

THE ELEMENTARY SCHOOL RULES

The purpose of this document is to inform the parents of the policies and procedures of the elementary school. Every student registered at the elementary school and their families are expected to respect these rules and policies.

PART 1: COMPULSORY SCHOOL ATTENDANCE

A regular attendance is compulsory.

The pupils shall attend all the classes mentioned in their timetable. Physical education is compulsory; the students will be dispensed on presentation of a medical certificate. Each student must own an athletic gear.

Any absence must be justified with a written note from the parents or the legal responsible with a medical certificate in case the student is absent for more than two days.

A student who is absent for more than fifteen consecutive days without justification will face expulsion.

PART 2: HOURS AND MOVEMENTS

There are 24 hours of class in a week organised in seven half-days.

A day at school goes as follow:

- In the morning from 7:50am to 11:50am
- In the afternoon from 2pm to 4pm

Amharic classes for Ethiopian students

Once a week there is a compulsory Amharic class in the afternoon, that will be added to the weekly timetable.

The gates open as follow:

- **Morning - In:** gates open at 7:20am
gates close at 8:00am
Out: gates open at 11:50am
gates close at 12:10pm
- **Afternoon - In:** gates open at 1:50pm
gates close at 2:00pm
Out: gates open at 4:00pm
gates close at 4:20pm
gates open at 5:00pm
gates close at 5:20pm

Students Entrance:

The pupils come in and out exclusively from the north elementary gate. The parents leave their children at the gate.

It is strictly forbidden to use the others gates to either enter or exit. (except for the school's staff).

The pupils exit:

At 11:50am and 4:00pm, the parents will fetch their children at the north gate in the school premises. The children carrying their personal card authorising them to leave the school will be able to come out alone. In case you are not able to pick up your child please immediately contact the office: **09 30 07 89 26**

At 12:10pm, the children who were not picked up will be placed under the surveillance of the school staff.

After 4:20pm, the children will be waiting at the child care, the parents will have to pay for the child care service at the cashier's office. At 5pm the students will use the maternelle gate to leave the school. After 4:20pm the parents will have to wait 5:00pm to pick up their children.

After 5:20pm, the children waiting at the door will be taken to the primary school library until they are picked them up.

At 7:00pm, the children will be kept in the school premises under the responsibility of the guards on Churchill road until their parents pick them up, even after the school has closed. The parents will be charged by the hours.

The children will be picked up by their parents as soon as their class ends and will not be allowed to leave the school without their parents or parents approved person. The parents whose children are not allowed to leave the school alone must come and get their children at the gate.

In case of repeated negligence to pick up their children at fixed hours, temporary or definitive exclusion will be considered.

During lunch break, the school will not be responsible for the children who are not in the school premises. Only the school staff is allowed to be in the school premises (lunch starts at 11:50am).

Arriving late:

Arriving late seriously disrupts the class and will be sanctioned if repeated. The pupils who arrive late must be accompanied by their parents to the elementary office.

Fetching a pupil during school time:

The parents who decide to take their child out during class or break time must fill in the form at the security post and write a note to the teacher or the primary school office.

Recess:

When the bell rings for the children to go back to their classroom, the children will quickly stand in line, go to their classroom, without running and in silence under the supervision of their teacher.

Students are not permitted in classrooms unsupervised during recess or class hours.

PART 3: CHILDCARE SERVICE AND SUPERVISED STUDY

Supervised study is from 4pm to 5 pm. The parents who wish to leave their children at the study must buy a card at the cashier's office

A **childcare service** is available from 4:00pm to 5:00pm. The parents who wish to leave their children at the childcare must buy a card at the cashier's office.

PART 4: LIFE AT SCHOOL

The students and their family must forbid themselves any behaviour, gesture or words offending the teacher or any other school staff or classmate and their family.

Brutality, biting, throwing stones, pushing one another in the staircase, violent games are forbidden. The pupils must not bring any object that could harm them or their classmates (weapon, knife, slingshot, bottles, gun, sharp scissors, lollipops, chewing gum...) or bring hazardous products, alcohol and tobacco.

Student must not carry more than 20 ETB. During recess, the children can buy snacks.

Cell phones and electronic devices are forbidden.

The children's clothes must be identified with their names.

The school will not be liable for theft within the premises of the school, nevertheless the school will not be indifferent to the problem. Any found object or clothing item must be brought in. The pupils will be held responsible for any voluntary damage of the material and furniture. They will be sanctioned for it. The family will be charged for the repair of the caused damage.

The notebooks and books must be covered with the name and the grade of the child clearly written. The pupils must take good care of it. Any book or DVD borrowed, lost or damaged will have to be replaced or reimbursed by the family.

PART 5: THE WORK OF THE STUDENT AND INFORMATION TO THE FAMILIES.

Each semester when meeting with the teacher, the family will be able to see their children's report book and the teacher's comments. This report book must be signed during the meeting with the teacher.

The director and the teachers are at the parent's disposal for any information about their child's schooling. Parents are encouraged to meet with the teachers especially when the child is encountering difficulties at school.

The teachers should not be disturbed during class. The parents can ask for an appointment through the homework diary or the correspondence book or meeting them after their class hours.

To make an appointment with the director please call the **vie scolaire 09.30.07.89.26.**

There will be parents/teachers meetings organised each beginning of year and end of semester. It is the parents' duty to participate to those meetings.

There is an information board at the school's entrance for the families to read any information concerning the life of their children at school. The families will also be informed through internet.

PART 6: HYGIENE, HEALTH AND SECURITY

Hygiene and health

The children coming to school must not show signs of illness and wear clean clothing.

A child who gets ill or injured will be taken to the infirmary. The nurses will take the right action but if necessary the family will be notified. Parents must inform the school in case they change phone number or address.

A sick child must be kept at home.

A child who is excluded from school will have to come to school with a medical certificate attesting to the complete recovery.

If a child is found with lice, the parents should let the school know and proceed with treatment.

A child with a cast must come to school with a medical certificate and an authorization from the parents disclaiming the school from any liability in case of accident.

It is forbidden for a child to carry medicine. If the child is under medical treatment, the parents will have to bring a doctor's prescription and the child must come to the infirmary to take his/her medication under the supervision of the nurse.

In case of chronic disease (asthma, heart condition, allergy, epilepsy...) the parents should inform the school in order to fill in an Emergency medical information form.

Security

Security exercises are carried out in compliance with the applicable regulation. In case of fire, earthquake or any other situation that will require to evacuate the place, the students will follow under the supervision of the teacher the security rules that hang on the classrooms walls. The rules will be explained at the beginning of the school year and repeated every trimester.

Moving around the school

The street that gives access to the north gate is a one-way street. The traffic sign forbids to U-turn and come out on Churchill road. The parents are expected to park their cars properly and respect the rules of the road regulations to secure the children's safety.

PART 7: SCHOOL INSURANCE

When you register at school you also subscribe to an individual insurance, to which you can add a family insurance.

Rules voted 7 November 2017 by the School Board

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To be returned to the teacher

Sir and Madam..... parents of have read the rule of the elementary school.

Addis-Ababa, the.....2018

Signatures.....