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Lycée Guebre-Mariam

Addis-Abeba Ethiopie

aefe

Agence pour  
l'enseignement français  
à l'étranger

## INTERNAL REGULATION OF THE ELEMENTARY SCHOOL

The internal rules of the elementary school of the Lycée Guebre - Mariam consist of all provisions which govern the life of the students. The enrollment of a pupil constitutes acceptance of these rules and commitment for him and his family to conform to them.

### **TITLE 1: ATTENDANCE AND SCHOOL OBLIGATION**

Regular attendance is compulsory.

Students are required to attend all scheduled lessons. Physical and Sports Education lessons are compulsory like other subjects: students can only be exempted on presentation of a medical certificate. Each student must have a sports outfit.

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

**Any unjustified absence of more than fifteen consecutive days will result in the student's expulsion.**

### **TITLE 2 : SCHEDULES AND MOVEMENTS**

The weekly duration of lessons is 25 hours, spread over seven half-days.

*The daily class duration* is fixed as follows:

- Morning from 7h50 am to 12h00 pm (Monday to Friday)
- Afternoon from 1h30pm to 3h30 pm (2 afternoons per week)

*Teaching of Amharic:*

Amharic language teaching is compulsory at the rate of one hour per week for all students. A 2 hours per week preparation for 6<sup>th</sup> grade examination provided by the Ethiopian Ministry of Education is compulsory, outside school hours, to Ethiopian students. This preparation is accessible to non-Ethiopian students on an optional basis.

*Opening hours of school gate* are fixed as follows:

- **Morning**

<b>Entrance :</b>	Gate opening 7h10 am Gate closing 7h50 am
<b>Exit :</b>	According to the schedules defined within the framework of shifted exits.

### **Entrance of students:**

Pupils enter and leave Lycée only by the Elementary North Gate which is reserved for them.

During entry and exit times, access by other gates is prohibited (except for school staff).

### **Students exit:**

At 12h00 pm and at 3h30 pm, pupils wait for their parents inside an enclosed area at the North Gate. If parents are unable to pick up their child, they should immediately notify the office: phone # 095 397 23 64.

After 12h15 pm and 3h45 pm, pupils not picked up by their parents are placed under the supervision of daycare staff. Any daycare hour started is due, at the rate in force in the daycare's financial regulations.

At 5h00 pm, they will be entrusted to the guards located at Churchill Road Gate. Children are thus kept inside Lycée premises until parents pick them up, even outside regular school opening and closing hours.

Students must leave school or go to daycare (if they are registered) at the end of the course.

Temporary or permanent exclusion may be pronounced in case of repeated parental neglect regarding the retrieval of their child at the end of classes, within the scheduled times.

No person outside school staff is authorized to enter Lycée premises without prior authorization. Wearing in a visible manner a badge provided at the Churchill Road Gate is then compulsory. Parents are not allowed to disturb teachers during school time.

### **Tardiness:**

Lateness penalizes your child, and seriously disrupt class life.

A warning letter is sent to parents when more than 3 late arrivals at school are recorded in one month. In the event of another lateness in the same month, a reminder letter is sent. If repeated, the family is summoned by the management, to be informed that the child will no longer be accepted in class for the day in the event of further lateness. The family will then have to leave with the child or come to pick him up at the Elementary School Office.

Tardiness record and procedure are reset if there is no absence during the following month.

### **Picking up a student during class hours:**

Parents must fill in a form provided for this purpose at the Elementary School Office and inform if possible beforehand, in writing the teacher or the elementary school secretary if they pick up their child during class or during recess.

### **Recess:**

At the ringing for beginning of class and end of recess, students line up and enter classrooms, under the responsibility of their teacher.

No student may stay in the classroom during recess or outside of school hours, in the absence of the teacher.

### **TITLE 3 : DAYCARE**

A daycare operates outside school hours. Parents wishing to leave their child at daycare must register with the Elementary School Office. Children present at the daycare, whether registered or not, will be billed as a lump sum, in accordance with the daycare financial regulations. The daycare is only accessible on working afternoons for children.

## **TITLE 4 : SCHOOL LIFE**

Pupils, as well as their families, must refrain from any behavior, gesture or word which would harm the teacher or any other school staff professionally or personally. The same applies towards their schoolmates and their family.

Brutalities, bites, stone throwing, jostling on the stairs, violent games are prohibited. Objects that can present any danger for students are banned (weapon, knife, slingshot, bottles glass, metal drinking flasks...). **For the safety of students, lollipops are prohibited.**

Students should not be in possession of money. Purchases in the cafeteria are only possible with tickets, **previously purchased by parents at the cash desk.**

Cell phones and electronic devices are forbidden.

Clothes that students wear at school must bear their name.

The Lycée cannot be held accountable for theft committed inside the school premises, but does not ignore it. Any object or clothing found is handed to Elementary School Office. Forgotten lunchboxes are stored at Elementary School Office. For hygienic reasons, these are kept and available to students until Friday only.

Students are held accountable for voluntary damage they commit on the equipment and furniture made available to them, and may be penalized. Families of these students will have to repair the damage caused.

Notebooks and books must be covered and legibly written with the child's name and class. Students must take great care of them. Any library book, DVD lost or damaged will be replaced by or charged to the family.

## **TITLE 5 : STUDENT WORK AND INFORMATION TO FAMILIES**

Families take note of the school report on which appear teacher's assessments during quarterly transmissions, and sign it (possibility to sign online). Parents agree to respect the dates set by the teacher, including when they are invited to take delivery of the school report.

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

Teachers should not be disturbed in the classroom. Parents can meet them by appointment made through the log or correspondence notebook, outside of school hours.

The principal receives parents by appointment.

**Elementary Secretary phone:** 093 007 89 26 (administration hours)

**Elementary Secretariat email:** [ecoleprimaireaddis@gmail.com](mailto:ecoleprimaireaddis@gmail.com)

**Elementary School Office phone:** 095 397 23 64 (Elementary School Office hours)

**Elementary School Office email:** [lgm.prim.viescolaire@gmail.com](mailto:lgm.prim.viescolaire@gmail.com)

## **TITLE 6 : HYGIENE, HEALTH AND SAFETY OF STUDENTS**

### **Hygiene and health**

Children admitted to the Lycée must be in good health and cleanliness.

Any student suffering or having an accident is taken to the infirmary. The family is notified by the nurse in the event of an accident or serious discomfort. The nurse takes all necessary measures appropriate to the situation. It is essential that the family informs the teacher and the Secretariat of the Elementary School in case of change of phone number or address.

In case of illness, the family must refrain from sending the child to school.

When the student is subject to a suspension, he can return to the class only on presentation of a medical certificate attesting complete recovery.

If a child has lice, the family must notify the school and proceed with treatment.

Any child wearing a cast can be accepted at school if a medical certificate authorizes it and on presentation of a parental authorization discharging the responsibility of the Lycée in the event of a new accident.

**It is strictly forbidden for a child to possess medicines.** If the child is undergoing medical treatment, medication may only be taken in the infirmary, on presentation by the parents of a medical prescription and under the supervision of the nurse.

**In case of chronic illness (asthma, heart problem, allergy, epilepsy ...), parents are required to inform the school to design a personalized arrangement.**

### **Security**

Safety exercises take place according to the regulations in force. In the event of fire, earthquake or in any circumstance requiring the evacuation of the premises, the students follow, under the teacher's guidance, safety instructions posted in the classrooms, explained to students at the start of the year and recalled each quarter.

### **Traffic in the school vicinity**

The street giving access to the North portal is one way. Signs prohibit making U-turns and coming onto Churchill Road. Parents are required to park properly and comply with traffic regulations to ensure students safety.

### **TITLE 7: SCHOOL INSURANCE**

An individual insurance is underwritten through the school, at the student registration. It can be supplemented by family insurance.

**Rules voted on December 2, 2020 by the School Council, adopted on December 4 by the Governing Board**

**Enrollment to the Lycée Guebre Mariam constitutes acceptance of the rules of procedure and amendments thereto.**