



COLLEGE  
**CHAMPITTET**  
FONDÉ EN 1903

*Boarding School Manual*

*Middle School*



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***The present Boarding School Manual must be signed and kept by the boarding student until the end of the current school year. Admittance to our boarding school assumes the acceptance of its content.***

***NB: These rules only apply to the boarding school. During the day, students have to follow the day school rules.***



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***Greetings from the Director***

*Dear students,*

*For most of you, being a boarder is a new experience. You are probably full of expectations and uncertainties. I imagine that it is not easy to leave your family, friends, or simply familiar routines behind.*

*Our mission is to transmit knowledge. This knowledge will allow you to have access to higher studies and, when the time comes, help you to decide which profession you will chose. But our responsibility in the context of a boarding school is also to do everything possible to offer you a quality educational and living environment. I am convinced that this community life experience will enrich you personally and that it will contribute to the development of your personality, widen your horizons, and reinforce your spirit of solidarity and ambition.*

*As it is for your teachers, your chaplains, and all the staff here at Champittet, your personal welfare and development as well as your academic success are of great importance to me. Rest assured that I will be at your disposal to listen to you and to offer my support whenever necessary.*

*I wish you a wonderful year, full of new experiences and discovery.*

*General Director*

*Roland Lomenech*



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### *Greetings from the House directors*

*Dear students,*

*First time in Switzerland? First time away from your family? Many among you will answer “yes «to these questions. Some among you are coming back to Champittet, which you already know very well. Whatever the reasons for your presence at our school, from this moment on you are an integral yet privileged part of College Champittet.*

*The boarding school assumes total responsibility for its students, whether for five or seven days a week.*

*The daily schedule is a balance between time for work and time for relaxation. The support of supervisors, tutors, and directors as well as the solidarity between classmates are all factors which will help you develop your personality and potential, and provide the best conditions for academic success.*

*In order to prepare your assignments and personal studies, you will benefit from a tutoring service – personalised help from your tutors based on teacher assessments submitted throughout the year.*

*To make the most of these services, respect for general discipline, a good relationship with staff, as well as an attitude of trust are the essential factors for a healthy and thriving community life at our school.*

*During class, refer to the school rules; for time outside of class the rules and regulations particular to the boarding school apply.*

*A variety of recreational activities are offered: hobbies (music, theatre, and sport), entertainment (games, music), field trips (museums, sightseeing excursions) and sports events (activities on the college campus, weekend ski trips in winter, mountain hikes).*

*Learning and maturing as an individual are part of a long-term process. The boarding school team will be there to support you throughout your stay. Moreover, we will remain in close contact with your parents, keeping them personally informed about your progress; this relationship is based on trust and an open dialogue.*

*We wish you a rich and fulfilling stay among us.*

*Robert Macbeth  
Boarding School director*

*Marie-Claire Waring  
Director of the boarding house for girls*



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**Daily Schedule**

**Middle School**

Students from the 7th, 8th and 9th year are included in this section.

**Timetable**

<i>Winter</i>	<i>Summer</i>	
07.00		<i>Wake up</i>
07.30		<i>Breakfast</i>
08.10 – 12.05		<i>Class Time – <b>room check</b></i>
12.10		<i>Lunch break</i>
13.15 – 15.25		<i>Class Time</i>
15.30 – 15.40		<i>Afternoon snack and break</i>
16.30 – 17.25		<i>Sports</i>
17.45 – 18.55		<i>Study time 1</i>
19.00		<i>Evening Meal and Free Time</i>
20.00 – 21.00	20.30 – 21.30	<i>Study time 2</i>
21.00 – 21.30	21.30 – 21.50	<i>Free Time</i>
21.30	21.50	<i>Deposit of mobile phones and computers</i>
21.45	22.00	<i>Bed Time</i>
22.00	22.15	<i>Lights Out, absolute silence</i>

*The winter timetable is applicable from the end of October break until the beginning of Easter holidays.*

**Respecting this timetable is necessary** to ensure the well-being of an extended community such as ours. For this reason punctuality is demanded and must be strictly respected.



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### ***Study time***

- 1. At the first bell, students must go to the boarding school's study hall with all necessary materials; at the second bell, silence will be enforced and work will begin immediately.*
- 2. Seats are assigned to the students according to a study plan.*
- 3. Students must have all their study materials; students will not be allowed to return to their room or lockers.*
- 4. Strict silence is to be observed during study time. Students are forbidden to get up or to ask another student questions without the permission of the tutor.*
- 5. During study hours, a tutor will check on students individually. If a student has a question concerning work or needs help, he/she should raise his/her hand and wait silently at his/her desk. For questions requiring a longer explanation, the student must go in an adjoining classroom accompanied by a tutor.*
- 6. Each student will keep his/her assignment book up-to-date, where all homework and grades are to be recorded. This book is checked daily by the tutor who will sign it after the completion of all assignments and checked each week by parents or, for seven-day boarding students, by the respective director.***
- 7. Study time is reserved strictly for academic work. During the evening study time, after having obtained permission from the tutor, students may read a book. The tutor reserves the right to confiscate any unsuitable book or magazine.*
- 8. Missed study hours will be compensated by an equivalent study time taken from free time. Absences and tardiness without authorisation from the directors are not tolerated.*
- 9. Portable phones, iPods are not authorised during study time.*
- 10. Permission to use portable computers during study time is tolerated but only for academic purposes. The tutors will keep a close check and computers misused during study time can be confiscated on the spot.*
- 11. At the end of study time, before leaving, each student must take care to leave the desk clean and tidy.*



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### ***Meals***

1. *Except for afternoon snack time, all meals, **including Wednesday lunch, are mandatory.** Any exception must be settled a day in advance with the respective director.*
2. *Mornings and evenings, students are to come quietly into the dining room; they are to wait standing until the blessing is pronounced and the announcements are made before sitting down*
3. ***In the evening, Mr and Mrs Macbeth will heads the table of the middle school boarders in the dining room.***
4. ***Students are to remain for a minimum of 20mn at the dining table and may be excused by the head of the table only.***
5. *At lunchtime, students go directly to the dining hall; they sign in and have priority in the line-up until 12:10. After this time, they must wait their turn in line as everyone else.*
6. *Proper table manners and respect for the food are expected.*
7. *It is strictly forbidden to enter the staff or kitchen area. Students must show courtesy when addressing staff members.*
8. *Sports attire is forbidden in the dining hall.*
9. *No food, drinks, or dinnerware is to be taken from the dining room.*



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### *Free time and activities*

1. *Middle School students are not allowed to leave the campus without special permission.*
2. *Students have access to their rooms during the day provided that they do not disturb others and behave in a suitable manner.*
3. *Under no circumstances may students roam about the floors. The salon of the 5<sup>th</sup> floor is strictly reserved to the use of the girls. Boys are not allowed into girls' rooms and vice versa. It is also strictly forbidden to bring in day students. Any infraction will be sanctioned.*
4. *The television in the lounge is accessible during free time in the boarding school.*
5. *Each evening, students deposit their telephone, their laptop computer, as well as any other electronic device for playing games or seeing films in the lockers provided for this purpose. They can retrieve them the next morning after breakfast. Any student breaking this rule will have his or her device(s) confiscated.*
6. *Students do not have permission to enter the teachers' lounge.*
7. *Each evening Middle School students have sports from 16:30 to 17:30.*
8. *Students with satisfactory grades and behaviour can sign up in a sports club or participate in extracurricular activities. Students are also invited to take part in the school's official evening events.*
9. *On Wednesday afternoon, during time off, Middle School students may go to town in groups of three. **Any organised activity at the school on Wednesday afternoon is mandatory.***
10. *Once or twice a month, a recreational activity (video, outing...) is proposed to the students.*
11. *Any anticipated departure for or arrival from vacation requires written permission from parents and the approval of the respective director.*



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**Weekends**

1. *The weekend officially starts on Friday after classes, and ends on Sunday at the evening meal at 19:00. Any late arrival must be announced on Sunday no later than 18:00.*
2. *Students staying in the school for the weekend must attend the week-end meeting every Wednesday at 19.30 in the auditoire and follow the weekend regulations. Five-day boarding students may participate in the organised weekend activities of the school. In this case, they must follow the same regulations as the other students.*
3. *Requests for special leave of absence are to be made no later than Thursday noon and addressed to Mrs Waring by writing (fax, e-mail: marie-claire.waring@champittet.ch). This concerns the outings or absences of seven-day boarding students as well as the weekend participation of the five-day boarding students.*
4. *Pocket money is to be given at a designated time and place from the director.*
5. *Presence during all meals is mandatory, unless settled otherwise with the director.*
6. *All boarding students are to participate in the two organised activities each weekend.*
7. *There is a study time of two hours each weekend.*
8. *Boarding students may invite a day student for an evening out or for certain outings. Requests must be made to the director no later than Thursday noon.*
9. *Each evening, students deposit their telephone, their laptop computer, as well as any other electronic device for playing games or seeing films in the lockers provided for this purpose. They can retrieve them the next morning after breakfast. Any student breaking this rule will have his or her device(s) confiscated.*
10. *Boarding students can participate in Sunday mass with the English parish of Lausanne. Mass starts at 10:30 in the chapel at Champittet.*

**Weekend schedule**

<i>Friday</i>	22.45	<i>Absolute silence in rooms</i>
	23.00	<i>Lights out</i>
<i>Saturday</i>	09.30	<i>Breakfast</i>
	10.00 – 12.00	<i>Study time</i>
	12.00	<i>Lunch</i>
	<i>Afternoon</i>	<i>Activities</i>
	19.00	<i>Dinner</i>
	23.00 (after activities)	<i>Absolute silence in rooms</i>
	23.15	<i>Lights out</i>
<i>Sunday</i>	<i>Free morning</i>	
	11.00	<i>Brunch</i>
	<i>Afternoon</i>	<i>Activities – Snack at 15.30</i>
	19.00	<i>Dinner</i>
		<i>Etude</i>
	21.45	<i>Absolute silence in rooms</i>
	22.00	<i>Lights out</i>



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## ***Housing***

- 1. At the beginning and the end of the school year, a room check is done with the student. Any damage done to the room will be charged to the student.*
- 2. The furniture in a room may not be moved without approval.*
- 3. Students may decorate their rooms. However, any posting outside of the allotted space is forbidden and repair expenses for any damage incurred will be charged to the student.*
- 4. At the end of the year, students who wish to leave belongings during the summer have to ask the director and respect the procedure.*
- 5. In the morning, students must make their beds and tidy their rooms before leaving for class.*
- 6. The school provides wireless access to the Internet and access to the computers in the boarding area. Use of the computers for non-academic purposes is only permitted during free time. Any student consulting a site contrary to the moral and ethical code of the school will be deprived of this service until further notice. Any damage to the computer system or to the hardware will be severely sanctioned and the expenses incurred will be charged to the student.*
- 7. Students may deposit their money and valuables in the safe in their room. The school declines all responsibility for theft in the rooms.*
- 8. Use of the elevator is forbidden to all students.*
- 9. It is forbidden to bring animals to school.*

## ***Personal belongings***

- 1. Personal laundry – clothes and bath towels. The school provides bedding.*
- 2. Sportswear: shorts, gym shoes, hiking boots, T-shirts, outerwear, a lightweight waterproof jacket, swimwear.*
- 3. Students must bring winter sports equipment: clothes, skis / snowboard.*
- 4. Musicians: instruments and scores as needed.*



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### ***Behaviour***

1. *After “lights out”, absolute silence is to be observed.*
2. *Eating or drinking, apart from the occasional snack, is not allowed in rooms.*
3. *Music is tolerated in rooms under the condition that the volume is reasonable and doesn't disturb other students. By 'reasonable,' we mean that the music is not audible from the hall, with the door closed.*
4. *Respect of the dress code and personal hygiene is expected of all students. School uniforms are compulsory until after classes.*
5. *The possession of indecent literature will lead to an official sanction.*
6. ***According to Swiss Law smoking is forbidden on the whole campus.***
7. *For safety reasons, it is, of course, strictly forbidden to smoke in the buildings and in the rooms or to use incense or candles. Setting off the fire alarm system without justifiable cause will be severely punished and the expenses incurred will be charged to the student.*
8. *Storing and drinking alcoholic beverages on campus will lead to an official sanction. In conformity to Swiss law, we tolerate that only those students over 16 years old consume alcohol with moderation when off campus. The school can nevertheless submit students to regular alcohol tests. Any excessive consumption will be sanctioned.*
9. *The consumption and storing of any drugs is strictly forbidden. The school reserves the right to test a student for drugs at any moment. If the test is positive or if the student possesses drugs, he/she will immediately appear before the school disciplinary board, with the eventual decision of immediate expulsion.*

### ***Illness and absence***

1. *The school nurse is at the students' disposal throughout the day. Students who are ill in the morning must inform the director at breakfast and then go to the nurse for a check-up by 7:45.*
2. *A student who is not feeling well must stay at the school infirmary.*
3. *At night, a full-time emergency service is available. A student who is not feeling well must inform the director.*
4. *Students on regular medication must inform the director.*
5. *For any absence in class or at school due to illness, special leave or early departure, students must obtain permission from their director.*



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### ***Bonuses***

*The boarding school council can reward students with privileges through a bonus system:*

<b><i>Academic Work</i></b>	<b><i>General Attitude</i></b>
<i>Sustained effort given in personal work</i>	<i>Camaraderie, sportsmanship, helpful service, honesty, positive attitude, personal effort</i>

*Several types of bonuses are available, such as vouchers, cinema ticket, extra evening out, optional study time, etc. The council regularly meets to decide, case by case, the distribution of bonuses.*

*9<sup>th</sup> grade students can acquire the high school – junior high school status if their academic situation and general attitude are exceptional.*

#### ***Boarding school award***

*At the end of each year, a boy and a girl are awarded a prize for their exceptional contribution to the community life of the boarding school.*



## **Sanctions**

*Any member of the boarding school staff can impose, among others, the following sanctions:*

<b>School assignments</b>	<b>Physical effort</b>	<b>Withholding privileges</b>
<ul style="list-style-type: none"> <li>- Assignments on Wednesday afternoon following a given timetable</li> <li>- Morning study time (07.00 –07.25)</li> </ul>	<ul style="list-style-type: none"> <li>- Community service work on Wednesday afternoon</li> <li>- Setting and clearing tables for the evening meals for one week</li> </ul>	<ul style="list-style-type: none"> <li>- Grounded on an evening out</li> <li>- Grounded on Wednesday afternoon</li> <li>- withholding of electronic equipment</li> </ul>

*A direct detention can be given for lack of respect, lying, and dishonourable conduct or language towards the housing personnel, the teachers, the educators and other students.*

*A warning is given for serious offences, for any ill-intentioned act, for putting the life of another in danger and for refusal to work.*

### **The disciplinary council**

*The council can be convened by the Director in the case of a serious offence or three official warnings. The council is composed of the following members:*

- The General Director
- The Dean of Studies
- The House director
- The class teacher
- The class delegate
- The boarding school delegate



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***Spiritual life***

*A house chaplain is available. He organises spiritual activities in the school and welcomes students who wish to contact him. The chaplain's office is located in the villa on campus.*

***Mediation***

*Counselling for mediation is available for students who wish to benefit from this service.*

***Conclusion***

*In order to ensure a positive and enriching experience at College Champittet, students need to respect themselves and each other, and take responsibility for their actions. Not everything is provided for in this boarding school manual. Frequent disobedience, inappropriate and ill-intentioned behaviour and speech will not be tolerated. Immediate and appropriate action will be taken.*

*Pully, august 27<sup>th</sup>, 2009*

*Signature of the boarder*

*Signature of the director*

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