

RULES AND REGULATIONS OF THE GUSTAVE EIFFEL FRENCH SCHOOL OF BUDAPEST

Amended version was voted on June 28th 2018 at GM of the regular School Council, 2017-2018 Academic Year

MIDDLE SCHOOL, HIGH SCHOOL

"Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized. Everyone has duties to the community in which alone the free and full development of his personality is possible." »

The Universal Declaration of Human Rights, United Nations, on 10 December 1948

PRESENTATION OF THE SCHOOL

The Gustave Eiffel French School of Budapest consists of a preschool, an elementary school, a middle school and a high school providing a general education and taking day students (who are authorized to leave school during lunch hours) and semi-boarders. It follows the program developed by the French Ministry of Education, from the first year of preschool leading to the three series of the prestigious French General Baccalaureate.

The Gustave Eiffel French School of Budapest (LFGEB) is under the administrative, educational and moral authority of the Head of School who represents both the AEFÉ (Agency for French Teaching Abroad) and the Foundation of the LFGEB. The Head of School is assisted in his tasks by the Administrative and Finance Manager, the Head of the Primary School, the Chief Educational Advisor, and the School Council including the representatives of students, teachers, service and administrative staff, parents as well as an appointed representative of the French Embassy (representing the French State).

OBJECTIVES OF THE SCHOOL RULES AND REGULATIONS

The rules and regulations of the Gustave Eiffel French School of Budapest are intended to define the rules of school life and the practices of the educational community.

The exclusive concern of the regulations is the appropriate functioning of the school in the best general interest of all.

It is intended to allow students to acquire knowledge, and also to provide an education based on learning about freedom, tolerance and responsibility.

The registration of a student means, for both him/herself and his/her parents, the acceptance of the provisions of the present rules and regulations, and also the duty to fully comply with them.

I. SCHOOL LIFE RULES

A. ORGANISATION AND FUNCTIONING OF THE SCHOOL:

Students must demonstrate a tolerant and respectful attitude towards the personality of others and their beliefs. They must respect the rules and supplies provided by the school and with a calm, appropriate conduct, they must ensure the smooth operating of the school life. The aim of the school rules and regulations is to set out the rights and duties of each and everyone within the school premises.

The application of these rules is the basis of citizenship education. Respect for others, tolerance, freedom of conscience and secularism provide the framework of the exercise of these rights and duties.

a) Timetable

From Monday to Friday

| | | | | | | |
|-----------------|-----------------|------------------------|--|-----------------|----------------|----------------|
| 07:45 AM | 08:00 AM | Students arrive | | 12:10 PM | 1:05 PM | Lessons |
| 08:00 AM | 08:55 AM | Lessons | | 1:10 PM | 2:05 PM | Lessons |
| 09:00 AM | 09:55 AM | Lessons | | 2:05 PM | 3:00 PM | Lessons |
| 09:55 AM | 10:10 AM | Recess | | 3:00 PM | 3:10 PM | Recess |
| 10:10 AM | 11:05 AM | Lessons | | 3:10 PM | 4:05 PM | Lessons |
| 11:10 AM | 12:05 PM | Lessons | | 4:05 PM | 5:00 PM | Lessons |

b) Transitioning from different classrooms within the school

Students line up when the school bell rings, in a calm and quiet manner in front of their classroom and wait for their teacher. Students going for Study Hall, must wait and line up correctly in a calm and quiet manner in front of the Study Hall room. During their free period, students intending to use the Library, must sign up beforehand at the Student Life Office.

In all these cases, students must comply with the safety rules such as:

- Not to stay alone in a classroom,
- Not to run, not to sit/stand unnecessarily in the corridors.

During lunch break, students are not allowed to stay in the corridors of the first floor.

Students expelled from a lesson are escorted by a designated student to the Student Life Office where they must bring their personal belongings and their communication book with them.

c) Use of materials provided by the School

Students and their families undertake to return, in good condition, all the equipment and books that are loaned by the institution. If not returned, the family concerned will be asked to pay a refund of what is missing or has been damaged.

d) Rules of entering and leaving school

Students have the possibility to enter and leave the school grounds only during the opening hours of the institution, that is to say, every hour on the hour and during lunch break.

Middle School Day Students (who do not take school meals and are authorized to leave the school) enter just before their first morning and afternoon lesson, and leave school after their last morning and afternoon lesson.

Semi - boarders enter before their first morning lesson and leave school after their last afternoon lesson. They are not allowed to leave the institution before school lunch.

Middle School Students are not allowed to leave school during the day. They must check out with the supervisors of the Student Life Office by showing them their communication book. The supervisors check whether the leaving is consistent with the timetable and with the authorization given by the parents.

High School Students have a bigger autonomy than middle school students. Hence, they are allowed to leave school when they do not have a lesson. In this case, they are no longer the responsibility of the Head of School.

e) Lunch - semi-boarders

School lunch is not a right but a service provided to the families. Consequently, the non-compliance with the school life rules can lead to temporary or permanent exclusion of the student from the school meal service. The catering is managed in the form of self-service. Semi- boarder students agree to adopt a proper attitude in the cafeteria and to respect the others and the premises.

Students are not allowed to bring food in the school. Some students, prone to food allergies can benefit from an Individualized Health Plan (PAI) concerning their food allergy, after verification and control of the primary doctor of the institution. Families are required to obtain the approval of the ANTSZ (National Public Health and Medical Officer Service). Once they have the official validation, students are allowed to bring in their lunch. The PAI is in force for a period of maximum one school year and its status must be systematically renewed according to the same procedure.

The consumption of soft drinks is forbidden in the school (measure of health and safety). The "Forum" (central hall) is the only place in the building, apart from the cafeteria reserved for semi-boarders, where the consumption of any food and drink is allowed.

In case of birthday parties or activities organized for teaching purposes, only traceable products (finished marketed products with presentation of their receipt) are allowed.

f) Medical Service

The medical service includes a nursing service. Students should use the first aid room their recess time, study hall time or longer breaks to do so, except in case of emergency.

A primary doctor, accredited by the Hungarian health authorities, provides the compulsory annual medical examinations for all students, in strict compliance with the Hungarian law in force on the subject.

Students undergoing a personal medical treatment must submit the doctor's prescription, their parents' written permission and the necessary medicine in the first aid room. A PAI (Individualized Health Plan) should be set up and implemented (cf. § I.A.e).

For students with a health problem which are not recognized as a disability (chronic diseases, allergies, food intolerances) an Individualized Health Plan is recommended; it should be implemented with the collaboration of the school's medical services.

For students with on-going learning disabilities that are not recognized as a handicap (specific language problems, dyslexia, dyspraxia, dysphasia...), a Personalized Support Plan is established. The aim of the PSP is to allow special accommodations for the student in terms of pedagogical tools. **The PSP is also required when applying for special accommodations during exams.**

Please note that, currently, children will not be enrolled unless an immunization record is presented and immunizations are up-to-date in accordance with immunization policies of the hosting country.

B. ORGANISATION OF THE SCHOOL LIFE AND THE STUDIES:

a) Use of the Communication Book

The communication book is an official document of communication provided by the school and it is unique to each student. It ensures the contact between families and the School.

It should contain a recent photo of the student, and should be covered with sturdy transparent sheet, filled, signed by the parents from the beginning of the school year. Students are responsible for the appropriate maintenance of the book, updating it with their grades and must be able to present it when asked.

Middle School students are asked to show their school communication book when leaving the institution. In case of loss, the new communication book will be charged to the family.

b) Regular attendance: absence and tardy, exemptions from physical education

All lessons listed in the timetable are compulsory.

- Absence of a Student

If a student is not able to attend a lesson or school, parents should immediately inform the School, i.e. the Chief Educational Advisor or the Student Life Office. Any unjustified absence is reported to the families. All prolonged absences must be substantiated by a medical certificate.

Upon immediate arrival to school after an absence, students must check in at the Student Life Office and submit a note of explanation which can be a cut-out admission slip from the communication book or an explanation in valid written form. Voluntary absenteeism will be penalized.

Comments: Students are not allowed to enter the school in the morning if they have fever or are visibly weakened: children who are sick must stay at home and be treated. It is a matter of health; it is for the sake of their own health and also that of the others' attending the same institution. In case of contagious disease, a medical certificate of non-contagion will be required.

-Tardiness of a Student

Punctuality is a sign of respect towards the school community.

In case of a late arrival not exceeding five minutes, the teacher allows the student to enter the class but the tardiness will be reported to the Chief Educational Advisor. It is not meant to leave room for any tolerance, but more as a tool to allow for the lesson to be the least disrupted and the class to be punished to the least possible degree: students must show up to all lessons on time. Hence, they must justify systematically their tardiness immediately upon arrival and accept without prejudice to disciplinary sanctions that may be applied. After three unjustified tardiness, students must attend an hour of detention. In case of tardiness exceeding five minutes, students must check-in at the Student Life Office and are escorted to the Study Hall room by a supervisor. This allows them to catch up with the lesson they are missing because of their tardiness.

-Exemption from Physical Education

Exemptions from physical education classes are the exclusive responsibility of the school doctor.

Exceptional exemptions from physical education classes may be authorized, upon the written request of the parents in the communication book. The request must be presented at the Student Life Office and then to the P.E. teachers. Exempted students, except for special cases, are left to the judgment of the physical education teacher, they remain under the teacher's responsibility and cannot leave the school. In case of an exemption longer than a day, a medical certificate for the subject is required.

c) "Class councils": meeting of teachers, parents and class representatives to discuss students' progress

At the end of each term, the Head of School or his representative (Chief Educational Advisor or the teacher of the relevant class) and the head teachers meet to discuss the results and behavior of each student and to establish the term reports. Parents' and students' representatives can also attend these councils.

The Head of School or his representative chairs the council.

Parents are informed about their child's progress and about their choices/decisions regarding their long-term specialization and program orientation; a parent-teacher conference is scheduled systematically at the end of the 2nd term to reinforce the dialogue between the school and the families dealing with a grade repetition or reorientation.

- Follow-up sheets may be provided. These sheets are intended to show to the pupil his capacities of progress in regard to the dysfunction which was determined.

d) Conditions of access and functioning of the CDI Library (see appendix CDI)

The Centre of Documentation and Information is a multimedia resource center. The same rules and policies that apply to the attendance of lessons are implemented for the Library. Students come here alone, in groups or in class with their teacher in order to:

- read, borrow a book,
- attend a workshop (press, exhibition, History of Art, personalized assistance...)
- prepare their personal projects by making use of the resources of the Library,
- learn the techniques of documentary research

The CDI is a place for work and for reading which functions on the basis of **mutual respect**. In the interest of all, the strict discipline and silence is required.

e) Use of specific personal belongings

The use of any mobile telephone device or connected devices (iWatch,...) is strictly prohibited on school premises (and especially during all school or educational activities: extra-curricular activities, school trips, etc.). Telephones must be switched off and put away during class hours. Otherwise, after having been turned off by the owner, they may be confiscated for a maximum of 72 hours. Any repeated breach of this prohibition will be punished. During teaching activities, a teacher may authorize the limited use of mobile phones (for such purposes as taking pictures, timing an event...). In this case, the teacher is responsible for the appropriate use of the device.

Reminder: in case of emergency, students may, at any time, request the Student Life Office to contact their family.

Image rights: it is a fundamental right, a superior right. The use of an image by any means, in any format or by any medium, showing any person or any part of the school building without the consent of the person in question or that of the Head of the School is against the law and strictly regulated. Our institution reserves the right to systematically exercise its right in the collective and individual interest of all.

The use of any personal multimedia devices not connected to Internet (tablets, iPod, Kindle,...) is only tolerated in the Forum (central hall) and the green outdoor areas of the school during long breaks and lunch breaks. It is strictly forbidden in all other cases (especially during school or educational activities) and in all other places. The device may be confiscated and handed over to the legal guardian of the student in question. Any breach of this prohibition will be punished.

f) Extra-curricular activities (sports, cultural activities...)

They usually take place on Wednesday afternoons, but may also be held on other afternoons after school.

For the practice of sports, either individual or in group, a medical certificate is required.

g) Common Room – Home for High School Students

It is a space available to high school students which is operated under the responsibility of the supervisors of the Student Life Office and governed by its own internal rules.

C. SECURITY:

a) Thefts prevention

A locker is provided to each student. Students must place their personal belongings (school materials and valuables) in the lockers and close them with an appropriate size padlock provided by their families. Each student is responsible for any object of value they place in the locker. It is strongly advised to avoid bringing valuables to school (jewelry, money, digital tablets, etc.). The LFGEB is not responsible in case of theft, loss or damage. It is up to the families to take the necessary steps with the competent authorities.

b) Dangerous Objects and Items

The introduction, the use and the trade of all products being harmful to health (tobacco, alcohol, drugs, etc.) and of dangerous objects are strictly forbidden under penalty of serious sanctions. Any form of trade is prohibited.

c) Respect for People

Physical and verbal abuse is not tolerated. If a student feels threatened or intimidated, he/she must not hesitate to inform a trusted adult at school about it.

d) Distinguishing Signs, Behavior and Outfits

The following are prohibited:

- The wearing of signs which show personal attachment to religious or political beliefs
- Provocative attitudes and behaviors which may include pressure on other students and disturb the order of the institution
- Disruption of public order on the school's premises **and** its outskirts
- Provocative outfits
- Any sort of illegal product enhancement

The wearing of any headgear (cap, bandana, etc. ...) is not permitted in the buildings of the LFGE, nor during physical education lessons. Students entering a classroom must take off their coats and jackets. They are not allowed to drink, eat or chew gums. When a student is involved in an accident (even slight one) occurred at the LFGE, he or she must be taken to the first aid room where the school nurse will take the necessary steps. The Student Life Office must also be alerted in order to inform the Head of School, as well as the family.

e) Rules for entering or leaving the school grounds

Students coming on two-wheels (roller skates, scooters or skateboards) must get off the vehicle and walk when crossing the border of the school premises and place them in a secure location designated for this purpose.

It is imperative to respect operational rules of the school's parking lot which, in particular, is not a play area. It is a car park for the school staff (places marked with a white cross), a drop-off-parking (parking is limited in time to 15 minutes maximum, in particular for nursery school children's parents) and a space designated for two wheels. There is also a pick-up and drop-off area especially for the school transportation and minibuses. Compliance with the following rules of conduct is imperative:

- respecting (not occupying) the reserved places,
- following the direction of the traffic, even on two wheels,
- going at a walking pace,
- not stopping where you can obstruct the way (entry or exit of the car park, traffic lanes, etc..),
- when parents have to drop off their children (in particular, preschool children), not to block the way of the other vehicles,
- green areas are not parking places.

II. EXERCISE OF STUDENT RIGHTS AND DUTIES:

The rights and duties of the students are defined and implemented in accordance with the principle of secularism of the French public education system. The exercise of their rights and duties in the school context helps students prepare themselves for the responsibilities as citizens.

The first fundamental right of every student of the LFGE is to receive a quality education in compliance with the French national curricula and the adaptations of the latter to the local Hungarian context, according to the objectives of the School Project and in a condition which promotes learning. This right involves for students a fundamental and absolute duty to take advantage, by all their means, of this education, and a duty to make sure teachers can carry out their tasks under appropriate conditions and other students can follow this education, since they have the same right to receive education.

A. RIGHTS

a) Individual rights

Students have individual rights. Every student's physical and moral integrity must be respected. Students' work and their belongings must also be respected. They have the freedom to express their opinion in a spirit of tolerance and respect for others.

b) Collective rights

The right to the collective expression is exercised in the institution by student representatives of the High School Students Council and the Middle School Students Council who may collect the opinions and suggestions of the other students, may discuss them with teachers, the Head of School and the School Council.

c) Right to assemble

Only the student representatives and the vice-president of the High School Student Council can take the initiative of meeting in order to exercise their function. The right to assemble has to be exercised within the confines of the institution and requires permission from the Head of the School. The purpose of the right to assemble is to facilitate the representatives' tasks as well as the provision of information for the students.

d) Right to display

Objects may be displayed in the school only by the preliminary approval of the Head of School.

B. DUTIES

a) Respect for people

In all circumstances, students must be respectful to other students as well as to adults regardless of their function in the institution (member of the administration of the school, teachers, supervisors, service staff).

b) Respect for property

The premises and the equipment are a collective heritage that must be preserved. Students are required to leave them clean and tidy in order to maintain them in good condition. Whoever causes a damage shall be accountable for it, as well as their family from whom the administration of the school may request financial compensation, without prejudice to disciplinary sanctions that may be applied.

c) Duty not to use any violence

Verbal abuse, damage to personal property, bullying, theft or attempted theft, physical violence, extortion and sexual abuse in the school and in its immediate surroundings are considered as behaviors that are subject to disciplinary sanctions and/or legal proceedings.

Students must, within the institution as well as in its immediate surroundings, adopt an appropriate and responsible behavior.

III. DISCIPLINARY MEASURES: PUNISHMENT - SANCTIONS – INCENTIVES:

Punishment and sanctions must be proportional to the gravity of misconduct because their objective is to empower students and make them aware of the consequences of their behavior. In case of individual misconduct, the punishment cannot be considered collective.

A. PUNISHMENT AT SCHOOL

Punishment is delivered by teachers, members of the management or education staff, by supervisors in case of breach of duties on the part of the students.

Punishment can be:

- Comments in the communication book,
- Extra school work,
- Detention, including Wednesday afternoon,
- Occasional exclusion from lessons, with additional exercises,
- Warning notice issued by the Class Council attached to the termly school report.

B. DISCIPLINARY SANCTIONS

Sanctions can be delivered by the Head of School or the Disciplinary Board in case of attack on people and property, and in case of a serious breach of duties committed by students.

Sanctions can be:

- Warning,
- Temporary exclusion from one to eight days, internally or externally, or permanent exclusion (only pronounced by the Disciplinary Board).

C. MEASURES OF PREVENTION, SUPPORT AND REPAIR

These measures aim to:

- Prevent or avoid any level of misconduct,
- Ensure continuity in teaching,
- Raise students' awareness of their liability.

They can be:

- Follow-up sheets,
- Signing of a schooling contract by the legal representatives (guardians), the student, the head teacher, the Chief Educational Advisor and the Head of School
- Educational or teaching tutorship led by a "mentor" – an adult in charge designated for this purpose,
- Educational Committee of supervisors,
- Work done in the interest of the school or its community (tidying up, cleaning).

D. DISCIPLINARY BOARD

The Disciplinary Board consists of the Head of School (who presides), the Chief Educational Advisor, the Administrative and Financial Manager of the school, five parent representatives, three representatives of the staff and two high school student representatives. The Board's composition is validated by the first governing School Board of the school year.

The representatives of parents, staff and students are elected from among the incumbent or the substitute members of the School Board.

The Disciplinary Board is convened by the Head of School 5 working days before the meeting by registered letter with recorded delivery sent to the family of the concerned student and to the members of the Board. During this period, all the members of the Board as well as the family or the representative designated by the family have the possibility to examine the evidences of the file which will be used as supporting documents during the meeting. The documents must be classified and numbered. For information, if needed, the head teacher or other qualified members of the school staff is responsible to make sure that this work may be invited to the meeting.

The Disciplinary Board may pronounce a temporary exclusion longer than 8 days as well as a permanent exclusion from school. In addition, as soon as the Disciplinary Board was seized by the Head of School, the latter may impose, as a protective measure or an exclusion until the holding of the Disciplinary Board meeting.

The Disciplinary Board may also prescribe measures of prevention, repair or support which are stipulated by the school rules and regulations.

The sanctions imposed by the Disciplinary Board can in no case be collective. They are made behind closed doors.

Any sanction may be appealed to a higher local body chaired by the Ambassador or his representative, the Counselor of Cooperation and Cultural Action.

E. INCENTIVE MEASURES

It is necessary to highlight actions in which students are able to demonstrate good public-spiritedness, their involvement in the field of citizenship and school life, their spirit of solidarity, their awareness of responsibility towards themselves as well as their classmates. To do this, any member of the Class Council has the possibility to suggest the Head of School to encourage or reward the student by putting a comment in their termly school report. The Head of School makes his decision after consultation with all the members of the Council.

IV. RELATIONSHIP BETWEEN PARENTS AND SCHOOL:

The parents or legal guardians have rights and duties of custody, supervision and education defined by the articles of the Civil Code relating to parental authority. These rights and duties are organically linked to the school rules and regulations and constitute an essential support to establish a genuine dialogue as well as cooperative relationships with the families. Regular checking of the student's communication book and the school's electronic attendance registry software – to which both students and parents have access - is the core of exchanges that allows parents to follow objectively their child's progress.

V. SPECIAL SITUATIONS :

A. WORK EXPERIENCE AND INTERNSHIP (OR COMPANY PLACEMENT)

Students undergoing an internship or a placement in order to gain work experience must sign an agreement with the school, the family and the company hosting them. The internship cannot take place outside of school time.

B. SCHOOL TRIPS AND FIELD TRIPS

Overnight school trips voted by the School Board as well as school outings take place after approval of the Head of School, under the authority of the latter and under the exclusive educational responsibility of the teachers.

Families should be informed of the date, the time of departure and return, the place, the fees and the means of transportation used by students.

Only students with up-to-date insurance and authorization from their parents can participate in these outings and trips.

Unauthorized or uninsured students must stay and be present in the school. An adjusted timetable is provided for them.

C. COMPUTER CHARTER

The Computer and Internet Charter of the institution must be imperatively respected by all the users of the computer equipment. The charter is signed by the students and their legal representatives each year.

COMMITMENT

For student(s)

I have read the school rules and regulations and the relating appendices of the Gustave Eiffel French School of Budapest and I am aware of the fact that the non-compliance with any of the points of this policy may result in sanctions that will eventually lead to the convening of the Disciplinary Board.

SURNAME of the student: Class:

First name:

Done at, on

Signature of the student.....

For parent(s) or legal representative(s)

I have read the school rules and regulations and the relating appendices of the Gustave Eiffel French School of Budapest concerning my child and I guarantee that he/she abides by the school rules and regulations.

I also hereby agree to abide by the rules myself, in particular with Appendix 1 (school fees).

Signature of the representative(s) of the student

Mother / Father / Legal guardian

SURNAME:

First name:

Done at, on

Signature:

Mother / Father / Legal guardian

SURNAME:

First name:

Done at, on

Signature:

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Amended version was voted on June 28th 2018 at GM of the regular School Council, 2017-2018 Academic Year

ELEMENTARY SCHOOL

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PRESENTATION OF THE SCHOOL:

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OBJECTIVES OF THE SCHOOL RULES AND REGULATIONS:

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The exclusive concern of the regulations is the appropriate functioning of the school in the best general interest of all.

It is intended to allow students to acquire knowledge, but also provides an education based on learning about freedom, tolerance and responsibility.

The registration of a student means, for both him/herself and his/her parents, the acceptance of the provisions of the present rules and regulations, and also the duty to fully comply with them.

I. SCHOOL LIFE RULES

A. ORGANISATION AND FUNCTIONING OF THE SCHOOL:

Students must demonstrate a tolerant and respectful attitude towards the personality of others and their beliefs. They must respect the rules and supplies provided by the school and with a calm, appropriate conduct, they must ensure the smooth operating of the school life. The aim of the school rules and regulations is to set out the rights and duties of each and everyone within school premises.

The application of these rules is the basis of citizenship education. Respect for others, tolerance, freedom of conscience and secularism provide the framework of the exercise of these rights and duties.

a) Door opening

Monday, Tuesday, Wednesday, Thursday and Friday at 7.45 A.M.

From 7:50 AM, from Monday to Friday, the Preschool gate will be open. Children of the Preschool must be accompanied and brought in by their parents to the classroom and handed over to the class teacher; at the end of the lessons, they are not allowed to leave the school grounds without the supervision of their parents or a designated person.

b) School Time

Monday, Tuesday, Thursday, Friday: 8 AM – 2 PM

Wednesday: 8 AM – 12 PM

Mandatory language lessons are scheduled after school time. They take place until 2 PM on Wednesdays and on the other week days until 3 PM.

c) After-school activities (afternoon supervision/study hall) et extra-curricular activities :

- Parents must register their child before the starting of the activities at the beginning of the school year.
- The chosen activity will be invoiced. No refunding is possible during the school year, except for cases of illness that reasonably prevent the child from participating in the activity.

d) Transitioning from different classrooms within the school

Following the 8:00 AM school bell, children line up in an appropriate manner in the school yard.

In all cases, students must comply with the following safety rules such as:

-Not to stay alone in a classroom,

-Not to run, not to sit, stand unnecessarily in the corridors.

During lunch break, students are not allowed to stay in the corridors of the first floor.

e) Use of materials provided by the School

Students and their families undertake to return, in good condition, all the equipment and books that are loaned by the institution. If not returned, the concerned family will be asked to pay a refund of what is missing or has been damaged.

f) Lunch - semi-boarders

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g) Medical Service

The medical service includes a nursing service. Students should use the first aid room their recess time, study hall time or longer breaks to do so, except in case of emergency.

A primary doctor, accredited by the Hungarian health authorities, provides the compulsory annual medical examinations for all students, in strict compliance with the Hungarian law in force on the subject.

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For students with on-going learning disabilities that are not recognized as a handicap (specific language problems, dyslexia, dyspraxia, dysphasia...), a Personalized Support Plan is established. The aim of the PSP is to allow special accommodations for the student in terms of pedagogical tools. **The PSP is also required when applying for special accommodations during exams.**

Please note that, currently, children will not be enrolled unless an immunization record is presented and immunizations are up-to-date in accordance with immunization policies of the hosting country.

B. ORGANISATION OF THE SCHOOL LIFE:

a) Communication with Parents

The communication book or agenda ensures the contact between families and the teachers.

Parents are welcome to check the bulletin board by the main entrance and also to regularly check the school's website.

b) Regular attendance: absence and tardy, exemptions from physical education

All lessons listed in the timetable are compulsory.

- Absence of a Student

If a student is not able to attend a lesson or school, parents should immediately inform the School: the Student Services (Secrétariat), the teachers and the bus company (PREMIER). Any unjustified absence is reported to the families. All prolonged absences must be substantiated by a medical certificate.

Comments: Students are not allowed to enter the school in the morning if they have fever or are visibly weakened: children who are sick must stay at home and be treated. It is a matter of health; it is for the sake of their own health and that of the others attending the same institution. In case of contagious disease, a medical certificate of non-contagion will be required.

-Tardiness of a Student

Punctuality is a sign of respect towards the school community.

In case of a late arrival, children stay by the school entrance with their parents and wait for a child supervisor to take the child to the designated classroom (Preschool/Elementary School).

-Exemption from Physical Education

Exceptional exemptions from physical education classes may be authorized, upon the written request of the parents or medical justification.

c) Report Cards

At the end of each term, an evaluation report is available to parents. After each key stage, the Key Stage Council gathers to decide on the transition of a student to the next key stage. Parents have the right to appeal this decision.

In case of learning difficulties an IEP (Individualized Education Plan) is established.

d) Conditions of access and functioning of the CDI Library

Please refer to appendix CDI.

e) Use of specific personal belongings

The use of any mobile telephone device is strictly prohibited on school premises (and especially during all school or educational activities: extra-curricular activities, school trips, etc.). They may be confiscated and handed back to the legal representative.

Reminder: in case of emergency, students may, at any time, request the school to contact their family.

C. SECURITY:

a) Thefts prevention

Each student is responsible for any object of value he or she brings to school. It is strongly advised to avoid bringing valuables to school (jewelry, money, digital tablets, etc.).

The LFGEB is not responsible in case of theft, loss or damage. It is up to the families to take the necessary steps with the competent authorities.

The introduction, the use and the trade of all products being harmful to health (tobacco, alcohol, drugs, etc.) and of dangerous objects are strictly forbidden under penalty of serious sanctions. Any form of trade is prohibited.

b) Physical and verbal **abuse** is not tolerated. If a student feels threatened or intimidated, they must not hesitate to inform a trusted adult at school about it.

c) The wearing of signs which show personal attachment to religious or political beliefs are prohibited. Also, provocative attitudes and behaviors which may include pressure on other students and disturb the order of the institution are prohibited.

Provocative outfits – with the intention to show off – are to avoid. The wearing of any headgear (cap, bandana, etc...) is not permitted in the buildings of the LFGEB, nor during physical education lessons. Students entering a classroom must take off their coats and jackets. When a student is involved in an accident (even slight one) occurred at the LFGEB, he or she must be taken to the first aid room where the school nurse will take the necessary steps to inform the Head of School, as well as the family.

e) Rules for entering or leaving the school grounds:

Students coming on two-wheels (roller skates, scooters or skateboards) must get off the vehicle and walk when crossing the border of the school premises and place them in a secure location designated for this purpose.

It is imperative to respect operational rules of the school's parking lot which, in particular, is not a play area. It is a car park for the school staff (places marked with a white cross), a drop-off-parking (parking is limited in time to 15 minutes maximum, in particular for nursery school children's parents) and a space designated for two wheels. There is also a pick-up and drop-off area especially for the school transports and minibuses. Compliance with the following rules of conduct is imperative:

- respecting (not occupying) the reserved places,
- following the direction of the traffic, even on two wheels,

- going at a walking pace,
- not stopping where you can obstruct the way (entry or exit of the car park, traffic lanes, etc. ...),
- when parents have to drop off their children (in particular, preschool children), do not block the way of the other vehicles,
- green areas are not parking places.

II. EXERCISE OF STUDENT RIGHTS AND DUTIES:

The rights and duties of the students are defined and implemented in accordance with the principle of secularism of the French public education system. The exercise of their rights and duties in the school context helps students prepare themselves for the responsibilities as citizens.

The first fundamental right of every student of the LFGE is to receive a quality education in compliance with the French national curricula and the adaptations of the latter to the local Hungarian context, according to the objectives of the School Project and in a condition which promotes learning. This right involves for students a fundamental and absolute duty to take advantage, by all their means, of this education, and a duty to make sure teachers can carry out their tasks under appropriate conditions and other students can follow this education, since they have the same right to receive education.

A. RIGHTS

a) Individual rights

Students have individual rights. Every student's physical and moral integrity must be respected. Students' work and their belongings must also be respected. They have the freedom to express their opinion in a spirit of tolerance and respect for others.

b) Collective rights

The right to the collective expression is exercised in the institution by student representatives (of CM2) who may collect the opinions and suggestions of the other students, may discuss them with teachers, the Head of School and the School Council.

c) Right to display

Objects may be displayed in the school only by the preliminary approval of the Head of School.

B. DUTIES

a) Respect for people

In all circumstances, students must be respectful to other students as well as to adults regardless of their function in the institution (member of the administration of the school, teachers, supervisors, service staff).

b) Respect for property

The premises and the equipment are a collective heritage that must be preserved. Students are required to leave them clean and tidy in order to maintain them in good condition. Whoever causes a damage shall be accountable for it, as well as their family from whom the administration of the school may request financial compensation, without prejudice to disciplinary sanctions that may be applied.

c) Duty not to use any violence

Verbal abuse, damage to personal property, bullying, theft or attempted theft, physical violence, extortion and sexual abuse in the school and in its immediate surroundings are considered as behaviors that are subject to disciplinary sanctions and/or legal proceedings.

Students must, within the institution as well as in its immediate surroundings, adopt an appropriate and responsible behavior.

III. DISCIPLINARY MEASURES

Punishment and sanctions must be proportional to the gravity of misconduct because their objective is to empower students and make them aware of the consequences of their behavior. In case of individual misconduct, the punishment cannot be considered collective. A child cannot be deprived from the entire duration of recess time. In case of children who are at risk of injuring themselves or others, only short isolation from his classmates is allowed under supervision. If a child damages school property, he or she may be called to participate in the repair works.

IV. RELATIONSHIP BETWEEN PARENTS AND SCHOOL:

The parents or legal guardians have rights and duties of custody, supervision and education defined by the articles of the Civil Code relating to parental authority.

These rights and duties are organically linked to the school rules and regulations and constitute an essential support to establish a genuine dialogue as well as cooperative relationships with the families.

V. SPECIAL EVENTS

A. SCHOOL TRIPS AND FIELD TRIPS

School outings are the responsibility of the teachers and they take place after approval of the Head of School.

a) Educational trips during school time

Families should be informed of the date, the time of departure and return, the place, the fees and the means of transportation used by students. These trips are mandatory.

a) Educational trips outside school time

Only students with up-to-date insurance and authorization from their parents can participate in these outings and trips. Students who do not participate in the trip, attend school during this time.

B. COMPUTER CHARTER

The Computer and Internet Charter of the institution must be imperatively respected by all the users of the computer equipment. The charter is signed by the students (only CM2) and their legal representatives each year.

COMMITMENT

For Student(s)

I have read the school rules and regulations and the relating appendices of the Gustave Eiffel French School of Budapest and I am aware of the fact that the non-compliance with any of the points of this policy may result in sanctions that will eventually lead to the convening of the Disciplinary Board.

SURNAME of the student: Class:

First name:

Done at, on

Signature of the student.....

For parent(s) or legal representative(s)

I have read the school rules and regulations and the relating appendices of the Gustave Eiffel French School of Budapest concerning my child and I guarantee that he/she abides by the school rules and regulations.

I also hereby agree to abide by the rules myself, in particular with Appendix 1 (school fees)

Signature of the representative(s) of the student

Mother / Father / Legal guardian

SURNAME:

First name:

Done at, on

Signature:

Mother / Father / Legal guardian

SURNAME:

First name:

Done at, on

Signature:

RULES AND REGULATIONS OF THE GUSTAVE EIFFEL FRENCH SCHOOL OF BUDAPEST

Amended version was voted on June 28th 2018 at GM of the regular School Council, 2017-2018 Academic Year

PRESCHOOL

"Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized. Everyone has duties to the community in which alone the free and full development of his personality is possible." »

The Universal Declaration of Human Rights, United Nations, on 10 December 1948

PRESENTATION OF THE SCHOOL:

The Gustave Eiffel French School of Budapest consists of a preschool, an elementary school, a middle school and a high school providing a general education and taking day students (who are authorized to leave school during lunch hours) and semi-boarders. It follows the program developed by the French Ministry of Education, from the first year of preschool leading to the three series of the prestigious French General Baccalaureate.

The Gustave Eiffel French School of Budapest (LFGEB) is under the administrative, educational and moral authority of the Head of School who represents both the AEFÉ (Agency for French Teaching Abroad) and the Foundation of the LFGEB. The Head of School is assisted in his tasks by the Administrative and Financial Manager, the Head of the Primary School, the Chief Educational Advisor, and the School Council including the representatives of students, teachers, service and administrative staff, parents as well as an appointed representative of the French Embassy (representing the French State).

OBJECTIVES OF THE SCHOOL RULES AND REGULATIONS:

The rules and regulations of the Gustave Eiffel French School of Budapest are intended to define the rules of school life and the practices of the educational community.

The exclusive concern of the regulations is the appropriate functioning of the school in the best general interest of all.

It is intended to allow students to acquire knowledge, but also provides an education based on learning about freedom, tolerance and responsibility.

The registration of a student means, for both him/herself and his/her parents, the acceptance of the provisions of the present rules and regulations, and also the duty to fully comply with them.

I. SCHOOL LIFE RULES

A. ORGANISATION AND FUNCTIONING OF THE SCHOOL:

Students must demonstrate a tolerant and respectful attitude towards the personality of others and their beliefs. They must respect the rules and supplies provided by the school and with a calm, appropriate conduct, they must ensure the smooth operating of the school life. The aim of the school rules and regulations is to set out the rights and duties of each and everyone within school premises.

The application of these rules is the basis of citizenship education. Respect for others, tolerance, freedom of conscience and secularism provide the framework of the exercise of these rights and duties.

a) Door opening

Monday, Tuesday, Wednesday, Thursday and Friday at 7.50 A.M.

B) School Time

Monday, Tuesday, Thursday, Friday: 8 AM – 2 PM

Wednesday: 8 AM – 12 PM

Children of the Preschool must be accompanied and brought in by their parents (or a designated person) to the classroom and handed over to the class teacher.

c) After-school activities (afternoon supervision/study hall) et extra-curricular activities:

- Parents must register their child before the starting of the activities at the beginning of the school year.
- The chosen activity will be invoiced. No refunding is possible during the school year, except for cases of illness that reasonably prevent the child from participating in the activity.

D) Use of materials provided by the School

Students and their families undertake to return, in good condition, all the equipment and books that are loaned by the institution. If not returned, the concerned family will be asked to pay a refund of what is missing or has been damaged.

E) Lunch - semi-boarders

School lunch is not a right but a service provided to the families. Consequently, the non-compliance with the school life rules can lead to temporary or permanent exclusion of the student from the school meal service. The catering is managed in the form of self-service. Semi-boarder students agree to adopt a proper attitude in the cafeteria and to respect the others and the premises.

Students are not allowed to bring food in the school. Some students, prone to food allergies can benefit from an Individualized Health Plan (PAI) concerning their food allergy, after verification and control of the primary doctor of the institution. Families are required to obtain the approval of the ANTSZ (National Public Health and Medical Officer Service). Once they have the official validation, students are allowed to bring in their lunch. The PAI is in force for a period of maximum one school year and its status must be systematically renewed according to the same procedure.

The consumption of soft drinks is forbidden in the school (measure of health and safety education). The "Forum" (central hall) is the only place in the building, apart from the cafeteria reserved for semi-boarders, where the consumption of any food and drink is allowed.

In case of birthday parties or activities organized for teaching purposes, only traceable products (finished marketed products with presentation of their receipt) are allowed.

h) Medical Service

The medical service includes a nursing service. Students should use the first aid room their recess time, study hall time or longer breaks to do so, except in case of emergency.

A primary doctor, accredited by the Hungarian health authorities, provides the compulsory annual medical examinations for all students, in strict compliance with the Hungarian law in force on the subject.

Students undergoing a personal medical treatment must submit the doctor's prescription, their parents' written permission and the necessary medicine in the first aid room. A PAI (Individualized Health Plan) should be set up and implemented (cf. § I.A.e).

For students with a health problem which are not recognized as a disability (chronic diseases, allergies, food intolerances) an Individualized Health Plan is recommended; it should be implemented with the collaboration of the school's medical services.

For students with on-going learning disabilities that are not recognized as a handicap (specific language problems, dyslexia, dyspraxia, dysphasia...), a Personalized Support Plan is established. The aim of the PSP is to allow special accommodations for the student in terms of pedagogical tools. **The PSP is also required when applying for special accommodations during exams.**

Please note that, currently, children will not be enrolled unless an immunization record is presented and immunizations are up-to-date in accordance with immunization policies of the hosting country.

B. ORGANISATION OF THE SCHOOL LIFE:

a) Communication with Parents

The communication book or agenda ensures the contact between families and the teachers.

Parents are welcome to check the bulletin board by the main entrance and also to regularly check the school's website.

b) Regular attendance

Enrollment to the Preschool means for the parents a commitment to regular attendance which ensures the desirable personality development of the child and helps the child to receive the necessary training and preparation for the elementary school. Failing that, the child may be taken off the list of enrolled students and returned to the parents by the Head of the School who, before his decision, had met his teaching staff.

- Absence of a Student

If a student is not able to attend a lesson or school, parents should immediately inform the head of the Primary School. Any unjustified absence is reported to the families. All prolonged absences must be substantiated by a medical certificate. students are not allowed to enter the school in the morning if they have fever or are visibly weakened: children who are sick must stay at home and be treated. It is a matter of health; it is for the sake of their own health and that of the others attending the same institution. In case of contagious disease, a medical certificate of non-contagion will be required.

The school timings are to be respected. Regular tardiness will be sanctioned. After the sixth time of tardiness, the child will no longer be accepted to the school.

f) Report Cards

At the end of each term, an evaluation report is available to parents. After each key stage, the Key Stage Council gathers to decide on the transition of a student to the next key stage. Parents have the right to appeal this decision. In case of learning difficulties an IEP (Individualized Education Plan) is established.

g) Conditions of access and functioning of the CDI Library

Please refer to appendix CDI.

e) Use of specific personal belongings

The use of any mobile telephone device is strictly prohibited on school premises (and especially during all school or educational activities: extra-curricular activities, school trips, etc.). They may be confiscated and handed back to the legal representative. Reminder: in case of emergency, students may, at any time, request the school to contact their family.

C. SECURITY:

a) Thefts prevention

Each student is responsible for any object of value he or she brings to school. It is strongly advised to avoid bringing valuables to school (jewelry, money, digital tablets, etc.).

The LFGEB is not responsible in case of theft, loss or damage. It is up to the families to take the necessary steps with the competent authorities.

The introduction, the use and the trade of all products being harmful to health (tobacco, alcohol, drugs, etc.) and of dangerous objects are strictly forbidden under penalty of serious sanctions. Any form of trade is prohibited.

b) All dangerous objects are strictly prohibited. Physical and verbal abuse is not tolerated. If a student feels threatened or intimidated, they must not hesitate to inform a trusted adult at school about it.

C) Rules for entering or leaving the school grounds:

Students coming on two-wheels (roller skates, scooters or skateboards) must get off the vehicle and walk when crossing the border of the school premises and place them in a secure location designated for this purpose.

It is imperative to respect operational rules of the school's parking lot which, in particular, is not a play area. It is a car park for the school staff (places marked with a white cross), a drop-off-parking (parking is limited in time to 15 minutes maximum, in particular for nursery school children's parents) and a space designated for two wheels. There is also a pick-up and drop-off area especially for the school transports and minibuses. Compliance with the following rules of conduct is imperative:

- respecting (not occupying) the reserved places,
- following the direction of the traffic, even on two wheels,
- going at a walking pace,
- not stopping where you can obstruct the way (entry or exit of the car park, traffic lanes, etc. ...),
- when parents have to drop off their children (in particular, preschool children), do not block the way of the other vehicles,
- green areas are not parking places.

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A. RIGHTS

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Students have individual rights. Every student's physical and moral integrity must be respected. Students' work and their belongings must also be respected. They have the freedom to express their opinion in a spirit of tolerance and respect for others.

B. DUTIES

a) Respect for people

In all circumstances, students must be respectful to other students as well as to adults regardless of their function in the institution (member of the administration of the school, teachers, supervisors, service staff).

b) Respect for property

The premises and the equipment are a collective heritage that must be preserved. Students are required to leave them clean and tidy in order to maintain them in good condition. Whoever causes a damage shall be accountable for it, as well as their family from whom the administration of the school may request financial compensation, without prejudice to disciplinary sanctions that may be applied.

c) Duty not to use any violence

Verbal abuse, damage to personal property, bullying, theft or attempted theft, physical violence, extortion and sexual abuse in the school and in its immediate surroundings are considered as behaviors that are subject to disciplinary sanctions and/or legal proceedings.

Students must, within the institution as well as in its immediate surroundings, adopt an appropriate and responsible behavior.

III. DISCIPLINE

In the Preschool, a periodically difficult child may be isolated, under supervision for a short period of time in order to help the child regain a behavior which is compatible with the life his or her group.

However, if the child's behavior severely disrupts and in a persistent manner the work of the class and this behavior can be interpreted as an evident in adaptation to school life, the teaching staff will examine to situation of the child. A temporary retreat may be suggested by the Head of the School, following an interview with the parents.

IV. RELATIONSHIP BETWEEN PARENTS AND SCHOOL:

The parents or legal guardians have rights and duties of custody, supervision and education defined by the articles of the Civil Code relating to parental authority.

These rights and duties are organically linked to the school rules and regulations and constitute an essential support to establish a genuine dialogue as well as cooperative relationships with the families.

V. SPECIAL EVENTS

School outings are the responsibility of the teachers and they take place after approval of the Head of School.

Families should be informed of the date, the time of departure and return, the place, the fees and the means of transportation used by students.

COMMITMENT

For Student(s)

I have read the school rules and regulations and the relating appendices of the Gustave Eiffel French School of Budapest and I am aware of the fact that the non-compliance with any of the points of this policy may result in sanctions that will eventually lead to the of convening of the Disciplinary Board.

SURNAME of the student: Class:

First name:

Done at, on

Signature of the student.....

For parent(s) or legal representative(s)

I have read the school rules and regulations and the relating appendices of the Gustave Eiffel French School of Budapest concerning my child and I guarantee that he/she abides by the school rules and regulations.

I also herby agree to abide by the rules myself, in particular with Appendix 1 (school fees)

Signature of the representative(s) of the student

Mother / Father / Legal guardian

SURNAME:

First name:

Done at, on

Signature:

Mother / Father / Legal guardian

SURNAME:

First name:

Done at, on

Signature: