



Elementary | Middle School | High School

Parent Student Handbook

www.idbrillmont.com

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WELCOME MESSAGE



Christyn Cal

Head of School

Dear Parents and Students,

Welcome to Institut De Brillmont. It is with great joy and anticipation that I welcome each of you to our community. Whether you are a returning family or new to our school, we are thrilled to have you join us for another year of growth, learning, and spiritual development.

At Institut De Brillmont, we are committed to nurturing and educating each child in a Christ-centered environment. Our mission is to develop caring, knowledgeable, and principled global citizens guided by God's love and Biblical scriptures. We believe that every child is a precious gift from God, endowed with unique talents and potential. It is our privilege and responsibility to help them discover and develop these gifts.

This year, we are excited to continue our focus on academic excellence, spiritual growth, and cultural engagement. Our dedicated faculty and staff are committed to providing a safe, supportive, and stimulating learning environment where students can thrive academically, socially, and spiritually. We aim to foster a love for learning and encourage our students to be critical thinkers, effective communicators, and leaders with a servant's heart.

We understand that the partnership between home and school is vital to the success of our students. We encourage open communication and active involvement from parents in all aspects of school life. Together, we can create a supportive community that nurtures the holistic development of our children.

As we embark on this new academic year, I ask for God's guidance and blessings on all our endeavors. May we work together to inspire and empower our students to shine brightly in their academic pursuits and in their walk with Christ.

Thank you for entrusting us with the education and spiritual growth of your children. Let us look forward to a wonderful year filled with learning, growth, and blessings.

Blessings,
Christyn Dolotina-Cal
Head of School
Institut De Brillmont-A Christian International School

INTRODUCTION

About the Handbook

Institut De Brillmont's intent is to outline the policies and procedures that apply to parents and students while a student is enrolled at the school. However, a handbook cannot reasonably address all unforeseeable academic, disciplinary, or other school situations. As you know, we cannot include every situation that requires logic and common sense. Therefore, there may be many policies not included in this handbook.

The administration reserves the right to assess and act on any individual situation surrounding student academic performance, student behavior, or other school-related issues, whether included in this handbook or not. The administration reserves the right to make decisions regarding any situation deemed necessary for the safety, health, and well-being of any individual who attends or is associated with Institut De Brillmont. These decisions of the administration will be final.

In order to better serve the needs of the Institut De Brillmont community, the administration reserves the right to amend regulations and procedures in this handbook at any time with reasonable notice to the families of students enrolled at Institut De Brillmont. If changes are made, written and/or electronic notification will be promptly provided.

The School

Institut De Brillmont (IBM) was founded in 2007, when Christyn Dolotina-Cal started teaching four children in Las Vegas, Nevada. Christyn desires to nurture each child as well as educate them. She believes that children can do great things if given the chance and that no one should underestimate what a child can do. It gives her great joy and fulfillment to see children excel academically while also having fun. Therefore, she encourages and creates opportunities for sports and many other stimulating events for the students at IBM.

Subsequently, it became Brilliant Kidz International LLC, which was initially licensed as a preschool located in the Summerlin area of Las Vegas, Nevada. Driven by her passion for quality education and her love for ministry, Christyn continued to provide a nurturing environment and an excellent learning experience with the expansion to Brilliant Child Christian Academy.

In 2016, Brilliant Child Christian Academy was organizationally established. With an increase in demand for quality education, the school moved to a larger site to accommodate more children, where we have statistically seen the population double every year. In September of the same year, the school was selected to take part in the Nevada Silver State Stars QRIS (Quality Rating and Improvement System). The QRIS uses proven methods with the goal of assessing and improving the level of quality in early childhood programs through open communication, quality research, and analysis. In 2017, the Nevada Department of Education granted accreditation to the school to offer education from Kindergarten through Fourth Grade.

Mission-Vision Statement

IBM aims to develop caring, knowledgeable, articulate, principled global citizens who are guided by God's love and the Biblical Scriptures.

Our Philosophy and Goals

We, in our deepest faith, believe that all children are God's wonderful gift to humankind. Here at IBM, we aim to educate children about God and His teachings. We have developed activities and programs that help children engage in Bible stories that teach them Christian values and Biblical truths. In addition, we also provide programs for infants, toddlers, and pre-Academy students. These programs build upon the foundation of the Bible as their primary source. These programs are also geared toward quality academics, essential social skills, and, most importantly, preparation for Kindergarten mastery.

Core Values

At BM, we believe that to fulfill our mission, the Academy community must be guided by the following core values and put them into practice:

- Christ-Centered Biblical Worldview
- Spiritual Growth
- Academic Excellence
- Maturity of Ethical and Moral Character
- Community Citizenship
- Lifelong Learning
- Personal Responsibility and Accountability
- Transparent, Honest, and Open Communication
- Building and Maintaining Healthy Relationships and Effective Support Networks

Academy Seal

The Institut De Brillmont seal encapsulates the core values and identity of our institution. Each element in the seal has been thoughtfully designed to reflect our commitment to excellence, faith, and holistic education.

In the Academy, we believe that every child is an amazing gift from God, thus, the name Academy. The guidance of the Holy Scripture will enrich and empower our children, reflecting on the future of our community. We educate children to develop not just academic skills and talents, but also character and good manners.

Proverbs 22:6: "Train up a child in the way he should go, And when he is old, he will not depart from it."



Elements of the Seal

The shield shape symbolizes protection, strength, and tradition, representing the safe and secure environment we provide, coupled with our strong educational foundations. The colors blue and gold are significant; **blue** reflects trust, wisdom, and confidence, demonstrating our dedication to fostering a trustworthy, wise, and confident community, while **gold** highlights success, achievement, and quality, underlining our commitment to excellence and high standards in education and character building. The central "BM" letters stand for BrilliantMont, our school's name, emphasizing our identity and brand recognition. The cross, a universally recognized symbol of Christianity, reflects our Christian foundation and commitment to integrating faith with education. The tree roots in the background signify growth, stability, and a strong foundation, suggesting our aim to nurture and support students' growth by providing a stable and robust foundation for their future.

Biblical Significance of "Mont"

The name "BrilliantMont" carries profound biblical connotations, emphasizing our Christian values. Mountains in the Bible are often depicted as places of divine

encounter, revelation, and teaching. Significant events in Jesus' life occurred on mountains, symbolizing spiritual elevation and closeness to God. The symbolism of elevation and aspiration represents spiritual growth, strength, and the pursuit of excellence.

Biblical Inspiration

Matthew 5:14-16 (NIV): "You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."

This scripture highlights the importance of being a beacon of light and excellence, which aligns with the school's mission to nurture and develop students who can positively impact their communities and the world, reflecting the values and teachings of their faith.

The BrilliantMont seal is a powerful symbol of our identity and mission. It reflects our dedication to providing a nurturing, faith-based education that prepares students to reach their highest potential in all aspects of life.

STATEMENT OF FAITH

- We believe that there is one living and true God, eternally existing in three Persons: The Father, the Son, and the Holy Spirit, equal in power and glory; that this tri-une God created all, upholds all, and governs all.
- We believe in God the Father, an infinite personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through the SON Jesus Christ. We believe in the HOLY SPIRIT who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify, and empower for ministry all who believe in Christ;
- We believe the Holy Spirit indwells every believer in Jesus Christ, and that He is an abiding Helper, Teacher, and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit.
- We believe in the universal CHURCH, the living spiritual body of which Christ is the Head, and all regenerated persons are members.

- We believe that the scriptures of the Old and New Testaments are the Word of God, fully inspired, without error in the original manuscripts, and the infallible rule of faith and practice.
- We believe that eternal salvation is the free gift of God, entirely apart from man's works, and is possessed by any and all who have faith in and receive Jesus Christ as their personal Lord and Savior.
- We believe in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, His sinless life, His miracles and teachings, His death for our sins according to the Scriptures, His burial, His bodily resurrection, His finished work on the cross, His ascension into heaven, and His perpetual intercession for His followers.
- We believe that All PEOPLE are sinners by nature and choice and therefore are under condemnation and therefore in need of salvation and regeneration. We believe that eternal life and salvation are only by God's grace through faith in our Lord and Savior Jesus Christ.
- We believe in the personal, bodily, imminent, and glorious return of the Lord Jesus Christ, and that His Second Coming inspires believers for dynamic and zealous life and service for Him while waiting for His return.
- We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ.
- We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with scripture nor the doctrines of the church.

We Believe:

- The Bible is the inspired Word of God.
- God is triune: Father, Son and Holy Spirit.
- Man fell through disobedience
- Christ died for our sins, salvation is by grace.
- In a daily relationship with Jesus.
- In water baptism by immersion.
- In the regular celebration of the Lord's Supper.
- In the baptism of the Holy Spirit.
- In the gifts and fruit of the spirit, in divine healing.
- In Heaven and Hell; in the final judgement.

- The second coming of Christ is imminent.
- The church is responsible to evangelize the world.
- In tithes and offerings to do the work of ministry.

PORTRAIT OF A GRADUATE

Our portrait of a graduate is molded around our expected student outcomes. Below, you will find the goals expected for each student that graduates from Institut De Brillmont. The Portrait of a Graduate reflects IBM's desire for each student to be positively impacted by their educational experience. God is never done working in us! Graduation is not an end but simply another beginning. IBM aims to provide students with an opportunity to develop a healthy social, intellectual, emotional, and physical self-concept in a safe, supportive, and nurturing learning environment that provides biblical guidance while encouraging and promoting creative and critical thinking in the students for a lifetime of service to Jesus Christ and as global citizens of our world.

Spiritual Development

IBM students will have a personal belief in Jesus Christ as their Savior. They will seek to live a life of faith and obedience in relationship with Him, as evidenced by:

- Possessing and being able to articulate a thorough knowledge of Scripture that results in an integrated biblical worldview. (Col. 1:9-10)
- Displaying a consuming love for God and love for all people regardless of gender, race, ability, age, culture, or economic status. (Col. 1:9-10)
- Developing spiritual habits that produce an intimate relationship with the Lord and with the local body of Christ. (John 15:4, Heb. 10:24-25)
- Demonstrating the fruit of the Spirit. (Gal. 5:22-23)
- Living as responsible stewards of their minds, bodies, gifts, resources, time, and talents. (Luke 16, 1 Peter 4:10)

Academic Excellence

BM students will be prepared for college and vocational excellence as evidenced by:

- Developing lifelong learning habits that produce competency. (Prov. 10:14, Phil. 1:6, 2 Tim. 2:15)
- Developing their intellect to the fullest ability in order to think analytically and employ problem-solving skills. (Prov. 18:13, 15, 17, Rom. 12:2, Eph. 5:8-16, Phil. 4:6, James 1:5)

- Recognizing, developing, and utilizing God-given abilities to the fullest extent. (Ex. 31:2-5, Dan. 1:17)
- Maturing as Christian leaders to serve in their respective disciplines. (2 Tim. 3:16-17, Titus 2:1)

Cultural Engagement

IBM students will impact the community and culture with truth as evidenced by:

- Living and sharing the gospel by making disciples. (Matt. 28:19-20)
- Understanding, engaging, challenging and/or supporting the current social, economic, and cultural ideologies in a spirit of love and grace. (1 Sam. 16:7, 2 Chron. 7:14, Hosea 14:9, Rom. 12:2, Eph. 4:15)
- Contributing positively to the community through civic responsibility. (Neh. 4:6, Prov. 6:6, Prov. 28:7, Ecc. 9:10, Jer. 29:7)
- Fostering a spirit of community service and a missionary mindset while serving others with a heart of compassion. (Matt. 28:19, Eph. 5:21, Phil. 2:3-11, James 4:10)
- Appreciating and influencing the arts, literature, media, and the sciences through the lens of Scripture. (Ex. 35:30-35, Ps. 150:1-5, Eph. 2:10, Phil. 4:8, Col. 3:16)

Leaders with a Servant Heart

“For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many.” - Mark 10:45

- Love and serve their families, friends, communities, and the world with passion, care, and empathy.
- Give generously of their time and talents within their relationships, churches, and communities.
- Collaborate with others and impact team efforts with creative ideas, actionable suggestions, and hard work.
- Show perseverance, tenacity, and resilience in the face of difficult tasks and adversity.

Critical Thinkers and Effective Communicators

“The wise of heart is called discerning, and sweetness of speech increases persuasiveness. The heart of the wise makes his speech judicious and adds persuasiveness to his lips.” - Proverbs 16:21, 23

- Think critically and analytically through a faithful and Biblical perspective.
- Understand and respect all cultures as created in God's image and value differing perspectives.
- Listen first to understand, resulting in the ability to connect with empathy, thoughtfulness, and confidence.
- Articulate and stand firm in their faith and a biblical worldview.

Accomplished Learners

"But the wisdom from above is first pure, then peaceable, gentle, open to reason, full of mercy and good fruits, impartial and sincere." - James 3:17

- Recognize, pursue, and maximize the potential of their God-given gifts and callings.
- Solve problems with confidence, humility, and courage.
- Set goals, meet expectations, and diligently work to prepare for college, career, and beyond.
- Embrace and commit to lifelong learning.

Passionate Apprentices of Christ

"I have been crucified with Christ. It is no longer I who live, but Christ who lives in me. And the life I now live in the flesh I live by faith in the Son of God, who loved me and gave himself for me." - Galatians 2:20

- Demonstrate confidence and security in their identity as a child of God.
- Seek, discern, and obey the promptings of the Holy Spirit.
- Embrace that they are saved by grace, demonstrate ability to learn from mistakes, and give grace to others.
- Live and act in faith with boldness, joy, and authenticity.

IBM admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, tuition assistance, and all other school-administered programs.

PARENTAL RESPONSIBILITIES

In order for the school to function most effectively and efficiently, parents are charged with certain moral responsibilities. Institut De Brillmont expects the full cooperation of parents in all of the following areas, as well as any other area that may maximize the academic potential and promote the spiritual growth of each student:

Parents of Institut De Brillmont students will:

- Cooperate with, and publicly support, the school's mission, vision, policies, and regulations as well as the carrying out of such.
- Support the moral, ethical, and spiritual formation of their child, which includes monitoring of behavior both in and out of school to ensure alignment with moral and legal principles.
- Communicate with faculty and staff members in a respectful and professional manner, yet with honesty, openness, and transparency.
- Assist in teaching their children professional behavior by supporting the policies of the school on attendance, punctuality, dress code, behavior, and work ethic.
- Actively participate in the educational process of their child by monitoring academic progress with teachers as necessary and making positive changes as needed.
- Use the chain of responsibility and accountability when they have a concern or issue that they would like to address.
- Keep all demographic and contact information current and updated with the registrar. Submit all required forms and paperwork in a timely fashion.
- Pay tuition and any other financial obligations in a timely fashion.
- Participate in the school community by attending mandatory parent meetings, by reading school publications, and by attending school functions wherever possible.

Parental Interference

Traditionally, a student is not to be deprived of a Christian education or otherwise penalized for actions of their parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be required to remove their student(s) from the school for any of the following reasons (or any other logical reason not listed but that is decided by the administration):

- Refusal to cooperate with school personnel.
- Repeated instances of disrespect or insubordination to school administration.
- Refusal to adhere to school policies, procedures, and regulations.
- Interference in matters of school administration, discipline, or finance.
- Refusal to accept administrative decisions surrounding academic or disciplinary matters.
- Advocating positions that conflict with Christian moral and/or doctrinal definitions as related to the operations of the school.

COMMUNICATION AND COLLABORATION WITH PARENTS

According to several studies, constant communication fosters a more positive and beneficial relationship between families (especially parents or guardians) and schools. This relationship translates to improved academic and social achievement for students. In light of this, Institut De Brillmont has established practices and avenues for parents to stay connected with what students are learning and to adopt a proven process for resolving problems. Additionally, a unique aspect of the Academy is the personal touch, time, and effort we invest in communicating with parents. Institut De Brillmont believes that this type of parent-school communication is vital to the success of both the curriculum and the students. The Academy invites parents to participate as much as possible in all activities that would benefit from their presence. We acknowledge that parents need to know how their children are progressing at Institut De Brillmont, as parents are the primary influencers in their children's lives.

DIFFERENT WAYS THAT THE ACADEMY COMMUNICATES WITH THE PARENTS:

- Emails
 - * Preschool: supervisor@idbrillmont.com
 - * Elementary/Middle school/High School: principal@idbrillmont.com
 - * Customer service: admin@idbrillmont.com
- Phone calls
 - * Tel. No.: (702) 889-0496
 - * Fax No.: (702) 889-0495

- Website: www.idbrillmont.com
- Facebook: www.facebook.com/brilliantmontusa
- Newsletters

Parent Involvement

The Academy believes that parent involvement is crucial to a student's success at the Academy. This may take on different forms depending on the parents' availability, expertise and interest. In helping build a progressive learning community, parents should take the time to learn about the Academy's program or Academy development initiatives. Parents can be involved in different committees or roles: action, resource, sports, communication, social events. Involvement can also be as simple as reading a book, preparing classroom materials, or accompanying a class during field trips.

COMMUNICATION AND CONCERNS

Institut De Brillmont encourages open, honest, transparent, and positive communication between the home and the school. From time to time, parents may have a concern regarding their student's progress in an academic course or co-curricular activity. When this happens, parents are asked to address their concern to the appropriate person, respecting the chain of responsibility in a respectful and professional manner.

The Chain of Responsibility

The chain of responsibility is the expected protocol to address concerns. Student self-advocacy is an important skill that must be learned and practiced. Therefore, it is always the first level in addressing a concern (*).

Level	Academic Concerns	Disciplinary Concern	Co-Curricular Concern	Athletic Concern
First Level	Student addressees concern with teacher	Student addresses concern with teacher	Student addresses concern with moderator	Student addresses concern with coach
Second Level	Parent addresses concern with teacher	Parent addresses concern with teacher	Student addresses concern with moderator	Parent addresses concern with coach

Third Level	Parent addresses concerns with Department Chairperson	Parent addresses concern with Dean of Students	Parent addresses concern with Director of Student Activities	Parent addresses concern with Head Coach (where applicable)
Fourth Level	Parent addresses concern with Guidance Counselor	Parent addresses concern with Assistant Principal for Student Services	Parent addresses concern with Assistant Principal for Student Services	Parent addresses concern with Athletic Director
Fifth Level	Parent addresses concern with Assistant Principal for Academics	Parent addresses concern with Principal	Parent addresses concern with Principal	Parent addresses concern with President
Sixth Level	Parent addresses concern with Principal			

*Exception to the Chain of Responsibility: it is always appropriate to call any administrator when there is a concern regarding student safety, abuse, neglect, or any imminent threat to student or school safety.

Please email us if you have any concern, question, or feedback that does not require an immediate response. We maintain a 48-hour response window. We would like to keep the phone lines free and available for emergency situations or immediate issues we need to address. Thank you for your cooperation.

The audio or video recording of conversations either in person or by telephone, as well as on iPads or by other electronic means by or among students, parents, teachers, or school administrators on school property or involving the use of school communication devices is strictly prohibited without the express written permission of the school administration and the party being recorded.

It is the desire of our Academy to be a ministry. Although disciplinary action can be an uncomfortable topic of discussion, reality dictates that situations occur where such matters must be addressed. We welcome your input and feedback and welcome the opportunity to meet with you if you have any questions or concerns about our disciplinary policies and procedures.

NON-INCLUSIVE GENERAL RULES AND EXPECTATIONS

- Walk in a quiet and orderly manner in the hallways.
- Behave appropriately in the restroom or surrounding area.
- Demonstrate responsible behavior in the lunch area and use good table manners.
- Clean the table and floor area when finished eating or after activities.
- Talk quietly and be courteous.
- No bullying, harassment, or teasing other students.
- Do not throw food or other items. Food and drinks are NOT allowed in play areas or classrooms outside of designated snack or lunch times. The only exception to this is water bottles.
- Students must play in designated areas only. P.E. activities, when outside, will take precedence over any other play. Other students must stay clear.
- Climbing or jumping on fences is not allowed. Permission from a playground supervisor must be obtained before retrieving balls from the parking lot or other general areas. Balls may not be bounced against the building, inside the building or in the lunch area.
- Tackle football or other bodily contact sports are not permitted. Good sportsmanship and honesty are expected when playing games. Games are to be played as instructed in P.E. and by teachers.
- Students are not to bring toys, animals, knives, guns (including toy guns), matches, mobile phones, iPods, iPads, tablets, MP3 players, large sums of money, or other extraneous items to the Academy unless they have permission from a teacher or administrative staff.
- Students are NOT allowed to have electronics or cell phones while in class or on campus unless permission is obtained from a teacher or from the administrative staff.
- Chewing gum is not allowed on campus or any school property, including transportation. Gum removal is damaging to desks, floors and sidewalks and removal costs include wasted time and labor. If you are caught chewing gum, a first offense will receive a warning.
- Repeated offenses may include disciplinary action, such as detention.

In addition to the rules and expectations on the above list, administration has the right to make any decision necessary, or set any rule necessary, regarding logical and ethical behavior modification. The parents will be notified promptly if there is an issue that needs to be addressed outside of the above list.

MAINTAINING DISCIPLINE

IBM believes that everyone who is a part of the academic community has important rights which need to be respected and protected. The Academy is actively promoting respect of others through recognizing similarities, respecting differences, and advocating for a zero-tolerance policy on bullying, harassment, teasing, and abusive behavior.

Disclaimer: Any direct or indirect threat that may harm the school or may disrupt the function of the school campus or school-sponsored activity including, but not limited to, threats made verbally or nonverbally by act, through social media, or by text are taken seriously, regardless of intent. Threats to the school may include, but are not limited to, bomb threats. Threats to the school are deemed zero tolerance.

Student Yearly Behavior Expectations

Students are expected to adhere to the discipline policy at all times under the following circumstances:

- While on school property
- During any school activity, including dances, retreat, field trips, performances and sporting events
- While traveling to and from school
- Outside of school when conduct impacts students at school and/or the school culture. This applies during the regular school semester and throughout the year as per the enrollment continuum with IBM.

Any unproductive behavior involving law enforcement or demonstrating unacceptable Kingdom character may result in immediate expulsion from Institut De BrillMont, subject to investigation or IBM Hearings.

Detention as a Consequence

We are adding an after-school detention component to our discipline policy. Detention as a consequence will be given at the discretion of the teacher and administration.

Detention basics are as follows:

- Detentions for behavior are automatically 1 hour in length.
- Detentions for anything other than behavior will be 30 minutes in length in general.
- Detention time will be an additional charge at the same rate as after-school care.
- Detentions are not purposed to be an embarrassment in front of peers. Therefore, in-school detention is discouraged and will be considered only as a last resort for an individual basis.
- 3 tardies or unexcused absences will be issued a 30-minute detention; 6 tardies or unexcused absences will be issued a 1-hour detention.
- Anything over 6 tardies or unexcused absences in one quarter may be subject to a 1-day suspension as decided by administration.
- Missing a detention will result in an additional detention (so two detentions will need to be served).
- If any student owes the Academy unserved detention hours, no extra credit points or free time will be awarded until the time is served.
- Detention time is for reflection, not to be seen as a "punishment." Reflection worksheets will be available. Reflection essays are permitted and encouraged.

The following is designed as a guideline for most disciplinary situations. The administration reserves the right to modify and choose the consequences based on individual circumstances and behavior. Consequences may differ from this guide depending upon the severity and re-occurrence of an offense.

Demerit Point System

Institut De BrillMont believes discipline should be corrective, restorative, and rooted in grace and accountability. Students will be given opportunities to recognize poor choices, correct their behavior, and demonstrate growth. Repeated or serious misconduct, however, will result in progressive disciplinary action.

Progressive Discipline Process

Step 1 – Warning and Redirection

The student will first receive a verbal warning and an opportunity to correct the behavior.

Step 2 – Classroom Behavior & Participation Points

For continued minor classroom concerns, points may be deducted from classroom behavior and/or participation grades when applicable.

Step 3 – Principal Referral

If the behavior continues after teacher intervention, the student may be referred to the Principal for counseling, redirection, and documentation.

Step 4 – Grace and Opportunity to Improve

Students will be given reasonable opportunities to reflect, make better choices, apologize when appropriate, and demonstrate improvement.

Step 5 – Repeated or Serious Behavior / Demerit Points

- **Level 1 – 1 Demerit Point:** Minor or repeated behavior concern. An alert will be entered into the school system and forwarded to the Counselor/Student Support Team.
- **Level 2 – 3 Demerit Points:** Repeated misconduct, including continued disrespect, defiance, or talking back to teachers or staff after correction. Parent/guardian meeting may be required, along with detention or other corrective action.
- **Level 3 – 5 Demerit Points:** Major or continued misconduct. Mandatory parent meeting, Behavior Contract and/or probation. The school may request or recommend professional counseling, therapy, behavioral evaluation, or other appropriate intervention.
- **Level 4 – 10 Demerit Points:** Serious or repeated major misconduct, including severe or extreme bullying, intimidation, harassment, targeted humiliation, threats, or repeated aggressive behavior toward another student. Suspension may be imposed together with a re-entry meeting and behavioral conditions.
- **Level 5 – 15 Demerit Points:** Severe, chronic, or continued misconduct, including extreme bullying that causes or threatens significant physical or emotional harm, retaliation against a victim or witness, serious threats, violence, or persistent behavior despite prior interventions. The student may be recommended for expulsion, subject to administrative review and applicable school procedures.

Cumulative Demerit Consequences

- 3 Points: Parent notification/meeting, detention, counseling, or corrective action.
- 5 Points: Mandatory parent conference, Behavior Contract, probation, and possible request for outside counseling or therapy.
- 10 Points: Suspension and required re-entry conference.
- 15 Points: Expulsion review and possible dismissal from Institut De BrillMont.
- 20+ Cumulative Points: Mandatory administrative review of continued enrollment and possible expulsion or non-renewal.

Zero-Tolerance / Serious Misconduct

- The demerit system does not require the school to begin at Level 1 for serious incidents. Extreme bullying, credible threats, physical violence, weapons, drugs, serious harassment, retaliation, conduct creating a safety risk, or other severe misconduct may be immediately classified at Level 4 or Level 5, regardless of the student's prior demerit total.
- Repeated talking back, disrespect, defiance, or insubordination toward teachers, administrators, or staff may progress to a higher level when prior warnings and interventions have not corrected the behavior.
- The administration reserves the right to determine the appropriate level and consequence based on the seriousness, frequency, circumstances, age of the student, prior interventions, and impact on the school community.

LEVEL 1: UNDOCUMENTED MINOR MISBEHAVIOR

Definition: Level I offenses are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extracurricular/co-curricular program or approved transportation.

- Minor misbehavior
- Can be corrected at the time
- Can be corrected in the setting in which it occurs
- Does not need documentation

Possible Response and Consequence:

Re-teach expected student behavior and give positive reinforcement when the student meets classroom expectations. The teacher conferences with the student. This should be done in a quiet area in the classroom or just outside the door so as not to embarrass the child. The child should be prompted to explain what they will do differently in the future.

Examples: Failure to demonstrate IBM spirit, including (but not limited to):

- Failure to follow classroom rules
- Littering
- Missed homework
- Gum chewing
- Disruptive behavior
- Failure to return signed document
- Inappropriate restroom behavior
- Gossiping
- Passing notes
- Appearance/dress

LEVEL 2: DOCUMENTED REPEATED OR MINOR MISBEHAVIOR

Definition:

Level II offenses are more serious acts of misconduct than Level I offenses. Level II includes repeated acts of misconduct from Level I and acts directed against people or property that do not seriously endanger the health or safety of others.

- 2nd offense of minor misbehavior OR
- Chronic Level I misbehavior
- Repeated bullying behavior
- A disruption of the learning environment that does not require administrative involvement
- Requires documentation, parent contact

Possible Response and Consequence:

- Correct the behavior at the time in the setting. Classroom consequences such as loss of recess time.
- Detention
- Pay for the damaged item or replace the item.
- Behavior contract or journal
- Notice to parent

Examples: Continued failure to demonstrate the IBM spirit, including but not limited to:

- Insubordination
- Cheating/plagiarism
- Rough play on campus
- Biting
- Lying
- Talking during quizzes/tests
- Forgery
- Rock throwing
- Pranks that disrupt the learning environment

LEVEL 3: DOCUMENTED MAJOR MISBEHAVIOR

Definition: Level III offenses are major acts of misconduct that disrupt the orderly operation of the school, school function, or approved transportation that threaten the health, safety, and property of others.

- 3rd offense OR Chronic Level II misbehavior
- Chronic bullying behavior
- Illegal behavior
- Behavior that poses a threat to the physical safety of students and/or staff

Response and Consequence:

- Send student to the office immediately or call for assistance
- Meet with the parents and develop a behavior plan.
- Detention
- Suspension

Examples: Failure to demonstrate the IBM spirit, including but not limited to:

- Extortion
- Bullying, harassment, or teasing
- Weapons (including toy guns)
- Objectionable material
- Arson/Explosives
- Promoting or pushing use of illegal drugs and alcohol
- Biting (broken skin)
- Profanity
- Social media misuse
- Fighting (mutual or assault)
- Spitting

LEVEL 4: DOCUMENTED REPEATED OR MAJOR MISBEHAVIOR

Definition: Level IV offenses are the most serious acts of misconduct and are grounds for expulsion. Any Level IV act may be subject to a multi-day suspension with a potential recommendation for expulsion.

- 4th offense OR Chronic Level II misbehavior
- Bomb threats or threats to harm others
- Chronic bullying behavior

- Illegal behavior
- Selling illegal drugs or alcohol
- Using alcohol, marijuana or any illegal drugs in school premises
- Behavior that poses a threat to the physical safety of students and/or staff

Response and Consequence:

- In-school suspension
- Out-of-school suspension
- Forfeiture of any grades or make-up work during suspension

LEVEL 5: DOCUMENTED REPEATED MISBEHAVIOR

- Actual harm to others
- Sexual misconduct
- 5th offense OR Chronic Level II misbehavior
- Lack of parental response and/or intervention

Response and Consequence:

- Mandatory behavioral and academic evaluation
- Ongoing counseling and/or behavioral intervention
- Expulsion (goes on juvenile record)

We believe in giving every chance possible for an improvement in character and behavior, just as Christ gives mercy and grace to us. However, we also believe in personal accountability for behavior and actions. We thank you for your cooperation in molding and shaping our students to exhibit Christ-like behavior and be an example of God's love to the world.

"In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven." – Matthew 5:16

BULLYING PREVENTION

The Academy will use our core values to actively and consistently teach positive Christian behavior and to dissuade all types of bullying. Students who bully will be subject to the disciplinary process outlined in the student handbook.

Bullying is unwanted aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time.

TYPICAL ROLES INVOLVED IN BULLYING

- Target: receiver of hurtful behavior
- Bully: one who harms another (emotionally, physically, or electronically) or takes part in bullying
- Passive bystander one who sees the bullying occur and does not try to stop it
- Protector: active witnessing, positive responder, helper

TYPES OF BULLYING

Physical Bullying: the repeated use of force toward a person's body or personal belongings; touching in unwanted or inappropriate ways.

- Examples: hitting, punching, shoving, kicking, tripping, spitting, throwing objects, hair pulling, restraining, inappropriate touching, or damaging physical property In addition, any physical contact that renders the other person powerless or helpless (such as tickling someone).

Sexual harassment: any unwanted or inappropriate touching or physical simulation that is sexual in nature or has sexual undertones, including gestures, is considered physical bullying.

Verbal or Written Bullying: bullying with spoken or written words or drawn pictures; involves ongoing name-calling, threatening, and making disrespectful comments about someone's attributes (appearance, religion, ethnicity, disability sexual orientation, etc).

- Examples: teasing, name-calling, taunting, mocking, or threatening to cause harm; drawing pictures or graffiti, or writing notes that make fun of someone or something; gossiping or whispering about someone behind their back

Sexual harassment: any unwanted or inappropriate verbal or written remark, request, or invitation that is sexual in nature or has sexual undertones is considered verbal bullying.

Cyberbullying: involves spreading mean words, lies, and false rumors through the use of the internet, electronics, or technology.

- Examples: e-mails, text messages, instant messages, and social media posts, photos, or videos In addition, creating and/or maintaining any website that bullies is a form of cyberbullying as well.

Relational or Social Bullying: involves deliberately preventing someone from joining or being part of a group. whether it's at a lunch table. game. sport or social activity. It can also involve pressuring others to prevent someone from being a part of a peer group as well.

- Examples: hate petitions. public humiliation or embarrassment. negative or discouraging body Language. spreading gossip or rumors. and social rejector.

BULLYING PREVENTION

Awareness Intervention

- Council, discipline, teach the bully
- Support targets
- Activate and empower the bystander

The best way to prevent bullying is to talk about it. starting from childhood through high school, build safe school environments, create community-wide prevention strategies. Help students understand bullying, keep the lines of communication open, encourage students to do what they love, and model how to treat others.

WARNING SIGNS A CHILD HAS BECOME A TARGET

Possible warning signs that a child is being bullied include:

- Comes home with torn, damaged. or missing pieces of clothing, books, or other belongings.
- Has unexplained cuts, bruises, and scratches.
- Has few. if any, friends with whom he or she spends time.
- Seems afraid of going to school or taking part in organized activities with peers.
- Has lost interest in schoolwork or suddenly begins to do poorly in school.
- Appears sad, moody, teary, or depressed when they come home.
- Complains frequently of headaches. stomachaches, or physical ailments.
- Has trouble sleeping has frequent bad dreams.
- Experiences a loss of appetite.
- Appears anxious and suffers from low self-esteem.

Please note: There may be other warning signs not listed. We need be proactive and aware in noticing what is going on with the students, both as parents and school staff. Please reach out if you notice changes in your student.

DRESS CODE POLICY

The IBM uniform represents the academy and the ideals it upholds. Therefore, it should be treated with utmost respect. The academy needs the cooperation of those at home in developing habits of personal hygiene and good grooming of the students. All students are required to come to IBM in the prescribed uniform. The appearance of our students rests on the philosophy that as members of a Christian School, students show respect for themselves and their school by being appropriately dressed. Institut De Brillmont requires that all students dress appropriately while on campus or distance learning and during all school-sponsored activities and events. Attire should demonstrate that the student has a sense of personal dignity, modesty, and decorum. The administration reserves the right to make individual judgments as to the appropriateness of dress and grooming. The decision of the administration is final.

Special note: Hooded sweatshirts (hoodies) are not permitted during the school day, whether under dress code or “free dress” days without explicit administrative approval.

Overall Appearance Expectations The overall appearance of students at Institut De Brillmont should be neat, clean, modest, and appropriate for learning. The following are guidelines that must be observed:

- For boys or men, hair must be tapered on the back and side of the head from the top of the head to the neck and along the neck.
- Boys' or men's hair may be no longer than the top of the shirt collar and may not cover the eyebrows. If this dress code is not met, the student will be given a deadline to cut the hair. Disciplinary procedures will apply with noncompliance.
- No headphones or ear buds are allowed unless approved by admin.
- Clothing that distracts from the learning/teaching environment, as decided by the administration, must be changed prior to the student resuming classes.

Specific Dress Code Expectations The dress code at BM is designed to reflect a business casual appearance. All clothing line items are to be purchased in the Campus Store. Daily attire consists of:

- School-approved slacks or knee-length shorts which may not be form-fitting. School shorts and pants may not be rolled up.
- School shorts may not be hemmed without permission of the admin.
- Polo shirts and zippered shirts are acceptable but must be tucked in. Note: polo shirts must be worn under jackets with zippers only.

- All undershirts must be white, royal blue, or gray and must be tucked in. Violations will follow our disciplinary policy. Closed-toe shoes with heel–boots are acceptable with slacks but not with shorts; slippers or flip-flops are prohibited. Shoes with fur on the interior are prohibited.
- Jackets purchased in Campus Store may be worn during the day, as well as Institut De Brillmont approved full zip team jackets and Letterman Jackets in school colors only.
- Other jackets may be worn to and from school but must be removed during the school day. Institut De Brillmont-approved gear is sold in the Campus Store.
- Girls/young ladies are required to wear skirts exclusively, with a specific provision that the length of said skirts must extend below or reach knee level. The wearing of pants is not permitted.

For final exams and standardized testing days, the regular uniform dress code applies unless announced otherwise.

MODEST DRESS APPAREL DURING NON-EDUCATIONAL/SCHOOL DAYS

The Bible commands Kingdom Citizens, Ambassadors of Christ, and Christians to dress modestly and avoid drawing attention to their bodies in a sexual way. This does not mean that women and men must look homely or as plain as possible.

What is the meaning of modest apparel?

The term "modest fashion" or "modest" dressing" refers to a fashion trend where women wear less skin-revealing clothes. This trend satisfies their spiritual and stylistic requirements for reasons of faith, religion, or personal preference.

What is true biblical modesty?

According to the Bible, modesty means less of self and more of Christ. It encompasses humility, purity, and generosity, not to be noticed or practiced as a religious requirement. We are fearfully and wonderfully made, and we should not be ashamed of who we are in Christ. We exist to honor God with our physical bodies and our behavior.

Why is dressing modestly important?

By covering up certain body parts, individuals demonstrate reverence for themselves and their bodies. Additionally, dressing modestly shows consideration for others' comfort levels and cultural sensitivities, fostering a more inclusive and respectful environment. This includes avoiding shorts that reveal the bottom of the individual's

backside, see-through attire revealing private body parts, and clothing that exploits private images that are inappropriate for the time or place.

What does Proverbs 11:22 mean? Proverbs 11:22 states, "As a jewel of gold in a swine's snout, so is a fair woman which is without discretion."

- CSB: "A beautiful woman who rejects good sense is like a gold ring in a pig's snout."
- AMP: "As a ring of gold in a swine's snout, so is a beautiful woman who is without discretion [her lack of character mocks her beauty]."
- MSG: "Like a gold ring in a pig's snout is a beautiful face on an empty head."

This proverb warns against pursuing beauty at the expense of virtue. Beautiful women without discretion are eventually treated like unwanted, unclean, unattractive animals. Scripture gives us the advantage to see the big picture from a better perspective.

The Apostle Paul shares in 1 Timothy 2:9-10: "In like manner also, that women adorn themselves in modest apparel, with shamefacedness and sobriety; not with broided hair, or gold, or pearls, or costly array."

- MSG: "Since prayer is at the bottom of all this, what I want mostly is for men to pray—not shaking angry fists at enemies but raising holy hands to God. And I want women to get in there with the men in humility before God, not primping before a mirror or chasing the latest fashions, but doing something beautiful for God and becoming beautiful doing it."
- EASY: "I also want the women to dress themselves properly, in a way that is right. They should not bring shame on themselves. What makes a woman beautiful? It is not the unique way that she prepares her hair. It is not the gold things or jewels that she wears. It is not her expensive clothes."

Deuteronomy 22:5 states, "The woman shall not wear that which pertaineth unto a man, neither shall a man put on a woman's garment: for all that do so are abomination unto the LORD thy God."

- AMP: "A woman shall not wear a man's clothing, nor shall a man put on a woman's clothing; for whoever does these things is utterly repulsive to the LORD your God."
- CEV: "Women must not pretend to be men, and men must not pretend to be women. The LORD your God is disgusted with people who do that."

1 Corinthians 6:19-20 states, "19 What? know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own?"

For ye are bought with a price: therefore glorify God in your body and in your spirit, which are GMs. "

- AMP: "Do you not know that your body is a temple of the Holy Spirit is within you, whom you have [received as a gift] from God, and that you are not your own property]?"
- AMPC: "Do you not know that your body is the temple (the very sanctuary) of the Holy Spirit who lives within you, whom you have received [as a Gift] from God? You are not your own. "

Injuries and Uniform Expectations

Students are required to wear their uniforms even when injured A doctor's note DOES NOT automatically guarantee the right of a student to circumvent the dress code. Even if it is medically requested to be out of uniform, the student must follow dress code with allowances only as granted by the school administration (no flip flops, no slippers, etc.) Each instance of a request to be out of uniform be determined on a case-by-case basis. The overwhelming deciding factor will be that of medical necessity as opposed to student convenience. A note from a parent is not an excuse to be out of uniform Only the administration staff may give permission for any student to be out of uniform The administration reserves the right to verify any medical excuse if deemed necessary.

Co-curricular Activities Dress-up Expectations

All students must have permission from the coach/moderator and administration to participate in the co-curricular dress up days. This means that students should look better than the normal dress code. At no time are any sweatshirts, hoodies, or anything made from sweatshirt material or denim allowed. The attire consists of:

- Boys: Dress shirts and ties are a must. We recommend wearing dress pants and appropriate shoes as well.
- Girls: Any choice of dress slacks, blouses, and/or skirts may be worn provided that they are modest as determined by the administration. For safety reasons, we recommend closed-toe, closed-heel flat shoes.

Spirit Weeks and “Free Dress” Day Expectations

On occasion, special dress days are permitted. Dress is according to the themes dictated by the special day or week. During Spirit Weeks, students are required to wear the appropriate themed attire; students who choose not to participate in the theme are expected to wear their regular dress code attire. The expectation for students is to dress in theme “tastefully” and NOT offensively while abiding by the spirit of our school rules. There may also be “free dress” days determined by the administration. In all cases, students are expected to be neat and well-groomed while following the standards of safety, modesty, and good taste. Specific requirements include but are not limited to:

- No sleeveless attire or spaghetti straps.
- Slacks may not be frayed, baggy, made out of spandex, or have holes.
- Shorts must meet administrative standards of modesty in type and length.
- Students are not permitted to cross dress. Dress should correspond to the student's biological sex as determined at birth.
- No yoga pants, sweatpants, or "jeggings."
- No bare midriffs.
- Jewelry must be neat and not excessive.
- Shoes with closed heel and toe (no slippers or shoes with fur on the inside).
- Tattoos must not be visible.
- No caps, hats, costume masks, or head coverings.
- Hair: color and length must meet daily dress code requirements. Men must be clean shaven

GENERAL UNIFORM RULES:

Uniform and Dress Code

- All official uniform items must be purchased through Campus Club Uniforms.
- Royal blue polo shirts must have the IBM logo.
- A uniform shirt must be worn underneath all Academy sweatshirts.
- Only Academy sweatshirts (pullover, hoodie, or zippered) purchased through Campus Club and bearing the Academy logo may be worn during school hours.
- Unofficial Academy coats and zippered jackets may be worn outdoors during cold weather but may not be worn inside classrooms.
- Only official uniform items may be worn inside classrooms and the Sanctuary.
- Shirts must remain tucked in at all times.

Pants and Shorts

- Shorts may be worn year-round, weather permitting.
- Slacks may not be frayed, torn, ripped, or altered.

Footwear

- All students must wear socks and fully enclosed shoes at all times.
- Kindergarten students must wear enclosed shoes without laces unless they can independently tie their own shoes.
- Tennis shoes and socks may only be navy blue, black, or white.
- Shoes may not have lights, wheels, glitter, or charms.

Outerwear and Accessories

- Sunglasses may not be worn inside the building except during a pre-approved costume event.
- Caps, hats, and other head coverings are not permitted unless approved by the administration for a special circumstance or events.
- Male students may not wear headbands.

Appearance and Grooming

- Students are expected to dress appropriately for the weather.
- Students are expected to maintain traditional hairstyles and natural hair colors. Extreme hairstyles and bright colored hair dyes are not permitted.
- Nothing in a student's appearance may be contrary to the teachings of the Bible or Christian principles and values.
- Dress should correspond to the student's biological sex at birth.
- No make-up is allowed, except ChapStick or lip gloss.
- Students are not permitted to wear false eyelashes due to potential safety and hygiene concerns, including eye irritation and interference with comfort and vision.
- Nails must be kept clean, neat, and at a length that does not interfere with school activities or present a safety concern. Nail polish colors must be shades of nude (beige, soft tan, blush, etc.). Artificial nails, acrylic nails, gel extensions, or excessively long nails are not permitted.

Jewelry, Tattoos, and Undershirts

- Ear gauges and plugs are not permitted.
- Tattoos are not allowed. Any existing tattoos must remain covered at all times.
- Only white or black undershirts may be worn beneath the uniform shirt.
- Sleeveless tops are not permitted during free dress day unless covered by a sweater.

Backpacks and Personal Items

- Backpacks and binders may not display logos, images, or phrases that promote alcohol or contain obscene, vulgar, or otherwise inappropriate content.

Please note: Administration reserves the right to modify or approve guidelines and policies on an individual basis.

GIRLS

- Uniform jumpers, and skirts must be at least 3 inches below the knee in length, or longer.
- Blue or black plain shorts **MUST** be worn under jumpers and skirts. Elementary to middle school grades may wear a plain watch, stud earrings (in the earlobes only, no dangling or hoop earrings allowed) and a simple necklace worn under the shirt.
- No student may wear ear gauges or plugs.
- Clear nail polish only.
- No make-up is allowed, except ChapStick or lip gloss.
- Students are not permitted to wear false eyelashes due to potential safety and hygiene concerns, including eye irritation and interference with comfort and vision
- Nails must be kept clean, neat, and at a length that does not interfere with school activities or present a safety concern. Nail polish colors must be nude shades (beige, soft tan, blush, etc). Artificial nails, acrylic nails, gel extensions, or excessively long nails are not permitted.
- All hair accessories must be white, blue, silver, gray or natural hair colors and not be distracting enough to interfere with instruction. Extreme hairstyles are not allowed. Students are expected to have traditional hairstyles and natural hair colors.
- Only the ears may be pierced (piercing may not be larger than the diameter of a needle). Only one earring per ear is allowed. No excessive ear piercings are permissible. Only girls are allowed to wear earrings. All body piercing jewelry will be confiscated by admin.
- No excessive use of jewelry, heavy gold chains, or similar.
- Slacks may not be frayed, torn, ripped or altered.

BOYS

- Hair must be no longer than the bottom of the collar and stay out of the eyes. No mohawks or extreme hairstyles are allowed.
- Boys may not wear earrings, gauges, or plugs or have tattoos.
- A simple watch or tasteful jewelry may be worn at the discretion of administration.
- Boys and men must shave all facial hair- sideburn length may not exceed earlobes. Boys and men with facial hair must shave at first notice of IBM admin. If not taken care of, discipline procedures will apply.
- No extreme hairstyles (including but not limited to mohawks, faux hawks, etc.) or extreme combination of contrasting colors, as decided by the administration.

Students with extreme hairstyles, as decided on by the administration, may be subject to disciplinary sanctions under our disciplinary policy. No shaved heads - (no less than a #2 blade). Haircuts may not have numerals/designs/lines.

- No excessive use of jewelry, heavy gold chains, or similar. Boys and men are prohibited from wearing makeup. This includes nail polish. Nails must be kept clean, neat, and at a length that does not interfere with school activities or present a safety concern.

"Do not let your adorning be external—the braiding of hair and the putting on of gold jewelry, or the clothing you wear— but let your adorning be the hidden person of the heart with the imperishable beauty of a gentle and quiet spirit, which in God's sight is very precious..." - 1 Peter 3:3-4

DAILY UNIFORM

Must be worn daily with the exception of field trip or outdoor activities; items may be mixed and matched accordingly.

GIRLS

- Blue (w/ IBM logo) or white, short or long-sleeved polo shirt or turtleneck.
- Navy blue jumper (from Campus Club with Academy logo), pants, skorts, or shorts.
- Belt—navy blue or black, solid in color with no designs.
- Blue or black plain shorts MUST be worn under jumpers or skirts.
- Socks—blue, black, navy blue or any combination of the colors mentioned. No other colors are allowed.
- Tights—white, black tights, solid in color with no designs. No other colors are allowed. NO LEGGINGS ARE ALLOWED.
- Blue blazer with chapel uniform.
- Navy blue IBM sweatshirt (pullover, hoodie or zippered). Short or long sleeve white oxford shirt.

BOYS

- Royal blue pants or shorts.
- Royal blue (w/ IBM logo), or white, short or long-sleeved polo shirt, or turtleneck.
- Royal blue blazer with chapel uniform.
- Royal blue IBM sweat shirt (pullover, hoodie or zippered).

DRESS CODE ENFORCEMENT

It is the responsibility of the parent to make sure their children come dressed in their appropriate uniform and have clean, neatly groomed hair. Please help your child avoid the embarrassment of being sent to the office for improper dress.

INFRACTIONS OF THE UNIFORM POLICY ARE AS FOLLOWS:

1. 1st offense email or verbal warning.
2. 2nd offense note and/or email home to parent
3. 3rd offense or more students will not be allowed to participate in classroom activities until dressed appropriately.
4. Some violations of the dress code may be deemed severe enough to warrant immediate attention. In these cases, the administration may decide on a more appropriate response to resolve the problem.

EXTRA CLOTHES Since active play and participation are encouraged as it is an important part of the child's daily activities, the students are therefore required to bring the following:

- a complete set of extra clothes (shirt, pants or skirt, underwear, and socks)
- sunblock lotion

HYGIENE KIT Developing good habits is another area that the Academy constantly reinforces with the students. This includes personal hygiene. At the start of the Academy year, it is recommended that students bring the following items for their personal use (included but not limited to):

- toothbrush (with cover)
- toothpaste
- hand towel and liquid soap, comb or hairbrush

FINANCIAL POLICIES

TUITION AND FEES It is the goal of the Academy to provide a quality Christian education at a reasonable cost for all participating families. Therefore, it is vital that our Academy families place a high priority on the payment of tuition. Our teachers, staff, faculty, and students depend upon the prompt payment of this financial obligation.

Each school year, the first tuition payment is due by July 1st. The last payment of a school year will be due around April 1st. Dates are subject to change. We will keep you up to date with any changes.

Parents may make their monthly payments through the following methods: automatic withdrawals from a checking or savings account, submitting a physical check, money order, or cashier's check, or by a debit or credit card. No cash payments will be accepted. Payments made may be subject to additional fees based on your financial institution. We will let you know if any additional fees are required by IBM. Please contact us promptly if there is a discrepancy or question about payment.

As a convenience, most banks provide a free online bill payment system. The Academy encourages parents to set up this service for our monthly tuition payments. Please check with your bank for their financial terms and policies.

Billing suggestion: If the payment method is through check or money order, all payments must be listed as payable to Institut De Brillmont.

DELINQUENT ACCOUNTS Students of parents who have balances more than 60 days past due will not be allowed to continue attending classes at IBM until payment arrangements have been made.

Example: August 1st 2026 tuition is due. If August tuition has not been paid by October 1st and payment arrangements have not been made; your child will not be allowed to attend classes on October 2nd, 2026.

LATE FEES Tuition is due on the first of each month, unless otherwise specified. A late fee of \$25 will be assessed after the 10th of the month on all past due accounts. If the 10th of the month falls on a weekend or holiday, payment will be due on the prior business day.

RETURNED CHECKS A fee of \$25 will be charged on all returned checks. After the second returned check, all fees must be made by money order, cashier's check, or by debit or credit card only.

FUTURE ONLINE PAYMENT OPTIONS Institut De Brillmont is always looking into better online payment systems. We will inform you if new or better options become available.

Financial Obligations

By enrolling a student in Institut De Brillmont, the parents/guardians of the student agree to complete and sign the Enrollment Agreement. The financial commitments are explained below:

- A student whose tuition account is two months in arrears may not be permitted to attend classes or take quarter or semester final examinations. In addition, a hold may be placed on the Student Information System (SIS) account, restricting access to homework, grades, and other student records. Transcripts, report cards, diplomas, grades, and other official records will not be released until all financial obligations, including those outlined in the Enrollment Agreement, have been paid in full. Students whose accounts remain in arrears at the end of a quarter may not be permitted to return for the subsequent quarter until all outstanding financial obligations have been satisfied.
- It is the goal of Institut De Brillmont to provide a quality Christian education at a cost that is reasonable to all participating families. The major source of revenue for Institut De Brillmont is generated through tuition. The first tuition payment is due by July 1st. Billing cycles cannot be changed after the July billing. For your convenience, payments can be made:
 - * Semiannually in two (2) equal installments
 - * Quarterly in four (4) equal installments
 - * Monthly in ten (10) equal installments.
- Tuition assistance is available for families that qualify. Awards are based on demonstration of need as well as availability of funds. Information regarding tuition assistance is posted on the school website under the Admissions/Financial Information tab. At times, we understand that families may experience financial difficulty. We encourage parents/guardians to contact the Finance Office immediately if they need assistance with financial matters. The Tuition Assistance Committee assesses hardship cases on an individual basis.

- Parents/guardians of students who are dismissed, or leave during an academic school year, are financially obligated to pay the amount of tuition and fees due up to, and including, the end of the month in which the student leaves. All financial obligations under the Enrollment Agreement must be met prior to transferring to another school.
- Transcripts and grades will not be provided to the other school until all the financial obligations are met. In the case of graduating seniors, the diploma and final transcripts will also be withheld until all financial obligations are satisfied.

Academic Expectations and Scholarship Standards

At Institut de BrillMont, we are committed to developing students who demonstrate excellence in academics, leadership, character, and faith.

Scholarship Students (30% Tuition Scholarship and Above)

Students receiving a 30% tuition scholarship or higher are expected to:

- Maintain a minimum cumulative GPA equivalent to a B average.
- Consistently demonstrate Christian character, leadership, and good citizenship.
- Be eligible for or maintain recognition through the school's Christian Leadership Award.
- Follow all school policies, including attendance, conduct, and dress code requirements.

Failure to meet these expectations may result in probation, scholarship review, reduction, or loss of the scholarship.

Full-Tuition and Students Receiving Less Than 30% Scholarship

Students paying full tuition or receiving less than a 30% tuition scholarship are expected to:

- Maintain a minimum cumulative GPA equivalent to a C average.
- Demonstrate consistent effort, responsibility, and satisfactory academic progress.

Academic Contract

Students whose academic performance falls to C- or below (including D or F grades) may be placed on an Academic Contract. The contract may include:

- Required tutoring or academic intervention.
- Regular progress monitoring.
- Parent/guardian conferences.
- Specific academic goals and timelines for improvement.

Failure to meet the terms of the Academic Contract may result in additional interventions or recommendations regarding continued enrollment.

Behavior Contract

Students who demonstrate repeated behavioral concerns, disciplinary violations, or conduct inconsistent with the school's values may be placed on a Behavior Contract. The contract may include:

- Clearly defined behavioral expectations.
- Parent/guardian meetings.
- Counseling or mentoring.
- Progress reviews with school administration.

Institut de BrillMont believes every student can succeed. Academic and Behavior Contracts are designed to provide support, accountability, and opportunities for growth while maintaining the high standards of our school community.

HEALTH, NUTRITION AND SAFETY

HEALTH REQUIREMENTS

Students entering the Academy for the first time must have a pre-admission physical card completed by a physician within one month of the beginning of the Academy year or from their start date. This information is kept on file for as long as the child is attending the Academy. Please contact us if you need to obtain or transfer records.

ILLNESS POLICY

It is extremely important that students are not sent to school when they are sick. All students will be going outside for recess and physical education. If a student is too sick to go outside, that student should be considered too sick to come to the school. If students are injured or become sick at the Academy, parents will be notified promptly. Parents or guardians **MUST** make arrangements to pick up the injured or ill student **IMMEDIATELY**.

Children should be kept home if they have **ANY** of the following symptoms:

- Fever of 100F or above
- Diarrhea
- Vomiting
- Cough (frequent, wet, wheezy, croupy, or coughing up mucus) **ANY** contagious infection or illness
- Eye or ear infection (with white, yellow, green drainage)
- Overly tired or unusually unwilling to attend.

If a student has a communicable disease (such as strep throat, for example) the parent must notify the Academy office immediately. A doctor's release is required for return to Academy.

MEDICATION

A medication authorization form ("Release and Hold Harmless for Medications") must be completed and submitted by the parent. In addition, a list of any medication prescribed or required should be submitted to the office. Any necessary forms will be available in the Academy office. A medication authorization form will be valid for the current Academy year if the order is not changed. A new form must be completed for any change in medication, such as dosage or frequency.

Ideally, the parent or guardian, or other responsible adult designated by the parent or guardian, should deliver medications to and from the Academy. However, there are circumstances where the student may have to carry or pick up their medications. In this case, a written and signed note and/or signed medication authorization form must be delivered to the main office, along with the medication in its properly labeled and prescribed container.

All prescription medications should have a pharmacy label and a copy of the prescription from the doctor. For nebulizer treatments for asthma, the medication and tubing, including the mouthpiece or mask and dispenser, must be provided by the parent or guardian and the proper paperwork must be filled out prior to use.

Medications dropped off to the Academy office must be in the original packaging. These may be kept at the Academy for the current Academy year. All medications left over at the end of the Academy year will be discarded safely.

At the Academy Director's discretion, students may be allowed to carry basic over-the-counter medications such as cough drops or medicated salves (provided by the parent or guardian). Please inform us of this and complete a medication authorization form so we may be aware of circumstances and medications on campus.

FIRST AID

The Academy is confident that our teachers and staff are trained and able to give first aid to most injuries. However, teachers are not allowed to give oral medicine. If a student requires oral medication, parents should give a written authorization with clear instructions on how to administer the medicine. This does not guarantee we will be able to accommodate. However, we will communicate openly with you as needed.

At no time should students offer medications to, or share with, other students. If this does occur, disciplinary action will be taken.

ALLERGIES

Some students may have severe, life-threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school cannot promise an allergy-free environment. A Food Allergy Management Plan should be in place for every student with food allergies. This document outlines recommended treatment in case of an allergic reaction, includes contact information, and has been signed by the student's physician. Your student's teacher will post the allergy list in their classroom as well.

RECESS AND LUNCH

- All students are required to participate in snack and lunch with their regular classroom only. Students should not share food with their classmates unless given specific permission by an administrator. Students may have allergies or dietary restrictions at home that need to be taken seriously.
- As a Christian faith-based school, we would like to promote the tenets of healthy living. Therefore, we prefer snacks and lunches that promote health and wellness. Lunches should be based on the five basic food groups if possible: fruits and vegetables, starchy food, dairy, protein, and fat. A good guide would be to choose more fruits and vegetables and avoid unnecessary fats. We discourage junk food as a source of snack or lunch. The Academy does not allow any student to drink soft drinks or chew gum at any time. We advise parents or guardians to bring nutritious foods and avoid deep fried, processed foods and foods with high sugar content.
- Parents should ensure that the student has eaten breakfast before coming to the Academy. Missing a meal can cause unwanted behaviors, distractions, or a lack of energy which can disrupt the student's active participation in class.
- The Academy is promoting "Waste Free Meals." It is our mission to educate and train students to be caring and concerned about their environment and the role they play in it. The Academy discourages the use of Styrofoam containers or disposable plastic utensils for this reason. Food should be stored in reusable containers. In addition, students should eat everything they bring and not waste food.

- If a student should arrive at Academy without lunch, administration will attempt to contact the parent, provided there is enough time to get the lunch to the student before or during their lunch period. If there is not enough time for the parent to bring the student's lunch, an emergency lunch will be provided. Emergency lunches are for emergencies only. They will be charged to the student's account in order to deter inconveniences and distractions to student learning.
- All students must begin their lunch break in their classroom setting. Parents visiting their children for lunch must check in at the office and sign their child out for lunch. After eating, the parent must check their child back in with the front office. Parents may bring food in for birthday celebrations or other celebrations. However, the food must be store-bought and not made at home. In addition, please bring food that does not contain nuts, as to respect student allergies.

EMERGENCY RESPONSE PLAN

Institut De Brillmont maintains an Emergency Response Plan to respond to emergencies or disasters, such as bomb threats or weather, that occur when school is in session. The following guidelines are to be followed:

- GO to our website at www.idbrillmont.com for emergency instructions.
- The school's social media platforms will also be updated on emergency procedures and status, if possible.
- DO not telephone the school. Telephone lines may need to be used for emergency personnel response or for the school to call 9-1-1.
- Students will be released as soon as any imminent danger has passed, when the roads are drivable, and the streets are open.
- In the event that road access to the school is blocked by emergency personnel, please have a pre-formulated crisis plan and protocol with your student regarding pickup.
- The media will be notified if a situation mandates the departure of all students/faculty/staff from the school.

Institut De Brillmont conducts monthly emergency drills, both in conjunction with the Las Vegas Fire Department and independently as needed. These drills include, but are not limited to, evacuation, earthquake, shelter-in-place, and lockdown. Nevada laws require bi-monthly fire, lock-down and shelter-in-place drills. These drills may be conducted by the Clark County Fire Department or by the Academy. Students are

expected to cooperate in a quiet and prompt manner, according to the procedures implemented by the Academy.

If it becomes necessary for the Academy to be closed on short notice, or closed while the Academy is in session, parents and guardians will be notified through a written emergency letter, which sends a simultaneous alert via text message, voice call and/or message and email. If the administration must cancel school or dismiss school early because of an emergency or bad weather, an announcement will be made on www.idbrillmont.com as well as through the local media. The school will also update you through email and social media platforms.

Crisis response involving eminent danger to staff, students, or faculty suggests that those who are able to follow an off-site evacuation plan relocate to Desert Breeze Community Center located at 8275 Spring Mountain Rd., Las Vegas, NV 89117.

Another location includes Mountain Top Christian Church at 2845 Lindell Rd. Please use the website CCParks@ClarkCountyNV.gov for more options. Our current IBM hours are from 8:30 a.m. to 6:30 p.m. Please establish an individual crisis plan, as a family, with your student. Feel free to contact us for emergency evacuation location suggestions.

SECURITY AND SAFETY MEASURES ID Cards

- Student ID cards must be carried at all times and presented for verification when requested by faculty/staff.
- Students may be refused admittance to Institut De Brillmont activities without a valid school ID.
- Students who lose or misplace a card will be responsible for the cost of a replacement card.
- Students, or parents, are responsible for notifying the office when a card is lost or stolen.
- Student withdrawing from Institut De Brillmont must return the school ID card to the front office.
- The ID card is property of Institut De Brillmont and must be surrendered upon request by a school official or by administration.
- Students may be able to use their ID cards to obtain discounts at venues such as museums or events.

Insurance

Institut De Brillmont does not carry accident or liability insurance upon which a student may make a claim. If desired, students participating in sports may purchase coverage through an outside source.

Security Cameras

School cameras are monitored by the administration and are the property of IBM. The protection of student privacy and confidentiality mandates that the viewing of cameras be restricted to school officials. If desired, still pictures of moving video may be requested. However, we cannot guarantee that we can fill your request.

Safety Policies

The safety of all students in the Academy is our primary focus. The Academy strives for a hazard-free environment. Therefore, the following policies are established:

- Enough adults, to effectively supervise every group of students whether in the classroom or on the playground, will be provided.
- Every classroom and play area will be inspected regularly to eliminate or correct situations that may pose danger and any equipment that may cause injury to the students.

Exempt Status

Institut De Brillmont is operated as an exempt school under the provision of NRS 394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.

REGULATIONS FOR STUDENT CONDUCT

ATTENDANCE POLICIES

Institut De Brillmont is required to provide 180 instructional days. Students are expected to be present, punctual, and ready to learn at all times. It is very difficult, if not impossible, for staff and students to maximize their potential when students are excessively absent.

GENERAL ABSENCE POLICIES

- Students are required to make up all class work missed during an excused absence.
- In accordance with IBM policies, all students are still required to have a parent verify all absences: even if they are of legal adult age
- All absences must be excused by the parents within 3 school days. Parents who have not excused the absence will be contacted by the school the day of the absence. Students who return to school after an absence without parental excuse will be considered truant
- **Truancy:** non-validated absences for all or part of a day; they are subject to disciplinary action
- Students are required to make up class work assignments for most absences. Full credit will be given in most cases. However, one notable exception is truancy, where the grade will be lowered based on the absences.
- Students who miss more than five minutes of a class will be marked absent from that class.
- Students, who are late twice within a week, or four times within a month, will be considered "habitual." The parents of the students will then be notified through a written letter and/or a Parent-counselor meeting will be arranged to address these concerns
- If a student is absent, homework requests must be emailed to your child's teacher and received by 10:00 am and must be picked up by 6:00 pm on the same day

TARDY POLICY

It is the responsibility of the parent to have their children at the Academy and seated in class seated at least 5 minutes prior to the time class starts. Tardies are tracked on a quarterly basis and will affect grading. At the discretion of the administration, a child exceeding 3 tardies per quarter will be subject to our discipline policy:

- 3 tardies or unexcused absences will be issued a 30-minute detention; 6 tardies or unexcused absences will be issued a 1-hour detention
- Anything over 6 tardies or unexcused absences in one quarter may be subject to a 1-day suspension as decided by administration.
- Students: who are late twice within a week, or four times within a month, will be considered "habitual."

- The parents of the students will then be notified through a written letter and/or a Parent-Counselor meeting will be arranged to address these concerns.
- Whenever a student arrives more than 60 minutes after the start time, or leaves more than 60 minutes before the end of the Academy day, it will be considered a half-day absence.

Note: The cumulative tardy count resets at the beginning of each quarter. This, however, is not an excuse for tardies.

Reminder: Any student arriving late must get a tardy slip from the office.

ABSENCE POLICY

For the welfare of students, the Academy verifies all absences. Parents are asked to confirm all absences by calling the Academy at least one hour prior to the start of classes.

Parents are required to apply for a leave of absence if their child is to be absent from Academy for more than two days, when not illness-related. A substantial amount of absences would deprive the student of the learning experiences the Academy has prepared for them over the course of the Academic year. Please be aware and mindful of this.

INAPPROPRIATE LANGUAGE/PROFANITY

A person's right to "free speech" does not mean that he/she can use obscene or profane language. Obscene, hateful or profane language is not permitted in school. Students are expected to be respectful at all times and use appropriate language as Institut De Brillmont is a Kingdom work environment, and we are trying to teach certain work-place skills and conduct ourselves professionally. Institut De Brillmont does not tolerate profanity in any way, whether it is muttered "under the breath" or "in the hallways" or in the classrooms or when it is directed toward a student or staff member. Getting angry does not excuse abusive language. Vulgar or obscene language is not allowed on school property or at school functions at any time. Violations of inappropriate language may lead to suspension. Continued violations after suspension may lead to IBM Hearings.

SEXUAL BEHAVIOR

Students attend Institut De Brillmont Academy to prepare for a future where they are free to make healthy choices and have opportunities to live well and help others live well.

Any sexual activity that involves Institut De Brillmont students on school property or at school functions will be grounds for immediate expulsion from Institut De Brillmont.

SELLING ITEMS Students are prohibited from selling any goods, items, or possessions on school property unless they have the expressed written permission of the Head of School or Principal.

VANDALISM Defacing or damaging school property will result in a student being billed for damages and other consequences. School property includes books, lockers, walls, doors, windows, musical instruments, classroom equipment, desks, and athletic equipment. Any student violating this rule is subject to suspension or expulsion.

WEAPONS The safety of the Institut De Brillmont family is of utmost importance. Therefore, possession of weapons, or weapon facsimiles or replicas, of any sort, on or off school grounds, is grounds for immediate expulsion and police intervention.

OTHER GENERAL INFO AND POLICIES

PLAYGROUND/COURTYARD USE The main playground/courtyard is designed for the use of children from Elementary to High school. Children below kindergarten age should not be on the play structure for safety reasons.

PLAYGROUND/COURTYARD SAFETY RULES

- There must be an adult staff member with the group of children at all times. Any problems should be reported to the staff member in charge of playground/courtyard play at the time.
- No oversize clothing, hoodies or clothes with drawstrings are allowed.
- Children should only use play equipment designed for their age.
Example: older children should not be using toys designed for toddler use.
- Be extra careful when climbing on equipment. Never touch anyone who is climbing. wait your tum instead of trying to climb too.
- NO running or playing tag or chase games on or around equipment or cement surfaces.
- When you get on and off the equipment, make sure nobody is in the way.
- Touch the equipment before you start to play. If it is wet, hot, or cold, do not play. Inform the staff in charge of playground/courtyard play at the time.
- No pushing, shoving, hitting, bullying, teasing, or saying unkind or inappropriate words. Patiently wait your turn.

ARRIVAL AND PICK UP

- IBM begins between 8:00 a.m. and 9:00 a.m., depending on the class schedule. Students who are not in their classrooms five minutes before class begins must obtain a tardy slip from the office or admin area.
- Once a tardy slip is obtained, students must report directly to their classrooms. Tardy students in grades Elementary through High School must be escorted to their classrooms by a parent, guardian, or staff member.
- Students arriving before their designated start time will be signed into the Safe Care program and charged the appropriate fees.
- Parents and students arriving before 9:00 a.m. must enter the building through the back entrance doors facing the large parking lot. All other entrances will be locked.
- Before 8:00 a.m., all elementary students must be brought to the front desk by a parent or guardian.
- After 9:00 a.m., students may be dropped off at the front entrance and must report directly to their classrooms. No loitering or playing outside is allowed without staff permission and supervision.
- Students and parents are not permitted in classrooms, hallways, or other areas before 8:00 a.m. without teacher or administrator permission.

EARLY DISMISSAL

All parents wishing to sign their child out early must do so in the Academy office. An "Early Dismissal" slip should be issued for the parent to give to the classroom teacher, and/or the child will be called out of their class by an Academy staff member.

OTHER GENERAL INFORMATION AND POLICIES

BIRTHDAYS

Every child at the Academy is precious in God's sight, and ours. The Academy is pleased to welcome a birthday celebration in the classroom. Should the parents wish to celebrate their child's birthday in Academy, they are requested to inform the admin and/or teachers a few days in advance. Parents should also check with the teachers before bringing in food that may contain potential allergy-causing ingredients. There may be a child in the class who may have a food allergy. Culture-restricted food is

likewise a consideration, such as not eating pork. Food suggestion includes pizza, cookies, muffins, fruits and vegetables. Parents and other family members are not permitted to attend or participate in classroom birthday celebrations. The teacher may take photos of the celebration to share with the student's family.

The Academy believes that it is important that members maintain a quality of life that promotes health, fitness, and sustainability of the environment.

CARPOOLS

Carpooling should be set up prior to the school day on which it will occur. It is the responsibility of the parent to inform their child of the carpool arrangements in advance. The Academy office will not interrupt classroom teaching time to make alternate arrangements for a pick-up. Please do not call the office to change carpool or pick-up information for your child. However, please let us know of the arrangement for the safety of the student. We may require a state ID for pick-up, at the discretion of admin.

CHANGE IN PARENT/STUDENT INFORMATION

It is essential that parents notify the Academy office of student information changes as soon as possible so the Academy can maintain necessary and appropriate contact with the family. In instances where the parents are divorced, a copy of the court order detailing parenting obligations and/or restrictions must be on file. A "Change of Information" form must accompany any updates to student information. Any changes must be formalized through court jurisdiction and then recorded here. A change of information form can be found in the Academy office.

GENERAL INFORMATION AND POLICIES

CLOSED CAMPUS

Students are to remain on campus from arrival in the morning until departure in the afternoon. If a parent picks up a student for an appointment during the day, the parent must sign the student out in the Academy Office. Students **MUST** be supervised at all times while on campus, before, during, and after school. If a student is not picked up at the end of the Academy day or after an extra-curricular activity, they will be put in our Safe Care program. Additional fees will apply.

ENTRANCE/PLACEMENT TESTING PROCESS

All students will complete an entrance examination and assessment administered by a qualified staff member. Test results will be discussed with admin to determine a student's placement. The Director will inform the parents of the student's test results and subsequent placement through email.

FIELD TRIPS

The purpose of field trips is to increase the student's awareness of the world in which we live. They are viewed as part of the curriculum and as an extension of the classroom. Parents should be notified at least one month in advance of any field trip. No siblings should be allowed on field trips without consent from admin.

Written permission by a parent or guardian is required for participation of students in all field trips. A field trip permission form covering the entire year will be given to the parents to sign during registration. Additional permission slips will be sent out prior to each field trip to provide parents with specific information.

VISITOR CONDUCT

Visitors to our buildings should be aware that all teachers, staff, and office personnel are mandated reporters of any incidents that occur on school property, including those between parents/guardians and their children. Any mistreatment of office personnel or teachers will be immediately reported to administrators. If a visitor's behavior necessitates police intervention or is deemed threatening or harmful to any staff member or student, that individual will be barred from school property.

VOLUNTEERS

Any individual who has contact with students, whether as a paid employee or a volunteer, must undergo and clear a criminal background check and a reference check. Approval from the Principal and Human Resources is required before beginning work with students. Additionally, personnel must complete the Safe Environment "Protecting God's Children" session and submit a certificate of completion to Human Resources. These results will be maintained in the Human Resources department.

GANGS AND GANG-LIKE ACTIVITY

Institut De Brillmont recognizes the disruptive influence of gangs and gang-like activity. As such, gangs, gang affiliations, and gang-related activities are prohibited on school property, in school buildings, and at school-related activities at all times. Students may not belong to or associate with any gang, and their activities should not appear gang-like within the school or at school-sponsored events. School administrators will collaborate with the police to monitor and deter gang activity.

No gang insignia may be worn, possessed, used, distributed, displayed, carried, or sold by any student on school grounds or at school-related activities. Students are not permitted to exhibit gang signs through body language or their normal dress. Violations of this policy will result in one or more of the following: parent notification, suspension, or recommendation for expulsion.

Membership or affiliation with gangs is contrary to the philosophy of Institut De Brillmont. Indications of gang involvement (such as colors, hats, signs, handshakes, language, drawings, etc.) are strictly prohibited and are grounds for expulsion. Any student suspected of gang affiliation will be referred to the Las Vegas Police Department and may be expelled from Institut De Brillmont.

THREATS

Threats to the safety of the school building or individuals within the school will not be tolerated, even in jest. Threats of any nature, whether verbal, physical, online, written, or electronic, are considered non-negotiable and may result in a hearing with Institut De Brillmont administrators, which could lead to expulsion. Students are prohibited from making any gestures that simulate pointing a gun at another person, including using a finger as a pretend gun, regardless of whether it is intended as a joke or during play.

In addition to physical assault or battery, Institut De Brillmont will treat anyone who threatens, encourages, records, or provokes fights—whether in person, online, or through written communication—in the same manner as those who participate in the fight. Anyone who instigates, records, or provokes a fight will be subject to disciplinary action by Institut De Brillmont.

GENERAL INFORMATION AND POLICIES

GRADING

Elementary to Middle school use the traditional grading system based on the following percentages:

- 100-97% = A+
- 96-93% = A
- 92-90% = A-
- 89-87% = B+
- 86-83% = B
- 82-80% = B-
- 79-77% = C+
- 76-73% = C
- 72-70% = C-
- 69-67% = D+
- 66-63% = D
- 62-60% = D-
- 59% & below = F

GRADING

Kindergarten students will use the following grading system. Elementary, Middle School, and higher grades will use this grading system for behavior.

- E = Excellent
- S = Satisfactory
- S+ = Above Satisfactory
- S- = Below Satisfactory
- N = Needs Improvement

MANDATORY HOMEWORK

IBM students are required to complete their assignments on time and to the best of their ability. Students are not permitted to turn in homework late without penalty or not complete assigned work. Homework is a very important part of a student's

education. It is used to reinforce material taught in the classroom. When differentiated to meet the specific learning needs of the individual, homework can help students develop as independent learners. Homework should be designed to benefit the student, with the results being seen in all aspects of the Academy. Failure to complete homework on a regular basis will have an adverse effect on a student's grades at the Academy. Parents are encouraged to work with their child in stressing the importance of homework and to provide an environment where students can learn and study with minimal interruptions. Late homework will be accepted only according to each grade level's late work policy. Students who don't understand grade-level concepts or are not able to keep up with homework or classwork, should get a tutor. Students who have a legitimate excuse for missing work (e.g. illness, doctor's appointment, etc.) must communicate with the teacher in order to be timely on turning in work.

- Students must make up any work that is missed due to absences according to each grade level policy.

Academic Probation

A student who receives multiple D's or F's in one semester may be placed on academic probation. This probation means that the student should not receive an F or D the following quarter/semester.

Academic Dismissal

Institut De Brillmont has high academic standards and expectations for its students. Attending our school is a privilege. Any student who attends Institut De Brillmont is expected to achieve academically based upon the student's willingness and ability to learn. A student may be academically dismissed from Institut De Brillmont for poor academic performance if the:

- Student has failed to fulfill the conditions of an academic contract.
- Student has accumulated 3 F's in one quarter/semester.
- Student has failed to earn the required total credits needed to move to the next grade level.
- Students who do not maintain a minimum semester GPA of 2.0 may lose the privilege of being a student at Institut De Brillmont.

Academic Honor Code

It is expected that all Institut De Brillmont students conduct themselves in a manner consistent with the philosophy of the Christian faith. We encourage our students to meet their maximum individual potential and become citizens who incorporate high

ethical standards and Christian values into their daily lives so they may be an example for others. Adherence to the academic honor code promotes the level of academic integrity required within the school and assures that student work is judged fairly when being evaluated against curricular standards. The Honor Code reminds students of their obligation to pursue honesty and academic integrity in the learning process.

Violations of the Academic Honor Code may be reported on college application forms. Students who violate the Academic Honor Code are also subject to disciplinary sanctions, including the possibility of dismissal from the school.

Academic Quality and Integrity

Institut De Brillmont demands that all student work is done neatly, on time, and of the highest possible quality. Teachers will assign homework as necessary, and students are expected to complete all assignments satisfactorily. Students must ensure that their work is their own and cite or acknowledge any references or information obtained from credible and reliable sources.

Academic Integrity

Process & Progression of Consequences

The well-being of the Institut De Brillmont community depends heavily on each student accepting responsibility for their personal conduct, both socially and academically. Students are expected to adhere to the Institut De Brillmont ready to learn and demonstrate the ability to discern right from wrong. A student's moral awareness and adherence to our core values in the academic environment are foundational to their success at IBM. Academic honesty requires students to produce work that is entirely their own. Academic dishonesty, by contrast, involves claiming or displaying possession of knowledge or skills that the student does not possess.

Examples of Academic Dishonesty at Institut De Brillmont :

- Using dishonest, deceptive, or fraudulent means to obtain or attempt to obtain credit for academic work.
- Using notes, aids, or another student's assistance to complete a test, project, or assignment in a way not expressly permitted by the teacher. Unless otherwise directed, students should complete all assignments individually.
- Looking at another student's test, answer sheet, or other materials.

- Talking during a test. All talking during tests is considered cheating, as the teacher cannot determine the content of private conversations.
- Copying from or allowing another student to copy from a test, homework, or other coursework that is not intended to be collaborative.
- Tampering with an instructor's records of grades or scores.
- Abusing the privilege of Internet access as stated in Institut De Brillmont 's Policy for Use of the Internet.
- Accessing, deleting, modifying, transferring, or receiving computerized files without the teacher's authorization.
- Copying or transferring electronic files without teacher permission, even if authorized by another student, is considered cheating.
- Plagiarizing materials, i.e., taking the substance of another person's work and presenting it as one's own without proper credit. This includes omitting quotation marks for directly quoted material, omitting bibliographic references, and paraphrasing without crediting the original author.

Academic Dishonesty and Progression of Consequences for Formative Assessments:

First Offense:

- The teacher will share findings with the student in a 1:1 meeting.
- The teacher contacts the parents and includes the Dean of Academics and the Dean of Students in the communication.
- The teacher issues a detention.
- The teacher will issue a zero for the task and grant the student an opportunity to make it up within the next IBM Block, school day, or when they are available.
- The teacher logs all communication

Second Offense:

- The teacher will share findings with the student in a 1:1 meeting.
- The teacher will issue a zero for the task with no opportunity to resubmit for credit.
- The teacher communicates the student's decision to demonstrate academic dishonesty with the Dean of Academics and Principal.
- Head of School, Dean of Academics or Spiritual Counselor will issue a suspension and initiate a IBM Administrative Review with the IBM Principal.
- After the second offense, students will be placed on probation or may lose their seat at Institut De Brillmont.

For Summative Assessments:

First Offense:

- The teacher will share findings with the student in a 1:1 meeting.
- The teacher will issue a zero for the task with no opportunity to resubmit for credit.
- The teacher communicates the student's decision to demonstrate academic dishonesty with the student's guidance counselor and principal.
- Head of School, Dean of Academics or Spiritual Counselor will issue a suspension and initiate a IBM Administrative Review with the IBM Principal.
- After the second offense, students will be placed on probation or may lose their seat at Institut De Brillmont.

By adhering to these policies, Institut De Brillmont aims to uphold the highest standards of academic integrity and quality, ensuring a fair and conducive learning environment for all students.

PROBATION/RETENTION POLICY (ELEMENTARY TO HIGH SCHOOL)

If a child is not progressing at an appropriate pace, a parent-teacher conference will be held. Steps to help the student achieve success in these areas will be discussed and agreed upon in writing, along with a date for a parent meeting. If the child continues to have trouble, a second meeting will be scheduled with the Director to discuss further options and a plan of action. At the end of the year, the teacher and Director will decide whether a student should be retained, dismissed, or remain on probation for another semester.

Academic Integrity

Academic integrity is a fundamental value upon which education is built. Acts of academic dishonesty compromise these core values and undermine the process by which knowledge is created, shared, and evaluated. Repeated offenses cast suspicion not only upon the integrity of individuals but also damage the reputation of Institut De Brillmont.

Enabling Other Students' Academic Dishonesty

Unless given explicit permission from a teacher, students are expected to submit their own work, as well as protect that work from being used by others. Enabling or helping other students with their work without permission and/or discretion is regarded as "Academic Dishonesty."

Examples include, but are not limited to:

- Sharing/emailing/giving another student a completed assignment to use.
- Providing a corrected assignment/assessment/test to a student who has yet to take it.
- Allowing another student to copy or use an assignment.
- Allowing another student to edit an assignment.

Other Examples of Academic Dishonesty

Academic dishonesty or cheating includes acts of plagiarism, forgery, fabrication, or misrepresentation, whether through traditional or digital means such as the following:

- Claiming the work or thoughts of others as your own.
- Copying the writing of others into your written work without appropriate references.
- Writing papers for other students or allowing them to submit your work as their own.
- Buying papers and turning them in as your own.
- Having someone else write or create all or part of the content of your assignments.
- Submitting the same paper for more than one class without explicit permission from the faculty members.
- Making up or changing data for a research project. Fabricating and/or altering documents and/or information. Violating test-taking procedures or test security.
- Possession of a teacher edition of any school textbook or resource.

Note: *Turnitin.com is a web-based plagiarism prevention system used for detecting plagiarized work in term papers and essays. It is currently in use by the faculty to assure that students learn to use sources educational tools appropriately while promoting adherence to the Academic Honor Code.*

Extra Credit

A student's grade should be an accurate reflection of achieved academic performance. Therefore, extra credit is strongly discouraged in all disciplines. If extra credit is offered, it must clearly relate to the academic objectives of the course and be available to all students in the course.

Lost and Found Items

Parents should make sure that all of their child's belongings are labeled with the child's name. Unlabeled articles of clothing and other things left in IBM will be placed in the lost and found box near the reception area. At the end of each term, unclaimed items will be donated to charity. The Academy will not take responsibility for lost belongings.

Music Participation

All students are expected to participate in ALL scheduled performances and remain seated with their class for the entire performance. Students will be released to parents after the program. Students not participating will have their quarterly music and/or performing arts elective grade lowered.

Office Hours

The Academy Office is open Monday through Friday from 6:30am-6:30 pm. The office is closed early on all scheduled half days and is closed on Academy holidays.

For more specific questions, a pre-arranged meeting would be advised to be sure of adequate time for thorough discussion and exploration of possible solutions. Email or call the office to schedule a designated time for your discussion.

Honors Program

To remain in good standing within the Honors Program, students must maintain a minimum 3.2 grade point average (GPA) and uphold good behavioral standards.

Failure to maintain this GPA may result in withdrawal from the program.

Eligibility for an Honors Program diploma requires the following:

- Completion of 12 honors credits with a grade of C or higher.
- A cumulative GPA of 3.2 or greater.

By meeting these criteria, students demonstrate both academic excellence and commitment to the values of the Honors Program.

TECHNOLOGY AND ELECTRONICS POLICY

(ELEMENTARY TO HIGH SCHOOL)

Students are not allowed to have electronic devices on campus unless for use with academics and unless they are given permission from IBM staff. This includes cell phones, smart watch, smart phones, AI glasses, iPads, tablets, handheld gaming, or other electronic devices.

The use of earbuds or headsets should only be used during appropriate times in school.

Students must turn in their phones, smart watches, AI glasses, etc to the front desk upon arrival at school. Electronics must be picked up from the front desk upon departure.

Materials

- Every student must come to The Academy with complete materials that will be needed for class. Forgotten materials brought to The Academy after class has already started will not be accepted. Being successful, not only in The Academy but also in the "real world," involves learning how to be responsible. Students must learn how to come to class prepared.
- Bringing materials unrelated to Academy work (e.g., cellphones, anything of value, toys, MP3 players, tablets, handheld gaming consoles, iPad, comic books, play cards, jewelry except watches, etc.) is also prohibited. This is to prevent loss of personal belongings and avoid unnecessary distractions and conflicts among the students.
- The teacher reserves the right to confiscate the above-mentioned materials, which will be returned only in the presence of the student's parents.
- A written request and approval from the Director or admin will be required if bringing cellphones will be necessary. However, cell phone use will only be limited to after dismissal time and will be turned in at the front desk upon arrival at school. The Academy will not be held liable for the loss of or damage of materials or electronic devices that the teacher did not require them to bring, even in instances where these devices are in the custody of teachers.
- Students are trusted and encouraged to make healthy and smart choices with technology. Misuse will have serious consequences.

E-MAIL AND SOCIAL NETWORKING

Student use of e-mail at school is limited to school-related matters only and must be approved by school personnel. Instant messaging is prohibited. Social media sites, such as Facebook or TikTok, are prohibited.

VIOLATIONS OF TECHNOLOGY POLICY

1. Violations of internet and social media policies will result in disciplinary action.
IBM values the importance of responsible and age-appropriate use of technology, particularly concerning social media. At our school, we care deeply about students' well-being, safety, and academic progress, which is why we have established guidelines for social media use.
2. Our school policy prohibits students under the age of 13 from having social media accounts. This policy aligns with the Children's Online Privacy Protection Act (COPPA), a federal law designed to protect young individuals from potential risks and vulnerabilities associated with online activities. Students who have reached the age of 13 are permitted to create and maintain social media accounts. However, IBM emphasizes that this privilege comes with the responsibility to adhere to the Community Guidelines.

3. IBM enforces a strict prohibition on posting ungodly content on social media platforms. This includes, but is not limited to, content that is disrespectful, offensive, inappropriate, or contrary to the moral standards upheld by our school. We kindly remind all students to use social media responsibly and respectfully online by following these guidelines:

- * Uphold School Values: Before posting any content, ensure that it reflects the values of respect, kindness, and integrity that we uphold at our school.
- * Think Before You Post: Take a moment to consider the potential impact of your posts on others and the image it portrays of yourself and our school community.
- * Respect Others' Privacy: Refrain from sharing or reposting content that may violate the privacy and dignity of others.
- * Report Inappropriate Content: If you come across any ungodly or inappropriate content posted by your peers, report it to a teacher or school staff member.
- * Seek Guidance: If you are uncertain about whether certain content is appropriate, don't hesitate to seek guidance from your parents, teachers, or school authorities.

Social Media Policy for Students

Appropriate Conduct

"Students shall not use profane, pornographic, obscene, indecent, lewd, vulgar, or sexually offensive language, pictures, graphics, or any other communication that could reasonably be anticipated to cause a substantial disruption to the school environment."

Biblical Guidance: 1 Corinthians 15:33: "Be not deceived: evil communications corrupt good manners."

Social Media Interaction with School Staff

Under no circumstances should students ever "friend" or "follow" teachers, educators, or staff on their personal social media accounts. If teachers, educators, or staff request to follow you, always decline. This rule applies to students of all ages. All students should avoid relationships, interactions, and communications with teachers, educators, or staff outside the school setting, including on social media.

Disciplinary Actions for Inappropriate Social Media Posts

Students can be disciplined for social media posts if their speech or actions cause substantial disruption to the school environment. While students have a right to free speech, this right must be balanced against the school's interest in maintaining an effective learning environment.

Teacher Conduct on Social Media

Teachers' freedom of speech is not absolute in public employment. Most teachers understand that using social media to communicate inappropriately with students or to share confidential information can result in termination. It is especially inappropriate for a student or teacher to engage in stalking behaviors.

Maintaining Professional Boundaries

Students should:

- Maintain professional boundaries on social media.
- Avoid accepting or requesting friendships from teachers, educators, or staff.
- Refrain from engaging with recent or former teachers who may still be connected to current students.

By adhering to these guidelines, students help create a safe and respectful school environment, both online and offline.

MEDIA RELEASE

There will be multiple opportunities and occasions before, during, and after our school year to photograph, film, and/or otherwise capture students' images and opinions, both inside and outside of school grounds. Institut De Brillmont reserves the right to use such materials in ways deemed appropriate by the administration to help promote and publicize our events and accomplishments. Parents must submit to the administration, in writing, any objection to the use of their student's likeness for such purposes.

SPECIFIC POLICIES

Parents and students must be aware of the following:

Responsible Use of Technology

- Access to iPads, computer labs, library labs, and computer network information is available to all students, provided they comply with the rules and regulations established in this policy.
- Institut De Brillmont may limit technology and/or internet access to students who use resources inappropriately or violate any local, state, or federal laws or ordinances.
- Students who choose to use technology in an inappropriate manner may face disciplinary sanctions, ranging from a warning to dismissal from the school.

Legal/Ethical Considerations

- Students must respect and adhere to the laws of the United States of America concerning copyrighted material, threatening, violent, or harassing material, obscene material, and material protected by trademark or trade secrets.
- Students must adhere to ethical and responsible behavior when using computer network information resources.
- Students must adhere to Christian principles when using technology.

No Expectation of Privacy/Search Protocols

- All electronic devices brought on campus may be subject to search.
- The school maintains the right to monitor student use of all technology on campus, including personal devices.
- Files stored by users on the school's file servers are not private. System operators and administrators may review users' files to maintain system integrity in accordance with this Acceptable Use Policy.

Networks/Wireless Internet/Filtering

- The setup and use of personal internet cellular connections ("tethering"), personal cellular data connections (e.g., 3G and 4G and 5G), and peer-to-peer networks is strictly prohibited on campus.
- Students will not attempt to circumvent the school's security and filtering systems.
- Students may not use the network in a way that hampers use by others.
- Students will not partake in video or audio streaming of any kind without specific permission from the school's administration.

- Students will not use the school's network, computers, or their own devices to play any electronic games unless such game playing has educational purpose and is specifically approved and directed by the supervising faculty member.

Appropriate School Use

- Student use of school and personal computers, laptops, devices, printers, and all other equipment and related services is limited to school-related activities. Any use other than that related to or designated by the school is prohibited and enforced by the guidelines of the parent-student handbook.

PROBLEMS/ISSUES WITH TECHNOLOGY

- Students must report any problems with technology, computer networks, computers, laptops, devices, or any other equipment or electronic resource, immediately upon becoming aware of it, to the IT staff or supervising faculty member.
- Students will not take apart or remove any school computer, laptop, device, or any other equipment without specific permission from the administration and IT staff, or their designated representative.
- Students may troubleshoot their iPads with a reboot (hard or soft).
- Students will not attempt to troubleshoot, service, reboot, reset, or shut down school computers, laptops, devices, or any other equipment without specific permission from the Technology Support Center staff or the supervising faculty member.

SECURITY

- Students may not use others' computer accounts or passwords under any circumstances. A student may not allow any other student to use his/her account or password under any circumstances.
- Students may not impersonate another's identity on the school's computer networks, virtual networks, electronic resources, or websites.
- Students will not make any changes to settings, programs, applications, or files on school computers, laptops, or equipment without consent of the supervising faculty member or IT personnel.

Restroom Expectations:

- Students must use the restroom designated for their sex.
- Students must use restrooms only for their intended purpose and return to class promptly. No playing inside the restroom.
- Students must remain fully clothed in all shared or communal areas, including wash areas. Body parts normally covered by undergarments must remain covered at all times.
- Restrooms must be kept clean, and trash must be disposed of properly.
- Students must conserve water and use soap and paper towels responsibly to help maintain restroom supplies for everyone.
- Vandalism, graffiti, or any damage to school property is prohibited.
- Horseplay, disruptive behavior, loitering, or congregating in restrooms is not allowed.
- Students must respect the privacy and personal space of others at all times. Close stall doors when in use.
- The use of cell phones, cameras, or any recording devices in restrooms is strictly prohibited.
- Smoking, vaping, and the use of tobacco, nicotine, alcohol, or other prohibited substances are not allowed.
- Students must follow staff directions and report any unsafe conditions or inappropriate behavior immediately.

Student Locker Policy

Lockers are provided for the temporary storage of school materials and personal belongings during the school day.

School Property

- All lockers remain the property of the school.
- Students have no expectation of privacy regarding locker contents.

Locker Assignment

- Each student is assigned one locker for the school year.
- Lockers may not be shared or reassigned without administrative approval.

Locks

- Only school-approved locks may be used, if required.
- The school retains access to all lockers at all times.

Care of Lockers

- Students are responsible for keeping lockers clean and undamaged.
- Writing on, decorating permanently, or damaging lockers is prohibited.
- Students are financially responsible for damage beyond normal wear and tear.

Permitted Items

- Store only school supplies, textbooks, outerwear, lunch containers, athletic gear, and other approved personal items.
- Do not leave food in lockers overnight.

Prohibited Items

Students may not store or possess any prohibited items in lockers, including but not limited to:

- Weapons or dangerous items
- Drugs, alcohol, tobacco, nicotine, vaping devices, or related paraphernalia
- Fireworks, explosives, or hazardous materials
- Stolen property
- Any item prohibited by school policy or law

Locker Inspections

- School administrators may inspect or search lockers at any time, with or without notice, to maintain a safe and orderly environment or when there is reasonable suspicion of a policy or legal violation.
- Students may be present when practical but are not required.

Personal Belongings

- Keep lockers secure and do not share locker combinations or access.
- The school is not responsible for lost, stolen, or damaged personal property. Students are encouraged not to bring valuables to school.

Locker Decorations

- Temporary, appropriate decorations inside lockers are permitted if they do not damage school property.
- Inappropriate or offensive decorations are prohibited.
- Exterior decorations require administrative approval.

End-of-Year Clean-Out

- Lockers must be emptied and cleaned by the designated date.
- Items left behind may be discarded or donated.

Disciplinary Action

Failure to comply with this policy may result in disciplinary action, loss of locker privileges, restitution for damages, or other consequences outlined in the Student Handbook.

DAMAGE/DISCLAIMERS/RELEASE OF LIABILITY FOR INAPPROPRIATE USE

- Students or parents will reimburse the school or other individuals for any damage to school or other individuals' computers, laptops, devices, or any other equipment that occurs as a result of malicious or negligent actions. The school or its designee will carry out the necessary repair or replacement of equipment in such situations.
- Students are responsible for improper care and handling of, or damage to, hardware, software, peripherals, or networks. Students will be liable for the cost of replacement or repair and will lose access privileges.
- The IT personnel and/or administration have the authority to override a supervising faculty member if network integrity could be impaired or compromised by any action. Access to resources that have not been reviewed and evaluated may be restricted or prohibited.
- Content of online databases to which Institut De Brillmont subscribes is determined and controlled by the publishers of those sites, and not by the school or its employees.
- Efforts to monitor and regulate student internet access do not guarantee full compliance with the school's policies and standards; appropriate use is the student's responsibility.
- Parents and guardians of minors, in conjunction with Institut De Brillmont, are responsible for setting and conveying the standards their children should follow when using media and information sources, including access to the Internet.
- Institut De Brillmont is not legally liable for a student's inappropriate use of the Internet.

OTHER GENERAL INFORMATION

The Academy is open to parents to visit the classrooms. Arrangements for visits must be made with the Academy office and approval obtained from the Director or admin at least one day in advance of the visit.

- Please contact the office to schedule an appointment if you want to meet with a teacher to discuss anything pertaining to your child or the classroom.
- All visitors (including parents, family members, alumni, and business personnel) must sign-in at the front desk/reception to obtain a visitor's badge. If not a parent or guardian, visitors must have a valid ID or driver's license to obtain a visitor's badge from the front desk. Our policy on allowance of visitors is subject to change as needed.

- Visitors to the Academy are subject to the Academy's rules and regulations. Please remember that this is a Christian Academy and all visitors are asked to dress and speak appropriately. Visitors who cannot abide by the policies will be asked to leave.
- Many parents and students are highly allergic to animals or other allergens. Therefore, animals or pets are not allowed without prior approval from the Director or admin.

Reminder: All visitors (including parents, family members, alumni, and business personnel) must sign-out at the front desk/reception before leaving the school premises.

Athletic Policies and the Nevada Interscholastic Activities Association (NIAA)

All students who participate in activities governed by the NIAA, other sports programs, or the Institut De Brillmont Athletic department (and their parents) are responsible for following the policies and procedures outlined in the Institut De Brillmont Athletic Handbook

as well as all rules and regulations of the NIAA.

Class Schedules Class schedules are decided by IBM Admin. Various schedules should be available online. Please feel free to email us if you have any questions regarding schedules.

Campus Hours

- If you are visiting, you must stop at the Reception Desk in the Administration Building to obtain a Visitor's Badge.
- You must present a government-issued picture ID. The Visitor's Badge must be worn at all times while on campus.
- The Reception Desk hours are 7:00 a.m. to 6:00 p.m.
- Classroom instruction begins between 8:00 a.m. and ends by 3:00 p.m.
- Students who remain on campus after school must go to Safe Care.

Disclaimer: This policy handbook is for licensing purposes. Changes or additions may be made to any policy as needed. If changes to policies are made, IBM staff, students, and families will be notified by email.

APPENDIX A
PHOTO PERMISSION SLIP

Dear Parent/Guardian,

From time to time, Institut De Brillmont (IBM) will take photographs and videos during school events, activities, and performances. We respectfully request your permission to use these images on our website, in the Academy newsletter, and on our official social media platforms. The selected images will be used to highlight learning activities, classroom environments, and other school-related events. These images will exclusively serve to showcase our school pride and the achievements of our students, as well as to promote the wide range of engaging activities we offer. Please indicate your preference regarding the use of your child's image by selecting one of the options below:

☐ YES, I GRANT PERMISSION for Institut De Brillmont to use photographs and videos of my child(ren) on the Institut De Brillmont website, bulletin boards, newsletters, and/or social media accounts.

-OR-

☐ NO, I DO NOT GRANT PERMISSION for Institut De Brillmont to take or use any photographs or videos of my child(ren).

CHILD(REN)'S NAME(S) (PLEASE PRINT):

PARENT/GUARDIAN'S PRINTED NAME & SIGNATURE:

DATE: _____

Thank you for your cooperation and support.

Sincerely,
Institut De Brillmont Administration

**Institut De BrillMont
Parent-Student Handbook Acknowledgment**

By signing below, I acknowledge that I have received, read, understood, and agree to comply with the policies, procedures, expectations, and standards contained in the Institut De BrillMont Parent-Student Handbook.

I understand that enrollment at Institut De BrillMont represents a partnership between the school, the student, and the parent/guardian. I agree to support the school's mission, educational philosophy, standards of conduct, academic expectations, disciplinary procedures, safety requirements, and administrative policies.

I further acknowledge and agree that the Institut De BrillMont Administration has the authority to exercise reasonable administrative discretion in matters involving student conduct, discipline, academics, safety, placement, privileges, extracurricular participation, continued enrollment, and the overall welfare of the school community. I understand that the Administration will make reasonable efforts to consider individual circumstances, communicate with families, provide appropriate opportunities for correction when warranted, and apply School policies fairly and in good faith.

I agree to respect and abide by the final decisions of the School Administration, subject to the school's established grievance or appeal procedures and applicable law.

I understand that continued enrollment is dependent upon the student's and family's cooperation with the school's policies, expectations, professional staff, and administrative decisions. Institut De BrillMont reserves the right to determine whether continued enrollment remains in the best interest of the student and the school community, consistent with the Handbook, enrollment agreement, and applicable law. By signing below, I confirm that I understand and accept these terms.

Student Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Student Signature: _____

Date: _____

School Representative: _____

Signature: _____

Date: _____