



Secondary Student Survival Guide

Our Mission

To provide an Anglophone education to children of expatriate and internationally orientated families, emphasizing the values of intercultural understanding, independent learning and academic excellence.

Introduction

A healthy school community needs guidelines and structures to provide an atmosphere of order and harmony. All students are expected to follow the regulations of ISL.

Homeroom Teachers

The Homeroom Teachers are there to take a closer, more personal interest in your life at ISL. He/She is your first line of help should you experience any difficulties with your work, or school life in general.

Change of Address/Telephone Number

It is most important that you notify the school office of any changes of telephone number (including mobile), address (including email), or emergency contacts.

Attendance

Regular and punctual attendance is essential for a successful learning process and the development of each student. Students are expected to be on time for all classes and school activities. The school strongly discourages any absences for reasons other than illness.

If a planned absence is unavoidable, permission from the Homeroom teacher or Director must be received in advance. The school expects students to be in school the day before and the day following school holidays.

In the case of illness or an unplanned absence the following procedures apply:

- Every effort should be made to call/email the school before 8:30 a.m. to give notice of the absence.
- When the student returns to school, he/she should present to the homeroom teacher a letter from his/her parents indicating the dates of absence and the reasons for it.
- Students are responsible for assignments and work covered in their absence. In the case of extended absence, the parent should contact the Homeroom teacher to arrange assignments.

Students, who are absent for 12 or more days in a semester, will receive no grades for that reporting period. Discretion can only be given in cases of serious medical conditions.

Unauthorised Absences

Parents need to inform the school as soon as possible (e-mail, phone call...) of any absence. Only absences for medical reasons or important family events will be authorized; for the latter permission has to be requested (e-mail or short written note) from the director. All other absences (long weekend, early departure for or late return from holidays....) will appear in the report card as "non authorized absences".

Parental Absence

Parents are asked to notify the school if they are planning to take a trip out of town for more than a day. ISL will need details of appointed guardians and emergency telephone numbers.

School Hours

The school day is divided into 8 (Grades 7 – 10) or 9/10 (Grades 11 – 12) 40-minute lessons. Registration commences at 08:30, with classes beginning at 08:40. The school day ends at 15:10 for Grades 6 – 10 and 16:30 for Grades 11 – 12.

Morning recess is from 10:40 – 11:00, and lunch recess is from 12:20 – 13:05.

Students should be punctual and equipped for the start of every lesson.

The first lesson bell marks the end of the lesson, and students must be in their next class by the second bell. This allows 3 minutes for transition.

Respect for the School Environment

ISL is a working and learning environment. Students are expected to cause minimal disruption to others as they move around the building, and respect school grounds. Balls, scooters, skateboards and rollerblades must be carried while in the building. These objects will be confiscated for 3 days if these rules are not followed. It is strictly forbidden to walk on any flower beds and wet grass areas.

Late Arrival and Early Dismissal

Attendance is taken in homeroom each morning at 8.30 a.m. A student who arrives after this time is officially late. Students arriving late for school must sign-in at the school office and a “late” will be recorded. If a student wishes to be dismissed early from school, an explanatory note should be sent to the homeroom teacher by the parent. The student must still sign out at the school office.

Three unexcused lates in any four week period will result in a 30 minute after school detention.

Homeroom

There is a 10 minute Homeroom period everyone morning from 8.30-8.40 and an extended homeroom period of 40 minutes once a week. This time is devoted to Pastoral Issues and is a compulsory part of the educational programme.

Homework Agenda

All students are expected to keep a clear record of all set homework. The homeroom teacher will make regular checks to ensure that this is being done.

Dress Code

The personal appearance of ISL students should reflect respect for the school and for the international community. Appropriate dress is neat, clean, and modest. Clothing that does not meet with the general expectations of appropriate dress for school will not be permitted.

Hats are not to be worn within the school buildings.

Language policy:

The common language of the school is English. and its use it to be encouraged at all times, inside and outside of the classroom. It is rude to exclude others from a conversation by speaking in a language they don't understand. Exception: practice of French in some situations, e.g. PE classes taught in French.

Off-Campus Privilege

During the school day, 9th-12th Grade students are allowed off campus provided they have written permission from the parents/guardian. This will be during the morning break and at lunchtime only for 9th & 10th Grade students and for 11th & 12th Grade students also at times when they do not have a scheduled class, including late arrival in the morning or early departure in the afternoon. They must sign out when they leave the school premises and sign in on their return. It must be remembered these are privileges that will be withdrawn in cases of misuse.

Food and Drink

The school does not have a cafeteria and students should bring a packed lunch. Microwave ovens are available at lunchtime. Eating is only permitted in the designated areas of the lunch room, Grade 11-12 common room and amphitheatre, and students should leave these areas clean and tidy. There are food stores in the vicinity of the school for those who have off campus permission. With the permission of the teacher, students may bring small bottles with drinking water into class. It is forbidden to chew gum at all times at school, during school trips, or at a school function.

Water fountains

You should use your own water bottle and it is your responsibility to ensure that it is clean and changed on a regularly basis (ie every week).

Library

Students should be certain to return books on or before the due date. Should a student damage or lose a library book, s/he will be liable for the cost of a replacement. The library is a silent working environment. It is open for all students when a librarian /teacher are present. IB students are allowed to work in the library on their own and need to ask a teacher to open it or borrow a key from the secretary (and return it before they sit down to work there).

Photocopy room and school office

The photocopy room and the school office are off limits for students. If you need to pick up a colour printout from the colour printer, ask Ms. Chuong or a teacher to hand it to you.

Valuables in School

Students are asked not to bring valuables into school. All students have a coat peg and are provided with some non-secure storage area. Books and personal property should be clearly labeled. The school cannot accept responsibility for the loss or theft of personal belongings.

Mobile Phones

These should be switched off at all times while in the building and kept in the student's bag. Students are only allowed to use them outside of the school building at lunchtime and recess.

Dangerous Items

All items which could be dangerous (sharp objects, knives, etc.) are expressly forbidden at school. Any breach of this rule will lead to disciplinary action and, in serious cases, expulsion from school.

Confiscated Items

Personal items will be confiscated if they are used inappropriately. Confiscated items will only be returned, at the director's discretion, directly to the parents.

Illness or Accident at School

Should a student become ill, or have an accident, there are first aid facilities and a quiet area for students to recover from minor ailments. Should a student become very ill, every effort will be made to contact the parents. In the case of an emergency, students will be taken by the French SAMU to the appropriate hospital.

Parents are requested to take out an accident insurance for their children and to complete an emergency contact form that will enable the school to contact a third party or family doctor if necessary. Forms and information for the accident insurance are provided by the school.

Parents are asked to complete the medical forms before their children join the school, and to keep the school informed of any medical problems that might affect a student or have a bearing on his/her academic work.

Medication

The school office must be informed of any medication regularly taken by students. School personnel and students are not allowed to administer any medication to other students.

Emergency Evacuation

Throughout the year, emergency evacuation drills take place in order to familiarize students with procedures and escape exits. Instructions for emergency evacuation procedures are posted in each classroom.

Student Drop-off and Collection, and Car Parking

For security reasons, only staff cars are allowed on the premises. Parking is available at the La Mulatière public library on chemin de la Bastero (which is to your immediate right as you turn at the lights into chemin du Grand Roule), or on rue de Verdun, outside the La Mulatière Hôtel de Ville: turn right after having passed the school. The pedestrian gate will remain open all day.

The Student Council

The student body elects the Student Council, which meets regularly to organise social activities on behalf of the students, and to determine student needs and opinions on matters affecting them.

Smoking

ISL is a non-smoking campus.

Drugs and Alcohol

Drugs of any sort, without a medical prescription, are not allowed at school, during a school trip, or at a school function. Students must not bring alcoholic beverages of any kind onto the school premises. Any consumption of alcohol or other non-prescribed drugs at the school, on a school trip, or at a school function is strictly prohibited and will lead to serious disciplinary action, including the possibility of an expulsion from the school. Similar actions will follow if there is evidence that a student is under the influence of such substances while on the school premises.

Disciplinary action

A student who fails to follow the school rules and to meet the standards concerning social and academic behaviour will be individually monitored and put on report or target card. The student should present the target card to the teacher at the end of each lesson for entering of a short written comment. Homeroom/classroom teachers will evaluate regularly with the student his/her progress in achieving the targets. Parents will be informed of the progress made.

Serious violations of school rules and behavioural standards will lead to temporary suspension. After two suspensions a student is liable to definitive exclusion from the school.

Harassment, Bullying and Fighting

It is a basic entitlement of all students that they receive their education free from humiliation, oppression, and abuse. Bullying, harassment and fighting will not be tolerated at ISL, and will lead to serious disciplinary action. Students involved in conflicts are encouraged to seek help from their homeroom teacher, or another appropriate adult.

Damage to School Property

Any student found causing damage to school property through inappropriate behaviour will be sent immediately to the Director. S/he will be expected to meet the cost of replacement or repair, and further disciplinary action may be taken.

Theft

If a student is found guilty of theft, or taking someone else's property without their permission, s/he will be sent immediately to the Director. Offenses will lead to suspension or, in more serious cases, expulsion.

Public Display of Affection

Our school community is comprised of families from a variety of cultural backgrounds, and there are many different, and valid, attitudes to public displays of affection. An overt display of affection may cause embarrassment or offence, and would not be considered acceptable behaviour.

Academic Honesty

Academic dishonesty is a serious offense and cannot be tolerated. A mark of zero for work that is not the student's own is automatic. Repeated offences will lead to further disciplinary action.

Playground

Students are allowed to use skateboards/rollerblades and scooters in the lower playground area. They should carry / fold these in all other areas. The upper covered playground is also available when the primary school is absent. Helmets must be worn when skateboarding or rollerblading. These objects will be confiscated for 3 days if these rules are not followed. Secondary can use the parallel bars but must not play on other areas of the climbing structure.

Computer Use Agreement

Network and Internet access is available to all students at ISL. This is to promote academic research and information technology skills. To ensure that computer use is consistent with this aim, students must follow the Computer Use Agreement and ask a teacher to sign an authorization form for any unsupervised work in the ICT room.