



Institut
International
Lancy

Rules & Regulations

2024/2025



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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.

“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:

- English Primary
- French Primary
- Bilingual Primary
- English Secondary
- French Secondary

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. **Contacts**

Executive Management	ad@iil.ch
English Primary Section	Mr George WALSH gwalsh@iil.ch
English Secondary Section	Mrs Marie GALMICHE mgalmiche@iil.ch
French Primary and Bilingual Sections	Mr Bruno Albert balbert@iil.ch
French Secondary Section	Mr Yannick JACOMME yjacomme@iil.ch
Sports Department	Mr Arnaud DENIS adenis@iil.ch
Vie Scolaire	Mr Sébastien NAULET viescolaire@iil.ch
Pastoral Department	pastorale@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	infirmerie@iil.ch
KiVa Programme Coordinator	kivateam@iil.ch
Uniforms	shop@iil.ch



2. **School Day**

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, until the last day of school. Primary students who forget their badge must go to the entry booth 24, Avenue Eugène-Lance to enter and exit the campus. As for secondary students, they must go to the gate at 22b, Avenue Eugène-Lance.

In case of loss, parents order a new badge via their ENT page. A new badge will be issued 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 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.

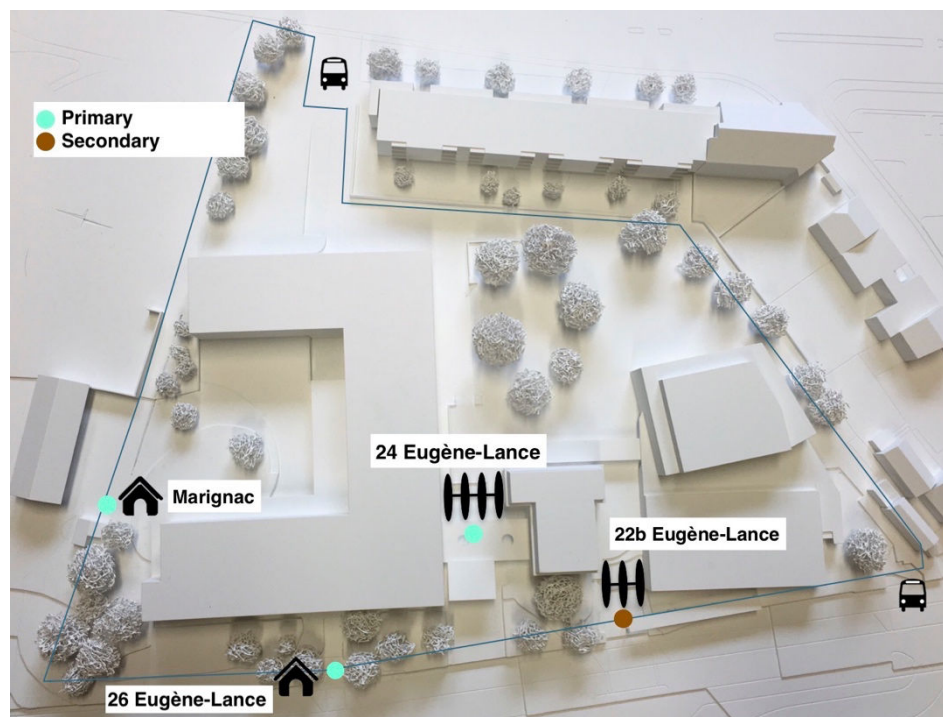


Entry and exit for students

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.

The use of scooters, bicycles and skateboards is forbidden within the campus. They must be placed in the racks provided by the gate at 22b, Avenue Eugène-Lance. Students must bring their own padlock to securely lock them.

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



Daily organisation

Early Years & Maternelle

Parents of children in **NU, RC, 14e, 13e, B1, B2 and B3** can drop them off or pick them up at the gate, at **26 Avenue Eugène-Lance**, at the following times:

- morning: between 7h45 and 8h30, children are dropped off in the inner corridor leading to the classrooms
- lunchtime: departure at 11h40, return by 12h55, children are collected directly from the door outside the classroom.
- afternoon: 15h30 to 15h40 or 16h25 to 16h35, children are collected directly from the door outside the classroom.

Students in **12e** enter the campus via the **Marignac** gate between 7h45 to 8h10 and exit using the same gate.



Early Years & Maternelle 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	
13h50 14h35					
14h40 15h25					
	Break			Break	
15h40 16h25	Class supervision (petite étude)	Class supervision (petite étude)			Class supervision (petite étude)
16h35	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)

After-school supervision is provided for Early Years & Maternelle children in their classrooms from 15h35 to 16h20. Children in Y1, 12e and B3 upwards can sign up for an extra-curricular activity during these periods.

Early Years & Maternelle pupils enrolled for Extended supervision are picked up from their classrooms by the supervising staff from 15h35.



In the event of exceptional lateness, parents must inform the garderie on 022 884 90 28.

Any delay in collecting the child(ren) will result in a surcharge of 10CHF per child and per quarter of an hour started.

This surcharge will be applied to the quarterly invoices.

In the event of systematic lateness on the part of the legal guardians, the school reserves the right to cancel the enrolment of the child(ren).

Primary

For students in Y1 to Y6, B3 to B8 and 11e to 7e 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	
13h50 14h35					
14h40 15h25					
	Break				Break
15h40 16h25	Class supervision (petite étude)	Class supervision (petite étude)		Class supervision (petite étude)	Class supervision (petite étude)
16h35	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)



Students in **11e to 7e, B4 to B8** enter and leave the campus via the gate at **24 Avenue Eugène-Lance**.

Students in **Y1 to Y6** enter and leave the campus via the **Marignac** gate.

Children enter and leave the campus using their badge.

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 can sign up for after-school study and supervision provided by the teacher from 15h35 to 16h25.

For those not signed up for school lunch can register for after-school study and supervision is also on Wednesdays from 11h40 to 12h30.

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

- 16h25 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.

In the event of exceptional lateness, parents must inform the garderie on 022 884 90 28.

Any delay in collecting the child(ren) will result in a surcharge of 10CHF per child and per quarter of an hour started.

This surcharge will be applied to the quarterly invoices.

In the event of systematic lateness on the part of the legal guardians, the school reserves the right to cancel the enrolment of the child(ren).

Secondary

Secondary students enter and exit via the electronic gates at **22b Avenue Eugène-Lance** with their own badge. This badge is for the exclusive use of the student. Under no circumstances may it be used by a fellow student. Students who forget their badge must go to a Vie Scolaire staff member at the gate. If a student repeatedly forgets his or her badge during the course of a week, the Institut reserves the right to issue a new badge and invoice the student.

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

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

Y7, Y8, 6e and 5e classes

Lower Secondary Classes Y7, Y8, 6e, 5e					
	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					
16h35	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)



Y9, Y10, 4e and 3e classes

Lower Secondary Classes Y9, Y10, 4e, 3e					
	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	LESSONS		12h45 Departure of school buses	LESSONS	
13h10 13h55	Lunchbreak			Lunchbreak	
14h00 14h45	Study support, activities or break	Study support, activities or break		Study support, activities or break	Study support, activities or break
14h50 15h35	LESSONS			LESSONS	
15h40 16h25					
16h35	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					
16h35	Departure of school buses				
16h30 17h15	Lessons depending on timetable				
17h20 18h05					

In Upper Secondary, timetables are personalised according to the options chosen. Classes take place from 8h10 to 18h05 at the latest Monday to Friday.



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. Options or tutoring may be organised during these periods and take priority over extracurricular activities. Parents are encouraged to check their children's timetables before registering them for any extra-curricular activities.

The list of the activities 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 16h35. 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 times during the journey. In the bus, the present rules and regulations also apply.

Further details can be found on www.iil.ch/en/iil-services/transport/.

5. **Meals**

Students may sign up for:

- Lunch-out (departure from school after morning lessons and return in time for the first afternoon lesson). Only possible:
 - o In Primary, provided that the student is picked up by his/her parents at gate 24, Avenue Eugène-Lance



- In Lower Secondary, provided that the student lives near the school or is picked up by his/her parents at the gate 22b, Avenue Eugène-Lance. All other requests must be sent by e-mail to the Vie Scolaire, which will approve or reject them depending on their relevance. In all cases, lunch-out students are the responsibility of their parents during lunchtime and must report to school 10 minutes before the start of the afternoon session.
 - In Upper Secondary, provided that the student is authorised by his/her parents
- Hot lunch provided by the school
 - Packed lunch from home (from Y1 and 11e upwards. Lunch is taken in rooms equipped with adapted furniture and microwaves, under the supervision of IIL staff). Students are responsible for their lunch box, which they take home every evening for hygiene reasons.

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

Access to the Snack BAR in cafeteria B17 is authorised for Upper Secondary students (snacks and light meals), to be consumed on site.

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

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 and in dedicated areas. Classrooms, corridors and open spaces are not lunch areas.

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.

If the number of absences of a pupil from lessons and/or assessments is deemed worrying by the Institute, parents will be informed of the possible consequences for their child's schooling. The management reserves the right not to promote a pupil to the next class if the time required for learning and acquiring knowledge is no longer guaranteed.



Absence management

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

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 or family reasons, for example before or after school holidays. These periods of absence will appear as "unjustified absences" on the report card. The **school calendar** being published well in advance, arrangements must be made to prevent any impact on the daily school routine.

As a general rule, absent students must keep themselves informed of the content of missed lessons and scheduled assessments as soon as possible.

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 test or 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 understand of a sport. Should the situation repeat, a doctor's certificate will be required (the school infirmary has no authority to issue medical certificates or sport exemptions).

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. Under no circumstances may a student leave the school without authorisation.

Late arrivals

Any Secondary student arriving **late** must report immediately to the Vie Scolaire before going to class. 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.

Absence of a teacher

If a teacher is absent, lessons will continue as normal with a replacement. Under no circumstances will lessons be cancelled or students allowed to leave campus. Even in the event of extreme weather conditions, school will remain open and lessons will continue, unless parents are officially informed otherwise.

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 or the emergency services (Tel. 144).



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. **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. III disclaims all liabilities related to uncompleted or partially completed form.

In certain specific situations, the school management may request that a student be seen by the school's doctor. In this case, the parents are informed and arrange to meet the doctor.

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

Allergies

Any allergy requiring treatment during school hours must be reported and a Personalised Care Plan (PCP) must be completed and duly signed by a doctor and the parents. Emergency treatments are provided by the family and are stored in the infirmary for the whole school year. III accepts no responsibility for incomplete procedures.

Medication

If a child has a temporary medical treatment, a doctor's certificate is required for the school to administer the treatment during the school day or during a day trip. The prescription and relevant medical information must be sent by email directly to the infirmary (infirmierie@iil.ch).

For regular or emergency treatments (e.g. allergy or asthma), a PCP must be completed and duly signed by a doctor and the parents. This document is valid for one school year. If necessary, it can be renewed.

The school nurses administer the treatment in accordance with the doctor's prescription. Any prescription-only treatment/medication left at the infirmary without the corresponding doctor's prescription will not be administered. The pharmacist's label or instructions indicated on the medicine does not replace the doctor's prescription.

For safety reasons, students must not carry any medication in their school bags. All treatment/medication must be brought to the infirmary, except otherwise agreed in advance by the School and parents in particular cases.

Contagious diseases

Children with fever, vomiting, diarrhoea or contagious diseases of any kind **must not come to the school.**

If a child has contracted a contagious disease or been in contact with an infected person, parents must advise the infirmary as soon as possible, **before taking the child to school.** Instructions to be followed in accordance with applicable health protocols will be provided.

The child can only return to school if they have been symptom-free for at least 12 hours.



In the event of pediculosis (lice), the child stays at home until the administration of the treatment **and** for the following 48 hours.

If a child shows one or more of the aforementioned symptoms or conditions on arrival at school or during school day, they will be immediately isolated at the infirmary. Parents will be contacted to make arrangements for the child's return home in accordance with the section below.

These community health measures are essential for the protection of all students, school staff and the educational community. They must be applied at all times.

Return home

A child can return home for health reasons only if the school nurses have given authorisation. In such a case, parents are asked to collect their child as soon as possible. A child can only return home unaccompanied if the parents have given their consent by email to infirmerie@iil.ch.

School outings

If a child is ill on the day of a school outing, parents must advise the school as soon as possible. Children are not allowed to take part in a school outing if they are ill.

For children with a PCP, the treatment and a copy of the PCP are provided to the staff supervising the school outing. The PCP is strictly applied.

In case of a new treatment or diet, parents must inform the infirmary and provide all the necessary details at least 5 days before the outing. The School will not be held responsible should the information not be duly provided by the parents in due time.

Absence of the school nurses

If the school nurses are absent, the Vie Scolaire department takes over.

All IIL staff are authorised to administer first aid to students.

8. Dress Code

Students must respect the dress code specific to their section and level, every day, included on a school outing.

Dress Code for Primary Students

- Dark green sweatshirt, jersey or cardigan
- 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, skirts 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, dark 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 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).

However, all students are asked to respect the Institute's values to facilitate a peaceful working environment:

- no hair dying or bleaching
- no make-up

Dress Code for Secondary Students

Students in Years 7 to 9 and 6e to 4e must conform to the following dress code:

- Plain white top with collar (polo-shirt, shirt or blouse)
- Plain black, blue or dark grey trousers, smart jeans (no holes) or skirt, or bermuda shorts in hot weather
- Discreet, preferably dark coloured footwear
- If needed (depending on the season) students can wear a plain black or dark grey jumper, sweatshirt or cardigan **without logos or writing** (brands, slogans, etc.)

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

From Year 10 and 3e onwards, all students are requested to dress in such a way as to reflect the values of the school. However, as 3e and Year 10 classes share the Secondary 1 buildings, the Institut strongly encourages the maintenance of the colour codes described above.

Respecting the Institute's values means well-groomed presentation, 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
 - military or camouflage clothing
 - tracksuits, other than for sports lessons
 - clothes bearing inappropriate images or slogans (indecent, violent, promoting alcohol or cigarettes) or that make political or religious claims...
 - Piercings are not permitted
 - Tattoos must be covered up
 - Subtle, natural-coloured dyed hair (no pink, green, blue, etc.)
- A discreet make-up is tolerated.

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

These instructions must be followed on school premises at all times of the day and on school outings.

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 official sportswear (tracksuit/shorts/t-shirt) and sports shoes are compulsory for P.E. lessons. The Lancy Lions sweatshirt may be worn but is not part of the official uniform.

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.

Laboratory Protective Equipment

Covering clothes (lab coats) and safety glasses are compulsory in the laboratories (shorts or sandals are forbidden) due to frequent experiments involving hazardous chemicals, dissections and/or Bunsen burners.

Lab coats, glasses and cover glasses can be purchased at school. These items can be viewed in the school wear catalogue (www.iil.ch) and are on sale at the school shop.



Sale of School-wear

IIL school-wear can be bought online on IIL Shop (www.iil-shop.ch) or from the campus shop in the grey building behind B17 (accessible via the vehicle gate at 22, Avenue Eugène-Lance). Opening hours, order and collection procedures can be consulted on the school website (www.iil.ch) and on the online shop (www.iil-shop.ch).

9. Lost & Found

Items visibly and legibly marked with a child's name will be returned to its owner (for students up to Year 10 and 3e) in the classroom. Other items will be taken to the Lost & Found office, accessible for both parents and students during opening hours.

The Lost & Found office is in the grey building behind B17. Parents can directly access it via the vehicle gate at 22, Avenue Eugène-Lance (doorbell at the gate).

Opening hours of the Lost & Found office are as follows:

- Monday 8h15 to 9h15
- Thursday 9h50 to 11h00
- Friday 15h00 to 16h00

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

10. Damages & Loss

Damages caused by a student on campus will be billed to the legal guardians 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.

11. Conduct

Children represent the Institute and its values on campus, during educational outings and trips, on transport and in the vicinity of the school. Consequently, 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. No form of physical or verbal violence (harassment, racism, discrimination, etc.) will be tolerated.

The possession, consumption or sale of drugs and/or alcoholic beverages of any kind whatsoever is strictly forbidden and will result in severe sanctions, as a general rule immediate dismissal from the Institute. In the event of an incident during an outing, students will be sent home at the expense of their legal guardians.

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



Students are expected to dress in accordance with the general rules.

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. Chewing-gum is not allowed in the classrooms.

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.

Secondary students have lockers at their disposal, which they can use to store their belongings at any time during the day.

Students should not bring large sums of money or valuables to school. IIL cannot be held responsible in case of theft. No trading, bartering or exchange between our students is permitted on or around the campus.

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

The use of mobile phones and connected watches is permitted for Upper Secondary students, in the dedicated areas only.

Penalties may be imposed for failure to comply with the Institute's rules (General Regulations, Section Regulations and Charters). These are defined according to the seriousness of the offence or the frequency of behavioural remarks.

In the case of secondary school pupils, a Disciplinary Board may be convened (see section regulations).

The school management reserves the right to refuse to allow a student to take part in an outing, with or without an overnight stay, or in a sports competition organised by the Institute in the event of behavioural problems, absenteeism or lack of attendance.

12. **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.

At IIL, an anti-bullying programme is in place: the KiVa programme. It was developed in Finland and has already proven its effectiveness.

KiVa is an integral part of our school curricula. The programme includes regular preventive lessons taught by form teachers in classes of Year 2/B4/11e to Year 10/3e. It addresses bullying but also promotes universal values that are essential to community life.

Not only the KiVa programme aims to prevent bullying, it also includes intervention procedures to deal with each bullying situation, individually, as effectively as possible.



A team of teaching and non-teaching staff from the school has been specifically trained to manage bullying situations within the school. Any situation identified as bullying is brought to the attention of the team. The members then respond according to a strict protocol defined by the programme. Parents of the children involved in a bullying situation are notified of the KiVa procedure, but the discussions are essentially conducted between the students and the adults at the school.

The IIL KiVa team can be contacted at kivateam@iil.ch.

For more information on the programme, you can visit www.kivaprogram.net.

By signing these rules and regulations, all parties agree to comply with the above protocol.

13. **Communication**

With the shared aim of enabling students to flourish and develop, we stress the importance of positive, open and constructive dialogue within the educational community.

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 are required to consult the information relating to their child's education, for example timetables, lessons, behaviour and homework.

School reports can be downloaded from ENT at the end of each term (trimester or semester of the current year) and should be carefully saved.

School certificates of attendance can be downloaded from ENT as from the student's first day of school at IIL.

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.

14. 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: ape.iilgeneve.ch. The Association is not involved in the running of the school. You can contact them at following email address : parentsassociation@iil.ch

15. School Holidays

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

16. IIL Camps

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

17. 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 principles 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 & Regulations of each section will be available for signature on ENT at the beginning of the academic year

IIL Leadership Team