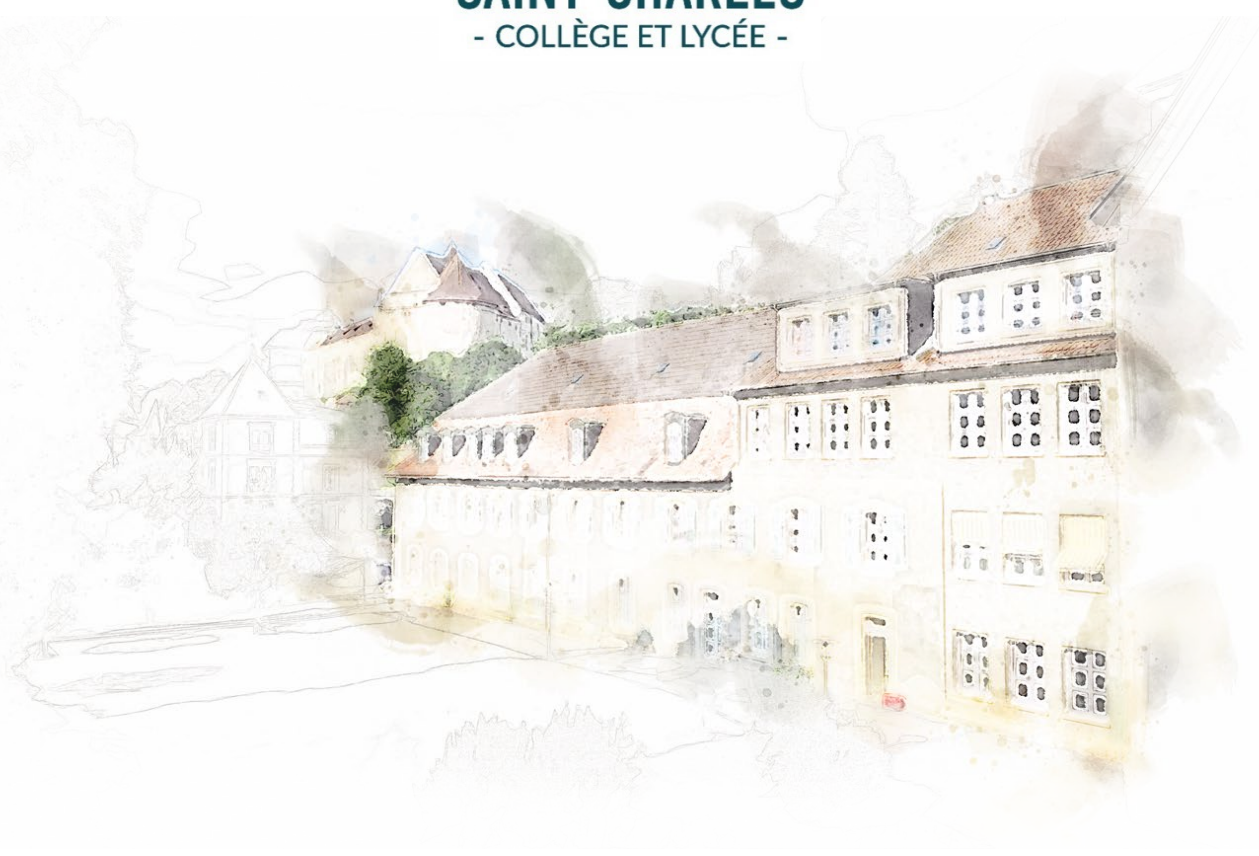


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**SAINT-CHARLES**

- COLLÈGE ET LYCÉE -



# ***BOARDING HANDBOOK***

**2022 - 2023**

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## WELCOME TO COLLÈGE ET LYCÉE SAINT-CHARLES

Dear students, dear parents,

On behalf of the Board of Trustees and the entire Collège et Lycée Saint-Charles community, I would like to welcome you back to our school for another year or, if you are joining us now, a warm welcome!

Dear students, you have chosen the community of Saint-Charles and we thank you. We are honoured to welcome you and to walk alongside you during your stay with us. You will arrive in an environment that is both modern and traditional, in which you will not only learn new concepts and develop your knowledge, but also come into contact with other cultures and other ways of seeing the world. In addition to your chosen course, if you come from far away and attend the international section, you will be immersed in a French-speaking region. You will have the chance to speak French in addition to the other languages you already speak. For the other students, your opportunity will be to rub shoulders with students from other backgrounds on a daily basis and thus broaden your own experience, through shared classes, activities, and events. In line with our mission and philosophy, we are committed to making sure that you grow up in a school for life and that you feel the passion for learning that drives us.

Our school does not require the wearing of a uniform. However, proper and decent dress is required of both our students and staff.

So welcome to all of you who are entering these programmes. We wish you all the best in your academic career and a wonderful experience at St. Charles.

  
Carmen Kocher  
Rector

## PRESENTATION OF THE SCHOOL

Collège et Lycée Saint-Charles welcomes students from the age of 8 (5<sup>th</sup> Harmos), all the way up to the doors of University, thanks to the officially recognised diplomas delivered by the school.

### SWISS CURRICULUM

#### Primary School

The primary school welcomes pupils from the age of 8 in 5<sup>th</sup> Harmos, according to the Swiss curriculum, which is equivalent to Grade 6 US and Year 7 UK.

The teaching is general and given in French and English. Swiss programmes are followed.

#### Secondary School

Secondary school is organised from 9<sup>th</sup> Harmos to 11<sup>th</sup> Harmos, according to the Swiss curriculum.

Teaching is provided in French and English.

#### High school, Swiss programme

We offer two routes to the maturité gymnasiale: in French or bilingual French-English.

The Matura studies consist of 14 subjects, some of which are studied over 4 years, others over 3 or 2 years. Both programmes open the doors to universities in Switzerland and around the world.

### INTERNATIONAL CURRICULUM

#### International Baccalaureate (IB World School)

There are four International Baccalaureate programmes, two of which, the Middle Years Programme and the Diploma Programme, are accredited by Collège et Lycée Saint-Charles.

#### MYP: Middle Years Program

We offer this programme, taught entirely in English from MYP 3 (Grade 8, or 11<sup>th</sup> Harmos).

#### DP: Diploma program

The IB Diploma Programme is taught in English.

Students choose subjects from the subject groups that will enable them to pursue academic studies worldwide. The programme is structured with subjects grouped by subject areas and a core curriculum comprising Theory of Knowledge, Diploma Work and the CAS programme, for Creativity, Activity and Service.

#### Boarding School

Collège et Lycée Saint-Charles also offers 5 or 7-day boarding. The choice to join boarding is could be motivated by various reasons (geographical or family reasons, for example), as well as to benefit from continuous and personalised supervision. Permanent boarders, often too far away to go home at weekends, stay at Saint-Charles and activities are organised especially for them.

#### Philosophy and Mission of the School

Our mission is to provide students with a high quality education while developing the values of caring, respect, and responsibility towards others and the environment.

Collège et Lycée Saint-Charles is committed to the humanistic and Christian values of concern for others and the environment, respect for cultures and individuals, and openness to the world. Thus, the school aims to develop the same values in students and to help them become responsible citizens - citizens of the world, who work to make it a better place.

## Commitments

### Preamble

All children and young people studying at St. Charles have the right to feel safe, to be treated with respect, fairness and caring. Children also have the right to privacy, to be heard and to learn in accordance with the United Nations Rights of the Child, ratified by Switzerland.

In relation to these rights, children and young people have a duty and responsibility to respect the rules in place in the school for their safety and to respect all members of the St Charles community.

It is essential that children and young people feel they have the right to speak out about issues that make them feel uncomfortable or worried. Any adult member of the team is able to listen and pass this on to the leaders.

A general behaviour which respects the values of Collège et Lycée Saint-Charles is expected from all students, both boarders and day students. Openness, tolerance, and respect are the basis for this and the behaviour of our students should reflect this at all times.

## Official Languages of Communication

French, as the language of the school's region, and English, as the language of instruction in the international section, are the two languages spoken on campus. The other languages, for which learning is supported, are not officially practiced.

## Contact Information & Communication with Parents

The staff of Collège et Lycée Saint-Charles can be reached on the school's central telephone number; tel: + 41 32 466 11 57. Teachers can be reached at their email addresses at any time.

At the beginning of the school year, parents and pupils receive a list of their class teachers with their contact details.

We ask parents to communicate with the teachers by e-mail. Parents of boarding students are asked to send their e-mails to the central e-mail address of the boarding school: [internat@saint-charles.ch](mailto:internat@saint-charles.ch), with a copy to Mrs Kocher and Mrs Chapuis.

In case of emergency, parents can contact the boarding school team by phone at one of the numbers listed below. The use of applications such as WhatsApp is strongly discouraged for privacy reasons. They are not allowed for children under 13 years of age.

Any problems will be reported to the parents immediately. If you have any questions or problems, our team is here to help you. Please do not hesitate to contact us.

We ask that you do not attempt to call your child after 9pm as this disrupts their bedtime routine and the rest of the boarders. For any urgent matters after this time, please contact a member of the boarding staff.

## Correspondence address

Saint-Charles College and High School  
Route de Belfort 10  
CH-2900 Porrentruy

## Email & Phone

Secretariat: [secretariat@saint-charles.ch](mailto:secretariat@saint-charles.ch)  
Central Telephone: + 41 32 466 11 57  
Boarding School: [internat@saint-charles.ch](mailto:internat@saint-charles.ch)  
Telephone (Girls' Boarding House): + 41 77 493 65 17  
Telephone (Boys' Boarding House): +41 76 358 11 57  
Telephone (External Boarding House): +41 76 523 11 57

## School administration

Carmen Kocher, Rector and Head of School

Christèle Chapuis, Executive Assistant

Philippe Girardin, Head of Primary and Secondary Schools

Gloria Guerrero, IB MYP Coordinator (Intermediate Programme)

Nicole Pearce, IB DP Coordinator (Diploma Programme)

Maverick Lekimpe, Head of IT, Mathematics and Science

Mark Silverstein, International Admissions

Michèle Homberger, Head of the Boarding School

## Important dates

### Saint-Charles School Calendar 2022-2023

|                                |  |
|--------------------------------|--|
| Summer Holidays                | Monday 04.07.2022 to Friday 19.08.2022 |
| Summer Camp                    | Monday 10.07.2021 to Friday 07.08.2022 |
| School Year Begins (2022-2023) | Monday 22.08.2022                      |
| Autumn Holidays                | Monday 10.10.2022 to Friday 21.10.2022 |
| Christmas Mass                 | Friday 16 December 2022                |
| Christmas Holidays             | Monday 19.12.2022 to Friday 06.01.2023 |
| Winter Holidays                | Monday 20.02.2023 to Friday 24.02.2023 |
| Easter Holidays                | Friday 07.04.2023 to Friday 21.04.2023 |
| End of the School Year         | Friday 30.06.2023                      |
| Summer Holidays                | Monday 03.07.2023 to Friday 18.08.2023 |
| Summer Camp                    | Monday 08.07.2023 to Friday 05.08.2023 |
| School Year Begins (2023-2024) | Monday 21.08.2023                      |

Please consult our online agenda: <https://www.saint-charles.ch/fr/Calendrier-1.html>

# RULES OF THE COLLÈGE ET LYCÉE SAINT-CHARLES

In a school community, behaviour has a greater impact than it might in the family unit. We expect our staff, students and management to embody the core values of our school and to live by them in their daily lives. Thus we want respect, politeness, and friendliness to be the basis of daily exchanges within our school. If you encounter any difficult situations, please talk to our team.

These rules specify the behaviour and attitudes expected by the Management and all members of the community. The values of openness, humanism and tradition advocated by the school must be reflected in the daily behaviour of each individual. Thus, respect, politeness, friendliness, and consideration for others are essential to community life and we expect all students to adopt these behaviours every day.

## BEHAVIOUR

### General Attitude Expected

Each student is expected to demonstrate a cordial and polite attitude, to respect adults and fellow students, and to adopt correct and decent dress and body language in class and on campus in general.

If a student brings discredit to the school, the campus or outside, the school will inform the legal representatives and take appropriate disciplinary action, including temporary suspension or permanent expulsion.

**Pupils should pay attention to their behaviour and language. Offensive behaviour and/or insulting or foul language is not acceptable.**

### Interculturality

Friendly or loving behaviour takes very different forms in different countries. In a school with a wide range of students, public displays of affection should be kept to a minimum for obvious reasons. Thus, prolonged physical contact will not be tolerated. Inappropriate personal contact, including sexual intercourse, on or around the campus will not be tolerated and will result in immediate dismissal.

### Dress Code

Students attending the Collège et Lycée Saint-Charles are expected to dress appropriately for classes.

The general principles are described in the school's rules and regulations; the elements below elaborate on them.

- The wearing of caps, bonnets and hats is reserved for outdoor areas.
- Sportswear is reserved for physical education and sports classes.
- The abuse of facial piercings is not allowed.
- Tattoos must be hidden.
- Violent or offensive inscriptions on clothing are not allowed.
- Visible underwear is not allowed.
- Tops that show the stomach and/or torso are not allowed.
- Plunging necklines are not allowed.
- Torn/ripped jeans are not allowed.
- Short skirts, dresses and shorts are not allowed.
- Flip-flops are not allowed.

Any member of staff of the Collège et Lycée Saint-Charles has the authority to ask a student who is dressed inappropriately to change and to take the corresponding measures according to the rules in force in the school. The Collège et Lycée Saint-Charles has appropriate clothing available for students to wear if necessary.

The Management will communicate with the parents, if necessary, to correct inappropriate dress for the lessons.

### Violence, harassment and bullying

Violence has no place at Saint-Charles. Any violent behaviour on or off campus, on outings or trips or which is detrimental to the school will be punished accordingly. The Management reserves the right to call the police if necessary and to expel the student(s) concerned with immediate effect.

Harassment in any form as well as violent behaviour will not be tolerated and perpetrators will be subject to immediate dismissal. When a student is the target of repeated intentional acts and/or malicious or hurtful comments by another student or group, this should be reported immediately to a responsible adult. Harassment or bullying occurs when students repeatedly target another student or group of students with hurtful, malicious or cruel words. This form of violence is not tolerated at Saint Charles and all appropriate measures, up to and including expulsion, will be taken to prevent and punish such acts. Cyber-bullying will be punished in the same way.

### Dangerous Objects and Materials

All dangerous objects that can cause injury, such as knives, ball guns, and lasers (and their imitations), are not allowed on the campus. Violation of this rule will result in immediate dismissal.

### Mobile Phones and Other Aids (Laptops, Tablets)

Communication is extremely important and should, in our opinion, first of all be interpersonal, without the use of a medium. Mobile phones are a wonderful tool for connecting with family, friends and the world. It is also a powerful pedagogical tool that some teachers use occasionally during their lessons, in a controlled way.

Excluding these specific uses, the use of mobile phones is prohibited on campus for compulsory school students. Day students leave their mobile phones on arrival in the morning and take them back at the end of the day. Boarding students refer to the specific rules of the boarding school and the possible hours of use, depending on their age and school system. Disciplinary measures in the event of non-compliance with these rules may go as far as confiscation from the school management.

Only DP or Swiss high school students have access to their devices during the school day, mainly for educational purposes. Misuse in the corridors or in the restaurant area will lead to disciplinary measures up to and including confiscation of the device by the school management.

When teachers wish to use mobile phones for educational purposes with compulsory school classes, they take the boxes from the classes before their lessons and return them at the end of the lesson or, for boarding school students, they send a request by email to the Boarding Office, and once approved the student may collect his phone for the class and return it to the office afterward.

It is important that students bring a laptop computer with them if they need it for class. **For International Baccalaureate classes, the language of the computer must be English.**

A tablet **will not be enough** and will not be considered as a suitable tool for studies.

### Food and drink

All meals are taken in the *Charly's Corner* restaurant or on the terrace in good weather. No eating or drinking is permitted in the hallways or classrooms. It is forbidden to bring sodas and energy drinks to school.



## Health and Well-Being

Collège et Lycée Saint-Charles promotes healthy habits through a balanced diet and a variety of sports activities. Alcohol, tobacco in all its forms, including electronic cigarettes, and drugs are prohibited. Failure to comply with this provision may result in disciplinary action up to and including immediate dismissal in the case of drug or alcohol use. Random tests may be carried out at the boarding school. The above provisions apply to **everyone** in the school.

## Academic

Students attending the Collège et Lycée Saint-Charles are expected to behave in a studious manner. The following rules specify the attitudes expected in class and during breaks.

### School timetable

Classes run continuously from 8.15am to 4.50pm.

Accompanied homework takes place from 12.40 to 13.25 (Swiss programme, primary and middle school) and in the afternoon from 16.05 to 16.50, depending on the group. Accompanied homework at 12.40 is compulsory and all pupils enrolled in the school participate.

An accompanied homework session is organised on Wednesdays from 11.50 to 12.35. Pupils attend the sessions on a regular basis, except in the case of illness or exceptional sports or artistic leave.

### Attendance at courses

In order to ensure effective learning and progress, students are expected to be punctual and to attend all classes, save in exceptional cases. There are no extra days of holiday. Any delay (class, meal, study) must be justified. No one is to leave the classroom before the end of lessons unless authorised by the teacher concerned or the Management. Pupils go to the classrooms at the first bell and wait for their teachers in a calm atmosphere.

### School Work

School work must be handed in on time. Students are expected to attend scheduled classes, take all tests, and participate in official school events. Repeated absences from tests and classes may result in disciplinary action up to and including non-recognition of the semester or even the school year. The terms below specify these provisions.

### Delays

We expect our students to be punctual and to respect class schedules. Thus, students arriving late are subject to sanctions and a delay of more than 15 minutes is equivalent to an unjustified absence.

### Absences

The sick pupil, or his/her parents or guardian, shall call the secretary's office or leave a message on the answering machine before the beginning of the course. If this information is not received by the school in time, the absence is unjustified, unless a medical certificate is presented on return to class.

On return from illness, the pupil who has been ill must present an excuse signed by his/her parents to the teachers concerned and the class teacher within one week of his/her return. If no excuse (or medical certificate) is presented, the absence is unjustified.

From the third day of absence, the pupil who has been ill must present a medical certificate to the teachers concerned and the class teacher. If no medical certificate is presented, all missed lessons are unjustified.

An unjustified absence from a test is marked as 1.

### Specific rules for high school

According to the Collège et Lycée Saint-Charles regulations of 1998, revised in 2016, article 26 paragraph 1

"To be promoted you must:

- a) Have attended all courses regularly and have sat the exams.

The Saint Charles High School Teachers' Conference specifies and decides the following:

- b) *Regularly* means that students attend all classes except for absences due to illness, sports or artistic leave granted by the Management.
- c) From 10% of absences in a subject, compensatory work in a subject can be requested.
- d) **Annual promotion is not assured if the number of hours of absence per year is equal to or greater than 100. This rule is applicable to high school students.**

### Material and Property

Students must respect the property of others and the facilities of the campus. In the event of damage to equipment, the cost of repair or replacement will be charged to the parents. In the event of theft, the school reserves the right to call in the police, and those responsible will be liable to sanctions up to and including expulsion.

**All valuables must be locked in the personal locker or given to the administration for safekeeping.**

### Promotion

The specific promotion regulations for each level and course of study are given to students in their school report. They can be consulted on the school's website.

### Breaks

Recesses take place in the school yard.

Half-boarders and boarders do not leave the school premises during the lunch break. High school students are allowed to leave the school during the lunch break.

### Sale of Goods, or Propaganda of Any Kind

The sale of goods, the distribution of written material, and the putting up of posters by members of the College or third parties are subject to prior authorisation by the Management.

All publications, whether distributed or displayed, must be signed by their author(s). It must not be abusive, slanderous or defamatory.

Political propaganda and commercial advertising are prohibited on school premises.

# BOARDING SCHOOL OF THE COLLÈGE ET LYCÉE SAINT-CHARLES

## Mission Statement of the Boarding School

We strive to provide a safe and welcoming second home for all young people in our care. Through our boarding programme we aim to promote the core values of our school.

Responsibility, self-development, respect and tolerance, mutual understanding, resilience, curiosity and openness are all values that we are keen to pass on to others.

Our mission is to help your child reach his or her academic potential while cultivating the values of respect, responsibility, independence, personal well-being, and life skills.

We need your support in this important mission that will help your child grow up to be a responsible young adult.

Our values are as follows:

### Respect

We expect all students to show respect for themselves, other students, visitors and all staff.

### Wellness

We expect all students to care about their personal well-being and to take care of their body, mind and emotions. We are here to help them.

### Academic

We expect all students to work hard and concentrate in lessons and study rooms. If students need extra help, it will be provided.

### Action

We encourage students to get involved in the boarding school activity programme, to challenge themselves, to learn and to be curious.

### Rules for daily life

Life in a community such as a school is made up of many rich experiences. We would like to make families aware of some important organisational rules for the life of the school and that of their child in the St Charles community.

Exemplary behaviour, politeness at all times, respect for others, for their belongings, for the material provided, for the classrooms and their equipment is expected from our students.

In order for everyone to live well, certain rules are to be followed and respected. The school rules, the code of conduct, the substance use policy (cigarettes, vapes, drugs and drinks), as well as the dress code give all the useful information regarding our expectations.

## BOARDING SCHOOL RULES

In addition to the general rules of the school, boarders must respect the internal rules of the boarding school. These include guidelines and rules for life, which are essential for a healthy and respectful coexistence of all those who are part of the boarding school community.

In general, students are expected to respect the general rules of Saint-Charles and the dress code in force, and to behave civilly at all times of the day - especially during meal times.

### Meal times

Residents must report to the cafeteria at meal times and eat together at the times defined below during the week:

**Breakfast at 7.30 am**

**Lunch at 11:50 am or 12:35 pm**

**Dinner at 6.30 pm**

On weekends, meal times may be changed according to the planning of activities. Parents will be informed of these adaptations by the Newsletter.

### Study support and mentoring

All boarding students at Saint Charles, whether they are 5-day or 7-day boarders, will have a support team available at all times to look after them. During the day, the team will supervise meals, coordinate with teachers, help students with hygiene, organization, cleanliness and daily order, and encourage them to become more independent as they grow.

From Monday to Thursday, after school, there are extra-curricular activities and compulsory study hours for all boarders.

Students can organise their school work, depending on their results and extra-curricular activities. Study groups and teachers are available during the week after scheduled classes to support them as needed.

If their results do not correspond to what is expected, which will be monitored on a weekly basis by the boarding school staff in collaboration with the teachers, they will have to participate actively in study hours.

For 7-day boarders, study hours are included in the weekend programme, both on Sunday morning and in the early evening. Students use the study rooms available in the boarding school. Each week, the boarding school staff communicates with the class teacher of each boarding school student. All issues are discussed and information is shared. Students will therefore receive all the extra support they need to help them progress in their studies, while at the same time caring for their well-being and individual needs.

### Absence and illness

Any absence of a 5-day boarder who cannot return to the boarding school must be announced by the legal guardians by e-mail or by telephone to the secretariat and the boarding school as soon as possible.

Students on campus who are ill must report for lunch. Their condition will be assessed and they will remain in their room for the period necessary for their recovery. If necessary, the student will be taken to the doctor or hospital.

Pupils who are absent must keep track of the work done during their absence and make it up. Homework given during illness must be completed and tests missed must be made up according to the rules in force, in consultation with the teachers and considering cases of force majeure. All information can be found on Untis or Managebac, depending on the programme studied.

A student who frequently misses classes will have difficulties in following the school curriculum. In case of unexplained absences, the school management reserves the right to refuse weekend or day trips.

Pupils in 11<sup>th</sup> Harnos, high school, MYP and DP take the tests in the make-up sessions.

## Outings

**Outings are permitted depending on the behaviour and academic performance of our boarding students.**

Students may leave the campus on the basis of their academic performance and behaviour for a period of time appropriate to their age. Extra-curricular activities may take place off-campus and in this case students must follow the usual rules and sign out and back in.

Regardless of the reason for going out, students must ask for permission and sign the attendance register before leaving and on their return.

In the evening, students may not leave the school premises. Exceptions are participation in extra-curricular activities outside the school grounds in local sports or cultural facilities, with the permission of the Headmaster and the Boarding School Manager. The signing of the register is required.

**Wednesday is a working day, permission to leave the school for the whole afternoon is granted by the boarding school manager and the Direction in exceptional cases and with a justification signed by the parents.**

In the event of illness, and for students on a 5-day boarding course only, the Management or the Head of the boarding school will authorise an early return to the family home with the parents' agreement.

## Weekend

### Weekend Invitations and Permissions

Boarding students may receive parental authorisation or invitations for the weekend. These documents, written and signed, must reach the **school administration** at least one week before the weekend outing. Invitations must explicitly state that the person inviting assumes full responsibility for the invited student. Similarly, the parents' authorisation must explicitly state that they relieve the Collège et Lycée Saint-Charles of responsibility for their child for the duration of the invitation.

If a close family member invites a student, he or she may also invite other boarding students, **up to a maximum of two**. In all other cases of invitations, only the invited student may leave the campus.

The Management reserves the right to refuse permission to a student. If a student is registered for a weekend trip or activity, his/her weekend trip by invitation cannot be guaranteed.

Weekend invitations normally begin late on Friday and end on Sunday evening, 7pm maximum. In exceptional circumstances, students may return to the College by 8.30pm on Sunday evening.

### Attendance at Meals on Weekends

Students are expected to participate in meals during the weekend.

## Weekend for 5-Day Boarders

Five-day boarders leave the College after the end of their lessons on Friday afternoon and return on Sunday evening, no later than **19:00**.

As soon as the trains arrive, the students go immediately to the college to prepare for the week. The meal takes place at 18:30.

In the event of exceptional lateness, absence or illness, it is imperative to inform the parents or the boarding school manager at **4 p.m. on + 41 77 493 65 17**.

Students do not hitchhike or carpool to and from school. The Collège et Lycée Saint-Charles declines all responsibility in the event of non-compliance with these provisions.

**All students, regardless of age, must report their return to the responsible member of the support team.**

## Respect for Others and for Equipment and Premises

Students enter functional and pleasant rooms. In order to keep the rooms clean and tidy, it is essential to remember a few principles.

Each student may be required to share a room with another resident.

Everyone must respect the quietness of the place and its cleanliness. Pupils should not leave their rooms until they have made their beds, aired the room, and put their belongings away so that the rooms can be cleaned.

For safety and hygiene reasons, food is not allowed in the rooms. The same applies to drinks. The use of electric stoves, kettles or coffee makers is therefore prohibited. Electrical appliances (hairdryers, curling irons, shavers) must comply with Swiss standards and the plugs must be compatible.

Students must take off their shoes before entering the dormitory areas.

The school declines all responsibility for the disappearance of objects that are not in the room and in the locked cupboards. Students can leave their valuables with the boarding school manager or the accounting department, who will lock them up.

**Each resident is responsible for the cleanliness of the premises he/she occupies and the equipment entrusted to him/her; as a result, any damage will give rise to financial compensation and the repair of the damage.**

## Valuables , Pocket Money, and Insurance

Boarders are encouraged not to bring valuables to St. Charles, including jewellery and watches, and to ensure that any valuable personal items they choose to take with them are insured. Saint Charles accepts no responsibility for the loss or theft of students' personal belongings. Saint Charles accepts no responsibility for money that is lost if it is not deposited in the safe in the school's accounting office.

The weekly pocket money invoiced for the corresponding term is distributed to students by the College's accounting department. It is recommended that this amount be kept at a reasonable level and that the pocket money be adapted to the age of the children. Parents are asked to inform the boarding school staff of the amount of money their child can have each week. The school does not encourage access to independent bank accounts or additional funds. In exceptional circumstances, and if parents wish the College to distribute extra pocket money, parents should deposit the funds in an account in the Accounts Office.

**Theft insurance:** The insurance policy covers damage related to burglary or aggravated theft. Claims for compensation must be reported to the police and are subject to the terms of the policy.

**Private liability insurance:** Private liability insurance covers students against claims by third parties for damage to property and/or personal injury.

## Access to Boarding Houses

Access to the boarding rooms is strictly forbidden to any student from outside the boarding school (for example, girls/boys to the boarding house of the opposite gender, or day students).

## Mobile Phones and Electronic Devices

These rules apply to all students while on campus - they do not apply when students leave the campus for vacation, weekends, or evenings.

Boarding students may bring ONE cell phone and ONE computer to school. We do not encourage the possession of more devices on campus. If a student should have more, we ask to be notified.

House parents reserve the right to limit the type and number of other electronic devices students may bring.

Boarders must take care of their electronic devices. St. Charles is NOT responsible for the loss or damage of boarders' electronic devices.

The use of cell phones or other electronic devices is not encouraged unless there are good reasons such as learning, studying or reviewing.

Boarders are not permitted to turn on or access their cell phones or other electronic devices outside of the indicated time periods, unless prior permission is given. In general, cell phones and other electronic devices must be turned off and kept in the boarding office unless otherwise authorized.

Students are advised to use their electronic devices judiciously in their own rooms and in the common areas. Disturbance to others or inappropriate use should be avoided.

Parents/guardians are reminded to call their children only during the phone hours indicated by the house parents.

All devices must be registered with the school via their MAC address in order to access the internet.

### Access and use

Our students must be able to keep in touch with their families. The use of mobile phones, tablets or any other multimedia device is therefore allowed under certain conditions. Their use is forbidden after bedtime and during the night. Phones will be collected every night by the house parents and given back to students after classes. Our youngest boarders (aged 13 years and younger), will be limited to one hour per day of phone use, **unless the boarding office receives a parental request to extend this time.**

Access to the phones at other times will be with the agreement of house parents, coordinators, and management, who will judge the relevance of the reasons.

All electronic devices must remain in the boarding office when not in use. Computers should be left switched off, plugged in for use the following day.

Any equipment used after bedtime without permission or for improper purposes will be immediately confiscated for a minimum of one week and parents will be notified. **They agree not to use their phone in the corridors.**

**The use of mobile phones and headphones is not allowed during meals.**

Access to the internet is available throughout the school, but will be switched off after a certain hour in the night-time, to ensure that students get an adequate amount of rest.

### Care

Students are responsible for the maintenance of all their electronic devices. They must be maintained with care, with computers being carried in their cases. No exchanges are allowed between students. In case of problems with a device, students should contact the IT department.

### Inspection

School staff are authorised at any time to question students about their use of equipment and, where appropriate, personal computers may be inspected by staff.

## Sanctions

If a student does not comply with the school's rules regarding electronic devices, the following sanctions will be applied. Parents or guardians will be informed.

1. Confiscation for one week.
2. Confiscation for a fortnight.

The third time, the sanctions will be more severe:

- Total suspension of the use of the equipment (except for classes if applicable).
- Meeting with parents.
- Convocation by the Management.
- Recording in the student's file.
- Written warning to parents.
- Possible suspension from school if behaviour related to electronic devices does not improve.

Parents and management are kept informed at all times of any difficulties encountered in the management of electronic devices.

## Control of School Work - Homework Booklet

5-day boarders, including pupils over 18 years old: homework books must be signed each week by the person with parental authority and presented to the boarding school manager on Sunday evening for verification. If the books are not signed, the boarding school manager will inform the parents, reminding them of their obligations and will countersign for the class teacher of the pupil concerned.

7-day boarders: parents are informed by the boarding school manager of their children's results. The homework books are signed by the boarding school manager, by their deputy in case of absence, and by the Management as a last resort.

IB programmes: Parents have access to all their children's results on Managebac.

The Management continuously consults the results of the students on Sclaris or Managebac and reserves the right to take measures to prevent academic failure.



## SUPPLEMENT TO THE CODE OF CONDUCT

### Harassment

The general rules of the Collège et Lycée Saint-Charles apply fully in the case of harassment.

Any form of coercion or harassment that violates the dignity of others or interferes with their ability to learn or work is unacceptable. At St. Charles, our students and professional staff represent a wide range of cultures and religious beliefs. These differences should call for a high level of recognition of others and do not excuse inappropriate or offensive behaviour.

### Smoking in the Rooms

Smoking in rooms endangers the lives of boarders and school staff due to the risk of fire and is therefore **strictly prohibited**. If a student is found smoking in a room, or if there is overwhelming evidence that he or she has been smoking, the student will be immediately suspended indefinitely. A second such infraction will result in expulsion from St. Charles. Cigarette butts inside the room or outside the window are considered reasonable evidence that smoking has occurred in the room and will result in the penalties provided.

### Drugs, Alcohol and Testing Policy in Boarding Schools

St. Charles has a zero tolerance policy for drug or alcohol use. If students are found using or in possession of drugs, they will be immediately expelled from the school. Saint Charles may drug test a randomly selected group of students. St. Charles reserves the right to require urinalysis of any student at any time and without notice. A positive result will result in the immediate expulsion of the student. Drug use of any kind will result in immediate expulsion.

## HOW TO PREPARE FOR BOARDING SCHOOL LIFE

### Suggested Packing List

As a general rule, students should have enough changes of clothes for at least one week. The lists below are indicative and not exhaustive. Clothes brought to the boarding school must respect the dress code, both for the week and for weekend activities.

In order to have clothing for all occasions, we recommend that you prepare and provide your children with the necessary materials for their life at the boarding school as follows:

- Sufficient change of clothing for the season of the year
  - Autumn: boots, jacket, coat, anorak, mackintosh, pullover, cardigans, long trousers
  - Winter: scarf, hat, warm waterproof jacket, turtlenecks, several pairs of trousers, warm tights
  - Spring: short and long sleeve t-shirts
- Festive and formal wear (elegant street shoes)
- Warm and waterproof clothing
- Sufficient underwear
- A pair of slippers
- Toiletries: comb, brush, clips and clips for long hair, scrunchies, toothbrush, toothpaste, sun cream, lip balm, shampoo, conditioner, tissues.
- A swimming pool towel
- Two swimming costumes
- A pair of light sports shoes (no black soles)
- Sportswear
- Pyjamas
- Shoes for different activities: daily life, hiking, indoor and outdoor sports
- Bringing or acquiring personal equipment for activities or leisure: musical instruments and/or sports equipment.
- Ski equipment and materials; winter sports materials (ski, snowboard, ice skates, ski shoes, ski helmets). Note: This is optional - ski equipment can be rented on site if needed.

### Bedding - Bedrooms

Bed linen is provided and maintained by the school for students in the 7-day boarding school. This service is not free for 5-day students.

## ARRIVAL AND DEPARTURE TO THE SAINT-CHARLES BOARDING SCHOOL

### Principles

We ask parents to inform us of their arrival time either to campus or at the airport. We would be grateful if you could respect the arrival times between 10:00 and 14:00, preferably at Zurich or Basel airports according to the table below.

In case of unaccompanied arrival at the airport, students will be picked up by a school staff member and taken to the College, where they will be welcomed by the boarding team before taking possession of their room and then joining in the activities with their fellow students who have already arrived.

### Arrival at the Airport

Airport pick-up Zurich or Basel

Friday 19 August 2022

at

Sunday 21.08.2022

### Departure from Saint-Charles

Airport transfer - Departure in December

Tuesday 13.12.2022

at

Monday 19.12.2022

Airport transfer - Departure in June-July

Friday 30.06.2023

to

Saturday 01.07.2023

### School Holidays, End of School Year

#### **If travelling alone - as an unaccompanied minor :**

All travel documents, tickets and official documents must be sent by e-mail at least 4 weeks before departure from the boarding school.

Students travelling as unaccompanied minors (UAM) by air must be able to present their completed and paid UAM document.

The students will be accompanied by the boarding team to the airport. Upon arrival, our staff will check in and accompany the students to the boarding gates where they will be taken care of by the steward/hostess in charge of UAMs who will accompany the student to his/her seat on the plane.

Our staff will stay at the airport until the plane leaves.

#### **In case of departure with the family :**

Luggage will be available at the entrance of the boarding schools. The student's official documents will be available at the administration and an official check out will be done.

Students leave their keys and badges at the boarding office and will find them on their return.

Once the official check-out is completed, students may attend all official school events, but may not return to the boarding school.

### End of the School Year for All Students

The end of the school year for all pupils is Friday 30 June 2023.

More information and dates will be regularly communicated in the Boarding School Newsletter.

## SCHOOL YEAR 2022-2023

The school year starts on Monday 22 August 2022 for all students. All pupils at Saint-Charles (day and boarding students) start school on Monday 22 August. They are welcomed by their class teacher. Their material is distributed, the school rules are read together and the class teacher answers any questions the pupils, both new and old, may have.

### Arrival at the school

If arriving with parents, families will be welcomed by the boarding staff to check documents, health issues and any allergies that may have arisen since registration. The family will then be able to accompany their child on a tour of the school and accompany them to their room, where they will have a moment to talk to the boarding school staff and their supervisor.

A tea party will be organised on Sunday afternoon. All parents are warmly invited to attend.

### Integration of Pupils at the Beginning of the Year

Welcome and group bonding activities are organised by the boarding team. In order to facilitate the integration of the students on this occasion, we will introduce the new boarders to their peers. This will create a family atmosphere and facilitate the integration of the new boarders.

### Integration During the School Year

If a student arrives during the school year, which is possible after the autumn or Christmas holidays, the same procedures apply for reception of the family at the school or at the airport. Transfer dates to and from the airports will be communicated in good time to the parents concerned. Integration activities are organised by the Boarding School Manager on the day of arrival of the new student.

### Organisation of the Boarding School - Daily Life

#### Timetable for Boarders / Day planner

|             |   |
|-------------|---|
| 7.00am      | Wake up. Shower, air the room, and tidy up.   |
| 7.30am      | Breakfast, then room check  |
| 8h00        | Homeroom (IB programmes)  |
| 8.15am      | Classes   |
| 9.50am      | Morning snack   |
| 11.45-12.35 | Lunch for primary school students in the cafeteria                                    |
| 12.40-13.30 | Lunch MYP, DP, and Swiss high school in the cafeteria                                 |
| 13:30-15:05 | Classes   |
| 3.05 pm     | Afternoon snack   |
| 15:15-16:50 | Coursework / Accompanied Study  |
| 17.00-18.30 | After-school activities (according to individual choice)                              |
| 18.30       | Dinner in the cafeteria   |
| 19.00-20.00 | Study time in assigned groups + preparation of the school bag for the next day        |
| 20.00       | Evening recreation time   |
| 21:00       | Bedtime and deposit of telephones/computers in the boarding office <b>for Juniors</b> |
| 21:30       | Bedtime and deposit of telephones/computers in the boarding office <b>for Seniors</b> |
| 21:30/22:00 | Lights out juniors/seniors  |

## Food and Dining: Charly's Corner

Mr Olivier Bernard and his team at Charly's Corner (ELDORA) provide all meals and morning and afternoon snacks for our boarders and always use fresh, quality produce. A range of diets, including vegetarian and allergy friendly, can be provided.

**Please inform us of any allergies that may have arisen between the time of enrolment and arrival at the school. We must also inform our cook Mr Bernard (ELDORA). The online form below allows us to anticipate any questions regarding food allergies. A medical certificate is required so that strict medical guidelines can be followed. Please note that some severe food allergies cannot be catered for in our school restaurant. We will be happy to help you with this.**

[https://charlys-corner.eldora.ch/files/S7\\_F122\\_HACCP\\_Demande\\_de\\_regime\\_allergie\\_intolerance\\_v4.pdf](https://charlys-corner.eldora.ch/files/S7_F122_HACCP_Demande_de_regime_allergie_intolerance_v4.pdf)

Fruit is always available for boarders, both in the dining room and in the common lounge. For 7-day boarders, weekend meals may vary depending on the activities and visits organised.

Students are allowed to buy food and non-alcoholic drinks (no energy drinks) when off campus during the week and at weekends and can receive parcels from their families.

However, no food may be stored in the bedrooms and must be stored in the lockers. Any food purchased may only be eaten in the dining room or common room and may not be eaten in the bedrooms. If perishable food is purchased, it should be stored in the refrigerators in the recreation room.

### Roles of Students in the Boarding School: Privileges and Duties - House Captains

Pupils, representing their fellow students, are elected each school term by the boarding school management and the direction on the basis of their attitude, their academic motivation and their commitment to the activities. They are in charge of proposing activities for Friday evenings and of participating in their organisation and, in some cases, of leading an activity workshop during a school term. They participate in the life of the boarding school in a slightly more involved way than their peers and benefit from it in terms of their community and CAS work.

These students are called House Captains. Within the school there are two House Captains, one girl and one boy. Once chosen, the students are informed at the end of the school term in preparation for the next term. At the end of the school year, students are selected for the following year and their first task is to facilitate the integration of newcomers to the school.

Students can be appointed as House Captains from the age of 14. However, new boarders cannot be elected on arrival at the school. They will be appointed when they are elected. We expect them to be responsible and to act as positive role models for other students in the school. Should this not be the case, this privilege may be revoked.

House Captains will be rewarded with :

- A certificate from the school to certify their commitment
- Additional privileges
- An end-of-period meal in a restaurant chosen by the students

The two elected House Captains have an active role in :

- Organisation of the establishment's ceremonies (decoration)
- Help with the afternoon snack each day, if possible
- Helping to define Friday evening recreational activities or leading a workshop in the boarding school

## REWARDS AND SANCTIONS

Community life requires everyone to play their part and to respect other students, staff, facilities and the rules of the institution and the boarding school. In order to contribute to the creation and maintenance of a harmonious and welcoming environment for all, certain rules and behaviours are necessary, as in society. Students who contribute positively to the life of the boarding school may also gain certain privileges for setting a good example, helping others and generally contributing to the community.

### Boarding Behaviour System

The boarding school operates on a system of rewards and sanctions, which aims to positively reward good behaviour by awarding extra privileges to those students who display exemplary behaviour, while identifying the areas in which other students might need to improve.

This is based on a record of **remarks** – which flag instances of behaviour which don't live up to the standard expected in the boarding school, across range of different categories.

### Privileges

Students who make it to the end of each week without any remarks, and who have displayed excellent behaviour, may be entitled to ask for a **privilege** – either of their own choosing (requiring approval), or at the suggestion of a Houseparent.

**Privileges** might include exceptional permission for an activity - for example: staying up late to watch a soccer game, going to a friend's house (upon invitation from the friend and with parental permission), receiving a visit from a student friend in the common areas of the boarding school, or permission to leave campus outside of the usual times. This list is not exhaustive, and if the student has something else in particular that they would like, they can propose it to a Houseparent for consideration.

Behaviour which might merit privileges can include:

- Helping the boarding staff, assisting teachers or other school staff.
- Helping other students.
- Tidying up the TV room, cafeteria, etc. without being asked.
- Showing responsibility or initiative.
- Any exceptional behavior beyond expectations.

### Sanctions

By contrast, boarding students who reach the end of the week with too many remarks might be subject to **sanctions**, intended to highlight the unacceptable behaviour, and encourage the student to pay more care in future.

Examples of sanctions could include: no free time off-campus, more limited computer/ devices time, no cell phone use, earlier bedtimes, the creation of a behavioral contract, weekly meeting and assessment with the boarding school manager and the management, an email to the student's parents, or **written warnings**.

- Two written warnings result in temporary dismissal, three warnings in permanent dismissal.

Reasons why a boarder might receive **remarks** could include:

- Not showing up for meals.
- Violating the dress code.
- Failing to make their bed or tidy their room before class.
- Being late for activities or study times.
- Violating boarding school rules and expectations.
- Swearing in any language
- Refusing to follow instructions of boarding staff.
- Failing to sign in and out when leaving the campus.
- Extreme disorder in their bedroom.
- Storing or eating food in the bedroom.
- Leaving the campus without permission.
- Disrespecting school employees or fellow students.

**Note:** For more serious matters such as violence, bullying, or consumption/possession of drugs and alcohol, the management of the school will decide the consequences directly.

## HEALTH AND HYGIENE

### General Health Status

During the admission process, families should inform the school of any pre-existing health problems. These will be noted and checked again with the family on arrival at the school. Medication, treatment information, medical details and/or prescriptions must be handed in to the boarding school.

### Medicines

All medication must be registered with the boarding staff. Students may not keep any medication in their rooms. The boarding staff will take care of the distribution of regular medication. Pupils must hand in checked medication to the boarding staff, which will be kept under lock and key in the boarding office.

Students should never share their medication. All prescription medication **MUST** be clearly labelled with the full name of the recipient, dosage and duration of treatment.

Any changes to medication instructions should be forwarded to the boarding school staff by parents and doctors by email.

### Hygiene

All students are expected to take care of their personal hygiene and to be presentable at all times when in school or representing the school off campus. While at school, boarding staff will assist students, especially those of a younger age, to become more independent as they grow.

### Control of Rooms

We reserve the right to inspect or search personal belongings (including any electronic devices such as mobile phones or computers), wardrobes/cupboards, and rooms at any time. We exercise this right in cases of suspected theft, smoking, alcohol or drug use, or other serious problems. In such cases, students may be asked to empty their pockets or bags and to conduct a search. If illegal contraband is found, the relevant authorities will be informed.

### Laundry Service / Laundry and Clothing Care

For 5-day boarders, the maintenance of bed linen and clothing is carried out in principle by the families. On request, personal and bed linen can be taken care of at Collège et Lycée Saint-Charles. This service will be invoiced.

For 7-day boarders, bed linen and clothes are cleaned at the Collège et Lycée Saint-Charles. Clothes are washed once a week. Boarders must leave their dirty clothes outside the laundry room the evening before their allocated laundry day. Their clothes are washed, ironed, and left in the laundry room for collection by the following evening. If necessary, clothes can be washed more often.

A charge of CHF 200.00 will be made for marking the linen.

If a student has a delicate item of clothing, they are asked to report it to the boarding staff, so that they can inform the team who handle the laundry.

Linen and personal belongings are stored under lock and key in the cupboards.



## SUPPORT FOR STUDENTS

All students at St. Charles have the right to feel safe and cared for, to be treated with respect, and to be treated equally and fairly. They also have the right to privacy, the right to be heard, and the right to learn - in accordance with the United Nations rights of the child. In return for these rights, students are expected to follow the rules set up for their safety and to respect everyone in the St. Charles community. It is very important that students share their concerns. If a pupil is worried about something at school or at home, or if they are worried about someone else, they can speak in confidence to a member of staff at school. The Designated Safeguarding Lead at Saint Charles is Mrs Christèle Chapuis, Assistant Headteacher.

All boarding students at Saint Charles, whether they are on a 5-day or 7-day boarding basis, will have a team of staff always available to supervise them. During the day, they will supervise meal times, coordinate activities with teachers and help students to take care of their hygiene, organisation, order and cleanliness on a daily basis, and encourage them to become more and more independent as they grow. The School Life Officer will co-ordinate extra help for those pupils who need it.

## BOARDING SCHOOL ACTIVITIES

### Extracurricular Activities and Clubs

We offer fun, collaborative, physically and culturally stimulating activities. Students are encouraged to pursue the activities they enjoy at home, and St. Charles will always strive to find solutions to each request.

All students are required to participate in a minimum number of activities per week each semester, based on their class and school workload. All extra-curricular activities take place from Monday to Thursday. The following is a general list of activities offered and available in the region, which may be subject to change;

Badminton - Basketball - Climbing - Dance - Fitness - Horse riding - Ice hockey - Karate/martial arts - Music lessons - Photography - Outdoor running - Football (indoor and outdoor) - Ice hockey - Skateboarding - Swimming (recreational) - Tennis - Yoga

### Special events

Within the boarding school, special events and activities are planned throughout the year. All events are open to both boarders and day students. These events are as follows (not exhaustive):

- Saint Charles' Day
- Halloween Party
- Boarding School Christmas Dinner
- Christmas Mass
- Chinese New Year
- Valentine's Day
- St. Patrick's Day

For the end of year celebrations, it is possible for parents to participate in our boarding school Christmas dinner and, on the Friday before the Christmas holidays, in the mass - whatever their denomination. It is important for our school, with its Catholic and Christian tradition, to share this moment with all members of the Saint-Charles community.

## Weekend Planning

Weekends are busy, yet relaxing at St. Charles. Numerous excursions and activities are planned to provide a balanced weekend programme to enjoy the best of Switzerland and neighbouring countries. We plan the weekend programme according to the following themes:

- CULTURE
- SPORT
- SWITZERLAND
- RELAXATION AND WELL-BEING
- EUROPE
- SERVICE
- ADVENTURE
- VARIOUS WORKSHOPS

Wherever possible, we support local theatre, arts and music experiences and local charity events. We are keen to make the most of the Jura environment to explore the nature, traditions and assets of this beautiful region

The final activities will be determined by the Saint-Charles boarding staff, taking on board the suggestions and preferences from the students. The activities for each weekend will be communicated in advance to the parents, and reflected upon in the Boarding House Newsletter each week. Activities are subject to change, depending on the weather or other external factors.

Saturday is normally the day for off-campus activities.

Sunday is often a quieter day to prepare for the school week that follows.

## Holiday Activities

During the holiday periods (October mid-term, February break, and April mid-term) a final schedule of activities will be communicated to parents by email. During these periods, boarders will have the option to participate in trips and holiday activities organised by the boarding team. Participation is by registration and the costs are not included in the annual fees charged for the academic year.

## Birthdays

The boarding school will organise a birthday party for all boarding students. Their favourite meal and dessert will be made and everyone will receive a present.

## ROOM ALLOCATION

### Room Assignments and Changes

An important aspect of boarding school life is the acquisition of skills that will help you to live in harmony with others, to meet new people, develop strong friendships, and to feel a sense of belonging and 'home' in the boarding school. The rules for room allocation and changes are designed to achieve these objectives.

### Room Allocation

What we want to achieve:

- To create harmony between students in the rooms, and in the boarding school in general.
- To create an environment that facilitates the development of lasting friendships, and interpersonal skills.
- To enable our students to learn how to overcome potential conflicts in a peaceful manner, and thus create stronger friendships.

Our parameters:

- A room with a student of the same age.
- Bringing together young people of different nationalities, personalities, and interests to create an environments of growth and discovery.

### Returning Boarding Students

Pupils who continue their boarding school education in the following year will have the privilege, before the start of a school year, of requesting to be housed with a friend. This request will only be considered if both students have chosen to share a room, and is subject to the final approval of the boarding team.

### Change of Room

Boarders have the right to change rooms during the year, if there is a good reason for doing so. The boarding team reserves the right to change the allocation of rooms at any time if it is in the best interest of everyone involved.

### Conflicts and Complaints

It is inevitable that small problems or conflicts will arise when living with other people. An important part of boarding school life is learning how to deal with conflict and how to live with others.

Boarders are encouraged to resolve all problems quickly and reasonably, while maintaining respect, honesty, and harmony within the boarding school. However, conflicts can sometimes become complicated or out of control. It is then possible to ask for help to resolve conflicts.

We encourage boarders to first try to solve problems themselves.

If this is not successful, a member of the boarding team should be called in to mediate.

If the situation is not resolved, it is recommended to request a change of room, which can be implemented as quickly as necessary.

**Note:** in the event of threats or violence, a change of room will take place immediately and the resident concerned will be suspended or, depending on the seriousness of the situation, expelled.

## PREVENTION AND PROTECTION OF CHILDREN AND ADOLESCENTS

St. Charles is committed to preserving and promoting the safety and well-being of all its students. Adults are available to listen to students and direct them to the appropriate services when needed.

We provide useful information to students, giving suggestions on who they can turn to if they have a personal concern, or feel that their friends may be in danger and need someone to listen to them.

More details can be found in the documents sent at the beginning of the school year through the class teacher.

In-house contact persons (excluding boarding school) :

**Internal Contact:** Christèle Chapuis +41 32 466 11 57 / +41 78 879 43 00

**Rector:** Carmen Kocher +41 32 466 11 57 / +41 78 626 26 50

**Executive Assistant:** Christèle Chapuis

**Head of School:** Carmen Kocher

**Head of Compulsory School:** Philippe Girardin +41 32 466 11 57 / +41 79 689 45 88

### Help Outside St. Charles:

SOS Children on 114 (0114 from an Aeolian phone): local listening and support service for children and adolescents. Calls are free and can be made in English, French and German.

Child Rights International Network: search for "CRIN". International site accessible with numbers according to regions or countries.

Counselling and assistance in drug matters: search "talktofrank"; Addiction Jura

Sexual health advice: search for "sexualhealthtopics.nhs"; Family Planning Jura

Harassment: search for "childline"; white march

## FIRE AND DISASTER DRILLS

During the school year, students will participate in fire and disaster drills in agreement with, and in coordination with, the local authorities.

### Recommended Procedure:

When the fire signal sounds, the boarding schools should be evacuated, keeping in mind the following:

- Stay calm and quiet.
- Listen to and follow the instructions given by the house parents.
- Turn off all lights. Close all doors. Leave your belongings in the rooms.
- Leave the building according to the evacuation plans, or by the quickest route.
- Gather in the school playground on Route de Belfort.
- Group together by boarding house.
- Remain silent, listen to instructions, and help the staff to complete the attendance register. Do not leave the yard without the express permission of the boarding team.
- If you need help or notice any danger, contact a member of the boarding team immediately.

### How to contact the boarding team in case of emergency:

Go directly to the boarding school office and alert the staff, or

Call one of the following telephone numbers:

- Girls' Boarding House + 41 77 493 65 17

- Boys' Boarding House: +41 76 358 11 57
- External Boarding House: +41 76 523 11 57

## TOTAL CONTAINMENT OF BUILDINGS IN CASE OF EXTERNAL DANGER

Saint Charles has safety rules that apply in case of an external danger. Students and staff would be protected inside the buildings for their own safety. These rules apply to staff, volunteers, parents, students, and anyone visiting the school.

The procedures for total closure of buildings are implemented in particular in the following situations:

- Incidents of civil unrest;
- Threat of intrusion on the site;
- Local hazard announced by the authorities such as a toxic cloud or chemical accident;
- Serious fire in the vicinity of the school.

These procedures aim to reduce the risk involved, while ensuring the safety of all students and staff. A containment exercise is conducted annually.

### Authorised Person

The Rector is the person who can decide on the total closure of the school or, in her absence, the Deputy Head Teacher.

Their tasks are to announce the situation by loudspeaker and to direct the operations in collaboration with the authorities, to remain in constant contact with the teachers by email or telephone, and at the end of the alert to inform all the collaborators and persons present in the school via a loudspeaker announcement.

### Implementation

In the event of a lockdown decision, it is mandatory that all pupils and adults remain in the rooms where they are. Pupils and adults who are outside must move to the nearest classroom.

All external doors are locked. The blinds are lowered when necessary.

Attendance is recorded. Once in lockdown mode, staff should immediately inform the principal of absent students by e-mail and, if possible, search for them.

Once the confinement measure is lifted, the Rector authorises contact with the outside world.

During the lockdown, staff will keep the usual communication lines free, by email or SMS, but should not make unnecessary calls to the administration as this may delay more important communications.

## ANNEX

- ❖ Authorisation to go out at the weekend



## COLLEGE AND LYCEE SAINT- CHARLES BOARDING SCHOOL LEAVE REQUEST

- The request to leave the boarding school must be made by the parents at least one week in advance. It should be addressed to the school director, Mrs Carmen Kocher, by filling in and signing this form. Boarders are allowed to leave the school with their parents or an adult family member, who will be responsible for them during their leave. In the event of an invitation to another student's family, a confirmation signed by the host family must be received within the same period.
- The safety of the interns remains the legal responsibility of the parent who requested the leave.
- Boarders must return to the boarding house by 7pm on Sunday evening or on the agreed return day.

### LEAVE REQUEST FORM

Child's name \_\_\_\_\_ (*full name*) of the class \_\_\_\_\_ (*class name*), will be absent from Collège et Lycée Saint-Charles on \_\_\_\_\_ .

Raison :

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*(Reason for absence: illness, holiday, family reasons, etc.)*

Please indicate the name and address of the family member responsible for the student.

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Name and signature of parental authority / legal guardian \_\_\_\_\_

Date: \_\_\_\_\_

Rector, Carmen Kocher \_\_\_\_\_

Date: \_\_\_\_\_

Last update: 18.05.2022/CHC