

RULES OF PROCEDURE

Latest version adopted in permanent commission from 20/06/16 and in administration council from 30/06/2016

PREAMBLE

The middle school is a public teaching establishment which follows the principles of the republic constitution.

- The liberty to think and act without harming the liberty of others.
- Equality in the face of education without ideological, religious, racial distinction guaranteed by the principle of secularism.
- The fraternity speaks of the solidarity and respect between each and every member of the school community.
Applying to everyone, the rules of procedure have to necessarily obey to the general principles of law recognized by the jurisdiction.

CHAPTER I ORGANIZATION AND THE FUNCTION OF THE ESTABLISHMENT

1st ARTICLE: The classes take place: Monday – Tuesday – Thursday – Friday from 8h30 to 17h05 – Wednesday from 8h30 to 12h23. Reception is assured from 8h15 until 17h15, the Mondays, Tuesdays, Thursdays and Fridays. The Wednesday from 8h15 to 12h45.

Times of the school bells and the classes that are in place as of now

	Start of class	End of class
	8h30	9h25
	9h25	10h20
	Break	
	10h35	11h29
Lunch break	11h29	12h23
Lunch break	12h23	13h17
	13h17	14h11
	14h11	15h05
	Break	
	15h20	16h15
	16h15	17h05
	End of class	

2nd ARTICLE: The playground of the middle school is accessible from 8h15 but the students are not authorised to enter alone into the classes or in the hallways.

3rd ARTICLE: The “externs” must wait until the end of their lunch breaks before entering the establishment for their classes in the afternoon.

4th ARTICLE: Two breaks of 15 minutes are planned at 10h20 and 15h05. The movements between classes must be quick and be done calmly.

5th ARTICLE: The respect of the time is asked of everyone

6th ARTICLE: Leaving regimes

There exists three different status's of leaving regimes

- Externe: The student must arrive at the first hour of class in the morning and at the first class of the afternoon and leave the last hour of class in the morning and the last hour of class in the afternoon.
- 1st Regime (R1) : The student has the possibility to arrive at the 1st hour of class registered to the time table and leave at the last hour of class registered on the time table
- 2nd Regime (R2) : The student stays at the school from 8h30 to 17h05

Either way an early exit from the establishment is possible with written notice from the parents or the legal representative at the reception desk. Never can a student be entrusted to a person not designated by the family or liberated by a phone call.

7th ARTICLE: health and emergency organisation

an infirmary is present at the school on school hours of students and in the school sector of recruitment. The weekly schedule is printed at the infirmary, at the reception, at the administration and in the teachers room.

A school doctor intervenes at the school through the nurse to elaborate your demand a PAI (Individual project assessment) if the state of health of your child needs a special check from the school or to take prescription medications regularly during school time.

The prescription medication are given to the infirmary with correct medical orders.

A book is kept at the reception is elaborated since 2010 to establish a following of the students within the framework emergency protocol of B.O.E.N of the 6th of January 20000.

Only the infirmary is allowed to deliver care (outside of PAI), in case of absence of the infirmary, the establishment puts in place an emergency protocol.

8th article school canteen

see the rules of service of the accommodation schedule

CHAPTER II RECEPTION

1st ARTICLE: Delays and absences

the inscription to the establishment implies the presence to all classes including the activities and educational trips which happens over the school hours (between 8h30 and 17h05), and those which are of the title **OBLIGATORY**. An absence check is done at every hour of class or study hall by the teachers or the educational assistants.

Families please respect this obligation especially the Wednesday morning.

All absences of a student must be notified by a phone call the same day before 10h at 05 53 27 52 74. The absent student must bring when he returns his correspondence book to the reception desk with the absent coupon filled in and signed by the parents: he will then be given an entry ticket which he will have to present to the teach of his 1st hour of lesson. If the absence is not excused by the family a letter (or an SMS) will be sent which will require a written response from the parents. The same in case of a delay, the students must imperatively go to the reception desk to regulate. Any repetitive absences, without reasonable motif, will be subject to a report to the DSDEN.

2nd ARTICLE: all students, when the bell rings, have the obligation to line by 2 in the playground in the area indicated (written on the ground) and wait for the adult responsible for them in silence until he comes to collect them

3rd ARTICLE: Sport Class

Sport clothing is obligated: sorts, tracksuit bottoms, trainers reserved for sport class, tee-shirt and towel for the shower.

For security reasons, shoe laces are an obligation and piercings ad rings are not allowed.

You have to be present for classes as you have to be present for all classes.

The notion of “exemption” doesn’t exist it was replaced by “inability” -BO n°3 of January 20th 1994: “the candidates declared “unfit” will be evaluated following the coalition table applied to all the candidates. When one of the activities in the project is contradicted medically for the candidate it will be replaced by another one, if possible in the same domain of action, and agreed by the teacher responsible of the class”

The medical certificate must indicate part or the whole inability. The length cannot be longer than the entire school year. All temporary incapacities must be justified by a medical certificate presented to the teacher (and then to the reception).

An inability of 3 months or more means a medical visit from the school doctor (infirmary), who will confirm if the medical letter is reasonable or not.

In case of a disagreement, the school doctor opinion is the only valid one.

The presence in class is still obligated even if the student is unable to participate in the sport.

Exceptionally, the exemption of a lesson can be solicited by the family with a letter, presented to the teacher who takes the decision to exempt the student or not. The student is never authorised to leave alone.

All students must respect the sport facilities (gymnasium, dressing room...), any deliberate deteriorations will be punished and billed to the parents.

Any movement will be placed under the responsibility of the sport teacher. The student must then strictly respect the orders given by their teacher (stay with the class, cross only with the authorisation of the teacher).

All students who are late can be accompanied by an adult of the establishment to rejoin the class.

All students return to the school at the end of the lesson with the teacher. In case of an absent of one of the teachers responsible of the class, the 2nd sport teacher present can go and take the control of another class to assure the sport lesson if he does not already have a lesson.

CHAPTER III WORK CONTROL AND SCHOOL RESULTS

1st ARTICLE: The students must be Assiduous, turn up in class with their equipment (book, sport clothes...), learn their lessons and do their homework.

2nd ARTICLE: Connections with the family are helped with

- The correspondence book which the student must always have with him: it contains all the information related to the school: absences, reunions, and school trips, the eventual disciplinary observations. School notes at the halfway point of the trimester, the absences and the delays. The parents are invited to sign the regularly and can use it to book an appointment with a teacher or other members of the school community.
- The students diary where all his homework is suppose to be written.
- The online class diary where is written the daily lesson and homework
- the terrestrial report sent by letter, after the class meeting.
- Appointments between the parents and the teachers are organized during the 1st and 2nd trimester.

CHAPTER IV STUDENT RIGHTS

1st ARTICLE: The right to speak

all students have the right to be heard by the class delegates or the CA.

2nd ARTICLE: Right to orders and information:

A counselling psychologist is always in the establishment. The parents and the students who wish to have a meeting can book an appointment at the secretary’s office.

The center of information and documentation (CDI) is a place concentrated on reading, document research, information on the students and jobs. Its open on the hours written on the door to the CDI.

All students can participate in activities partly educational favourable and personal learning

3rd ARTICLE: Association right

there exists in the school, associations of the type 1901. an activity room organised for the students, helped most of the times by adults. All the students can if they want participate the activities. A place equipped with equipment, board games... is at their disposition. A sport association (UNSS) functions on Wednesdays afternoon: it is controlled by the sport teachers and allows students to do sports encouraging initiative spirit and solidarity. The purchase of a licence is obligated: the price is fixed following a meeting.

CHAPTER 5 RIGHTS AND RULES OF COLLECTIVE LIFE

all students must respect a certain number of life rules.

1st ARTICLE: "In accordance with article L.141.5-1 of the code of the education, it is strictly prohibited to wear ostensibly any religious clothing or items. When a student doesn't respect the school law the principal organises a lecture with this student before any disciplinary action.

2nd ARTICLE: A clothing correct, decent and non provocative also with a respective behaviour towards all members of the school community are expected.

3rd ARTICLE: It is prohibited to bring into the establishment any dangerous objects or inflammable (deodorant...)

4th ARTICLE: It is prohibited to bring in any toxic product such as alcohol, tabac, E-cigarettes or other drugs to use or to sell.

5th ARTICLE: CD players, MP3's, video games and mobile phones can't be used inside the school grounds including sport areas, and are under the responsibility of the owner. The usage of a mobile phone and any electronics device is prohibited Inside the school grounds and so they must be turned off.

6th ARTICLE: In the respect of the legislation and enforcement of the rights of image, it is prohibited to take photos, videos, with a mobile phone or even with a digital camera.

7th ARTICLE: All forms of racism, or verbal abuse or physical abuse will be severely sanctioned.

8th ARTICLE: When a student witnesses any form of aggression toward a fellow student, he should warn an adult of the establishment as soon as possible.

9th ARTICLE: It is not recommended to bring in to school a high quantity of money or any valuable objects, the establishment cannot be held responsible of its disappearance.

10th ARTICLE: It is important not to harm the environment, not to harm movable or immovable property of the school. Any damage done can be billed to the parents or given to repair.

11th ARTICLE: In case of proven breaches of the rules of procedure punishments and disciplinary action will be applied following the severity of the error:

1°) School punishments

in Accordance with the circulaire n°2014-059 of the 27/05/14 here is the lists of punishments:

- REPORT written on the correspondence book or on a document signed by the parents.
- EXCUSE public, oral or written.
- DETENTION to do homework or an exercise which wasn't done

Other punishments can be given such as:

- Observation oral or written in the correspondence book
- Extra homework for home or to be done at the school which includes SIG (service of general interest). Temporary exclusion from class with work given to do.
- The detentions can be done at any time of the day and evening from 17h to 18h. The legal representatives will have to pick up the student at 18h.
- A day or half a day of suspension.

2°) The disciplinary sanctions (announced by the head of the department or the disciplinary council):

- Warning
- A reprimand
- responsibility measures
- Temporary exclusion of the class while being watched in the establishment
- Temporary exclusion of the establishment or of the ancillary service which cannot surpass 8 days, with possibility of conservatory measure of a length of 3 working days allocated to the student to defend himself.
- Definitive exclusion from the establishment after appearance in front of the disciplinary council, with the possibility of conservatory measure announced in the wait of the students appearance.

Any disciplinary sanctions can be asserted or not by a suspension

NB: The exclusions longer than 8 days are announced by the disciplinary council.

Accompanying measures will be put in place with the circulaire 2014-059 of the 27/05/2014 (point "4 – the guaranty of the continuity of learning"). An educational commission is created. It is constituted by the pedagogical team of the class concerned, a member of the reception desk, the CPE, the administrator, 1 representative of the parents, the school nurse and is headed by the head of the department. Its objective is to put in place the continuation of schooling of the student concerned. It can propose to the head of the department a disciplinary sanction.

The rules of procedure are susceptible to be re-examined

Read and acknowledged the
Signature of the student

Signature of the parents