



# Voltaire French-Qatari Secondary School

## Rules and regulations 2016-2017

These school rules and regulations aim to develop and maintain a trusting environment for all members of the educational community.

To bring this community to life, it is necessary to define these rules and regulations, namely learning about life in society as well as the rights and duties of each of its members.

### I- Introduction

The Voltaire French-Qatari Secondary School is a private institution placed under the aegis of the agreement signed on May 30th, 2013 between the State of Qatar and the French Republic.

It dispenses a school program in compliance with the requirements of the French Ministry of Education, in partnership with the Agency for the French education abroad (AEFE), as well as with in the requirements of the Ministry of Education and Higher Education of the State of Qatar.

As such, the dispensed programs are the ones used in the schools of the French public education system to which are added the teaching of Islam for the Muslim pupils, the teaching of the Arabic language and Qatar history and culture for all the pupils.

The present school rules and regulations aim at guaranteeing the good functioning and the security of the users of the secondary school who have to respect and implement it.

The registration at the Voltaire French-Qatari Secondary School is worth adoption without reserve of the present school rules.

### II- The objectives of the school rules and regulations

#### *A – Respecting secularism and political neutrality*

The wearing of discreet signs, exhibiting personal convictions, in particular religious ones, is permitted on the premises.

*B- Tolerating and respecting others: mutual respect between adults and pupils, and pupils amongst themselves.*

#### **What is forbidden?**

Provocative attitudes, frequent absences and unsafe behaviour, bullying (discrimination based on religious or nationality background), disturbing classes or causing disorder in the school.

The school reserves the right to launch judicial proceedings in Qatar against any person who would have acted without grounds against any member of the school staff.

***C - Equality between girls and boys***

***D - Guarantee of the protection against any physical or moral abuse***

***E - Educational Dialogue***

If any problems occur regarding organisation, learning or group integration, do not hesitate to refer to the following adults: the class teacher, the main educational adviser (CPE), the school psychologist or any member of staff.

### **III- Daily life in the school**

***A - School calendar***

The School schedule is notified to the parents and must be respected.

***B - Schedule***

Classes take place between Sunday and Thursday, from 7:30 am to 4:40 pm, followed by after school activities for registered pupils, if provided.

***C - Arriving at school and leaving school***

Supervision is provided 30 minutes before the beginning of classes and 20 minutes after the end of classes.

Beyond these times, pupils are not allowed inside the school.

No pupil is allowed to leave without a valid excuse and the exit register at the “Vie scolaire” office must be signed.

Other than between classes or break times, students are not allowed to walk around the school.

***D – Absences and tardiness***

**1. Absences**

In case of an absence, parents have to inform the “vie scolaire” (student affairs) before or during the 1<sup>st</sup> lesson and must provide a written excuse in the child’s “Carnet de correspondance” (liaison book) on his return to school.

The school can contact the parents (or Legal Guardians) by phone, even at their workplace. A medical certificate is requested by the Administration after an absence for a period of more than 3 consecutive days.

**An absence does not justify missing work. The pupil should get informed of the work missed and be updated as quickly as possible.**

**2. Tardiness**

Any pupil who arrives late has to refer directly to the “vie scolaire” (student affairs) office. Each late arrival will be marked in the “carnet de correspondance” (liaison book).

- If a student is less than 15mn late, they must show the teacher their « carnet de correspondance»
- If a student is more than 15mn late, the pupil will not be accepted in class and will be supervised by the “vie scolaire” (student affairs) until the next lesson.

The school keeps a computerised record of absences throughout the duration of the pupil’s schooling at the Lycée Voltaire. The number of absences and late arrivals is mentioned in each end-of-term report. If necessary, parents will receive a written warning which will be forwarded to the Ministry of Education and Higher Education of the state of Qatar. The school will not be held responsible for any academic failure related to this lack of attendance.

## **IV- School premises and equipment**

### **A. Respect for the premises**

In the playground, any litter must be put in the bins provided.

The premises are to be kept clean and orderly. At the end of each class, pupils must put the tables in order and throw papers into a basket before leaving the classroom.

### **B. Respect for the equipment**

A locker is given to every student at the beginning of the academic year.

Any damage caused in the school, to furniture or to equipment is sanctioned accordingly: community work, detentions, warnings, charging families...

The school disclaims all liability in case of theft or any other act of vandalism.

## **V- Student rights**

### **A. Individual rights**

Every student's physical integrity and their freedom of conscience must be respected.

Every student's work and belongings must be respected.

Students have the right to express their own opinions inside the school, as long as they remain respectful and tolerant towards others.

### **B. Collective rights**

#### **1. Expression**

The pupils enjoy basic freedom of expression provided it respects the principles of plurality and neutrality.

This right is essentially applied through the class representatives. Two class representatives are elected in every class at the beginning of the school year.

They represent their classmates and communicate with the teachers, the Head, school employees and students.

## 2. Displays

The students have the right to display any document intended to be published. It must be approved by the Headmaster or his representative beforehand.

### C. *Personal belongings*

The students are allowed to bring personal belongings (telephone, music player, book). They are responsible for any loss or theft and their use is forbidden in class and in corridors. The non-compliance with this rule involves penalties.

If necessary, students can call their family from the “vie scolaire” (student affairs) office.

## VI- Student duties

### A. *Clothes*

The uniform is compulsory.

Students who come without their whole uniform will not be accepted at school.

### B. *Liaison book (Carnet de correspondance)*

The liaison book is the link between the families and the educational staff.

It contains requests for appointments, remarks regarding work results and behavior.

The students must always carry their liaison book and must always be able to show it upon request. After a late arrival or an absence, they have to show the teachers their liaison book stamped by the “vie scolaire” (student affairs).

Any modification of the timetable: postponed classes, detentions, “vie scolaire” (student affairs) hour, etc... must be written in the liaison book by the student and signed by the parents.

### C. *School equipment*

Each student must bring the necessary school supplies (provided by the family) and books (lent by the school except for workbooks, which are provided by the school but must be paid for by the family) to each lesson.

## VII- Follow up of the student

### A. *Digital and internet access*

Families can consult the class notebook and their child’s marks online (<http://www.lyceevoltaire.org>). They can log in with the codes provided by the administration.

Families and students are invited to visit the school’s website. The website gives information related to the organisation of the school, the subjects taught and the projects developed by the teachers.

### B. *Staff meeting comments*

They appear on the end-of-term report:

- “Felicitations”: congratulates the students for very satisfactory results.
- “Compliments”: rewards the students for satisfactory work.

- “Encouragements”: rewards efforts, progress and attitude towards work.
- “Avertissement de travail ou de comportement”: warns the students of the lack of work or/and inadequate behaviour.

NB: The number of unjustified absences and late arrivals are taken into consideration.

### **VIII- Physical education lessons**

During Physical Education lessons, sports clothes are compulsory: a pair of shorts or leggings, a sports t-shirt with the school’s logo, sports shoes, a swimming suit, a swimming goggles and a bathing cap for the swimming lessons. For safety reasons, jewellery and chewing gum are forbidden.

If a pupil repeatedly forgets their P.E kit, this will be notified in their “Carnet de correspondance” (liaison book) eventually followed by a detention.

Swimming lessons are compulsory in the school’s curriculum. If the pupil cannot attend a lesson, a medical certificate will be required.

Lessons can sometimes take place outside of school. The students may then take a bus under the teacher’s supervision and after the Headmaster’s authorisation.

Physical Education lessons are compulsory.

#### **A. In case of a medical certificate:**

- The student is excused from PE lessons for less than one month: the attendance remains compulsory;
- The student is excused from PE lessons for more than one month: the attendance is not compulsory.

#### **B. In case of occasional exemptions:**

- The student presents a medical exemption or a letter written by parents to the school nurse who will fill in the liaison book and stamp it.
- The student presents the exemption note to the PE teacher who will also stamp it.
- The exempted student has to attend the lesson and participate (as a referee for example). Absences have to be justified and will be mentioned in the end-of-term report.

### **IX- Sanctions**

Any breaching of rules will lead to a sanction. The aim of such punishments is not solely to repress the act but to make the students understand their error. The punishment/sanction takes into account the seriousness of the transgression and the tendency to recur.

It can be given:

- By a member of the educational team (oral warning, extra homework, detention...)
- By the Principal for a more serious matter (written warning, temporary or permanent exclusion from school...)

The discipline in French Secondary Schools is defined by the article R511-13 of the code of Education amended by decree under number 2011-728 on June 24<sup>th</sup> 2011.

Psychological harassment, serious insults or racist remarks will be dealt with according to the scale of sanctions in the code of education.

Any insult toward a classmate or a teacher will lead to a written warning to be signed by the student's parents. After three warnings, a two-day suspension will be pronounced.

In case of harassment, including inappropriate behavior or gestures, or even fondling, the parents will be informed and may be summoned if the child's attitude is questioned. A three-day suspension will then be pronounced. The pupil will only be allowed back in class once the parent or tutor has signed an agreement certifying that such an incident will not occur again. The victim's parents will be informed of the school's decision.

Any fighting between two students will be punished by an immediate temporary suspension.

In the event of a more serious physical confrontation, of sexual harassment or in the event of a repeated offence, a temporary five-day suspension will be pronounced. The parents will also have to sign a commitment form stating that such an incident will not happen again, or the pupil will have to face a definitive exclusion at the end of the school year. If it happens more than once, the parents will be ordered to enrol the child in another school.

If a student puts another student or a member of staff in danger, he/she will immediately be suspended from school for eight days.

In any case, and according to the gravity of the act, the Headmaster can hold a disciplinary board meeting to decide on a sanction as severe as a definitive exclusion.

## **X- Infirmary**

The mission of the school nurse is to educate pupils about healthcare, to deal with emergencies and to follow up on all pupils' health.

A visit to the infirmary should not be an excuse to miss a lesson or a test. Students will need a valuable reason, approved by an adult, to go to the infirmary.

- If a child suffers from a contagious disease or has parasites (lice and nits) they will not be accepted at school.
- If a child is **already** sick (fever, vomiting,...), they should not come to school. It is not the nurse's duty to provide medical consultations and prescribe medication.
- The school will not accept a pupil who returns to school before the end of the sick leave period determined by their doctor.
- Pupils cannot carry nor take any medications alone within the establishment.
- All medical treatments that are followed by pupils must be notified in writing to the school nurse. Parents must deposit all medication which must be administered

to the child at the infirmary. Any medication must be accompanied by a doctor's prescription. Without this document, no medication will be administered in order to protect the safety of children.

- To encourage healthy eating habits, families are advised to provide fruit, biscuits and cereal bars for their children's snacks.

## XI – The School library and media center (CDI)

The School library and media center is a quiet place dedicated to computer related research, reading, educational and cultural activities. During busy periods, priority will be given to the pupils with a documentary research. A weekly schedule of planned activities is displayed in the hall and the opening hours are displayed on the main door.

Books borrowed by the pupils must be looked after or returned in good condition. Families will be charged for any loss or damage.



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**Agreement and signature**

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**Part to detach and to give to administration**

I certify that I have read Voltaire Secondary school rules and regulations for the 2016-2017 academic year.

Parent's name: .....

Student's name: .....

Date and signature: .....