

## School Rules 2022-2023

### Preamble

*“Everyone is entitled to a social and international order in which the rights and freedoms of each and every one can be fully realized. Everyone has duties to the community in which alone the free and full development of his personality is possible” (Universal Declaration of Human Rights, 10 December 1948).*

The rules of the Jules Verne French School are based on the following fundamental principles:

- They apply to all students and adults in the school community (teachers, school staff, students and parents).
- Adults and students must have mutual respect. Moreover, adults have a duty to set an example.

### Nature of the school

The Jules Verne French School depends on the Agency for French Teaching Abroad (AEFE). It offers the French educational system abroad and complies with official program and guidelines of the French Ministry of National Education.

The Jules Verne French School is managed financially by the Association of Parents, represented by the Board (as defined by the statutes of the association). Funds necessary for its operation come from:

- Tuition fees paid by parents.
- Subsidies awarded by the French government.
- Other income (donations and bequests).

A convention between the AEFE and the parents Association regulates the functions of each part (convention renewed on August 16<sup>th</sup> 2021). It applies to all the classes from Pre-School and Elementary School (from PS to CM2).

## 1- Organization and functioning

### A - Admission and schooling

The School hosts in priority French children residing in Finland.

French speaking children of other nationalities, but also non-French-speaking children are welcome in the limit of seats available and after an interview with the family.

Students are divided according to their age and level in Pre-School and Elementary.

For children of Elementary School age but not coming from a French School, a skill test, in accordance with the Official Bulletin of the French Ministry of Education June 19<sup>th</sup> 2008 can be proposed by the teachers' team under the authority of the Head of School.

### B - Organization of school time

#### 1. S chool hours

Pre-School

From Monday to Thursday: 8:45 to 11:35 and 13:30 to 15:30

On Friday: 8:45 to 11:40 and 13:30 to 15:15

Elementary School

From Monday to Thursday: 8:45 to 12:00 and 13:30 to 15:30  
On Friday: 8:45 to 12:00 and 13:30 to 15:15

Pupils are welcome in the classes 10 minutes before class starts.

School hours **must be** respected.

At the end of the day, Elementary classes teachers' responsibility ends when the pupils go to the afternoon clubs or with their parents or a designated person. From 2<sup>nd</sup> grade, they can leave school on their own, if they are allowed to.

In pre-school and 1<sup>st</sup> grade, children are picked up by their parents or by a person named on a written documents and presented to the teacher, or go to the afternoon clubs.

## 2. School calendar

While taking into account local contingencies, the school provides a number of school days equal to that of a French school year. The teachers' council discussed in the School Council and then sent to the AEFÉ for approval prepares the holiday schedule.

## 3. Language teaching

Teaching of foreign languages is according to AEFÉ guidelines.

Finnish is taught from Pre-school to CM2 (5<sup>th</sup> grade).

English language is taught from 1st grade (CP) in accordance with French programs Reinforced teaching in English is offered from CE1.

As a result, Elementary school pupils have 26 hours of teaching per week.

In case of special needs in French language, the teachers make a special program for pupils in need.

## 4. Complementary pedagogical activities

Educational code, article D.521-13 enables more pedagogical activities for small groups of pupils:

- To help pupils with learning disabilities or problems;
- To help with personal work
- For an activity according to the School Project.

The organization of these activities, agreed by the National Inspector of Education upon the teachers' proposal is written in the School project. Parents are informed of the schedule.

The list of pupils for whom these activities are organized is made after consent of the parents or tutor.

## 5. Extra-school activities

A day care center is organized in the morning from 8:00 until 8:35 and after school until 17:00. Cost will be invoiced to the families.

Clubs are also organized from 15:30 to 16:45 or 16:30 (on Fridays).

## **C- Attendance**

### General rules

Pupils' obligations includes regular attendance. Parents or tutors are strongly implicated in the respect of this obligation.

The Headmaster/mistress controls the respect of the attendance.

Each classroom teacher is in charge of reporting each absences on a register.

Enrolment in Pre-school levels implies a regular attendance of the child to prepare him to become a pupil.

### Attendance and punctuality

Each student must attend all classes and activities organized by the school, as part of their education, with the equipment and maintenance required (sportswear,).

**To facilitate the work of all, each one must respect the schedule.**

Sport is a mandatory activity; however, students in possession of a written request from their parents (as an exception) or a medical certificate may be exempted temporarily.

School trips can be arranged by the teacher providing, that the head of School has approved them and the parents have been informed. If these trips are outside school hours, parental permission is required.

### Absences and tardiness

In case of absence or tardiness, parents should contact the school secretary as soon as possible.

It is important that the pupils be present when school is in session.

If the student has to be absent outside of school holiday or during class time, permission must be sought from the Headmaster. Parents are solely liable for the consequences entailed by missed education if going on vacation outside official holiday periods.

Teachers are not required to prepare compensating schoolwork.

Parents will receive an official announcement for repeated or unjustified absences or tardiness.

Parents are required to notify the school in writing when a student is suffering from a contagious disease. Any parent, discovering in the morning that his/her child is sick is required to keep him/her home to avoid any complications and contagions, but also because the school is unsuitable to receive ill children.

### Health and Safety

At the beginning of the School year, the information form permitting urgent intervention is signed by the parents. This means that in case of illness or accident in the grounds of the school, the principal or the teacher responsible for the class, tries to reach parents immediately. If he/she would not succeed quickly, he/she will have to take any emergency decision, especially to call a doctor or hospital.

No person is authorized to give medication to a child with the exception of students taken care of in the framework of an Individual Assistance Plan (IAP).

For any food allergy requiring a special diet, a medical certificate will have to be provided by the family in order to inform the school kitchen.

In addition, no comfort pills (xylitol gums for example) cannot be administered at school. It is left to each parent to organize themselves at home.

From CP (1<sup>st</sup> grade), pupils can bring a snack (fruit or vegetable), that they are allowed to eat during recess.

Any candies (sweets and chewing gum) are prohibited in school.

The use of bicycles or scooters is forbidden in the schoolyard. They must be parked in the allocated spaces.

Between 15:45 pm (15:30 on Fridays) and 17:00 pm, the use of the schoolyard in front of the small building is reserved for the garderie pupils.

## **D- Use of School facilities**

School is submitted to Finnish laws, i.e. that it is forbidden to smoke inside or on the school grounds.

### 1. School lunch

School lunch is not mandatory. The meal is a time of relaxation and restoration and each child must behave properly and respectfully vis-à-vis to peers and staff that supports them. Each child must also ensure compliance with the material at his disposal. Dangerous behaviors and games cannot be accepted.

### 2. Recess and collective moments

The school welcomes children of various ages. Consequently, during recess, violent games likely to cause injury are prohibited. Teachers and educational personnel have the right to ban games that seem dangerous, for reasons of individual and collective security.

During recess, students are not allowed to stay in the classroom.

Aggression and all forms of verbal abuse, moral or physical is prohibited. It is therefore the duty of everyone to abstain from any violence in any form whatsoever and to condemn its use. Each student has the right and possibility to inform any adult in the school if they feel assaulted.

It is forbidden to bring hazardous or harmful objects (knives, drugs...) to school as it is not advisable to bring valuables. It is important to remind children that games should not lead to deviant behavior, racketeering, from older children towards younger ones.

School premises, equipment and furniture (books, tables,) must be respected and maintained in good condition. If they are damaged intentionally or by serious negligence, parents of students responsible would be asked for compensation for repair or replacement.

Mobile phones and connected watches must be turned off during time spent at School. Their use is not allowed on the school grounds.

The school is not liable for loss, theft or damages of object (s) belonging to students.

### 3. School library

School library is open from Monday to Friday under the responsibility of teachers.

The school library is a place open to all children enrolled in school. They can borrow books. All the material in the library can be borrowed. Each class has at least one library hour per week, fixed according to the schedule set by the teacher responsible for the class. During these times, students can borrow or give back their books or work under the supervision of their teacher.

Lost or damaged books will have to be paid or replaced (same title).

### 4. Fire or any major risks

According to regulations about fire or any major risks, the school is subject to the Finnish and French laws: evacuation drills are held at least twice a year.

A Special Plan for Security (PPMS) is reviewed each year.

## **E. Communication with the families**

Parents are member of the educational community and are permanent partners with the school.

They have a right to information, to express themselves, to participate in the School life. Dialogue with the teachers with respect for the skills and responsibility of each one is insured.

### The information to the parents

Enabling the parents to follow their child's education means that they are well informed of how the school works, of their child's progress but also of their child's behavior.

To these ends, the Head of the School organizes:

- Beginning of the year meetings
- Meetings between the parents and the teachers
- Regular reports cards transmission
- If necessary, information about a pupil's behavior and progress.

### Representation of the parents

Parents can participate in the school life by talking to their representatives sitting in the School Council.

Parents' delegates will be elected in October.

The School Council adopts the School project, school hours and the School calendar as well as expatriates and resident teaching postings.

They vote the School rules.

## **F- Partners**

Any person working in the school while school is in session must respect the principles of the public educational service, in particular neutrality and secularism.

She/he must respect the staff, have a caring attitude towards the children, abstain from any chocking remarks or behavior and must not divulge any information acquired during his/her stay at school.

The School Head will guaranty that any outsider person working with the pupils will comply with these rules. She could terminate, without delay, any intervention that would not respect these principles.

## **II-Rights and obligations of the educational community members**

The educational community is formed of the pupils, staff and pupils' parents.

All its members must, participating in the school actions, respect diverse opinions and the secularism and neutrality principle.

The School rules reminds of these rights and obligations that apply to all the members of the educational community taking into account the indications below.

### **Pupils**

- **Rights:** Pupils have the right to a caring and non –discriminative treatment. The School rules must precise that “ any bodily punishment or humiliating is strictly forbidden” Pupils must be preserved of any humiliating words or treatment and respected as individuals. They must be guaranteed protection against any physical or moral violence; this applies to relations within the School but also to internet use for the School.
- **Obligations:** each pupil is obliged not to use violence and respect behavior and civic rules written in the “School rules”. Pupils must use appropriate language, respect the spaces and material and apply hygiene and security rules that were taught to them.

### **Parents**

- **Rights:** Parents are represented in the School Council and participate in the running of the School. The Head of School and the pedagogical team must organize regular exchanges and meetings within hours respecting the parents’ schedule. They have the right to be informed of the acquired skills and school behavior of their child. They can be accompany by a third party who can be a parent delegates.
- **Obligations:** Parents guaranty the compliance to the school attendance of their child. They must respect and make their child respect the School hours. Participation to meetings organized by the school is important for the children’s success. They must explain the principal of secularism to their children and make them respect it as well as participate to discussion with the school in case of problems. In any relation with the members of School community, they must demonstrate reserve and respect for people and functions.

### **Teaching and non-teaching staff**

**Rights:** All school staff have the right to the respect of their status and their mission by all the other members of the educational community.

**Obligations:** All school staff must, in the educational community, respect the persons and their beliefs, to exercise restraint in their remarks. They prohibit all behavior, gesture or word that shows contempt against pupils or their families that would be discriminatory or likely to offend their sensibilities.

Teachers need to listen to parents and answer their request for information on the school achievements and behavior of their child. They must be the guarantors of the respect for fundamental principles of public service education and sustain the school values at all times.

## **APPLICATION OF THE RULES**

This regulation applies to the whole school and will be voted each year during the first School Council. The pupils will read it and learn about it in class through various learning activities appropriate to their age.

In case of non-compliance with the regulations a discussion can be conducted on several levels:

- Pupil (s), teacher,
- Pupil (s), educational staff (afterschool, canteen, clubs ...),
- Educational and pedagogical staff, Head of School
- Teachers, parents.

In case of failure of the dialogue, a meeting between the pupils, the guardians and the Head of School (possibly another adult involved in the situation) will take place.

Particular measures can be taken according to BO 13-07-2000 No. 8

*The French version shall prevail.* Headmistress

of the French School Jules Verne Florence

LAUNAY

**Regulation as amended and approved by the School Council on November 2nd 2022**