

Lycée Condorcet « The French School of Sydney Ltd »

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RULES AND REGULATIONS



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RULES AND REGULATIONS

Lycée Condorcet

« The rules and regulations allow to regulate school life and all the relationships between its different members. Each member of the community has to respect the rules and regulations set down in order for the school community to function as a harmonious entity. »

Circular n° 2000-106 of 11-7-2000 BO n° 8 of 13 July 2000

The Rules and Regulations state the rules of school life at Lycée Condorcet The French School of Sydney. By adhering to these the content, the aim is to educate the students. In this respect all the staff members of the school participate in the development, personal growth and education of the children from the preschool to the baccalaureate.

The Rules and Regulations of the French School are based on :

- the respect of the republican principles of **LIBERTY – EQUALITY – FRATERNITY**,
- the principles of **PUBLIC SERVICE**,
- the **RIGHTS and DUTIES of the CITIZENS**, members of the teaching community :
 - Secularism and political, ideological and religious neutralism
 - Tolerance and respect for others
 - Freedom of information and expression respecting the first two points stated
 - Protection against all sorts of physical and verbal aggression
 - Access to responsibility

TO BECOME A CITIZEN AT THE FRENCH SCHOOL OF SYDNEY

The primary role of the French School of Sydney is to make possible for everyone to learn how to become independent, responsible and supportive of each other, which requires effort, hard work and regularity in all the activities taking place at the school.

Article 1 : Admission

Enrolment in primary and secondary classes is automatic for students who come from a French public school, a registered private school or from any approved French school abroad. Their previous school determines in which class they are to be enrolled.

All other students are subject to an entry test, organised is part of the Principal's responsibility.

By their enrolment at the French School, students and their families accept to adhere to the stated regulations.

Article 2 : School hours and punctuality

The school is open from 8.00 am to 3.30 pm from Monday to Friday, Saturdays being devoted to supervised tests and occasional detentions.

Primary students are accompanied by their parents or guardian to the school assistant or to the teacher in charge. Considering the size of the school, the space allocated to the primary school starts at the double green gate in the primary school's playground ; the distance from the road to this gate is considered to be part of the route to school and is therefore under the families' responsibility. At the end of the classes, students are placed either in the care of their parents (or other authorised person), they go to after school care or take public transport. In any event, the Primary Director has to be advised about the family's decision.

Primary students are under the responsibility of the school's supervisors on the distance covering the school grounds to the bus stop.

Fee-paying after school care is organised from 3.30 pm to 5.30 pm sharp.

Students have to be present in their classroom on time for the beginning of the class, strict punctuality being a basic rule in community life.

Secondary students who are late for their classes have to go to the "Vie scolaire" office or study room where they will be given a note authorising them to join their class.

Parents must inform the school of any absences; a note explaining the reason(s) has to be presented at the "Vie scolaire" office when the student resumes school (see correspondence book).

Teachers have the right not to accept students who arrive late in class. These students will be considered as "unjustified absent".

In the event that a teacher is late or absent without having advised the school, one of the student representatives have to inform the "Vie scolaire" office immediately and the school supervisor will give further instruction.

Students present in the school grounds outside the opening hours (before 8.00 am and after 3.30 pm) are under the full responsibility of their parents.

Year 6-9 students arriving at school at 8.00 am are either in class or in the study room (attendance is checked); no student will be allowed within the school grounds unsupervised.

Year 6-9 students whose timetable finishes at 2.30 pm or 3.00 pm go to the study room; they are not allowed to go home unless they have an authorization signed by their parents.

Year 6-9 students taking the school bus home at 3.30 pm and whose timetable finishes at 2.30 pm or 3.00 pm must go to the study room.

Article 3 : Student assessment :

In the primary :

Teachers are responsible for all the school activities; class books and tests are presented to the families on a regular basis. Each teacher decides how often this will take place.

School reports are sent to the families at the end of each trimester. They are to be returned within three working days.

Tests are conducted by the teachers; regular homework is a requirement and remedial exercises can be offered to students.

In the secondary :

Secondary students have to have an individual diary in which they note the work given by the teachers as well as the instructions given to them.

Each teacher has a record book for each class in which they note the work done and to be done. They put this record book everyday after the classes into the front office where it can be consulted by parents and students.

Tests and assessments are conducted throughout the school year and are focused on the different topics done by the students (supervised tests, trial tests). Thus the supervised tests take place on a regular basis throughout the school year, in line with the official recommendations.

The date of the supervised tests are written in the students' diary.

In the event of absence from a supervised test, teachers can propose a replacement test to the student and determine its conditions.

The supervised tests are the vital elements of the assessment, in the same fashion as training in professional life; escaping from it on purpose through unjustified absence, cheating or causing a disturbance, will lead to the reduction of the student's average.

At the end of each trimester, a school report is sent to the families, containing the student's results, general comments and comments in every subject, as well as comparison to the other students in the class.

Article 4 : Control and responsibility – School attendance.

Regular school attendance is compulsory as well as respecting the timetable. This is essential for both the compulsory classes as well as for optional courses on which a student is enrolled. Students are obliged to attend school until the date of the last class marked in the school calendar. The school calendar is approved by the School Council at the second trimester for the following school year. Students have to have the necessary material required by their teacher.

Teachers rigorously check the presence of their students at the beginning of every class and they note the names of those students who are absent or late on the roll call. The class roll is sent to the "Vie scolaire" office at midday and after classes everyday.

Teachers are responsible for their students from the beginning to the end of the classes and cannot, under any circumstances authorise the students to leave the school before the end of the classes (except in the event of an exceptional authorisation by the Principal). If a student leaves a class (sports field included) without the formal prior authorisation of the school administration, he/she will be held responsible.

Under the Principal's authority, the school assistants check and follow up absences and take the necessary steps to advise the families of those who are absent. This is done with minimum delay.

Being absent from certain classes, which were chosen by the student, can lead to temporary or final expulsion from the school. The Principal will then assess the validity of the reasons for the absences.

- **PE** : Physical Education is one of the compulsory subjects, and students can only be exempted from physical activity in the following circumstances.
- **Occasional exemptions** : Students can ask an occasional exemption by giving the teacher a yellow slip from the correspondence book, completed, dated and signed by the parents.
- **PE exemptions** : All PE exemptions exceeding 2 consecutive lessons must be justified by a medical certificate dated and signed by the doctor, mentioning :
 - the nature of the exemption (partial or total)
 - the length of the exemption (in weeks, months, or yearly)
 - the nature of activities which are not recommended.

In any case, attendance at PE class is compulsory ; the teacher will give the student special activities, which can be evaluated/marked.

Article 5 : Students' movements on the school premises :

In the Primary school :

In the primary, teachers have to accompany their classes to all the premises within the school, including the canteen and when students leave the school at 3.30 PM, which is the responsibility of the teacher who had the class during the last hour of the day ; during breaks it is the director who organises the students' supervision.

Under no circumstances can a class be left without supervision.

In the Secondary school :

During recess and lunch breaks, students have to move around the school quietly, in an orderly manner, with responsibility and self-discipline. During classes there cannot be any students in the corridors ; in the event that students have to change classroom, they have to be accompanied by their student representative(s).

No classroom other than the ones allowed for personal activities can be occupied in the absence of a teacher. Teachers are requested to close their classroom doors when leaving.

Article 6 : School activities outside the school premises (excursions, school trips)

- **PE** : Students travel together to the different sports grounds under their teacher's responsibility.
- **Learning journeys** : « students' outings during school hours for the purpose of an activity related to learning journeys, e.g. research, can be organised for a class or a group. They have to be approved by the Principal and carried out on the conditions determined for the students' excursions by the circular n° 96-248 of 25 October 1996 with regard to the supervision of students. »¹
Taking into account the organisation of the learning journeys, the students who are not directly involved in those activities are under the school's responsibility.²
- **Supervised Individual Projects** : « students can leave the school in order to do research outside school hours. Teachers will advise the school office in the event that a group of students have their timetable for the Supervised Individual Projects modified. Parents will be informed about this modification. It is possible that an outing and the research take more time than the student's normal timetable. This circumstance does not change the nature of the activity and thus the instructions given to the students. In any case, the Principal has to ensure that all the arrangements are in accordance with the regulations of the school... A student can take the initiative in his/her own time in order to do research outside the school. In this case the students and their parents have the burden of responsibility. »³
- **Work experience in a company** : in line with the current legislation, students' work experience organised in a professional environment must take place under an agreement between the school and the company or organisation in question ; it must be approved by the school council.

¹ Circular 96-248 of 25/10/1996

² Circular 2002-160 of 29/08/2002

³ Circular 2001-007 of 8/01/2001

- **One day or half-day excursions** : educational, cultural or scientific excursions and sport events which are organised during school hours are compulsory. Parents or students over eighteen are requested to fill in a form, which authorises them to participate in these outings for the whole school year. Students who will not take part in the excursions must remain at the school from 8.00 am (9.00 am for primary students) to 3.30 pm.
- **School trips** : teachers can organise school trips every year on different topics in Australia or overseas. They cannot take longer than five days during school terms, exceptions are made only under special circumstances. Students not taking part in school trips must be present at school during the hours mentioned on their timetable.

Article 7 : Regulations regarding secondary students leaving the school premises

Year 6-9 students, being under the school's responsibility, are not allowed to leave the school between the first and the last classes of the day. Other than during recess and lunch break, students must go to the library.

If the last class of the day is cancelled and the student has written parental permission (document requested at the beginning of the school year), he/she may leave the school at that time.

Year 10-12 students can only leave the school between classes if they are authorised by their parents (document requested at the beginning of the school year). Parents who do not wish their children to leave the school, have to advise the Principal in writing. In this case, the student has to go to the front office at the beginning of each free period.

Parents have to advise the school every time their child exceptionally leaves the school premises and this must be noted by the Principal.

In the event that a teacher is absent, the students may leave the school only if parental approval is given and their correspondence book is noted by the school assistant in the front office.

Article 8 : The Library

The school library, a multimedia resource centre is a place for reading. The librarian and her team offer assistance in using the different resources and documents for research and study. On entering the library, all students and staff must respect the silence necessary for these activities.

Article 9 : Educational orientation

Parents of secondary students can make appointments with the teacher in charge of students' educational orientation for all questions concerning their children's orientation and future.

Article 10 : Awards and sanctions

- **Awards** : at the end of each trimester, the class council can give students different comments on their work, results and attitude towards school work (congratulations, merit list or encouragement).
- **Sanctions** : unsatisfactory results, lack of school work, lack of discipline, absenteeism, disrespectful behaviour towards other people, objects and classrooms, physical and verbal aggression constitute an infringement of the present rules and regulations. After a discussion with the student and his/her family allowing for everybody concerned to assess the situation and the gravity of the facts, one of the following sanctions will apply :
 - Hours to make up being late three times or more over a period of four weeks
 - Sending the families all the reports made by teachers or other staff members
 - Written warning by the Principal
 - Temporary exclusion from the canteen, from classes or from the whole school, announced by the Principal with the possibility in the second case of a notice in the school book
 - Permanent exclusion from the canteen
 - Appearance in front of the disciplinary council which might lead to a suspension of more than 8 days or permanent exclusion from the school.

Finally, at the end of each trimester, the class council can write a warning or a reprimand in the school report, for lack of school work or unacceptable behaviour.

Article 11 : Respect for others, classrooms and material

Community life always requires the respect of the individual.

The classrooms and all materials belong to the school community and everybody must respect and maintain them in good conditions. In this respect negligence e.g. dropping paper and cans on the floor, means a lack of respect for the personnel who is in charge of maintaining and cleaning the classrooms. In the event of deliberately damaging the school premises, students will be asked to repair the damage individually or collectively. Furthermore, according to the gravity of the damage, a reimbursement will be requested and the student/s sanctioned.

« Protection and security is everyone's duty. »

All meetings of secondary students, which might lead to damaging or destroying the school premises, or physical or verbal attacks to people are officially prohibited by law in order to secure and protect people and property.

Article 12 : Using the Internet and computers

• **Control over software licences :**

For all the softwares (programs and systems) used or installed on the computers of the school, the school must obligatorily have a valid licence. **There is no exception from this rule.**

User of the computers (staff or students) are under no circumstances allowed to install on the school's computers, software, which is privately purchased.

Users of the computers are not allowed to install and/or modify a program or the configuration of a computer. All unauthorised and/or unlicensed program will immediately be deleted from the computer. All requests for purchasing and/or installing of a program or material must be approved by the Principal and the IT manager who is responsible for checking the licences.

• **Using the Internet**

The usage of the Internet is exclusively for educational purposes : research, information, « online » projects with the teachers' approval.

On the other hand, the users under no circumstances are authorised to :

- disclose personal details
- copy or download games or programs
- play or purchase
- access and modify information of a third person
- access and circulate xenophobic, obscene or dangerous data.

Article 13 : Dress code and behaviour for everyone

Proper clothes and polite behaviour are required from everybody on the school premises as well as in the proximity of the school. Eccentric clothes and 'look' must be compatible with the spirit of an educational establishment. Boys and girls must have a decent attitude towards each other, which comes from mutual respect.

Mobile phones and walk-men must be switched off at the gate of the main building, the library and the canteen. Discretion in personal relationships on the phone is one of the rules of social etiquette.

Drinks and food are not allowed in the corridors, in the classrooms or in the library. In those premises the respect for others is compulsory.

Article 14 : Health and safety

It is officially prohibited to bring to the school any dangerous objects which might cause an accident, pharmaceutical products, alcoholic drinks and any other noxious substances. All the members of the school community are reminded that smoking is prohibited on the school premises.

Students must wear a sports uniform consisting of : a white polo shirt with the school logo, navy blue shorts and/or tracksuit pants

They must have a suitable outfit for science classes as well. These uniforms have to comply with the safety standards set by the teachers to carry out scientific experiments and exercises during PE classes.

Wearing hats in the playground is compulsory for all primary students.

Article 15 : Fire

All the school community is informed and regular fire drills are performed to evacuate the school in the event of a fire. All must respect the instructions of the evacuation plan displayed in every classroom and common room, and carry out the fire drills correctly. These evacuation exercises, which take place once every trimester, serve the purpose of informing, educating and training the students.

Article 16 : Theft

The school does not take responsibility in the event that clothes and personal belongings are stolen, go missing or are damaged due to negligence.

Article 17 : Parking

Parking bikes is allowed for students in the parking built for this purpose. The school will not be held responsible for any damage caused or suffered by cars, which go there or are parked there.

Students are only allowed to ride their bikes on the school premises if they wear helmets.

Article 18 : Relationship between families and the school

An information and welcome meeting for families are held once a year for all primary and secondary classes.

All communication with the families are done through the correspondence book (making appointments with teachers). Should parents wish to make an appointment with the Principal, they can do so by writing to the Principal or by phoning the school office.

Otherwise, parents can express themselves collectively through the Parent Representatives.

Article 19 : Using the classrooms

Using the classrooms outside school hours requires an authorisation from the Principal at all times. Users have to behave in a respectful manner and a responsible individual from the group of users must be nominated. The key will be picked up from and given back to the school office at the beginning of and at the end of each session.

- **Sports ground** : the sports field is considered to be part of the classrooms. Outside school timetable the usage of the sports ground is not authorised for safety reasons, unless a staff member of the school can supervise the activities. Students must respect the original purpose of the sports ground ; no activity is automatically authorised, when it is occupied by the PE teachers during a PE class.
- **Park** : the school campus, outside its buildings is made up of a park with trees ; it offers secondary students a place for relaxation, where can also have lunch on condition that they leave it clean after using it (rubbish bins are in the vicinity).

Article 20 : Health

In the event of an accident, the following has to be done :

- **inform** immediately the teacher in charge, the school assistant or the Principal, then if necessary, call the ambulance whose number is displayed in every classroom.
- **notify** the school administration about all the necessary steps to be taken and in the event of hospitalisation inform the family.

IMPORTANT : every accident that occurs in the school has to be reported immediately to the School Administration. It is compulsory for the student involved or the person who witnessed the accident to write a report on the same day it happened.

- **In the event of sickness** : the teacher will have the student accompanied to the infirmary by one of the class representatives or get the class representative to call the school office if the student has difficulties in going to the infirmary.

- In the event of medical treatment : students are not allowed to have medications on them, which they might not take in the appropriate way or they might even « borrow » ; all medication must be brought into the infirmary with a copy of the prescription. Students have to advise the school about any medical treatment they are having, which might present some risk of danger or incompatibility in the event of an emergency intervention.
- In the event of an infectious disease : parents are not to send their children to school. All cases of infectious disease must be reported, as soon as it is diagnosed, to the school office, along with a medical certificate. The school administration will inform immediately the school staff and the appropriate authorities.

Finally, parents will of course have to fill in the medical form at the beginning of the academic year.

TAKING PART IN THE COMMUNITY AT THE FRENCH SCHOOL OF SYDNEY

Article 21 : Canteen

Admission to the canteen is a service provided to families according to the number of available places. Lunch is a social activity that everybody tries to make as enjoyable as possible. After finishing lunch, everybody cleans up after themselves.

Article 22 : The Clubs (After School Activities)

Their aim is to develop cultural and playful activities on the basis of a programme worked out by the club leaders. Running the clubs is made possible by financial contribution of the participants as well as to occasional subsidies.

Article 23 : Solidarity

A school psychologist is working for the school two hours per week. She is available for students and their parents for counselling and assisting to resolve their problems. Parents can make an appointment with her by ringing the school office.

Article 24 : Conditions of applying the right of reunion, information, publication, expression and students' association

The objective of these rights, set by the circular of 6 March 1991, is to facilitate the communication of information in different French schools on current issues of general interest, and to prepare students for their role as a citizen.

- Right of reunion : it applies outside school hours. All applications for organising a meeting must be lodged 48 hours before the meeting for approval from the Principal. The application must contain the agenda, the proposed date and the name of the persons invited. Should the application be rejected, the Principal will give reasons for the refusal in writing. The discussion has to be free, since it is in line with the law and the basic principles of public service. All acts of propaganda or advertising for commercial purposes are prohibited.
- Right for information : the notice boards are at the students' disposal. All documents to be displayed must be noted by the Principal. Advertisements cannot be anonymous. Unauthorised advertisements, which do not respect public order or other people's privacy, will be taken off the notice board by the Principal. Of course no leaflets are to be distributed at the school.
- Right for publication : students' written works which are authorised for publication can freely be circulated at the school ; they are not subject to any prior control. Every article must be signed. Students' attention is drawn to the rules to observe, which correspond to the professional code of ethics of the press (no offence against public order, other people's privacy or libellous writing) and to the risks that breaching this code can bring upon them. The authors are entirely responsible to both the criminal and civil courts, and minors' responsibility is transferred to their parents.
- Right for expression : students express their views collectively through their representatives, who collect their opinions and proposals, and forward them onto the Principal or his/her representative.

- **Right for association** : senior high school students, provided that they are over eighteen, can apply for a permission to found an association in accordance with the law of 1st July 1901 and the Australian legislation, made up of students or other members of the teaching staff. The statutes must be communicated to the Principal who will submit them to the School Council. An agreement regarding the usage of classrooms will be established between the principal and the president. The activities of this association will have to be in accordance with the principles set at the beginning of the rules and regulations. In the event of offending these principles, authorisation might be withdrawn by the School Council at the Principal's proposal, after a discussion with the delegation of students.

Article 25 : Activities of the students representatives

Students who accepted these responsibilities engage themselves to act conscientiously. The school will provide them with the necessary training, which will allow them to fulfill their mission efficiently.

The Council of representatives (set in the decree 90 978 of 31 October 90 and the circular 90 292 of 2 November 1990) meets at least three times a year or has a special meeting at the request of half of the members, following an agenda. Its functions are consultative, giving an opinion and making proposals on all issues related to school matters.

Article 26 : Students over eighteen

Students who are over the age of eighteen have the right to act on their own behalf such as (enrolment, leaving the school, pedagogical orientation etc.). Parents whose children over eighteen, will receive all the information and documents concerning their children's schooling (and especially the certificate of enrolment allowing them to be eligible for social benefits). All interruption of schooling (absences, truancy ...) which might put the parents in contravention of this legislation, will have to be reported to the parents immediately. However, a student who is over eighteen can request the Principal in writing that no documents be sent to his/her parents. The parents will be advised about it by the school.

If a student who is over eighteen and is not taken in charge by his/her family, has to pay the school fees ; a written commitment is required from him/her at the beginning of the academic year.

Rules and regulations reviewed at the School Council on 09/05/2005

CONTENTS

TO BECOME A CITIZEN AT THE FRENCH SCHOOL OF SYDNEY

- Article 1 : Admission
- Article 2 : School hours and punctuality
- Article 3 : Student assessment
- Article 4 : Control and responsibility – school attendance
- Article 5 : Students movements on the school premises
- Article 6 : School activities outside the school premises (excursions, school trips)
- Article 7 : Regulations regarding secondary students leaving the school premises
- Article 8 : The Library
- Article 9 : Educational orientation
- Article 10 : Awards and sanctions

LIVING IN A COMMUNITY AT THE FRENCH SCHOOL OF SYDNEY

- Article 11 : Respect for others, classrooms and material
- Article 12 : Using the Internet and computers
- Article 13 : Dress code and behaviour for everyone
- Article 14 : Health and safety
- Article 15 : Fire
- Article 16 : Theft
- Article 17 : Parking
- Article 18 : Relationship between families and the school
- Article 19 : Using the classrooms
- Article 20 : Health

TAKING PART IN THE COMMUNITY AT THE FRENCH SCHOOL OF SYDNEY

- Article 21 : Canteen
- Article 22 : The Clubs (After School Activities)
- Article 23 : Solidarity
- Article 24 : Conditions of applying the right of reunion, information, publication, expression and students' association
- Article 25 : Activities of the students representatives
- Article 26 : Students over eighteen