



SCHOOL RULES AND CODE OF BEHAVIOR

SCHOOL HOURS

Morning: 8:30 am-12 pm / Afternoon: 2:00 pm-4:30 pm

Students have classes Monday, Tuesday, Thursday, and Friday.

The school year calendar is communicated to families at the beginning of the school year.

In order to welcome the children in the best possible way and ensure their safety, it is essential to respect the following instructions and following schedule.

8:20-8:30 am Arrival of elementary students into the courtyard, without their parents. Kindergarten parents accompany their child and leave the school as soon as the child has been handed over to the teacher.

8:30 am Closing of the gate. Children enter their respective classrooms.

12:00-12:15 pm Departure of students accompanied by their parents and students authorized to leave alone.

1:50– 2:00 pm Arrival of elementary students into the courtyard, without their parents. Kindergarten parents accompany their child and leave the school as soon as the child has been handed over to the teacher.

2:00 pm Closing of the gate. Children enter their respective classrooms.

4:30-4:45 pm Departure of students accompanied by their parents and students authorized to leave alone.

SCHOOL ATTENDANCE

In accordance with the Code of EDUCATION: from the age of 3, a child is required to be enrolled in kindergarten.

Any absence must be reported before 9:00 am. It must also be justified by a note into the student's correspondence book on his return to school.

Medical appointments must be made outside school hours.

If the absence lasts more than three days, parents must provide a medical certificate.

Repeated unjustified absences will systematically result in an interview with the family.

They are reported to the Inspector of National Education.

It is imperative that the school calendar be strictly adhered to.

LATE ARRIVALS

Punctuality is a must for all students from kindergarten to CM2 (fifth grade). Any lateness is noted in the correspondence book.

In case of repeated lateness, the parents will be summoned to a meeting.

PERMISSION TO LEAVE

A written authorization from the parents is required for any child to leave the school alone at lunchtime and/or in the evening.

Any request for permission to leave during the day must be notified to the teacher. It should remain the exception.

BEHAVIOR: BEING A STUDENT AND A FUTURE CITIZEN

Correct language and a polite and respectful attitude are the necessary basis for any relationship.

No parent is authorized to intervene with a child other than his or her own to settle a conflict.

- Proper, decent and appropriate dress is required.
- Any clothing that the child is likely to take off must be marked with his or her name.
- When the bell rings, students will line up in silence.
- Dangerous or violent behavior is not permitted. In the event of non-compliance with this prohibition, the parents will be informed and the student will be sanctioned.
- Students must respect the equipment and the premises.
- The wearing of the school outfit/smock (“blouse”) is mandatory during school hours. It must be closed and kept in good condition.
- Each student must have his or her school equipment, in good condition and checked regularly by the parents.
- In the event of damage, repairs are the responsibility of the families. Particular care must be taken with books and notebooks, at school and at home.
- A real involvement in school work, both in class and at home, is expected. The support of parents is necessary.
- The school restaurant (“cantine”), daycare (“garderie”) and supervised study (“étude”) are services offered outside of school hours. Any student whose attitude is inappropriate for the proper functioning of these services may be sanctioned or even excluded.
- The catering staff is authorized to enforce the rules of the school restaurant in agreement with the school principal. The same applies to the supervised study and daycare.
- Dangerous objects, jewelry, expensive or fragile games and toys, telephones, money as well as chewing gum, candy and lollipops are strictly forbidden in the school.
- All garbage must be put in a trashcan. Learning to respect the common areas is everyone's business. Adults are encouraged to lead by example.
- All connected objects or objects that can record audio and/or video are strictly forbidden.

SANCTIONS AND DISCIPLINARY PROCEDURES

Any breach of the school rules laid down in the internal regulations will be reported to the parents who may be summoned by the school. A sanction may be given by the class teacher or the school principal in case of insufficient work or reprehensible behavior.

Sanctions can range from a simple warning to permanent exclusion.

1/ Warning

After 3 warnings or in case of a serious breach of the school rules or of inappropriate behavior, the school principal may convene a meeting of the Council of Teachers in disciplinary formation.

The composition of this Council is completed by a representative of the parents. No person from outside the school is authorized to attend the Council.

The parents of the student in question are summoned by letter delivered in person or notified through the correspondence book at least 3 days before the date of the Council meeting.

After the members of the Council have voiced their opinion, the school principal decides on the appropriate sanction which may be:

2/ Temporary exclusion

3/ Permanent exclusion

The following are considered as serious acts that can lead to permanent exclusion: acts of violence or physical or verbal aggression, carrying a weapon, insulting a member of the educational team, theft, racketeering, damage to equipment or premises.

This list is not exhaustive. The school principal may sanction any act that he/she deems prejudicial to the good working of the school.

The parents will be notified of the sanction via a letter stating the grounds of the decision, delivered by hand or by registered mail with return receipt.

PHYSICAL EDUCATION AND SPORTS

Students are required to participate in sports and physical education activities unless specifically advised otherwise by a physician.

FIELD TRIPS

From kindergarten to CM2 (5th grade), teachers can organize day trips or discovery classes. These activities are always part of a pedagogical approach. For this reason, the participation of each child is essential. Families are informed and parental authorization is requested. **If a student does not participate in an outing, his or her presence at school remains mandatory.** The choice of chaperones is the sole responsibility of the teachers.

HYGIENE, HEALTH AND SAFETY

Only **potty-trained children** can start school.

A **certificate of vaccination** must be presented by the family concerning diphtheria, tetanus and poliomyelitis.

It is forbidden to smoke in the school (including in the courtyard) and to bring a pet (even if it is on a leash).

ILLNESS AND ACCIDENTS

When a child is found to be ill at school, parents are called to pick him/her up. It is advisable to provide a

contact/resource person (grandparents, neighbors, friends...) who can, if necessary, come and pick up the child if the parents can't.

Children must be fully recovered by the time they return to school.

We are not allowed to administer any medication at school and children should not bring any medication to school.

For certain children with "long-term health problems", an Individualized Welcome Project (Projet d'Accueil Individualisé or P.A.I.) may be set up. This should be discussed with the school principal.

SNACKS

Only students who remain in school past 4:30 pm may have a snack during after-school hours daycare ("garderie").

Birthday snacks are allowed with the authorization of the teacher, who should be warned in advance (just a cake, no candy or lollipops)

SCHOOL/FAMILIES INTERACTIONS

At the beginning of the school year, each teacher invites all the parents in his or her class to a group meeting. It is essential that parents attend.

The digital school report "LIVREVAL" can be viewed online using the access codes given to parents at the beginning of the year. Parents must read and sign it online. **These codes are to be kept preciously throughout all school years.**

The correspondence book provides a link between school and families. Information about school life is noted in it, as well as information concerning the child's behavior. It must be checked daily. The signature of each communication is mandatory. It must remain, for the elementary classes, in the child's school bag.

The tracking sheet (Mon comportement/My behavior) must be signed every week.

The school principal is available to families, preferably by appointment, Thursday and Friday.

SCHOOL RESTAURANT

Children can eat lunch at the school restaurant on Mondays, Tuesdays, Thursdays and Fridays, regularly or occasionally.

In the school canteen, indiscipline, rudeness, damage to equipment, wastage and incivility may result in sanctions that may go as far as temporary and/or permanent exclusion from the canteen.

For all students with food allergies, an Individualized Welcome Protocol (Protocole d'Accueil Individualisé or P.A.I.) must be signed by the school, the parents and the catering company.

The children will bring their meals in an insulated bag provided for this purpose and according to the protocol that will be given to the parents.

IMPORTANT

-> **The canteen, supervised study and daycare are services provided to families and not an obligation** on the part of the school. A temporary or permanent exclusion may be imposed for a serious breach of discipline or safety rules. It is decided by the school principal and is notified to the family by mail.

In case of conflict of interpretation, the original French version will prevail.

Signature(s)

SUPERVISED STUDY AND DAYCARE

The purpose of supervised study is to facilitate the completion of personal school work required by the teacher.

Supervised study does not guarantee that the children's schoolwork will be completed perfectly and completely; this mission remains the responsibility of the parents.

At the end of the school day at 4:30 p.m., the children are picked up by a member of the educational team. They have a snack together and enjoy a supervised recreational break.

Papers and garbage must be placed in a trashcan at the end of the snack.

When the 4:45 pm bell rings, the children line up. They should go to the bathroom and wash their hands beforehand.

They will then go to the study hall quietly, accompanied by the adult in charge of the supervised study.

Parents should note that there can be no early departure from the supervised study before 5:45 pm.

Parents are asked to be very punctual when picking up their children at the end of supervised study (5:45 p.m.) or daycare (6:30 p.m.). In the case of repeated lateness, additional fees may be charged or the child may be excluded from the daycare service.

Students will:

- 1/ Respect the silence and the work of others. Students must work in silence.
- 2/ Behave appropriately: be as quiet as possible and as discreet as possible.
- 3/ Take care of the premises and equipment: it is strictly forbidden to rummage through the desks or to borrow a classmate's equipment without his or her permission.
- 4/ Make sure that nothing is left under the desks at the end of the study period.

For any serious breach of the rules of supervised study, the parents will be informed immediately by the adult in charge. Repeated breaches of the rules may lead to the exclusion of the student from the supervised study, either temporarily or permanently, by decision of the school principal

SUPERVISED STUDY CHARTER

This charter defines in a few words the rights and duties of everyone in order to make the supervised study time more pleasant for everyone and to make it an efficient and relaxing moment.

I have the right to:

Work in silence

Ask for help from an adult who is supervising the study

Lend my material to a classmate

I have the duty to:

Work in silence

Behave properly: be as quiet as possible and as discreet as possible

Respect my classmates' material

Pick up papers and put them in the trashcan when leaving the study hall

Student's signature

CHARTER OF GOOD BEHAVIOR AT THE SCHOOL RESTAURANT

The meal in the school restaurant is an important moment of the day and we would like it to take place in the best conditions possible, in a pleasant and calm environment.

What I should do:

- * Go to the bathroom before the meal
- * Wash my hands before eating
- * Enter the school restaurant calmly, without pushing and shoving
- * Be polite to other students and to the catering staff
- * Speak calmly and quietly during the meal
- * Eat cleanly
- * Keep quiet and do not get up without permission
- * Sit properly in my chair
- * Leave the school restaurant calmly

What I shouldn't do:

- * Move around during the meal
- * Go to the bathroom during the meal without permission
- * Play with the food
- * Play with the cutlery
- * Break the equipment
- * Throw my napkin around
- * Speak rudely or use bad words
- * Yell or talk loudly
- * Fight or hurt a classmate
- * Play with water

If I do not follow these rules, I know that the staff may report my behavior to my parents and I may be subject to sanctions as outlined in the school rules.

Student's signature

COMPLEMENTARY EDUCATIONAL ACTIVITIES (A.P.C.)

In the framework of the official instructions of the National Education Department, complementary educational activities are additional teaching time offered to students to prevent academic difficulties. They take the form of learning assistance, personal work assistance or the implementation of an activity provided for in the school project to promote academic success.

Complementary educational activities are free of charge.

PARENTAL AUTHORIZATION FOR A.P.C.

I, the undersigned (last name) (first name)
Guardian of the child (last name) (first name)

Agree to my child's participation in the complementary educational activities (A.P.C.) organized by the teachers during the 2021-2022 school year.

Do not agree to my child's participation in the complementary educational activities (A.P.C.) organized by the teachers during the 2021-2022 school year.

Signature(s)

SUPPORT AND HELP BY THE SPECIALISED TEACHER WITH A PEDAGOGICAL FOCUS

The school provides an **adjustment and integration structure (Regroupement d'Adaptation or R.A.)**. This structure offers **temporary and custom assistance** to students who are experiencing difficulties. The objective is to prevent and remedy academic difficulties that resist the help provided in class and during the A.P.C. This help can take place at any time during the school year, to **support and complement** the teachers' efforts.

After a personalized assessment, the specialized teacher of this class offers the student tailored tools which will be able to help him or her in his or her learning, under privileged conditions (group of 2 to 5 children). The decision to resort to R.A. is made by the educational team.

Parental authorization (valid for the entire school year)

I, the undersigned (last name) (first name), guardian of the child (last name) (first name), authorize my child enrolled in (grade/class) to benefit from R.A support.

YES NO (circle the appropriate answer)

Signature(s)

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