Internal Regulations
Lycée Jules Verne

The VALUES of the School

The principle of “laïcité” (secular education) has been the foundation of the French educational system since the end of the XIXth century. Public education is secular since the laws of March 28, 1882 and October 30, 1886. They establish compulsory education and the “laïcité” of staffs and curricula.

Regulations: For what purpose?

“Everyone is entitled to a social and international order in which the rights and freedoms set forth in this Declaration can be fully realized. Everyone has duties to the community in which alone the free and full development of his personality is possible”. (Universal Declaration of Human Rights, O.N., 10 December 1948)
The high school is a workplace where each pupil must learn to become a Man and a Citizen. The purposes of internal regulations are therefore to ensure the organization of this work, to promote civic education in a secular and democratic spirit, and to enable education open to all aspects of life.
These regulations must also contribute to establish a climate of trust and cooperation essential for education and work between all concerned parties (staff, parents, pupils). Finally, it aims to develop the learning of self-discipline and citizenship in the school by acquiring a sense of responsibility.

The enrolment of a pupil at the Lycée Français Jules Verne means adhesion to these regulations and commitment to respect them.
A. Rights and duties

The Lycée Français Jules Verne is subject to the principles in the French schools:

1. Laïcité (secular education)
2. Political and ideological neutrality
3. Tolerance and respect for the personality, work and beliefs of others
4. Respect for properties belonging to individuals or the community

Pursuant to the provisions of article L.141-5-1 of the Education Code, the wearing of conspicuous religious symbols or dresses by pupils is prohibited. When a pupil disregards this prohibition, the Head of the School dialogues with the pupil before applying any disciplinary measures.

A.1 Applying to all:

All members of the educational community are subject to the following rules:

- Everyone has the duty of attendance and punctuality.
- The use of mobile phones is forbidden on the premises of the school (they must be switched off or deactivated), except for reasons of service by the staff. For pupils of the second level, however, a zone of tolerance is set up (see "pupil rights").
- Everyone has an equal right to respect, consideration and dignity, which must be expressed, in particular, by respect for the rules of politeness, good manners are to be seen inside work, administrative offices and corridors.
- Everyone shall be dressed in a clean and decent manner and behave correctly. As an example: very short skirts and shorts (below mid-thigh), trousers showing the undersides are prohibited. In case of non-compliance, the parents will be informed, the access in the class room may be delayed or even prohibited.
- The right of publicity: The general principle is the non-distribution of images on which pupils appear. However, for educational or general purposes (school brochure, relationship of various activities ...), photos representing members of the educational community can be used. Members who deny the use of their image or that of their children (even in the limited framework of the official publications of the school on paper or on the school’s website) must notify the Head Master of the school.
- Smoking is strictly forbidden throughout the campus, including on the car parks and in the immediate surroundings of the school.

- Everyone shall contribute to the cleanliness of the school so that the task of the maintenance staff is not unnecessarily overloaded. Nothing will be thrown elsewhere than in the trash bins provided for that purpose. Respect for the dignity of persons in charge of maintenance strictly prohibits all events which lead to acts such as throwing projectiles or spreading products, food, in particular, which degrades the places of common life, and are morally unacceptable. This prohibition also applies to the car park of the school.

**A.2 Rights, Duties and Obligations of PUPILS:**

**A.2.1 RIGHTS of pupils:**

**A.2.1.a COLLECTIVE EXPRESSION - POSTING**

- The purpose of the right of expression is to provide information to pupils; It must therefore deal with matters of general interest. Display panels are available to the pupils on the grounds of the schools. Apart from these panels, no display is allowed. Any document which is subject of a posting must be communicated to the Head Master or his representative beforehand. A display cannot be anonymous. Texts of advertising or commercial nature (profit making), as well as those of political or denominational nature, are prohibited. Some minor derogations (small announcements between pupils, announcement of a show ...) can sometimes however, at the request of the interested parties, be granted.

- It is forbidden to sell or rent (personally) any object or service whatsoever within the precincts of the school. However, in the context of the FSE, the sale of small merchandise (such as pastry) may be authorized when it is used to partially finance an activity within the school setting, such as a linguistic or cultural journey abroad. On any point affecting the life of the school, the student delegates may express their proposals to the Head of school or her/his representative.
A.2.1.b RIGHT OF PUBLICATION

In order to avoid unnecessary tensions within the school community and to create harmful situation, the publications must be presented to the Head Master or his/her representative before their distribution. The Head Master will inform the authors of his/her feelings about the articles, and possibly of the risks they run. The adults who cooperate in the writing and production of these publications, but also the staff concerned, have in particular the task of guiding the pupils towards an autonomous expression, that is to say, conscious and responsible. Thus, no publication can be anonymous. The person in charge of any publication shall inform the Head Master.

A.2.1.c RIGHT OF ASSOCIATION

- Pupils have the right of association within the school; However, any association must be declared in accordance with the law of 1 July 1901 and authorized by the School Board. These associations may be created and directed only by pupils of the age of majority or, if they are minors, represented by adults, members of the educational community of the school. Since the headquarters of these associations may be situated in the high school, their purpose and activity must be compatible with the principles of the public service of education; In particular, they may not have a subject or activity of political or religious nature.

- In accordance with these provisions, pupils of the age of majority may constitute a socio-educational association within the school.

- Each association shall communicate the annual program of its activities to the School Board and report to the Head Master on a quarterly basis. If the Head Master so requests, the president of the association shall present to him/her the minutes of the last meetings (general assembly, board of directors, committee) of the association.

- If these activities contravene the principles mentioned above, the Head Master invites the president of the association to comply with them. In the event of a continuing failure to act, he/she may suspend the activities of the association and shall then refer the matter to the School Board, which may withdraw the authorization after consulting the Council of Student Delegates.

A.2.1.d RIGHT OF ASSEMBLY

- Its purpose is to facilitate the information of pupils.

- Actions or initiatives of advertising or commercial nature (for profit), as well as those of political or denominational nature, are prohibited unless duly reasoned exceptional authorization given by the Headmaster.

- The right of assembly is exercised beyond scheduled class time of the participants.

- The Head of the school may authorize, on a reasoned request from the organizers, meetings and, where appropriate, agree with the intervention of external personalities. He/she shall refuse that a meeting is held or external personalities are involved where these are such as to impair the normal functioning of the school or where the school lacks the material means to meet that request under suitable conditions.

- The authorization is subject to safeguards assuring the safety of persons and property. At the request of the school, it may be conditional upon the signing of a use agreement

- The authorization request of a meeting must be presented 10 days in advance by the delegates of the pupils or the representatives of the associations. The organizers will inform the Head of the school about the purpose of the meeting, how long it will last, the number of people expected, and, if external personalities are invited, their names and qualifications. In the latter case, the authorization request of meeting shall be made 15 days in advance.

A.2.1.e Other RIGHTS

In the primary school:
- The use of mobile phones is forbidden in the primary school.

In the secondary school:
- Mobile phones must be switched off during classrooms and meetings. No excuse should be accepted.
- Authorization to use mobile phones outside the buildings during the lunch break and during the morning and afternoon breaks.
- Listening to music with phones and other devices is only permitted with headphones and in common areas (see section B 3). Photo and video functions are prohibited out of school matter.
A.2.2 DUTIES of pupils:

- Compliance with the principle of laïcité: the school is secular: it prohibits all propaganda among students whose beliefs, opinions and convictions it respects. Students should avoid any ostentatious signs, clothing or other intending to promote a religious belief.

- Compliance with the rules of functioning of the school and therefore its internal regulations.

- Duty not to use violence

- Respect for all members of the educational community both in person and in property.

- Duty to tolerate and respect personality, convictions and physical integrity of others.

- Duty to report serious failures of respect for others.

- Prohibition of hazing, which is defined as the act of causing another person, against his or her will, to suffer or to commit humiliating or degrading acts during demonstrations or meetings linked to the school or the socio-educative environment.

- Respect, as for all members of the educational community, for the condition of buildings, premises and equipment.

- Manifestations of friendship between pupils must be limited to what decency permits in a school community.

A.2.3 Pupils OBLIGATIONS:

- Obligation of regular attendance and punctuality, essential conditions to carry out their personal projects. Regular attendance is defined by reference to the schedules and educational curricula of the school.

- It concerns the compulsory and optional courses to which the pupil is enrolled and the examinations and assessment tests organized for him/her.

- During the excursions organized by the school, pupils must wear the official polo shirt of the Lycée Jules Verne.
In the secondary:
- Students must complete the written, oral and practical works required by the teachers, and submit to the ways of assessments imposed.

- Any absence for a written, oral or practical assessment provided in advance must be subject of a special justification given first to the Vie Scolaire and then to the teacher concerned. The teacher may propose another assignment to the student.

- Similarly, students cannot escape from health checks and tests organized for them.

- Attendance is also required for information sessions on schooling and academic studies and vocational careers, and at any time that may be included in the time schedule (e.g., CDI hours).

- In the event of failure to comply with these obligations, the sanctions provided for in these internal rules and regulations shall be applied. The responsibility of the major student, or parents of minor pupil, may be called into question.

- Suitable clothes are required for E.P.S (physical and sport education) and laboratory.

A.3 Rights et duties of the staff:

- Staff are subject to the rights and obligations applicable to all. By virtue of their functions, the staff set an example and are committed to respect the rules of the school and the law.

A.3.1 RIGHTS of the staff

- Professional rights: the statutory rules, including pedagogical freedom.
- Right to respect.

A.3.2 Duties of the staff

- Participate in the educational activity,
- Reporting,
- Ensure compliance with these school rules.

A.3.3 Staff OBLIGATIONS

- Inform the Vie scolaire of all absences and delays of pupils (call at the beginning of the course ...),
- Contribute to the general supervision,
A.4 Rights and duties of parents:

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

A.4.1 RIGHTS of parents

- Be informed of their child’s lack of attendance and punctuality.
- Receive the results of their child and the disciplinary measures concerning him/her.
- Interview with educational staff (right to information). They are received at their request by the administration or teachers within a reasonable time, as parents or delegate.
- Be represented in all instances of the school.

A.4.2 DUTIES of parents

- Be interested in and follow the orientation, work and results of their child,
- Inform the educational team of any major events that may have an impact on the child's schooling.

A.4.3 Parents OBLIGATIONS

- Prevent any absence or delay of their child on the same day.
- Justify any absence or delay in writing.
- Respond to letters and requests for meetings addressed to them.
- Be financially and legally liable for acts committed by their child.
- Prior any action in the school, to inform the reception and wait for the agreement of the person visited.
- Pay tuition fees.

B. Life and operating regulations of the school

B.1 - TIMETABLE

Primary school: from 8 am to 14:15 pm from Monday to Thursday,
On Friday, class will finish at 12.

Secondary: from 8 am to 4:55 pm from Monday to Friday,
Exceptionaly at 6 pm.

**B.2 - ENTRY – EXIT**

**Main gate:**
07:30-8:10 am / 14:15-14:45 pm (primary)
16:55-18:00 pm (high school)

**Nursery school gate:**
07:30-8:00 am / 14:15-14:45 pm
Friday: 12:00-12:30

**In Johannesburg:**

Only pupils of pre-primary school (PS-MS-GS) can be directly deposited and recovered in their respective classes, with their teacher, between 7:30 am and 8 am and between 2:15 pm and 2:30 pm in the afternoon from Monday to Thursday and between 12h and 12h10 on Friday.
The elementary school pupils (CP to CM2) are deposited by their parents at the portal in the morning and are handed to the portal to their parents by their teacher.

**In Pretoria:**

Only pupils of pre-primary school (PS-MS-GS) can be directly deposited and recovered in their respective classes, with their teacher, between 7:30 am and 8 am and between 2:15 pm and 2:25 pm in the afternoon from Monday to Thursday and between 12h and 12h10 on Friday.
The pupils of the elementary school (CP to CM2) are accompanied to the portal by their teacher, and are handed over to their parents in the reception area.
B.3 – MOUVEMENT ET CIRCULATION DES ELEVES

- Outside of school hours, no pupil must be in the classrooms or sports facilities (cloakrooms, basketball courts, swimming-pool for Pretoria) without authorization. During the breaks they shall go to the spaces reserved for them and for Pretoria use only Cycle 3 toilets.

In the secondary:
- A first ring indicates when to group in front of the class. The second ring indicates the time of entry in the room.
- During the free hours, pupils have to go and be supervised in the study rooms.
- Students from the second to the Terminale class are permitted to work, in the study room or in the Foyer or on outside tables, at their convenience and provided they do not disrupt the classes.

B.4 – REGULATIONS REGARDING EXIT

In the secondary:
- Pupils duly authorized by their parents may return home at the end of their school day. In this case, the responsibility of the establishment ends when the parental authorization applies. No pupil of the college may leave the institution between two courses, even when there are no professors, under penalty of temporary or permanent exclusion.
- The parent who wishes to pick up his child during an unexpected break can do so by signing a discharge at the Vie Scolaire.
- Pupils will received an access card at the beginning of the year, on which will be indicated the elements that will allow a control by the staff during the exits or the entries (authorization of exit, options, activities slots, grade, school year ...).
- Pupils shall have and present this card especially for any exit before 17:00. In case pupils have forgotten the card, the parents will be required to send an exceptional written authorization of exit to the Vie scolaire.

In the high school: Beyond two study hours, pupils are allowed to leave the school to the extent that their time table allows it and subject to the written authorization of a legally responsible person.
B.5 - ABSENCES

- For any foreseeable absence, the family shall inform by mail and in advance the administration of the school
- This information will be transferred to Pronote where it will be available to teachers.

B.6 - DELAYS

- Lateness hinders schooling and disrupts courses. Punctuality is a matter of courtesy. It is also a preparation for working life for the pupils.

In Johannesburg:

For Pre-Primary school (PS, MS and GS):
- In case of late arrival, the security guard accompanies the parent with the child at the reception, where they will be given a delay ticket so that they join the class.

For the Primary school (CP, CE and CM):
- In case of late arrival, the security guard accompanies the parent with the child at the reception, where they will be given a delay ticket so that they join the class.

For the Secondary:
- In case of late arrival, the student requests access to the school from the guards and joins directly with the Vie scolaire.
- Any student who is late must go to the Vie Scolaire office before entering the classroom. The parents will be informed electronically of the lateness. The Vie scolaire staff will issue a note for entering in the class. Without this note, he / she will not be allowed to attend classes. Late arrivals are accounted for and if accumulated are sanctioned by sending the student a "written warning". A delay of more than 10 minutes will not allow the student to attend the course. He will then be sent to the study room and will have to make up the work done during his absence.
- At interclasses and breaks, delays may give rise to punishments or even sanctions.

In Pretoria:

Any student who is late (from PS to CM2) must be accompanied by the security guard and the parent at the secretariat, where a delay ticket will be given to him / her.
B.7 - HEALTH- SAFETY

- Activities outside the school, organized by the school as part of educational programs (educational outings, surveys, trips ...), whether paying or not, without being strictly mandatory, are an integral part of the educational activities.

- In order to allow the pupil to participate, it is essential that civil liability insurance covering damage caused as well as damage suffered has been contracted for his/her benefit.

- It is strictly forbidden to come with or consume alcoholic beverages into the school or to use any dangerous object or product (sharps, flammable products, self-defence bombs, etc.). Any distribution, manipulation, absorption or possession of toxic substances, whatever their nature, is totally prohibited.

- Pupils are strongly advised not to come to school with valuables or excessive sums of money. In no case the school shall be held liable for theft (cell phones, portable players, etc.) and damages committed against pupils, staff or third parties.

- Any misuse of an alarm system or fire-fighting equipment endangers the community and therefore constitutes serious misconduct.

- Safety instructions are displayed in the classrooms. They must be strictly observed in any case, and especially in the event of real or simulated alert, by each member of the community.

In Primary school:
Pupils are strictly forbidden to bring money to school. Games and toys coming from the house are prohibited (unless specific exemption must be submitted to the prior agreement of the management).

For Primary school:
- Pupils are allowed to bring a little healthy and not too copious snack to the school on the extracurricular time.
- To improve students' food security, the birthday cakes and sweets donated by the pupils will no longer be accepted at the Jules Verne High School. For the nursery classes (PS, MS and GS) a cake will be made in the school every month to celebrate birthdays of the pupils of the class.
For secondary school:
- Students are allowed to bring a healthy snack to the school. It is strictly forbidden to get food.

**B.8 - EXEMPTION FROM PHYSICAL EDUCATION**

- Attendance at the courses of E.P.S. is compulsory, in the same way as the attendance of all other courses. In addition, Terminale pupils should be aware that their attendance at PSE courses is taken into account decisively for the result of the E.P.S test of the Baccalauréat.

- Any exemption from several sessions must be justified by a medical certificate and presented to the teacher.

An exceptional exemption from a session is requested by the family, in a written document, presented to the teacher, who keeps the pupil, or sends him/her in the study room. This information will be reported in Pronote. The exempted student will attend the PSE course.

### C. Punishments and sanctions

Any breach of the regulations implies the implementation of a disciplinary procedure or punishments. A progressive educational penalty system is therefore established:

**C.1 - SCHOOL PUNISHMENTS**

- They are pronounced by the teachers, management, education and supervision staffs. They are also awarded by the head of the school on the proposal of the service staff. They mainly concern minor breaches of the pupil's obligations, for example, disruption of classroom and school life.

- They are immediate responses to facts of indiscipline. They involve direct dialogue and follow-up between the responsible staff and the pupil. School penalties are those provided for in the regulations of the school.

List (not exhaustive) of punishments:
- Additional homework
- Temporary or permanent retention of prohibited objects or objects, of which the use is prohibited for a specified period of time.
- Inscription on the pupil pronote file
- Occasional exclusion from a class
e. Detention with work or repair (oral or written excuse / community service)

**C.2 - DISCIPLINARY SANCTIONS**

- They are pronounced by the Head of school or by the Disciplinary Board

- They concern damage to persons or property as well as serious breaches of the obligations of pupils.

- The seriousness of the violations noted, repeated violation by a pupil can lead any member of the educational community to refer the case to the Head of the school.

- The Head of the school may choose to give a punishment or a sanction according to the gravity of the fault that he/she has at this moment to evaluate.

- When teachers or other members of the educational team call upon the Head of the school, they must be able to provide all the information necessary to take charge of the situation. They cannot substitute for the Head of the school and therefore cannot a priori decide a particular sanction.

Exhaustive list of sanctions:

a. Written warning
b. Blame
c. Exclusion inclusion
d. Temporary exclusion (maximum one month) with or without a stay.
e. Accompanying measures
f. Definitive exclusion (with or without a stay)

**C.3 – EDUCATIONAL SCHOOL BOARD**

A School Board may be convened in the event of serious or repeated breaches of the regulations of the school, without such breach leading to referral to the Disciplinary Board. It is composed of:

- the Headmaster or the deputy Headmaster
- the CPE responsible for the class
- the class teacher
- delegates parents and pupils of the class
- any other person whose participation is necessary

It hears the pupil and his/her parents. The purpose of this Board is:

- to make the pupil wonder about the meaning of his/her conduct, to make him/her aware of the consequences of his/her actions.
- propose to the pupil to repair the damage he/she caused.
- Monitor the accompanying and repair measures.

The educational commission's approach is based on dialogue and persuasion, it excludes the definition of academic punishment or disciplinary action, but does not exclude recourse, in the event of failure always possible, to the School and the Disciplinary Board.

C.4 DISCIPLINARY BOARD

The Disciplinary Board may be referred of any serious fact. It meets to deliberate on a proposed exclusion of more than 8 days, definitive, or any other type of sanction.

The actions or initiatives of pupils who have distinguished themselves in sports, associative, artistic or civic fields, involvement in the field of citizenship and life of the school, of spirit of solidarity, accountability for both themselves and their peers, will be recognized at the end of the year.