



Ecole Toepffer School Rules

Introduction

Ecole Toepffer is an educational facility where each and every member is expected to uphold a tolerant and respectful attitude. Politeness, respecting each other, the equipment and one's environment form a major part of the school rules.

Arriving late

Whatever the reason for a late arrival (alarm clock issues, traffic, etc.) parents must IMMEDIATELY inform the school assistant by phone (0022 703 51 23) or by email: viescolaire@ecoletoepffer.ch
A maximum of 3 non-justified late arrivals are accepted per term, beyond this an expulsion warning will be given, accompanied by a one-day suspension. The school assistant has the right to give a detention for any non-justified late arrival. In case of a non-justified late arrival, the student must wait in the study hall to re-join his or her class during the next break. The number of late arrivals, justified or not, will figure on the school report.

Absences

Pre-planned absences can only be requested for serious reasons, in writing, at least three days in advance. Requests must be made to the school administration. All students are expected to have caught up on class and homework upon return to class.

Whatever the reason for an absence (illness, accident, etc.), the school assistant must be informed immediately by phone (0022 703 51 23) or by email: viescolaire@ecoletoepffer.ch

A medical certificate is required to justify any absence from exams, without which the grade of 0/20 will be given. This rule applies to all exams given, including continual assessment for the classes of 1ère and Terminale (grades 11 and 12). Moreover, every hour of non-justified absence will be sanctioned by one hour of detention on the Friday afternoon. In cases of unexplained extended absence, the lycée reserves the right to suspend or expel the student concerned.

Parents will be informed by phone of any non-justified absence. Every student must catch up evaluations that take place during their absence, whatever the reason for this absence. Absence from class for a single hour must be justified in the same way as longer absences. The total number of absences (justified or not) features on the school report.

Other rules

- Permanent markers, chewing gum, knives and blades are forbidden



- In class, caps, food, soda and music players are not accepted.
- All music is forbidden during study hall periods.
- The use of mobile phones, tablets or computers are forbidden between 8am and 5pm within lycée premises, except for during lunch break or with express permission from a member of staff, upon penalty of confiscation.
- Mobile phones must be used responsibly. Any publication of slander, vulgarity, pornographic or insulting material on forums, sites, blogs, social media etc. will lead to sanctions including expulsion. It is also strictly forbidden to charge mobile devices in the classrooms.
- Alcoholic beverages and the consumption of alcohol are totally forbidden at all times.
- Students are not permitted to smoke, outside or close to the lycée at any time of day. If this rule is not respected the student will be suspended or expelled. This includes electronic cigarettes and any smoking device.
- Bringing any amount of drugs, or equipment related to their consumption, use or sale of drugs will result in immediate and permanent expulsion; no forewarning or appeal is possible.
- Ripped or holed trousers, trousers that are unsuitably low-waisted, uncovered midriff, tattoos, visible piercings, hair dyed in unnatural colours or shaved excessively, and for boys, earrings and long hair (not tied up) are forbidden. In general correct, respectful wardrobe is expected.
- The students from 6ème class through to 4ème class included (Year 7 to year 9 UK system, 6th grade to 8th grade in USA) are not allowed to leave the campus until the end of the school day, including lunchtime, unless they eat at home or unless a specific request is made by parents.
- Students in 3ème (Year 10 in UK system, 9th grade in USA) and above are allowed to leave the school premises if they have no classes or options, as well as during major breaks and the lunch break, unless parents make a special request.
- It is forbidden to picnic in the lycée except in room 16 during lunch break.
- Parents are asked to remind their children of certain rules relative to community life, including punctuality, hygiene, politeness, and tolerance of others and of differences. Initiatives that aim to develop a spirit of perseverance, intellectual curiosity, creativity and supporting others will always be encouraged.
- Off campus, students are under the responsibility of their parents. During school trips the school rules apply and students are expected to adopt exemplary behavior.

Detentions

Sanctions have a role in the educational process. They enable students to understand limits and take both personal responsibility (classwork not carried out for example) and responsibility as part of a larger community (not following rules relative to community life). Staff will explain the reason behind such sanctions to the students to enable them to understand and learn from their errors. Detentions are exceptional in nature and are thus accorded the importance they deserve. Whatever the reason for a detention, if a student receives three detentions in one week, the third



one is billed 70 Swiss francs. Above this number, an official warning and a day's suspension will be given, as is the case if a student does not undertake any detentions given. The student is expected to have caught up on missed work including homework before their return and will re-sit any evaluations missed during this suspension. A maximum of three warnings are accepted in one school year, before a definitive expulsion.

Homework

Personal homework and study are an integral element of learning and is therefore obligatory. We ask parents to ensure their child has a calm area and sufficient time available to develop the habit of doing homework with the necessary concentration. Indeed, parents play an important role in ensuring homework is done correctly; we encourage them to check the homework diary and incite their child to produce neat work to the best of their abilities. We also encourage parents to give positive attention to any school work brought home, this boosts a feeling of pride in work well done and stimulates students' positive feelings towards the school and its requirements.

Important evaluations must be signed by the parents or legal tutor of students in every class up to "11ème Harmos" (Year 9 in UK, 8th grade USA). These evaluations will be numbered so both parents and students can keep a track of results.

Sports class

Instilling a drive for exertion and for bettering oneself is one of our pedagogical aims and we count on the support of parents to ensure this in sports class.

Each student must bring the necessary kit including specific sports shoes with non-marking soles. Failure to do so will mean the student must remain in supervised study hall during the two-hour sports lesson. If the student forgets their equipment more than once a term, they will receive a detention. If it becomes apparent that a student is purposefully forgetting their kit then a meeting with the parents will be organized to discuss this and find a solution. In all cases, the student must attend the roll call of the sports class. For security reasons the sports hall and changing rooms will remain open, therefore valuable objects (mobile phones, money, etc....) should remain safely in the student's locker at school.

Exemption from sports class

- For one lesson: an exceptional request can be made accompanied by parental justification (letter, email, etc.).
- For a medical appointment the student should provide the supporting documents from the doctor the next day.



- For an absence longer than one lesson: a medical certificate must be presented before the second class.
- A student who is exempt from sports class will remain in supervised study hall for the two hours of class; depending on the health of the student concerned they may be allowed to return home after a written request by the parents has been studied.
- For students in “première” and “terminal” long-term exemptions are not accepted for the baccalaureate. The students concerned must attend sports classes and will have an adapted programme according to their physical limits.

School transport

In order to ensure the security of our students we expect the following rules to be adhered to:

- attach the seatbelt as soon as seated and keep it attached until arrival
- speak quietly, no shouting or whistling in the bus
- do not eat or drink in the bus
- do not put head or arms out of the window
- do not throw things from the window
- do not leave litter or any objects in the bus
- do not damage seats or any part of the bus

Confidentiality

- The staff and board of governors respect the confidentiality concerning all personal information related to students and their families (family or academic situation, specific needs, illness, specific diet, religion, etc.) **Photos taken during our various school activities will not name students and will be present on our social networks, our website and our publicity. If you do not wish your child to be photographed, please contact the administration.**

Extra informations

- Insurance: Parents are responsible for insuring their child in case of illness, accident and civil responsibility; these will not be covered by the lycée’s insurance.
- Lost objects: the lycée is not to be held responsible for lost or stolen objects. We strongly recommend students leave all objects of value at home or leave them in the office. Lost or damaged school material must be replaced at the student’s cost.
- School attestation/certificate: can be provided by the administration upon demand.
- Student card and class photo: will be given to each student in September.
- Authorisations concerning school life: any decision made concerning the organization of school life may be sent electronically to parents.
- Religion: Lycée Töpffer is secular school open to all cultures and religions. We are open to particular provisions that may be requested.
- Car Park: except for spaces reserved for visitors, parking space is only available for members of



staff and employees. This is to guarantee access for emergency vehicles, deliveries and the school buses. Parking for motorized scooters and motorbikes can be found at the entrance gate and there is space within the campus to leave bicycles, scooters, etc. (students are advised to bring their own lock).

**These rules apply to all students, minor and major.
The administration, represented by Mr Joseph Gabioud, reserves the right to undertake necessary sanctions resulting in the non-respect of these rules.**