

# **INTERNATIONAL SCHOOL OF NICE**

## **General Information Guide** for Secondary School Families

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## 1. HOURS AND SUPERVISION

**The regular school day begins at 08:30 and ends at 15:50. Buses leave at 16:00 for all. ISN is open from 08:20 to 17:00 (17:30 in the case of after-school activities on Mondays and Thursdays).**

Parents must ensure that their child(ren) arrives on time to class. Recurrent lateness is not tolerated. It is disruptive and may lead to disciplinary action.

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...)

## 2. 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 emails, Seesaw, Managebac and/or ISAMS. All students are required to log into ManageBac on a daily basis during term time. In addition, the school maintains a page on Facebook / Instagram where students and parents can see photos of recent school events and activities.
2. In the early autumn, curriculum events are held in the morning and evening to introduce parents to the faculty and the curricula.
3. Twice a year online Parent-Teacher-Student Conferences are scheduled. At these times, parents may meet with individual teachers to discuss their child's progress. Other conferences may be scheduled throughout the year, as necessary.
4. Official written reports are published on ManageBac in November, March and June.
5. Parents are encouraged to communicate with the ISN faculty if they have any concern about their child(ren). A simple email to the homeroom or subject teachers will help you set up an appointment.
6. 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.
7. Coffee mornings are regularly organised per grade throughout the school year.
8. Parent reps meetings are held once a month with the SLT and the parent rep from each grade.

## 3. CHANGE OF ADDRESS AND/OR TELEPHONE

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

## 4. EMERGENCY CLOSURE

Should it be necessary to close the school at short notice (due to severe weather, transport strikes, sanitary emergencies...) a message will be sent to all parents via emails and/or Managebac.

## 5. FIELD TRIPS

The school arranges a variety of academic and/or extra-curricular field trips throughout the school year as an integral part of the programme. A full brochure will be sent at the beginning of the academic year. Any such outing undertaken is under the responsibility of the organising adult, and for these activities, parents of participating students must have the insurance *responsabilité civile*. **Each family must have mandatory health insurance**

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 policies remain applicable during all field trips. Any participation in field trips is conditional to the student's respectful behaviour prior to and during the trip. The school's behaviour policy is signed by students and parents upon admission to ISN and is applicable at all times when a student is involved in any school related activity.

**Parents are responsible for any visa and or DCEM requirements needed to travel outside of France.**

## **6. FIRE DRILLS AND LOCKDOWNS**

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 regularly made aware of emergency procedures. Students must respect the security advice given by the teachers or posted on the walls.

A regular lockdown exercise is planned during the school year to train students and teachers and make them aware of the procedures.

It is strictly forbidden to play with fire/security 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. Internal audits are led by the school's security coordinators.

## **7. ID CARDS**

Students who require an ISN ID card should make their request at the school reception. Student ID cards can be used to state the student's age and status for reductions in specific areas such as movie theatres, sport clubs, entry to museums, etc.

## **8. INSURANCE**

Parents must take out insurance for all risks, damages and loss. All students in the school must be insured for "multirisques scolaires". This insurance :

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

## **9. LOCKERS**

Students are allocated a locker for their belongings that they must keep clean and tidy at all times. Students cannot leave their personal belongings at school, such as clothes or shoes.

## **PARENT TEACHER ASSOCIATION**

All parents are automatically members of the ISN Parent-Teacher Association and are welcome to engage and participate in ISN school events. The Executive Committee, elected every two years in the Autumn, guides the activities of the association. These may include a Halloween Party, International Food Fair and a Winter/Summer Fête. Meetings of the Parent-Teacher Association are organised

regularly. Please check the PTA section in the weekly newsletter. An annual subscription fee is payable to the PTA at the beginning of each academic year.

## **10. 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) in their locker during PE lessons.

## **11. SCHOOL PHOTOGRAPHS**

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 communication via, for example, the ISN website ([www.isn-nice.com](http://www.isn-nice.com)) and social media networks. If you do not wish that photographs/videos of your child appear in these media, **please confirm this in writing** to the Marketing and Communication Manager so that we may respect your wishes.

## **12. STUDENT HEALTH, ILLNESS, MEDICATION & VACCINATIONS**

Should a student become ill at School, every effort will be made to contact the parents or guardians. Upon admission to ISN, all parents are requested to complete an emergency contact form which enables us to contact a third party or a doctor, if necessary. Parents must also inform the school of any allergy or medical issues the school should be aware of. Every student admitted to the Infirmary must sign the register with name, reason and time in and out.

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

**Parents must inform the school of any medical/allergies/impediment for their child(ren) every year to Homeroom teachers.**

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 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 a sick child to school. They are required to notify the administration immediately of any contagious disease carried by a child, whose return to School will be dependent on the presentation of a medical certificate of non-contagion.

**In case of emergency, parents understand that the school is authorised to have their children transported to the nearest hospital offering the appropriate care.**

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

### 13. GUEST VISITS TO SCHOOL

Visiting students may visit during the lunch period **with prior permission of the relevant Head of Section**, 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.

### 15. MOBILE PHONE USE ON SCHOOL PREMISES

In accordance with the most recent laws in force in France, ISN enforces a no phone policy. Students must keep their phones in their bag or lockers at all times, unless a teacher allows them to use it for a project or an activity.

If a student is seen using a phone, or if the phone is easily accessible to the student the device will be confiscated by a staff member and will be put in a safe box until the end of the day. The student may have to put his/her phone in the safe box every morning before lessons start for a determined period of time. Parents will receive a notification. If, after a first incident, a student is again caught using a phone or having one accessible, they will either be sent home or spend the rest of the day in the office of their Head of Section or the Director of Student Life for an in-house suspension.

### 16. LUNCH

Students can participate in the cafeteria service provided by the school. Documentation and contracts for this are provided with the enrolment and re-enrolment forms. Menus are published each month on the school website and the newsletter.

Alternatively, students may bring their lunches from home to eat under supervision in the cafeteria (where microwave ovens are available for heating food). Food can only be eaten in the cafeteria.

**Please note that it is strictly forbidden to order food and have it delivered at the school. If a student has forgotten to bring their lunch, they can purchase a ticket at the front desk.**

### 17. Off-Campus Lunch Policy for Grades 11 and 12 Students

**Purpose:** The off-campus lunch privilege for Grades 11 and 12 students at ISN is designed to provide a break from the school environment, promote independence, and foster a sense of responsibility. This policy outlines the guidelines and expectations for students who choose to participate in off-campus lunch and is subject to the approval of the Director.

**Eligibility:**

1. Students in Grades 11 and 12 who have submitted a **signed permission slip** from their parent/guardian to the school office are eligible for off-campus lunch privileges.
2. Students should take responsibility for their learning by engaging in active participation in class and by demonstrating consistent work ethics. Students must also demonstrate responsible behaviour both in and out of the school.
3. Students must maintain a >90% attendance rate to keep the privilege of going out for lunch. They must arrive on time at school and for their lessons
4. Meeting regularly with the coordinators (CAS, EE, TOK, IB, and HSD) to stay up to date with their academic progress takes priority over off-campus meals. Any student who is behind in their work will

be expected to use their free time, including part of any potential off-campus leave time, to catch up and meet expectations.

**Off-Campus Lunch Guidelines:**

1. Off-campus lunch privileges apply only during the designated lunch break.
2. Students must promptly return to school at the end of the lunch period.
3. Off-campus lunch is not permitted during scheduled classes, study periods, or any other school-related activities.
4. Students are responsible for their own transportation to and from the designated lunch area.
5. Purchased lunches off site are not to be brought back into school

**Code of Conduct:**

1. Students are expected to adhere to the school's code of conduct while off-campus
2. Any behaviour that reflects negatively on the school, compromises personal safety or violates community norms will result in the revocation of off-campus lunch privileges.
3. Students must demonstrate respect and courtesy to neighbouring businesses, residents and the community at large.

**Attendance and Punctuality:**

1. Students must return to school on time for their afternoon classes. Tardiness may result in disciplinary action, including the loss of future off-campus lunch privileges.
2. Students are responsible for making appropriate travel arrangements to ensure punctuality.

**Responsibility:**

1. Students are responsible for their own behaviour and well-being while off-campus.
2. It is essential to represent ISN in a positive manner and maintain good moral character.
3. Students are expected to exercise caution, stay within designated boundaries, and prioritise personal safety.

**Policy Review:**

1. The off-campus lunch policy for Grade 12 students will be regularly evaluated by the school administration.
2. Violations of the policy or repeated misconduct may result in the suspension or modification of off-campus lunch privileges.

**Disclaimer:** ISN assumes no liability for incidents or accidents that occur off-campus during the lunch break. Students and their families bear full responsibility for their actions and personal safety during this time. By participating in the off-campus lunch privilege, Grades 11 and 12 students and their parents/guardians acknowledge and accept the terms outlined in this policy.

Please sign and return the acknowledgement form to the school office to indicate your understanding and agreement with the off-campus lunch policy.

## Off-campus lunch agreement form

**Contact Information:** I will provide accurate and up-to-date contact information to the school administration. In the event of an emergency or any situation requiring immediate parental notification, the school will use this information to contact me.

**Revocation of Authorisation:** I understand that the school administration reserves the right to revoke this lunch authorisation at any time for reasons including but not limited to academic performance, disciplinary issues, or safety concerns. In such cases, I will be promptly notified.

I have read and understood the terms and conditions outlined in this authorization form. By signing below, I acknowledge that I am the legal parent/guardian of the student named above and give consent for my child to leave the school premises during the designated lunch period.

\*\*\*\*\*

Date:

Parent/Guardian Name:

Parent/Guardian Signature: \_\_\_\_\_

Student Name:

Student Signature: \_\_\_\_\_

Please return this completed form to the school administration.