



Institut
International
Lancy

Rules & Regulations

2020/2021



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The Institut International de Lancy is a private international school for children from the age of 3 of widely diverse nationalities, and cultural and religious backgrounds.

Formerly known as the Collège Marie-Thérèse up until 2001, IIL belongs to the European network of schools of the Sisters of St. Joseph of Lyon and is a member of the Geneva Association of Private Schools (AGEP).

“Work and succeed together “

*The Institut International de Lancy is a modern school in an ever-changing world. We are a multicultural, diverse **community** where children can **flourish** and develop a love of learning, inspired by motivational teachers.*

*Known for encouraging **academic excellence**, we strive to make students independent, autonomous learners through the use of 21st century approaches to teaching and learning. We are united around the core values of mutual care and respect, shared with our founders, the Sisters of St Joseph of Lyon. Proud of our heritage, we are open to new ideas and **innovation**. A forward-thinking school, we nurture **communication, creativity** and critical thinking.*

We guide all learners through their schooling, encouraging compassion, multilingualism and an acceptance of differences. We are committed to developing each individual to be the best person that they can be.

This philosophy is a prime focus and we do all we can to make sure it grows and spreads through the whole school community.

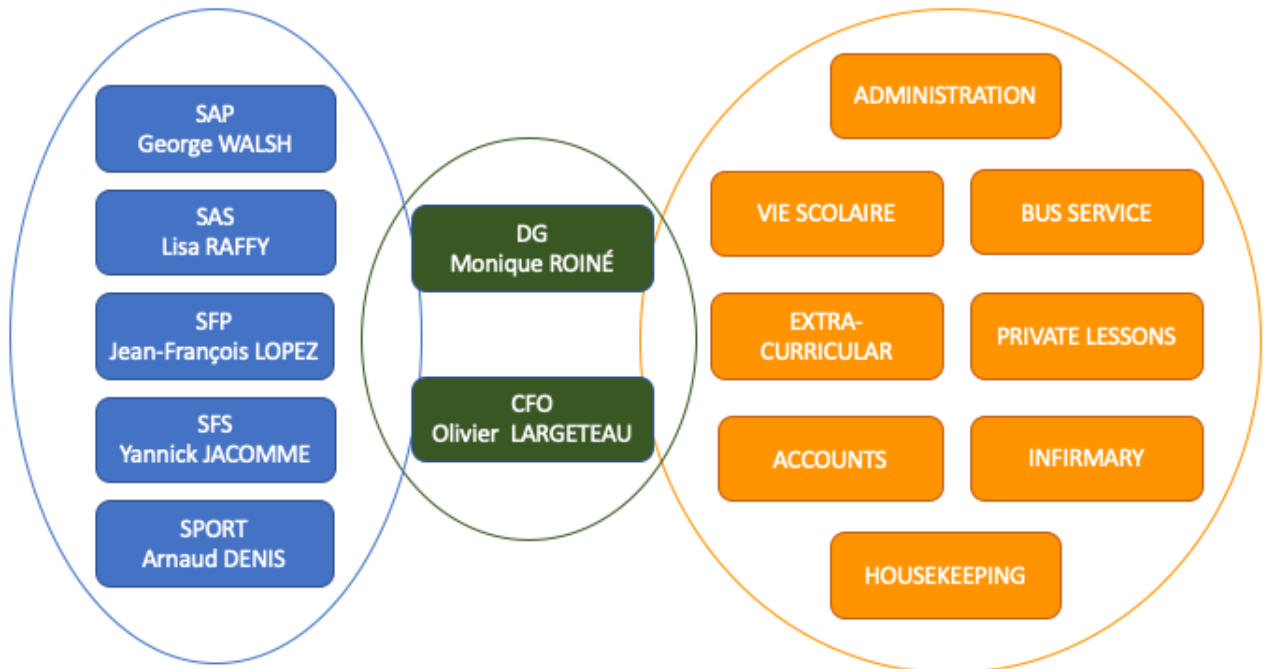
At IIL, students are divided into the following sections:

- START
- English Primary
- French Primary
- English Secondary
- French Primary

The school is a communal living space and the present document lays out its general working framework. Rules and conditions specific to each section can be found on ENT.



1. Organisation chart



Director General	Mrs Monique ROINÉ ad@iil.ch
Deputy Director General, Chief Administrative and Financial Officer	Mr Olivier LARGETEAU ad@iil.ch
Director of English Primary Section	Mr George WALSH gwalsh@iil.ch
Deputy	Mrs Rebecca GROVE rgrove@iil.ch
Director of English Secondary Section	Mrs Lisa RAFFY lraffy@iil.ch
Deputy	Mrs Marie GALMICHE mgalmiche@iil.ch
Director of French Primary and Bilingual Sections	Mr Jean-François LOPEZ jflopez@iil.ch
Deputy	Mrs Anne BEGUEX abeguex@iil.ch
Director of French Secondary Section	Mr Yannick JACOMME yjacomme@iil.ch
Deputy	Mrs Stéphanie MITROVIC smitrovic@iil.ch



Head of Sports Department	Mr Arnaud DENIS adenis@iil.ch
Pastoral & R.E. Department	Mr Bruno DURENCEAU bdurenceau@iil.ch
Vie Scolaire	Mr Sébastien NAULET viescolaire@iil.ch
Admissions Office	admission@iil.ch
School Bus Service	servicebus@iil.ch
Billing Office	facturation@iil.ch
Extra-curricular Activities	extrascolaire@iil.ch
Infirmery	infirmierie@iil.ch
KiVa Programme Coordinator	Mr Francisco BENAVENTE kivateam@iil.ch

2. The School Day

Smoking is strictly forbidden on campus and in the vicinity of the school.

The use of scooters, bicycles and skateboards is forbidden within the campus. They must be placed in the racks provided by the main gate and be locked securely. Students must bring their own padlock.

Badges

At the beginning of the school year, each student is issued with a badge allowing them access to the campus. Badges also serve to monitor lunch attendance for primary and secondary students.

Badges must be worn visibly at all times when on campus. Students who forget their badge will be issued with a temporary one by the Vie Scolaire staff at the entry booth.

Upper secondary students have the possibility to use a mobile app on their smartphone instead of a badge.

In case of loss, students must immediately inform the entry booth staff. The badge will be deactivated and a new one will be issued within the day for a CHF 20.- fee (billed to parents).

For safety reasons, only persons carrying a badge will be granted access to the campus. Temporary Visitor and Infirmery badges may be requested at reception.

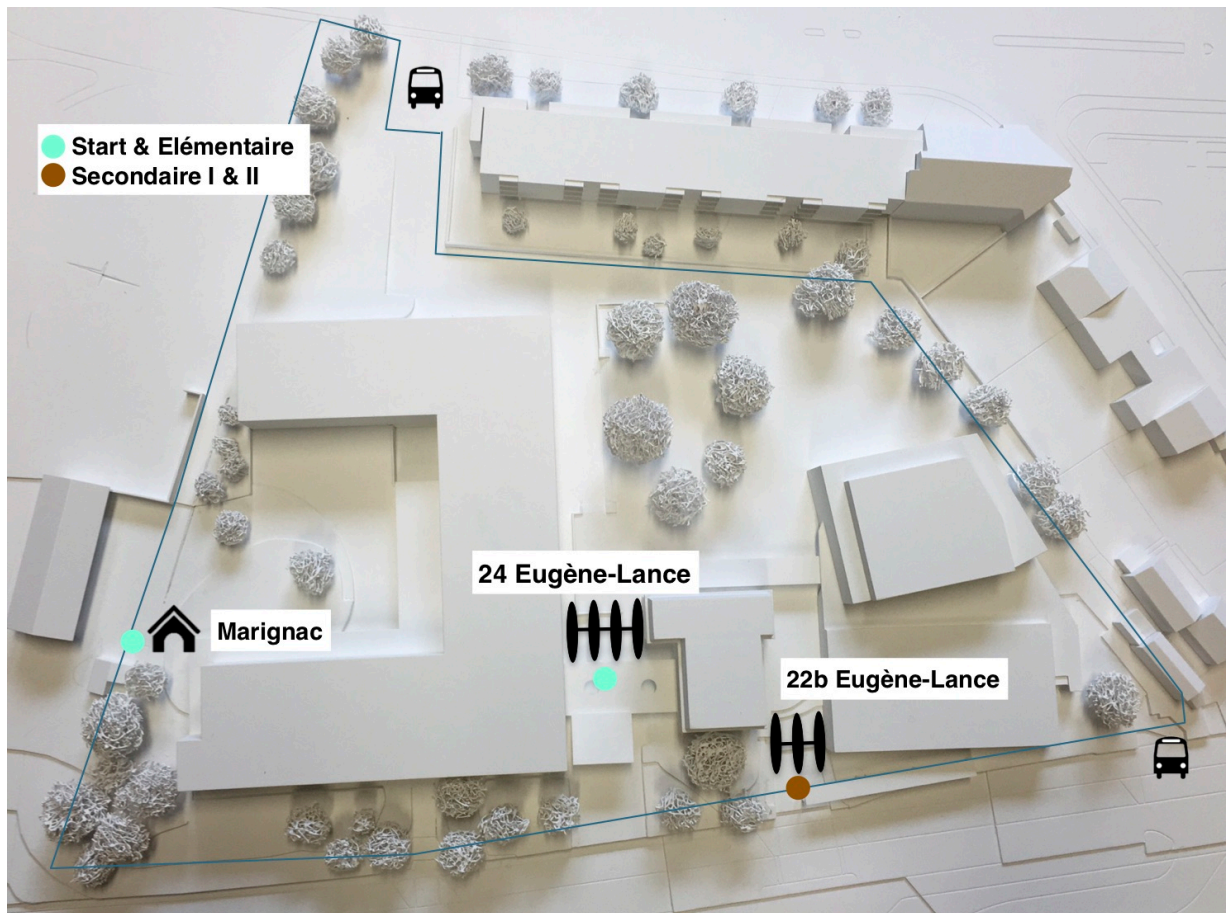
To ensure the safety of students and staff, badges are required to be visibly displayed and can be verified by any staff member.



Entry and exit for students

Students are allowed on campus between 7h45 to 18h05, Monday to Friday. They must leave the premises at the appropriate time unless special permission has been given, e.g. for cultural or sports events.

Entry and exit points for students differ for each section, as can be seen on the plan below:



Daily organisation

Start

Parents of children in 14e/NU/B1/13e/RC/B2 can drop them off or pick them up directly in the classroom at the following times:

- morning: between 7h45 and 8h30
- lunchtime: departure at 11h40, return by 13h00
- afternoon: 15h20 to 15h40 or 16h20 to 16h40

After-school supervision is provided for Start children in their classrooms from 15h30 to 16h20 on Mondays, Tuesdays, Thursdays and Fridays, and from 11h30 to 12h40 on Wednesdays. Children in Year 1, 12e and



B3 upwards can sign up for an extra-curricular activity during these periods.

START pupils enrolled for Extended supervision are picked up from their classrooms by the supervising staff from 15h30.

Start Classes						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
7h45 8h10	Reception of pupils / Arrival of school buses					
8h10 8h55	LESSONS					
9h00 9h45						
	Break					
10h05 10h50	LESSONS					
10h55 11h40						
Lunch break			Supervision or lunch			
			12h45 Departure of school buses			
13h00 13h45	LESSONS		Wednesday afternoon supervision (with extra fees)	LESSONS		
13h45 14h30						
14h35 15h20						
	Break			Break		
15h30 16h20	Class supervision (petite étude)	Class supervision (petite étude)			Class supervision (petite étude)	Class supervision (petite étude)
16h30	Departure of school buses				Departure of school buses	
16h30 18h00	Extended supervision (with extra fees)	Extended supervision (with extra fees)	Extended supervision (with extra fees)		Extended supervision (with extra fees)	



Primary

Classes begin at 8h10 in the morning and at 13h00 in the afternoon.

Primary Classes						
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	
7h45 8h10	Reception of pupils / Arrival of school buses					
8h10 8h55	LESSONS					
9h00 9h45						
Break						
10h05 10h50	LESSONS					
10h55 11h40						
Lunch break			Supervision or lunch			
			12h45 Departure of school buses			
13h00 13h45	LESSONS		Wednesday afternoon supervision (with extra fees)	LESSONS		
13h45 14h30						
14h35 15h20						
Break				Break		
15h30 16h20	Class supervision (petite étude)	Class supervision (petite étude)			Class supervision (petite étude)	Class supervision (petite étude)
16h30	Departure of school buses				Departure of school buses	
16h30 18h00	Extended supervision (with extra fees)	Extended supervision (with extra fees)	Extended supervision (with extra fees)		Extended supervision (with extra fees)	



Parents are requested to ensure their children are at school by 8h10 at the latest. Only those signed up for lunch-out are allowed to leave the school during the lunch break. Children enter and leave the campus using their badge, either by the Marignac gate (English Primary) or via the main electronic gates at 24, Eugène-Lance (French Elementary).

Primary children can sign up for after-school study and supervision provided by a member of staff, usually the teacher, from 15h30 to 16h20 on Mondays, Tuesdays, Thursdays and Fridays, and from 11h45 to 12h30 on Wednesdays.

Extended after-school supervision is provided for a supplementary fee as follows (registration required):

- 16h20 to 18h00 at the latest on Mondays, Tuesdays, Thursdays and Fridays.
- 12h30 to 18h00 at the latest on Wednesdays.

No school transport is provided at these times.

Secondary

Secondary students enter and exit via the electronic gates at 22b, Eugène-Lance. Students who forget their badge will be issued with a temporary one by the Vie Scolaire staff at the entry booth.

Students receive their timetables on the first day of term. Please note that these may be subject to change.



Lower Secondary

If their timetable permits, students can take part in sports, cultural activities or study support during the lunch break. Study periods are also organised at different times of the week according to the student's timetable.

Lower Secondary Classes					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7h45 8h10	Reception of pupils / Arrival of school buses				
8h10 8h55	LESSONS				
9h00 9h45					
09h50 10h35					
	Break				
10h55 11h40	LESSONS				
11h45 12h30					
12h30 13h10	Lunchbreak		12h45 Departure of school buses	Lunchbreak	
13h10 13h55	Study support, activities or break	Study support, activities or break		Study support, activities or break	Study support, activities or break
14h00 14h45	LESSONS			LESSONS	
14h50 15h35					
15h40 16h25					
16h30	Departure of school buses			departure of school buses	
16h30 18h00	Extended supervision (with extra fees)	Extended supervision (with extra fees)		Extended supervision (with extra fees)	Extended supervision (with extra fees)



Upper Secondary

Upper Secondary Classes					
	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
7h45 8h10	Reception of pupils / Arrival of school buses				
8h10 8h55	LESSONS				
9h00 9h45					
09h50 10h35					
	Break				
10h55 11h40	LESSONS				
11h45 12h30					
12h30 13h10	Lunchbreak OR Lessons				
13h10 13h55	Lunchbreak OR Lessons				
14h00 14h45	LESSONS				
14h50 15h35					
15h40 16h25					
16h30	Departure of school buses				
16h30 17h15	Lessons depending on timetable				
17h20 18h05					



3. **Extra-curricular Activities**

The school offers a wide range of extra-curricular activities which take place during the lunch break and after-school study periods, or on Wednesday afternoons.

The programme can be viewed on ENT on the Calendar menu, under 'Extra-Curricular Activities'.

4. **School Bus Service**

Families can benefit from a bus service organised by the school. Bus lines and timetables are fixed in advance.

When coming to school, students are picked up at a predetermined stop and dropped off in the playground between 7h45 and 8h05 where they will be supervised by playground staff. Younger children will be looked after by classroom assistants.

At the end of the day, buses leave school at 16h30. Students who finish school before that time can attend after-school supervision or sign up for an extra-curricular activity until the buses leave.

Pick up and return times vary depending on the location. Contact the Bus Service for details at servicebus@iil.ch. Changes to a child's transport regime for the following term must be made in advance and addressed to the bus service in writing.

The same rules of conduct apply in the buses as on campus. Students must be aware that when on an outing or residential, they are representing the school and their behaviour should, as at all times, be exemplary.

For the safety and comfort of their fellow travellers and the driver, students are requested to remain seated, and behave quietly and calmly during the journey. They must respect the instructions given by the driver, teacher or other accompanying adult.

Seatbelts are absolutely compulsory and must be worn at all time during the journey.

Further details can be found on www.iil.ch/services/bus/.

5. **Meals**

Students may sign up for:

- Lunch-out (departure from school after morning lessons and return in time for the first afternoon lesson)
- Hot lunch provided by the school
- Packed lunch from home (Y1 to 11e upwards).

The school nurse must be informed of any dietary restrictions and/or special diet and will relay details to the relevant services.



Upper Secondary students are allowed to purchase snacks and light meals at the B17 Snack Bar.

The Vie Scolaire must be informed of any change in a child's lunch regime in writing, a month before the end of the current term, for the following term.

In accordance with rules of decorum, headgear of any kind (caps, beanies, etc.) should be removed in the dining rooms.

Students should remain calm and quiet during mealtimes.

6. Absence and Late arrival

The enrolment of a student at the Institut International de Lancy implies that the student attends all lessons of the curriculum as well as the extra-curricular activities, private lessons and study periods for which the student is enrolled.

Regular attendance and **punctual** arrival to all lessons as per the school calendar and the student's individual timetable are mandatory.

Students' attendance to all courses is essential to ensure their constant progression and to enable teachers to provide accurate individual assessments.

Absence management

Absences and late arrivals are managed by the Vie Scolaire. Any absences must be reported by email to viescolaire@iil.ch, with the form teacher in copy (for Start and Elementary students), or via ENT mobile app.

If a child signed up for the school bus is absent, the family must inform the School Bus Service (+41 22 884 90 32 / servicebus@iil.ch) and the bus driver. The name and number of the driver are provided at the beginning of the year.

Any **foreseen absences** must be anticipated. Where possible, medical appointments should be taken outside school hours. Otherwise, a doctor's certificate is required upon return to school.

Any **unforeseen absences** (illness, accident, force majeure) must be reported in the morning before 9h00 indicating reason and duration. Should a child be absent for more than 3 days, a doctor's certificate is required.

Any **absences not justified** in a timely manner will be immediately reported to the student's parents/legal guardians, who will be required to provide justification for the absence.

If a Primary student is absent for one or more periods without valid justification, the school will immediately contact the parents. If a Secondary student is absent from one or more periods without valid justification, he/she will most likely be sanctioned. In case of repeated absence or unjustified absence of more than one week, the school will report the absence to the *Direction de l'Instruction Publique* (DIP).



The school can **exceptionally authorise** an absence (due to sports competition, exams, audition) provided that a detailed and documented request is addressed to the Director of Section in writing at least 15 days prior to the event.

The School Director is not allowed to authorise periods of absence for personal matters, for example before or after school holidays. The **school calendar** being published well in advance, arrangements must be made to prevent any impact on the daily school routine.

Absence from tests

Any scheduled assessment will be carried out without exception. In case of absence due to illness or force majeure, the absence must be justified, and the assessment is postponed until the student returns to school.

In case of absence from a test (or 'composition' in Secondary French Section), a medical certificate is required upon the student's return. The test can then be assigned to the student as an ungraded homework. Without a medical certificate, the student will carry out the test as soon as he/she returns to school.

In the event of absence from an official examination, the instructions set up by the examination body will apply.

Absence from P.E. lessons

For all classes concerned, Physical education is a compulsory and evaluated discipline.

Prolonged or punctual physical incapacity is no reason for exemption.

In case of **punctual incapacity**, parents can exceptionally excuse the student from one session. However, the student must attend P.E. lessons: physical participation is not the only way to learn and improve their understanding of a sport. Should the situation repeat, a doctor's certificate will be required.

In case of **prolonged incapacity** (more than a week), a doctor's certificate is required. The student will continue to attend lessons, unless prior agreement is given by the Head of Sports.

In the event of absence (either justified or unjustified) from an evaluation, another date will be arranged.

Departure before the end of the school day

Departures during the school day must remain exceptional, justified and are only authorised by the Vie Scolaire or the school nurse after notification to the parents.



Late arrival management

Any Secondary student arriving **late** must report immediately to the entry booth or the Vie Scolaire before going to class. The student will be issued with a late arrival ticket to present to the teacher. Should this situation repeat, the student could be sanctioned.

Any Primary student arriving late will go directly to class. Should this situation repeat, the school will contact the child's parents.

7. Health

The school infirmary is open to all students for emergency only during the school day. **The infirmary does not replace the family doctor or the pharmacy.** If necessary, the school has the possibility to call upon the school doctor.

At the beginning of each academic year, families **must** fill in a medical form as detailed as possible, the contents of which will be treated in strict confidence by the school medical team. **ILL disclaims all liabilities related to uncompleted or partially completed form.** **Should your child suffer from any allergies or medical problems, please ensure you inform the school nurse as soon as they start school.** Their safety may depend on it.

To contact the infirmary, please call +41 22 884 90 33 or write to infirmerie@iil.ch.

Medication

If your child is fit enough to attend school but is under medical treatment, the school nurse will administer the medication. Medication should be labelled and carry clear instructions as regards dosage. Please provide a signed letter authorising the school to administer treatment, as well as a doctor's certificate.

For safety reasons, students should not carry any medication in their school bag.

Contagious diseases

Please contact the infirmary as soon as possible should your child has contracted a contagious illness or been in contact with an infected person. The school nurse will inform you about the necessary procedures.

Students suffering from an infectious disease should not be sent to school.

8. Special Education Needs

Admission to the Institut International de Lancy is based on specific criteria relating to the academic path of the child. However, our mission aims to welcome and accompany students on their educational journey.



This approach is in keeping with the values that we wish to instil, and which are shared with the network of Saint Joseph schools. Educational equity for all our students is among our priorities.

It may appear necessary to adapt methods to suit a child's individual learning needs in certain cases, i.e.:

- Learning differences have previously been detected and were reported at the time of the child's admission to IIL. In this case, a dialogue is established between the pedagogical team and the parents to determine if the school is able to respond to the child's needs.
- Difficulties appeared after the child started the school and were identified by the teaching team. For example, the child struggles in one or more subject areas, their grades are dropping, they are isolated and do not fit in socially. Parents too may have noticed changes in their child's attitude such as anxiety, tiredness or sleep disorders. These indicators should not be taken lightly.

If an issue is identified, an exchange of information between the educational team (form teacher and head of section) and the parents must be set up. Depending on the situation, the school may seek professional guidance so that special adjustments can be made to suit the needs of the child.

Depending on the section, the curricular programmes (examination years or not) and the needs of the child, measures may vary:

- Differentiation
- Extra work
- Private lessons
- Establishment of Individual Learning Plans (ILPs)

Please contact your child's form teacher or section head if need be.

The inclusion of a child with special educational needs is based on a joint decision made between the parents, the school and, if applicable, health professionals. Hence, the responsibility for carrying out any such project successfully is shared. In the best interest of the child, the school, parents and professionals must form a partnership and collaborate closely. This partnership will be established through mutual trust and the acknowledgement of each other's expertise.

9. Dress Code

Students must respect the dress code specific to their section and level.

Dress code for Primary children

- Dark green sweatshirt, jersey or cardigan
- Lancy Lions sweatshirt is authorised but is not part of the official school uniform



- White short or long-sleeved shirt, polo-shirt with a collar or a polo-neck in winter (no t-shirts)
- Grey school-style trousers, shorts, skirt or dress (no jeans or leggings).
- IIL green and white checked dress
- White, grey or black tights or socks
- IIL cap
- Green, white or grey ribbons, hairband or slides.
- Discreet coloured footwear.

The colour code must be respected at all times. In addition, the official school set will be worn for all outings and special events.

PLEASE NOTE: each child must have a full set of IIL official school-wear bearing the new logo for outings and special events. Regulatory IIL clothing can be bought at the school shop (dark green sweatshirt/cardigan/jersey, white polo-shirt, grey trousers/skirt/dress).

Dress code for Secondary Students

Students in Year 7 to 9 & 6e to 4e must conform to the following dress code:

- Plain black, navy blue or dark grey trousers, smart jeans (no holes) or skirt, or bermuda shorts in hot weather
- White polo-shirt, shirt or blouse or navy-blue polo-shirt with the IIL logo (can be bought at the school shop)
- Plain black or dark grey jumper, sweatshirt or cardigan **without logos or writings** (brands, slogans, etc.)

All students are encouraged to wear school-wear with the IIL logo (dark grey jumper, white or navy-blue polo-shirt, etc.)

- Discreet, preferably dark coloured footwear

All students are requested to dress in such a way as to reflect the values of the school:

- Earrings are allowed for girls, however piercings are not permitted.
- Tattoos must be covered up
- Subtle, natural-coloured dyed hair (no pink, green, blue, etc.)
- Discreet make-up

The school dress code calls for a tidy appearance and clothing which is appropriate to the learning environment. The following are NOT permitted:

- leggings
- Mini-skirts or shorts, even if worn with leggings



- crop tops or spaghetti straps
- visible underwear
- scruffy clothing
- tracksuits, other than for sports lessons
- clothes bearing inappropriate images or slogans (indecent, violent, promoting alcohol or cigarettes)

In keeping with rules of decorum, headwear of any kind (caps, beanies, etc.) must be removed upon entering school buildings.

In case of non-conformity, the Vie Scolaire reserves the right to obtain a suitable outfit for the student to attend class or to contact parents to find a suitable solution.

Physical education

IIL sportswear and sports shoes are compulsory for P.E. lessons.

Primary children come to school wearing their IIL sports kit on the days when they have P.E. (tracksuit/shorts/t-shirt depending on the weather) which they will wear all day.

Secondary students can bring their sports kit in a bag to be stored in their locker. IIL sportswear and sports shoes are compulsory for P.E. lessons and no exception will be made. Students adapt their sports kit depending on the weather (tracksuit/shorts/t-shirt).

Students who forget their IIL official sportswear may be sanctioned and are not exempted from attending classes. Such situations must remain exceptional. In the case of frequent forgetfulness, new sportswear will be provided and billed to parents.

Sale of school-wear

IIL school-wear can be bought at the school shop. Term time opening hours are as follows:

- Monday 15h30 to 17h00
- Wednesday 11h40 to 12h45
- Friday 8h00 to 9h00

10. Lost & Found

Items marked with a child's name will be returned to its owner by the Vie Scolaire in the classroom. Other items will be taken to the Lost & Found office situated behind B17 (access via the vehicle gate at 22, Eugène-Lance). Opening hours are as follows:

- Monday & Thursday 8h15 to 9h15
- Friday 15h00 to 16h00



Items which have not been claimed by the end of the year will be given to charity.

11. Damages & Loss

Damages caused by a student on campus will be billed to the parents or their personal liability insurance (*Assurance Responsabilité Civile*).

The school cannot be held responsible for loss of or damage to personal belongings or the loss of money.

12. Conduct

Conduct must be exemplary on and outside the campus.

Children should stand when an adult enters the classroom, have the appropriate school equipment, behave in a manner conducive to study, and maintain cleanliness and orderliness.

During the school day, students must behave and speak in a respectful manner. Vulgar, insolent, violent language or behaviour will not be tolerated. Cultural and religious differences are to be respected.

The premises and equipment provided by the school, as well as students' belongings, must be treated with respect. Damages caused by a student within the school campus will be billed to the parents or their personal liability insurance (*Assurance Responsabilité Civile*). Particular attention must be paid to the conditions laid out in IIL charter for the use of ICT equipment.

Students should not bring large sums of money or valuables to school. IIL cannot be held responsible in case of theft.

Dangerous objects such as knives, screwdrivers, real or fake arms, are forbidden on campus.

Mobile phones are permitted for Upper Secondary students, in the dedicated areas only.

13. KiVa Anti-bullying Programme

School life must be centred around core values of tolerance and respect, which should be reflected in all school activities. Bullying is not tolerated at IIL.

As from the 2020-2021 academic year, IIL will be implementing an anti-bullying programme developed in Finland, which has already proven its effectiveness: KiVa anti-bullying programme.

It includes regular preventive lessons in classes from Year 2/11e to Year 10/3e.

A team of staff members have been specifically trained and will deal internally with situations of bullying at school.

You can contact the KiVa team at kivateam@iil.ch.



14. Communication

ENT

The school digital work environment (ENT) is constantly evolving and new developments are being introduced all the time.

Individual parent access is secured through the use of a personal login and password on www.ent.iil.ch. Parents can view information relating to their child's education, for example timetables, lessons, and homework. School reports are also available on ENT (not for download) before the signed originals are sent by post.

School certificates of attendance can be downloaded from ENT.

Website

The IIL website www.iil.ch is regularly updated and extended. A great deal of useful information about IIL education and school life can be found online.

Emailing

Information regarding students, activities, outings and events is sent to parents by email. Parents are asked to check their emails regularly and to reply when relevant.

Parents, students and staff ensure that all communication is respectful and in keeping with the school values. It is important that each and every one of us works together to create a positive environment based on trust and kindness where the students can flourish.

Social media

You can keep up to date with IIL news on our Facebook page Institut International de Lancy and on Twitter Institut Int. Lancy.

15. Parents' Association

The APEIIL (*Association des Parents d'Elèves de l'Institut International de Lancy*) is open to all IIL families. It is made up of volunteer parents and has its own website: www.apeiil.com. The Association is not involved in the running of the school.

16. School Holidays

The same school calendar is valid for the whole school and is available on IIL website: www.iil.ch/en/calendar-en.



17. **CampZone**

During holiday periods, the school offers a range of sports, cultural and creative activities, as well as day camps. Details can be found on www.campzone.iil.ch.

18. **Data Protection**

Your personal data is of great importance to IIL who does its utmost to protect it when using in connection with school services. The Data Protection Policy provides detailed objectives and principals relative to your data, the obligations of the school and your rights, and is available on IIL website (www.iil.ch).

Please state whether you allow the school to share visual material in which your child appears via your ENT page on the Profile menu, under 'Data Protection'.

**Rules and regulations relative to each
section are available on ENT**

IIL Leadership Team.