

# INTERNATIONAL SCHOOL OF NICE

## HANDBOOK for students and parents

Both French and English versions of this document are available on the school website

**Updated June 2018**

# CONTENTS

	<u>page</u>
INTRODUCTION .....	5
VISION - MISSION - PHILOSOPHY .....	5
SCHOOL-WIDE GENERAL AND ADMINISTRATIVE INFORMATION .....	7
Absences- Attendance	7
Buses	7
Change of address/Telephone	8
Class Lists	8
Communications	8
Dances	9
Dress	9
Emergency Closure	9
Field Trips	9
Fire Drills	9
Hours and supervision	9
ID Cards	10
Insurance	10
Library	10
Computer Room	10
Lockers	11
Lunch	11
Parent Teacher Association	11
Personal property	11
Pictures	11
School Board	12
Student Council	12
Student health, illness, medication	12
Student publications	13
Student meetings	13
Student associations	13
Students who are 18 years of age and over	13
Telephone use	13
Textbooks and supplies	13
Tuition and Fees	14
General Terms	14
<b>GENERAL AND DISCIPLINARY RULES .....</b>	<b>16</b>
Anti-bullying policy	16
Conduct	16
Discipline and Sanctions	17

<b>ACADEMIC MATTERS .....</b>	<b>19</b>
Academic Advising	19
Calendar/School year	19
Homeroom Teachers	19
Orientation	19
Science courses	19
Assessment and Grading at ISN	21
Report cards and transcripts	22
Homework	22
Physical Education	22
Promotion	22
Regular testing	23
Tests (US College Board)	23
Tutoring	23
<b>HIGH SCHOOL .....</b>	<b>23</b>
Academic Probation	23
Change of Programme	23
Course Load	23
Credit	24
Examinations	24
Graduation Requirements	25
Honours Courses	25
Independent Study	25
International Baccalaureate	25
School Service	26
Senior Thesis	26
Applications to Other Schools	26
Guest Visits to School	26
Guest Visits to School	26

This document is published in French and English.  
In the event of discordance between the two versions, it is the French language which will prevail, the English translation being on a purely informative basis.

## INTRODUCTION

The International School of Nice (ISN) is a private, co-educational day school for children from Pre-Kindergarten through to Grade 12 operated by the French Riviera Chamber of Commerce. The School provides an international education in English to students from many different nations.

The School consists of three units: the Lower, Middle and High Schools. Each unit has its own programme; however, the overall objectives and expectations of the School are common to all.

The purpose of this handbook is to give students and parents a general introduction to ISN and to provide information concerning matters both administrative and academic, as well as ISN's rules.

## VISION - MISSION - PHILOSOPHY

The International School of Nice's vision is to be a leading IB World School, thus inspiring, supporting, and nurturing its multi-cultural students to be well-educated and empathetic global citizens.

We **Inspire** students to take a leading, active, and caring role in our changing world.

We **Support** students in achieving their academic potential, and developing their individuality.

We **Nourish** the minds and spirits of our students in a safe, friendly, and caring environment.

ISN places the student at the centre of the learning process.

ISN utilizes a range and balance of teaching styles to allow each student to fully develop as a whole person.

ISN nourishes a family atmosphere and community spirit in our learning environment.

ISN implements non-discriminatory practice and inclusive education.

ISN involves all constituencies - students, teachers, parents, and administration in achieving the success of our goals.

ISN inspires and empowers our students to make a positive difference to their world.

ISN actively inspires students to have empathy and compassion with people everywhere.

ISN nourishes an appreciation of the life and culture of the host country and the international community as a whole.

ISN students as IB World School students embrace the IBO Mission Statement, and uphold its aims as defined in the Learner Profile.

ISN ensures that our young people develop as:

### **Inquirers**

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research, and show independence in learning. They actively enjoy learning, and this love of learning will be sustained throughout their lives.

### **Knowledgeable**

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge, and develop understanding across a broad and balanced range of disciplines.

### **Thinkers**

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

### **Communicators**

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled**

They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded**

They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring**

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers**

They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced**

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective**

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

(Source : International Baccalaureate Organization 2006, IB Learner Profile booklet).

## SCHOOL-WIDE GENERAL AND ADMINISTRATIVE INFORMATION

### ABSENCES - ATTENDANCE

Regular, consistent attendance is a condition to fulfill graduation and promotion requirements. Regular attendance helps in the achievement of academic success and must take priority over all other activities. Attendance of students in school is rigorously monitored by teachers of each class who record the names of absent students in the system set up specifically for this. Students are expected to attend every scheduled class every day.

ISN will honour absences for illness, and family bereavement. Each absence must be notified by a written note from the parents. We particularly insist that the holiday periods not be extended. Students who miss School due to extended holidays will have that absence counted as unauthorized. Any work or tests missed will receive a zero. Parents are also requested to schedule medical, dental, and other appointments after regular School hours. There is no replacement for the learning experience of the classroom itself; work cannot simply be "made up" when absences occur.

A student arriving late, after 8:55, must sign the register at the front desk.

A student who misses 10% or more of a School semester may not receive academic credit for that semester. Repeated unjustified absences may, after due warning, lead to the suspension or eventual expulsion of the student in question.

A period of over 3 consecutive days of absences due to illness must be accompanied by a doctor's certificate.

If a student is absent from School, these procedures should be followed:

- Parents must notify the School, of any absences which may be known in advance, stating times and dates.
- On the day of an absence, parents **must** notify the School by 8:30 a.m, preferably by email to [isn@isn-nice.com](mailto:isn@isn-nice.com), or by telephone.
- Upon returning to School, a student should provide a note from the parent or doctor which explains the absence and includes the dates of the absence. The lack of such a note will result in a "unauthorized absence".

Parents will be contacted immediately after an unauthorized absence.

Students driving to School must arrive no later than 8:40 a.m.

**It is the student's responsibility to obtain the work which has been missed during an absence and to make up that work within the teacher's designated time frame.**

### Early dismissal

If a student must leave School early on a given day, the following procedures apply:

1. The parent must write a note to the school requesting early dismissal. The School reserves the right to judge whether such a request is acceptable.
2. **E-mail requests must be validated by a telephone call from the parent to the main office.**
3. No student is allowed to leave the school without parental accompaniment.
4. Parents or guardians must sign out the student before leaving the school.

## **BUSES**

ISN proposes a daily bus service, and full information regarding the bus routes and fee schedules are available at the School office or on the school's website: [www.isn-nice.com/bus-service/](http://www.isn-nice.com/bus-service/) The buses follow the major routes and door-to-door service cannot be arranged. Bus regulations have been established for the safety, security, and comfort of those using the bus service. Any student who fails to abide by these rules will be suspended from using the bus service. (In these cases, no refunds of bus fees will be made).

For students remaining after School to participate in extra-curricular activities or tutoring sessions, there are special late buses which service most destinations on Monday and Thursday p.m. after extracurricular activities. Details of times and drop-off points will be issued early in the school year.

ISN rules and regulations regarding the use of the school bus are:

1. Students must be at the arranged pick-up point at the appointed time (bus drivers have been instructed not to wait);
2. Students must be seated, with their seatbelts fastened, whenever the bus is in motion and must not speak to the driver without absolute need;
3. Eating, drinking or smoking is not permitted;
4. Students must not shout or make excessive noise;
5. Students are expected to keep the buses neat and garbage-free;
6. If an arranged bus stop requires a Lower School student to cross a street, a parent or designated care-taker must be present; and
7. A student taking the bus to/from School must not get off the bus prior to arrival at School in the morning or arrival at his/her bus stop in the afternoon. A student may change his/her bus route only if the parents have informed the School office.

Parents are legally responsible for collecting their child from the bus each afternoon. If parents are unable to be there, they must call ISN before 3:00 pm. The bus companies are instructed to keep children under 12 on the bus or take them to the nearest police station if the parents are not awaiting the child. No student will be allowed to use the bus without a bus card or a bus ticket available from the Office until 2pm.

Students are expected to respect the school rules during the bus travel to and from school. Any disruptive and/or disrespectful behavior will lead to a sanction. Repeated offenses may lead to exclusion of the bus, partially or totally.

**ANY DAMAGE TO BUS PROPERTY WILL BE PAID FOR BY THE PARENT OF THE STUDENT RESPONSIBLE.**

## **CHANGE OF ADDRESS AND/OR TELEPHONE**

If changing an address or phone number, the school office should be notified in writing immediately.

## **CLASS LISTS**

When preparing class placements for students, the section principals meet with the faculty and consider carefully the blend of students within a group and the balance of the classes academically, linguistically, socially, culturally, and by gender. This is a highly complex process with a multitude of interacting factors, and the final decision regarding placements rests in the professional judgment of the section principal and her/his team of faculty. This process aligns with the IB Learner profile which encourages open-mindedness and inter-cultural interaction.

## COMMUNICATIONS

Regular communication between the School and the home occurs in a variety of ways:

1. Online - the School communicates with students and parents regularly via ManageBac and the School website. All high school students are required to log into ManageBac, as well as check their ISN email accounts, on a daily basis during term time. In addition, the School maintains a page on Facebook where students and parents can see photos of recent School events and activities.
2. In the early autumn, an "Open House" is held in the evening to introduce parents to the Faculty and the curricula.
3. Two days are scheduled during the academic year for "Parent-Teacher Conferences". At these times, parents may meet with individual teachers to discuss their children's progress. Other conferences may be scheduled throughout the year, as necessary.
4. Mid-semester warning letters are sent home three to four weeks prior to the end of each semester for those students who are having difficulties.
5. Detailed written reports are sent home at the end of each semester.
6. A newsletter, published by the Director, is sent via email at regular intervals. It contains information about the School's achievements, activities, and upcoming events.
7. Regular 'Round Table' discussions allow direct communication between the Director of the School and parents. These discussions address issues that arise during the year and enable the continuing improvement of the School as a reflection of parents' concerns.
8. Parents are encouraged to communicate with the ISN faculty if they have any concern about their child(ren). A simple phone call to the school office will help you set up an appointment.
9. Parents who have met with a teacher but are still dissatisfied should then meet with the Head of Section, and, if the problems still cannot be solved, with the Director.

## DANCES

Dances are usually organized by the Student Council or other student groups. All regular School rules and regulations apply to dances.

## DRESS

The personal appearance of ISN students should reflect a respect for their school and the multi-cultural community. Dress should be correct. Hats may not be worn indoors, but may be worn outdoors at lunch and break time, or for P.E. classes. Parents are encouraged to label their children's clothing (especially gym clothes and outerwear). Any dress, T shirt, or type of clothing which is obscene, libelous, slanderous, or advertising drugs, alcohol, or uncivil behaviour is prohibited. **Students are required to wear the ISN sports kit for sport both inside and outside of the School during PE lessons and for away matches / sporting events.**

Students not appropriately dressed will be required to change into appropriate clothing.

## EMERGENCY CLOSURE

Should it be necessary to close the School at short notice (due to severe weather, transport strikes...) a message will be left on the School answering machine and broadcast on Radio Riviera (106.5 FM).

If this should occur during a school day, parents will be contacted directly by telephone.

## FIELD TRIPS

The School arranges a variety of field trips throughout the School year in connection with subjects and courses, and as an integral part of the programme. Some costs might be incurred. Any such outings undertaken are under the responsibility of the organising adult, and for these activities, parents of participating students must have the insurance *responsabilité civile*. Health insurance is included in trip fees. However, neither loss of property nor cancellation by a student is included. The deposit is non-refundable and we encourage you to take out cancellation Insurance to avoid financial loss in the case of

student cancellation. ISN's rules remain applicable during all field trips. Any participation to field trips is conditional to the student's respectful behavior prior and during the trip. The code of conduct must be signed by students and parents for each trip.

Please note that the participation in the trip is a privilege and subject to approval by trip organisers and ISN administration. In the event of serious misconduct prior to the trip, I understand and accept that participation on this trip may be revoked by the ISN administration, even after the deposit has been made, with no deposit refund expected. Serious infringement of the rules during the trip will result in expulsion from the trip and the student will be obliged to return home, accompanied by his / her parent / guardian as appropriate. This will be at his / her family's expense and appropriate disciplinary sanctions, as laid out in the ISN Student handbook, will be applied.

### **FIRE DRILLS**

The School is equipped with an alarm system and regular fire drills and emergency evacuations are scheduled several times each year. Instructions are posted in each classroom and all students are expected to be thoroughly familiar with them. Students must respect totally the security advice given by the teachers or posted on the walls.

It is strictly forbidden to play with fire equipment or to tamper with the alarm system. For obvious security reasons, any deterioration of fire equipment or of the alarm must be notified to the Director.

The School is inspected regularly by the French authorities to verify that national fire safety standards are met, and to internal audits lead by the security coordinators of the Chamber of Commerce and Industry Nice Côte d'Azur.

### **HOURS AND SUPERVISION**

The regular School day begins at 8:45 a.m. and ends at 3:40 p.m. ISN is open from 8:30 am to 5:00 pm (5:15 pm in the case of after-school activities).

Parents must ensure that their child(ren) arrive on time to class. Habitual tardiness is not tolerated. Lateness is disruptive and may lead to disciplinary action. If a student is detained by a teacher and arrives late for another class, the student must obtain a note of explanation from the detaining teacher.

It is also requested that parents do not enter the school without particular reason (appointment with the Director, a member of Administration or Faculty, PTA meeting...)

The students of Lower School are dropped off by their parents or guardian to the Lower School Principal (or Lower School teacher) on duty. They are picked up in the same way at the end of each day.

**Students who are not participating in an afterschool activity must leave the premises. We are not responsible for them as they are unsupervised.**

### **ID CARDS**

Students who require an ISN ID card should make their request at the school office.

### **INSURANCE**

Currently, all students in the School are insured for "multirisques scolaires" (included in Tuition Fees).

This insurance :

- includes civil responsibility and medical cover in France
- excludes loss or theft of personal belongings
- excludes medical assistance, repatriation for school trips abroad, as well as cancellation and loss of baggage

Parents are advised, however, to take out insurance for all risks, damages and loss excluded above.

Students who are 18 or over, who do not live with their parents, must be able to show that they have all necessary coverage, copies of which must be on file in the school office.

## LIBRARY

The ISN has two libraries, an Upper School and a Lower School Library, with more than 6,000 books and other media available for loan to students. Restitution must be made for damaged or lost materials at the replacement cost.

Students in Grades 6 to 10 have regularly-scheduled library periods with their teachers, and the librarian takes each of the elementary classes for one lesson per week in the Lower School Library.

## COMPUTER ROOM

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom, in the lunchroom, or on a school playground.

The following guidelines must be adhered to in order to maintain your computer privileges ISN.

1. Use the ISN computer network for education purposes, e.g., typing up class assignments, research, etc.
2. Always log onto the network with your User Name and Password before using any of the computers.
3. Do not use a computer to harm other people or their work.
4. Do not bring food or beverages into the computer room.
5. Do not bring book bags/backpacks into the computer room (there simply isn't enough room).
6. Do not damage the computer or the network in any way.
7. Do not interfere with the operation of the network by trying to install illegal software, shareware, or freeware.
8. Do not violate copyright laws.
9. Do not view, send, or display offensive messages or pictures.
10. Do not share your password with another person.
11. Do not trespass in other people's folders, work, or files.
12. Do notify an adult immediately, if by accident, you encounter materials which violate the guidelines of appropriate use.
13. **BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.**

## LOCKERS

Each Middle and High School student is issued a locker on the first day of School for books and other personal property. Students are expected to keep lockers neat and hygienic. **Book bags must be left in the student locker room, not outdoors or in public areas of the School.** Students must provide a lock for their lockers. A school issue lock is available from the office for a 10 € deposit. The key and the lock must be returned by the end of the school year. Valuables should not be kept in the lockers, nor brought to school.

Students must keep their locker clean at all times.

## LUNCH

Students may bring their lunches from home to eat under supervision in the cafeteria (where microwave ovens are available for heating food).

Alternatively, students may participate in the school food service provided by the school. Documentation and contracts for this are provided with the school starter pack. Menus are published each month on the school website. Lower School students have half an hour for eating lunch followed by half an hour of recreation.

## PARENT TEACHER ASSOCIATION

All parents are automatically members of the ISN Parent-Teacher Association. Its Executive Committee, elected each Spring, guides the activities of the association. These may include a Halloween Party,

International Food Fair, a Cabaret, or a Spring Fête. Meetings of the Parent-Teacher Association are generally held at 9:00 am on the first Tuesday of each month in the cafeteria. Please check the PTA calendar on the school's website. An annual subscription fee is payable to the PTA at the beginning of each academic year.

### **PERSONAL PROPERTY**

Students may not bring skateboards or roller-blades to School. It is also strictly forbidden to bring to School or on school buses any objects which are dangerous such as, but not limited to, knives or guns (including paintball and other "toy" guns). Similarly, the wearing or bringing of personal articles of value is highly discouraged. ISN cannot be responsible for lost student property. Students must leave all valuables (including watches and jewelry) with the PE teacher during PE lessons. They will be put into a locked container for the duration of the lesson.

### **PICTURES**

Throughout the school year, students are often photographed and videoed as they participate in school activities, and these photos/videos may be used in brochures, documents and newsletters, as well as in the school's Internet communication via, for example, the ISN website ([www.isn-nice.com](http://www.isn-nice.com)) and Facebook page. If you do not wish that photographs/videos of your child appear in these media, **please confirm this in writing** to the school so that we may respect your wishes.

### **SCHOOL BOARD**

The School Board is composed of six members. Two representatives of the CCINCA (one of whom is the President of the School Board) are automatically appointed, plus two elected parent representatives and two teacher representatives (permanent employees of the CCINCA), elected in October. The two invited members are the Director of ISN and the Director of DFPA -Direction de la Formation Professionnelle et de l'Apprentissage- (Head of ISN's Director). A member of the ISN Administrative staff will be present at each meeting to take minutes, when specifically asked by the School Board.

The terms of reference of the School Board are:

- Nomination of the ISN Director proposed by the CCINCA
- Definition of the main pedagogical and strategic orientations of the ISN
- Consultation on the annual budget estimates (operations and investments) and on the annual accounts, respecting the processes established by the "Ministère de Tutelle"
- Consultation on the major investment programmes
- Consultation on the projects of agreements with third parties (public or private)
- Modification of the pedagogical programmes when this may have an impact on the school's strategy.

The members of the School Board commit themselves to respect the standards of governance as stipulated by the ECIS -European Council of International Schools.

The parties commit themselves to respect the confidentiality of any points discussed when requested by one of the parties.

The School Board meets 6 times during the school year.

### **STUDENT COUNCIL**

The Primary, Middle and High School students each elect a Student Council which acts as a liaison between the students and other members of the School community: teachers, administration, and the Parent-Teacher Association. The student councils meet weekly and promote activities and events for each section of the school.

### **STUDENT HEALTH, ILLNESS, MEDICATION**

Should a student become ill at School, every effort will be made to contact the parents or guardians. All parents are requested to complete an emergency contact card which enables us to contact a third party or a doctor if necessary.

Every student admitted in the sick room must sign the register with name, reason and time in and out.

The School cannot administer or provide drugs for students, including aspirin and similar medication.

Each student is required to pass a medical examination at least once a year and to provide a medical certificate which will be classified in the file of the pupil, specifying any aptitude or inaptitude that may influence the participation in sports activities.

All students must be up to date with all required vaccinations and have the necessary vaccination certificates with the dates of validation and revaccination.

Parents must not send their sick children to school. They are required to notify the administration immediately of any contagious disease carried by a child, whose return to School will be dependant on the presentation of a medical certificate of non-contagion.

Parents agree to authorize the school without written consent to have their children transported, in case of emergency, to the nearest hospital offering the appropriate care.

Any failure to abide by these rules renders the student and the family responsible by law.

### **STUDENT PUBLICATIONS (INCLUDING ELECTRONIC PUBLICATIONS)**

Student-produced publications may be distributed in the School. However, the writers of the material assume a personal responsibility for the contents, from both a penal and civil point of view. Parents are informed that, in the case of minors, such responsibility is transferred to them.

The content of student publications must not undermine public behaviour, the rights of others, or respect for people's private lives. It must not be injurious or defamatory. The writers of the material are forbidden from making denunciations or lying. This includes any material published on the Internet.

### **STUDENT MEETINGS**

The right for students to hold meetings is entirely for the purpose of facilitating the giving of information. Such meetings must take place outside of class time. Before any such meeting, the student responsible must place a request to hold the meeting with the Director or the Principal, giving the date, time of meeting and the agenda. The meeting may only take place with the Director's permission, and only in the room so designated.

No tracts may be distributed in the School nor may any political meetings be held.

### **STUDENT ASSOCIATIONS**

Associations are permitted to function within the School. Their function is, however, subject to the approval of the Director, once the statutes have been presented to him. In no case may these associations have a religious or political affiliation.

The president, and each officer of an association must be 18 or over, and all are answerable to the law for their actions. ISN has no responsibility of any kind for any such association.

Students must have the prior written authorisation from their parents to belong to an association.

These associations must hold their meetings outside of class time, and until no later than 7pm, except where the Director so allows. The rooms allocated for meetings must be restored to their proper condition after such meetings.

### **STUDENTS WHO ARE 18 YEARS OF AGE AND OVER**

Students who are 18 years of age and over remain subject to the internal rules in all matters. The administration reserves the right to seek justification from such students for their actions. Their families will be informed of their behaviour, their commitment to work, and the quality of their work.

### **TELEPHONES AND PORTABLE ELECTRONIC ENTERTAINMENT DEVICES**

At ISN we believe that students should be focused on their academic activities and participating in school life actively throughout the day. Mobile phones and other personal entertainment devices can be a distraction and disrupt classes and assemblies. **Hence, they are not allowed to be used on the school premises at any time, and they must be switched off during the school day.**

In case of emergency, students are asked to go to the office if they need to reach their parents.

Please note that connected/wearable devices such as Smart Watches (iWatch, Samsung Gear S, ...) or any similar device capable of browsing internet, receiving text messages, emails, ... is strictly forbidden on school premises.

Unless, required/authorised by a teacher for a specific project, cell phones must be turned off and put in the locker, locked. The same applies to headsets and any other electronic devices.

### **TEXTBOOKS AND SUPPLIES**

Basic supplies such as paper, notebooks, writing implements, etc. should be brought to school every day from the very first day of classes. If specific materials are required by a teacher, that teacher will communicate directly with the student's parents.

All necessary textbooks and/or workbooks are issued at the beginning of the school year. Students who lose or damage a text will be required to pay for its replacement.

### **TUITION AND FEES**

Parents are referred to the tuition/fees schedule in the registration folder, which is published annually. Registration at ISN involves the acceptance of the terms detailed in the present document as well as those noted in the registration folder.

A registration folder must be completed and signed by the parent or legal guardian on admission and at each re-admission for each child attending ISN

All conditions concerning payment, refunds, entry or withdrawal during the year, and additional fees are listed in the registration folder.

### **GENERAL TERMS**

- All ISN services are subject to the general terms which prevail over any other document.
- A 10 % rebate on tuition fees and new student registration fee will be granted to families with 3 or more children enrolled at ISN. For families with 4 children, a 20% rebate is granted on fees for the youngest child.

- In the case of late or non-payment of one or more instalments and if, despite notification by registered mail, the fees are not paid within a reasonable timeframe, ISN retains the right to cancel a student's enrolment. ISN will authorize the student to be re-enrolled the following year if the student's parents, guardian or legal representative have respected their financial obligations to the School.
- No diplomas, transcripts, references, reports, or other documentation will be issued for students whose financial obligations to the school have not been fulfilled.
- Should an instalment not be paid by the appropriate date, the total amount of the remaining fees will be due immediately, without further notice. ISN may recover the amount due by every possible legal means. Late payment penalties will be due from the day after the deadline indicated in the enrolment contract, at the rate of three times the legal interest rate, without any reminder (Art. L 441-6 "Commercial Law") and will be added to the penalty clause and/or to any other sum due contractually to the CCINCA.
- Moreover, such a delay will immediately cancel any rebate which could have been granted and will lead to a situation of default. The file will be sent to the legal department which will proceed to recover the debt by every possible means.
- Any expenses related to this procedure will be charged to the debtor, in addition to the recovery charges of a € 58 lump sum.
- In case of payment, the amounts received will be allocated in order of priority to:
  - recovery charges,
  - late-payment interests,
  - principal amount.

Amounts recovered after recourse to legal action will be allocated in priority to the earliest invoices.

- The CCINCA reserves the right to annul the contract because of the non-fulfillment of payment by the required deadlines, without prior notice.
- The CCINCA reserves the right to take legal action against a customer who has already breached his contractual obligations relative to the payment, unless the CCINCA is given reliable financial guarantees or a cash settlement.
- The bus service is part is a transport facility proposed by ISN. The bus registration is completed upon the signature of a separate contract which has the rules, conditions and fees of the service. However, in case of cancellation or suspension of the registration contract at ISN for any reason, the bus registration will automatically cease.
- The contract is published in French, translated into English, but the contractual language is French. In the event of discordance between the two versions, it is the French language which will prevail. The contract is subject to French Law.

## GENERAL AND DISCIPLINARY RULES

### **ANTI-BULLYING POLICY**

The aim of the anti-bullying policy is to ensure that pupils learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behaviour and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will pupils be able to fully benefit from the opportunities available at school.

Bullying is defined as deliberately hurtful behaviour, repeated over a period of time, where it is difficult for those being bullied to defend themselves. The main types of bullying are:

- ⇒ physical (hitting, kicking, theft)
- ⇒ verbal (name calling, racist remarks)
- ⇒ moral (spreading rumours)
- ⇒ Posting defamatory information in electronic format (including photos) on the World Wide Web such as through 'Facebook ,You Tube,MSN messenger etc.

Pupils must be encouraged to report bullying immediately, either for themselves or theirs fellows, to their homeroom teacher or any staff member.

Faculty, parents and ancillary staff must be alert to the signs of bullying and act promptly and firmly against it in accordance with school policy.

### **Implementation of anti-bullying policy within the school**

The following steps may be taken when dealing with incidents:

- ⇒ If bullying is suspected or reported, the incident will be dealt with immediately by the member of staff who has been approached
- ⇒ A clear account of the incident will be recorded in writing and given to the Director and a copy to the Principal / Lower School Coordinator
- ⇒ The Director and either the Principal or the Lower School Coordinator will interview all concerned and will record the incident
- ⇒ The homeroom teacher will be kept informed and he/she will advise the appropriate subject teachers
- ⇒ Parents of both the victim and the perpetrator will be informed
- ⇒ Punitive measures will be used as appropriate

Within the curriculum the school will raise the awareness of the nature of bullying through inclusion in PSHE, homeroom time, assemblies and subject areas as appropriate, in an attempt to eradicate such behaviour.

### **CONDUCT**

The School has an obligation to ensure an atmosphere, which is conducive to learning, and ensures respect for its multi-cultural population. For this reason, any pupil whose behaviour, control or the general attitude is deemed to disrupt the school program, has a negative influence on others, or bring down the school, will be sanctioned according to the school disciplinary policy.

The following infringements should be especially noted:

- Language, behaviour, and attitude must be decent and respectful of others at all times. Obscenities and insults will not be tolerated.
- Fighting is strictly forbidden in school, in the buses, on the grounds of the ISN or, generally, during any activity organized by the school.
- A student caught stealing or damaging school property or the property of others may be liable to disciplinary actions leading to suspension or expulsion.
- Chewing gum is not permitted within the school building, on the school buses, on school grounds, or at any school-sponsored activities.

- Students have a collective responsibility to ensure that school property is treated with respect. A student who destroys or damages the property of the school or of others will be required to pay for the repairs or replacement of that property.
- It is strictly forbidden to come to the school with a dangerous object or anything likely to cause injuries. Administration or Faculty members will confiscate any article, which, in their professional judgment, may be considered a weapon or dangerous object.

### **DISCIPLINE & SANCTIONS (applicable to Middle and High School students)**

Any breach of student regulation, even minor ones, including disruptive attitude and, in general, any misbehavior, may lead to disciplinary sanctions.

Students who break these rules will be strictly dealt with in accordance with the following disciplinary procedure, depending on the gravity of the action,

- Apologies (written)
- Extra homework,
- Reflection Session (to reflect on his/her behavior and ways of improving, and/or complete a missing assignment)
- Suspension from a specific class or all classes

Any behavior problem is notified on Managebac and parents and students have access to the notification. In case of detention, parents will be notified. Attendance in detention is compulsory. Any breach of this rule will be sanctioned further.

### **Serious breaches of regulations/Disciplinary sanctions:**

Some very serious breaches may require a specific procedure.

### **DRUGS & ALCOHOL**

Possession or use of illegal drugs (controlled substances) at school is strictly forbidden. Any student who is found in possession of illegal drugs, caught engaging in the use of illegal drugs, or discovered to be under the influence of illegal drugs will be expelled. This rule applies to the times when students are at school, in the school bus, or at any school-sponsored activity outside school, including school trips. **There will be no exceptions and no second chances.**

The possession and/or consumption of alcohol at school, on the bus, or during any school-sponsored activity is also strictly forbidden. Any infraction of this rule will result in suspension or even expulsion from the school.

The Disciplinary Board will be consulted on request of the Director. She/he may be able to give up to a week of suspension in order to give time for the committee to be convened.

### **The Disciplinary Board:**

- The Director (or his/her representative)
- One or more Faculty members
- One or more School Board representatives
- One parent representative may be asked to attend

The student concerned, (with her/his parent or legal guardian), will be convened by Registered Letter with Acknowledgement of Delivery at least 8 days before the meeting of the Disciplinary Board.

The notification will specify the breach of regulations, the means at the disposal of the student to present his or her defence (by oral or written presentation or by any person of his or her choice), and his or her right to consult his or her file.

The parent or legal guardian of the student in question will be able, if the student is a minor, to be heard upon the request of the Director of the School and the Disciplinary Board.

The day of the meeting, the student will be invited to explain him or herself.

On the basis of these explanations, or those of the parent or legal guardian, the Disciplinary Board will take the necessary decisions which it considers justified.

The student or his/her legal guardian will be notified of the Board's decision on the same day, and confirmed by registered post, also specifying the procedure for appeal if so desired.

The student and, if necessary, his or her legal guardian, will have a two week period from the notification in order to appeal.

If an appeal is made, a "Board of Overseers" is organized, composed of:

- The Director of the CCI DFPA
- The two teacher elected members of the School Board
- Another School Board member who did not participate in the Disciplinary Board
- A permanent member of the CCI

Any sanction will be notified in the student's file. In the case of a student being expelled, this decision is definitive and readmission will not be considered.

School rules can be breached within the school (classrooms, corridors, play grounds, sport fields, etc) or during external activities such as field trips, excursions, residential activities such as (MUN, study trips). Parents will be notified via the student's agenda and/or by email, and disciplinary action will be taken accordingly.

The following gives an example, but is not an exhaustive list:

- lack of respect for other students, teachers, administrative staff or visitors.
- any case of bad conduct (gross and continued misbehaviour, smoking, consuming alcohol or taking illicit substances, report of a student being under the influence of alcohol or drugs, possession of a weapon or object considered dangerous, tampering with fire protection or safety materials, fighting, bullying, use of illegal softwares, misuse of softwares/services offered by the school, selling goods to other students without authorisation
- malpractice including any form of cheating, plagiarism or fraud, at any time
- behaviour and academic issues, for example, a persistent insufficiency of work, a negative attitude towards the studies, repeated refusal to return homework
- when the computers and electronic media devices are used contrary to the moral, legal and ethical values of the school and broader community, such as, the visiting, saving or distributing material from internet sites that include racist, anti-Semitic, xenophobic, pornographic material or to incite violence.
- etc

Any student encouraging these actions will be disciplined as well.

Parents and students must remain aware that the laws of the host country prevail within the school.

## **ACADEMIC MATTERS**

### **ACADEMIC ADVISING**

ISN offers services to High School students which assist them in the selection of an orderly and purposeful sequence of courses in grades 9 to 12. These include advice regarding graduation requirements, entry into university or college, and preparation for the achievement of long-term goals.

Among some of the specific services offered are :

1. A special session is dedicated to Grade 8's choices for the following year.
2. For students in grades 9 and 10, assistance is offered in establishing an appropriate individualized academic program.
3. For students in grades 10, 11 and 12, counseling focuses on the formulation of realistic post-graduation plans. IB and college requirements are part of the process for these students, as is the scheduling of various examinations.
4. A library of reference books, university brochures, and career planning materials is available. Part of the collection includes ISN publications such as « An Introduction to the I.B. », and various college handbooks.
5. Parents are invited to contact the Secondary Principal or College Counselor for advice concerning student academic progress, personal development and educational/career options.

### **CALENDAR/SCHOOL YEAR**

The ISN academic year is divided into two semesters. The first semester begins in early September and ends at the end of January; the second semester begins by late January and ends at the end of the school year. Student report cards are mailed home to parents at the end of each semester. They are posted on ManageBac with an individual code for each student

A detailed annual calendar is available from the school office and on ManageBac. Additionally, a newsletter is published on a regular basis and includes all upcoming important dates.

### **HOMEROOM TEACHERS**

All students have a homeroom teacher with whom they meet every morning for the purposes of communicating information, keeping track of homework assignments, counselling, meeting individually with students, keeping records (such as attendance) and distributing report cards, etc. This teacher is the class teacher in the Lower School or one of the subject teachers in the Middle or High School. The homeroom teacher is the principal point of contact between the School and the home, in all matters both academic and non-academic.

### **ORIENTATION**

To help new students in Grades 6 to 12 to adapt more easily, an Orientation Programme is scheduled prior to the first day of School. This program may include placement testing, interviews, and course selection.

### **SCIENCE COURSES**

As a science laboratory is put at the disposition of ISN students, attention is drawn to the set of recommendations made by the Ministry concerning the prevention of accidents which might arise from laboratory work: (Ministerial Circular of 7/12/67). Clothing in polyamide, particularly in nylon, is extremely flammable, and in the case of a fire, a certain point is reached where the fire spreads spontaneously to the whole of the fabric. Similarly, acid projected onto nylon makes holes of which the edges stick to the skin and can only be separated with great difficulty.

Consequently, it is essential to assure that the laboratory installations and equipment conform to the norms (refer to Circular #93-306, 26/10/93) and to establish particular criteria for using the laboratories. For example: Each student must have a long-sleeved cotton laboratory coat worn closed during practical experiments. The responsibility rests entirely with the parents for any accident which may arise where the student's clothing does not conform to this security norm.

Additional regulations for laboratory use may be issued by the science department.

The pupil must respect all the security instructions which are given by the teachers, in particular the safety precautions for the handling of chemicals, and not to recklessly mix products or chemicals without direction.

ISN Grades	Descriptors
7	<p><b>Excellent. All the standards are met</b></p> <ul style="list-style-type: none"> <li>• A comprehensive, highly-structured, focused and concise response to the assessment task</li> <li>• A deep and systematic engagement with the assessment task, with consistently impressive demonstration of a comprehensive mastery of the subject matter</li> </ul>
6	<p><b>Very good. Almost all the standards are met.</b></p> <ul style="list-style-type: none"> <li>• A thorough and well-organized response to the assessment task</li> <li>• A substantial engagement with the assessment task</li> </ul>
5	<p><b>Good. Most of the standards are met</b></p> <ul style="list-style-type: none"> <li>• A competent response to the assessment task</li> <li>• An intellectually competent and factually sound answer</li> </ul>
4	<p><b>Satisfactory. Some of the standards are met</b></p> <ul style="list-style-type: none"> <li>• An acceptable response to the assessment task</li> <li>• Basic grasp of subject matter, but somewhat lacking in focus or structure</li> </ul>
3	<p><b>Weak performance. Few standards are met</b></p> <ul style="list-style-type: none"> <li>• The minimum acceptable level of intellectual engagement with the assessment task</li> <li>• Shows a basic grasp of subject matter but may be poorly focused or badly structured or contain irrelevant material</li> </ul>
2	<p><b>Poor achievement. The standards of the task are attempted but not met</b></p> <ul style="list-style-type: none"> <li>• A response to the assessment task which fails to meet the minimum acceptable standards</li> <li>• Very limited achievement with difficulties in understanding the task objectives</li> </ul>
1	<p><b>None of the standards of the task have yet been met</b></p> <ul style="list-style-type: none"> <li>• A failure to address the task resulting in a largely irrelevant answer or material of marginal relevance predominating</li> </ul>

## **ASSESSMENT AND GRADING AT ISN**

At ISN, we follow current practices in international education. Our assessment is Standards-based meaning it is referenced by criteria that clearly indicate the route for progression. Students are **evaluated against a set of criteria and descriptors** that state how a student is able to show knowledge and understanding or demonstrate a specific skill against a learning standard.

### **1. Clear criteria**

For all open-ended summative assessment tasks, students are provided with written guidelines or criteria **ahead of time** so that they fully understand the task and how they will be graded.

### **2. Grades**

**Where a percentage or numerical grade is not suited to the assessment task, criteria and indicators provide objective guidelines.** A teacher exercises her or his professional judgment to place students at the grade level that reflects their knowledge, understanding, and skills.

### **3. Feedback**

Teachers make every effort to return marked work to students in a timely manner so that students can act on feedback. During the lesson, time is set aside to give general feedback and share examples of a high standard when appropriate. Students who do not understand a grade they have been awarded should make an appointment with the teacher.

All work is returned to any student who has put in the required effort with:

- a. A positive comment
- b. Constructive criticism linked to the assessment criteria providing guidance for improvement.  
(Feedback is *informational, not judgmental*)

In some cases, **students may be invited to repeat the assessment task, or complete a similar one.**

The new mark will not replace the first mark but will be taken into consideration when calculating the final grade.

### **4. Late/ Missing work**

When a student fails to hand in work, **the procedure is as follows:**

- i. The teacher records an **L** in the mark book
- ii. Student is given a revised deadline to hand in work and/or attend Homework Club after school to complete the assignment
- iii. Failure to meet the 2<sup>nd</sup> deadline results in the **L remaining in the mark book and a letter /email to parents**
- iv. **The work then receives a zero**

## 5. Student Absences

It is important that students catch up on any work they have missed through absence from class in a timely manner.

**Students are responsible** for finding out the work they have missed. They can do this

- By checking ManageBac
- By asking classmates
- By contacting directly the teacher at school or via email

If a student is absent and does not provide valid grounds for failing to complete work by the alternative deadline set with the teacher, a zero will be recorded. If a student is absent when the work is collected, it is the student's responsibility to hand in work on the day of return even if there is no lesson on that day. Students may also email work to teachers in a timely manner.

### **REPORT CARDS AND TRANSCRIPTS**

Students in Grades 6 through 12 receive academic reports at the end of each semester.

No diplomas, transcripts, references, reports, or other documentation will be issued for students whose financial obligations to the school have not been fulfilled.

### **HOMEWORK**

Homework at ISN is structured to be a natural extension of classroom learning, reinforcing concepts and skills which have been presented in the classroom while developing students' ability to plan and organize their time.

The teachers try to coordinate and distribute homework assignments as evenly as possible throughout the week; however, it is the responsibility of the students that assignments are turned in on time and complete. All students are required to keep a homework diary.

Homework guidelines are as follows:

Grade 6	1 hour/night average
Grade 7	1.5 hours/night average
Grade 8	2 hours/night average
Grade 9/10	2.5 hours/night average
Grade 11/12	3 hours /night average

### **PHYSICAL EDUCATION**

Students in grades K to 10 are required to attend all physical education (P.E.) classes unless they provide a written note from a parent or doctor for a justifiable release from an activity.

All students (from Kindergarten to Grade 10) must wear the ISN PE kit for sports. This is purchased from the School Reception (T-shirt, sweat-shirt and cap for Lower School) :

Students must provide themselves with navy blue shorts and jogging pants and white trainers.

Showers are available in the changing rooms.

### **PROMOTION**

The promotion of students to the next grade will be based on the advice of the teachers and counselors, and will be announced at the end of the academic year by the Director who is the final authority to decide the admission at ISN. In the event that a student is not promoted to the next grade, the Faculty will recommend to the Director that the student repeat the same grade, be removed from the School, or other recommendation as determined by the Faculty. If a student has failed a course at ISN, she/he may be required to retake the course, or a similar course, in a summer school at an accredited school, prior to entry into the next grade at ISN.

## **REGULAR TESTING**

There will be regular compulsory testing. Any absence from School on test days which is without justification will be sanctioned by the teacher in such a way as to adversely affect the student's grade point average.

## **TESTS (US. COLLEGE BOARD)**

ISN is a center for administration of the following standardized or college admission tests: Centigrade, SSAT, PSAT, AP, BMAT, and Oxbridge entrance exams. Additionally, students sit the exams for the IGCSE, the IB program and for the Associated Board of the Royal Schools of Music exams (ABRSM) and LAMDA.

## **TUTORING**

It is sometimes advisable for a student to attend extra help sessions for a specific subject. Tutoring is normally available after school hours during the week. Details should be arranged with the appropriate teacher. ISN Teachers may only tutor their own students for pay when there is no other qualified person available after a reasonable search.

## **HIGH SCHOOL**

### **ACADEMIC PROBATION**

A Grade Point Average (G.P.A.) of 4.0 (on a 7 point scale) is the minimum requirement for acceptable academic achievement. A student whose G.P.A. drops below this, or who receives two marks of "3" in a given grading period, will be placed on academic probation.

A student remaining on academic probation after two consecutive semesters will be reviewed by the Director who will consider expulsion. Admission to the next academic year will be based on the student's clear attempt to improve academic achievement.

### **CHANGE OF PROGRAMME**

Individual student programmes are the result of thorough, long-range planning, based upon numerous factors (departmental recommendations, testing, interviews, and parent-student selections). Class changes are to be kept to a minimum once School has started and may only be made as follows:

- During the first week of each semester, a student, parent, teacher, or administrator, in consultation with the Secondary Principal and IB Coordinator, may initiate a request for a change in schedule.
- A "Change of Schedule" form, available from the Secondary Principal, must be signed by the teacher(s) involved, as well as the parents.
- After two weeks, a student may change a class only in exceptional situations, and only with the approval of the teachers and the parents.

### **COURSE LOAD**

Each student in Grades 9 and 10 must have a complete programme to the extent possible within the constraints of the timetable and the student's ability.

"The **IGCSE** is a comprehensive two year programme for Grades 9 & 10. It is a balanced mix of practical experience and theoretical knowledge. It is a universally recognized qualification among international schools and universities worldwide. Various educational skills like recall of knowledge, teamwork, problem solving etc., are developed in this course. The course offers the best in international education and, being in pace with the changing needs, it regularly updates and extends the curriculum. It lays an excellent foundation for students who wish to continue with the IB Curriculum at the pre -university level".

The candidates for the International Baccalaureate Diploma or Certificates must enroll in six academic courses.

Diploma candidates must also enroll in the Theory of Knowledge course , the Extended Essay course and the CAS (Creativity, Action, Service) program. These three components are compulsory to obtain the full IB Diploma.

"Theory of Knowledge is a unique part of the Diploma Programme and one of its three core elements. It gives students the opportunity to think critically about knowledge, to make sense of the huge amounts of information they encounter and to challenge the assumptions behind knowledge. It enables students to link together knowledge from their different Diploma Programme subjects, their CAS activities and their extended essay research.

CAS stands for 'Creativity, Action and Service' and is one of the three core elements of the IB Diploma programme. The CAS experience is intended both to extend and challenge students - through learning by doing real tasks that have real consequences, and then by reflecting on these experiences. CAS aims to develop students who are reflective thinkers, willing to take on new challenges and new roles and are more aware of themselves as members of communities with responsibility towards each other and the environment.

IB students are given the opportunity to develop independent study, research and extended writing skills through the Extended Essay. All students are required to write an essay of approximately 4,000 words. The essay can be on a topic of particular interest to the student from any area of study in the Diploma Programme. Students are assigned an academic supervisor who will guide the student through the demands of academic research and writing. The Extended Essay is excellent preparation for study at degree level."

Non-Diploma candidates must attend the Extended Essay course but will complete the "Senior Thesis".

### **CREDIT**

One full "credit" is awarded when a student receives a minimum grade of "3" in a course or equivalent work as follows for each High School year :

- one credit for the successful completion of all IB courses, except for the Theory of Knowledge, which receives one-half credit,
- one-half credit for the successful completion of the senior thesis, or the Extended Essay for grades 11 and 12.

### **EXAMINATIONS**

Final examinations for grades 9 and 11 are scheduled in May/June. Externally assessed examinations (IB, and IGCSE) are scheduled on varying dates in May. Examination rules are posted and discussed with students prior to exam time and all students are required to sign a copy of the rules.

## **GRADUATION REQUIREMENTS**

To graduate and receive a diploma from ISN, each student is required to complete a minimum of twenty-two credits, obtained over the four High School years. The minimum requirements by department are:

English/French 1 <sup>st</sup> language	=	4 credits
Or E.S.O.L.	=	4 credits
Maths	=	3 credits
Modern Languages	=	3 credits
Humanities	=	3 credits
Sciences	=	3 credits
Physical Education	=	1 credit (gains $\frac{1}{2}$ credit per annum)
Performing or Fine Arts	=	1 credit
Extended Essay / Senior Thesis	=	1 credit (gains $\frac{1}{2}$ credit per annum)

## **HONOURS COURSES**

All IB courses are considered Honours Courses.

## **INDEPENDENT STUDY**

Students with a particular interest not met in the standard curriculum may request to undertake an Independent Study Course. The proposal must be submitted by the student and a supervising teacher to the Secondary Principal or the Director for approval. The credit rating for an independent study will be determined by the Director.

## **INTERNATIONAL BACCALAUREATE (IB)**

The IB programme is a two-year programme for students aged 16 to 19. It offers a comprehensive, demanding course of studies leading to qualifications for university entrance in more than 70 countries. It provides students of different linguistic, cultural, and scholastic backgrounds with the intellectual, social, and critical perspective necessary for their future.

The IB Diploma programme requires students to take three subjects at a "higher" level and three at a "standard" level. All students must study two languages, a natural science, mathematics, and a subject in the humanities. Students may also opt to work towards individual IB certificates, but must still carry six subjects.

Additional requirements for the IB Diploma are:

- participation in creative and physical activities and community service (CAS);
- an Extended Essay of 4,000 words which demands independent work under appropriate guidance;
- a course on the "Theory of Knowledge"

All students enrolling in IB courses must have the approval of their teachers and the IB Coordinator. A booklet which explains the IB in greater detail is available from the IB Coordinator, Secondary Principal or the School office.

*IB on-line courses:*

Additional courses are available for some ISN students via Pamoja on-line Education. These courses do not replace any of the courses currently offered at ISN but rather widen the choices currently available. These additional courses cover a diverse range of interest and include:

- Business and Management (Group 3).
- Information Technology in Global Society (Group 3).
- Philosophy (Group 3).
- Psychology (Group 3).
- Film (Group 6).

The courses are delivered by experienced IB teachers under strict control of the IB Organization. The ISN IB Coordinator meets with the students taking Pamoja Online courses and ensures that that they stay on track.

### **SCHOOL SERVICE**

Some High School students will be scheduled to perform a school service for one or more periods per week for the C.A.S. (Creativity, Action, Service) Programme of the International Baccalaureate Diploma. These services may include assisting in the library or working as an aide in the Lower, Middle, or High Schools.

### **SENIOR THESIS**

The senior thesis is a graduation requirement for all students who are not full IB Diploma candidates. The 2,500 word paper is to be written during the 11th Grade year and is to be presented in the October of the 12th Grade year. An assigned Faculty member assists each student in the research and preparation of this paper. Proposed topics are approved by the Secondary Principal.

### **APPLICATIONS TO OTHER SCHOOLS**

As is the case with many international schools, ISN has a highly mobile student body, with a number of families arriving and departing each year, due to work and family reasons. Our staff has a great deal of experience and professional expertise both in welcoming new students to ISN as well as in helping our own students find placement in new schools when they choose to move. If a student is considering applying to a new school, we strongly encourage the parents to communicate this to the school administration as early as possible, and we will work with the parents and the student in preparing the admissions dossier for the new school. This can be particularly important when applying to highly selective schools, for which the student may need to prepare for and take admissions tests, e.g., the SSAT or CE examinations. In the case of the need for admissions examinations, please contact the office immediately in order to make the necessary arrangements.

### **GUEST VISITS TO SCHOOL**

Visiting students may visit during the lunch period **with prior permission of the Primary/Secondary School Principals**, depending upon space available and the appropriateness vis-a-vis the school calendar (e.g., no visits during examination periods). Requests must be made in writing at least three days in advance. Visiting students will need to wear their guest badges at all times, and each will be assigned a student to be responsible for his or her safety if, for example, an emergency evacuation takes place. Prior to the visit, parents must complete and return an insurance attestation, which is available upon request at the Reception.