

## INTERNAL REGULATIONS – FRENCH SCHOOL

### PREAMBLE

The French School of Dar es Salaam is a school with a French program approved by the French Ministry of National Education and approved by the AEFE (Agency for French Education Abroad).

**The classes from the Pre-Kindergarten to the Form 4 (grade 10) are approved by the French Ministry of National Education to put in place a direct teaching program.**

The school is a place of education, training, communication, culture, learning of knowledge, development of skills and preparation for exams through teaching and learning approach, and a positive evaluation. It must allow all the people who are involved in it, despite the nature of their occupations, to work and live there in the best possible conditions.

The internal regulations are the first step to a serene school environment for the whole of the educational community. It takes into account the rights and obligations of each of the members of the educational community to determine the rules of collective life that apply to everyone within the premises of the school or its surroundings and during school and extracurricular activities.

As such, it is required to respect the local law as well as the texts of French law set out below:

- The Declaration of the Rights of Man and of the Citizen of August 27, 1789 and the Universal Declaration of December 10, 1948,
- The International Convention on the Rights of the Child of November 20, 1989,
- The preamble to the French Constitution of October 27, 1946,
- The laws and regulations of the French Republic in addition:
  - Law No. 2005-380 of April 23, 2005 as amended
  - The decree of August 30, 85 amended
  - The Education Code (in particular in its articles L401-1 to L401-4; articles D411-1 and D411-2)T
  - The texts of the AEFE in force.

### PRINCIPLES

Education within our school is based on values and principles which must be respected by all: principles of equality, neutrality and secularism. Everyone is also bound by the duty of diligence and punctuality, tolerance and respect for others of their person and their sensitivity, respect for the equal rights of girls and boys, protection against all forms of violence: psychological, physical or moral. Under no circumstances will the use of physical or verbal violence be tolerated. Mutual respect between adults and pupils and between pupils is also one of the foundations of community life.

Registration in the school is conditional on the signature of these internal rules, attesting to its acknowledgment and acceptance of all its terms, including the terms related to the payment of tuition fees, which are part of it. The signing of the financial regulations is also an integral part of the registration file. Registration (or re-registration) within the Arthur Rimbaud French School will only be final after: submission to the establishment of all the supporting documents requested from the legal representatives during registration (or re-registration), and signature of the two regulations, internal and financial (dematerialized computer procedure).

The internal regulation apply to everyone, and all required to follow them. Consequently, any breach justifies the implementation of measures and possible sanctions.

## FIELD OF APPLICATION OF THE INTERNAL REGULATIONS

These regulations apply during class hours, daycare, entertainment, school catering and during school and extracurricular activities.

### 1. ATTENDANCE AND SCHOOL OBLIGATIONS

#### - ACCESS TO SCHOOL

Only staff, students and all persons duly mandated by the family or authorized by the principal have access. All other visitors must identify themselves at the entrance and will be directed to the secretariat.

#### - OPENING HOURS

The school is open from 7:00 a.m. until 6:30 p.m.

The administration and school life welcome the public from 7:00 a.m. to 6:00 p.m.

#### - CLASSES SCHEDULES\*

##### **Kindergarten**

From Monday to Friday :

8:00 a.m. – 11:30 a.m. and 12:30 p.m. – 2:00 p.m.

##### **Elementary**

From Monday to Thursday :

8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 2:15 p.m.

Friday :

8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 2:00 p.m.

##### **Secondary**

From Monday to Friday :

According to schedule (from 8:45 a.m. to 6:05 p.m.)

Kindergarten – elementary: A paid childcare system has been set up outside school hours. Rates and schedules are posted at school life and reviewed annually.

In kindergarten, parents or authorized persons (presentation of the student's school identity card) must drop off and pick up the children in their class.

No student can leave the school premises during school hours, except for a valid reason and a written and signed request from the parents. The parents or an authorized adult must pick up the child at the School life's office.

Outside of their teaching hours, secondary school students can access dedicated study spaces.

\*schedules are subject to the school council and may change from year to year.

#### - ENTRANCE

**Kindergarten classes:**

The children are handed over by the parents to the reception staff: in the morning between 7:50 a.m. and 8:00 a.m. After 8:00 a.m., to be able to enter the classes, latecomers must be accompanied by their parents or an authorized adult and report to school life to be excused. Delays will be recorded by school life.

#### **Elementary classes:**

Students are welcomed between 7:50 and 8:00 in the morning and between 12:35 and 12:45 in the afternoon. After 8:00 a.m. and 12:45 p.m., to be able to enter the classes, latecomers must be accompanied by their parents or an authorized adult and report to school life to be excused. Parents will be notified of the delay.

#### **Secondary classes:**

Pupils are welcomed from the opening of the school until its closing. Latecomers will have to report to school life to be excused. Parents will be notified of the delay.

#### **- EXIT**

#### **Kindergarten classes:**

Pupils leave the school in the morning between 11:30 and 11:40 a.m., in the afternoon between 2:00 and 2:10 p.m. The parents or any person named in writing and presented by them will pick them up. Under no circumstances may children be handed over to a minor. 10 minutes after the exit time, all children must have left school or must be registered in advance with the canteen, AES or nursery service offered by the school.

#### **Elementary classes:**

After 12:10 p.m. or after 2:10 p.m., all children must have left school. Any child who has not been picked up after 12:10 p.m. or after 2:10 p.m. must have been registered with the canteen, AES or daycare service offered by the school.

#### **Secondary classes:**

An exit authorization form must be completed by the parents at the start of the school year.

#### **Student exit and safety: kindergarten and elementary:**

At the reception and exit, only parents or their representatives with the student identity card, issued by the school to the families, are authorized to accompany and pick up students in the classroom (Kindergarten) or in the area provided for this purpose (Elementary).

For secondary school, students must have their school card.

#### **- DELAYS**

Three delays will be sanctioned by a warning, the fourth delay will be followed by a meeting with the family, the teachers concerned and school life in order to establish a remediation protocol for this situation.

#### **- ABSENCE**

Any absence must be justified in writing to the teacher with a medical certificate for absences exceeding three days. Any student who is absent, for whatever reason, must organize themselves to update themselves, in real time, on what has been done in class during their absence with the support of the teachers.

All activities organized during school time are compulsory.

## **2. RIGHTS, DUTIES AND OBLIGATIONS**

### - THE ADULTS :

Anyone associated with the life of the school community undertakes:

- to respect and ensure respect for secularism excluding any proselytism at school;
- to tolerate and respect others in their personality and in their convictions;
- to use no violence in any form, and to make every effort to ensure that its use is banned;
- to respect and promote equality for all, especially girls and boys;
- to respect the furniture and buildings which are the good of all.

Students are entitled to a benevolent and non-discriminatory welcome. Pupils benefit from guarantees of protection against any physical or moral violence. Teachers must listen to parents and respond to their requests for information on their child's learning and behavior at school.

### - STUDENTS :

Students exercise rights and are subject to obligations as members of the educational community.

Each student has the obligation not to use any violence and to respect the rules of behavior and civility laid down by the Internal Regulations. Students must use respectful language that is appropriate to relationships within an educational community, respect the premises and materials made available to them.

I HAVE THE RIGHT	I HAVE THE DUTY
to be respected	to respect others regardless of their age
to express myself freely and to be listened	not to infringe on the freedom and dignity of others and to listen to them
to be protected against physical and moral aggression	not to use violence or to admit the use of it
to health and safety	to comply with health and safety rules. to wear a practical and clean outfit when returning to class not to wear a cap, hood or hat in class to wear attached shoes
to a pleasant living environment.	to respect the environment, places of work and relaxation, in particular by not throwing anything on the ground to pay for my voluntary damages
to receive an education that prepares me for my adult life: knowledge, skills, general culture, critical thinking.	to organize myself to be on time in class and to be diligent in school to work, to attend all classes, to have the requested equipment to bring an additional outfit adapted to the physical education course to take care of the books and objects lent, the school material in general
to receive help with my school work	to cooperate, help others and show solidarity
to an evaluation of my work.	communicate my school results to my parents or guardians.

### POUR LES COLLEGES ET LYCEES :

I HAVE THE RIGHT	I HAVE THE DUTY
to orientation information	To participate in the personal orientation project and to make every effort to achieve it.
to meet and express as a class delegate (subject to prior authorization from the headmaster)	To assume my role as delegate and representative To transmit the information for which I am responsible

## - RIGHTS AND DUTIES OF PARENTS

Full members of the educational community, parents have rights, duties and obligations.

### Parents have the right:

- to be represented in all bodies of the school;
- to be the recipients of the results of their child and the disciplinary measures concerning him;
- to meet with the educational staff (right to information), they are received by appointment by the administration and/or the teachers;
- to be informed of the lack of attendance and punctuality of their child;
- to refuse the publication of a photo of their child without their authorization.

### Parents have a duty :

- to adhere to the educational requirements of the educational system they have chosen;
- to take an interest in their child's schooling, to follow the progress of his work and his results;
- to inform the educational team of any major event that may have repercussions on the smooth running of the child's schooling;
- to show reserve and respect for people and functions in all their relations with members of the educational community.

### Parents have an obligation:

- to organize the attendance and punctuality of their child;
- to inform the school of any absence or delay of their child and to justify it in writing;
- to ensure that their child is up to date with what has been done in class during his absence;
- to regularly consult their child's correspondence book and the communication platform of the SKOLENGO school;
- to answer financially and civilly for damage and acts of violence committed by their child;
- pay tuition fees;
- before any procedure within the school, report to reception and wait for the agreement of the person visited.

## TERMS OF PAYMENT AND COLLECTION OF TUITION FEES

Tuition at Ecole Française Arthur Rimbaud (EFAR) is chargeable for any child enrolled regardless of nationality. The absence of payment results in the automatic exclusion of the student, except in special cases submitted to the Management.

-The rates are set each year by the school.

- Quarterly invoices for nominal tuition fees are issued by the financial department at the beginning of each term. They are sent to families electronically. A financial regulation on the terms of payment of tuition fees, including the rates and the collection schedule, is given at the time of registration and distributed at each start of the school year. These financial regulations must be signed before the start of the school year (dematerialized computer procedure) and its signature constitutes unconditional acceptance of its elements.

## 3 - SCHOOL AND EXTRA-CURRICULAR LIFE

### A ) For Nursery and Primary school

- MATERIAL :

Students must be in possession of the essential equipment requested by the teacher.

Students should only bring with them the material necessary for school activities. In kindergarten, a transitional object is allowed.

The use of cell phones is not permitted.

It is forbidden to bring to school: dangerous objects, jewellery, connected devices, electronic games and any sum of money not intended for school.

The school is not responsible for the loss or disappearance of money or jewelry or any valuables.

## - MEALS

### Half boarders:

A canteen service is offered at lunchtime to students by an external service provider.

Students can therefore take their meals within the confines of the school under its supervision.

### External:

Students who do not have lunch in the canteen are external.

#### 1- If they have lunch outside of school:

They must therefore be picked up by their legal guardian at the end of the morning classes and return to class 10 minutes before the start of the afternoon classes.

If the legal representative is absent or late (more than 10 minutes after the end of the course), the student will be taken care of by the catering service and the school life service. Meals and childcare will be charged at the rate in effect for the current year.

#### 2- If they have lunch in the school with a picnic:

A space for lunch is dedicated to students who eat a meal from the bag. This is under the supervision of school life staff and maintenance staff. Registration for this service is chargeable (see annual catering regulations).

As the school cannot control the food quality and hygiene of these picnics, it declines all responsibility for the contents of the lunch boxes and their conservation. Please refer to the school catering regulations distributed at the beginning of the year.

If the catering rules are not respected, the student will be taken care of by the catering service and the school life service. Meals and childcare will be charged at the rate in effect for the current year.

### Health and safety policy:

The school implements an anti-peanut and anti-nut policy (NO-NUT POLICY). All school users must strictly comply with them for health security reasons.

Delivery is prohibited. The meal must therefore be provided in the morning to be placed in the refrigerated storage before the start of the course.

No students of the school (Pre-school, Primary and Secondary school) is authorized to receive a meal at noon. The student therefore comes to school in the morning with his picnic.

Pupils with allergies must be reported to the school in order to set up an IAP (individualized support plan).

No foodstuffs may be brought into the school for sanitary reasons.

An exception is made for:

- external students enrolled in the “lunch-box” service in the school for lunch.
- children enrolled in Extra-curricular Activities for whom a snack from the bag is authorized in the afternoon (after school for primary school), provided that they comply with the food hygiene policy and the anti-peanut and anti-nuts. It is released at the start of each school year.

Exemptions may be granted by the management upon presentation of an educational project.

#### - EXTRA-CURRICULAR ACTIVITIES (AES)

AES are organized in the afternoon under the responsibility of the school. Each animator ensures the safety of the children for the duration of the activity. Parents must bring and pick up their children at the exact time, ie according to the established schedules for these activities.

***No student should stay in the school outside of class hours without being registered with AES.***

***The establishment declines all responsibility in the event of an accident involving a child present at school outside of school or extracurricular hours.***

***Any child still present in the school 15 minutes after the end of lessons or an extra-curricular activity will be taken to school life / nursery at the defined cost of 10,000 shillings per hour, any hour started being due.***

Subject to additional information provided during registration, these rules also apply to extra-curricular activities. The coordinator remains at your disposal for any information at the following address : [aes@frenchschooltanzania.org](mailto:aes@frenchschooltanzania.org).

#### - COMMUNICATION :

Back-to-school meetings are organized at the beginning of the school year so that parents and teachers can get to know each other, discuss and build together the educational partnership necessary for the best possible success of the student.

In secondary school, the SKOLENGO tool is a privileged vector of communication from the school to the parents. Parents are received by appointment requested from teachers or by them via school life [secretariat@frenchschooltanzania.org](mailto:secretariat@frenchschooltanzania.org).

However, two parent-teacher meetings per year are organized in order to facilitate communication between all the teachers and the parents of pupils.

In primary school, parents are received by appointment requested from teachers or by them via the contact book set up in each class from the beginning of the school year, or by e-mail to [secretariat@frenchschooltanzania.org](mailto:secretariat@frenchschooltanzania.org).

Finally, the School Life service, in particular the Principal Education Advisor (CPE) as well as the reception staff, are on hand to facilitate your procedures, answer your questions or address your requests to the teachers or the headmaster, according to the case.

***Any request related to your child's educational situation must first be made to the teachers concerned and the head teacher.***

***Please note, however, that any request related to your child's educational situation must first be made to the teachers concerned.***

- **School life** is managed by the CPE and its team, in charge of checking that the students comply with the internal regulation when they are not in class, under the responsibility of the teachers.
- Each parent receives 3 exit cards from the school with photo, on the basis of the authorizations specified by their parents at registration or re-registration. In case of loss, parents will have to buy 3 more from the Reception and Security Manager at 15,000 Shillings.

Parents undertake to regularly consult/sign the liaison book (remarks, observations, correspondence, conduct, encouragement) for shared follow-up of their child.

### ***B) For Secondary school:***

School life is managed by the Principal Education Adviser (CPE) in charge of verifying compliance with the internal rules by the students when they are not in class, under the responsibility of the teachers. He accompanies the student in his daily journey: he listens, gives good advice or frames it rightly. He implements accountability measures, punishments or sanctions depending on the breaches noted or indicated by the teachers and fills in the student's correspondence book on this occasion. He informs the student's parents of any news concerning their child at school.

#### The school identity card:

Each student receives an exit card from the school with a photograph, on the basis of the authorizations specified by their parents at registration or re-registration.

In case of loss, the student will have to buy another from the reception (10 euros).

#### SKOLENGO:

Parents agree to regularly consult transcripts, timetables, observations, correspondence via SKOLENGO for the shared follow-up of their child.

#### Permanence :

The permanence corresponds to a time of work in autonomy with the schedule of the pupil. In the duty room, everyone works in peace. This is indeed an important key to academic success.

In college, a working time called "personalized help" is integrated into the timetable. Similarly, in high school, personalized support is included in the students' schedule. These times are devoted to complete homework, learning and deepening knowledge under the supervision of the professional.

#### Computing :

The use of the computer room is subject to special rules which will be communicated to students at each start of the school year (computer charter).

#### Punishments and penalties:

Any punishment must be individual and proportionate to the breach. The student can explain, justify and seek assistance from the Principal Education Adviser or the headmaster.

School punishments relate to breaches of student obligations: they are recorded by the teacher or the CPE in the student's correspondence book, to be signed by the family.

#### Breaches of the Internal Regulations may be subject to sanctions:

- Warning
- Blame
- Accountability measure
- Temporary exclusion from class
- Temporary exclusion from the school or one of its ancillary services



- Definitive exclusion from the school or one of its ancillary services

#### The educational committee:

Provided for by article R.511-19-1 of the education code, the educational commission is chaired by the headmaster or his representative.

#### The Disciplinary concil:

It is chaired by the headmaster.

He/she can take sanctions against students depending on the nature and seriousness of the fault.

## 4 – HYGIENE, SAFETY AND HEALTH

Students must apply the health and safety rules that have been taught to them.

#### - PROTOCOLS:

Any protocol relating to health, hygiene and safety put in place at EFAR must be rigorously respected. These protocols may change according to the local context and remain at the sole discretion of the headmaster and the management committee.

Specific regulations may be implemented for obvious reasons of safety, health or hygiene (regulations of the swimming pool, motor skills room, corridors, etc.), breaking them constitutes an infringement of these internal regulations.

#### - KINDERGARTEN:

Kindergarten children are changed if necessary. Parents will have to give a change of clothes to their children's teachers at the beginning of the school year.

#### - ACCIDENTS, PREVENTION, HEALTH AND CARE

**In the event of an accident or illness**, the administration informs the family and Doctor Pierre BERVAS, referring doctor at the French Embassy.

In case of emergency or impossibility to contact the family, the injured or sick child will be directly evacuated to the hospital indicated by the family on the registration form.

**Insurance** is taken out by the school at the beginning of the year and covers:

- the civil liability of the school and the student in the event of bodily injury, material and immaterial damage caused to third parties by staff and students, during school time and activities organized by the establishment,
- individual cover for bodily injury resulting from an accident occurring during activities organized by the school or while traveling to school/home/school.

#### Health and care

Parents must report to the administration or to the school life any health problem (allergies, asthma, etc.) suffered by their child as soon as the problem is known. A PAI will be drawn up, in the event of medical care during school time.

Teachers, administration, school life or service staff are not authorized to give medication to students.

For all contagious diseases and feverish state, families are asked to keep the children at home until they are cured. Beyond three days of absence, a medical certificate is required upon return to school.



As part of the EPS (Physical and Sports Education), any one-time exemption should be reported in the liaison book. **In the event of prolonged absence (more than one week), the pupil is required to present a medical certificate exempting him from EPS.**

*Internal regulation updated on the 4th of April 2022*

Dar es Salaam,

*Signature of the student*

*Signature of the parents*