

School Rules

EIFA Senior School

(Year 7 to Year 11)

Date: September 2016

It is important that all students enrolled at Ecole Internationale Franco-Anglaise (EIFA) Senior School, as well as their families, adhere to this contract and demonstrate their full commitment to it. Students, as well as all the members of the educational community have a duty to be aware of and follow the rules listed in this document governing community life.

Introduction

EIFA Senior School offers a bilingual education from Year 7 to Year 11. The Curriculum is based on the French National Curriculum.

EIFA Senior School is a workplace where all students must learn to become adults and citizens who respect educational values and principles:

- Secularism (*laïcité*), political, ideological and religious neutrality,
- Tolerance and respect for others and their beliefs without distinguishing between different origins,
- Promote equal opportunities for all, especially between boys and girls
- Mutual respect and trust,
- Condemnation of all forms of violence (psychological, verbal, physical or moral)
- Work, attendance and punctuality,
- Respect for property and premises.

Students' rights

Students, like all members of the educational community, have specific rights that are listed in the *Loi d'Orientation pour l'Éducation* of 10 July 1989 and supplemented by a series of regulations.

Education-related rights

Article 1 Right to Education

The right to education is guaranteed to every student to allow him/her to develop his/her personality, to raise his/her level of education, and to integrate into social and professional life in order to exercise full citizenship.

Article 2 Right to Study

Every student has the right to study in a calm atmosphere that is beneficial to the learning process.

Article 3 Right to information

The student is informed about his/her grades, support tools, jobs, orientation, but also about the School's life.

Article 4 Right to access to the Documentation and Information Centre (CDI)

Every student has the right to use the CDI as a workspace where a teacher will help and guide his/her documentary research. The French and English documentation will enable him/her to build his/her personal orientation project.

Rights related to citizenship practice

Article 5 Right to representation

Students are represented by elected representatives who are part of the educational team. The elected student representatives are entitled to training. Student representatives are involved in the decisions taken by the different bodies in which they participate.

Article 6 Right of Publication

Work written by students may circulate freely within the School following the Headteacher's approval. However, in any case where written work are judged to be insulting, discriminatory or defamatory, such as if they are seriously violating the rights of others, or disrupting public order or the normal functioning of the school, the Headteacher may suspend or prohibit the distribution of the publication in question within the School.

A written work must ensure everyone the right of reply.

Article 7 Right to written expression and to display information

The right of expression aims to contribute to informing students. Corkboards are available for students to use. Apart from these corkboards, no flyposting is authorised. The display cannot be anonymous and must be authorised by the Headteacher.

Advertising or commercial texts (with the object of making money), as well as those of political or religious nature, are prohibited.

Rights related to physical and moral integrity

Article 8 Right to physical and moral integrity

The School shall guarantee the physical and moral integrity of those within it and shall ensure non-discrimination, respect and secularism.

Behaviour likely to put pressure on other students or adults within the School, and representing proselytism or discrimination, is prohibited.

Health-related rights

Article 9 Right to health

The purpose of the Nurse's Office is to provide first aid to ill or injured students.

Any student can go to the Nurse's Office during break times, **accompanied by a classmate if wished**; if necessary, also during school hours, as authorised by the staff in charge.

In case of illness or accident, the student's family will be informed so that they can come to collect the student. Exceptionally, students may be allowed to go home alone, but only upon receipt of a written authorisation (e-mail) from the student's family. If the family cannot be reached, or in case of an emergency, the EIFA Management Team will take appropriate decisions regarding the student's transfer and/or treatment.

A student who has vomited or who has a fever must be picked up by their parents without fail and kept at home for a period of 48 hours after the episode.

If a medical treatment is on-going, the student must give his/her medication to Sophie Delrieu, along with the doctor's dated and signed prescription. Students are not permitted to keep medications on their person under any circumstances.

Any contagious disease should be brought to the attention of the EIFA Administration Team and the student will only be able to return to class after presenting a non-contagion certificate.

Article 10 Right to school enrolment for children and adolescents with non-debilitating special needs

The Medical Protocol Report (P.A.I.) is a process resulting from a joint discussion of the various stakeholders involved in the life of children or teenagers with special needs, in order to facilitate their integration but without replacing families' responsibilities. Each individual's role and the complementarity of actions are specified in a written document (P.A.I.) that, respecting everyone's skills and the child's or adolescent's therapeutic needs, organises the specific aspects of students' daily life within the community and sets conditions for intervention by stakeholders (meals, medical, paramedical or support procedures, frequency, duration, content, methods and expected improvements).

Any disease should be reported by means of a confidential medical report that parents are committed to communicate directly to the EIFA Administration Team. This process must be renewed every school year and in case of disease progression.

Students' responsibilities

The School is a place where we will demonstrate good manners alongside courteous and tolerant behaviour, being respectful of each other's personality and convictions. We will ensure that everyone respects the School's environment and facilities.

Respect is the key to community life.

Article 11 Attendance and timekeeping obligations

Attendance is the main rule all students must follow and consists of respecting both mandatory and optional teaching timetables. Attendance at all the classes scheduled in the timetable is mandatory.

Where the timetables need to be modified due to the school's activities (outings, exams, etc.), families will be informed in advance and students must comply with the changes. Timetable changes, in particular those due to a teacher's absence, for example, must be recorded in the correspondence notebook by the student.

The School's outdoor activities (PE, school outings, conferences, etc.) planned in the curriculum and organised during school hours are mandatory.

Article 12 Obligations relating to political neutrality and secularism

Like any member of the School community, students are subject to strict compliance with the two basic principles of political neutrality and secularism.

Article 13 Nonaggression obligation

Teachers and all adults working within the School shall refrain from any behaviour, gesture or words that would translate as indifference or disregard to a student or his/her family, or that could denigrate a student. Similarly, students and their families must refrain from any behaviour, gesture or words that would undermine the School's staff roles and must respect their schoolmates and their families.

Verbal abuse or abuse carried out via social media, damage to personal property, theft or attempted theft, physical violence, hazing, racketeering, or sexual violence in the School and its immediate surroundings are all behaviours that will incur disciplinary and/or legal sanctions.

Article 14 Obligations to come to School with the correct school supplies and to complete the homework set

EIFA Senior School being primarily a place of work and study, the first duty required from the students is to work and fully commit to their education.

Students must complete the work set by their teachers and agree to the knowledge assessment. Refusal to work at home and/or in the classroom, as well as not submitting their correspondence notebook, will be subject to disciplinary measure.

Article 15 Obligations of self-respect and respect for others

The student should have self-respect and respect for his/her classmates and all School staff. This should be reflected in the student's dress code and behaviour.

Students must ensure that their clothes are clean, appropriate, neat and that they satisfy the requirements of everyday life.

Students are not allowed to wear hats, caps or other headgear in the facility except for religious reasons.

Article 16 Obligations to respect the School environment and facilities

We all wish to work in clean and pleasant environment, which implies that everyone respects the facilities and equipment used in the School (the common good benefits each individual). Any damage will be sanctioned and refurbishment or replacement costs will be charged to the family of the student involved.

Premises and School property must be kept clean and tidy.

Article 17 Mobile phones and other electronic devices

The use of mobile phones, tablets, music players, personal computers or other personal audio-visual equipment is prohibited within the premises or on School outings. These devices must be turned off and put away.

If this rule is not respected, the device will be confiscated, turned off and returned to the parents, who will have to collect it from the School Counsellor's office. The School shall not be held responsible for any damage to, or loss or theft of, such devices.

Taking pictures or videos, and the use of any images taken are strictly illegal and therefore prohibited. Disciplinary action will be taken against offenders and may be subject to prosecution.

Article 18 Obligations to be in good health

It is strictly prohibited to smoke, to possess and/or to consume alcohol or any illegal substance within the facility and its immediate surroundings. The possession of any products or dangerous objects not relevant to academic life is prohibited and will be firmly punished.

The School reserves the right to conduct backpack and locker searches.

School General Organisation

Article 19 School timetables

MORNING	Period 1	8.30am – 9.25am
	Period 2	09.30am – 10.25am
	Break	10.25am – 10.40am
	Period 3	10.40am – 11.35am
	Period 4	11.40am – 12.35am
LUNCH	Lunch break	12.35am – 2.00pm
AFTERNOON	Period 5	2.00pm – 2.55pm
	Period 6	3.00pm – 3.55pm
	Period 7 or ASC	4.00pm – 4.55pm

Article 20 Arriving at and leaving School

Students are welcome to arrive between 8.00am and 8.25am.

They can, if necessary, leave gym bags and coats in their lockers and then go to the canteen where the Period 1 teacher will collect them at 8.25am.

During the break, students go to the canteen with a snack where they will remain under adult supervision. The Period 3 teacher will collect them at 10.40am.

During the lunch break, **students must remain at School**. They go to the canteen for lunch where they will remain under adult supervision. They are then accompanied to the park or may stay in the canteen, depending on the weather. The Period 5 teacher will collect them from the canteen at 1.55pm.

Moving through the corridors should take place in a calm and unhurried way. It is forbidden to loiter in the corridors during School hours – except to go to the toilets, to the Nurse's Office or the School Counsellor's office.

Students are not allowed to go into or remain in the classrooms during break times without adult supervision.

Students leave the facility after the last class, except for those enrolled in After School Clubs.

Exceptionally, and only with the School Counsellor's (CPE) approval, a student may be allowed to leave the School if written authorisation from the family is given (email or note in the correspondence notebook); or if an adult with responsibility for the student, bearing ID, collects the student from the School and signs the student out on the register.

Article 21 Security

Safety instructions, especially those related to the evacuation of the building, are displayed in the School and presented by the Headteacher at the start of the school year. Students are invited to read and comply with those instructions in full.

Article 22 Thefts

The EIFA Administration warns against the risk of theft or loss that may occur within the School. It is not advisable to bring large amounts of money or valuables goods to School.

The School declines any responsibility for non-compliance with these recommendations.

Teaching organisation

Article 23 The locker room

The locker room is available for students to leave their sports bags, coats and shoes. **Please note that each student must leave a pair of trainers marked with their name in their lockers, ready for daily outings to the park.** The locker room also allows students to change their shoes before and after PE lessons.

Access to the locker room during the day is strictly forbidden to students without adult supervision.

Article 24 Physical Education lessons

PE lessons form part of the curriculum and contribute to physical and mental development. PE lessons promote physical skills and contribute to the student's overall education.

➤ PE kit

A PE kit is required during PE lessons. All students must have trainers (that fit), as well as a t-shirt and jogging bottoms. The EIFA PE kit (with the School logo) is mandatory and must be purchased in full for PE lessons.

The kit can be purchased from School Trends:

file:///localhost/(http://www.schooltrendsonline.com:schools:LecoleInternationaleFrancoAnglaiseW1B1LS:).

No other PE kit/outfits will be allowed.

Students are not allowed to change in the toilets or in the classrooms before PE lessons. **They will therefore need to wear their PE kit on arrival at School, irrespective of whether the PE lesson is in the morning or in the afternoon.**

➤ Attendance

PE is part of the curriculum and lessons are therefore compulsory.

➤ Inability

A student may be unable to participate in PE lessons temporarily.

If a student is unable to participate to PE lessons, he/she must bring a doctor's certificate stating the nature of the incapacity. This certificate must indicate the total or partial nature (types of movement, effort or exercise capacity, exercise and

environmental situations, etc.) of the incapacity and the duration of its validity. The certificate can only apply for the current school year. Any anticipated recovery should be clearly stated by the doctor.

Article 25 Access to IT resources

Students can access the School's IT equipment. This access to ICT is subject to compliance with the School's "Technology: Acceptable Use Policy and Social Media" terms. This policy states that IT resource users are committed to compliance with legal obligations, especially those concerning:

- Computer fraud prevention,
- Software protection,
- Confidentiality of private information.

Failure to adhere to the "Technology: Acceptable Use Policy and Social Media" will be met with disciplinary measure.

Article 26 Communication and contact with families

During the school year, meetings are organised between parents and teachers. Apart from these meetings, individual meetings may be held at the request of families or the educational team.

To remain informed of their children's work, school performance and behaviour at the School, parents have at their disposal:

- The correspondence notebook
- The student's diary
- Termly school reports with comments

Families should check these communication tools regularly.

When an administrative document needs to be communicated to families through the teacher, the latter shall verify the signatures. Families can use the correspondence book or emails to communicate or make appointments with teachers and the EIFA team.

Article 27 Moving up to the next class

The Class Council takes decisions regarding students moving up to a grade

In case of disagreement, the family may appeal to the Headteacher

School attendance

Article 28 Absences, delays

➤ Absences

Absences should be exceptional and justified, **never for personal convenience.**

For any foreseeable absence, the family must inform the School in writing via the correspondence notebook or by e-mailing to the School Counsellor in advance at the following e-mail address: **sdelrieu@ecole-ifa.com**.

In case of unavoidable absence (due to illness, for example), the family must warn the School Counsellor as soon as possible via the following e-mail address: **sdelrieu@ecole-ifa.com**. In case of illness, a medical certificate will be required for absences longer than 48 hours.

Exceptional authorised absences can be given if requested in writing to the Headteacher. However, any student absences due to having gone on holiday outside the School holiday periods defined by the School calendar will be considered as unauthorised absences.

Parents leaving London for several days must inform the School and indicate the name and contact details of the person responsible for the student in their absence.

➤ Absence justification

After returning from an absence, **and before returning to class**, the student must present to the School Counsellor an absence justification written by his/her parents/carers in his/her correspondence notebook.

This document **that students should carry with them at all times** must be presented to the teacher when returning to class.

The student who does not follow this procedure risks not being admitted to class.

Unauthorised absences, repeated and/or voluntary absenteeism will be subject to disciplinary measures.

➤ Non-attendance at an exam

Any absence from a written or oral exam scheduled in advance must be justified and communicated directly to the teacher organising the exam.

The teacher will decide if the exam can be re-taken.

➤ **Being late to class**

Tardys affect the student's education and disrupt classes. Any student arriving late must present his/her correspondence notebook to the School Counsellor's office to register hi/her arrival time. **If he/she is more than 20 minutes late, the student will remain in the School Counsellor's office and wait for the next class to begin.**

Tardys are tallied and repeated tardys will be subject to disciplinary measures.

Users of the School bus service are exempt from this rule for the duration of the First Period.

➤ **Loss of correspondence book**

If the correspondence notebook is lost, the family of the student will be informed by e-mail and the cost of its replacement will be charged to the family.

Article 29 Citizenship

Learning manners and having a responsible behaviour are major challenges for the education system. They are part of an educational process throughout the years at EIFA. Being civil provides students with a social compass and acts as a link between education, school life and social life. It is intended to promote positive attitudes towards the School and towards others.

Article 30 Discipline and sanctions

These measures will apply individually if the School rules set out within the present document are not complied with.

➤ **School discipline**

Decided by the School staff, they relate to minor breaches and take the following forms:

- Written comments in the correspondence notebook
- Additional work
- Oral or written apology from the student
- Detention with work to be done after school
- Detention to perform work of general interest
- One-off exclusion from a class (exceptional measure)

➤ **Disciplinary Sanctions**

Taken on the initiative of the Headteacher, they involve serious breaches of academic obligations. They are always notified in writing to the student's parents/carers in accordance with the School's "Terms and Conditions" and the "Behaviour Policy".

External services

Article 31 School canteen

A lunch is offered to EIFA Senior School students. It is mandatory for all.

Students are allowed to bring their own lunches only in the following cases:

- Food allergies
- Religious reasons

Students are asked to take care of the equipment, facilities, and to behave politely towards staff and other students.

Article 32 Extracurricular activities

Cultural and sporting activities are offered to students outside school hours. Students enrolled in these activities must comply with rules dictated by the supervising adult and in accordance with the rights and obligations of students defined above.

Validity

Article 33 Drafting and amendments of the rules

The School Rules is a living document and it is based on experience through best practice and implies periodic adjustments and revisions. The entire school community will be involved in this process.

Updating and amendments shall be carried out annually before 30 June each year.

Article 34 School Policies at EIFA

All students must read the EIFA policies available on the EIFA website.

Students enrolled at EIFA Senior School are required to adhere to these rules in full.

Article 35 French Version

The original version to these School Rules is written in French. Should there be any discrepancy between the French and English versions, then the French version will prevail.