



## **SCHOOL RULES**

**Signing this school contract implies the acceptance of the rules as a whole.**

----- **Primary school** -----

1. I arrive at school at 8. 40 A.M.
2. I stay in the courtyard (plane tree yard).
3. I line up silently when the bell rings.
4. I walk quietly inside the school building .
5. I am well behaved and have the right attitude under any circumstances.
6. I don't use swear words, shout or push other students.
7. I show respect to all school staff.
8. I respect school property : buildings, equipment and resources put at our disposal.
9. I am well behaved during lunch time and recess.
10. I take study time seriously. I go to study time to do my homework.
11. During recess, I stay in my courtyard.
12. I do not drink or eat in class.
13. I do not wedge the school gate open.
14. Mobile phones are forbidden at school.
15. Objects taken away will be given back on the last day of school.

### **Lateness and absences**

- When a student cannot go to school, his/her family must let the school know as soon as possible.
- Upon his/her return, the student must hand in a letter explaining the reason why he/she missed school.
- Any behaviour contrary to the school rules will be penalized more or less severely according to the seriousness of the misconduct.

## Middle School and Sixth Form

### SCHOOL ARRIVALS AND DEPARTURES :

- The school is open from 7.45 a.m. The students fall under school responsibility only from the moment they enter the premises.

Parents must therefore ensure that their children are indeed within the schools walls.

- Pupils arriving by bicycle must use the specific spaces provided and respect other people's bikes as well as their own.

- Half boarders must only enter and leave the building through the big green gate. They mustn't leave the premises without the Headmistress's authorization.

- At lunch time, those who go home for lunch must use the main gate (with the interphone).

### HOURS

- **Monday, Tuesday, Thursday and Friday :** from 7.45 a.m. to 12.35 p.m. and from 13.30 to 18.00 p.m.

- **Wednesday :** from 7.45 a.m. to 15.00 p.m.

### Teaching schedule

- 1 <sup>st</sup> lesson :	..... 8.30 to 9.25 a.m.	- 5 <sup>th</sup> lesson :.....	13.30 to 14.25 p.m.
- 2 <sup>nd</sup> lesson :	..... 9.30 to 10.25 a.m.	- 6 <sup>th</sup> lesson :.....	14.30 to 15.25 p.m.
Recess :	..... 10.25 to 10.40 a.m.	- 7 <sup>th</sup> lesson :.....	15.35 to 16.25 p.m.
- 3 <sup>rd</sup> lesson :	..... 10.40 to 11.35 a.m.	- 8 <sup>th</sup> lesson :.....	16.30 to 17.25 p.m.
- 4 <sup>th</sup> lesson :	..... 11.40 a.m. to 12.35 p.m.		

As the bell rings for the first class at 8.30 a.m. pupils must line up in front of the classroom where they have their first lesson and wait for their teacher in an orderly manner. The same applies for their first class in the afternoon.

### BREAK-TIMES :

Pupils may not stay in their classrooms or in the corridors outside class times or in a teacher's absence. Everyone must go into the courtyard between 12h30 – 13h30.

**Please respect the staff , their work and your own environment :** rubbish bins are there for any rubbish-use them! Take care of your personal possessions and school bags and don't leave them lying about. Nothing should be left behind after school, if only for hygienic reasons-gym clothes, etc...

Enjoy your break times without spoiling others' free time. If you experience any problems, talk to the person on break duty. Younger students and new students deserve your respect.

### ABSENCES :

Any planned absence should be discussed with the Headmistress beforehand and justified with a written note on the students return to school.

Medical appointments should not be made during school hours except in emergencies.

If a child arrives late in school, the student must go to the secretary's office with an explanatory note signed by the parents. The secretary will then give the student a paper authorising him or her to go into class. No student will be allowed into class without an explanatory note. If necessary the student can go into a study room until a written explanatory note arrives (E-mail, fax).

Unplanned absences : the school should be informed on the day of the unplanned absence, before 10.00 a.m. either personally or by message left on the answer machine and then justified in writing upon the pupil's return. An authorisation to go into class will then be given to the student.

If a child is unjustifiably absent repeatedly, making it impossible to effectively follow his or her school work, the pupil will be excluded from the establishment. Any unauthorised absence lasting over 48 hours will entail a letter being sent

to the French National Education Bureau.

Please take note of the above and ensure you follow these instructions.

### **EXCUSE NOTES FOR PHYSICAL EDUCATION :**

According to official legislation Physical Education remains compulsory even in the case of temporary indisposition. In the case of a continued absence from physical education a medical certificate must be provided. In the case of a long term illness, the pupil may be excused from physical education with supporting documents. He/She may stay at home, with the Headmistress and the sports' teachers and the parents' signatures, if the class is at the beginning or the end of a half day period.

### **BEHAVIOUR AND DRESS CODE :**

- 1 - Attentiveness is obligatory during lessons. This is the only way work can get done.
- 2 - Smoking is strictly forbidden in and around the school premises.
- 3 - Chewing-gum is forbidden.
- 4 - Portable telephones and other electronic devices must not be used inside the school. If this rule is broken, the device will be confiscated for one week. In the case of a repeat offense, the headmistress will take a decision concerning the disciplinary measure to be taken.
- 5 - Video games, mp3s, electronic equipment ... are all forbidden within the school.
- 6 - Simple style dressing should be adopted : clean and decent clothing that the pupil feels comfortable with and that will not provoke remarks : **outrageously dyed hair, make up, body piercing and the like will entail immediate expulsion.**
- 7 - Behaviour should be beyond reproach. Accept remarks from others with tolerance.
- 8 - Greetings are important and open up communication. A "thank you" shows interest in others and encourages a positive attitude.
- 9 - Stay respectful and friendly towards others whether they be girls or boys.
- 10 - Swear words and spitting are forbidden.
- 11 - Stay quiet when changing class.
- 12 - Any item that has been confiscated will be returned on the last day of school and not before.
- 13 - Any racketeering or bullying should be reported to a member of staff.
- 14 - Teachers run their classes with authority. Any pupils who misbehave will be punished for their actions. In the case of persistent misbehaviour a contract between the pupil and the Headmistress will be drawn up.

### **PERSONAL POSSESSIONS :**

Warning, pupils are responsible for their own possessions The school accepts no liability in the case of theft or damage. The necessary school material should be brought every day and taken care of. It shouldn't be forgotten that some of it is very expensive. Keep a regular check on your personal items and keep your name tags on your clothes and bags and so on.

Mobile phones are tolerated within the school premises provided they are turned off !

Their use is strictly forbidden within the school grounds.

### **GENERAL SCHOOL MATERIAL :**

Please respect it : it belongs to everyone !

Any damage done to it will be billed to the person / people responsible as repairs have to be carried out rapidly.

### **INFORMATION :**

The "carnet de liaison electronique" must always be consulted regularly by the parents.

### **PREP :**

This is a work period and is carried out in silence.

### **SANCTIONS :**

**Before giving any punishments, the teaching staff try to resolve issues directly with pupil through dialogue. Any sanctions that are applied are done in order to make the student respect and understand the world of education and how to function in a group. For these reasons parents are asked to be supportive of school discipline.**

Any failure to comply to school rules and regulations and/or the failure to do one's best will lead to a detention.

- Any failure to turn up for a detention will lead to a double detention.
- Three detentions lead to a “WARNING”.
- Two “WARNINGS” (for work and/or discipline) lead to a “school disciplinary committee”.
- If any student communicates with another during a supervised test (D.S.), the following penalties will be applied:
  - The first time           :- 2 marks
  - The second time       :- 5 points
  - The third time           :- A zero will be given to the students concerned.
- In the case of proved cheating, students will receive a zero on their copy as well as a warning. Their parents will be asked to come in and meet the Head of Studies. If there is a second time, a disciplinary hearing will be convened.
- In the case of serious misconduct or a recurrence, the Disciplinary Board can expel a student.
- In the case of a **serious misdemeanour** or **repeated misbehaviour** the above mentioned committee reserves the right to **expel** the student

The following are considered serious misdemeanours :

- Smoking within school grounds.
- Bringing into the school any illegal object or substance.
- Serious or extensive damage to the school or to school property



**WARNING : all serious punishments will be noted down in the school file**