



General Terms and Conditions

A. Enrolment and its Consequences

1. Admission to the School will be determined by the Director, with the advice of the academic staff, based on information obtained with respect to:
 - a) the potential of the applicant to benefit from the educational programme available;
 - b) the capacity of the School to meet the educational needs of the student;
 - c) the availability of places.
2. Initial grade placement is determined on the basis of age. The decision of the School in grade placement will be communicated to parents prior to acceptance and is considered final. Decisions with respect to:
 - a) promotion from one grade to another
 - b) retention in a particular grade
 - c) continued enrolment at ISBwill be based on academic, personal, behavioural and social/emotional aspects of a student's school record.
3. ISB reserves the right to deny admission or to dis-enrol a student if:
 - a) the student's best interests and needs cannot be met effectively by the School's programmes and services;
 - b) the student's behaviour is deemed to jeopardize the welfare of the school community;
 - c) educationally significant information is withheld from the School; or
 - d) school fees are not paid in accordance with ISB Financial Regulations.A decision to withdraw a student from the School would follow consultation with the parents/guardians and a thorough review of the educational interventions that have been attempted and documented.
4. Admission may be postponed if a grade level is full. In this case, the applicant is placed on a waiting list. Qualified applicants are then accepted in order of the date of application, subject to the above conditions.
5. Up to Grade 3, new students are not required to have prior knowledge of English. Grades 4 & 5 new students are highly recommended to have prior skills in English. Grade 6 to 8 students must be able to demonstrate at least intermediate proficiency in English. Grade 9 and 10 students must have an advanced level of English. High School students must give evidence of near native English proficiency. At certain grade levels, it may be possible to offer a restricted curriculum to students who are undergoing an intensive programme of support outside of ISB in order to enhance their acquisition of English. As the level of competence in English improves, a full curriculum will be offered accordingly.
6. ISB is able to offer Learning Support to students with mild learning difficulties. In order to be accepted into ISB, a student must be able to learn and progress

academically, emotionally and socially from the mainstream classes on offer. If prior reports or assessment indicate learning difficulties, a Learning Support teacher will interview and/or formally assess the student and advise whether ISB is the correct placement for the student and whether the School can adequately support the student's needs. A probationary period may be offered before a student can be formally admitted to ISB. Please note: if any additional support is required other than what is offered by ISB, it is the financial responsibility of the parents. In exceptional cases, the School may not be in a position to meet the needs of a student who requires specific learning support which is beyond the scope of the School. This may result in the School not being able to admit or to continue the education of a student where that student fails to thrive and the educational progress of that student is at risk. There is no Learning Support offered in High School.

7. If previous reports or the Confidential School Questionnaire (CSQ) indicate behavioural and/or academic issues, the previous school will be contacted in order to seek clarification and further information. A probationary period may be offered before a student can be formally admitted to ISB. As learning and/or behavioural difficulties may not always be apparent at the time of admission or may arise after a student has been attending ISB, the Director reserves the right to advise parents/guardians that a student must be withdrawn from ISB.
8. ISB is not equipped to deal with severe physical disabilities.
9. All application forms and documentation, enrolment and registration fees must be received by the Admissions Office before any application is processed.

Please refer to the full Admissions Policies and Procedures on the ISB website www.isbasel.ch.

B. Financial Regulations

1. By enrolling your child in ISB, Parents/Guardians agree to comply with the Terms and Conditions, the Schedule of Fees and the Final Provisions described in these Financial Regulations. The Financial Regulations supersede all former financial agreements between the Parents/Guardians and ISB.
2. The Registration Fee of CHF 500 must be paid when a formal application is submitted for a student who is not sponsored by one of the ISB shareholding companies. This one-time fee is non-refundable. The Registration Fee can be transferred as follows:



General Terms and Conditions

Coop Bank: 4002 Basel, BC 8440
Account: 697009.290000-3
SWIFT CODE: COOPCHBB
IBAN: CH79 0844 0697 0092 9000 0
Payable to: International School of the Basel
Region AG

Please indicate your family name and the names of each child in order to identify the payment.

3. Tuition payment options for non-company sponsored students:

a) Option 70/30%

- 70% of the tuition costs are due before the first day of classes.
- 30% of the tuition costs are due before 31 March.

b) Option 100%

- A 2% discount is offered to non-company sponsored students when the tuition costs are paid 100% before the first day of classes.

Please refer to the full Financial Regulations on the ISB website.

C. Code of Conduct

I Students' Code of Conduct

Some areas of the code of conduct may be more relevant to our older students yet we require all our students to follow the core principles.

1. The intention of a Code of Conduct is to establish expectations and to provide guidance regarding behaviour in the ISB school community. ISB students are expected to act and behave in a manner that is suitable to an international school environment and in accordance with certain basic principles of conduct and community rights. The main aim is to provide a safe environment that is conducive to learning in order that students are able to best benefit from their education at ISB. In instances when a student's behaviour is inappropriate or a significant lack of responsibility is demonstrated, it is key that guidance is given so that expectations, boundaries and consequences are reinforced.

2. Students of ISB and their parents/guardians agree to abide by the following school rules:

- Students are expected to show respectful and considerate behaviour to staff, students and parents;
- The School promotes academic honesty and students must respect and acknowledge all sources used;
- Students are expected to exercise courtesy, to refrain from using inappropriate language and to demonstrate good manners both at School

and when using public transportation to and from school;

- Students are expected to attend and arrive punctually for Homeroom and all following lessons and activities during the school day;
- Students must use the appropriate sign-in and sign-out procedures should there be a need to enter or leave campus during the day;
- Eating and drinking other than water is not permitted during class time. However, students are encouraged to drink sufficient water during the day and water may be consumed during class time providing it is held in a secure container.
- In order to better maintain facilities, ISB campuses are gum-free;
- Electronic devices such as mobile phones, MP3 players, iPods and electronic games are to be turned off during the school day;
- Students must comply with the ISB Computer Network Student User Policy in order to benefit from the technology resources at ISB;
- Accidental damage to property should be reported to a staff member as soon as possible;
- In order to prevent accidents, skateboarding, rollerblading or other potentially dangerous activities are not permitted on school premises;
- For safety reasons, students must be accompanied by a member of staff before entering the gym hall, technology rooms and science laboratories;
- Any medications needed during the school day are to be given to the school nurse;
- Inappropriate behaviour or dress that is considered by the Director or divisional Principal to be a distraction to learning, a possible safety issue or against the best interests of the School will be considered an infringement of the school rules and will be dealt with accordingly;
- Any form of theft, vandalism or inappropriate use of school facilities is not acceptable;
- The possession, use or distribution of tobacco, alcohol, illegal substances or potentially dangerous materials or implements is not allowed on campus or at school related activities;
- Specific school rules notwithstanding, all students are expected to adhere to and respect Swiss law at all times. The School will not condone or tolerate behaviour, either during or outside school hours, which is



detrimental to the school community or which jeopardizes the reputation of ISB.

3. In cases where a breach of these rules occurs, the action taken will depend on the severity of the incident. Possible actions for minor violations include:
 - a) The teacher/staff member will speak to the student to attempt to resolve the situation. The homeroom teacher will be informed and involved if necessary;
 - b) If the offence is such that a detention is incurred and/or results in a loss of privileges, the teacher will inform the Principal prior to contacting the parents by letter or telephone;
 - c) If necessary, a conference to include the Principal and appropriate support staff shall be arranged to discuss the situation and its solution;
 - d) Further action will be taken by the Principal and/or Director if there is an accumulation of unresolved issues.
4. The following are considered very serious violations of the School's rules and values. The Director will immediately be notified and the parents contacted should any of these violations occur. These actions will result in consequences up to and including 'in school' or 'out of school' suspension, disciplinary probation or dismissal from ISB. In particularly serious circumstances, the School reserves the right to omit any of the above steps, giving the Director the discretion to determine that immediate dismissal is necessary.
 - Leaving the campus without permission;
 - Academic dishonesty;
 - Rough or bullying physical or verbal behavior;
 - Language of an abusive, racist, sexist or blasphemous nature;
 - The use of technology to post information on a public website that is intended to denigrate or humiliate another person or ISB;
 - The possession of potentially dangerous implements or materials;
 - Theft, intentional damage to, or disregard for, school property or the property of others;
 - The use, possession or distribution of tobacco and alcohol, on school premises or at school related activities;
 - The illegal use, possession or distribution of drugs on school premises or at school related activities, regardless of whether that constitutes a criminal offence under Swiss law;
 - Actions or behaviour, either during or outside school hours which constitutes a criminal offence under Swiss law.

Please note that suspended students are responsible for completing all school assignments.

II. Parents' Code of Conduct

1. As parent (or guardian) of an ISB student we wish to ensure that you understand the enrolment agreement is for the entire school year, and agree that the School may require the withdrawal of or dismissal of any student if, in its sole discretion, the School concludes that such student's attitude, influence, or behaviour does not serve the best interests of the School.
2. A positive and constructive working relationship between the School and a student's parents (or guardian) is essential to the fulfilment of the school's mission, and agree that the School may terminate enrolment, or decline to re-enrol a student, if the School, in its sole discretion concludes that the actions or inactions of a parent (or guardian) make a positive and constructive working relationship impossible, or interferes with the School's accomplishment of its mission. No portion of any tuition or fees for a student for the entire school year, either paid or outstanding, shall be either refunded or cancelled upon early withdrawal or dismissal of a student.
3. Parents of students shall have the right to inspect and review any official records, files and data directly related to their child. No other person will be permitted to inspect a student's records other than the teaching and administrative staff. If requested, a copy of a student record may be given to the parents when they leave the ISBR AG as long as all financial obligations have been fulfilled. Records will be made available to students who are 18 years and older, provided 24 hours written notice has been given to the Principal. The ISBR AG reserves the right to clear its archives after a *5-year* storage period. 24 hours written notice must be given to the Principal if a parent wishes to see his or her child's file. Parents are financially responsible for any lost or damaged material belonging to the ISBR AG, which has been provided to them or their children.

III. Parent/Visitor Code of Conduct

Parents/Guardians of ISB students and visitors agree to:

- Be courteous in speech and actions;
- Be supportive of the efforts of ISB to educate all students;



General Terms and Conditions

- Meet with ISB staff when requested to discuss the education or behaviour of their child;
- Sign in at Reception upon entering the School and seek permission prior to going to other areas of the campuses;
- Follow the appropriate chain of command when working with the School regarding concerns and inquiries;
- Comply with ISB policies and procedures as outlined in the Parent/Student Handbook and Financial Regulations;
- Observe all Health and Safety procedures, especially when driving on ISB grounds;
- Respect the cultural and religious beliefs of those within the ISB community;
- Refrain from the use of profanity or aggressive behaviour when speaking with staff and students;
- Refrain from use of physical contact or force with staff or students.