

STUDENT'S HANDBOOK

15 August 2023

Principles

The purpose of this document is to provide our students with the necessary information that will enable them to complete their curriculum with respect to the rules and in the best learning conditions. Lemania College Lausanne (LCL) strives to provide a superior living and learning environment in a safe and welcoming atmosphere that fosters personal growth and a sense of community.

Our Professors and Administrative staff are available to respond to everyday student needs. This will help them become familiar with and assimilate their new educational and cultural environment.

The following guidelines are offered to help our students.

General Respect and Behaviour

1	Campus Life	
1.1	Respect	Respect for others (students, professors, administrative staff, local population, authorities etc.) and care for our work are essential values of the school.
1.2	Courtesy	Students are expected to be courteous and polite.
1.3	Personal Hygiene and Grooming	The students must maintain a clean and appropriate appearance.
1.4	Material Classroom and Classroom Behaviour	<p>Students must come fully prepared for class, bringing notebooks, writing materials, coursebooks and any other necessary items. Failing this: students can be refused entry to class.</p> <p>Students are expected to keep classrooms clean and tidy.</p> <p>During each break, windows must be opened and all rubbish must be removed from their tables and the floor and recycle correctly.</p> <p>Students must take all their belongings (paper, textbooks, exercise books, etc) with them. The school is not responsible for the loss of personal belongings which have been left in classrooms.</p> <p>Lockers may be rented (from the secretariat) if required.</p> <p>Students are expected to pay attention in class and not disturb others with private conversations.</p>

		<p>Food: Students are not allowed to eat in the classrooms. Chewing gum is <u>not</u> permitted either.</p> <p>Headphones: headphones are not allowed during class, unless their use has been specifically authorised by the teacher. At all other times, headphones must be kept inside students' bags or lockers.</p> <p>Mobile phones: Mobile phones must be switched off and put away in the students' bags, unless their use is specifically authorised by the teacher.</p> <p>Computers and tablets may be used in class at the teachers' discretion.</p>
1.5	E-mails	Students are expected to check their emails every day and to reply to the staff in a timely manner.
1.6	Drugs Alcohol	<p>Illegal drugs and alcohol are <u>strictly forbidden</u> anywhere within the LCL Campus.</p> <p>Possession, use or consumption of alcohol or ANY illegal/unauthorized drugs will result in <u>immediate expulsion</u> from Lemania College.</p> <p>For medical and safety reasons, as precautionary measures to detect illegal drugs consumption, the LCL Management reserves the right to ask students to undergo medical check-ups, at any time while they study at LCL. In case of reasonable doubt, the LCL Management may ask a medical practitioner to run blood tests to confirm or infirm alcohol use/intoxication.</p> <p>Parents will be warned prior to this decision.</p>
1.7	Smoking	Smoking is only permitted in designated areas on the campus, and only for students over the age of 16.
1.8	Elevator	Students are <u>not</u> allowed to use the elevator.
2	Administration	
2.1	Schedule	In general, classes start at 8:20 am and end at 5:30 pm
2.2	Calendar & Timetables	<p>At the beginning of the semester, each student will receive by email a weekly timetable and a yearly calendar, which will be available on ManageBac as well.</p> <p>The calendar is updated on a regular basis. Students are asked to pay attention to the changes and therefore should check their calendar regularly.</p>
2.3	Punctuality	Lateness is absolutely not acceptable.

	Lateness	If a student is more than 5 minutes late without advising the IB coordinator and the teacher with a valid excuse, <u>they will not be admitted to class</u> and marked as absent (A) in ManageBac.
2.4	Tests	Students who are absent for a test, for whatever reason, will not be permitted to take the test at a later date and will get a zero mark. Students who supply a medical certificate will receive n/a (not applicable)
2.5	Absences & Sickness	<p>The IB requires students to attend 150 hours of teaching for Standard Level (SL) subjects and 240 hours of teaching for Higher Level (HL) subjects.</p> <p>If they do not reach those requirements, the IB will not allow them to take their exams.</p> <p>In case of absence, the student must inform the Diploma Program (DP) Coordinator and the teacher, and provide some form of justification.</p> <p><u>Only justified absences will be recorded as excused</u></p> <p><u>In case of an absence of more than 3 days of a week, a medical certificate must be brought or sent to the DP Coordinator.</u></p> <p>All classes are compulsory and students are expected to arrange their personal appointments (doctors, dentist, hairdresser, etc.) outside class/study hours, if possible. If this is not possible, students must notify the DP coordinator at least 3 days in advance.</p>
2.6	Request for leave	<p>Leave can only be granted on condition that a written request has been made to the DP Coordinator, at <u>least three working days prior to the date</u>.</p> <p>The DP Coordinator can refuse to grant leave if it is considered that the reason is not valid or if another solution can be found.</p> <p>Unsubmitted tasks and assignments due during the leave will be graded zero.</p>
2.7	Health Insurance	Health insurance is compulsory and a legal obligation for all residents in Switzerland. This applies to all students.
2.8	Photocopies Scan	Students who need to make photocopies or to scan documents may address to the secretariat . LCL Office (main building) opening hours are: Monday to Friday, between 08:00 am to 06:00 pm phone +41 21 320 15 01
2.9	Library	A digital library is available for all LCL students (Britannica School)

3	Academics	
3.1	Regular study	Students are expected to study regularly after class time, irrespective of homework assignments.
3.2	Referencing Plagiarism	Referencing is an important step in caring about Academic Honesty and is required by the school for all students. See the Academic Honesty leaflet. Plagiarism is <u>not</u> tolerated and may lead to expulsion.
3.3	Deadlines Homework	Deadlines are vital and must be respected. On this matter, Lemania College Lausanne has a zero tolerance policy and work handed in after the deadline will not be accepted and will be graded zero.
3.4	Assessment	The academic year is divided into 2 semesters. Each academic year, students will receive a transcript of grades, which will be taken into account to decide whether the students may proceed to the next academic year or not. For a given assessment (test, exam) students should arrive five minutes early and have their material ready.
3.5	Grades	Grades are confirmed by the DP coordinator and the teachers-council. Report cards will be sent to students and parents.
4	Laboratory	
4.1	Laboratory use	Students must abide by the rules of safety and proper conduct in the laboratory. Failure to do so will result in expulsion from the laboratory.
4.2	Emergencies	Police: 117 Fire: 118 Ambulance: 144 Toxicology information: 044/251 51 51 Poisoning: 145

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Please note that according to quality management standards our policies are reviewed on a regular basis.

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The up-to-date reference version of the Students' Handbook - which is subject to change whenever necessary - is available online and is the document we will refer to in case of litigation.

We have read and understood the student handbook dated August 15, 2023.

Date and place: _____

Signature: _____

Student

Student first and last names (print): _____

Date and place: _____

Signature: _____

Parent/ legal representative

Date and place: _____

Signature: _____

Programme Coordinator

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