



Primary School Rules and Regulations

These rules apply to all members of the educational community from Pre-K through 5th grade.

Lycée Guebre-Mariam is a place dedicated to instruction, education, personal development, and civic education

These rules establish the rights and obligations of students. They apply to all students, regardless of age or grade level, and also apply to their parents, who have a duty to ensure these rules are understood and followed.

Enrollment at Lycée Guebre-Mariam is a voluntary act that constitutes, on the part of both students and their families, **an agreement to respect the school rules** and to comply with them fully.

I - SCHOOLING

1. Attendance

Regular attendance is one of the conditions for student success. It requires students to attend all classes scheduled in their timetable.

Any absence must be justified by a letter from the parents or the child's legal guardian, accompanied by a medical certificate if the absence exceeds two days.

Physical Education classes are mandatory like all others: students may only be excused upon presentation of a medical certificate. Every student must have a gym uniform.

Any permanent medical contraindication to participating in sports must be reported to the school.

In the case of a planned absence, prior written authorization must be requested **from the head of Student Life (see contact list)**

In the case of an unplanned absence, the student or their parents must immediately notify the Student Life office by email or phone. Upon the student's return to the school, they must submit a written note from their parents explaining the reason for the absence and, if the absence exceeds two days, a medical certificate. The school administration is the sole judge of the validity of the justifications provided; students and parents cannot evade the obligation of regular attendance and cannot simply inform the school.

Parents who do not provide a clear reason for their children's repeated absences will be summoned to meet with the principal starting in October.

- After the third unexcused absence, a fine of 500 Etb will be imposed for any subsequent unexcused absence. These fines will be billed monthly.



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Addis Ababa, Ethiopia

- Unexcused absences totaling more than fifteen days in a year will result in the student's expulsion. Families will first be summoned for a meeting to review the situation and will then be informed of the penalty incurred, if applicable.
- Unexcused absences are, in all cases, recorded and may result, depending on the circumstances, in a prohibition on re-enrollment for the following school year (provision of the Educational Contract, reaffirmed by the School Board on June 21, 2022)

Compliance with the school calendar

Parents agree to consult and comply with the school calendar

Failure to comply with the dates for the start of vacation and return to class may result in the student's expulsion (Articles 6 and 7 of the Educational Contract)

II SCHEDULE AND SCHOOL HOURS

Duration and schedules of instruction The weekly duration of instruction is 25 hours, spread over seven half-days.

The daily school schedule is set as follows:

- mornings from 7:50 AM to 12:00 PM (Monday through Friday)
- afternoons from 1:30 PM to 3:30 PM, or 1:00 PM – 3:00 PM (2 afternoons per week)

If a child participates in the supplementary educational activities (*APC, activités pédagogiques complémentaires*), the dismissal time is at the end of the *APC*. The weekly schedule is therefore based on the following principle:

- 2 "long" days (from 7:50 AM to 3:30 PM)
- 3 "short" days (from 7:50 AM to 12:00 PM) With a different schedule for each grade level

The curriculum follows the French national standards, to which Amharic instruction is added (1 to 1.5 hours depending on the language track chosen by the student)

The gate opening hours are as follows:

Morning: - Arrival: Gate opens at 7:10 AM

Gate closes at 7:50 AM

- Dismissal: according to the schedules defined for staggered dismissal times and APC schedules

Student entry:

- **In preschool**, students enter through the north Preschool gate, which is reserved for them.



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Parents are not permitted to enter the school when dropping off students in the morning, except for *PS* students or with authorization from the Preschool Administration

- **In elementary school**, students enter and exit the school exclusively through the elementary north gate, which is reserved for them.

At the start and end of the school day, access through other gates is prohibited (except for school staff).

Student Dismissal:

In preschool, adults must present the access badge issued by the Preschool Office to enter the preschool grounds and pick up their child

Under no circumstances may a student leave the school alone.

If you are unable to pick up your child, please notify the School Administration immediately:

At 12:10 PM and after 3:45 PM, students not picked up by their parents are placed under the supervision of the after-school care staff. **After 3 late pickups (more than 20 minutes past the dismissal time as indicated in the schedule), a notification is sent to parents, informing them that any late pickup will result, for each subsequent late pickup, in a fee of 500 Etb per hour.** These after-school care fees will be billed at the end of each month.

In elementary school: at dismissal, students wait for their parents in the entrance area of the north gate. If you are unable to pick up your child, please notify the school office immediately: phone number 095 397 23 64

After 20 minutes of being late to pick up (based on the student's dismissal time), students not picked up by their parents are placed under the supervision of the after-school care staff.

After 3 late pickups, a notification is sent to parents informing them that each subsequent late pickup will result in a fee of 500 Etb per hour. These after-school care fees will be billed at the end of each month.

At 5:00 PM, all students still present will be entrusted to the *AEDs* (school assistants). Supervision is therefore provided within the school until parents come to pick up their children, even outside the school's regular opening and closing hours.

Students must leave the school or go to the *AES* (if enrolled) as soon as classes end.

Temporary or permanent expulsion from the school may be imposed in the event of repeated negligence by parents regarding picking up their child at the end of classes at the designated times.

No person not affiliated with the school is authorized to enter the school grounds without prior authorization. Wearing the badge provided at the front desk in a visible manner is mandatory.



Extracurricular Activities (AES)

Designed as recreational activities that allow students to thrive within the school outside of the classroom and to improve their French² language skills, extracurricular activities begin as soon as classes end. They conclude at 4:00 PM or 5:00 PM.

During this time, students are no longer under the supervision of teachers but under that of activity leaders. AES are also subject to specific regulations.

AES require the child's registration and are subject to a fee, which is provided to families at the start of each year in the AES financial regulations.

Student movement during school hours

A student may only leave a class scheduled in the timetable with the teacher's exceptional and justified authorization and must be accompanied by another student.

Picking up a student during school hours:

Parents must fill out the form provided for this purpose at the school office and, if possible, notify the teacher or the elementary school office in writing in advance if they are picking up their child during class, recess, or school office hours

Recess:

When the bell rings to signal the start of class or the end of recess, students line up and enter the classroom under the supervision of their teacher.

No student may remain in the classroom during recess or outside of class hours in the teacher's absence.

There are two recess periods:

Preschool:

- Morning: 9:30 AM to 9:50 AM
- 10:00 AM to 10:20 AM
- Afternoon: 2:30 PM to 2:45 PM

Elementary

- 9:30 AM to 9:50 AM
- 10:00 AM to 10:20 AM



Punctuality

Tardiness in Class

Punctuality is a fundamental principle of life and a matter of courtesy, both toward the teacher and the class. Therefore, the obligation to be punctual applies to everyone.

Tardiness penalizes your child and seriously disrupts classroom life.

Students arriving at the school gate at or after 8:00 AM are considered late; teachers record tardies and absences in the attendance book. Parents whose children accumulate tardies are summoned to meet with the principal starting in October. The number of tardies is noted on the quarterly report cards

After three cumulative tardies, a notification is sent to the parents. It states that any further tardies will be subject to a fine of 500 Etb. This amount is in addition to the billed daycare fees. These fines will be billed monthly. **Starting with the 10th late arrival, a second notification is sent. The notification specifies that the child is not permitted to enter the classroom on the day of the late arrival, and must be picked up by the parents.**

III. STUDENT WORK AND COMMUNICATION OF RESULTS TO FAMILIES

Students are required to complete the assignments requested by teachers as well as assessments. Please note that written homework after class is not mandatory.

Any other work to be done at home (memorizing lessons, poetry, preparing for dictation, research projects, etc.) recommended by the teacher must be completed.

Assessments and communication of results to families

In elementary school, students are assessed by skill level, and a grade from A to D may be assigned, with the aim of helping the student understand their standing and allowing parents to know their child's level.

In preschool, report cards are accessible via **ONE** (learning progress log). At the end of the final year of preschool (GS), a summary of the child's preschool achievements will be provided to parents

In elementary school, report cards are accessible via the *Livreval* app. Families review the report card, which includes the teacher's comments, during quarterly parent-teacher conferences and sign it (online signing is available). Parents agree to attend appointments scheduled by teachers, including those for report card distribution during parent-teacher meetings.

They also agree to review the comments in the report card and to sign it.

(Article 8 of the Educational Contract)



Parent-teacher meetings are held

- twice a year for preschool students
- three times a year for elementary school students

The principal and teachers are available to provide parents with all information regarding their child's education. Do not hesitate to meet with them, especially when the student's work and grades are unsatisfactory

Teachers must not be disturbed during class time. This is why parents are asked to meet with teachers by appointment. This appointment may be scheduled outside of school hours, via the child's communication notebook or any other method suggested by the teacher

The principal meets with parents by appointment.

Field Trips and School Trips

Field trips and school trips are subject to specific regulations that apply to all participants.

1. SCHOOL LIFE

Lycée Guebre-Mariam is a secular school open to students of all backgrounds, opinions, and beliefs. In accordance with the fundamental principle of secularism, it does not favor any particular doctrine and does not exclude the study of any field of knowledge.

Every student has the right to respect for their physical integrity and freedom of conscience. They also have the right to respect for their work and their property. However, the exercise of these rights does not authorize acts of proselytism or propaganda, nor may it infringe upon the dignity, freedom, and rights of other members of the educational community or compromise their health and safety. It shall not permit public expressions or actions of a discriminatory nature based, in particular, on gender, religion, or ethnic origin, nor shall it tolerate any use of physical or psychological violence.

1. General Dress Code

The school is a place of learning and education; therefore, students' attire must be appropriate. Sports attire and appropriate footwear are required for physical education and sports activities. Cleats are strictly prohibited outside the soccer field.

While students are permitted to wear discreet symbols expressing their personal commitment to beliefs, particularly religious ones, within the school, conspicuous symbols that in themselves constitute elements of proselytizing or discrimination are prohibited. Also prohibited are provocative attitudes as well as behaviors likely to exert pressure on other students, disrupt the conduct of educational activities, or disturb order within the school.



1. Respect for Others (Students and Families)

The behavior of students and their family members must, under all circumstances, be based on the respect they owe to others. All forms of violence, as well as humiliating, vexatious, or degrading behavior, are prohibited.

Inappropriate behavior, discourteous or coarse language are not tolerated.

Any racist remarks are systematically and severely punished. Also prohibited are provocative behavior and conduct likely to put pressure on other students, disrupt the teaching process, or disturb the order of the school.

Brutality, shoving, and violent games are also prohibited.

Everyone (student or parent) is expected to demonstrate tolerance, politeness, and proper conduct toward both school staff and other students.

Cases of harassment will be addressed through a specific protocol. (PHare Program) Parents are not permitted to resolve issues that arise within the school on their own or to address another child directly.

2. Prohibited Items

Items that may pose any danger to students are prohibited (weapons, knives, slingshots, glass bottles, metal water bottles, glass lunch boxes, etc.). **For the safety of students, lollipops are prohibited.** Students must not be in possession of money. Purchases in the cafeteria are only possible with tickets, **which must be purchased in advance by parents at the cashier.**

Cell phones, electronic devices (smartwatches), and expensive jewelry are prohibited.

Medications are prohibited unless prescribed by a doctor: in such cases, medications must be deposited in the school nurse's office in accordance with an Individualized Health Care Plan (PAI).

Any medical condition a child has must be reported to the school nurse at the beginning of the school year.

3. Respect for Property, Facilities, and the Environment

Respect for property, facilities, and the environment is everyone's responsibility.

Clothing that students wear to school must be labeled with their name. The school cannot be held responsible for thefts occurring on campus, but takes the matter seriously. Any found items or clothing are turned in to the school office. Forgotten lunchboxes are stored in the school office. For hygiene reasons, these are kept and made available to students only until Friday.

If lost clothing and items are not claimed, they will be donated to a charity.



Students have a duty to facilitate the work of the custodial staff and to demonstrate a sense of responsibility by ensuring that the premises and surroundings remain clean.

- Thus, graffiti on walls or furniture, and messes resulting from negligence or deliberate acts are subject to punishment or disciplinary action. Students are held responsible for any intentional damage they cause to the equipment and furniture made available to them, and the families of these students must cover the cost of repairing the damage caused.
- It is therefore prohibited to throw paper, plastic bottles, and various types of packaging on the ground; trash cans and receptacles must be used. Any violation of this rule may result in disciplinary action.

Books borrowed from the library and textbooks

The school offers students the opportunity to use textbooks and borrow books from the library, at a rate of at least one book per week.

Students and families must take the utmost care of them. **Any library book that is lost or damaged will be replaced or billed to the family, at a cost of 1,000 Etb per book**

1. Student movement within the school.

For safety reasons and to maintain an acceptable noise level, students moving as a whole class or half-group must walk in single file, as quietly as possible, under the supervision of a teacher.

No student is permitted to be in a part of the school that is not their own without being accompanied by a teacher (students in elementary school are not allowed in the preschool area and vice versa; students in middle or high school are not allowed in the elementary school area and vice versa)

2. Birthdays

For health and safety reasons, no snacks, cakes, or treats may be offered to students by the child's parents or the teacher, whether they are industrially produced, artisanal, or homemade.

Birthday celebrations are, however, permitted under different conditions. They may have an educational aspect and align with the values of sharing.

V – HYGIENE, HEALTH, AND SAFETY

1. Hygiene

Children attending the school must be in good health and well-groomed

If a student has head lice, the family must notify the school and seek immediate treatment

In the event of a contagious illness, the family must notify the school and keep the child at home.



Any child wearing a cast may attend school if authorized by a medical certificate and upon presentation of parental consent releasing the school from liability in the event of a new accident.

1. Health Center / Infirmary (School Doctor / Nurse)

The school's Health Center is designed to assist students who experience illness or accidents during school hours.

The family is notified by the nurse in the event of a serious accident or illness. The school doctor or nurse takes all necessary measures appropriate to the situation. It is essential that the family inform the teacher and the elementary school office of any change in phone number or address.

Chronic Illness: Students with a chronic illness who are undergoing treatment must have an Individualized Care Plan (PAI) signed by the school doctor. The nurse's office distributes this plan at the beginning of the year to the school office, the student affairs office, and the relevant teachers (except when confidential health information is involved.) **Children are strictly prohibited from keeping medication on their person.** If a child is undergoing medical treatment, medication may only be taken in the nurse's office, upon presentation by the parents of a doctor's prescription and under the supervision of the nurse

Exemption from PE: Similarly, the infirmary manages PE exemptions by informing the school office, the Student Life Office, and the relevant teachers. Students must therefore contact the infirmary if they have a condition that prevents them from participating in PE.

1. Healthy Lifestyle

Parents should ensure they provide their child with sufficient water and snacks that are as balanced as possible

- avoiding sugary foods and candy. Soft drinks are prohibited.

- avoiding fatty foods (chips, crackers, etc.) and prioritizing vegetables, fruits, and dairy products as much as possible

1. Safety

- **Inside the School:** Safety drills are conducted in accordance with current regulations. In the event of a fire, earthquake, or any situation requiring evacuation of the premises, or in the event of an intruder, students must follow—under the teacher's guidance—the safety instructions posted in the classrooms, which are explained to students at the beginning of the year and reviewed each quarter.
- **Around the school:** The North gate opens onto a street leading to Churchill Road. Parents are required to park in the "drop-off zone" and park properly so as not to obstruct traffic—which is sometimes difficult due to construction—and to ensure student safety.

VI- DISCIPLINE, PUNISHMENTS AND SANCTIONS



Appendix to the School Rules

Punishments or sanctions must be individualized and proportionate to the offense: they must be explained to the student concerned, who must be given the opportunity to explain themselves, justify their actions, and seek assistance. They will be communicated to parents if necessary.

Disciplinary action is automatically initiated when:

- the student commits verbal abuse against a member of the school staff
- the student commits a serious act against a member of the staff or another student;
- the student commits physical violence against a school staff member: the principal refers the matter to the disciplinary committee.

Temporary exclusion from a class may only be imposed in exceptional cases. It constitutes a form of punishment and involves the student's case being handled by the school's student affairs office, which informs the family.

A student will not be left alone, unsupervised, outside the classroom. Supervision of the student is arranged, and to ensure the educational continuity the student is entitled to, the teacher assigns work to the school life coordinator, who then corrects it.

1) School Disciplinary Actions

School punishments primarily concern minor breaches of students' obligations and disruptions to classroom or school life. They are based on the student's behavior, independent of academic performance.

They constitute simple internal measures that may be imposed by teachers or other school staff. Disciplinary actions are not recorded in the students' administrative files, but parents must be kept informed.

2.) Disciplinary Sanctions (See Appendix 1)

These can range from a reprimand to expulsion, except in kindergarten, where no sanctions may be applied.

VII - USE OF DIGITAL TECHNOLOGIES

The use of digital tools, whether on or off school grounds, is subject to legal and regulatory frameworks. The school, as part of its educational mission, cannot

condone fraudulent practices and must guide students toward a critical and responsible use of digital tools.



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These technologies must be used both within and outside the school in accordance with the provisions set forth by national regulations as well as these school rules.

Rules to be followed for all technologies:

- Do not speak ill of others (insults, profanity, racist or xenophobic remarks, etc.);
- Do not disclose information related to people's private lives;
- Do not take or share photos, videos, or audio recordings without the prior consent of the person concerned;
- Do not record, photograph, or film during class;
- Do not encourage others to do prohibited things (such as filming an assault), under penalty of being declared an accomplice and disciplined.

Appendices

- 1 / Punishments and Sanctions
- 2/ Educational Contract

Addis Ababa, June 4, 2026

Headmaster
Joseph PALMERI





Appendix 1 to the School Rules

What sanctions are possible at school in the event of a violation of the school rules?

The school's internal regulations include a chapter on student discipline that outlines reprimands and sanctions of various kinds depending on the student's age, as well as positive measures of encouragement. The use of these measures must always have an educational purpose, which requires adaptation to each situation. The school rules are approved by the school board.

Thus, the disciplinary actions taken based on the offenses committed are clearly stated, predictable because they are known to all, and not subject to the arbitrary discretion of adults.

The purpose of the disciplinary action must be:

- to hold the student accountable for their actions and to put them in a position to reflect on their behavior by becoming aware of the consequences.
- to remind them of the meaning and purpose of the rules of community life.
- to enable them to improve

The Right to a Hearing

Before any decision on a disciplinary action is made, it is imperative to engage in a dialogue with the student to hear their reasons or arguments. A reprimand must be based on evidence that can be discussed between the parties.

Proportionality of the disciplinary action

The disciplinary action must be proportionate to the violation of the rule. Thus, the fact that a student has already been disciplined does not in itself justify imposing a severe penalty for a less serious violation.

The individualization of the disciplinary action *Any disciplinary action is directed at an individual and must under no circumstances be collective. The student's degree of responsibility, personality, and the context must be taken into account.*

The school's responsiveness

For any infraction, it is essential that a rapid and appropriate response be provided.

Dialogue with the family should encourage their involvement.

In preschool:

- **No disciplinary action may be imposed.** Short-term isolation under supervision is possible.



In elementary school:

- **A student cannot be disciplined for failing to complete homework.**

The teacher or grade-level teaching team must ensure that each student completes work appropriate to their abilities.

Issues related to schoolwork must be clearly distinguished from behavioral difficulties. In such cases, appropriate measures may be taken (individualized support, peer assistance in class, ability-based groups, specialized support networks, meetings with the family, homework help, psycho-educational medical centers, etc.).

- **Any form of corporal punishment is strictly prohibited**

“Behaviors that disrupt school activities, violations of the school’s internal regulations, and in particular any harm to the physical or moral integrity of other students or teachers, shall result in reprimands, which are immediately brought to the attention of the child’s legal guardians.” (Excerpt from the standard departmental regulations)

Reprimands

In the classroom

The teacher warns the student once or twice before imposing a sanction. The *important thing is that the student knows after how many warnings they will be sanctioned and that the teacher follows through on their words, meaning they actually impose the sanction.*

At the school level

The escalation may depend on the “role” of the person issuing the reprimand: first the **teacher** who witnessed the infraction, then the **principal**. A select committee composed of teachers, or even students (modeled after the “school life” committees in middle or high schools) may also issue a formal reminder of the school rules.

A notice may be sent to the parents.

Exclusions:

Within the classroom: temporary or fixed-term exclusion from speaking time or from an activity of high interest.

In another classroom: in the most serious cases, this may also take place in another classroom or several other classrooms, but never without supervision.



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In this case, a discussion at a faculty meeting is advisable to determine the arrangements for the student's placement (who accompanies the student to the classroom, what they do there, etc.).

Restrictions on rights:

Both in the classroom and throughout the school, it is possible to partially and/or gradually deprive a student of the exercise of a right, provided that students have the opportunity to exercise rights at school:

Right to move about: within the classroom, Right to take on a responsibility,

Right to autonomy: the student may not take shared materials....

Right to speak.

Right to go to recess (partial deprivation) ...

Reparations:

Reparation may be symbolic (verbal or written apologies that do not assign blame, a handshake, etc.). It may also be very real when it is possible to repair the harm suffered.

Finally, it may take the form of community service (a useful task for the school or class: tidying up, cleaning...).

In some classes, **circulation permits or point-based permits** are implemented. To be effective, it is essential that these include not only duties but also rights. The possibility of regaining points must also be provided for.

Appendix to the school's rules and regulations.

When appropriate, proportionate to the offense, and well-considered, discipline is educational and helps the child develop into a responsible individual.

Reasons	Possible measures and progression of disciplinary punishments
Violation of school rules (<i>items prohibited at school, chewing gum, etc.</i>)	Verbal reprimand. Item in question confiscated (returned only if parents come to request it).
Disorderly conduct (<i>chatting, disturbing classmates</i>)	Verbal reprimand. In case of repeat offenses (3 reprimands), deprivation of privileges* or partial deprivation of recess. In case of further repeat offenses, notification to parents. In case of further repeat offenses, procedure for exclusion from the class **.



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Refusal to work:	Meeting with the student. Meeting with parents if the behavior persists despite accommodations.
Accidental physical harm to a classmate during recess:	Request for a verbal apology. Accompany the child to the first-aid station.
Insults directed at classmates	Request for a verbal apology. Partial deprivation of recess or privileges.
Intentional physical harm to a classmate	Request for an apology and a detailed explanation (<i>in writing for older students</i>). Partial deprivation of recess.
Rudeness toward an adult	Withdrawal of privileges and/or expulsion proceedings**
Other cases (bringing dangerous objects to school, vandalism, theft, serious assault)	A case-by-case response using the sanctions outlined here, and possibly compensation for or replacement of the damage caused (useful tasks at school or in the classroom: tidying up, cleaning)

* **Suspension of rights** for a specified period: both in the classroom and throughout the school, it is possible to partially suspend a student's exercise of certain rights for a specified period: the right to move about the classroom, the right to perform a duty, the right to autonomy (*the student may not open a door or take shared materials on their own...*), the right to speak, the right to play soccer...

** **Exclusion Procedure:** The student may be temporarily excluded from the classroom and assigned to another classroom with work to do until recess or the end of class. The student will be reprimanded and must explain their behavior. They will present or write an apology to the person concerned. They may also be partially deprived of recess. In addition, written notification will be sent to the parents.