

## **Codes - Terms and Conditions**

### **Major Rules**

The following may be sanctioned by expulsion without a Conseil de discipline.

The possession and consumption of drugs, of any nature, either at Negri Violin Program - Piccoli Virtuosi or during weekends and holidays. Drug tests are obligatory and may take place at any time. Any attempt at cheating during the course of a drug test is considered an admission of guilt.

Leaving a building without authorization between coucher (lights out) and lever (wake up).

Theft on or off campus and established as such by a Conseil de discipline. The following are major offences; they lead to an appearance before the disciplinary Council.

Any physical or verbal violence or serious disrespect towards a peer or adult capable of causing mental or physical injury either at school or elsewhere.

Entering a room to take something without the permission of its owner.

The possession or consumption of alcoholic drinks on or off campus throughout the week, or on expeditions at the weekend.

Smoking. As part of its overall health policy, Negri Violin Program - Piccoli Virtuosi requires students not to smoke either on or off campus (including e-cigarettes and shisha smoking, etc.)

The failure to observe safety rules, particularly during expeditions, excursions or sporting activities; the use of matches or lighter or having a naked flame in school premises; setting off a fire alarm by accident or through negligence.

Car rental or the use of an automobile – including during the weekend if the parents are not present in the car – and hitchhiking.

Being found on the étage with a person of the opposite sex as well as the excessive demonstration of affection

Serious fraud relating to:

Plagiarism and cheating in tests, homework or examinations

False declaration of illness in order to be excused from classes or concerts.

The accumulation of punishments with no effect on behaviour or school work; continual indiscipline; lack of respect for the buildings and property of the school.

Bad behaviour outside school, liable to damage the image of the school and its pupils.

Infringement of Swiss law. Note that Swiss Law prohibits:

The sale of tobacco to those under the age of 18

The purchase and consumption of alcohol to those under the age of 16 and of alcoholic drinks other than wine and beer to those under the age of 18. (Beer and wine are permitted from the age of 16.)

The production, sale and consumption of all drugs

Entry to bars and discothèques for those under 16 unless accompanied by an adult.

### **Confiscation**

If a student is seen to be using his or her phone, computer, etc. inappropriately during the academic block or study hall, it may be confiscated by any teacher and handed to the appropriate Director of Boarding who will inform the student of when it will be returned.

### **Absence from class or from an obligatory activity**

Following an absence, the student receives an email; he/she must provide a valid reason for absence within 24 hours to the appropriate person (administrative assistant, boarding house Director) to avoid an automatic sanction. A second absence is punished by a half-restriction and the third by a restriction. On the fourth absence, the parents are warned and two restrictions are given. After this, an Academic Council is convened. This sum of absences is put back to zero in September but an electronic record of all absences is kept; it is taken into consideration for all evaluations (graduation diploma, references, university recommendations, etc.)

## **Restrictions**

Given by a director or doyen, a half-restriction entails the suspension of all sorties and privileges for a Saturday or Sunday as decided by the Director of Boarding; a full restriction applies to the whole weekend. Students over the age of 16 discovered smoking receive a restriction; if they are caught a second time, they receive two restrictions, and a third time three restrictions. Any further infractions lead to a conseil de discipline.

## **Academic Council**

At the request of the Class Tutor, the Head of House, the Guidance Counsellor or the doyen, an Academic Council is convened when a student falls repeatedly below academic expectations or is in serious academic difficulty. The Council assembles the above as well as any teachers concerned. It makes a complete review of the pupil's situation, gives advice, and may impose sanctions. An official letter is sent to the parents.

## **Disciplinary Review**

In the event of disciplinary concerns, the student is called to appear before the Headmaster and other senior members of staff. The meeting will clarify school expectations and advise the student of the behaviour and attitude required in the form of targets and deadlines.

## **Disciplinary Council**

Convened in the event of serious indiscipline, the Council comprises the Directeur Général, Directors concerned (Study and Boarding), the Head of House, the Class Tutor, the Guidance Counsellor, any other teacher concerned, and Students' Committee representatives. The Council listens to the student's explanations as well as those of all attending before coming to a decision. The Council decides on one of the following sanctions in order of gravity: a warning and weekend restrictions; a three-day suspension (which may be carried out at Negri Violin Program - Piccoli Virtuosi, including at the beginning of holidays); a longer suspension (minimum of one week) or expulsion. Parents are always immediately informed in writing of the decision.

## **Use of Photos**

As part of its communication policy, Negri Violin Program - Piccoli Virtuosi publications (including its website or documents sent to parents) use photos and videos taken during school activities, celebrations and concerts. In accordance with Swiss “droit à l’image” legislation, it is understood that parents agree to this; if not, they should inform the school’s principal secretary.

## **Accident and medical insurance**

It is compulsory for all Negri Violin Program - Piccoli Virtuosi students not resident in Switzerland to be covered by the school’s collective medical insurance policy. This covers medical costs relating to sickness or accidents. Parents resident in Switzerland must insure their children under the LAMal sickness and accident insurance scheme; they are responsible for all contact and communication with the health insurance provider. The insurance company used by Negri Violin Program - Piccoli Virtuosi may decide not to insure a student; in such cases our specialist staff will be in contact with the family to decide on appropriate alternatives.

Negri Violin Program - Piccoli Virtuosi undertakes all administration relating to student medical insurance: invoices for medical treatment are debited from the student’s account and any reimbursements will be credited on receipt. This insurance provides private cover in all Swiss hospitals. Dental and orthodontic fees are not covered except as a result of an accident. The insurance policy is effective from 1st September to 31st August • there is a fixed charge of CHF 1200 covering health insurance, which includes medicine administered by Negri Violin Program - Piccoli Virtuosi nursing staff during the academic year.

## **Registration and re-registration procedures for the following academic year**

A student is automatically enrolled for the following academic year as long as Negri Violin Program - Piccoli Virtuosi or the parents do not request otherwise. Parents wishing to withdraw their child from the school for the following academic year should inform the direction of the school in writing no later than 1st May.

Negri Violin Program - Piccoli Virtuosi will automatically renew enrolment and keep a place open for all students for whom no formal withdrawal has been submitted by 1st May and the school fees for the coming year have been paid in accordance with the conditions outlined.

If enrolment or re-enrolment is cancelled after this date, all fees for the following academic year will be reimbursed on condition that Negri Violin Program - Piccoli Virtuosi can replace the departing pupil with another from its waiting list.

A student will only be invited to return to Negri Violin Program - Piccoli Virtuosi for the following academic year if all financial conditions have been respected.

### **Contractual financial conditions**

If a student is expelled from the school or if a student is withdrawn by the parents from the school during the course of the term, both the fees for that term along with those for the following term are payable to Negri Violin Program - Piccoli Virtuosi. During the course of a term, should a student be withdrawn from school with the consent of both the parents and the school, only fees for that term are due.

### **Contractual agreement and litigation**

Parents who enrol their child into Negri Violin Program - Piccoli Virtuosi confirm their agreement with all terms and conditions set out in this document. By enrolling their child, the parents agree to abide by these policies. They undertake to maintain this contractual agreement with Negri Violin Program - Piccoli Virtuosi even when their child legally reaches adulthood, and until their child leaves Negri Violin Program - Piccoli Virtuosi. The contractual agreement between the parents, the child and the school is, in the final instance, subject to Swiss law. Should there be any case of litigation between the school, the students and the parents, this will be judged by courts in the Canton of Vaud (Switzerland). The term "parents" used in this document is understood to refer to the child's legal representative.