



ÉCOLE FRANÇAISE ARTHUR RIMBAUD
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INTERNAL REGULATIONS

1 – INSTITUTIONAL FRAMEWORK

The *Arthur Rimbaud* French School of Dar es Salaam is a French academic institution registered by the French Ministry of National Education and in Agreement with the Agency for French Education Abroad (AEFE).

The Agreement stipulates the relationships and teamwork between the management body (Management Board of Parents Association) and the Head of School.

The Head of School, appointed by the AEFE, is solely responsible for the educational management of the school, ensuring compliance with the rules of the education programs and rules of agreement. He/she also participates in the management in the areas of material, human, financial and school properties, on which academic policies have an impact.

The institution is however, in terms of administrative and financial management, under the responsibility of the Parents Association, more specifically its Management Board.

The ***Guide to the Implementation of the AEFE “Convention” Agreement in French Schools Abroad*** developed by the AEFE, in consultation with the partners of the French educational network abroad, explains the roles and responsibilities of all parties in institutions under the Agreement.

The primary and lower secondary classes, fully accredited by the French Ministry of National Education, operate courses directly. The High School classes operate courses using the National Distance Learning Centre (CNED) accreditation.

The school is a place of education and training. The pupil is in a learning process of social life, citizenship and democracy. The ***Internal Regulations*** reviewed by the Primary School Council and approved by the School Council, define the rules governing everyday school life by emphasising the responsibility and involvement of everyone. They provide a collective framework for pupils to assume individual responsibility based on their rights and obligations.

The registration of a **student** at the *Arthur Rimbaud* French School of Dar es Salaam implies an adherence to these rules and a commitment to respect them. Consequently, any failure justifies the possibility of taking measures and possible sanctions.

¹ <http://www.aefe.fr/rechercher-une-ressource-documentaire?>

2 - OBLIGATIONS AND RIGHTS OF EVERYONE

Anyone associated with the life of the school community is committed to:

- respect and work within a secular environment, by not favouring nor promoting any specific religion;
- tolerate and respect others in their personality and convictions;
- not use any violence in any form whatsoever, and make every effort to ensure that its use is banned;
- respect and promote equality of all, particularly of girls and boys;
- respect the furniture and buildings that are common good.



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2.1 Pupils' obligations and rights	
<i>Pupils, as members of the educational community, have obligations and exercise their rights.</i>	
I have the obligation to	I have the right to
respect others regardless of their age	be respected
not undermine the freedom and dignity of others and listen to them	speaking freely and to be heard
not use violence nor support its use	be protected against physical and moral aggression
respect the rules of hygiene and safety; wear proper attire and be clean when entering the class; not wear sandals ("flip-flops")	hygiene and safety
respect the environment, places of work and relaxation, including proper discard of litter; pay for deliberate damage	a pleasant living environment
play my role as delegate and representative; transmit the information that I am responsible for	assembly and expression as a class representative (subject to prior authorisation of the Head of School)
organise myself in order to be in class on time and be diligent at school; work, attend all sessions and have the required material; wear suitable clothes in physical education class (PE); take care of the borrowed objects and books, and school materials in general	receive an education that prepares them for adult life: knowledge, skills, general knowledge and critical thinking
cooperate, help others and show solidarity;	receive support in their school work
communicate academic performance to my parents or guardians;	be assessed in their work
develop a personal orientation project and make every effort to achieve it.	receive information on orientation



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2.2 Parents' duties and rights
<i>As full members of the education community, parents have duties, rights and obligations.</i>
<p>The duties of parents are to :</p> <ul style="list-style-type: none"> • meet the educational requirements of the education system that they have chosen; • support the education of their child, make follow-up of their progress and results; • inform the teaching staff of any major event that may affect the smooth development of the education of the child.
<p>The rights of parents are to :</p> <ul style="list-style-type: none"> • be represented in all bodies of the institution; • be addressee of the results of their child and matters concerning disciplinary measures; • meet with school staff (right to information); be received on appointment by the administration and/or teachers; • be informed of the lack of attendance and punctuality of their child; • refuse publication of pictures of their child without their permission
<p>Parents also have the obligation to :</p> <ul style="list-style-type: none"> • ensure the attendance and punctuality of their child; • inform the school of any absence and delay of their child and provide written justification • ensure that their child is up to date on what has been done in class during his/her absence; • check regularly the Liaison notebook of their child; • meet financially and civilly the damage and acts of violence committed by their child; • pay school fees on time; • before any visit to the institution, inform the reception and wait for the permission of the person to be visited.
3 - SECURITY AND SAFETY
3.1 Access to school :
Only students and people duly authorised, by the family or the Head of School will have access to the school. Any other visitor will identify her/himself at the entrance and will be directed to introduce her/himself at the secretariat.
3.2 Exit of pupils and safety:
Entrance and Exit of pupils is regulated through the Pupils' School ID cards.
3.3 Accidents, health and care :
<p>In case of accident or illness :</p> <p>The Administration will be immediately informed, which in turn notifies the parents and Dr. Pierre BERVAS (Premier Care Clinic - Tel. 0713 55 22 57 - 022 266 83 85), referring doctor of the Embassy of France. In case of emergency and/or inability to contact the parents, the injured or sick child will be directly sent to the hospital indicated by the parents on the registration form.</p> <p>An insurance is contracted by the school at the beginning of the year and covers:</p> <ul style="list-style-type: none"> • Liability of the institution and the pupil in case of bodily injury, property damage and consequential losses caused to third parties by the staff and students during school time and activities organised by the school; • The individual guarantee related to consecutive bodily injuries, an accident occurring in the course of activities organised by the school or during school/home/school journey.



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Prevention :

As a preventive measure against accident or health issues, it is forbidden for the pupils to:

- enter the school grounds before 7:30 and after 6:30PM, Monday to Friday;
- enter the school grounds before the beginning of the extra-curricular activity to which the pupil is registered;
- enter the classroom during recess, in the absence of an adult;
- bring to school any dangerous object or likely to be causing injury;
- smoke, drink sodas or alcohol, bring and chew gum in school premises and eat in the classrooms;
- use of mobile phones, music players or games consoles on the school premises (except pedagogical activities).

The institution declines any liability for loss, damage or theft of personal property by a third party.

Health and care :

Legal guardians must notify the School administration or the School Life officer of any health issue (allergies, asthma ...) affecting a student, as soon as the problem is identified. A PAI will be established, if medication has to be administered during school time.

The School staff is not authorised to administer medication to pupils without a PAI in place.

For all contagious diseases and feverish state, families are requested to keep pupils at home until recovery. Beyond three days of absence, a medical certificate is required upon return to school.

As for PE (Physical Education), any ad hoc exemption is reported in the Link Book. In case of prolonged exemption (beyond one week), the student must submit a medical certificate exempting her/him from PE.



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4 - RUNNING OF THE INSTITUTION

4.1 Official opening hours of the school are as follows :

- **Opening of gates / reception: from 7:30 am**
- **Administration from 8:00 am to 4.35 pm**
- **From 8.00 am to the end of class for the secondary school pupils.**

A student can only leave the school during regular hours, if his/her parents come to pick him/her and after having informed the teacher and the Management.

4.2 Meals :

Middle school students cannot leave the school between lessons. Students allowed by their parents to leave school during the lunch break, between 12:10 pm and 1:30 pm, will have to present their School ID card – with picture-delivered at the beginning of the academic year.

4.3 Extra-curricular activities (ECA's/AES) :

The ECA's are organised in the afternoons under the responsibility of the school. Each facilitator ensures the safety of children during the activity. Parents should bring and collect their children **on time**, according to established schedules for these activities.

No student shall stay at school after class, without being registered in an extra-curricular, activity.

The school accepts no liability for accidents involving a child who is at school after class or extra-curricular hours;

Any child still present at school 30 minutes after the end of classes or extra-curricular activity will be taken to study room/day-care at a cost of 10 Euros per hour, every hour commenced being due.

These regulations are applicable to the extra-curricular activities, subject to the information received at time of registration. The ECA's coordinator is at your disposal should you have any questions: aes@frenchschooltanzania.org

4.4 Assessment :

In the French school, students are continuously assessed during the academic year and/or at the end of the period of programmed learning by each teacher.

Middle school:

In the **6^{ème}, 5^{ème}, 4^{ème} and 3^{ème} classes**, parents can regularly check the results of their children online on **PRONOTE**. They also receive report cards each Term stipulated in the school year calendar.

Mock exams are organised in **3^{ème}** class to prepare students for the *Diplôme National du Brevet* (DNB), French national examination.

High School:

Assessments are performed by the CNED (Long Distance French National Education Branch). However a mock Baccalaureate is organised during the academic year for 1^{ère} and Terminale classes.



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4.5 Communication :

Back to school meetings are held early in the school year so that parents and teachers can get acquainted, share and build together the educational partnership necessary for the best achievement of the pupil.

The PRONOTE Platform is the preferred tool of communication of the school.

Parents must request an appointment with the teachers via the pupil's Link Book, the same apply for the teachers requesting appointments with the parents.

However, two parents/teachers meetings a year are organised to facilitate communication between all the teachers and the parents.

Finally, the office of the School Life, particularly the Principal Education Advisor (*Conseiller Principal d'Éducation* (CPE)) and the reception staff are at the parents' service, to answer questions or enquiries and to relay them to teachers or the Head of School, if necessary.

However, any request related to the educational situation of your child must first, be made to the Home teacher or the teachers.

5 - INTERNAL REGULATIONS OF SECONDARY SCHOOL

The **School life** is coordinated by the CPE, who ensures that the school regulations are being followed by the pupils when they are not under the responsibility of teachers. She/he accompanies the pupils in their daily school life: The CPE listens, gives good advice and guidance. The CPE implements accountability measures, punishes or sanctions depending on the breaches which were noted or mentioned by teachers. She/he then reports those in the student's Link Book. She/he also informs the parents of any news regarding their child at school.

5.1 School life Card

Each student receives a School ID Card with his/her photo, based on authorisation issued by his/her parents at the time of enrolment or re-enrolment. If lost, the student will have to buy another one from the CPE (10€).

5.2 Link Book and PRONOTE:

The Link Book is an important and compulsory document; it is a reference tool for pupil, his/her parents and the teachers. Students shall not put stickers or unnecessary information on or in it.

Parents commit themselves to consult and sign the Link Book and PRONOTE regularly (grades, timetable, observations, communication) for participatory monitoring of their child.

5.3 Delays and absences :

Any student coming late must report to the School Life before entering class, to rectify the matter.

Any student who is absent, for whatever reason, must update him/herself with what has been done in class during his/her absence.

5.4 Self-study (Permanence):

The Permanence is a working period during which the pupil studies independently. In the permanence class, one works calmly and peacefully. It is key to success at school.

In Middle school, a period called "Homework Done" (Devoirs faits) is part of the timetable. Likewise, in High school supervised studies are part of the students' schedule. Those periods are dedicated to homework, learning and knowledge enhancement under the supervision of a professional.

I.T. :

The use of the Computer Room is subject to specific rules communicated to students at the beginning of every academic year (Computer Charter).



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Punishment / Sanctions :

Any punishment must be individualized and proportional to the misdemeanour. The student has the right to explain, defend him/herself and ask for assistance to the CPE and the Head of School.

School punishments sanction failures to meet the Students' duties: They are documented by the teachers or the CPE in the student's Link Book. The latter then has to be signed by the parents.

The possible sanctions for breach of the Internal Regulations are:

1. Warning
2. Reprimand
3. Accountability measures
4. Temporary dismissal from the class
5. Temporary dismissal from the school
6. Definitive dismissal from the School (Disciplinary Council)

The Disciplinary Council :

The Disciplinary Council is chaired by the Head of School.

It sanctions the student according to the nature and severity of his/her offence

6 - SCHOOL BODIES

5.1 Management Board :

The Management Board, constituted by six representatives elected from the Parents Association of the Arthur Rimbaud French School (ref the Articles of Association), is responsible for the administrative, financial and legal matters of the institution.

6.2 School Council and Secondary School Council :

The School Council consists of the Head of School (as chairperson), representatives of the parents, representatives of the school staff and of the students as well as the Cooperation and Cultural Action Counsellor of the Embassy of France, ex officio. Members meet once per Term.

The Secondary School Council, consists of the Head of School, the RAF, the CPE, 2 representatives of the parents, 2 representatives of the secondary school teachers, one representative of the admin and technical staff and one representative of the students. Members meet once per Term.

Responsibilities of the School Council (primary and secondary schools) and the Secondary School Council :

These two Councils have power on all issues related to pedagogical and educational matters of the institution.

The School Council adopts, upon proposal of the Primary School Council, when appropriate :

- internal regulations;
- school calendar and timetables;
- education plan for orientation;
- plan for continuing education of staff.



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aefe

Agence pour
l'enseignement français
à l'étranger

It gives its opinion and votes on all matters related to the running of the institution :

- the employment map;
- the pedagogical structures;
- the organisation of the educational life;
- the welcoming and care of students with disabilities;
- the health and safety of the school community;
- the school trips (Planning and financing);
- the extra-curricular activities;
- the welcoming and information of parents, their methods of participation in the school life;
- the staff working conditions.

The Secondary school council

- Adopt, upon proposition from the Head of School, the Internal Regulations

It prepares the work of the School Council, related to the secondary school matters, including the following:

- the pedagogical structures
- the organisation of the school time and the school calendar
- the School Mission (its secondary school part)
- the methods of accommodation for specific needs students
- the plans and the organisation of the school trips
- the questions related to the welcoming and information of parents, their methods of participation in the school life
- The School-Middle school annual action Plan
- The annual action Plan against all forms of violence, discrimination and harassment.

Internal Regulations approved by the School Council, on the 14th day of November 2019.

Dar es Salaam (date)

Signature of the student

Signature(s) of the Legal Guardian(s):