

Queen Charlotte Finishing
School

The Charlottes Book

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I. § School Structure

I. § SCHOOL STRUCTURE

i. IN SCHOOL STRUCTURE

- ❖ *Headmistress, Miss Melanie*, runs the school and takes day-to-day decisions. She is main authority in school about discipline, can admit, students, staff and auxiliary staff. She can expel students and manage staff if needed. She can impose temporary school rules, approve school events, demote, or promote prefects, discipline anyone if needed and agreed in staff's case.
- ❖ *Deputy Head, Miss Soffian*, Assists and consults with *Miss Melanie* in their duties.
- ❖ *Sr Tutors & Staff*, Assist the school in day-by-day discipline and structure.
- ❖ *Instructors*, Teach regular classes
- ❖ *Jr Tutors*, Assist *Sr. Staff* and *Instructors* in their duties.
- ❖ *Head-girl*, Manages prefects team
- ❖ *Prefects*, Students with authority
- ❖ *Student Representative* leads the student's council.
- ❖ *Pupils*
- ❖ *Auxiliary Staff*

II. § SCHOOL RULES AND DUTIES

i. GENERAL SCHOOL RULES AND DUTIES

- ❖ Charlottes will do what they are told by Tutors and Instructors, Prefects and the Head Girl in the limits of their discipline consent forms.
- ❖ Charlottes will be present in classes, clubs, activities. Being online and absent without reason to a class is truancy! If you will need to constantly skip classes, please discuss this at interview. If you need to skip a class, ask Headmistress approval and inform the Instructor if approval given.
- ❖ Charlottes will be up to date with class rules, class requirements and homework, even if they were not present to previous class, they should read transcript and homework if any.
- ❖ Charlottes will help keep the school clean and in order, cook meals in the dorm if needed and generally take care of their school.
- ❖ The school is not a place for sex, but for learning, it will be frowned upon and it might be punished.
- ❖ All Charlottes must ask permission to leave the campus. For Day Charlottes it's a formality, they do not have to explain where they are going or wear uniform outside the island. They can ask the closest Staff present in campus who is available or if none, on group chat.

II. § School rules and duties

- ❖ Boarding Charlottes should to ask permission before leaving the campus or the town. They will explain where they are going and will wear uniform outside. They can ask the closest Staff present in campus and available or if none, on group chat. They can be refused.
- ❖ When arriving in campus, arrive in the dorm (Landmark there). Do not drop in front of the school, or anywhere else on the island!
- ❖ Charlottes should not disturb each other when in the library, including PM's. Staff is should also follow this rule. The library should be used for homework and projects.
- ❖ During field trips, Charlottes should behave at their best. They will stay grouped, arrived together and leave together.
- ❖ Charlottes are not allowed without being invited in the staff offices area, or other private areas!
- ❖ Every day, 20 minutes before the first class or club, Charlottes will form an assembly, waiting in order. The school Headmistress will come and inspect the Charlottes before class or any present Staff members. If none are present, the duty falls on the Head Girl or Prefects. If no Prefects are available, or Staff, Charlottes will wait 10 minutes before dismissing themselves from assembly.

Anything wrong found, should be handled by the person that inspects, after class, or be reported to the Headmistress.

- ❖ Charlottes past debutants will mentor and help new Charlottes. Charlottes are assigned as Mentor to Debutants, and they share consequences for rule breakage. They should be proactive, meet with the debutant regularly, help them learn the rules and customs of Charlotte, encourage, report and enjoy school life together.

II. § School rules and duties

ii. THE DORM

- ❖ Charlottes must keep the dorm tidy and clean.
- ❖ Males are not allowed in the girls' room or bathroom, unless with a reason, females are not allowed in the males room or bathroom, unless with a reason.
- ❖ Drugs, alcohol, offensive materials, bad taste posters, visible sex toys or sex material, etc are forbidden in the dorm.
- ❖ Blanket on your bed should be pulled up if you're not using it.
- ❖ You are not allowed to bring furniture or any decorations bigger than a laptop, without approval. Any kind of furniture, carpets and so on should be approved, as they change the visual aspect of the room. Even for small decorations, be tasteful, do not bring painted cubes (prim) or poorly done items as decorations.
- ❖ You can bring your own lamp for the night stand. Aim for *Mesh*, in tone with the dorm aspect.
- ❖ Wall posters should be appropriate. You are not allowed to paste over the room wallpaper, but use a nail. Do not use huge posters, or generally anything out of tone. Anything rebellious, violent or aggressive, anything opposing our school values, is not allowed!

- ❖ Prim allowance for Day Charlottes is 40 prims, but as long as we have prims nobody will scold you for 10 prims over. For boarders, it can be way higher. Boarding Charlottes get more dorm rights, if they need something special, they should ask.

iii. APPEARANCE

- ❖ School uniforms must be worn at all times with the exceptions bellow. They should be kept clean and in proper shape.
- ❖ Uniform should not be worn when asked by a Staff not to.
- ❖ Uniforms are not mandatory when practicing ballet, gym, organized dinners, outside the campus gates while still on the island, except Boarders, in the dorm and in the time interval between last class on Friday and first Assembly on Sunday, except classes and activities.
- ❖ Uniforms should always be worn during reception and any assembly.
- ❖ Charlottes should always be dressed smart or elegant and fit for our school.
- ❖ For organized dinners, evening wear should be worn.
- ❖ Anything poorly fit or cheap looking, should not be worn.

II. § School rules and duties

- ❖ Nightgowns and nighties can be worn in the sleeping area.
- ❖ If you are told to change or that a certain outfit is not allowed, you will change it right away and remember not to wear it anymore.
- ❖ Jewelry of religious or cultural significance may be worn but must be covered at all times. No non-ear piercings are allowed. In particular, clear plastic studs, or otherwise, used to maintain the piercing, are not allowed.
- ❖ Jewelry should be kept minimal during school and worn with taste at school parties, events and tea.
- ❖ D/s collars of what's generally considered BDSM nature are not allowed visible (e.g. Big leather collar with spikes). Collars worn as appropriate jewelry, even if on the edge of the rules, will be allowed and Staff are not permitted to ask a Charlottes to take it off.
- ❖ A Charlotte's hair must be kept clean and tidy at all times. The length of the hair should not be shorter than collar length. Hair should be off the face. The fringe when straightened /combed down must not hang in the eyes. The style of the hair should not be extreme including but not limited to mohawk, shaved styles and/or patterns. The color must be the Charlotte's own natural color; no dye nor highlights are allowed

- ❖ No gel, mousse, fancy hair styling or tinting of hair is allowed for all Charlottes
- ❖ Boys must be clean-shaven with no facial hair like mustache and beard.
- ❖ During class and during school official events it is strongly recommended to keep hair neatly tied (for girls).
- ❖ Make-up should be worn in good taste, never excessive or inappropriate for school.
- ❖ No vivid nail polish or very long nails.
- ❖ Tattoos are not allowed. If you need an exception for that, discuss with the Headmistress.

III. § School Discipline & Punishment

III. § SCHOOL DISCIPLINE & PUNISHMENT

School discipline is handled by school staff. Generally in day to day school issues, the School Headmistress has top authority.

i. PUNISHMENTS

- ❖ Charlottes are punished when misbehaving, with various punishments, which is part of the school life.
- ❖ Suspension or being expelled are punishments given for very serious infractions. Headmistress can suspend and final expulsion will be consulted with Top Management.
- ❖ Punishments from Prefects can be contested to the Head Girl, who can raise them higher; punishments from Staff can be contested to the Headmistress, only on solid grounds. Serious issues, like discipline consent breaking, distress, harassing, bullying by staff, can be raised to upper management.
- ❖ Charlottes should accept their punishment, without trying to influence them, including in private. Doing so will lead to harsh punishments and if done repeatedly, should be raised to the Headmistress.

- ❖ Punishments can escalate, for repeated offenses, or over the top behaviors. E.g. if a Charlotte is spanked for a minor lack of protocol and she repeats same infraction one day after, we might judge spanking does not work and will hand her lines.

ii.S(R)-LIFE

S(R)-Life is fully OPT-IN and nobody will be treated preferentially on the basis of accepting this or not. It means “matching” or “mirroring” SL punishments, in RL, usually spanking (self spanking for RL). This can happen “live” (during the scening, with the mention that should be able to do it fluent enough not to slow down the role-play too much) or after the punishment.

S(R)-Life does not endorse:

- ❖ Private RL Disclosures of any kind
- ❖ Breaking any kind of RL boundary
- ❖ Forcing anyone to provide any kind of personal information or contact, of any nature.

There are a few major rules and mentions:

- ❖ S(R)-Life does not require the Charlotte to provide any kind of “proof” that they did matched things, and the school does not endorse that in any way. It relies on honesty and self-discipline, and understanding that lying about your commitment is self-defeating.

III. § School Discipline & Punishment

- ❖ It is a commitment that, in given limits, the Charlottes will match what happens to them here (in matters of corporal discipline) in their RL and that the disciplinarian should be aware of it and their conditions, so they can facilitate it through the scene that happens here.
- ❖ It does not bind the disciplinarian act upon it. They will be considerate of Charlottes limits here about S(R)-Life, but it is not required of anyone to take an interest into it and control it.
- ❖ Exchange about S(R)-Life during a scene should happen in IM, unless agreed otherwise, including with 3rd parties present.
- ❖ Charlottes are solely responsible for your RL health and well-being. They don't have to push things further than it's safe.

S(R)-Life can be opt-in in the discipline consent form, where Charlottes will also have to set special requirements and limits about it. Wearable symbols will be provided from the school, to offer the possibility to be fluent, organic and immersive about it.

iii. SCHOOL SUPERVISION

On an opt-in basis, but recommended, Charlottes will add to their profile the fact they are a Charlotte School student and that their behavior can be reported to school

Example:

I'm a proud Charlotte School Pupil! In case I misbehave outside of the school campus, you can report me to the school or to any of the present Staff.

iv. FAMILY & SCHOOL

House Rules prevail. If one has any limits or rules from Charlottes parents, guardians etc. that would conflict school rules, it should be discussed at admission.

If one's parents, guardians, etc work in school, unless agreed otherwise all punishments and discipline should defer to them by default. Even if agreed otherwise, the main responsibility for behavior, discipline and punishment comes from the family.

Tutors should strive to give priority to the Charlottes that don't have a family working in school.

Family heads working in school can reasonably cancel punishments given, but this should not be abused. Family limits can be discussed when filling Discipline consent form, and they will be added in it for each family member. (E.g. None of my daughters should be publicly humiliated).

III. § School Discipline & Punishment

v. DISCIPLINARY COUNCIL

For serious infractions, which can lead to suspensions or other harsh punishments, the Headmistress will invoke a disciplinary council, with the following organization:

- ❖ Headmistress, which will take final decision.
- ❖ Deputy Head
- ❖ Important Tutors if any
- ❖ Head Girl.

Feedback will be considered from each side, discussion will take place on the school forum. If possible, we will meet in person.

Charlottes can be brought to the council by Headmistress or top management only directly, important Staff (III) and Head Girl (IV) can recommend to the former.

Discussed Charlottes will be informed a discussion is taking place, and they can choose someone to represent them in the conversation, Charlottes or Staff, or they can represent themselves. Their feedback will be listened to.

Their representative:

1. Must consent to representing them
2. Must keep discussions private outside the interested school.
3. Must be accepted by the council

4. Should be able to check the conversation daily, as we will not wait for them.

IV. § Charlotte Etiquette And Protocol

IV. § CHARLOTTE ETIQUETTE AND PROTOCOL

School etiquette guide follows the European school tradition, and even if we have lenience towards other cultures etiquette, we accept it if it does not conflict others.

In School pupils should use honorifics towards staff (e.g. “Miss”, “Sir” etc).

To sit, leave the classroom or any other school areas during an activity, class etc, permission should be asked. If no activity, class etc is happening, excuse yourself and say goodbyes.

When entering a room, greet the school staff first.

Face staff when talking to them. When meeting staff in campus, greet and ask if you can carry on.

Visitors must be greeted from standing and talked with politely, using honorifics if they seem more mature than you.

Be responsive, do not afk or get distracted, if you need to do so, excuse yourself to a private area.

Do not use squirmy AO's, make silly face, or wear ugly or poor fitted clothes.

Do not abbreviate teacher names except for Mr B. Honorifics should be used with full name or surname, if not told otherwise.

i. CLASSROOM PROTOCOL

Where/When: During punishments, in the classroom, during small assembly.

- ❖ **Language:** Charlottes may not speak without being allowed to.
- ❖ **Attentive:** Charlottes should be attentive and reply on spot.
- ❖ If a Charlotte is late for class, they should firstly message the Instructor and ask if still allowed to join class. Afterwards, Charlotte should knock on the door and wait for permission to enter the classroom and sit, quietly.
- ❖ Permission to go away (AFK) should be asked if it is not an urgent situation. It should be matched in SL with something appropriate, do not ask permission to afk for bathroom, ask permission to use the bathroom etc.
- ❖ Charlotte should wait standing, without asking permission to sit, it will be given by staff.

V. § annex: Boarding

V. § ANNEX: BOARDING

- ❖ Boarding students are our Charlottes at all times, no matter where they are in world. They will wear school uniform unless permitted otherwise and live in the dorm.
- ❖ Boarding Charlottes issues and needs will have priority with the school staff.
- ❖ To leave the campus, a boarding Charlotte, will explain where they are going and when they will be coming back, even if they have a home. If they have to be out of uniform, they will ask permission. Asking to leave should be done to the closest available faculty staff present in campus, if none on school group. If nobody will reply in ten minutes interval, permission is granted by default.
- ❖ When leaving the campus, Boarding Charlottes will leave a private message to the headgirl or inform her directly if present in campus. Departure duration and destination should be said.
- ❖ They can be inspected on departure, and asked where and why they are going. Permission can be refused if needed, the Headmistress should be informed by such refusals.
- ❖ Permission for leaving should be asked to first of the following present:
 - ❖ School Headmistress

- ❖ Deputy Head
 - ❖ Sr Tutors
 - ❖ Jr Tutors
 - ❖ Instructors
 - ❖ Head girl
 - ❖ Prefects
-
- ❖ Charlottes with a home can board, but they should have their main home the school dorm, and go home just for special occasions, such as meeting with parents or guardians, holidays and so on.
 - ❖ On agreement with parents or guardians, a special slip can be written for boarding Charlottes, which will grant them regular permission to go home, during certain hours and days, if not accompanied by parents or guardians. When leaving with a slip, *no message is needed*, only if departure is done in the conditions from the special slip.
 - ❖ Parents and guardians can take the boarding Charlottes out of school, in their presence, but if the boarding Charlotte is constantly left at home more than school, boarding will not be the best for them.
 - ❖ Boarders can have blanket free travel hours or curfew imposed from the school, which will take precedence over the rules written here.

V. § annex: Boarding

Boarding Charlottes will have in their profile, one of the following.

For Main Profile Page or Picks

I am a boarder of Charlotte School. If I misbehave, please report me to the school Headmistress or any staff present in school.

If you create a Pick, please write in main profile page:

*I am a Charlotte Boarder, more in my picks.
For picks, create the pick at the entrance address (landing point).*

VI. § ANNEX: THE CHARLOTTE AWARDS

The Charlotte Awards program provides the school with a means to recognize students who provide significant service to the school. These are students that go beyond doing what is expected of them like homework or chores.

Any Staff, Prefect, boarder or regular student can nominate a student or students to receive an award. Prep students may NOT nominate. Criteria should include sustained service to the school of some sort of significance or perhaps a single short-term incident of exceptional service. Additionally, the student must demonstrate the very best qualities of a Charlotte to include honesty, helpfulness, volunteerism and loyalty to our school.

Upon the announcement that an Award period has begun, Staff and students (Prep excluded) may submit nominations to the Student Representative Anna Soffian via the website form, which will identify the nominee and provide enough justification for the Award Committee to judge the merit of the nomination. Anna can also discuss with the person that nominates and guide them in writing a good nomination. At the end of the nomination period, Anna will group all the nominations and place them on a special forum location for the Award Committee to consider.

VI. § annex: The Charlotte Awards

The school Staff and student body will witness these students receiving awards at a ceremony which will encourage or inspire others to serve. There are two levels of awarding. Students who do exceptional service to the school can be awarded The Charlotte, which is the premier student award at school, given to maximum three students each session. Other students might be recognized with a Certificate of Accomplishment from the school for good service that does not rise to the level of The Charlotte.

A third special award is popular recognition, where the student and Staff will vote equally.

Voting

The voting committee and voting weight is following:

Miss Melanie 3

Miss Soffian 3

Miss Grace Pi'ne 3

Staff guest of the month 2

Last Award winners (main award, not recognition) 1 / each;

To be recognized: More than half plus one of total and no veto. One veto vote will reduce the number of points awarded with the vetoer voting weight.

To be Awarded main Award: from the recognized ones each member of the committee votes for two. The most voted persons (first three) get the award.

Full Veto: Can be called by Miss Stiina Pi'ne or Miss Clara Soffian. Should be used only in exceptional cases, as it will disqualify the nominee. Cases like major discipline issues, uncertainty of future in Charlotte, etc