



**Ecole Française de Thessalonique
French School of Thessaloniki**

**Internal Regulation
Adopted at the School Board Meeting on
22 September 2017**

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Preamble

The French School of Thessaloniki, founded as the «Lycee » in Saloniki, in 1906, is accredited by both the French and Greek Ministries of Education. It is fully managed by the Mission Laïque Française, as well as being convened by the French Ministry of Foreign Affairs. The curriculum taught is compliant with the French system and its pedagogical objectives.

The purpose of this Internal Regulation is to set the rules for functioning in the school in order to achieve learning, critical thinking, personal fulfilment and life in a community. It is founded on:

- 1- The respect of Secularism (ideological and religious neutrality) and pluralism, as well as the duty to respect the

- other in his/her personality or beliefs.
- 2- The guarantee of protection against any physical or moral attack, and the consequential duty for everyone not to use any form of violence, and to rebuke the use of violence.
 - 3- The obligation for all the students to contribute to all the activities undertaken in the class and required by the official curriculum.
 - 4- To respect the timetable
 - 5- To respect the integrity of the installations and equipment available for everyone to use.

The Charter of The Mission Laïque Française is put as an appendix to this Internal Regulation. It highlights in a synthetic way the objectives and principles of actions of the organization. It is signed by the new parents when they first enroll their children at the French School.

The enrolment of each student in the School Registrar implies the total acceptance of the Internal and Financial regulations, which are included in the registration file.

Chapter 1 : Running of the School

1. Admissions :

The school welcomes children from the first year of Pre-School until Year 12. In order to be enrolled in Pre-School, the child must be 2 years old at the latest on 31st December of the school year in which he enrolls. A dialogue is established with the family, in order to help the students of the first year of Pre-School to develop autonomy. The parents will provide a change of clothes in case of "accidents". Pacifiers will only be used at nap time and left in a specific box upon arrival in the classroom.

Admissions are decided by the Principal. They can take place throughout the year, if there are enough vacancies. The school reserves the right to test the student, in order to better ascertain the student's ability in languages.

The students are admitted following consultation of the report cards provided by the pedagogical team of their previous school.

Irrespective of their nationality, students who come from a French establishment have priority for entry into the school, on condition that the section to which they are orientated exists and that the enrolment takes place before the end of the current year, for the following one. After this period, they will be enrolled only if there are vacant positions.

A student who is already enrolled has a priority to reenroll, as well as his/her siblings, on the condition that they respect the period for reenrollment.

In order to enroll, or to leave the School, the student must have paid for all the outstanding fees and have given back all their books to the library. In the same way, a student coming from another school must present an approved exeat:

2. Boards :

The School has (as per AEFÉ memo n°1548 du 20/07/2017):

- A **Primary School Board** (Conseil d'Ecole): Chaired by the school's pedagogical Director. The members are: the Principal, the Administrative and Financial Director, the teachers of each class of the Primary School and one representative per class of elected parents. The members with a vote are the School's Pedagogical Director, the parents and the teachers. The Principal, the Administrative and Financial Director and the Pedagogical inspector of the zone, are non-voting members.
- A **Secondary School Board** (Conseil de Second degré): Chaired by the Principal, its members are the Secondary School Coordinator, 2 elected parent representatives, 2 teacher representatives, 1 representative from the administrative and service staff, 1 student representative and the Administrative and Financial Director.
- A **School Board** (Conseil d'Etablissement): Chaired by the Principal, its members are the Pedagogical Director, the Coordinator of the Secondary section, 2 elected parent representatives, 4 teacher representatives, 1 representative from the administrative and service staff, 1 student representative, the Administrative and Financial Director and the General Consul of France.

3. Timetables-School Hours

	Start of class Monday to Friday	End of class hours Monday, Wednesday, Friday	End of class hours Tuesday, Thursday	Morning break	Lunch break	Lunch time
Preschool	8:30 am	3 :00 pm	3 :30 pm	10:00 to 10 :30	11:30 to 1 :00 pm	11 :30 to 12 :00
Year 1	8:30 am	3 :00 pm	3 :30 pm	10 :30 to 11 :00	12 :00 to 1 :30 pm	12 :00 to12 :30
Year 2 to 5	8:30 am	3 :00 pm	3 :30 pm	10 :30 to 11 :00	12 :30 to 2 pm	1 :00 to1 :30 pm

	Reception in the School	Start of class	Morning break	Lunch break	End of class
Preschool and Elementary School	8:15 am (7:30 am only for the students enrolled in after school care)	8:30am*	Between 9:15 and 10:45 according to the class	Between 11:30 am and 2:00 pm according to the class	Between 3 :00 pm and 3 :30 pm
Secondary School			10 :30 to10 :40	12 :40 to1:10 pm	Between 2 :10 pm and 4 :10 pm*

* according to the timetables, which can vary depending on the day, for secondary school students.

In Primary School, parents or any named person (by filling in the appropriate form) will collect their children at the end of the day, at the French School exit.

At the end of Primary classes, either 3:00 or 3:30 pm, for the School Year 2017-2018, 2 optional hours of Greek lessons are offered on top of the curricular school hours, to Elementary students wanting to study this subject, and have enrolled beforehand. These classes are complimentary.

Students of Elementary (Year 1 to 5), who wait for their siblings while they attend their classes, can enroll for free at the Library, upon written request from their parents and formal acceptance from the school management.

Fee-paying after-school care is offered until 4:30pm. After 4:30pm, the pupils are looked after by staff, according to the terms and conditions explained in Article 4.

Parents of secondary school students complete an authorization for going in and out the school, in which they certify that they are aware of the student's timetable. 2 copies of this document are completed: one copy is kept at the Administration office and the other is attached to the correspondence book of each student. This document must be presented by the student at the Reception when they leave the school. Outside of the times planned in their timetable, they are looked after by the school staff. Parents can be invoiced for this service.

The secondary school students must be in the courtyard during the morning recess. During the lunch break, those who are not allowed to leave the school premises must eat their lunch in the lunchroom, and then go to the courtyard. They are not allowed to circulate in the School corridors.

4. Access and Exit

The school entrance is on Leoforos Stratou : The entrance to the French Institute is the main access to school. It is open from 8:15 to 8:30. **Only the students enrolled with the school transportation service or the morning care can access**

the school by the small entrance on Amalias street between 7:30 to 8:15 am.

Students from the college and lycee are authorized to come and go from the school, according to their timetable and the authorization forms completed by their parents at the beginning of the school year. These authorizations also cover the unexpected absence of a teacher, when no replacement has been possible.

After 8:30, the student is considered late. In order not to disturb the class, he/she can be sent to the Administration office. Lateness is registered at the Reception and can be copied in the assessment book.

The parents will come to collect the students who are enrolled at the Library directly from the Library.

In case his/her parents are late at the end of the class, the student is taken, by the person in charge of the children at this particular time of the day, to the after school care/ "activités ludiques". The parents will be **charged** for this.

After 4:30 pm, the person in charge of the after School care/ activites ludiques » will take the remaining students to the School Principal, or to any other designated adult who will look after them until their parents arrive. This can be invoiced.

If a student needs to exit the premises during school hours, he/she will have to show a written authorization, signed by his/her parents, to his/her teacher. The exit register placed at the Reception will be filled in. Secondary school students, except in the case of illness, will leave at the end of the class only, so as not to disturb the running of the class. If s/he comes back on the same day, the parents will have to fill in the register before he/she returns to class.

5. Evaluation-Assessment

Primary School

Every term, an assessment book, showing the competences acquired by the student, is given to the parents. At the end of the school year, the teaching staff decides if the student is able to go up to the following grade. An appeal of this decision can be sent to the Pedagogical Inspector for the South-East European zone, who is based in Rome.

Secondary School

The students are marked from 0 to 20. At the end of each term, the parents are given an assessment book with the tutor's assessment on the work, results and behavior of the student, together with the marks summary for the corresponding period of time. An appeal procedure exists, under the responsibility of the Cultural Services of the French Embassy.

In primary, like in secondary, formative assessment of the student's work is sought as often as possible, because it contributes to developing motivation, self-implication and a positive image of oneself.

6. Insurance

The School is insured for civil liability in case of any damage that occurs inside the premises.

This insurance does not cover damage that is caused by negligence, from a student or his/her family, as a result of non compliance with the internal regulation.

The parents must subscribe to an additional insurance for damages caused by their offspring.

7. Health and care

Care: In case of illness, the school will call the family of the student. In case of an accident that happens on the premises, the school will call the emergency services and the family of the student.

Medication: It is forbidden for a student to bring any medication to the school, unless a PAI (Individualised Hosting Project) has been put into place. The dose of medication can only be given exceptionally, upon written request and signed by a doctor.

Diet: A student who follows a specific diet, or has allergies, must bring a medical certificate indicating the length and motive of the diet: A PAI will be put into place.

Lice or other parasites: If a child has lice or other parasites, the family must immediately advise the school, and undertake the appropriate treatment. The school will inform the families of the other students with a general memorandum. The family of the affected student will try to solve this issue as soon as possible.

Illness: In case of a contagious disease, a medical certificate authorizing the student to go back to class will be presented when he/she returns to the school. Parents should not send their offspring to school if they present symptoms of an illness.

Vaccinations: Students must have done all the compulsory vaccinations in Greece and present the relevant certificates when they enroll at the school.

Pets: It is forbidden to bring pets into the school premises, including the courtyard. The only exception concerns guide dogs, as per in force laws.

8. Safety

The school guarantees a safe environment, as per in force laws.

Breaks and Recess: During the breaks, the students are not authorized to stay in the classrooms. They go to the courtyard where they are supervised by an adult. Students are allowed to play in the best conditions, their safety being assured, under the responsibility of a supervisor. Violent games are prohibited.

Prohibited goods and substances:

The school is a non-smoking area. It is absolutely prohibited to smoke on the premises. It is also absolutely forbidden to bring and take alcohol or drugs onto the premises.

Students cannot bring any potentially dangerous items, for them or other students, (glass bottles, cutters, swords, plastic guns, sharp umbrellas etc...)

Primary school students should not bring money, valuable items or toys to school. The school does not take any responsibility for these items if they are brought to school.

The use of mobile phones, electronic games and cameras of all types is forbidden on the school premises, unless its use has been requested for pedagogical reasons and is monitored by a teacher. Any student that does not comply with this rule will be invited to deposit his/her camera in a locked closet in the Principal's office. The parents will immediately be informed about this offence and will be invited to a meeting with the School Principal.

During lunch break, secondary school students can exceptionally use their mobile phones outside of the classroom. It is reminded that taking pictures or videos on the School premises is absolutely prohibited without a specific authorization from the school management.

Drill and evacuation: students and staff are given the security rules and must strictly comply with them. The evacuation signal is given by a lasting drill. Students gather with their teachers and all the staff in order to calmly evacuate the premises. They follow the evacuation map that is pinned in every classroom. The school organizes several evacuation exercises every year (earthquake and fire).

Containment : according to the particular plan for safety (PPMS) that has been validated by the French Embassy, there are 2 areas for containment: (all the ground floor classrooms gather in the "motricité" room, all the other classrooms gather in the small gym, room 25 on the second floor). The school organizes practice exercises so that everyone knows the safety rules.

Security Register: the school holds a register where all the accidents and the resulting actions are registered.

Chapitre 2 : Duties and rights of the educative community members

1. Punctuality – Diligence

Punctuality and diligence must be considered essential rules for good schooling. When a student's lateness is caused by the transportation service being late, and when exceptional meteorological conditions, among other things, cause a student to be late, he/she goes to class after having taken an entrance form from the Reception staff, or the Principal. Apart for those circumstances, repeated lateness can lead to sanction or punishment. Repeated absences and lateness can compromise the re-enrollment the following school year.

In case of a foreseeable absence (medical consultation, ceremony, exam, family event...), parents must warn the school in writing, the previous day at the very latest.

In case of unpredictable absence, parents must call the Administration office to inform them of the absence, and confirm in writing as soon as possible.

School holidays are published at the beginning of every school year. Parents must ensure that their children are present during all the school hours. Eventual exemptions must be presented in writing and submitted to the Principal.

2. Relationship between parents and the educational team

Dialogue between the family and the educational team takes place:

- When general information meetings are organized for all the classes at the beginning of the school year.
- Upon appointment, each time it is needed, individual meetings are proposed.

Dialogue is mainly maintained through the follow-up of the student's work (correspondence book, class book, verification of notebooks), by reading the mark book for Primary School students and semester evaluation book for Secondary School students. The first interlocutor for problems related to the schooling of one student is the subject, or class, teacher. Parents can contact with the school Principal by asking for an appointment at the Administration office.

Except if they express their refusal, the contact list of parents will be given to the elected parent representatives. The contact of the parents' representatives will also be given to the parents.

3. Discipline

Teacher absence: During School hours, students that do not have class because their teacher is absent are monitored by a replacement or a supervisor.

Dress code and behavior: all the members of the school community must wear clean and proper clothes that show respect from themselves and others. Sports clothes and the equipment requested by the teacher are mandatory for Physical Education activities.

It is forbidden to wear conspicuous religious clothes or signs. Respect for one another also implicates the interdiction of any physical or verbal violence. Discrimination and humiliating behavior that could lead to bullying are strictly prohibited. Educational community members must, on the contrary, show and encourage a welcoming, helping and integrating attitude for everyone. All members of the school community have a duty to report any case of bullying to the school management.

Degradation and theft: learning life in a community is achieved by showing respect for the common areas: classrooms, corridors and toilets, the library, the lunchroom and outdoors spaces.

Students will be careful with the use of equipment and will not damage it, or the environment. Any damage will be repaired by whoever caused it and a financial compensation made by his/her family.

Any breach of security that puts school community member's safety at risk will lead to sanctions.

It is forbidden to drink or eat inside the classrooms except for the cases of hospitality/educational events organized in the classrooms.

Students must contribute to maintaining cleanliness of the school, so as not giving extra work to the cleaning staff.

Families are financially responsible for material damages caused by their children, irrespective of eventual disciplinary sanctions that students can receive. Any theft or voluntary degradation will lead to a sanction for the students who did it.

4. Access to the School

Access to the School premises during school hours, including the courtyard, is prohibited to any person that is not related to the school activity, except in the case of animators participating in compulsory school activities in collaboration with the teacher and under the Principal's authority. These animations are limited in time.

5. Right of expression, publication and gathering

Right of expression – Display: The purpose of the right of expression is to contribute to the students' information. It can only be used, therefore, for general interest matters: cultural excursions, exams, communication from secondary student representatives at the Establishment council. It cannot compromise anyone's rights or be of abusive content.

The texts that are proposed to be displayed, edited or published online, are submitted to be authorized by the Principal. Displays can only be made to the specific notice boards.

Right of organizing meetings: the Principal can allow the gathering of meetings outside of the school hours, upon written request of the organizers. On specific occasions, some external personalities can participate at these meetings. These requests can be expressed either by the secondary school student representatives or teachers (information about jobs, seminars or movie club). The request to hold a meeting must be given a minimum of 8 days in advance.

Chapitre 3 : System of punishments and sanctions

1. The system of punishments and sanctions for the whole school

There is a scale of punishments and sanctions. None can be collective but they can be implemented for several students. In order to develop autonomy and their sense of responsibility, failures from the students will be addressed, as much as possible, by a direct dialogue between the student and his/her teacher or between the student and the Principal. However, recurring or serious breaches of discipline will be punished.

Punitions

They can be pronounced:

- By a member of the educational or management staff (directly or upon request by a member of the educational community),
- By a supervisor
- By a teacher

School punishment can for example be:

- A note on the correspondence book of the student,
- An oral or written public apology,
- Some extra homework that will be examined and marked by the person who gave it.

Punctual suspension from a class can only be decided under exceptional circumstances and the student will be supervised during the time he/she is excluded from class.

The punishment cannot be appealed in front of a judge and is not registered in the administrative file of the student.

Sanctions:

A disciplinary sanction is given in cases of serious and recurring breaches to the student's obligations, for instance an attack on a person or thing. A sanction is registered in the student's administrative file.

- Possible sanctions

The possible sanctions against a student of college or lycée are, in rising importance order:

- warning,
- blame,
- the measure of accountability,
- temporary suspension from the class, for a maximum of 8 days, during which time the student will be accepted to attend school.
- Temporary suspension, for a maximum of 8 days, from the school,
- Permanent exclusion from the school.

Measures of prevention (for example, confiscation of dangerous goods), of follow up and of reparation (for instance some work which is in the school's interest) can also be decided. Before any disciplinary procedure, the Principal and the educational team favour, if possible, one or several educational measures.

- System of sanctions

Disciplinary sanctions have to be pronounced by either the School Principal or the Disciplinary Council.

Every sanction must be motivated and explained.

Sanctions are individual and cannot, in any case, be collective.

Sanctions can, on occasions, be totally or partially suspended.

Warning, blame and accountability measures are erased from the student's administrative file at the end of the school year.

Temporary suspension measures are erased from the student's administrative file after one year.

A student can nonetheless ask for the sanctions to be erased from his administrative file when he changes school.

- **Case of the accountability measure**

An accountability measure consists of the student's participation in cultural, solidarity or training activities with educational purposes. It can be proposed to a student as an alternative to a temporary suspension. It takes place outside of teaching hours and cannot exceed 20 hours. It must respect the student's dignity and cannot expose him to danger.

It can be organized inside the school premises, but can also, if an agreement is signed, take place inside an association, a local authority or an administration.

If it takes place outside the school premises, the student (or his parent or guardian if he is under 18 years old) must agree with it.

In any case, in order for it to be enforceable, the student must sign a commitment to complete the accountability measure.

The school Principal can, given the circumstances, decide to replace a temporary suspension by an accountability measure.

Serious sanctions will be taken after a dialogue with the School Principal, the Pedagogical Director for Primary School, or the Coordinator for Secondary School, and the parents.

Any physical punishment is strictly prohibited. A student cannot be deprived of the whole recess time or be excluded from a physical education activity or an excursion as a punishment.

A student can be made to present an apology to an adult or another student.

Suspension from a class: A student can be suspended from a class by the teacher if he/she has committed a serious breach: this suspension must be documented in writing to the school Principal and the family must be informed about it.

In Preschool, in case of a serious breach to the collective life rules, a child can be put aside from the group in his/her classroom, or, exceptionally, in another classroom. He/she can also be taken in the corridor by the Preschool assistant and remain there with her until he /she is able to go back to class. In any case, this measure will be limited in time and the child will be taken back to class as soon as possible.

In Elementary School, in case of a serious breach to the collective life rules, a child can be put aside from the group in his/her classroom, or, exceptionally, in another classroom, or in the Administration office. He/she will be under an adult's direct responsibility the whole time. In any case, this measure will be limited in time and the child will be taken back to class as soon as possible.

Any other form of suspension from the class is strictly prohibited. It is particularly forbidden to leave a student without supervision, for example in a corridor.

Additional work or work of School interest: In case of a breach of the Internal Regulation, a student can be made to complete additional school work, or - in case of a material damage – some work designed to repair the damage. The student will be supervised during this work. This work will be adapted according to the student's physical and emotional capacities. The sanction will always come with pedagogy in order to work on awareness and anticipation. Punishment remains a pedagogical act.

2. Sanctions in collège and lycée

They are pronounced by The Principal or the Disciplinary Council.

For Secondary School, in case of a serious breach to the collective life rules, if a student is suspended from a class, he/she must be accompanied by another student to the Administration Office. School Management decides either that he/she is allowed to go back to class, or who will be in charge of him/her for this hour.

Three written observations, be it about work or conduct, will be considered a warning: depending on the seriousness of the breach, the Principal can give an immediate. 3 warnings will lead to a suspension from class.

The Principal can decide a temporary suspension from class or from School. In case of a temporary suspension from class, the student is kept at School to prepare the work given by his/her teachers.

The Disciplinary Council can, according to the terms of articles D511-30 to D511-43 of the French Education code, pronounce a temporary suspension for over 8 days or a permanent exclusion from School. Only the concerned parties can appeal to the Cultural service of the French Embassy . The members of the Disciplinary Council are designated during the first Establishment Council and the functioning modalities are explained.

Chapitre 4 : Specific activities

1. Library:

The French Institute library is open to the students of the French School without paying a fee.

Consultation, loan and return of documents take place during recess time and/or at the end of the study period or assignments that are scheduled in the timetable of Secondary students, or with the teacher during class time.

The books, documents, video or audio media that have been lent to a student are placed under his/her responsibility. If a lent document could not be returned, or was damaged, the replacement cost shall be invoiced to the family or to the borrower, if he is an adult.

From Preschool to Year 12, students are allowed to borrow 3 documents for a maximum period of 15 days.

A specific authorization can be given by the Librarian to extend the length or allow the borrowing of several documents. In case of late return of the documents, a suspension on borrowing can be issued for as many days as it was late.

Computers that are at the Library have to be used for research and pedagogical work. They are not destined to be used for games. Their use is submitted to a prior authorization from the Librarian. Depending on the work that needs to be done (documentary research for instance), she will grant, or not, access to the Internet.

2. Physical Education (EPS).

The practice of E.P.S. activities is necessary to the student's development, who must participate without reservation, unless he/she presents a medical certificate.

Swimming pool: It is mandatory to wear a head cap and plastic shoes. Children that do not go to the swimming pool must be looked after by another teacher.

Exemption: an exemption from the physical Education class for medical reasons can be granted upon the parents 'request, on the condition that they present a medical certificate.

Any student who is punctually unfit for the E.P.S. lesson will attend the class and can be asked to do reasonable activities asked by the teacher (such as refereeing, assisting assessments for example).

3. School trips and Excursions

Excursions organized during School hours are compulsory and do not require the parents 'authorization. Parents are informed of the excursions. Excursions that take place outside of the School hours are subject to a prior authorization from the parents or guardians.

School excursions are subject to the Principal's authorization, after the teacher's prior application, following the School's procedure.

Teachers have the responsibility of excursions and School trips. They can be assisted in this task by guides, permanent or temporary School, staff or parents.

Excursions that involve overnight stays must be approved by the first Establishment Council of the School Year.

A provisional list of School trips and excursions is presented at the first Establishment Council of the School Year.

4. Lunch room

Preschool students are served at their table and helped by a Preschool assistant.

Lunch time must be convivial. It is necessary to respect basic manners and avoid waste of food. It is mandatory not to leave the table before finishing one's meal.

For the nutritional interest of children, sodas and food that is either too fatty or sweet are not accepted.

5. Transportation service

In order to implement a transportation service, the School has signed an agreement with a private company. This service aims to satisfy the demands of the majority of families that expressed an interest, but cannot resolve every specific issue. For organizational reasons, students are grouped together.

In order to be able to use this service, parents must express an interest when they complete the registration form. This service has a fixed price and is invoiced on a monthly basis. Any month started will be charged.

It is mandatory that students behave in an appropriate way, in particular, they must remain seated and cannot scream, for security reasons.

Any breach of these rules will lead to a punishment or sanction from the School. If the equipment is damaged, the student's family will be financially responsible and will have to reimburse the damage. A repeated misconduct from a student can lead to a suspension from the transportation service up to the whole School Year.

If, under exceptional circumstances, a student does not use the transportation service to go back home, or leaves the School with any other means of transportation, the family must inform the School (Administration and teacher of the student) in writing the day before, or at the very latest before 11:00 am on the day.

Validated at the School Board meeting on Friday 22 September 2017

I, the undersigned father / mother of the student

Who attends the class of..... for the School Year 2018/2019 certify that I have read the Internal Regulation for the School Year 2018-2019 and the Charter of the Mission Laïque Française and accept its contents unreservedly

In On 2018

Signature :