

School Rules

Primary School 2020-2021

1 OPERATING PROCEDURES:

Timing : Pupils attend 26 h of classes per week.

Class timings are as follows In Thadeua - Nursery and Primary school :

- ✓ **Morning : Monday, Tuesday, Thursday and Friday :** 8 to 11.30 am and 8 to 12 am on Wednesdays (welcoming of pupils from 7.30 am)
- ✓ **Afternoon: Monday, Tuesday, Thursday and Friday :** 1.30 to 3.30 pm

Absence and delay

Any absence must be justified in writing by the student's parents or guardians.

In case of repeated absences, the family will be summoned by the Director.

No delays will be allowed.

Additional teaching activities for pupils in primary school (APC) take place for half an hour on Tuesdays and Thursdays during the lunch break from 1 to 1.30 pm. These activities are recommended by teachers to selected pupils for a defined period and are subject to parents' approval.

Welcoming : Pupils are welcomed under the supervision of the school's employees, in the entrance hall of Thadeua : in the morning from 7.30 am and in the afternoon, pupils are welcomed by teachers from 1.30 pm. Pupils are welcomed on the **school premises** (sports ground for pupils from the 1st grade (CP) to the 5th grade (CM2); classrooms for nursery school pupils) from 8 am to 1.30 pm. Pupils are then under teacher's supervision.

Recess is scheduled every morning from 9.50 to 10.10 am for the primary school pupils and for pupils of the first and second years of nursery school classes (PS/MS), and from 10 to 10.20 am for pupils of the last year of nursery school classes (GS).

Lunch break :

- ✓ **Two options for the pupils: either they are registered for the school cafeteria or go for lunch outside the school premises.**
- ✓ **As soon as they are registered to the school cafeteria services, pupils must not leave the school from 11.30 am to 1.30 pm.**
- ✓ **Primary school's pupils who go for lunch outside of the school premises must be picked up at 11.30 am by their parents or by a designated adult. They will not be allowed to leave the school premises alone.**

Child-care centre for the Nursery school : The center is under the supervision of school employees everyday from 3.30 to 4.20 pm at Thadeua. It is included in school fees. An attendance record will be kept.

Extracurricular : Extracurricular activities are managed separately. The school is only responsible for pupils attending activities as per the established schedule. We kindly ask the parents to be on time to pick up their children at the end of the activity, from the person in charge.

- **School year calendar** : The school year runs over 36 weeks. The school holidays calendar, discussed by the school council members and approved by the school board, take into account, as much as possible, the pupils' rhythms. It is submitted and approved by AEFE.
- **Enrolments** : Children that have turned 3 years old by the 31st of December of the current calendar year are registered in the first year of Nursery school. Younger and socially mature enough children may be enrolled subject to availability, keeping in mind that they would normally repeat the same grade the following year. Enrolled in the primary school are children 6 years of age by the 31st of December of the current calendar year.

Documents to be provided along with the enrolment form : Family record book, document showing that the child has received the mandatory vaccinations, you may also share the certificate proving the child's removal from the previous school and his school file if the child has already been to school.

- **Removals** : Family must inform the school in case of departure of the child ; the school will then hand over a certificate of the school's removal to parents, required for the child's enrolment in a new school, as well as the child's school file, providing that school fees have been settled and school supplies and material provided by the school have been returned.
- If needed, families of French nationality can apply for a **grant** by completing a file available from the consulate. The committee for consideration of the applications meets twice a year.

2. **PARENT-TEACHER RELATIONSHIPS:**

- At the beginning of the year, **meetings** are organized for each class, during which teachers introduce objectives and projects for the year. Parents can ask questions about the life at school and in the class. Other meetings can be scheduled during the year.
- Each student owns a **parent-teacher contact book** which gathers all information and documents related to the school and classroom. It must be checked and signed regularly. It must always be in the pupil's school bag. Requests for meeting with the teacher or requests to authorize the child's absence from the class can be written in it.
- In the primary school, results from assessments appear in **an assessment report** which is handed over to each parent and requires their signature to certify that it has been received. The **assessment notebook** may be enclosed and must be signed by the parents and returned to the school.
- For pupils in the nursery school, the « follow-up notebook » is given to parents at least twice during the school year.
- Teachers, director and headmaster remain at the parents' disposal for any clarifications which might be required outside of teaching hours, providing that a **request for an appointment** has been made several days in advance, except in the case of an emergency.
- Reports from the school council, school board and management committee, are displayed on boards at the school entrance and/or made available, once approved, on the school website.
- Parents are involved in the school life thanks to their **representatives** in the management committee, school council and school board.
- The **primary school project**, which is part of the global school project, gathers actions and projects across all levels in order to develop a consistent educational policy over three or four years. It is presented, discussed and voted by the school council and school board.

3. **PRINCIPLES OF RESPECT FOR THE RIGHTS TO EDUCATION, HYGIENE, HEALTH AND SECURITY.**

- **Education and schooling:**

The school endeavours to maintain a qualitative education. Most of the teachers are certified by the National Education and programs and objectives provided by the National Education are adhered to.

Absent teachers are replaced according to the availability of hired substitute teachers. If required, pupils are allocated to other classes.

Each, parent, teacher and pupil, must respect timing and be punctual. Requests for pupils to be absent must be justified ; it must be written and addressed to the class teacher.

Each child benefits from school stationery and required material provided by the school.

For security reasons, we kindly request pupils not to carry money or valuable belongings (jewelry, cameras...) at school.

- **Health, hygiene and cleanliness:**

The school premises are maintained in a suitable state of cleanliness. Drinking water is available for children who are required to **bring a flask to school for hygiene reasons since the school does not provide beakers or cups.**

Pupils must arrive at school in an appropriate state of health and cleanliness.

Pupils are allowed to bring a **snack** for the morning recess :

- In the nursery school, these snacks are organised with the class teachers and each parent is requested, in turns, to bring a snack. **Only fruits or yogurts are allowed for these shared snacks.**
- In the primary school: **only fruits are accepted for snacks.**
- Reminder : Chewing-gums, candies, sweets, chips, dehydrated pastas, sodas or other sweet drinks are forbidden within the school premises. However, birthday cakes will be accepted, as well as occasional celebration snacks.
- It is forbidden to bring drinks or food inside the library.

In case of health issues within the family, the school must be informed the same day, by **phone 021 260 926** or mail secreteriat.primaire@lfiv.org. When the pupil returns to school, parents must have written and signed a note in the parent-teacher contact book or on a piece of paper.

The school has a nurse's office, which is a listening and welcoming place opened every day during school hours. Initial treatments are provided by the school nurse who has the required material, or in case of his absence by a qualified member of staff who holds a first aid certificate.

In the event of accidents or illness requiring a medical consultation, parents will be contacted and guided if needed. In case of a life threatening emergency, or if parents cannot be reached, the school will call « Vientiane Rescue ».

In the case of known health afflictions or allergy, requiring the administration of medicines at the school over the course of a long term period, a « PAI » (individualized welcoming projects) will be implemented.

For the occasional administration of medicines, parents are requested to complete an authorisation form and to leave medicines in the nurse's office. For safety reasons, the pupil is not allowed to keep medicines.

According to French regulations, screening visits are organized by the nurse for pupils in the last year of nursery school and 5th grade of the primary school.

- **Physical and mental health safety :**

- Violent behaviors, dangerous **games** and objects are not authorized within the school.
- Pupils must not act, behave or speak in any manner which could cause harm to an adult, be it in his duty or as a person, or to any of their classmates.
- No violence can be tolerated, in whichever form it may take (assaults, threats, bullying, extortion, ragging, harassment...).

The school established security and evacuation measures, « fire alarm » and «confinement » practices are conducted three times a year.

The school has obtained insurance covering all the activities planned by the school.

Parents of nursery school pupils drop and pick them up from the classroom at the established time. They must wait for their children in front of the classroom doors (and not the windows) and must remain discreet in order not to disturb the class. Parents of primary school pupils are not authorized to enter the classroom areas during classes : they drop and pick up their children in front of the entrance hall.

In case of unforeseen delay to pick up a child, the family will inform the school by phone which will take appropriate measures.

Children are under the full responsibility of teachers during the class time and the time of activities organized by the school, except in case of special exemption.

Parents of pupils **are not authorized to circulate freely within the school**. They must, along with any other guests, introduce themselves to the school caretaker in order to receive the required authorization to visit the school (**entry pass**).

The family is responsible for the child outside of the school time and extracurricular activities, especially during entries and exits. In order to limit hazards, parents **must pay a special care to road safety** during classes admissions and exits.

It is strongly advised to parents who are driving :

- not to disturb the traffic on Thadeua road ;
- to always keep zebra crossings free ;
- to pay strong attention to each movement happening between school children and road traffic.

It is reminded that the inside parking is reserved for school staff. **No pedestrians are allowed to cross it.**

- **Privacy and integration :**

Private information about families (including addresses and phone numbers) which could be accessible by the teaching staff due to their duty, remain confidential. However, during a pupil's school enrolment, parents may allow for their email address to be given to representative parents within the school's bodies.

Special care is given to new families and pupils to facilitate their integration within the school.

4. RESPECT FOR THE EDUCATIONAL COMMUNITY:

Adults and pupils must wear clothes in accordance with the community life and with the requirements induced by the learning process.

Pupils and families must abstain from any behaviors, acts or words which would harm the dignity of the teaching staff, be it in their duty or as an individual.

Likewise, pupils and their families commit to a mutual respect within the educational community.

The teaching staff must abstain from any violence, behaviors or words which could translate into indifference or disdain towards pupils or their families.

In compliance with the article L141-5-1 from the Education Code, the wearing of symbols or clothing by which students conspicuously indicate their religious belief is prohibited.

Mobile phones and other electronic devices : Phones are permitted if they are powered off during all the school day (including recess time and lunch break). Occasionally, some devices can be taken to school such as tablets and laptops, within the framework of an educational project and approved by the teacher. It can be used within this framework only. If a pupil does not follow the rules and powers on his device, he will be asked not to bring it to school for a certain defined period of time, which may persist until the end of the school year. This pupil will be able to call a supervisor or the secretary's office to contact his parents at the end of the classes if required.

- **Failure to respect the school rules:**

A distinction should be made between measures to be taken due to a lack of diligence or school work, which are under the educational responsibility of teachers, and measures to be taken due to a behavior harming the general school's life.

In case of failure to respect these life rules, disciplinary measures can be taken. These measures may not impede school work or be combined into an academic exercise. Educational, individual, explained and graduated measures according to the seriousness of the fault are preferred. These must try to include the acknowledgement of the fault.

In the nursery school, a temporary exclusion decision can be taken by the school Director after having met with the parents and with the approval of the Headmaster. In such a case, frequent contacts must be kept between the parents and the teaching team in order to allow the pupil to return to school as soon as possible.

In case of serious misconduct, the parents and the child are called together by the teacher along with the school Director or Headmaster in order to acknowledge the fault and its consequences, and to accept the potential repairs.

Document approved by the school board on the 25th of June, 2020

Seen and acknowledged,

Parents,

Pupil,