

Made
for *You*

PARENT & STUDENT
BOARDING POLICIES & PROCEDURES
2019-2020



COLLÈGE DU LÉMAN

International Boarding School — Geneva — Switzerland



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ANTI-BULLYING POLICY

This should be read in conjunction with the School's Behaviour Policy

Definition

Bullying is a behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. It is often motivated by prejudice against particular groups. It may occur directly or through cyber-technology.

Although it may be unintentional, it is also bullying if someone feels hurt because of things said about their ethnic, cultural or economic background, religious faith, gender, sexuality (homophobic/transphobic), disability, special educational need, appearance or issues in their family.

Bullying includes:

- Name-calling
- Taunting
- Mocking
- Making offensive or humiliating comments
- Gossiping
- Spreading hurtful and untruthful rumours
- Laughing or sniggering at someone in an unkind way
- Taking or deliberately damaging a person's belongings
- Threats and extortion
- Physical violence
- Using body language inappropriately e.g. giving "dirty" looks
- Deliberately invading someone's personal space
- Cyber bullying, ie inappropriate text messaging, emailing and use of social network sites e.g. Facebook, Instagram, Snapchat, YouTube, MS Messaging etc
- Sending or displaying offensive or degrading images by phone or via the internet or email
- Producing offensive graffiti or writing unkind notes about someone
- Excluding people from groups
- Racist, religious, cultural, sexual, sexist, homophobic, special educational needs disability-related language and comments.

Bullying can in the extreme cases cause psychological damage and even suicide. It is, therefore, of the utmost importance that the culture at CDL is one where all members of the community work to prevent bullying.

Any act by a boarder outside of school which threatens, or could potentially threaten, the wellbeing of any member of the community or the reputation of the School may prompt a response from the School. Cyber activity is included in this scope for investigation, including referral to the police if an offence may have taken place.

Procedures

Everyone at CDL has the ability to contribute towards making the School a safe and happy place where bullying will have no place and where bullying will be challenged and eliminated.

STAFF CAN AND SHOULD:

- Be familiar with the definition of bullying and the School's Anti-Bullying Policy
- Monitor changes in pupils' or colleagues' behaviour (eg. becoming shy, nervous or withdrawn; pretending to be ill; taking unusual absences; in the case of children, clinging to adults)
- Ensure that pupils understand the definition of bullying and know the School's stance on bullying and are confident about the School's ability to deal with it
- Ensure that pupils reporting bullying are heard
- Ensure that pupils understand that staff cannot promise confidentiality
- Pass on the information to the appropriate member of the pastoral team
- Make sure that a person being bullied feels safe and knows how and where to get support
- Record and report cases of bullying with Boarding Management
- Help to foster a climate of respect through their own words and actions
- Prevent the use of inappropriate language.



Bullying

Pupils who engage in bullying other pupils have to learn that bullying is unacceptable. Those who engage in bullying and fail to show through their actions that they have learnt that bullying is unacceptable risk forfeiting their right to be at CDL and can face permanent exclusion.

Pupils who are guilty of bullying will be given sanctions according to the severity of the offence. Pupils will be given opportunities to:

- Face up to the harm they have done
- Learn to behave in ways which will not cause harm in future Develop their understanding of how others think and feel
- Learn how to take steps to repair the harm they have caused
- Pay a penalty for the harm they have done and thus be held accountable for their actions.

Staff who engage in bullying

It is expected that all staff employed by CDL will recognise and address any behaviour which is bullying. Bullying of pupils or colleagues will be treated as a disciplinary offence.

The role of the School

The responsibilities of staff, including teachers, are set out in this policy. In addition, the School will:

- Record data about incidents of bullying and monitor trends
- Provide training to new staff at induction and to all staff regularly
- Promote awareness of where and when bullying is most likely to take place and ensure actions are taken to reduce the risk
- Promote the anti-bullying policy and stance on bullying in assemblies and other activities at least once per year
- Use House Assemblies to broadly raise the awareness of bullying, the School's stance on it and develop pupils' understanding of the potential impact on people's lives of being bullied
- Ensure that pupils know about the roles they can take in preventing bullying.

- To make available to parents this policy on request
- Ensure that parents are confident that the school will take any complaint about bullying seriously
- Inform parents if their child is being bullied or is bullying someone else
- Review its policy and procedures in the light of data and any complaints
- Celebrate the success of anti-bullying measures and a positive culture where everyone feels safe to be themselves and where no one fears to learn or work.

Responsibilities

Whenever bullying is suspected, the incident should be recorded and investigated.

Guidance for staff

When and where bullying is most likely to happen in Boarding.

Bullying can take place anywhere at any time; however, it is most likely to be observed outside normal lesson time in communal areas such as:

- Designated social areas e.g. Grenier, Panthers' Café, the Dining Hall
- Student rooms
- Corridors and stairwells
- Kitchens and common rooms
- Toilets
- Study Hall rooms.

To reduce the likelihood of bullying taking place in these areas, the following preventative measures have been put in place:

- Assemblies to inform students of appropriate behaviour
- House Staff on duty - to ensure effective supervision
- CCTV cameras in Léman Restaurant, corridors, and other communal areas.

Any suspicions of bullying should be reported to House Staff and Boarding Management.



ATTENDANCE POLICY

Attendance to school is compulsory unless students are ill or have official justification recognised by the school. Casual or holiday absence is not granted. At CDL, we have always stressed the importance of regular attendance and detailed monitoring systems involving House Parents, Heads of Year and the Attendance Manager.

In Switzerland, school is compulsory, Swiss Law requires us to ensure all students attend lessons, and that we monitor our absences.

Co-operation is therefore requested in restricting, as far as possible, dental and medical appointments to out of school hours.

Attendance

Good attendance is important for many reasons. Your child receives the maximum benefit of education by being in school every day, and numerous studies show a strong link between academic performance and consistent attendance. Our school provides a calendar for the year for parents to organise their holiday or other event out of school days.

Excused absences

Generally, an absence may qualify as excused by the school in cases of:

- Personal illness
- Death of an immediate family member
- Medical treatment
- School-sponsored curricular or extracurricular activities
- Absence will also qualify as excused if the students:
 - Observe a religious Holy day
 - Attend a required court appearance
 - Appear at a governmental office to complete paperwork
 - Attend a healthcare appointment (student must return to school on the same day of appointment)
- Visit college campuses (juniors and seniors) with justification from visited campuses

Authorising absence

Only the Attendance/school life office and/or Principal or Director of Boarding can authorise absence for approved reasons. Where there is doubt, the Attendance/school life office, should take the consistent approach and check that the absence is unavoidable. If the absence is not authorised, parents will be notified.

Authorised absence codes will only be used after there has been some communication between the parent and the School. If not accepted as such, the absence will remain unauthorised.

The following reasons are examples of the kinds of absence that will not be authorised:

- Persistent non-specific illness e.g. poorly/unwell
- Absence of siblings if one child is ill
- Oversleeping
- Inadequate clothing/uniform
- Confusion over school dates
- Medical/dental appointments of more than half a day without emergency reasons
- Child's/family birthday
- Shopping trip
- Family holidays
- Early departure/late arrival.

Absences to exams or important end of marking period tests must be justified by a Doctor's note. If not justified by Doctor's note, a failing grade will be given.

If the level of absence is too high, it could lead the school to terminate a student or not to offer a place for next year.

School will not provide work catch-up or extra examination in case of unofficial justification.



IN CASE OF ABSENCE

- Please telephone or Email the school on each day of your child's absence with a reason for the absence. If your child has a prolonged illness, please telephone the school to alert us and provide ASAP an official doctor's note or official justification

Attendance office Line: **+41 22 775 55 71**
and leave a message on the dedicated line.
Email: absences@cdl.ch

- Parental written notes to confirm legitimate absence must be provided promptly on your child's return to school
- If a pupil is temporarily unfit for Physical Education a note must be brought from parent of guardian. For a longer period, a doctor's note is required
- In cases of prolonged illness or disability (more than 2 days) a medical certificate from the doctor is required.

BEHAVIOURAL CODE

General Behaviour of Tolerance, Acceptance and Respect

In an international school it is especially important to understand and recognise the community values of living and learning together, where respect, tolerance and acceptance of others' beliefs and opinions are evident. Self-discipline, honesty and sincerity are encouraged. Since parents and children of all ages are continually in the school, behaviour should clearly and consistently reflect these values. While cultural differences are appreciated and accepted and mother tongue languages are supported in the learning environment, English and French are the expected languages of communication. To facilitate a respectful attitude toward one another and school property, particular attention is drawn to the following:

Behaviour and Language

Students should remain conscious of the impact of behaviour and language on others. In a learning environment, offensive behaviour and/or profane language is not acceptable.

Theft

Students should respect other students' property at all times and theft will not be tolerated. Every student has access to a locker

Violence

Violence has no place in our learning community and such behaviour is not tolerated on our campus. Whilst every effort is made to find a solution, such behaviour may result in suspension or expulsion.

Bullying (see also Anti-bullying policy)

Bullying is a particular type of violence and will not be tolerated in our school. Bullying occurs when a student or group of students is the target of repeated intentional hurtful and negative actions from an individual or a group. This includes cyber-bullying and such negative use of internet, phones, chats and social networking sites. Bullying means acts such as physical aggressive actions (violence, hitting...), verbal attack (name calling, gossiping...) and psychological (intimidation, threat...) and/or social (isolating people...) tactics. Everything possible will be done to eradicate bullying, including group information sessions and possible suspension from class for the perpetrator(s). Any victim or witness of bullying is encouraged to seek advice and reassurance by reporting the behaviour to the discipline advisor.

Intimate Displays of Affection

In our multicultural setting, intimate displays of affection must be avoided as it may cause offense and misunderstanding to other members of the community.

Electronic Equipment

Educational use of such devices is accepted in classrooms only under teachers' instruction. They may be used outside classrooms but only for educational purposes; playing games, listening to music, talking on the phone or social networking is not acceptable in the buildings and will be sanctioned by confiscation of the item until the end of the week. Disruption of the learning environment with these items will also result in confiscation. For reasons of security, students may collect their confiscated mobile phone at the end of the school day - to be returned to the discipline office before school begins the following day.



Study Periods

These are generally for students in grade 11/IB01/1ère or above. The library, Grenier and study hall are the areas on campus where students should go during these times.

Academic Honesty (see separate the Academic Honesty Policy) All work is to be produced respecting the deadlines given and presented in a clean and clearly legible fashion. Plagiarism and other forms of cheating are not acceptable.

Break/Recess

Weather permitting, students are expected to leave the buildings for fresh air and a brief change of environment. They are permitted to stay in the corridors of the buildings only in cases of inclement weather. Students should not be in classrooms during any break period without appropriate supervision. The five-minute class change-over periods are not considered as breaks but just as periods to prepare for the next class. Therefore, going to the Grenier is not permitted during these times.

The Grenier

Until space considerations allow for all students to be accommodated, this is a place reserved for senior students (grade 11/IB01/1ère or above) for study or relaxation. Nonetheless, during lunchtime it is opened as a picnic space for all students. Students should not lean out of windows or make disturbing noise. Stairways are to be kept clear in case of emergency evacuation of the building.

Classrooms/Corridors

Individual desks and other classroom resources are for the use of many in the learning community. They are to be respected and all forms of deliberate damage must be avoided. Corridors and doorways are to remain free from obstructions at all times. Student book bags, coats etc must be stored appropriately in lockers or on hooks and not left on floors. Litter is to be placed in appropriate bins. Behaviour which disturbs classes inside buildings is not deemed appropriate.

Health Center/infirmiry

Students must give notification and receive a blue infirmiry permission slip from their classroom teacher at the beginning of the class, except in emergencies. Teachers will not accept students back to class without a green slip from the attendance office verifying the visit to the infirmiry.

Off Campus

Given the administration's responsibility for safety, students are not to leave campus during the school day without prior authorisation from the attendance/school life office. Students living in Versoix are entitled to go home for lunch and students in grade 11 and 12 are eligible for special permissions. Students should speak to the Discipline Advisor for an explanation of the special exit permissions.

Attendance (see also the Attendance Policy)

Effective learning demands that students arrive on time and attend all scheduled classes. School attendance is mandatory throughout each term unless students are ill or have official justification recognised by the school. Additional days of holiday will not be granted. Any absence due to a student leaving campus without prior approval of the attendance/discipline office will be counted as unexcused and followed up as a serious violation of the behaviour code.

Absence (see also the Attendance Policy)

Parents must inform the school of a student's absence by phoning the Absence Service Voicemail (**022 775.55.76**) or writing to **absences@cdl.ch**. An accompanying letter should be written on the day of return stating the reason for absence and this must be presented to the attendance officer. Absences become unexcused if no green readmit slip is obtained by the second day after the return to school. Tests or other work missed due to unexcused absences will result in academic consequences being applied. The attendance officer must be informed in advance by a letter from parents of medical appointments. Students will only be accepted back into class with a green slip from the attendance office verifying the absence.



Food and Drink

Food and drink are not permitted inside class buildings and classrooms, other than bottles of water. During lunch time, picnic students are not to remain in the corridors but to go in designated picnic areas. Owing to undesirable health effects, high energy drinks (with high sugar and/or caffeine content) are not to be brought to the school at all.

Holistic Health Focus

Collège du Léman supports a holistic health policy that encourages healthy behaviour and discourages dangerous health practices. CDL encourages a balanced nutrition and physical health in its sports and athletic programmes. It does not permit alcohol and other drug consumption or any other behaviour changing substances- including the smoking of tobacco.

SMOKING

For all employees, students, parents and visitors, the CDL campus is a NON-SMOKING environment - a policy that extends to all CDL properties and the immediate locality of the school. Incidents of smoking in these areas will be treated as offenses against community agreements and dealt with by rising Levels of Concern. E-cigarettes are considered as cigarettes - prohibited on campus

ALCOHOL, DRUGS AND BEHAVIOUR ALTERING SUBSTANCES

If suspicion is raised of this rule being abused the school reserves the right to:

- Conduct a reasonable search of clothing, bags and lockers
- Conduct an alcohol and/or drug test.

A positive result or a refusal to take the test will entail suspension from school with referral to a competent authority selected or approved by the school. Return will be at the school's discretion. For a repeat incidence or any incidence of drug possession or dealing, the school reserves the right to expel the student in the interests of the wider community.

Dangerous Objects

Any dangerous object which could harm others such as knives, pellet guns and lasers must not be brought onto the campus. Likewise, fake or toy objects looking like weapons (such as toy pistols, rifles etc) are prohibited on campus.

Transportation

Owing to limited parking, traffic congestion and concerns for safety, students should not drive to school. Parking in the campus car parks is not permitted. However, if day students (with valid driving license) need to come to school by car, they must obtain parental permission (school form with special conditions to complete) and have this permission validated by the discipline office. Boarders are not permitted to have a car either on the campus or in the surrounding areas and are not allowed to accept lifts in friends' cars without the express permission of the Boarding Management team (in addition to the written permission from their parents). Items such as Roller-skates, skateboards, bicycles and scooters must not be used on campus.

Students on campus after normal school hours

Parents and day students are reminded that students must not be on the campus after school or on weekends without official approval through their registration in after-school activities or classes. We do not have staff on duty to supervise such students and therefore this is a safety and security issue. The second bus service is also only for students registered in after-school official activities.

SPECIFIC BOARDING RULES

In addition to the rules above, the following also apply to boarders: Privacy Living within a close community, each student is entitled to privacy; Students are not allowed to enter another student's room without obtaining permission first. Students are not to enter Houses other than their own without speaking to the House Parent first.

SIGNING OUT

We have a responsibility to parents to ensure the security of students in our care. For this reason, no student should leave the House without signing out with the House Parent on duty.

Study Hall

As a community we expect high academic standards from all our students. All students are expected to work effectively and quietly during Study Hall hours.



BOARDING RULES

A student's Boarding House is their home at Collège du Léman. Boarding students are expected to respect the privacy of others and are never to be in another student's room unless by invitation.

Campus

Students are not allowed out of the campus except during free time, with permission from their House Parent.

Computers

Computer use in the House is subject to the Acceptable Use Policy for School Computers stated in The School Rules & Disciplinary Section.

Decorations

Students may decorate their rooms within the bounds set by decency and good taste. Decorations should not damage or deface the room in any way. Students will be billed for the cost of repairs for any damage incurred during the year.

House Hours

Boarding students are expected to observe the lights-out times. Students out of their Houses after check-in times are liable to severe disciplinary action, including the possibility of suspension or dismissal from school.

Electrical Appliances

Heaters, cooking appliances, refrigerators, televisions etc. are not permitted in the rooms.

Access to Houses

Except for Grade 12 living in outside villas, the Houses are closed during the school day. Grade 12 may return to Houses in the afternoon subject to permission from the House Parent and good academic standings.

Evening Study Hall

Boarding students in grades 9 through 12 who have shown their ability to

study independently are granted the privilege of independent evening study; all others will attend supervised study hall. Quiet is to be maintained. There is to be no movement from place to place during the evening study hours. Parents should note that students may not receive telephone calls during evening study periods.

Weekend Exeat Permissions

The boarding programme expects students to be here at the weekend. Once a month, a student of good behavioural standing, may request a exeat from Boarding. Permissions will only be granted on the understanding that an approved adult will be present. Students intending to exeat must submit an application form to the House Parent on the Wednesday (by 12.00) preceding the weekend.

Common Areas

All kitchens and common rooms should be taken care of by all students.

Room Tidiness

Students are expected to keep their rooms neat and tidy at all times.

Sign-Out Books

Boarding students are required to ask permission from House Parents before leaving the House. They are also required to sign out on the system provided in the House whenever they leave campus, and sign in upon return.

Music, games

Students are allowed to have and play music as long as this does not interfere with the comfort and interest of other members of the community. During study hall hours, students with independent study privileges may only play music in their rooms with the use of headphones.

Telephones

Students may not make or receive phone calls during meals, study hall periods or after lights out. Unauthorised use of mobiles phones will result in disciplinary action.



Vehicles

Boarding students are allowed to have and ride bicycles in accordance with their off-campus permissions. Bikes must be parked in designated areas. Students are not allowed electronic scooters, mopeds, motorcycles or cars. Boarding students are never to ride in cars driven by other students.

Weekday and Weekend Check-Ins

All boarding students are required to meet various weekend check-ins unless they have permission to be off campus. This is to ensure a student's welfare and to establish his or her whereabouts.

Weekend Curfew Times

All boarding students must have returned to campus by the following times and remain on campus for the rest of the night:

Friday	20:30	Grades 9, 10
	21:30	Grades 11, 12
Saturday and Sunday	18:30	All students must be back on campus except Prefects by special arrangement.

On the weekends and after holidays all students must check in with the duty team on return to campus.

Punctuality

All students should endeavour to be punctual. It is a general expectation that students will understand the need to be in the right place at the right time, not just for class but also in the House.

CONCERNS AND COMPLAINTS

You may have worries or complaints that you need to discuss with others in order to receive help or advice. There are plenty of people at Collège du Léman to assist you and many lines of communication to the outside world if you feel that the people in school cannot help you.

The following information has been put together to ensure that you are aware of all the help available and to advise you on your rights emphasised by the law. Do not be afraid to complain. It is your right to be treated properly

and it is your right to complain if you think you are not being treated fairly. Don't hesitate to ask if you simply want someone to talk to or a shoulder to cry on.

THINGS THAT MIGHT MAKE YOU UNHAPPY OR UPSET:

- You feel you have been treated unfairly by a member of staff in school or in the Boarding House
- You feel that a punishment is unjust or in some way not right
- A senior has treated you unkindly
- Someone has hurt you
- You are being bullied
- You think you are being discriminated against because of your nationality
- You find it difficult to make friends
- You feel that no one understands the difficulties you are having with some of your work
- You feel the food you get is not as good as it should be
- Someone is making fun of you
- You are homesick
- You feel that there is not enough respect of your privacy
- Someone has taken something of yours and has not returned it
- You think you are being badly taught and you are not getting a fair deal
- OR ANYTHING ELSE YOU THINK IS WRONG

You may just want someone to talk to, or you may want to make a formal complaint. Either way, this procedure should assist you in deciding what to do.

DRESS CODE

Generally, students are expected to dress in a way appropriate for a place of study. Specifically:

Clothing

While expression of our multicultural community is encouraged, clothing:

- Should be smart, clean and in good taste



- Should not be torn, holed, see-through, show visible patches or exhibit any large lettering, logos or any form of profanity or advertisements for alcohol or other drugs, including tobacco.

Tracksuits (other than CDL sportswear) are not deemed appropriate.

TOPS

Tops should have straps (at least 4 cm wide) or cover the shoulders. Tops must cover to the hips and should not have a distractingly low neckline.

SKIRTS, SHORTS AND TROUSERS*

Skirts and shorts should be no higher than 10cm above the knee. Leggings or other form-fitting trousers should be worn only with a skirt or shorts that are no higher than 10cm above the knee. Trousers should be worn at waist-height at all times and should not be excessively baggy. Undergarments should not be visible at any time.

HATS & CAPS

Hats and caps may be worn on campus but are to be removed inside buildings.

SHOES

Flip-flops, beach shoes or shoes with heels over 6.5cm high can present health and safety issues and are not appropriate within our learning community. In addition, students are to avoid entering buildings with muddy shoes.

HAIR

No distracting extremes of facial hair, hair styles and colouring are permitted.

PIERCINGS & TATTOOS

No piercings are permitted except discreet earrings. No tattoos may be visible.

Please note that:

The school reserves the right to modify its guidelines on the Behavioural and Dress Codes as it sees appropriate.

MEDICAL CARE POLICY

The Medical Centre: The Medical Centre exists for the care of boarders. Collège du Léman offers Medical care on weekdays from 07:30 to 18:30. They can be reached on **5611**. It is not manned at the weekend.

Seeing the Nurse:

If a student needs to see a nurse during lessons, they must obtain a blue slip from the Principal's office. This slip will be signed by the nurse and will then need to be taken to the Absences Office.

Doctors' Appointments:

These should be made by the Medical Centre, who will advise House Parents and Absences office.

Being admitted to the Medical Centre:

If a student is admitted to the Medical Centre in the morning, they will stay until lunchtime when they will be reassessed; at this point they may go back to lessons. Students admitted in the afternoon will have to stay in the Medical Centre until 18:15.

Contact information:

The Medical Centre telephone number is: **+ 41 (0) 22 775 56 11**

Email: infirmierie@cdl.ch

Medical History:

All boarding pupils, upon entering the school, are required to fill in a Health Questionnaire. Boarders should not be admitted to the School without this document as it lists medical history and medical issues.

Holiday Illness:

Any serious illness or accident during the holidays and any contact with infectious or contagious illnesses should be notified to the Medical Centre staff upon return to school.

Medicines:

All medicines and tablets should be handed in to the Medical Centre Staff.



Only medicines which have been assessed by the Medical Centre to be safe are allowed into School. Generally, these should be kept by the Medical Centre but the Medical Centre may assess a student and deem them able to self-administer medication, the Medical Centre will notify the House to that end.

Communication with Parents:

The Boarding House will not, unless specifically requested to do so, inform parents if a child is admitted to the Medical Centre. The Medical Centre staff will of course make every effort to contact parents.

Medical Care of Pupils Policy:

- 1 The school is in loco parentis for all children within its care, and this principle operates even where the child is over 16. The effect of this is to require the school authorities to use the care and skill appropriate to a parent in dealing with the child's needs as the situation arise.
- 2 Where the children's ailments are clearly of a minor nature, Boarding House staff may administer simple remedies (e.g. elastoplasts or paracetamol) as appropriate. Where these remedies are seen not to be effective (e.g. the headache persists after a single dose of paracetamol) the child is to be referred to the Medical Centre and if necessary, an appointment with a doctor will be organised. House staff are to question the child before administering any medicine (to ensure there is no known allergy problem) and are not to administer more than one such dose of medicine without reference to the Medical Centre (in order that important symptoms may not be artificially suppressed).
- 3 Where children bring a course of medicine to school with them, House staff are to be informed and the medicine given out at their discretion to ensure that no overdoses can be taken. The nurse is to be informed of all medicines that are kept in the House for that purpose, and she has the right to hold and administer the medicine at the Medical Centre. No medicines where the instructions are not clearly written in English are allowed in School unless authorised by the nurse.
- 4 Any decision to call an ambulance or to take a child to hospital is to be taken by the school nurse during the normal operating hours of the Medical Centre. Children who are admitted to hospital for emergency treatment will always be accompanied by an adult, parents, or school nurse. Outside of these hours the responsibility lies with the House Parent.

REWARDS, INTERVENTION AND BEHAVIOUR POLICY

Philosophy

Collège du Léman seeks to develop students who are mature, self-disciplined, well-rounded and always seeking to fulfil their potential in the pursuit of academic and social development. To bring this about, we look to reward and recognise success, intervene when students need to be stretched or have guidance, and implement behavioural sanctions when necessary to create a safe environment where all students can feel secure.

To achieve this, we pay particular attention to the pastoral arrangements for boarders. We expect high standards of behaviour based on respect for ourselves and others, including both the whole school and wider community, and the practical requirements of running a large school.

Excellent behaviour in and out of the classroom has a significant impact on student development as individuals and on their achievement, and on the quality of teaching and learning provided by the school. Behaviour at the school is generally of the highest standard and relationships between students and staff are positive. However, there can inevitably be times when incidents occur which require a firm response from the school.

The school seeks to reward good behaviour, and to manage behaviour through clearly expressed expectations which promote respect, responsibility, leadership, achievement, a tolerant and caring attitude to each other, and moral values.

We want students to feel:

- 1 Secure and happy
- 2 Self-confident and independent
- 3 Free from bullying and other unwanted pressures
- 4 Valued as individuals
- 5 That there is breadth of opportunity in both curricular and extracurricular activities. (The school has a large international community)
- 6 Able to realise their potential
- 7 Positive attitudes towards themselves and others in the school and the community



Agreement on behaviour which enriches school life and the promotion of extra-curricular programmes to encourage the education of the whole person are seen as vital ingredients for success. Included in this is:

- 1 The development of a well-rounded pupil via:
 - The pursuit of academic excellence and a constant review of how we can better foster an improving academic culture.
 - The genuine desire to develop the whole person through a varied curricular and extra-curricular programme, and the weekend activities programme, celebrations of local and national custom and culture
- 2 The school's commitment to charitable work and to challenging activity
- 3 The daily courtesies and interactions of staff and students which, when positive and genuinely friendly, create the warmth and trust for good learning and real respect
- 4 An awareness and appreciation of the school and local environment.

Pastoral care within the school community:

The pastoral care in the school is delivered through:

- 1 The House System, including the House Assembly programme
- 2 The actions of teachers, boarding staff and staff in the curricular and extra-curricular life of the school
- 3 The induction programme and careers
- 4 The Medical Centre and the Counselling Department
- 5 The Prefect System, and House Representatives
- 6 Tracking, intervention and support of students through pastoral processes (ISAMS and PLPs)
- 7 Use of a wide range of additional staff for pastoral intervention, including on-site counsellors, the Medical Centre, the Multi Dimensional Family Therapy (MDFT) Team and links with external bodies such as the Phenix Foundation

PASTORAL CARE IN THE SCHOOL IS REGULARLY DISCUSSED AND REVIEWED BY STAFF IN:

- 1 Boarding meetings
- 2 Weekly briefings and staff meetings
- 3 Training days

THE PLACE AND CONTENT OF PASTORAL CARE IS MADE CLEAR TO STUDENTS BY:

- 1 The induction programme
- 2 Boarding assemblies, and House assemblies
- 3 Support for pupils with learning and certain behavioural problems
- 4 The rules, behaviour and discipline policies of the school.
- 5 The role of Prefects

Pastoral structure:

The Director of Boarding has particular responsibility for pastoral care in the Boarding.

The House Parent have delegated responsibility for the students in the school's Boarding Houses. They meet regularly with their House teams.

All staff have a responsibility for pastoral care in the widest sense and, specifically, the regular liaising with parents when required.

Monitoring and Evaluation:

Monitoring is carried out through:

- 1 Regular (minimum half termly) grading, progress and reports on academic and pastoral matters.
- 2 Regular meetings which address pastoral issues and devise pastoral interventions based on effective tracking: staff meetings, regular logging on IRIS and email communications
- 3 The review of appropriate policies by the Deputy Head of Boarding and the Director of Boarding
- 4 The daily House registration and contact with all pupils within their Houses.
- 5 The views of parents, pupils and staff are regularly canvassed by questionnaire (every year) and through regular student meetings and through the weekly Prefect meeting with the Director of Boarding. In addition further feedback, discussion and review is gained via parents' evenings, telephone, e-mail and letter contact, case interviews and other support strategies.
- 6 ????????
- 7 Outside agencies including NEASC and the Service de Jeunesse regularly inspect and report.
- 8 Pastoral care issues form a part of the Academy Development Plan.



Rewards:

The school wants students to feel proud of their successes and look forward to the process of recognition, rather than being embarrassed or shy. Whether it is being awarded a role in your House or the School, or receiving an award for academic achievement in assembly, success must always be celebrated by everyone at Collège du Léman.

Success is logged on IRIS and celebrated throughout the year in Houses and in the Boarding Assembly, with particular focus on Awards Nights. In these awards we recognise:

- 1 Academic efforts
- 2 Activity efforts
- 3 Boarding Life efforts

Rewards take the form of extra privileges, free time, or vouchers to spend at the local café.

Sanctions:

Sanctions take the form of limiting free time, both after school and at the weekend. They are split into Levels.

Warnings will always be given before resorting to a Level, unless the offence is serious enough to merit going to a Level.

LEVEL 1 INCIDENTS.

These are issued by House Parents for minor offenses such as repeated lateness, and rudeness. These punishments last 1 to 2 weeks.

LEVEL 2 INCIDENTS

These are issued by Boarding Management for repeated offenses or an escalation of offenses, or more severe offences like smoking. These punishments last 2- 3 weeks.

LEVEL 3 INCIDENTS

These are issued for serious offenses such as involvement in illicit substances, any violent behaviour, bullying and so on. These situations require a meeting with a senior School figure, and will quite often require a suspension. A level 3 punishment will last 3-4 weeks.

Beyond this, a student may be asked to leave the school, where it is felt that their behaviour cannot be accepted by the School for reasons of security, or the impact on others. All Levels are recorded IRIS. Community Service can often be used to 'credit' against an incident.

Distinctions

Distinctions are awarded when a student completes a project which is outstanding for his year-group, and would be worthy of wider recognition and acknowledgement. Distinctions are recorded on IRIS and the achievement passed to the Director General to inform him of the achievement. Students receiving a Distinction will receive a 25 CHF voucher for use in American Diner Café, and a certificate presented in the Boarding Assembly. House Parents are asked to pass that fact on to parents or guardians as soon as practicable.

Commendations

Commendations are awarded as way of recognising excellent achievement, outstanding effort, initiative or contribution, or for a student who has made extraspecial attempts to improve over a period of a few weeks. Commendations are centrally recorded on IRIS and an email will automatically be sent to the student and his House Parent each time he receives a Commendation.

House Parents will be notified weekly with a list of their students who have received Commendations. Once a student has accumulated ten of these they will receive a 15 CHF voucher for use in American Diner Café, and a certificate presented in the Boarding Assembly. House Parents are asked to pass that fact on to parents or guardians as soon as practicable. It is the responsibility of the Boarding Management to monitor the frequency and effectiveness of this system of rewards.



STUDY HALL POLICY

The aim of Study Hall is to provide a quiet and disciplined working environment for students. Students who choose not to work in Study Hall tend to fall behind, but they also generally risk distracting others- in doing so they have an unacceptable impact on other students in the room. The following practical advice is to ensure that all students use Study Hall time wisely, and should be the basis for all Houses.

- Punctuality is essential.
- Complete silence is expected at all times.
- No Eating or Drinking allowed.
- Students should sit with a reasonable distance between them to ensure that they are not distracted.
- Computers to be used for work in a way that tutors can see the screens.
- The tutor should circulate quietly in the room.
- NO email, social media or films at any time, even when work is finished.
- Headphones (at a volume that does not disturb others) are allowed.
- Phones are to be off for the entire duration of Study Hall.
- For struggling students, check diaries and Moodle.
- Ask students to bring a book to read in case they finish early.

Any student unable to meet these conditions should be dealt with early - setting the right tone is essential!

STAFF

Please log regular offenders on incident files, and refer to Management if necessary.

WHAT IF YOU JUST WANT TO TALK TO SOMEONE?

Who can I talk to if I'm having problems?

- **Your House Parent**
- **A member of staff on duty**
- **Any member of staff you trust**

Please remember
you probably have friends who may be able to help you or an older student to whom you feel you can turn too



Mr. Justin Usher
Director of Boarding



Mme. Dominique Salamin
Deputy Head of Boarding (Administration)



Mr. Mark Robinson
Deputy Head of Boarding (Pastoral)



Ms. Eleonora Raviglione
Boarding Counsellor



Mrs. Pauline Nord
Director General



Internats - Boarding Houses

- Champ des Bois
- Concha Blanca
- Ecureuil
- Léman (1 & 2)
- Louis Degallier
- Louis Yung 7
- Megard
- Olympus
- Portena (Old & New)
- Villa du Lac

A Direction générale / Administration General Management / Administration

- Réception - Reception
- Finance - Finance
- Informatique - IT Department
- Bureau des admissions - Admissions Office
- Economat - Bookstore
- Ressources humaines - Human Resources

B Infirmerie - Infirmary

C Primaire - Primary

- Pagnol
- Reagan
- Potter
- La Fontaine
- Castor
- Christina
- Saint-Exupéry
- Espace Mandela

D Secondaire - High school & Middle School

- Cervin
- Eiger
- Salève
- Jura
- Mont-Blanc
- Olympus

E Préscolaire - Preschool

- Pollux



- Clefs de casier - Locker Keys
- Objets Trouvés - Lost & Found
- Cafétéria - Cafeteria
- Toilettes - Toilets
- Panthers Sport Cafe

- Parking Portena - Portena parking Drop-off / Pick-up zone
- Parking Visiteurs - Visitors' parking
- Parking Visiteurs - Visitors' parking
- Terminal bus - Bus terminal

- Zone prise en charge & de dépose - Pick-up & drop-off zone
- Zones Piétonnes - Walking paths



RESPECT

WE RESPECT AND VALUE OTHERS
NOUS RESPECTONS ET VALORISONS LES AUTRES

INTERNATIONALISM

WE CELEBRATE OUR INTERNATIONAL DIVERSITY
NOUS CÉLÉBRONS NOTRE DIVERSITÉ CULTURELLE

SPIRIT

WE DEVELOP SOCIAL RESPONSIBILITY AND TEAM SPIRIT
NOUS DÉVELOPPONS LE SENS DES RESPONSABILITÉS ET
L'ÉSPRIT D'ÉQUIPE

EXCELLENCE

WE STRIVE FOR EXCELLENCE IN ALL THAT WE DO
NOUS CHERCHONS TOUJOURS À ATTEINDRE L'EXCELLENCE

RISE





WEEKEND EXEAT REQUEST

1/3

NOTE

Please note that we are a Boarding School, with a range of fantastic activities at the weekend, which are designed to add to the educational experience and integration of students. We generally expect students to be in School at the weekend and to take part in our programme, although we recognize that there are occasionally good reasons for students to check out for all or part of the weekend.

EXEAT PROCEDURE

We have a duty of care to ensure that the arrangements which are in place when a student goes out are legitimate. To ensure this is the case, tutors must be happy that any Exeat permissions are signed by parents, as well as students. It is imperative to understand that to ensure safety:

- A general Exeat without destination or to a hotel is not acceptable
- We require the responsible adult to be at least 25 years old, unless they are an immediate family member.
- No leave may take place before 15:50 on Friday, and the return must be by 18:30 on Sunday. In addition if a student needs to fulfil a school commitment (e.g. detention), such commitments take precedence. In some cases Grades 11 and 12 may be allowed to leave early if they have no timetable commitments.
- For students under the age of 14, we will insist that the collection is made by an adult (parent or host family).
- We reserve the right to refuse permissions to any student where there is a history of abusing the Exeat arrangements. In such situations any costs incurred will be charged to parents.

If you foresee that you might want your child to check out more frequently (for example if you live locally) please do get in touch with us to discuss further.

Please remember that students need to sign out at departure and sign back in on arrival.

To request a check out a signed instruction is required, using the official Exeat request form. The Exeat should come by 16:00 Wednesday and based on this the tutor can authorize Exeat.

If a parent is coming to collect a student in person, then the signature can be obtained on collection of the student.

WEEKEND EXEAT REQUEST

Finally, please be aware that the final decision on the Exeat will rest completely in the hands of the School – we aim to ensure that our students complete a successful year with us – to that end if we feel that as a result of discipline or academic issues the student should stay in School, we will advise accordingly.



WEEKEND EXEAT REQUEST

2/3

Submit this to your House Parent by 16:00 Wednesday prior to the weekend of travel. Late or incomplete forms are not accepted and will not be approved.

ELÈVE / STUDENT

Name / Nom

Grade / Classe

House / Maison

Student's mobile number

Numéro de telephone de l'élève:

Are you leaving alone?

Partez vous seul ?

Yes / Qui

No / Non

If no, who will accompany you?

Si non, qui va vous accompagner ?

DESTINATION / DESTINATION

Name of adult student staying with
Nom de la personne adulte qui sera
avec vous

Adults relationship to student
Quel lien de parenté à cette
personne avec vous ?

Age of adult / Age de cette
personne adulte

Adult's phone number / No. de
téléphone de cette personne

Address / Adresse

ZIP Code, City / Code postal, Ville

Country / Pays



WEEKEND EXEAT REQUEST

3/3

BY MY SIGNATURE / ESIGNATURE BELOW, I CERTIFY THAT:

- All of the travel information submitted on this form are correct
- The concerned student is in good academic and disciplinary standing
- We understand that we must notify the House Parent about any change in travel plans - however minor
- We understand that checking out is a privilege based on trust, and that violating that trust will result in the loss of student's Exeat privilege
- We understand that the concerned student is still bound to the high standards of behavior expected by Collège du Léman during his/her time off campus and will be held to that standard
- We acknowledge that the weekend return time is Sunday 18:30 and that if the return transportation is delayed we must call the House Parent before 18:00
- We have duly accepted the Parent Handbook conditions for checking out, and confirm that we take sole responsibility for the student while they are checked out.

PAR MA ESIGNATURE CI-DESSOUS, JE CERTIFIE QUE :

- Toutes les informations de voyage mentionnées dans le présent formulaire sont correctes.
- L'élève concerné remplit toutes les conditions académiques et disciplinaires requises.
- Nous nous engageons à immédiatement informer le surveillant de tout changement - même mineur - notamment au sujet des modalités de voyage.
- Nous comprenons que l'autorisation de sortie constitue un privilège basé sur la confiance et que toute violation de cette confiance entrainera la cessation dudit privilège.
- Nous comprenons que l'élève concerné reste toujours lié aux standards élevés de comportement attendus par le Collège du Léman même durant le séjour hors du campus.
- Nous sommes conscients que l'heure de retour du week-end est fixée le dimanche à 18:30 et que si le retour est retardé, nous devons immédiatement en informer le surveillant en tous les cas avant 18:00.
- Nous acceptons les conditions du 'Parents Handbook' et confirmons que nous prenons l'entière responsabilité de l'étudiant pendant le check out.

STUDENT NAME / SIGNATURE

PARENT NAME / SIGNATURE

For House Parent Use Only:

Permission on File	Parent Permission/Notified	Host Permission	Academic Standing/ Level
Refer to Management	Approved	Denied	

House Parent's signature:
