

ECOLE BILINGUE INTERNATIONALE

CLERMONT-FERRAND

5, rue Bansac
63 037 Clermont-Ferrand

SECTION
INTERNATIONALE
SECONDARY
HANDBOOK

The Ecole Bilingue Internationale was originally founded to provide for the educational needs of children of expatriate Michelin employees. We also welcome students from varying backgrounds wishing to continue their education in an English-speaking environment and in an international ambiance.

The environment of the school here in Clermont-Ferrand offers an invaluable opportunity to promote multi-cultural awareness, understanding and respect. As an international school we encourage open-mindedness and tolerance.

The school welcomes students from more than 20 nationalities and is integrated into Ecole Massillon, a private French Catholic Primary, Junior and High School (under State control) with a total enrolment of around 1150 students.

THE AIMS OF THE SCHOOL

The school promotes the integration of non French speaking students into the French educational system while preparing Anglophone students for British and American exams.

A high priority is given to the development of bilingualism in English and French to promote both academic achievement and participation in the global community. The students' participation in classes within the French school allows them to appreciate a different approach, which better prepares them for adult life.

One of the essential aims is to develop, not only the student's knowledge, curiosity and self-discipline, but also a sense of identity, responsibility and self-worth. We want to equip students with the ability to cope with further study and the demands of a higher level education.

GENERAL INFORMATION

HOW TO GET TO THE ECOLE BILINGUE INTERNATIONALE

The Massillon campus is situated in the centre of Clermont-Ferrand, not far from the railway station (gare SNCF) and close to several bus stops.

- ① Students' entrance: Secondary School > 2, avenue de Grande Bretagne
- ② Administration: 5, rue Bansac
- ③ Pupils' entrance: Nursery and Primary Schools > 12, rue Audollent

THE SCHOOL YEAR

The school year begins the first week of September, ends the last week of June and consists of three trimesters of approximately 12 weeks each.

The school calendar is organized so that there is a rotation of 6-7 weeks of school followed by 2 weeks of vacation.

At the Secondary school, the week is divided into nine half-days with a Wednesday morning session and no school on Saturday.

Courses usually begin at 8.00 a.m. and end at 4.00 or 5.00 p.m., depending on timetables. Students may have lunch at the school refectory.

ATTENDANCE

Good attendance is of prime importance for the educational development of the student. A student should never be absent unless absolutely necessary.

In the event of sudden illness or family emergency, student's absence will be excused. Please inform the school on the first day of absence, if possible.

On the day the student returns to school, parents must send a note detailing the specific reason for the absence.

We strongly request that parents plan vacations to coincide with school holidays. However, we do understand that this is not always possible and request written notification of any other vacations.

RESOURCES AND EQUIPMENT

You will receive a copy of the materials (stationery list) and books required for your child (if not, check our Website @ www.ebi-clermont.fr).

On the first day of school, students are issued books by their Year Tutor/Homeroom Teacher. An appropriate fee will be charged for any textbook lost or damaged beyond normal use.

There will be a charge for lost text books

STUDENT HEALTH

Parents must notify the school of any prescribed medication which must be administered by an adult. Please note that even prescribed medication runs the risk of being considered a potential substance abuse, unless the school has been notified.

Please ensure that the school is aware of any allergies which your child might have.

A copy of up-to-date vaccination certificates required by the French Ministry of Health should be provided at the beginning of the school year.

If your child is ill, and running a fever, please do not send him/her to school. If your child stays at home, it is the responsibility of the parents to inform the school.

In the event of an emergency or illness at school, every effort will be made to contact parents immediately. When a parent cannot be contacted, a member of staff will decide on the course of action appropriate to the situation.

INSURANCE

Massillon School carries a basic insurance policy on each student covering the time that the student is involved in a School activity.

HOMEWORK

Daily homework is related to the needs of each student so as to support and extend in-school instruction in a positive and challenging way. It should not be seen as an end in itself or as a form of punishment. The amount of student time spent on homework shall be in accordance with the age and developmental level of the student. Homework encourages an educational partnership between the home and school.

Students should have homework diaries where they record their assignments.

ASSESSMENT

Students are evaluated through continuous assessments (class assignments, evaluations) and final examinations. Each grade has an official Year Tutor/Homeroom Teacher.

Ninth to Twelfth Grade students are also assessed by means of University of Cambridge UK and US College Board external examination.

ENTRANCE TESTS

New students wishing to follow the International programme will sit an **entrance test** to ensure that their level of English is sufficient to follow the programme. These tests will include reading comprehension, grammar exercises, vocabulary exercises, an essay, an oral reading test and an interview.

GRADING

Our marking system is a compromise between the British and the American systems and so our grades are somewhat lower, more demanding than is normal in the U.S. system.

COMMUNICATION

During the first term, parents come to the school for a Parents/Teachers conference. The purpose of this meeting is for the teachers to discuss, in broad terms, the curriculum, assessment of students, as well as the learning and teaching methods. It is an ideal time to view and talk about what is happening in the classroom.

Another Parent/Teacher conference (scheduled during the second term) will provide the opportunity to discuss the students' academic progress and other classroom-related issues.

At the beginning of the school year, students will receive a "carnet de correspondance". Teachers will use this "carnet de correspondance" to send notes to parents and parents should do the same.

Open and direct communication is essential for the effective operation of a school. In addressing concerns with a teacher, EBI encourages students and parents to contact the teacher first.

Students are welcomed to tell him/her about their concerns.

The school year is split into trimesters. Parents will receive formal written reports (*bulletins*) three times a year.

If necessary, parents can request a conference with the School Director.

SCHOOL LIFE

The student group elects a President and Vice-President each year. These students are there, not just to lead, but to reflect the other students' interests.

Each class will also elect a representative, who is then expected to be an active member of the Student Council.

The Council discusses students' ideas, plans social events, initiates projects and prepares the General Assembly held once a month (dates provided in the school calendar). ...

The school has an active Parents Association (Association Internationale Massillon) working harmoniously with the teaching staff and students and creating an integrated school community. Extra-curricular activities (bowling, laser-tag, ice-skating, cinema outings...) are organized with the help of the AIM and are communicated as they are planned.

Concerts with school groups will also be organized throughout the year.

SCHOOL TRIPS

The School organises a variety of trips and activities each year for the Secondary School students in the Anglophone Section and other International School students in Massillon.

SCHOOL DEBATES

We place a strong emphasis on the ideals of international understanding and responsible citizenship and find that the debating forum is a useful way of encouraging these qualities. Our debates are animated by a group of students left free to express themselves and discover the strengths and weaknesses of their own and other people's points of view in the debating situation.

Debates teach them tolerance and respect for the opinions of others. Secondary aims of the debates are the fostering of self-confidence, the development of public speaking skills and having some fun in the school environment.

We welcome the participation of students from Ecole Massillon and Lycée Jeanne d'Arc to the debates as this further enhances their multi-cultural nature.

HARVARD MODEL CONGRESS EUROPE (HMCE)

Harvard Model Congress Europe, which takes place in a European Capital, is a simulation of the US Government and of the international organisations in which it participates (G8, WHO etc).

Several hundred students from all over the world take on the identity of real Members of the G8, the House of Representatives, the Supreme Court, etc... They are informed months in advance about their respective roles, so they can research and prepare for the Congress.

This project has enriched school life for the last five years, challenging students and bringing the AIM and the international community together for fund-raising activities, receptions and Award Ceremonies.

CAREER GUIDANCE AND COUNSELLING

From 9th grade and upwards, we provide some counselling for our students in order to help them start thinking about career choices. If students or parents have any queries about a particular career, they may submit them to us and we will do our best to provide any helpful information.

Senior students, approaching graduation, are helped with references, university applications and letters of motivation. Ecole Bilingue Internationale provides this guidance for all our older students to help them best prepare for post-secondary education. Our graduates have gone on to study at the universities of Yale, Pennsylvania State, South Carolina Spartanburg & Columbia, Michigan, Sophia Antipolis, Bristol, Leeds and Stoke.

A BILINGUAL CURRICULUM FRAMEWORK

At the secondary level, the specific purpose of the Ecole Bilingue Internationale is to meet the need for an Anglophone education, which allows the students to eventually return to their own national educational systems. Almost all of our graduates go on to higher education.

The school curriculum, based on British or American programmes, emphasizes the learning of French. In addition to intensive courses of French as a Foreign Language and the discovery of the French culture, Physical Education (EPS for all grades whenever possible), Geography, Technology and Art classes (Grades 6 – 8), and Special project classes (*Itinéraires de Découverte*) for grades 7 and 8 are integrated with the French school.

OVERVIEW OF THE PROGRAMS

At Middle and High School levels, EBI students follow the American/ British curriculum. But all students will prepare and take British IGCSE exams at the end of 10th Grade.

For High School students, EBI is able to prepare them for American **PSAT**, **SAT** or **AP** and offers the U.S. High School credit requirements from 9th to 12th Grade.

In addition, our electives (French, Biology, Physics, C.A.S., Debating, and Senior Project) offer motivated students the opportunity to get additional credits.

This choice may be modified according to students' requirements. Our programs, therefore, satisfy the requirements of students wishing to follow higher education in the United Kingdom.

CODE OF CONDUCT

First and foremost, the “règlement intérieur” of Massillon applies to all students. At the beginning of each school year this will be read and discussed with each class.

The school's code of conduct is derived from two basic ideals which all members of the school endeavour to follow :

- Be **Respectful** towards yourself, other people and property.
- Be **Safety** conscious

GENERAL

- Alcohol, tobacco and other drugs are NOT allowed. Do NOT come to school intoxicated.
- Dangerous objects or weapons are NOT allowed.
- You are expected to come to school dressed appropriately; no cleavage, midriff or upper thigh on display; no flip flops; the wearing of hats inside the section is prohibited.
- The Carnet de Liaison should be carried in your school bag at all times.
- Articles of great value should NOT be brought to school.
- Mobile phones are NOT allowed, except for urgent messages with teacher's permission.
- Overt amorous affections are prohibited.
- Physical, verbal, emotional or psychological abuse against anyone will NOT be tolerated.

A polite “Good morning” or “Bonjour” is expected on the first meeting with a member of staff.

PRESENCE AND PUNCTUALITY

Morning session: 7.55 - 11.55 / Afternoon session: 13.05 – 17.00.

If students are late, they must go to the CMS to get the “carnet de liaison” stamped before class.

Between 12-12:50, students are not allowed in the section, the door may be locked by a teacher.

Lessons start on time. At 7.55 the first bell signals that classes will begin in 5 minutes, but you are expected in class before the second bell at 8.00. When the bell rings, students go to their teaching room and wait in an orderly manner, outside the room, for the teacher to arrive.

You should stay on the school premises during the school day. If you have no scheduled class between 11.00-11.55, 13.05-14.00 or 16.05-17.00, you may leave the premises if you have written parental consent in your Carnet de Liaison or, exceptionally, with an authorisation slip duly signed.

The period between classes is NOT break time.

Please go to class with material prepared.

The school should be notified after an **absence** by completing the absence slip in the Carnet de Liaison. If it is possible to anticipate an absence, then please notify the school beforehand.

Any unjustified absence or lateness will be sanctioned.

CLASS

Be orderly and respectful

You are expected to be prepared at the start of class.

You **must not enter classrooms** unless a teacher is present or permission has been given.

Drinks, eating sweets and **chewing gum** are not allowed.

Chairs should be used correctly - not balanced on two legs.

Sitting on window-ledges and leaning out of or dropping objects out of windows is forbidden.

Toilet necessities should be done at break times - only very exceptionally during class time.
Please follow rules designated by individual teachers in classrooms.

STAIRS AND CORRIDORS

Students entering or leaving the section **must use only the library staircase** - not the emergency exit.

Running along corridors and loitering are not allowed.

If, for any reason, the main door is locked, exit by the push door near F32.

LOBBY

The lobby may be used before 8.00 and from 12.50 to 13.05 but **must not be used when classes are in progress**.

During break time, all students below 9th Grade must go outside to the courtyard for the entirety of break.

Books and belongings must be put only in lockers, not left around.

Coats should be hung up on the coat rack. Furniture must be used and not abused. Any spillage or any litter must be cleared up by the person concerned. Any major incident must be reported immediately.

Please put bags in the bag box or your locker, not on the floor or the stairs, as it is dangerous.

Do NOT touch the clock,

No food or drink to be left in the lockers overnight.

LIBRARY

The library is for studying, and a quiet, studious atmosphere must prevail.

You must sign your name in the user book of the library.

The library is closed daily from 8-8.55, 12:00-13:05 and 16.05-17.00. You must go to the CMS.

The library is not under the direct supervision of a teacher.

If it is not used sensibly, students will be asked to leave by a teacher.

No electronics (no music, no games....)

No food or drink.

COMPUTER ROOM

The computer room is open without the direct supervision of a teacher, but we are asked to respect the following:

- Computers and printers are to be used only for **school work**.
- **No changes to computers' parameters** are allowed.
- Keep **noise to a minimum**.

Any infringements of these procedures will be *severely dealt with*

For a more satisfactory atmosphere in the school, please read and obey these rules.
The teaching team

HOME - SCHOOL AGREEMENT

Form to be signed

This agreement sets out the responsibilities of the main partners involved in your child's education at the Ecole Bilingue Internationale. We ask you to sign and return this copy to school, and keep one copy for your own reference.

THE SCHOOL

We aim to:

- Provide a safe and secure environment for your child.
- Create an orderly, purposeful and enjoyable working atmosphere.
- Ensure that your child achieves her or his maximum potential.
- Deliver a curriculum relevant to your child's needs.
- Consult students for their views via the Student Council.
- Meet with parents to discuss students' progress.
- Both directly and by example, teach students to be respectful, reasonable and responsible.
- Provide visits out of school, as circumstances allow.
- Respond to concerns you might have.

THE PARENTS

We aim to:

- Ensure that my / our child attends school diligently, arriving on time.
- Inform the school promptly of any absence; requesting leave in advance where possible.
- Ensure that holidays are not taken in term time.
- Make the school aware of anything which might affect my /our child's work or behaviour.
- Support the participation of my/our child in visits out of school.
- Reinforce the school's code of conduct.
- Read all letters from school.
- Return permission slips and requests for information, promptly.
- Attend Parents' Evenings and other meetings concerning my / our child.
- Support the aims of the school.

THE STUDENT

I aim to:

- Attend school, and all lessons, arriving on time.
- Bring all the necessary books and equipment.
- Work hard in class.
- Complete and hand in work on time.
- Follow the school's code of conduct.
- Give all letters from school to my parents and return them to school promptly.

Having read the Home - School Agreement, we accept its terms and will endeavour to make sure that it is followed.

Parent signature

Student signature

Date