

INTRODUCTION

Collège du Léman International School was founded in 1960 and has recently become a member of the Meritas family of schools. It is a private, coeducational day/boarding school with some 2200 students of 120 different nationalities and classes taught in either English or French.

The French language programme prepares students for the 'Swiss Maturité' or the 'French Baccalaureate'.

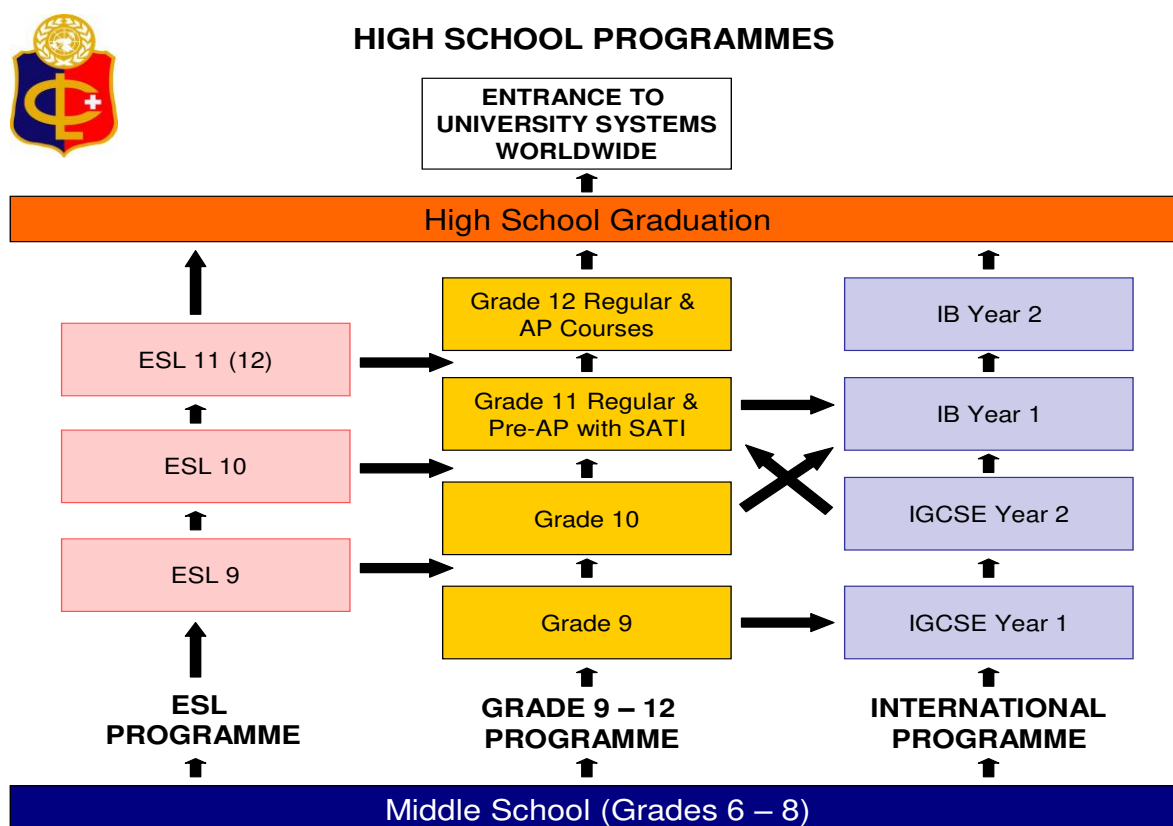
The English language programme is orientated towards preparation for university entry. The high school offers two styles of education:

A regular programme over grades 9 – 12. Students who successfully complete their four years of study may graduate and enter US (American) universities and others worldwide.

An international programme comprising the International General Certificate of Secondary Education (IGCSE) years 1 & 2 followed by the International Baccalaureate (IB) years 1 & 2. Those awarded the IB diploma will enter British, European and other universities worldwide.

For students requiring intensive English lessons, a full English as a Second Language (ESL) programme is offered.

The layout of these programmes is represented in the following flowchart.



PHILOSOPHY AND OBJECTIVES

MISSION

Collège du Léman endeavours to create in its international student body an enthusiasm for lifelong learning and intellectual growth, as well as social responsibility and respect for others as exemplified in the United Nations Universal Declaration of Human Rights.

PHILOSOPHY

In our commitment to excellence in education, we believe in preparing students for the twenty-first century by offering a broad programme of studies designed to meet the needs of students from Switzerland and around the world. We open our doors to all those who stand to benefit from our multicultural learning environment. We strive to build a community that encourages the student's development as a whole person.

We support our mission and philosophy by endeavouring to

Foster in our school community the core values of truth, trust, personal integrity and respect for others.

Provide a healthy and safe school environment.

Develop among students inquiring, analytical and critical-thinking skills.

Build a community of learners for whom discovery, learning and independence become lifelong goals.

Promote understanding and practice of the principles of human rights.

Foster an understanding of our role in preserving and protecting the world.

Prepare our students to continue their studies in other school systems or to enter institutions of higher education throughout the world.

Encourage students to become knowledgeable, global citizens, able to assume constructive and responsible roles in their own and other societies.

SCHEDULE OF COURSES

Grade 9 – 12 Programme

Grade 9

MANDATORY : English, Mathematics, French, Science (Biology, Chemistry, Physics), History, Geography, Computer, Physical Education

ELECTIVES: Art, Drama or Music and Spanish or German

Grade 10

MANDATORY : English, Mathematics, French, Science (Biology, Chemistry, Physics), Computer, Physical Education

ELECTIVES: Two chosen from: Art, Geography, History, Environmental Management, Spanish or German, Music or Drama.

Grade 11

MANDATORY : English, Mathematics, French, Physical Education

ELECTIVES: Four chosen from: Art, Art 1st year AP, Biology, Biology pre-AP, Chemistry, Chemistry pre-AP, Physics, Physics pre-AP, Computer Intermediate or Advanced, Introduction to Technology, Environmental Science, Human Geography pre AP, Business Studies, Economics, Micro Economics AP, Macro Economics AP, Psychology, Psychology pre-AP, International Relations, US History, US History pre-AP, US History AP, World History, European History AP, Spanish, Spanish AP, German, German AP

Grade 12

Minimum requirements are:

- Seven regular courses
- or six courses if two are at AP level
- or five courses if three are at AP level

MANDATORY : English (or English Literature AP), French (or French Language AP)

ELECTIVES:, Art, Art AP, Biology, Biology AP, Chemistry AP, Physics AP, Mathematics, Calculus AP, Personal Finance and Accounting, Computer Intermediate or Advanced, Introduction to Technology, Communications, Earth Science, Human Geography AP, Economics, Micro Economics AP, Macro Economics AP, International Relations, Comparative Government AP, US History AP, European History AP, Philosophy, Psychology, Psychology AP, Sociology, Spanish, Spanish Language AP, German, German Language AP

The International Programme

IGCSE Year 1

MANDATORY : English (Language and Literature), Mathematics, French (or French 1), Physical Education

ELECTIVES: Five chosen from: Biology, Chemistry, Physics, History, Geography, Economics, Sociology, Spanish or German, Art, , Music or Drama.

IGCSE Year 2

MANDATORY : English (Language and Literature), Mathematics, French (or French 2), Physical Education

ELECTIVES: Four chosen from: Art, Biology, Chemistry, Physics, Business Studies, Economics, Geography, History, Sociology, Spanish, German, Music or Drama.

IB Year 1

One course must be chosen from each of the 6 groups. Three subjects are chosen at Standard Level (SL) and three at Higher Level (HL).

Group 1 – (First language) - Language A – Language & Literature or Literature both offered in English and French or 'Self-Taught' (SL only)

Group 2 – (language acquisition)

- Language B – English, French, Spanish or German.
- Language ab initio – Chinese or Italian

Group 3 – (Individuals and societies) - Economics, Geography, History (in English or French), Psychology

Group 4 – (Experimental sciences) – Biology (in English or French), Chemistry, Physics

Group 5 – (Mathematics) – Mathematics (in English or French), or Math Studies (SL only)

Group 6 – (The arts) - Visual arts or one other subject from groups 2, 3 or 4

In addition, students follow a course in the Theory of Knowledge (ToK), write an Extended Essay and participate in the Creativity, Action, Service (CAS) programme.

IB Year 2

Courses chosen for IB year 1 are pursued.

Please note that:

These offerings may change from year to year depending on the demand for courses; Certain combinations of electives may not be possible depending on the structure of the timetable.

A balance of courses should be maintained to ensure that minimum requirements for graduation in the subject areas are met

Students may only enter AP and IB courses if entry requirements are met and approval is given

English as a Second Language (ESL) Programme

Students in grades 9 through 12 who are not native speakers of English or who are not fluent in the language must take English as a Second Language (ESL) courses. These are offered at three levels. Normally ESL students will not study French or any other foreign language. Apart from this exception, they will generally follow the same programme as other students in their grade level, to include courses in English, Science, Geography or US History and Art. Mathematics courses are taken with mainstream students. ESL students who complete the Advanced level course will transfer to the mainstream

REQUIREMENTS FOR GRADUATION

In order to qualify for graduation, students are required to complete four (4) years of high school. A minimum of twenty-four (24) credits in accepted high school courses is necessary to qualify for an Academic Diploma.

A full credit is given for the successful completion of a course that meets for 4-6 periods (40 minutes duration) weekly for a full academic year with 90% attendance.

A half credit is given for the successful completion of a course that meets for 2-3 periods (40 minutes duration) weekly for a full academic year with 90% attendance.

Of the 24 credits required for a Diploma, at least twenty (20) must be obtained in accepted academic subjects with minimum requirements in the following categories:

English	4 credits (of which 2 may be ESL)
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Modern Languages	3 credits

When students come from schools which do not award credits, successful equivalent years of study (meeting the above criteria) may be counted for credit.

In addition, every student will be required to have:

Physical Education (PE)	1 credit
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Notes

Academic subjects include courses in English, Mathematics, Science, Modern Languages and Social Studies.

Non-academic courses include Art, Music, Drama and PE.

In certain circumstances, and only with the approval of the Director of Studies, the requirements of 3 credits in taught modern languages may be waived. Evidence of adequate proficiency in either the student's native language or another language not taught at CDL may be considered.

In order to be promoted to grade 10 or IGCSE year 2 a student must have six credits, twelve credits to enter grade 11 or IB year 1 and eighteen credits to enter grade 12 or IB year 2. They must also have a grade point average (GPA) of at least 1.5 (on a scale of 4-0, where 4=A, 3=B, 2=C, 1=D, 0=F).

Students with less than 90% attendance in their final year will not be eligible to participate in the graduation ceremony.

ACADEMIC ASSESSMENT ASSESSMENT

a) System of Awarding Achievement Grades

Letter grades for transcripts and class marking are awarded on the following scale:

Grading system for regular classes:

<u>Passing grades</u>	A1	95 – 100%	Superior work	
	A	90 – 94%	Superior work	
	A-	85 - 89%	Above Average	
	B+	80 – 84%	Above Average	
	B	75 – 79%	Above Average	
	B-	70 – 74%	Average Performance	
	C+	65 – 69%	Average Performance	
	C	60 – 64%	Average Performance	
	C-	55 – 59%	Below Average	
	D	50 – 54%	Below average	
	D-	45 - 50%	Unsatisfactory	
	<u>Failing grade</u>	F	25 - 44%	Inadequate standard
		U	< 25%	Inadequate standard

Grading system for IBDP classes:

7	Excellent
6	Very Good
5	Good
4	Satisfactory
3	Mediocre
2	Poor
1	Very Poor

Incomplete work **I** This grade may be given if, in the opinion of the teacher, there are good reasons (such as illness) why all the requirements of the course have not been met. These requirements must be met in full before the 'I' grade can be changed to a regular letter grade, and must be fulfilled within two weeks into the new grading period.

Not graded **NN** No grade given for reasons such as difficulty with English, late arrival in the school etc.

It should be noted that while a D grade on the above scale represents a passing grade which will produce a unit or part-unit of credit on a transcript, a C grade is the lowest acceptable passing grade for many American universities and colleges. In any case, it should be noted that a low grade will bring down the grade point average (GPA).

Informal contacts with parents to discuss student progress are encouraged. In November and March/April, formal parent-teacher conferences take place.

Marking Periods

There, are four marking periods during the school year. At the end of each period, every student will be given an average grade for the period based on tests, homework, etc. and taking account of the standard of presentation.

Examinations

At the end of the academic year, examinations will be given covering the work of the whole year. Mock (practice) examinations will be held for IGCSE year 2, IB year 2 and AP courses.

Students in the external examination courses are expected to attend the classes designed to prepare them for the examination and to sit the external exam. Students not attending a course will not be eligible to sit the external examination in that subject.

Achievement Grades

At the end of the academic year, an achievement grade will be calculated by averaging the grades from the four marking periods and the end-of-year examination (each having equal weight).

Students sitting external examinations will not sit a final examination in the course but the mock examination grade will be used in place of the final examination to calculate the final grade.

Second year IB and AP students' achievement grades are calculated by averaging the first three marking period grades and the mock examination grades.

Students who are absent for the final examination will be given an F grade for the course unless the absence is for a particular reason (valid medical certificate presented etc.) in which case the examination may be rearranged or an NN grade awarded.

Academic Honesty

Academic honesty has always been at the core of any intellectual endeavour. It is essential that honesty is expected and understood that any type of dishonesty is counterproductive in the short and long term.

EXTERNAL EXAMINATIONS

THE PSAT, SAT I AND II

Since many of our students go on to colleges and universities in the US, these programmes, with the AP (see below), form an important part of the English Curriculum. Specially structured classes, both in the classroom and computer room, are scheduled to help prepare them for these tests.

THE TOEFL PROGRAMME

This is a vital course for students for whom English is a second language, and is necessary for entry to North American and Canadian universities. We also use it to prepare candidates for the IGCSE English as a Second Language. The programme is covered in grades 11 and 12.

THE ADVANCED PLACEMENT (AP) PROGRAM

The Advanced Placement Program is an internationally recognised program, where College level courses are designed and taught for seniors in the context of the high school classroom. It is an externally moderated course where upon each subject offered at Collège du Léman has been audited by the College Board in the USA.

The Advanced Placement Program is a challenging opportunity to develop skills and knowledge in a particular subject area. Students who are interested in taking AP courses at Collège du Léman should aim for a minimum grade point average of 3.0 (grade B) and a minimum of a grade B in the preparatory class. If approved for the course(s) of interest, students must be prepared for an intensive exploration of these courses. With the AP program, students may receive a college credit if successful in the external exams in May.

Courses normally available are:

- English Literature
- Calculus
- US History
- European History
- Comparative Government and Politics
- French Language, Spanish Language, German Language
- Biology, Chemistry, Physics,
- Macro/Micro Economics,
- Art
- Psychology
- Human Geography

Each University will have its own entry requirements. For example, entry requirements for Geneva University are as follows:

Either:

High School Diploma with 5 AP subjects passed at grade 3, 4 or 5. The 5 subjects must include 2 Languages, Mathematics, History and a Science.

Or:

IB diploma comprising: 6 subjects: 2 Languages, Mathematics (not Math Studies), a Science (Biology, Chemistry or Physics) a Social Science (Economics, History or Geography) and one other subject (Language, Science or Social Studies as above). Three must be at higher and three at standard level. Minimum 32 points.

THE INTERNATIONAL GENERAL CERTIFICATE OF SECONDARY EDUCATION (IGCSE)

The International General Certificate of Secondary Education (IGCSE) is the world's most popular international qualification for 14–16 year olds. It develops successful students, giving them excellent preparation for their next steps in education, including progression to IB Level study, and equips them with skills for immediate employment. The Cambridge International Examination's IGCSE qualification is recognised by universities and employers throughout the world.

Cambridge IGCSE is an international curriculum that develops students' skills in creative thinking, enquiry and problem solving.

The two-year courses normally available in this programme are listed below:

Mathematics
Biology, Chemistry, Physics
History
Geography
Economics
Sociology

English (English Literature,
First Language English, and Second
Language)
French, Spanish, German
Art and Design, Music., Drama.

INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME (IB)

The International Baccalaureate (IB) Diploma Programme is a two year programme, preparing students for admission to universities and colleges in all major countries of the world. Students participating in this academically challenging programme choose six subjects of study during their final two years of high school. Three of these subjects are studied at Higher Level (HL) (240 course hours) and three at Standard Level (SL) (150 course hours). In addition, students must complete a 4000 word research project, the Extended Essay, follow a Theory of Knowledge course (100 course hours) and complete the Creativity, Action, Service (CAS) programme. At the end of the two years, students sit the IB external, standardized examinations in the six subjects they studied.

Courses on offer at CDL are:

Group 1 – (First language) - Language A – Language & Literature or Literature both offered in English and French or ‘Self-Taught’ (SL only)

Group 2 – (language acquisition)

- Language B – English, French, Spanish or German.
- Language ab initio – Chinese or Italian

Group 3: History (in English or French), Geography, Psychology, Economics, Business Studies.

Group 4: Biology (in English or French), Chemistry, Physics

Group 5: Mathematics HL and SL (in English or French) and Mathematical Studies.

Group 6: Visual Arts

Students have to study a course from each group 1 to 5. In group 6 they can either choose the Visual Arts course, or another course from groups 2, 3 or 4.

Minimum entry requirements are: for HL courses a grade ‘A’ average and for SL courses a ‘B’ average in the corresponding preparatory course (with some exceptions).

Each University will have its own entry requirements. For example, entry requirements for Geneva University are as follows:

Either:

High School Diploma with 5 AP subjects passed at grade 3, 4 or 5. The 5 subjects must include 2 Languages, Mathematics, History and a Science.

Or:

IB diploma comprising: 6 subjects: 2 Languages, Mathematics (not Math Studies), a Science (Biology, Chemistry or Physics) a Social Science (Economics, History or Geography) and one other subject (Language, Science or Social Studies as above). Three must be at higher and three at standard level. Minimum 32 points.

ASSOCIATED BOARD OF THE ROYAL SCHOOL OF MUSIC (ABRSM):

Collège du Léman offers access to the Associated Board Royal School of Music exams for both practical and theory at all levels. Students preparing these exams are expected to do so with a private teacher although much of the exam preparation at levels 1 through 5 can be done in the scheduled music classes in grades 9 and 10.

AVAILABILITY OF COURSES

The offering of elective courses or courses preparing for AP or IB examinations is dependent on student enrolment. Every effort is made to maintain all examination commitments.

STUDENT SUPPORT SYSTEM

The Tutorial Programme

All students are assigned to a tutorial group, headed by a teacher who will become their tutor for the school year. The tutor and the tutorial group provide the student with a support base to help to make the most of the opportunities available to them at CDL, both academic and non-academic.

The tutor takes a special interest in each student in the group, follows her or his progress, liaises with teaching staff, counsellor and assistant principal and helps the student on her or his way to become a mature and responsible adult.

During the weekly meeting of the tutor group, a series of discussion topics, activities, presentations and coaching on study, conflict resolution and other useful skills are proposed for each grade level. Students can also actively contribute with suggestions and ideas to the success of their tutor time, not only for themselves, but also for the benefit of the extended community.

PLAGIARISM

Work submitted for assessment is plagiarised if it contains the work of someone else without acknowledging this. Examples are:

- Using phrases or sentences copied from texts, internet sources, fellow students etc;
- Paraphrasing very closely the work of someone else;
- Using facts, data etc. from another person or source;
- Downloading pictures, photographs or diagrams without acknowledging the source(s).

These practices may be used when researching and writing reports and projects only if the sources are cited. Plagiarism is dishonest and is not acceptable at any time, particularly if it involves coursework material for an external examination programme (such as IGCSE or the IB). Work found to have been plagiarised will be awarded an F grade.