5 in the following areas:
General Attitude: 1; Learning Skills: 2; Organization: 3; Initiative and Courage: 4. These grades are given by each teacher; students also give their own grade and discuss them with their tutor.
3. For *Cadets* and *Jeunes Seniors*, the same criteria are adjusted to grade students' attitude in the boarding house, towards sport, the arts and extra-curricular activities. The relative weight and time accorded to sports, arts and activities is determined by the student's choice of one of three "Passports" at the beginning of the term (see E-8).
4. The Approach to Learning and School Life grades are converted to an overall percentage which determines the Eagle group

and its associated privileges.

<i>Eagle Group</i>	Conditions	Privileges
PRIVILEGE  An offer of autonomy. This group recognizes those students who are outstanding in their attitude and effort in academics, sports, and life on campus.	<ul style="list-style-type: none"> • No unauthorized absences. • No half-restrictions, restrictions or suspensions in the <i>vingtaine</i>. • Academic average in termly report of 6/7 or 14/20. 	All PRIVILEGE  privileges, plus: <ul style="list-style-type: none"> • priority in selection for the <i>Voyages Honneur</i> • one day of exceptional leave per term (the “Honour Day”) with the agreement of the Tutor, <i>chef de maison</i> and <i>doyen</i> *
PRIVILEGE  To promote autonomy. This group recognizes those students who have an excellent record in their attitude and effort in academics, sports, and life on campus.	<ul style="list-style-type: none"> • No unauthorized absences. • No half-restrictions, restrictions or suspensions in the <i>vingtaine</i>. • Admission to this group may be refused by the <i>doyen</i> if teachers deem that academic results are below expectations. 	<ul style="list-style-type: none"> • Special treatment of personal requests for leave of absence. • Weekend departure from Friday evening (from 6.30pm) • Greater flexibility on the number of sorties or evenings without study hall. • Study hall in room. • Possibility of dinner-sorties accompanied by an adult from 7.30pm to 9pm during the week. • Priority in room choice if possible. • Invitation to participate in <i>Voyages Honneur</i> (if academic results permit)
PRIVILEGE  Effort rewarded. This group recognizes those students who have a very good record in their attitude and effort in academics, sports, and life on campus.	<ul style="list-style-type: none"> • No unauthorized absences. • No half-restrictions, restrictions or suspensions in the <i>vingtaine</i>. 	<ul style="list-style-type: none"> • Weekend departure from Friday evening (from 6.30pm) or optional study hall on Friday evening. • Priority in choice of room if possible.
PASSABLE To stimulate greater effort. Group indicating a no more than acceptable attitude and approach.	<ul style="list-style-type: none"> • An overall attitude effort grade of 60% or more. 	<ul style="list-style-type: none"> • No particular privilege.
UNSATISFACTORY To advise and encourage. <ul style="list-style-type: none"> • Group indicating attitude and approach below what is required. • Danger of failing the year. 	<ul style="list-style-type: none"> • The requirements of none of the other groups have been satisfied. 	<ul style="list-style-type: none"> • No privileges allowed, including those of the committee. • Study hall every night in all sections. ** • Presence in library during free periods and in class for study hall before dinner for <i>Jeunes Seniors</i>. • Guided evening study hall for <i>Cadets</i>. ** • Weekends only with the family. ***

* Cadets may only take their Honour Day in the company of their parents; the Honour Day cannot be taken by any student who has missed five days of school in the *vingtaine* for whatever reason. Honour Days cannot be accumulated.

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

*** According to the *doyen* which may restrict the number of weekends allowed. Cadets – whatever their Study Group – may be on weekend with their parents from 6pm on Friday onwards.

E-4 English-French Bilingualism

1. Le Rosey is an English-French bilingual school whose aim is to produce students with a mastery of both languages. This involves a commitment to learning and communicating in both English and French.
2. To recognize and encourage English-French Bilingualism, all students are able to take classes in both languages and are normally expected to follow an official Bilingual programme. Students in class 2 can be awarded a Bilingual Diploma.
3. To be considered as following a Bilingual programme (and to have it indicated as such on the *bulletin*), students must:
 - In classes 6, 5 and 4: study at least two subjects (from Maths, Sciences, History and Geography) in their L2
 - In Class 3: study at least two subjects (from Maths, Sciences, Humanities and Arts) in their L2
 - In Class 2: study at least two subjects (from Maths, Sciences, Humanities and Arts) in their L2 or follow both English and French at mother tongue level and at least one subject in each of the two languages.
4. To obtain a Pre-Bac Bilingual Diploma at the end of Class 2, students must:
 - Follow a bilingual programme at least in class 2
 - Have obtained an annual grade of at least 4 in the L2 subjects
 - Have participated in at least two special events or regular extra-curricular activities in the L2 in class 2 and in class 3
 - The diploma will include a “cum laude” classification for those students who have shown particular effort and a noteworthy ease in the two languages. The decision to award “cum laude” is taken by the *doyen* and will be based on elements such as DELF, the nature of the bilingual programme and overall grades.

E-5 Academic Honesty

1. Academic honesty is a fundamental part of a student's respect for the Codes and the values they embody. In senior classes students are required to sign an Academic Honesty statement and in all year groups they are given definitions of academic malpractice as well as guidance on how to ensure that their academic work meets accepted norms of academic honesty.
2. Although the school policy is to discourage academic malpractice, a clear set of sanctions is in place. These are as follows:

Type of malpractice	Sanction
Allowing other students to copy one's work.	A grade of “0” for the work, which must be included in termly grade calculations.
Fabrication or falsification of data.	
Collusion, where a piece of work prepared by more than one person is represented as if it were the student's own.	
Duplication of the same or almost identical work for more than one course.	A reflection of the malpractice in the appropriate attitude-effort grades (e.g. Homework, respect, etc.) with normally no more than 1 point in Learning Skills and Respect.
Copying or paraphrasing a paper from a source text without appropriate acknowledgement (perhaps using translation programmes, or artificial intelligence).	A <i>consigne</i> .
Cheating in a test or examination (i.e. using prohibited materials or copying from another student).	

Type of malpractice	Sanction
Submission of another student's work as one's own, with or without that student's knowledge or consent	<p>The teacher will consult with <i>doyen</i>. Together they will decide on the appropriate sanctions. These will normally include at least:</p> <ul style="list-style-type: none"> • A grade of "0" for the work, which must be included in termly grade calculations. • A reflection of the malpractice in the appropriate attitude-effort grades with normally no more than 1 point in all attitude and effort grades. • A <i>consigne</i>. • A record of the case by the <i>doyen</i> in the following report. • A change in the Rosey group immediately or in the next marking period. • If in an examination, a conseil is automatically convoked.
Commission or use of work by the student which is not his or her own and representing it as if it were (i.e. ghost writing)	

- Depending on the extent and circumstances a *Conseil de discipline* may be called and more serious sanctions imposed in all cases. This is automatic if the malpractice is part of the preparation of IB or FB coursework or TPE.
- If the malpractice is detected in work handed in (internally) as a final version of an IB component, this may also result in the work not being submitted by the school. The student would therefore automatically forfeit the IB diploma. If the malpractice is particularly serious, the school may decide to contact the universities or colleges to which the student has applied.

E-6 Academic Ambition

- Academic ambition is recognized and rewarded:
 - through the Eagle Group system
 - by an invitation to join the Academic Enrichment programme
 - preference in invitation to participate in Honour Trips.
- Membership of the Academic Enrichment programme is offered to students in classes t, 1 and 2 with an average of 6.0/7.0 (14/20) or above, and who are aiming for a place at the most competitive colleges and universities. Members are required to make a genuine commitment to the programme. It provides increased and targeted support, a series of special lectures and classes as well as preparation for special entrance exams.
- Students with 2 or 3 Eagles and with an average of 6/7 (14/20) or above are invited to participate in "Eagle Trips". These trips have a strong educational and thematic focus, and destinations have included Silicon Valley and Kenya as well as sailing trips. The principal objectives are to reward, in an exceptional way, those students who put particular effort into their academic work and, secondly, to experiment with teaching approaches, involving:
 - the use of several academic disciplines (History, Philosophy, Economics & Politics, Theology, Geo-politics) all brought together under a particular theme
 - a mix of students from class 5 to class 1, working and living together for a few days
 - different approaches to the theme: lessons, discussion, visits, expert presentations
 - a "moving" classroom – on a boat, in a coach, in a garden, surrounded by ancient ruins, on the side of a mountain.

Relatively few places are available and preference is given to a diverse group as well as to 3 Eagles and Highest Achievement students.

E-7 Academic Block: 8am to 3.30pm.

- Teachers check attendance for every class and note absences (through the Intranet), justified or not.
- Classes begin on time; late arrivals are sanctioned directly by the teacher. Classes finish when the bell rings; teacher and students will leave the classroom in an appropriate state. 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.
- 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.
5. So as to avoid an accumulation of work and deadlines, the doyens establish and regularly update a calendar identifying all those events which have an impact on academic work. They also publish a test and homework schedule to help students plan their time.
6. Food and drink are not allowed in class.
7. Students have access to an electronic agenda on the Intranet where teachers note homework or prep electronically under “devoirs” or *Managebac*: this is regularly checked by the Tutor.
8. When *Cadets* do not have a lesson, they are not allowed to return to their rooms unless in the 3 Eagle group.

E-8 The Sports-Arts-Tech Block: 4pm to 7.20pm.

1. All students participate in a programme of Arts, Creativity, Technology and Service Learning. The minimum requirements are:
 - a. Three periods of sport every week
 - b. Classes 5 to 2 must have at least one activity per day; for all classes, one activity must be chosen on Friday
 - c. At least one creative or artistic activity
 - d. From class 1 onwards a humanitarian or environmental trip or project of some significance
 - e. Attendance at the first concert of the season; two cultural events (defined as such by the direction) in the first and third terms; other events made obligatory as part of their educational programme.

N.B. Activities or events may also take place at lunchtime, the weekends or after dinner.

Before the start of the term, Roséens will choose at least two “Core” activities, which are protected from any timetable clashes with other activities. Except in exceptional circumstances, it is not possible to change “Core” after the first lesson.

2. Involvement, attitude and effort in each area of the programme are assessed each marking period and the evaluation taken into account in the establishment of Eagle groups.
3. During a period without a planned activity, Roséens are encouraged to study in their rooms or in the library: in all cases *Cadets* must have at least one hour of personal study time per day; *Jeunes Seniors* and *Seniors* must have at least 2 hours personal study time per day.

E-9 Time after Dinner: private study, tutoring, rehearsals: from 8.15pm.

1. At the beginning of each term, the doyens authorise which activities which may take the place of study hall; all pupils not involved in one of these activities must attend study hall.
2. Every Thursday evening, Heads of House receive requests, and accept or refuse pupils’ participation in activities to replace study hall. If necessary, Doyens communicate their requirements to the Directors of Boarding on a weekly basis.
3. 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 10.30pm (10pm for *Cadets* or 10.30pm for local *Jeune Senior sorties*). All other students spend quiet time in their boarding houses.
4. *Cadets* in Unsatisfactory group or those with no study before dinner and with academic work are required to do study hall; others, if their work is finished, have a choice of activities four evenings per week.
5. Until Class 2, fifteen minutes before *coucher*, all electronic devices must be placed in the special trolleys provided. Pupils are encouraged to read until lights out.
6. No sortie or activity is programmed to coincide with official events at the Rosey Concert Hall.

F. Computers and Internet Use

1. An Apple laptop computer is required for academic work from Class 5 onwards. It is the responsibility of each student to back up his or her data and to install suitable antivirus software.
2. Students are asked to exercise caution when connecting to social networks and they undertake never to post information which could harm or distress anyone or which would allow their whereabouts to be determined.
3. The use of all connected devices on the campus follows the rules set out below. The failure to respect them will lead to immediate confiscation for 24 hours, 48 hours, a week or beyond that in case of recidivism. In the case of confiscation, students will be able to borrow a Rosey laptop with limited permissions. Any attempt to bypass or change filters and campus restrictions will lead to a disciplinary council.

“Free access” does not mean access to anything. The following rules apply :

a. Prohibited Activities

- Modifying or attempting to modify content on any Rosey systems or applications ; interfering with the systems such as adding a wifi router.
- Loading images, data, or other material of an offensive, racist, obscene, pornographic, or indecent nature.
- Revealing account passwords to others or allowing unauthorized use of accounts by others. Every user is responsible for anything under their account and name.
- Downloading or copying of copyrighted material.

b. Prohibited usage activities

- Receiving any type of notification on any device from 8am to 7.30pm.
- Abusive, offensive or inappropriate messages including the circulation of jokes or advertisements which are of an offensive nature.
- False, misleading, defamatory information or any publication putting the school's image at risk.
- Any form of impersonification or identity theft.
- Unsolicited email messages including “junk mail” or other advertising material.

c. Rosey account (0365 Email, OneDrive, Office suite)

- Student accounts remain active 2 year after the departure from Le Rosey, after which all documents and emails will be deleted.
- Any malicious communication or action using a Rosey account may be prosecuted under Swiss law.

d. Monitoring and Auditing

The Head of IT may monitor and record traffic and data stored on, or processed by, its equipment, systems, network and workstations for quality insurances and to ensure compliance with this policy. Le Rosey reserves the right to carry out random IT checks of any connected appliance to ensure that they are being used appropriately.

All telephones should be declared and their numbers given to the Directors of Boarding; any undeclared phone will be confiscated for the whole term.

No games should be played during study hall or a lesson.

No screens are allowed during a test without the express permission of the teacher concerned.

The sports fields and dining rooms are tech-free zones at all times.

Wifi routers are not permitted on campus.

Earphones may not be used between classes, while speaking with someone and, during study time, including SPSTs unless specifically authorized by the supervising teacher.

The appropriate use of screen-based technology is learned gradually over the course of adolescence. As Roséens gain in autonomy as they mature, different rules apply to different classes. If these are abused by older students, they will lead to the application of rules intended for younger pupils.

Classes 5 to 1:

- phones remain in bedrooms during the day between 8am and 7:30pm, except for off campus excursions or activities.

Classes 5 to 2:

- all devices that can be connected to the Internet should be left in a special charging trolley 30 to 15 minutes before *coucher*.

Classes T and t:

- Roséens are responsible for the appropriate use of their devices, although in certain cases (health, indiscipline) the *chef de maison* may decide to restrict their use. Telephones must remain invisible at all times between 8am and 7.30pm.

G. Class terminal

Students in class terminal should:

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

These requirements are assessed every *vingtaine* by the Academic Heads, Doyens of the IB and French Bac, IB coordinator and teachers; if they are not being met, class t privileges and the possibility of being invited on weekend will be suspended for a week, a month, a term or permanently. Class terminale students receive indications of attitude and effort in their report in order to prepare them for the autonomy that awaits them at university. They are no longer placed in Rosey Groups.

1. Class terminal has the following privileges mentioned in point C-6.
2. Saturday mornings are set aside for ACT tests, SATs, TOEFL, supervised assigned work, work on University applications (in first term), and special IB or BF requirements.
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 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 General Direction 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. 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:
 - the "others" always have more than I do
 - 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)
 - others' parents are cool, never say "no" and have a great family atmosphere (in the short 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).