



COLLÈGE
CHAMPITTET
FONDÉ EN 1903

RULES : PRIMARY SCHOOL

6th – 8th

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For ease of reading, only the masculine form is used throughout this text. These designations always include the feminine gender.



Introduction

The Primary School regulations, for grades 6 to 8, embody the core values of the College. The value system thus applied aims at both academic excellence and the personal development of the students. Each student, as well as their parents, is deemed to have read and accepted these regulations, and their annual revisions, upon enrollment at the school.

1. Student support

Every student has the right to be heard, to give their opinion, and to express their concerns. To do so, they first request a meeting with their class teacher or the relevant subject teacher. The following additional services may also be involved in seeking and implementing a solution.

1.1. *Mediation*

The school mediator is a teacher trained in listening to students, implementing solutions, and resolving conflicts. They are available to support any student in conflict with a classmate or a teacher. The mediator is bound by professional confidentiality

1.2. *Coaching*

The coach is a teacher trained in coaching, who, together with the student and, where appropriate, the parents, reviews the student's academic situation and proposes improvements in the planning and structuring of the student's work. The coach ensures regular monitoring of progress.

1.3. *Psychologists*

The College employs school psychologists who act as first responders and screen cases requiring psychological support. In situations that exceed their capacity for intervention, their expertise, or that require long-term treatment (beyond five sessions), they refer the student to appropriate external services, in agreement with both the student and the parents. The psychologists are bound by professional confidentiality and act in accordance with a code of conduct.

1.4. *Tutoring, private lessons, speech therapy*

- Study sessions: supervised study, assisted study.
- Private lessons given by a teacher or a high school student
- Speech therapy follow-up

1.5. *Infirmary*

The College employs a nurse responsible for general health care and first aid, acting in accordance with the professional standards in force in Switzerland.



2. Class Delegates

The College aims to strengthen students' autonomy and sense of responsibility by involving them in school life. Class delegates are elected by their classmates at the beginning of the school year under the supervision of the class teacher. In exceptional cases, the administration reserves the right to veto an elected student. Each delegate has the opportunity to make proposals regarding the organisation of the school, as well as cultural, sports, and humanitarian activities, among others.

Roles & Responsabilites of the Delegate :

- Work to ensure the quality of relationships among students, between students and teachers, and particularly with the homeroom teacher.
- Take part in meetings with the Primary School Principal and the Dean of Grades 6–8.
- Welcome new students or visiting students and help them integrate into the school.
- Encourage classmates to participate in school events.
- Be a positive ambassador of the school's values.
- Speak in front of an audience.
- Collect and organise classmates' requests.
- Share information.
- Inform the class of decisions taken or responses given, in cooperation with teachers and staff.

At the end of the school year, the Direction presents each class delegate with a certificate thanking them for their work, provided that the delegate has honorably fulfilled their responsibilities.

3. School Rules

3.1. *Lates*

Punctuality is a sign of respect toward other students and teachers. Being late can have a significant impact on learning, as the first minutes of a class are often used by teachers to set the framework for a productive period: lesson objectives, positioning within the course progression, importance of the topic, stimulation of cognitive activity through questioning, creation of group dynamics, etc.

Students are required to adhere to the school schedule and be in class, ready to begin work, at the ringing of the bell marking the start of each lesson. Attendance and punctuality are monitored by each teacher during every lesson. Lateness is recorded on the student's report card.

Students who arrive late must report to the School Life Office (at Payot for 6th graders and at Saint Bernard for 7th and 8th graders) to register their tardiness, and the reason



will be assessed by the office. Any arrival more than twenty minutes late is considered an absence and therefore requires a note from the parents. Repeated or unjustified lateness is subject to sanctions. Late arrivals are counted separately each semester and are penalized every five occurrences with detention, which may take place on Wednesday afternoon, Friday after classes, or Saturday.

3.2. *Bracelet/badge*

From 6th grade onward, the College issues each student an identification bracelet/badge granting access to the buildings, photocopiers, and lunch in the restaurant. The student is responsible for their bracelet/badge, which is personal and non-transferable. For obvious security reasons, any loss or damage of the bracelet/badge must be reported immediately to the School Life Office.

3.2.1. In case of loss of bracelet/badge :

- 1st time, the school will replace the lost bracelet / badge
- 2nd time, as well as for any subsequent loss during the school year, the school will provide the student with a new bracelet/badge, charged at CHF 50, an amount that covers the cost of the bracelet/badge and the additional administrative work required for programming.

3.2.2. In case you forget your bracelet/badge :

- The oversight is noted in EcoleDirecte.
- The 4th time is sanctioned by a « coche » and the school will give the student a second bracelet/badge so that he can enter the buildings.
- Thereafter, for each new occurrence, the school will provide the student with a replacement bracelet/badge, charged at CHF 50, an amount covering the cost of the bracelet/badge and the additional administrative work required for programming.

3.3. *Leave during the school year*

A student's voluntary absence during the school year has a negative impact on learning, as it disrupts the course rhythm, affects group dynamics, and shows a lack of respect for the work of teachers and other students.

Leave is granted only exceptionally for reasons deemed valid. Requests for leave must be submitted in writing to the Primary School Principal or the Dean at least two weeks in advance. This also applies to early departures for vacations and late returns. Such absences are added to the student's attendance record and noted on their report card. The student is responsible for making up any missed work and should refer to the course content on EcoleDirecte.



3.4. Absences

In the event of an unforeseen absence, the Student Life Office is informed:

6th grade : by telephone, 021 721 05 17, or by email juniors@champittet.ch, or by EcoleDirecte by the parents or the legal guardian for the student.

7th & 8th grade : by telephone, 021 721 05 31, or by email viescolaire@champittet.ch, or by EcoleDirecte by the parents or the legal guardian for the student.

To justify an absence, parents or legal guardians must provide a written excuse, which the student must submit to the Student Life Office no later than 48 hours after their return. 'Absence Justification' forms are available at the Student Life Office. In cases of illness lasting more than three days or in the event of repeated absences, the excuse must be accompanied by a medical certificate. Any absence from physical education must always be accompanied by a medical certificate or a note from the nurse

Any unexcused absence results in a sanction. An unjustified absence is penalized with detention, which may take place on Wednesday afternoon, Friday after classes, or Saturday.

3.5. Missed classes and assessments

The student is responsible for making up any work missed in the lessons following their absence. They should refer to the course content on EcoleDirecte.

3.6. Late submission of graded work

Unjustified late submission of graded assignments will result in a grade of 1. Assignments not submitted will receive a grade of 0.

3.7. Academic dishonesty

Any instance of academic dishonesty—including cheating, copying, plagiarism, or AI-generated work—will result in a grade of 0

4. Grading and Promotion

4.1. Grading

The following grading scales is used :

6 -5.5	5.0	4.5	4.0	3.0	2.0	1.0
Excellent	Very Good	Good	Satisfactory	Average	Poor	Very Poor

Grades are calculated in accordance with departmental regulations and are rounded to the nearest half-point or whole point (e.g., 4.5 or 5.0).



4.2. *Promotion criteria*

The following promotion criteria applies at the end of the 8h grade :

- An annual average of 4.0 or higher in the first group of subjects
- A general annual average of 4.0 or higher

Both conditions for promotion at the end of 8th grade are **cumulative**, meaning that both must be fulfilled, not just one.

4.3. *Repeating a year*

Students who do not meet the promotion criteria listed above must repeat the school year.

4.4. *Skipping a class*

Grade acceleration is permitted for students who demonstrate exceptional academic, behavioral, personal, and social development. A student may only skip a grade once, following an examination if required, and subject to the approval of the Class council and Direction.

4.5. *Special Educational Needs (SEN)*

At Collège Champittet, all students follow the same curriculum with identical progression in all subjects. Students with special educational needs (SEN) are evaluated individually by the SEN department and, depending on the evaluation outcome, are typically provided with one or more of the following assessment accommodations :

- Reduced workload
- Extra time
- Extra tools (eg: use of a computer, reading software, dictionnary, calculator, tables, visual aid, etc.)
- Other

5. **Behaviour and discipline**

5.1. *Positive discipline*

The Collège follows a positive discipline approach, balancing firmness with empathy. Firmness ensures respect for the adult world and societal rules, while empathy respects the child's world and emotions. This approach fosters student autonomy and responsibility and supports the development of self-esteem.

5.2. *Non-discrimination*

Any form of discrimination is contrary to the College's Christian and universal humanist values, including, but not limited to, racism, anti-Semitism, and prejudice based on gender, origin, language, physical appearance, religion, ethnicity, etc.



5.3. *General attitude*

Running inside the buildings, climbing on windows, entering a room without authorisation when no class is taking place, or lingering in the toilets is prohibited. Picnicking or consuming food or drinks inside the buildings is not allowed. Entering the changing rooms outside of sports activities is strictly forbidden.

5.4. *Dress Code*

The objectives of the school uniform are:

- To visibly reinforce the sense of belonging to the Champittet learning community.
- To eliminate superficial disparities related to clothing.
- To prevent wearing attire incompatible with school norms.

The College requires all students to wear the Champittet uniform from their arrival in the morning until the end of classes, except on the last school day of each month. Students must refrain from any extravagance, such as ripped jeans, tracksuits including sports shorts, or military-style pants. During physical education classes, wearing the Champittet sports attire is mandatory. It is strictly forbidden to remove the uniform or change clothes at any time during the day, including breaks and lunch.

The College reserves the right to correct a student's attire, provide a second-hand uniform piece from the Student Life office, or deny access to the classroom.

In general, the College encourages modesty, elegance, and cleanliness in dress. Students should feel that they are judged based on their personal qualities rather than their appearance or clothing budget. It is recommended that students avoid wearing visibly expensive or flashy accessories or clothing to school.

5.5. *Life in class*

Students must follow classroom rules. At the end of each lesson, students tidy their belongings and ensure no litter is left behind. The teacher ensures the classroom is organised, the board is cleaned, windows are closed, and lights are turned off. For safety reasons, windows are locked, except in cases specifically authorised by the administration. At the end of the day or after the last lesson, each student places their chair on the desk to facilitate the work of the cleaning staff.

5.6. *Access to classes, between periods and breaks*

At 8:00 a.m. and 1:15 p.m., students are allowed to go upstairs only 10 minutes before the start of classes. Between periods are not recreational time; students changing classrooms must go promptly to their next class. At the second bell, students must be at their seats and the lesson begins immediately. During morning and afternoon breaks, students go outside the buildings. Under no circumstances may they remain in the corridors or changing rooms. They are allowed to go to the library, provided they respect the quiet atmosphere.



5.7. *Electronic devices*

Mobile phones, earphones, and headphones are strictly prohibited on campus from the moment students enter the gate. They must be kept invisible and silent at all times. Any violation of this rule will result in the phone being confiscated until the end of classes, and the student will receive a coche.

5.8. *Meals- lunch break*

Students have their meals at the 'Quatre Saisons' restaurant according to the scheduled times and must badge in before entering. Students must show respect to all service and kitchen staff, clear their place, and follow waste sorting rules. Every student at the College respects the environment and takes responsibility for keeping the premises clean.

5.9. *Buildings, exterieur*

Students share responsibility for the premises and grounds they use, as well as for the equipment provided to them. Littering (throwing packaging, bottles, or other objects on campus) is prohibited, and spontaneous cleanup of waste is encouraged. Graffiti and vandalism are not tolerated. If a student causes any damage, they must report it immediately to the Student Life office. The cost of repairs is charged to the responsible student's parents, even in cases of passive complicity. The student may also face disciplinary sanctions. Students must respect trees and sports fields. Ball games are allowed only on sports fields and are prohibited inside buildings.

5.10. *Bicycles, trottinettes.*

Upon entering the campus, trottinette users must fold and carry them. Trottinette and bicycles must be parked in the designated parking area and secured to the rack. The College accepts no responsibility in case of theft

5.11. *Conduct and behaviour in the Roland Lomenech Library*

The College library is a place for study and silence. Library materials are made available free of charge to users, either for on-site consultation or for home loan. The standard loan period is 30 days. User registrations are handled at the Loan Desk.

Users are responsible for borrowed materials. Returned books should be placed in the return box located at the entrance. If a borrowed item is not returned on time, a late notice will be sent to inform the parents. If the book is still not returned or is damaged despite the notice, an invoice with additional charges will be issued.

The library is also accessible via EcoleDirecte. Loan renewals can be made online, by phone, or directly at the Loan Desk.

Users of the Reading Room must refrain from any actions or behaviour that may disturb the quiet, compromise user safety, or damage library materials, hygiene, or cleanliness. The library management may take any measures necessary to prevent damage.



Food and drinks are strictly prohibited in the library.

The library accepts no responsibility for loss, including theft, of personal belongings. Furthermore, leaving personal items in the library outside opening hours is forbidden. Items left in the library will be transferred to the Lost and Found at the Student Life Office.

Violation of these rules may result in suspension of library access.

A scanner/photocopier, as well as two computers with headphones, are available for users. The identification bracelet is required to use the photocopier. A paper recycling bin is also provided near the desk.

Internet access is free. Use of the Internet is primarily reserved for research, consulting catalogs, and accessing the library's digital resources. Access to forums, chat, or online games is not permitted

5.12. Conduct and behaviour on the school buses

Students are required to behave civilly on school buses and to comply with the driver's instructions.

Drivers must report to the Student Life Office any students who fail to follow safety rules, display rude behaviour, or disregard common courtesy. Appropriate disciplinary measures may then be taken.

5.13. Conduct and behaviour outside of the Collège

Students are ambassadors of the Collège. This code of conduct also applies to school outings and trips. The Administration may take disciplinary action for disrespectful behavior occurring off-campus and may, in particular during trips or school outings, decide to send a student home at the parents' expense.

6. Combatting bullying at school

The College is committed to protecting students from harassment or bullying. Any student who feels threatened or bullied by one or more peers may speak to their parents, class teacher, another adult, or a fellow student. The Child Protection Officer will be informed immediately and will determine the appropriate solution. She may call upon the school psychologists to assess the case and assist in the investigation. Any allegation or confirmed case of harassment will be handled according to the College's harassment procedure.

Child Protection Officer :

Mrs. Maria Zufferey, Head of Student Life

Deputies :

Mrs. Geraldine Boland, Primary School Principal

Mrs. Tiziana Patella, Head of Boarding



7. Commendations and sanctions

7.1. Commendations scale

The College encourages all respectful, responsible, helpful, and open behaviors. A system of commendations is an integral part of the rules

Commendations Scale

1. Respect of rules	- No demerits or annotations for one month - Improved organization and well-kept school materials.
2. Sense of responsibility	- Taking a positive role in class and showing initiative.
3. Entraide	- Helping spontaneously - Empathetic and respectful attitude toward classmates. - Includes new students and those who are alone - Helping others
4. Openness to others and to the world	- Volunteers to help during group activities & outings - Participates in school events & lends a helping hand - Initiates activities to support a charity or project
5. Other	- Commendations that come under other categories



7.2. Sanctions

The Collège applies a system of sanctions in a consistent and fair manner

Sanctions scale

Minor infractions equal 1 coche For example	Major infractions equal 1 retenue For example	Serious infractions: warning & suspension For example
▪ After 3 times forgetting bracelet/badge ▪ Incessant chatting ▪ Inappropriate behaviour, impoliteness ▪ Homework not done or incomplete without justification from parents	▪ 5 coches in a semester period ▪ Unjustified absence ▪ Verbal or physical aggression ▪ Deliberate damage to school property ▪ Insult ▪ 5 non-excused lates	▪ 5 retenues in 1 semester

Geraldine Boland
Primary School Principal

Géraldine Toussaint
Dean for grades 6, 7 & 8