



THE INTERNATIONAL SCHOOL OF MONACO

# Student Parent Handbook

**SECONDARY SCHOOL**

*2011-12*





*Dear Parents,*

*I would like to welcome you to the Secondary School. My name is Aryane Beachner and as Head I am responsible for the daily operations of this Unit.*

*I hope that this Handbook will be useful to you as a practical guide to the everyday operation of this Unit (Years 10-13). It explains our school's Mission Statement and Goals, outlines the Programme and Curriculum we offer, and explains the policies which govern the running of the school.*

*If you have any questions or concerns, you should first of all contact your child's Year Leader. Should the matter not be resolved or there be other issues which you wish to discuss, please do not hesitate to contact me.*

***Please note that our CODE OF CONDUCT in appendix requires a parent/student signature of agreement.***

*Sincerely,*

**MRS. ARYANE BEACHNER  
HEAD OF SECONDARY SCHOOL**

# OUR MISSION

Our mission is to enable students to become academically and personally successful people who are internationally minded, and motivated to become lifelong learners and caring citizens prepared to take effective responsibility in an ever changing world.



Notre mission est d'assurer à nos élèves une réussite académique et personnelle et de leur transmettre un état d'esprit tourné vers l'international. Nous développons leur désir de s'impliquer dans ce qu'ils entreprennent et d'apprendre tout au long de leur vie. Ainsi, ils seront capables d'assumer leur responsabilité de citoyens dans un monde en perpétuelle évolution.

## THE SECONDARY YEARS UNIT

### *Preparing our Students for the Challenges of a Changing World*

The Secondary School focuses on providing a challenging, caring and stimulating environment which:

- has a strong academic programme tailored to the needs of each student
- promotes intellectual curiosity, independent thinking and excellent study habits
- strives to enhance student's confidence and communicative skills
- thoroughly prepares students for external examinations
- provides career and university guidance
- encourages its students to care about the world's people and environment
- maintains a strong extra-curricular and community service programme

## THE PROGRAMME

The ISM Secondary School programme during its four-year (class 10-class 13) cycle permits students to obtain the following academic achievements under two internationally recognized organisations:

**At the end of class 11:** the International General Certificate of Secondary Education (IGCSE) - administered by the University of Cambridge in the United Kingdom.

And

**At the end of Classe 13:**

EITHER : the International Baccalaureate (IB) - administered by the International Baccalaureate Organization (IBO).

OR : The International School of Monaco Diploma with IB certificates administered by IBO.

### ***International General Certificate of Secondary Education (IGCSE)***

The IGCSE is a two-year programme leading to individual subject certificates which are internationally recognized. Students follow the IGCSE syllabus and at the end of Class 11 sit examinations which are prepared and scored by the University of Cambridge. The programme encourages:

- The development of oral, written and practical skills
- An investigative approach
- Problem-solving
- The application of skills, knowledge and understanding

The IGCSE programme provides a solid academic basis for the subsequent IB programme in Classes 12 and 13. In addition the results of the final IGCSE examinations assist students in determining their choice of IB subjects to be pursued.

### ***The International Baccalaureate Diploma Programme***

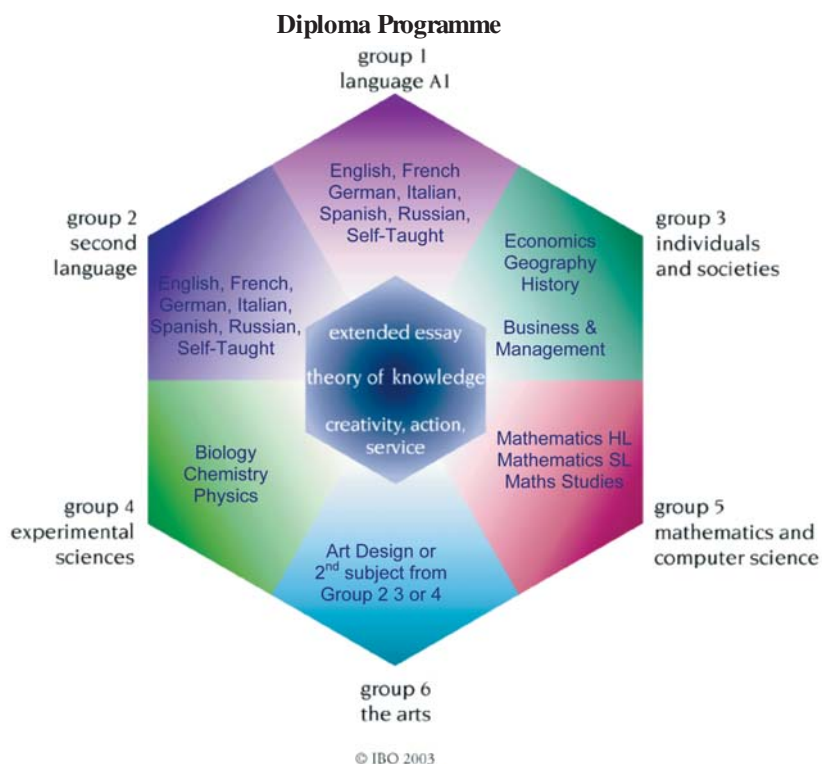
This is a demanding and academically rigorous programme. Students complete six subjects, a course in the Theory of Knowledge and an original piece of research (the Extended Essay). Each student is also obliged to carry out a number of various activities under a programme of Creativity, Action and Service (CAS). The IB programme is suited to motivated students who show a positive work ethic and regular attendance. To participate in the programme students must satisfy the ISM entry requirements, that is, at the end of Class 11, they must achieve A-C passing grades in at least 5 IGCSE exams, including English language and literature, one other language, Mathematics, a Science and a Humanities subject. Following completion of the two-year programme, for each of their IB courses the students undertake examinations prepared and scored by IBO.

## ***The International School of Monaco Diploma***

Students undertake individual IB programme subjects to obtain the ISM diploma. Students also complete activities under the programme of Creativity, Action and Service (CAS). This ISM Diploma programme is for motivated students who show a good work ethic and regular attendance but who do not have the academic profile for the full IB Diploma. Students study four or more IB subjects, two of which must be at Higher Level. During the first semester of Class 12, there will be a review of the students' progress and there will be continuous school-based assessment during the full two-year programme. If appropriate, a student may move from one subject to another. At the end of Class 13, the students undertake the IB examinations for their chosen subjects.

## ***Rationale for adopting the IB and IGSCE curricula***

- The IB and IGSCE programmes provide comprehensive international and balanced curricula that match very closely the school's mission and goals. These curricula establish frameworks which require creativity and high academic standards the emphasis in these programmes is on student-centred holistic learning. The school's association with the International Baccalaureate Organization and the IGSCE of University of Cambridge links it with other internationally focussed schools, assists in the professional development of teachers and facilitates possible student transfers to other schools.
- The IGSCE and IB Diploma programmes provide rigorous external examinations and comprehensive subject curricula that directly benefit students in applying for universities or employment opportunities. They also provide a solid framework for the ISM diploma.
- The examination procedures administered by the International Baccalaureate Organization and the University of Cambridge have excellent international reputations.



## Description of Grades

The grade descriptors outlined below are those used at ISM. They are based on the International Baccalaureate system.

The **grade 7** is a mark of distinction. This grade is reserved for students who consistently produce excellent work that shows originality, genuine understanding and insight. The grade 7 is rarely awarded and demonstrates truly outstanding achievement.

The **grade 6** is a mark of high merit. Grade 6 students complete assignments with care and accuracy. Work shows originality, insight and understanding at a high level.

The **grade 5** represents good achievement. Student assignments demonstrate good understanding, if not originality. Assignments are completed with care and accuracy.

The **grade 4** signifies a pass. Students display reasonable understanding of the course work and are meeting the objectives of the course.

The **grade 3** indicates that the student is either finding the coursework difficult, producing work that does not show a reasonable level of understanding, or is not fulfilling their potential. The teacher will make clear which is the case in a written narrative.

Grades **2 and 1** represent progress that is unsatisfactory and are failing grades. They may reflect a lack of effort and failure to complete assignments properly or too high a level of difficulty for the student. A written teacher narrative and parent teacher conference will clarify the cause.

The **letter L** next to a grade indicates that the student is currently studying English as a second language and assignments, and the marking of assignments, may have been modified.

**NG** indicates that the student has recently joined the school and completed insufficient assignments for a grade to be awarded.

**INC** signifies Incomplete. Assignments have not all been completed. This grade will be changed to a 1 unless outstanding assignments are handed in within an agreed time limit [normally two weeks maximum].

**Note** In general, for class 11, these grades correspond to the IGCSE system in the following pattern:

7= A\*, 6=A, 5=B, 4=C, 3=D, 2=E 1=F.

*This system should not to be compared with that used in American high schools, which represent different attainment levels.*

Specific subject criteria, which are more detailed, are available from subject teachers.

## Report Cards

At the end of the three trimesters (in December, in March and in June) report cards reflecting the students' performance are sent to parents. These report cards indicate the grades provided by each teacher for the individual courses as well as the teachers' evaluations of the efforts exerted by the students in the specific subjects using the following notations: "Very Good, Good, Inconsistent, Weak". The grades and effort notations in the report cards are supplemented by comments of the year leaders as well as those of the Head of the Secondary School.

Parents should carefully review these report cards. These trimester cards are extremely important in that they can signal to the parents where problems may be developing in either the performance in specific subjects or in the attitudes of the students towards their studies. It is recommended that parents should not wait for special communications from the school before addressing problems identified in the report cards. If parents have questions concerning the contents of the trimester report cards, they should contact the Head of Secondary School or the year leaders.

## Homework Policy

All students are expected to complete regular homework. Teachers try to be clear and explicit concerning the purpose, scope and due date of assignments and students need to keep detailed notes on homework assignments in their diaries. Students are expected to complete homework on time. If this is not possible for any reason, or if clarification is necessary, students should see the teacher concerned before the due date. **Unless there is a valid excuse, the student will be put on detention if he/she fails to do his/her homework.**

Parental support is appreciated to ensure that homework is completed to the highest possible standard.



## Extra-curricular Activities

A programme of extra-curricular activities is devised at the beginning of the school year. Sporting activities include football, basketball and volleyball for both boys and girls. There is a choir and students may choose to learn an instrument, such as piano, drums, saxophone or guitar. Please note there may be an additional charge for some of these activities.

The Secondary School has an active Student Council, elected by the student body. It helps to organize various fund-raising and social events throughout the year.

In addition, students in the Secondary School have the opportunity to join the Model United Nations delegation, the International Award scheme and other activities.



*Model United Nations delegation.*

## Graduation

For students in Class 13, a Graduation Ceremony takes place at the end of the year. This is a very special occasion with parents and guests being invited and a number of prizes are awarded.



# ORGANISATION

## ***Arrival***

School officially begins each day at 8.15 and finishes at 16:00, except on Wednesdays when all classes finish at 15.30. On Wednesdays, Class 10 should bring a picnic lunch as the cafeteria is closed on Wednesdays.

Please note that no adult supervision is provided before 8.15 and after 16.30, except in the case of detentions.

## ***Lunch Time***

All students have access to the school's self-service cafeteria. The cost of the meal is included in the tuition fees for Class 10 and menus are posted on the school's website. The cafeteria is closed on Wednesdays.

## ***Daily Timetables***

Daily schedules are issued at the beginning of the school year.

## ***Yearbook***

A group of teachers and students work together to produce a Yearbook, which records the most important events of the year, and provides a wonderful souvenir for staff, parents and students.

## ***School Photographs***

Individual and class photographs are taken during the first term: the photographer sends an order form directly to the parents and pictures may be ordered online.

## ***School Directory***

A school Telephone Directory listing the children with their telephone number is issued at the beginning of each year. It is uniquely for the use of the parents and school personnel, but parents not wishing to be included are asked to inform the school's Receptionist.

## ***Library***

A well stocked library is available to students and is also open to parents. A PTA Library Committee works closely with the librarians, offering help in many different areas.

## ***Safety and Security***

The doors leading to the Secondary School Unit are automatically closed during the school day.

Fire and Emergency procedures are in place and are practiced regularly with the students.

## ***Labels for Clothes***

Parents are asked to label all their children's possessions, and especially the Sports Uniform. Woven name tapes can be purchased from "De Fil en Aiguille" on rue Grimaldi, or ordered from Cash's: [www.jjcash.co.uk](http://www.jjcash.co.uk). A Lost and Found box is situated in the Reception Office.

## ***School Supplies***

All textbooks, workbooks as well as pencils, paper and all other educational supplies are covered by the tuition fees.

Library books and textbooks are the property of the school. In the event that a book is lost, parents will be asked to reimburse the cost of replacement.

## ***Sports Uniform***

The school has an official obligatory Sports Uniform for Classes 10 and 11 which must be worn for all Physical Education and Sports activities. New students will receive these automatically when they join the school. Extra items can be ordered at any time: forms and prices are available at the Reception Desk.

## Dress Code

Everyone has a responsibility to dress appropriately for school. What students wear is noticed by others and can reflect on the school. For Sports it is essential that students dress appropriately in the school uniform.

The following guidelines must be respected:

- Clothing must be clean and neat.
- Do not wear clothing with slogans or images that might be offensive to others
- Modest clothing must be worn - short skirts, or clothing that displays the abdomen are not acceptable.
- Appropriate footwear must be worn. High heels, platforms or beach flip flops are not appropriate.
- Jewellery must be modest. Body piercing is not acceptable with the exception of modest earrings for girls.
- Tattoos, violently coloured hair and body painting are not permitted.
- Baggy trousers are not appropriate.
- During Physical Education classes no loose jewellery or dangling earrings may be worn.

If there are questions about the appropriateness of a particular item of clothing, or any other action that will affect the way a student looks, then the year leader should be asked in advance. **If a student arrives at school having disregarded these guidelines, he/she will be sent home to permit a change into appropriate wear.**

## Health

### ***On Admission***

On admission, all students are required to complete the school's yellow medical questionnaire, as well as a blue medical form, which is required for the Monégasque medical authorities. Photocopies of each child's up to date vaccination certificates must be attached. Parents are reminded that a vaccination against diphtheria, tetanus and polio is compulsory in Monaco. BCG vaccination against TB is also requested. Parents should obtain a medical certificate from their doctor if any vaccinations are contra-indicated.

### ***Medical Visit***

During the school year new students and certain other classes, undergo a medical examination carried out by the "Inspection Médicale". This is a brief routine physical check-up and a brief report is then sent home to the parents. Parents are informed well in advance of the dates of these visits. These now take place on school premises with ISM staff present.

### ***Emergency Card***

An Emergency Card with the parent's contact numbers, the names of further contact persons and other important information about the child, is filled in at the time of each child's admission to the school and updated at the beginning of each school year. Parents are responsible for informing the school if any of this information changes during the school year.

### ***Medication***

School policy does not allow school staff to dispense medicine to students without written consent from the parents. Any medicine brought to school must be clearly labelled with the child's name and prescribed dosage. No responsibility can be accepted if a dose is missed. Asthma inhalers must be marked with the child's name and handed to the class teacher for safe keeping. Please keep the Unit Head well informed.

### ***Illness***

Students who are obviously not well, who have sickness or diarrhea or who have fever, should not be sent to school. In the case of contagious diseases, the school should be notified immediately, so that other parents can be informed.

### ***First Aid Training***

All of our staff are trained to administer the basics in first aid. Several of our staff are fully trained in this area and will be contacted to help, should an emergency arise.

### ***First Aid and Emergencies***

The school will administer whatever first aid measures seem necessary if a child is sick or injured at school. Parents will be notified immediately or at the end of the school day, if this is deemed more appropriate. If there is any concern, an ambulance will be called immediately and the injured or sick child will be taken to hospital, accompanied by a member of staff who knows the child. The parents will be alerted to meet the ambulance at the hospital. If neither of the parents or the parents' emergency contact person can be contacted, the school will proceed with whatever measures seem necessary.

# ABSENCE POLICY

## ***Every Day Counts!***

The International School of Monaco believes that arrival at school on time and good attendance habits are an important part of a student's total education. As the school regards parents as partners, it expects them therefore "to ensure that their children attend regularly and arrive on time each day".

Teachers are under no obligation to provide work prior to any child's absence or because of late arrival/early dismissal. Students shall be expected to make up work, in their own time, on all assignments missed.

Good attendance is necessary. However, if your child is not feeling well, please do not send him to school. Absences will be excused for illness; a medical certificate is obligatory **after a two day absence.**

## ***On Time:***

Students are expected to arrive at school on time each day, unless extenuating circumstances warrant late arrival.

Students are expected to arrive for Homeroom before 8.20am; any students who arrive after 8.20am will be marked as "late arrival".

Students are also expected to attend all classes during the school day. Early Dismissal will be counted in the same way as "late arrival".

All cases of late arrival and early dismissal must be reported to the Unit Head who will issue late arrival or early dismissal note.

## ***Consequences:***

The Homeroom teacher will alert the Unit Head if an habitual late arrival/early dismissal problem is developing. The Unit Head will call in the parents, warn them of the consequence of continued lateness and give them a letter. Continued lateness will result in a further conference and detentions to make up the work. If the problem persists, it will be treated as in 1b for absence - that is, no report will be sent home for that period.

## ***Absence:***

All students who have not registered before the end of the Homeroom period will be marked as absent.

Excused Absence: a letter/phone call/e-mail has been sent excusing the absence; the terms of the excuse are noted.

Unexcused Absence: no communication has been received excusing the absence; the Unit Head will attempt to contact the parents in the morning.

**After an absence of two days, a medical certificate must be produced.**

***Consequence of Excessive Absence:***

- 1a. Ten days (10) When a student has accumulated ten days of absences, the year leader will alert the Head of Secondary School who in turn will ask the parents to discuss the student's absences and will send a letter outlining the consequences of continued absences. Students shall be expected to make up work on all missed assignments on their own time.
- 1b. Fifteen days (15) When a student has been absent for fifteen days, the parents will be informed that the student has failed to complete the assigned courses and this will be noted in the trimester report.
- 1c. Twenty days (20) When a student has been absent for twenty days in one school year and no extenuating circumstances have been noted, the parents will be informed in writing by the Head of Secondary School that the student will not automatically be promoted to the next class. Parents wishing to have such decisions reviewed will need to send a written request to the Director who will make the final determination.

**Class attendance records will be maintained by all the teachers and absences will be recorded. Absences will be noted in the trimester report cards.**



## ISM PARENT PROFILE

***ISM sees parents as partners,  
who help the School achieve its Mission and Goals:***



by understanding and accepting the School's Mission Statement and Core Principles and abiding by school policies and practices.

by being committed to the school's Vision for Learning and supporting its educational programmes.

by encouraging their children to develop positive attitudes towards the school, a respect for all members of the school community and an adherence to the school's Code of Conduct.

by being open and honest in all their dealings with the school concerning their child's learning and their social, emotional and behavioural needs.

by respecting the holiday periods provided within the school calendar and ensuring that their children attend school regularly and arrive on time each day.

by supporting the school in its efforts to give their children a multilingual education.

by becoming involved in the school to help promote activities which will enrich and enhance the curriculum, and provide opportunities for students to engage in action and service in the community.

by using the following contact guidelines :

- a. should there be a concern, contact the Homeroom or Classroom teacher
- b. if the issue is unresolved, contact the Unit Head.
- c. if the problem remains, you may contact the Director.

# Parents

## ***School Association/General Assembly***

All parents are automatically members of the School's Association.

A General Assembly of the members of the School Association (all parents and members of the Board of Trustees) is held at least once per year. The date, usually during the month of April or May, will be communicated to you well in advance.

## ***Board of Trustees***

This group of nine elected parents and representatives meets regularly with the school's Director to discuss educational policies, major building projects and the school's finances. Elections to the Board take place every three years at the General Assembly, where all parents have a right to vote and to stand for election.

## ***Parent/Teacher Association***

The PTA is made up of a representative for each class. All parents can attend the monthly PTA meetings, the dates of which will be communicated to you via one of the Newsletters. The minutes of each PTA meeting are posted on the school's notice board.

## ***School Council***

The Board of Trustees set up the School Council to serve as a vital link between themselves, the PTA and the school administration. Several committees work on projects, which will enhance and enrich the school's academic programme.

## ***How Parents can Help***

- be a Class Representative
- be a Library Volunteer
- help with the Summer Fête
- be on the School Council
- become a Board Member
- help with the PTA Activities
- help with school outings
- share your expertise with students

## Home and School

There are many ways in which parents and teachers can keep in touch with each other and ISM actively encourages this dialogue. The teachers, Unit Head and Director are always available to talk with parents and discuss their concerns.

### ***Personal Appointments***

These can be made at any time during the school year. This is best arranged directly with the teacher or Year Leader concerned.



*International Award expedition.*

### ***Parent Teacher Meetings***

These more formal meetings are arranged during the school year. We urge you to take advantage of these to discuss your child's progress with the class teacher.

### ***Written Reports***

Full reports are issued in December and March, with a transcript issued at the end of June.

### ***Parent Handbook***

This Parent Handbook, which provides programme and curriculum information as well as details on the day to day organisation and policies which govern the school, is automatically given to parents when they enter the school.

### ***Information Sessions***

An Information session, to explain the curriculum, and the school's philosophy and to answer any questions is held at the beginning of the school year. The Secondary School Handbook is distributed to parents at this meeting.

### ***School Newsletter***

A general Newsletter, the ISM Gazette, which provides you with information on what is happening throughout the school, is sent home approximately three times per trimester.

### ***Board Communiqué***

The Board of Trustees gives information and communicates its activities to the parent body by way of a Board Communiqué, which is sent home to parents at least once a year.

## ***Annual Report***

At the end of each school year, all parents receive a copy of the Annual Report giving details and information on the previous year's activities.

## ***Class Representatives***

Each class has a parent representative who is a member of the Parent Teacher Association and, as such, is present at all PTA meetings. This representative is there to represent the class, welcome new parents and deal with matters of very general concern.

## ***Database Information***

The information the school has on your child is stored in the database and sent to you each September for verification. It is essential for good communication and also for security purposes that you help us keep this information updated. All changes should be communicated in writing to the school's Receptionist.



*ISM Board Members*



MULTIPRINT - MONACO