



SAINTE-VICTOIRE
INTERNATIONAL SCHOOL
PAYS D'AIX PROVENCE

GENERAL AND SPECIFIC RULES OF COMPORTMENT AT SVIS



International School

A - GENERAL PRINCIPLES OF THE PEDAGOGIC PROGRAMME AT SVIS

Thanks to its modest size, SAINTE VICTOIRE INTERNATIONAL SCHOOL has selected to place the student at the heart of its programme.

The institute's educational team is formed of professionals who are committed to offer every child the best conditions of a perfectly balanced staff in order to create at their school the will to progress towards self-reliance.

The educational staff's objective is not only to prepare the student for secondary and higher studies; it is also to mould responsible and independent adults open to the world and its cultures. In a sense, all of the activities, whether pedagogic, methodological, sport, or cultural, allow the attaining of this objective. This approach calls for the integration within the institution of the classroom and life in order to give a solid meaning to the learning experience.

Toward promoting this end, SVIS relies on three pillars:

- A balanced course alternating academic instruction, sports, and artistic and cultural activities.
- An SVIS frame of mind founded on respect for the individuality of each and an openness to the world.
- An exceptional environment at the heart of a physical setting facing Mount Sainte Victoire and surrounded by an 18-hole golf course.

In order to allow the realisation of their full potential, the students are encouraged to develop the following values:

- To be responsible for their actions and to assume the consequences for decisions they have taken during their stay at SVIS.
- To respect themselves, their classmates and their instructors.
- To be ambitious in setting their academic objectives and in acquiring the means of attaining them.
- To be courageous in their efforts thus allowing them to realise their goals whether they be in the academic, sport, or artistic domain.

Thus, in order to be able to attain these objectives, the pedagogic staff at SVIS has instituted certain rules of conduct that are both indispensable and imperative. Each student formally commits him/herself to respect them. Every family is informed of them and pledges that the children they entrust to SVIS will respect these rules.

B - THE RULES OF CONDUCT AT SVIS

Drugs

The same applies for such consumption during the weekends and school vacations spent off-campus. Ongoing and unannounced inspections will be performed to which the students are obliged to submit themselves.

Any attempt at fraud or a refusal to submit to such inspection will be considered as an admission of guilt. Any infraction of this rule will be considered a very serious offense that will result in a summoning before the disciplinary council empowered to issue a temporary or permanent expulsion from the institution.

Alcohol

The possession and consumption of alcohol of any nature whatsoever is strictly forbidden at SVIS. Unannounced inspections will be performed in the form of the searching of personal effects to which students are obliged to submit.

Any infraction of this rule will be considered a very serious offense that will result in a summoning before the disciplinary council empowered to issue a temporary or permanent expulsion from the institution.

Medications

The taking of medications at SVIS is authorised through the exclusive holders of parental authority over the student concerned.

Such holders must present to the director a copy of the prescription determining the treatment followed. Any holder of parental authority concerned must inform the director of SVIS if a specific regimen must be followed by the instruction staff at the school: food allergy, specific disorders, particular contraindications.

Public display of religious or philosophical belief

Public display of adherence to any particular religious or philosophical belief is tolerated to the extent that it does not disturb the proper functioning of the school.

Such displays must be consistent with the mutual respect that students at SVIS afford each other.

Tobacco use

In accordance with French law, SVIS is an entirely smoke free institution. As a consequence, students are not permitted to smoke or possess cigarettes, smoking tobacco, or tobacco of any type.

Any student caught smoking or in the possession of tobacco or even in the company of smokers will be punished in the following manner:

- **1st time:** confiscation of the cigarettes and verbal warning
- **2nd time:** confiscation of the cigarettes and assignment of community service work
- **3rd time:** confiscation of the cigarettes and a summoning before the disciplinary council empowered to decide on the temporary or permanent expulsion of the student.

For boarding students: Smoking within the residence hall space is a very serious infraction. Any student smoking within the residence hall commits a very serious offense that will result in a summoning before the disciplinary council empowered to issue a temporary or permanent expulsion from the institution.

Honesty

Honesty is an essential rule at both SVIS and in community life generally. Consequently, lying, cheating, theft (including unauthorised borrowing) and fraud are comportments that are heavily punished.

Any infraction of this rule will be considered a very serious offense that will result in a summoning before the disciplinary council empowered to issue a temporary or permanent expulsion from the institution.

Courtesy and respect

Self-respect as well as respect for one's fellow students, instructors and the entire staff at SVIS is essential.

Thus, the choice of both words and the tone used by students should be thought out carefully with respect to this rule.

In a similar fashion, a strong sense of fellowship should prevail among the students.

Lastly, neglectful behaviour will be considered as an act in breach of the rules of courtesy and respect.

Any breach of this rule is likely to lead to disciplinary action in the form of community service. Furthermore, any act involving violence or harassment, whatever its form, is not tolerated at SVIS.

Any infraction of this rule will be considered a very serious offense that will result in a summoning before the disciplinary council empowered to issue a temporary or permanent expulsion from the institution.

Bicycles, scooters and other vehicles

The use of bicycles is limited to accompanied trips within the property. At any other time, the use of bicycles is forbidden on campus and on golf course paths.

The use of scooters and skateboards will be restricted exclusively to the recreation court area.

Any infraction of this rule will lead to the immediate confiscation of the vehicle for the remainder of the week.

A second infraction will lead to the confiscation of the vehicle for 15 days.

A third infraction will lead to a total prohibition for the rest of the month in progress with the possibility of a longer prohibition being put in effect.

Punctuality

A respect for punctuality is essential. All tardiness should be the exception. As an act of respect and courtesy for you instructor and fellow students, the student will see to arriving sufficiently early before the start of class. In the case of lateness of more than five minutes, the student will not be admitted directly to class. He or she must present him/herself to the superior then in charge who will provide an authorisation to enter the classroom and then accompany the student there. The student will see to becoming up-to-date with his/her class and personal work. Too frequent tardinesses will lead to a parental conference with the director.

Diligence

Classes are not optional. All classes held at SVIS are obligatory and any departure of any nature from the schedule will not be permitted (except in case of illness or absence duly excused by the parents or the legal representatives of the student.).

Such is equally the case for the defined options at the beginning of the academic year, in particular with regard to instruction in foreign languages, sports or artistic activities. Once a choice is made, the student is committed to follow the chosen instruction for the entire academic year.

If the student wishes a change in the year's coursework, he/she must inform the director who will raise with the student and his/her parents the opportunity to accede to the student's request. Such potential change cannot take place until the end of the trimester in progress.

Diligence to coursework is essential for the proper formation of the student. It looks to inculcate in the student a taste for effort and perseverance, without which nothing is possible.

Homework and exams

Every homework assignment given must be turned in on time. The time period may be reasonably prolonged at the discretion of each instructor and for valid reasons.

Homework turned in late affects the grade given for such effort on the students' grade report.

Jewellery, objects of value

Jewellery and objects of value should not be brought to SVIS. Watches should be of a lesser value. SVIS takes no responsibility in the case of the loss of jewellery or objects of value.

Personal relations between boys and girls

Boys and girls should practice a certain discretion in the expression of their mutual feelings.

Access to each other's room is reciprocally forbidden for both boys and girls.

Any violation of this rule is a serious offense.

Uniform, dress

Students should dress with care. The wearing of a uniform is obligatory at SVIS from 8:00 to 18:00 hours. Outside these hours, clean and casual attire is allowed.

The uniform must be worn daily and be adapted to weather conditions and practical activities.

The bottom is composed from a choice of the following:

For boys:

- jeans
- linen trousers
- Bermuda shorts

For girls:

- jeans
- a skirt

Haircuts, piercings

Hair shaved to less than 1 centimetre is forbidden.

Piercings are forbidden at SVIS; they should be removed before arriving at the institution, the one exception being made for earrings.

Peace and quiet, respect for others**Sound devices**

The sound volume of musical devices must be at a reasonable level. In no case should it disturb the other students. It should not be audible outside of the room occupied by the student listening to it.

The use of headphones is forbidden during classes.

Any infraction of this rule will lead to the confiscation of the apparatus.

Portable telephones

The use of portable telephones must not disturb the proper functioning of the school or be for purposes contrary to the dignity of other students.

The use of portable telephones is totally forbidden during classes, study sessions or meals. They should either be turned off or put in silent mode.

Any infraction of this rule will lead to the confiscation of the apparatus.

Classrooms and study halls

Classrooms and study halls are places where quiet should reign for the purpose of permitting concentrated and effective work.

Neither drink nor food, with the exception of water, may be taken into the classrooms or study halls.

C - RULES OF CONDUCT FOR BOARDING

Boarding rules must be strictly respected for the safety and well being of all.

An inventory of room fixtures will be drawn up upon the entry of students into their rooms. At the end of the school year, a departure inspection will equally be performed. Students will be billed for all damages incurred. A security deposit of 1,000 Euros per student will be required at the beginning of the year. It will be returned at the school year's end, deductions made for any damage that may be observed at the time of the departure inspection.

Room upkeep

- Rooms must be properly aired out and ordered in the morning before attending breakfast.
- Clothing must be properly arranged within the armoires.
- Beds must be made.
- Bureaus must be orderly.

Hygiene

Students must take at least one shower per day.

Boys must shave every morning. Wearing a beard is permitted if it is trimmed and well kept.

Bedtime

After the official bedtime hour, boarding students are formally prohibited from leaving campus buildings. Any infraction of this rule will be considered a very serious offense that will result in a summoning before the disciplinary council empowered to issue a temporary or permanent expulsion from the institution.

Comportment

The comportment of residents is evaluated according to grades spanning from A to E, A being the best and E being the poorest.

Grade A, excellent: the student who exhibits irreproachable comportment in all circumstances. He/she helps others regularly and spontaneously. He/she contributes to a good atmosphere at the school. The upkeep of his/her room is always impeccable.

Grade B, very good: the student who exhibits the same qualities defined above but less regularly.

Grade C, satisfactory: the student who performs what is expected of him/her without additional effort. Such conduct and comportment are satisfactory.

Grade D, at times insufficient: the student who does not always have a satisfactory attitude and exhibits certain of the shortcomings described below that characterise a student to whom will be awarded an E grade.

Grade E, always insufficient: the student who fails to satisfy acceptable comportment criteria: disrespectful comportment creating an unhealthy, dishonest, lazy or aggressive atmosphere. The condition of his/her room consistently falls short of desirable.

Grade E necessarily implies disciplinary action, specifically in the form of community service work.

Weekend trips

All weekend trips are subject to the prior authorisation of the director. The aforementioned may prevent such for any reason that is considered sound, including for reasons of disciplinary action.

For the purpose of organising departures and arrivals, all requests for weekend trips must be made no later than 18:00 hours on Wednesdays.

Departures and arrivals via airports and train stations. Parents must advise the school by email at least 48 hours in advance of their children's travel schedules as well as of any modifications that may intervene.

Lacking such, we cannot guarantee the proper transporting of the student. The school will not be held responsible in such case.

D - DISCIPLINARY CODE

All infractions of the aforementioned rules will lead to disciplinary action. Such infractions are classified in three categories:

- **VERY SERIOUS OFFENSES:** the possession or consumption of drugs or alcohol. Such offenses will result in a summoning before the disciplinary council empowered to issue a temporary or permanent expulsion from the institution.
- **SERIOUS OFFENSES:** poor academic results, cheating, theft, the possession or consumption of tobacco. Such offenses will result in a summoning before the disciplinary council empowered to issue a first time warning, then upon a second instance the threat of removal, and finally upon the third instance a temporary or permanent expulsion from the institution.
- **SIMPLE OFFENSES:** offenses of little gravity, these directly involve the instructors or the residence hall superiors. Such are, nevertheless, brought to the attention of the director.

All offenses will be recorded in the student's personal records.

Disciplinary action

- Community service work: cleaning or grounds keeping on the campus.
- Additional work: performance of additional academic work. The instructor will assign additional work to be performed within a specified time period. Such work will be graded by the instructor.
- Restriction to campus: weekend consignment, inability to participate in trips planned by the school.
- Room restriction (isolation): the student punished in this manner must remain within his/her room and perform there his/her academic work. No form of exit will be authorized except for meals and/or sports practice according to the nature of the disciplinary action issued.
- Expulsion from a class: if a student is expelled from a class, he/she must immediately advise the director. The student must report to the director's office and wait there in silence to be received.

E - APPLICATION OF RULES BY THE INSTRUCTORS

The educational principles expressed within this document are considered to be essential for SVIS.

The instructors are thus required to respect and ensure that others respect in their entirety the various dispositions foreseen within this regulation in close collaborator with the director's office. The instructors will recognize these rules as an essential pedagogic and educational tool.

The instructors will observe the greatest moral and ethical rigor in the exercise of their functions. They will abstain from all forms of familiarity with or the exercise of excess authority over the students. They will provide at every instance the example of civility, order, propriety, restraint, and exactitude. They will treat the students with courtesy and respect. Any coarse, humiliating, threatening or intimidating behaviour on the part of an instructor is absolutely forbidden and constitutes **a serious professional offense**.

The instructors will take roll at each class, making note of the presence of students and informing the director of all absences. Each absence will be noted on the grade sheet for its respective trimester.

The instructors will start their classes exactly on time and finish exactly at the time specified, never in advance.

The instructors will punish students for tardiness.

The instructors will forbid portable telephones in the classroom.

The instructors will monitor the behaviour of the students from the beginning of each class and at the end make sure that they have left the room in proper order (paper picked up, tables neat, windows and doors closed, and lights turned off).

The instructors will make sure that the attention of the students is sustained and that they are taking notes. They will prohibit unduly nonchalant attitudes (students lying down on their desks, feet on tables, lax attitudes).

The instructors will return all homework assignments, including additional assignments, within a reasonable time period.

Such time period should not exceed a week.

They will commit themselves to providing all necessary explanations for understanding the grade given and provide the keys that assure the student's progress.

The instructors are solely responsible for the application of the school's rules.

They must not remain passive before any act of indiscipline, no matter how small the issue may be.

The current provisions are not capable of covering all situations.

A certain discernment is thus necessary to assess new situations and apply thereto the proper disciplinary action.

F - ACCEPTATION BY ALL OF THESE RULES

The student and its legal representatives acknowledge having been made aware of the provisions contained in the current document.

They commit themselves to respect them without reservation and to accept what disciplinary actions may arise in the case of the violation of the aforesaid.

More specifically, they commit themselves to respect the spirit of these rules of conduct and comportment at SVIS.

Signed at FUVEAU the

Preceding the signature, the above-mentioned read and approved.

Mr./ Miss student

Mr. and/or Mrs. (Ms.) the legal representative

Monsieur Frédéric FABRE, Director of SVIS