

General School Rules 2025-2026

Based on the key institutional documents “Florimont: our core values” and “Institut Florimont’s philosophy and mission”, the purpose of our school rules is to foster a safe, supportive and nurturing environment at Institut Florimont to benefit pupils and staff. Every member of the school community commits to knowing and observing the rules.

By enrolling in the school, all pupils implicitly and voluntarily agree to comply with the rules in this document.

1. NATURE AND PURPOSE OF INSTITUT FLORIMONT

- 1.1 Institut Florimont is a private school and member of AGEF, the Association Genevoise des Ecoles Privées (Private Schools Association of Geneva).
- 1.2 Institut Florimont provides primary and secondary education in preparation for formal qualifications and gives pupils a humane, moral and spiritual grounding based on Christian values.
- 1.3 Institut Florimont is a Catholic school which celebrates the commitment of its founders, the Missionnaires de Saint Francis de Sales. The Institut now welcomes pupils from all faiths in a spirit of respect, Christian unity and tolerance.
- 1.4 Every pupil is expected to show the same solidarity and respect for their fellow pupils. Pupils are expressly prohibited from engaging in any political or religious propaganda or controversy, however they should not disregard the Institut’s denominational nature.
- 1.5 It is the responsibility of all teaching staff to ensure that these rules are applied with common sense, proportionality and fairness.

2. PERSONAL APPEARANCE – BEHAVIOUR/CONDUCT

- 2.1 Rules
The following rules apply to all Institut Florimont pupils and are intended to create a professional and relaxed atmosphere conducive to study:
- 2.2 Dress style
Clothes must not feature any text, images or symbols in the following categories:
 - Discriminatory
 - Sexual
 - Inciting hatred
 - Political
 - Profane
 - Encouraging use of illegal substances, alcohol or tobacco

Clothes may be personalised as long as the item remains intact.

2.3 Clothes

- Clothing must cover both the stomach and back
- Tops must have shoulder straps or sleeves
- Clothing must cover all underwear
- Any tattoos must be covered
- Shorts and skirts must be no shorter than mid-thigh
- Jeans with holes or rips are not permitted

2.4 Accessories and footwear

- No headgear (caps, hats, etc.) is permitted in classrooms or inside school buildings
- Facial piercings are not permitted; ear piercings are permitted but must not exceed 3 mm diameter
- Sports clothing may only be worn in PE lessons (including sports leggings and tracksuit bottoms)
- Pupils may only dye part of their hair a non-natural hair colour; this colour must not be fluorescent
- Pupils are permitted to dye their whole head of hair a natural colour.
- Flip-flops (beach shoes) are not permitted in school.
- Nails must not be of a length or style that prevents the pupil from using a keyboard or working properly

2.5 Pupils must not be excessively affectionate with each other in public.

Pupils must show common courtesy and respect towards adults, and address adults formally (using 'vous' form in French). Pupils must stand up when an adult enters the classroom and when being addressed. They should greet any adults they pass in the school, direct visitors to reception, hold open doors, and so on.

When using the school bus or public transport, pupils must behave sensibly and use appropriate manners and language.

2.6 Pupils who drive to school must park outside the school grounds.

2.7 Institut Florimont campus is a smoke-free zone.

2.8 In Primaire (Primary) school and Secondaire I (Cycle), the use of Internet connected devices (smartphones, watches, etc.) is forbidden. Students who have a smartphone must turn it off upon entering the campus and may only turn it back on when leaving the campus.

In Secondaire II (Diplomas), their use is strictly forbidden in school unless authorisation is granted by an adult member of staff.

These devices must be stored in the **No Phone** pouch provided (at front gate or reception) as soon as students arrive in school, and the pouch must be locked. Students can unlock the pouch when they leave at the end of the day or half-day, depending on their timetable and whether they are permitted to leave the campus at lunchtime. There are tools for unlocking pouches at school entrances.

Students are not permitted to leave the campus at break times to unlock their phone pouch.

Random checks will be carried out by the Vie Scolaire team throughout the day to make sure students' phones are being stored in pouches.

If a student comes to school without their pouch, they must notify a member of the *Vie Scolaire* team who will lend them one for the day. If a pouch is lost or damaged, the student will be charged 50 CHF for a replacement.

Students are expected to take responsibility for their actions and those who break these rules will initially be given a warning, and offered psychological support if they are struggling with phone dependency, followed by punishment and disciplinary measures.

These rules also apply during school activities taking place off-campus (outings, trips, sports events, etc).

- 2.9 Any indecent magazines or books, harmful products or dangerous objects are strictly prohibited at the Institut.
- 2.10 Food, sugary drinks, chewing gum and confectionery are not allowed in classrooms or study halls.
- 2.11 The possession and consumption of alcohol on the Institut Florimont campus is forbidden.
- 2.12 Any pupil presenting at school in an inebriated state or under the influence of drugs will be sent to the nurse or sent home. The Institut reserves the right to further discipline the pupil.
- 2.13 Any damage to property caused by a pupil must be paid for in full by the pupil. The pupil may be asked to clean or repair the property they have damaged or defaced. Further penalties may be applied in the event of wilful damage.

3. GROSS MISCONDUCT

- 3.1 While the Institut's preferred approach to drugs is prevention through information and conversation, its stance on drugs is firm and uncompromising.

It is therefore forbidden for Florimont pupils to possess, consume or engage in dealing drugs of any kind on school grounds or at any event or activity organised by the Institut. Any violation of this rule carries severe punishment, usually immediate expulsion.

- 3.2 If a pupil appears to have taken drugs, the Institut reserves the right to contact their parents and request that the pupil undergo drug testing. The Institut also reserves the right to refuse the pupil entry to lessons until they have received the test results.
- 3.3 If the test results are positive, the Institut requests that the pupil be tested once a month for 6 months. In addition, they will not be permitted to leave the school at lunchtime if they have had prior permission to do so.
- 3.4 The usual penalty for theft and extortion (racketeering) is immediate and permanent expulsion from the Institut.

4. SCHOOLWORK

- 4.1 First and foremost, Institut Florimont pupils are developing their knowledge and intellectual expertise to produce the highest possible quality school work. They are expected to act with honesty, thereby not seeking to achieve an academic or competitive result by cheating, lying or plagiarism.
- 4.2 Any pupils found cheating or attempting to cheat are punished. They may also be subject to disciplinary action and being named in the school newsletter.
- 4.3 Pupils are responsible for bringing everything they need to each class, such as text books, exercise books, folders, laptop, school journal and all writing materials required. Pupils must hand in work by the deadline set by their teacher.

5 SCHOOL TRIPS AND OUTINGS

- 5.1 School trips are compulsory and an integral part of our learning programme. The Institut reserves the right to refuse a pupil from participating due to safety concerns or for failing to observe school rules. No refunds are given if a pupil is absent from a school trip without explanation.

6 VIE SCOLAIRE (PASTORAL CARE): ABSENTEEISM AND ARRIVING LATE

- 6.1 It is compulsory for pupils to attend all classes in the timetable.
- 6.2 Leave from school is only granted when absolutely necessary and only when requested by parents. The decision to grant all leave requests is made by the Head of Maternelle and Primaire (Kindergarten and Primary) and Secondaire (Middle School/Diplomas) year heads.
- 6.3 Families are strongly discouraged from arranging medical appointments of any kind during school hours.
- 6.4 When a pupil is absent due to illness or another reason, parents must notify the school by phone or email as soon as possible from 7.45am. On their return to school, the pupil must provide a written note from their parents and present it to the *Vie Scolaire* (pastoral care) team before going to class. Parents must give as much notice as possible of any planned absence. It is compulsory to provide a doctor's certificate from the third day of absence.
- 6.5 If a pupil is frequently absent, this may become a cause for concern and Institut Florimont will write to parents to inform them of the consequences on their child's academic performance. The Institut will decide whether the pupil needs to repeat the year if it feels they will be insufficiently prepared to progress to the next year.
- 6.6 A doctor's certificate must be provided for any absence during examination periods. The official regulations imposed by the International Baccalaureate and Swiss Maturité apply.
- 6.7 Pupils must arrive punctually to every lesson. If a pupil arrives at school late, they must go straight to their classroom.
- 6.8 Unexplained absences and lateness are punished.
- 6.9 Institut Florimont does not authorise extending holiday absence before or after holiday periods so as not to disrupt lesson and examination planning, and to avoid unfairly penalising pupils who observe the term dates.
- 6.10 Pupils in Cycle (Middle School) are responsible for their school and correspondence journal and using it to note what is expected of them. Pupils in Secondaire II (Diplomas) use Pronote instead of a school journal.

- 6.11 If a pupil feels unwell at school, they must report to the school nurse who will decide whether the pupil should go home.

7 BREAK TIMES – STUDY HALL

- 7.1 It is strictly forbidden for pupils to enter staff rooms.
- 7.2 Pupils are not permitted to use rollerskates, rollerblades, skateboards, scooters or any other wheeled objects on school grounds.
- 7.3 Pupils in Primaire (Primary) must follow their teachers' and supervisors' instructions at break time. All pupils must go out into the primary school yard except during bad weather.
- 7.4 Students in Cycle and 3^{ème}:
- Lunch time: after lunch, pupils can go to the stadium, canteen or library or participate in an extra-curricular activity. Pupils must ensure these areas of the school remain clean and tidy.
 - In Cycle (Middle School), only pupils who do not take school meals and who have written parental permission may leave the school grounds at lunchtime. The Institut is not responsible for these pupils when they are off campus. Pupils in 3^{ème} who take school meals and have their parents' permission to leave the school grounds may do so once they have eaten.
- 7.5 Students in 2^{nde} to Terminale:
- Morning break: pupils are not permitted to leave the school grounds.
 - Lunch time: pupils who take school meals can go to the canteen and the area immediately around it. They can leave the school grounds. There are study and relaxation areas in the Basile Luyet building and on the 3rd floor of the main building. Pupils must ensure these areas remain clean and tidy and use the furniture, equipment, etc. appropriately.
- 7.6 Between lessons
- The five-minute break is to give pupils time to go to their next lesson.
 - Pupils must be at their desks when the bells rings at the start of lessons.
 - Pupils must not sit or lie down in the corridors or on stairs.
- 7.7 Study hall
- Pupils must work in silence in the study hall.

8. SPECIFIC RULES

- 8.1 All Florimont pupils and their parents must read and sign the “Physical Education rules”.
- 8.2 All Florimont pupils and their parents must read and sign the “Regulation on technology and digital use at Institut Florimont”.
- 8.3 All Florimont pupils and their parents must read and sign the “Directive on using the Pikas method to address bullying”.
- 8.4 All Florimont pupils and their parents must read and sign the “Rules of the CDI (library and learning centre)”.

9. PUNISHMENT AND DISCIPLINARY MEASURES

- 9.1 Punishment can be imposed for inadequate school work or misconduct. In each school section, the section head informs teachers of the measures and conditions in which they are to be applied. Punishment can range from a warning to a reprimand from the year head, section head or school administration.
- 9.2 If a pupil has been reprimanded and continues their behaviour, they may be asked to attend a disciplinary board.
- 9.3 The disciplinary board is chaired by the Director General or the Deputy Director and consists of the following members:
 - relevant section head;
 - Head of *Vie Scolaire* (pastoral care team);
 - class tutor.