

Avenue Secrétan 16
CH-1005 Lausanne
Switzerland
T +41 21 310 04 00
F +41 21 320 84 17
info@brillantmont.ch
www.brillantmont.ch

BRILLANTMONT International School

AN A – Z OF INFORMATION AND GUIDELINES FOR STUDENTS

Attendance register

Students can access the online attendance register, where teachers note any absences or lates to class, homework or organizational issues, by logging onto the school's intranet system using their personal password.

Assembly

Assembly takes place every Tuesday during the afternoon break (15h40 – 16h00). This is a time when the whole school congregates for weekly announcements, presentation of awards and details of forthcoming events. It is led by the Direction and is compulsory for all students.

Books

At the beginning of the year, students are issued on loan with the relevant books for their courses. It is the students' responsibility to maintain these in good order and bring them to class.

Break times

Breaks are held at the following times:

09h40 – 09h55

15h40 – 16h00

These times are for recreational purposes. Refreshments are available for students in the dining room.

Bulletins

A bulletin is written at the end of every term for each student. Every bulletin includes the following information for each subject area :

- the term average

- a comment which gives a summary of the student's progress and recommendation for the following term.

and,

- the number of times that a student has appeared on the honor roll

- the number of times that a student has had a detention

- a comment regarding the student's attitude/participation in his chosen extra-curricular activity

The bulletins are read and signed by the Direction. Bulletins are then mailed to parents and a letter is enclosed when there is cause for concern (student in risk of failing a course / the year / graduation ...)

Cafeteria

The student cafeteria is situated in the ground floor of Monribeau. This is a student only zone. Students can use this area during the breaks and during the times scheduled on their timetable. Hot and cold drinks machines are available. A television and billard table have also been put at the student's disposition. The students are expected to keep this room clean and tidy.

Calendar

A calendar of events social, academic and sporting can be accessed by logging onto the school intranet system. The calendar gives details of what is happening every day of a particular term and it is important to refer to it to keep abreast of events.

Chewing gum

Chewing gum is not permitted in class, in the library nor in study hall.

Copying

If work has been copied the final mark is to be divided amongst the number of students involved.

Detention

Saturday afternoon detention :

- Returning late / leaving early for vacation

- 3 times late to class

- Non-excused absence from class (including sport, language lab, PSHE)

A student who is given a detention is no longer eligible for the honor roll.

Dining Room

Breakfast 07h30

Lunch 12h25

Dinner 18h30

All students must arrive on time for meals and be appropriately dressed. Correct table manners are expected and the students must wait until everyone at the table has finished eating before clearing the plates away. At the end of the meal, the students may leave the dining room once a member of staff has told them to do so. Day students are welcome to eat in the dining room at lunch-time. Their parents must complete the appropriate proforma and hand this in to the office.

Dress Code

Sports clothes should not be worn in the classroom or in the dining room. Students must be decently dressed (no torn jeans, short skirts/shorts). Baseball caps and hats must be removed inside the buildings. Staff members have the right to ask a student to change his/her attire if it is unsuitable.

Examinations

An examination week is scheduled during the second term. During this week, all students sit an official BRILLANTMONT examination for each of their courses. Official external examinations are held at different times throughout the year, particularly in May, June and November. There is no examination leave given. Students are expected to attend classes as normal, so that they can revise with their teacher. Timetables and details concerning all examinations are posted on the school's intranet.

Excursions

Many excursions are proposed during the school year. These may be academic, cultural or sporting. Both day and boarding students are welcome to participate in these events. The boarding students sign up on the lists which circulate in their house. The day students sign up on the lists which are posted in Monribeau.

Extra-Curricular Activities

Every student is required to participate in at least one extra-curricular activity per term. The activities on offer are presented to all students at the beginning of the school year. Once a student signs up for an extra-curricular activity he/she is committed to the activity for at least one term.

Grading system

Brillantmont International School uses a 1-10 scale where 10 is the highest grade and 1 the lowest. Although the internal passing grade is 6.0, students who are following external examination courses, need to be averaging at least 7.0 to achieve success in the external examination.

<u>Brillantmont</u>	<u>US equivalent</u>	<u>IGCSE / AS / AL equivalent</u>
10 – 9.0	A+, A	A*, A
8.9 – 8.0	A-, B+	B
7.9 – 7.0	B, B-	C
6.9 – 6.0	C+, C-	D, E
Below 6.0	No credit	F, G, U

E Excellent
G Good
S Satisfactory
P Poor

L Completed, but handed in after deadline

Homework

Homework is given on a regular basis so that students can put into practice the topics that have been taught in class. Homework is set on a short term and long term basis. Staff are asked to put homework assignments "on-line" so that students can access this information and parents and boarding teachers can control that homework has been completed. If homework is not handed in on time, the following sanction should be taken :

- a 24 hour delay is accorded and 1 mark taken off the final grade;
- if this delay is not respected, the teacher must fix a time and place when the student must complete the work and 2 marks taken off the final grade;
- late work = no honor roll.

Honor Roll

Every month, students who have a high level of achievement in academic excellence will be placed on the school's 'honor roll'. The names of the students will be read out at the school assembly and displayed in the reception area of Chateau. At the end of the school year, the student / s whose name / s appears on the honor roll throughout the whole year, will be awarded the school's prize for Academic Excellence. A student who has had a detention, handed in work late, has "poor" for sport, lab or PSHE or has had a homework or organisational issue, is not eligible to be on the honor roll.

Laptops

Every student is expected to have a laptop, which they should bring to each of their classes. Their laptop should be functional and installed with an updated virus protection. Students can connect to the internet through the school's wireless system.

Library

The library is situated on the first floor in Chateau. It is a working environment. Reference books are available for use by both staff and students. They can not be taken out of the library. Other books can be borrowed by both staff and students. The library resource co-ordinator is available to assist students with their research and to help them become effective users of the technology resources available to them.

Lockers

Open-lockers are provided on the ground floor in Monribeau for all students to leave books, folders during the school day. Any material found "lying around" the school will be confiscated and a fine (all proceeds to a local charity) will be required before the material is returned to its owner. Closed-lockers are provided on the lower ground floor in Monribeau and Château for all day students to leave material overnight.

Online gradebook

Academic grades for homework, class work, quizzes, projects, presentations, tests are all entered into the students' gradebook on an ongoing basis. Attitude and effort grades are also entered. Students can access their online gradebook by logging onto the school's intranet system, using their personal password. The students' academic average is calculated on a monthly basis to determine whether he/she is eligible for the honor roll.

Piercing

Students have the choice to display ear piercing and very subtle nose piercings. Other body piercings such as eyebrow, tongue lip and cheek are not allowed. Any student wearing inappropriate piercings will be asked to remove them immediately.

Punctuality

Students are expected to arrive to class on time. 3 lates = Saturday afternoon detention.

Rules

Students are asked to read carefully the rules of the

- Boarding School
- Day School

and ensure they are respected.

SAT and TOEFL

Students who hope to attend an American college / university must take the SAT and IELTS/TOEFL (if English is not their first language) tests. These tests are very important and will determine whether a student will be accepted at university. It should be noted that students who have a good academic record could be turned down at a good university if their SAT and TOEFL scores are below a certain standard. Students begin to take these tests in their 11th Grade. Students are strongly advised to enrol on the SAT Prep Program and/or IELTS/TOEFL Prep Program run by the school.

School Assessment Policy

Brilliantmont International School aims to encourage its students to reach their potential in a supportive environment. In order to reach this goal, all teachers are asked to use appropriate and varied methods of assessment to evaluate their students' learning and performance. The whole school assessment policy has been designed to ensure that this takes place. Students can access the School Assessment Policy by logging onto the school's intranet system, using their personal password.

School Nurse

The School Nurse is based in the Health Studio. Clinic times are as follows :

09h40 – 09h55
13h00 – 13h15
15h40 – 16h00

Website

Students can access the following information by logging onto the school website :

- their timetable, grades, bulletins, attendance
- moodle virtual learning environment
- school assessment policy
- homework assignments
- school calendar of events
- A-Z of information and guidelines

To log-on, students need to give their e-mail address to the school so that they can receive their personal password.