

School rules for the elementary education.

School year 2019-2020

The inscription of a pupil at the Lycée Français International of Antwerp implies the acceptance of the school rules, drafted according to the principles and values of the Education Nationale Française.

These rules set a contract among all members of the educational community: everyone has to acknowledge these rules and respect them.

School life is a collective life. **All pupils of a same academic level are equal in rights and duties**, which implies the existence and respect of certain conventions in order for this social life to be harmonious for everyone and suitable for the self-development of everyone.

The purpose of the school rules is to clarify the functioning and conduct rules that convey the values of the school (tolerance, secularism, mutual respect) as well as the consequences in case of transgression.

Regular attendance and compulsory school

Elementary school. Regular attendance. The steady attendance at the elementary school is **mandatory**. Absences are recorded per half-day. The Principal along with his colleagues, on one hand, and with the families, on the other hand, inform each other about absences. Absences need to be justified in writing.

School hours. For elementary classes, pupils receive 26 hours of education weekly.

The school opens at 7:45 a.m.

Lessons start at 8:30 a.m. and end at 3:30 p.m. Any late pupil will have to wait for the break to be able and join the class. For the good working of the school, we ask you to bring your child on time to school.

-- Parents need to come and pick up their child at 3:30 p.m.

-- A supervised study period is offered, upon registration, from 3:45p.m. to 4:45 p.m.

The nursery is free of charge until 5:00 p.m.

The nursery is charged from 5 p.m. to 6 p.m. 2,50€ per quarter per child and 1,25€ from the second child of the same family on. It has to be paid at the end of the month.

The person in charge writes down the time of departure.

-- All pupils need to have left the school building at 6 p.m. at the latest, at 11:30 a.m. on Wednesdays.

There is no nursery on Wednesdays.

School uniform

It is mandatory for all pupils of the elementary school to wear the uniform. Pupils who are not wearing the uniform will not be accepted in the classroom, nor will they be allowed to take part in an excursion or any school activities.

All clothes need to bear the child's name.

We urge the parents to help their child with respecting the rules of the school.

Extracurricular activities.

The pupils who are enrolled in an extracurricular activity are under the supervision of the person in charge of the activity during the whole length of the activity.

The person in charge of the activity makes sure that every child leaves with their parents or legal representative. He will hand a child over to the nursery following an explicit demand of the parents. The parents need to respect the hours given by the person in charge of the activity. If parents or the legal representative are late, the school insurance won't work in case of an accident.

In order to help the beginners with their second language (English or Dutch), they benefit from a strengthening class during school time and **must** be part of the extracurricular activity for their second language until the teacher considers that the pupils has acquired a sufficient level in understanding and expression.

School life

1. General principles: mutual respect.

Pupils and their families must abstain from any behaviour, gesture or word that would undermine the function of any school staff member and should abstain from being disrespectful towards school friends and their families. Similarly, teachers must abstain from any behaviour, gesture or word that would convey indifference or contempt towards pupils and their families, or that could hurt children's feelings.

2. Punishments.

School plays a central part in the socialisation of children: everything must be implemented in order for children to be able and develop properly. A child who, momentarily, is difficult to handle, may be isolated for the needed laps of time for him to behave again in a way that suits collective life. He will never be left alone and without supervision, and a written communication will quickly be given to the family by the teacher.

For extreme cases, a temporary withdrawal of the pupil can be considered. In that case, steady and constructive contacts between the parents and the educational staff must occur, so that the child can quickly be reintegrated.

The teacher needs to obtain from each pupil a work aiming towards progress in the learning process. If the produced work is insufficient or if the pupil does not attend school regularly, the teacher or the education team will take proper measures.

Disrespect of the school rules, and especially any physical or moral harm to another pupil or a staff member, can be punished and the parents will be informed by the Principal.

No message or object can be passed on by the parents to the teaching staff during school hours. The parents will have to address the administration for exceptional circumstances.

Use of the school premises.

Entering the school buildings is strictly forbidden to people who are not part of the staff, outside of the hours of entrance and exit. This doesn't apply to people who have a written authorisation from the Principal or to people having an appointment with a staff member.

Private classes within the school and during school time, charged or free of charge, are only allowed after having been approved by the Principal. No private class can be given by the child's teacher.

Hygiene and safety.

1. Hygiene.

The school's premises are cleaned daily. The toilets are cleaned three times a day. Children are encouraged by their teachers to the practice of hygiene. It is forbidden to throw wipes in the toilets to avoid and block the pipes.

2. Safety.

Safety exercises take place according to the regulations in force.

3. Prohibited objects.

Bringing to school dangerous objects (knives, sharp end scissors, liquid glue, paper knife, tennis balls, leather balls, bangers, solvent ...) or objects likely to create problems between children because of their worth, is forbidden.

The use of a mobile phone is forbidden in the school premises. In case of violation, the phone shall be seized and given back to the parent in charge.

4. Food hygiene.

For food hygiene purposes, families are encouraged to give peeled fruits as a priority for the morning snack. They can also give a homemade biscuit or a cereal bar for the afternoon snack. Sweets, lollipops and other candies are not allowed.

Lunch boxes must be given preferably in the morning. In case of impossibility, parents can bring lunch boxes before 11:00 a.m. and put them in the provided basket of the hall. In no case can parents enter the classroom.

Hot meals must be brought in a large, good quality isolated can.

The child's name must be written clearly on the lunch box or hot meal can, the water bottle and the snack box. **For the protection of the environment, we recommend you to favour lunch and snack boxes as well as water flasks to individual disposable wrappings.**

5. Medicine.

Pupils are not allowed to bring pharmaceuticals to school. If a child needs to take medicine during the school hours, a difference must be made between:

- Short term period treatment: the medicine will be given at home, if possible. If it is not possible, a doctor's prescription is required.
- Long term period treatment: the family must make an appointment with the Principal in order to determine what must be done.

6. Users of two-wheeled vehicles (motorized or not) must get off their vehicles and walk to and from the parking lot.

Supervision.

Terms and conditions of the supervision.

***Breaks.**

There are two breaks of 15 minutes each. Pupils are not allowed to remain in the class rooms or the corridors during breaks.

***Lunch time.**

Pupils have a 30 minutes lunch time and 45 minutes break in the playground.

Participation of non-staff persons.

1. The teacher's role.

The teacher, through his presence and his action, permanently bears the educational responsibility of the organisation and the implementation of the school activities. Within the framework of activities taking place outside of the classroom, the teacher always knows where the pupils are. The presence and participation of external contributors must be authorized by the Principal. They always act under the authority and responsibility of the teachers.

2. Parents.

When necessary and in order to watch over pupils during an outdoor activity during school time, the Principal can accept or request the presence of self-willed parents. The Principal may also, on the proposal of the educational staff or at the request of one teacher, authorize some parents to bring educational help to the teacher.

The Principal can request the help of self-willed parents for certain activities: school celebrations, general interest events, either during school hours or outside these hours.

3. Other participants.

The intervention of people bringing some educational help within the scope of compulsory educational activities is subject to the authorisation of the Principal. This authorisation cannot exceed the current school year.

Communication between the school and the families.

1. Information meetings.

The principal gathers the new pupils' parents at the beginning of each school year for a general information meeting.

Teachers gather parents before the end of September in order to provide them with more precise information on the aspects of their class.

The Principal can gather all parents of the school, of an education or of a class if he thinks it is necessary.

The child's legal guardian can, at any moment, ask for an appointment with the child's teacher or the Principal.

All members of the school community receive an access code to the ENT (virtual learning environment). This secured tool allows everyone to communicate with the school's staff members and to receive messages through the messaging service, have a look over the classes' homework, access useful documents as well as their child's work and visit the classes' blog.

2. Secretariat.

- The secretariat is open from 8:00 a.m. to 5:00 p.m., except Wednesday afternoon.
- The “intendance” is open for payments and demands regarding the bills:
Mondays, Tuesdays and Thursdays from 8:15 a.m. to 4:00 p.m.,
Fridays from 8:15 a.m. to 12:00 p.m.

3. Family-teacher consultations.

Families can communicate with their child’s teacher through the homework note-book or the ENT. No message or commentary should appear on the exercise books or on the tests of the pupils.

4. Assessments and marks.

The school year is divided into three periods:

- From the start of the school to the Christmas holidays
- From the beginning of January to the Spring holidays, for the pupils of PS and TPS
- From the Spring holidays to the Summer holidays.

At the end of each period, the report is given to the parents. This report needs to be signed by the parents and handed back to the teacher on the first day after the holidays.

5. Communication of the pupils’ work to the families.

Work done in the class will be transmitted to the parents at least once within a fortnight. The homework note-book has to be signed each week by the parents.

6. Governing boards.

A governing board gathering the Administration, preschool teachers and primary school teachers, together with a representative parent from each class takes place each quarter in order to discuss the educational running of the school.