



ÉTABLISSEMENT  
EN GESTION DIRECTE



**aefe**  
Agence pour  
l'enseignement français  
à l'étranger

## CODE OF CONDUCT OF THE PRIMARY SCHOOL AND THE KINDERGARTEN AT THE LYCEE FRANCAIS OF PRAGUE

*"Respecting the laws that we set ourselves – this is the freedom."*

Jean-Jacques ROUSSEAU

Lycée français in Prague is an educational institution founded on the principle of the separation of church and state

- this means the principle of tolerance, political, ideological and religious neutrality and respect of others
- of their personality and their conviction.

The board of trustees and the supervisory authority of Lycée français in Prague is the Agency for French Education Abroad which represents the French state. The medium language of the school is French. The teaching staff has obligation to respect this rule which is one of the main ideas of integration.

We apply these principles through our rules and regulations. By enrolling into Lycée français the pupil and their parents agree with the rules and regulations, and they promise to respect them.

Lycée français is an educational institution where everybody is expected to fulfil their duties, and know their rights: this guarantees everybody's personal freedom and the status of responsible citizen.

## **I. SCHOOL ATTENDANCE**

### ***1.1. Kindergarten***

Enrolment of a child in the kindergarten means a commitment to regular school attendance which is needed for the development of the child's personality as well as preparation for the attendance of primary school.

### ***1.2. Primary school***

Regular school attendance is obligatory at primary school.

### ***1.3. Departures before the end of the lesson time***

Certain departures may be excused. The form teacher needs to be informed in advance and a filled in pick-up ticket must be submitted at the secretariat. The child can be given only to their parents or to a person entrusted by the parents. Under no circumstances can the child leave the school premises by themselves. The regular departures from school before the end of lesson time are under the approval of the director of the primary school and the kindergarten, and under the auspices of the director of Lycée français, depending on the statement of the form teacher and the educational contribution of this out-school activity. Parents may ask for a personal meeting with the director during which they present the project of the out-school activity and after a mutual agreement they sign the document about regular departures before the end of the lesson time.

### ***1.4. Late arrivals***

Late arrivals interfere with normal beginning of teaching and they disturb the course of the lessons. Therefore the lessons times must be strictly respected.

In the case of a late arrival, the child cannot enter the classroom by themselves. The child's guardian must lead them to the secretariat, not to the classroom.

In the morning, tardy students at the elementary level will be kept together at the secretary's office and brought to their classes at 9 o'clock.

In the case of repeated late arrivals the director of the school can send an admonishment to the parents and if needed, he can meet with them to find a solution to these irregularities.

### ***1.5. School absence***

Absences at primary school and kindergarten are recorded by the teacher in the pupil's register. If the pupil does not come to school, their parents or legal representatives are obliged to inform their classroom teacher. If they do not do so, the school secretary may contact them by phone in order to find out the reason for the absence. That's why parents need to inform the school about any change to their contact details.

A medical certificate must be shown upon the pupil's return to school after an infectious disease that required isolation (the decree from the 3rd May 1989).

### ***1.6. Strangers***

Strangers are not allowed on the school premises unless they have special permission.

## **II) ORGANISATION OF TEACHING LESSONS**

### ***2.1. Lesson times***

The schedule of lesson time is published on the lycée's websites.

### ***2.2. Complementary pedagogical activities (A.P.C.)***

Complementary pedagogical activities are organised for small groups of pupils, in order to:

- help pupils who have difficulties studying,
- help with individual work or activities planned in the frame of the school project.

The organisation of the conduct of complementary pedagogical activities is discussed at the meeting of the Council of the primary school and the kindergarten. Parents will be informed of meeting times.

The list of pupils who will utilize complementary pedagogical activities is always set up at the beginning of each period of the school year determined by short holidays (called as "période"), after the participation of each pupil has been approved by a parent or a legal representative.

### ***2.3. Leisure time activities***

Leisure time activities (leisure clubs) are organised by the Sport and Cultural Club, a parental association that works independently of Lycée français of Prague.

## **III. LIFE OF THE SCHOOL**

### ***3.1. General rules and regulations***

All lessons and activities that the children at school participate in, are managed with regard to the set goals of the school's teaching program. This program is part of the project of Agency for French school education abroad and the project of the Ministry of Education of French republic.

Under the supervision of the director of the lycée and in cooperation with the Pedagogical Council, the director of the kindergarten and the primary school will coordinate the teacher's work, decide about organisational and pedagogical issues, determine the number of opening classes, allocate funds, and decide rules of the usage of the school premises.

Teachers should be careful to avoid any kind of behaviour, action, or expression that could be interpreted as indifference, lack of interest, or scornful attitude towards any pupil or their family that could cause psychological damage to a child. All corporal punishments are prohibited. Pupils will not be punished by banning them from participating in the school break.

Pupils and their parents must avoid any behaviour, actions, or expressions against any person in the position of a teacher or which would breach the compulsory respect towards classmates and their families.

It is the duty of pupils to behave and express themselves politely and with respect – in French or other languages - towards all pupils and adults at school. Pupils must obey orders from all pedagogical and educational members of staff and supervision officers. Any acts of physical or verbal violence is prohibited.

As stipulated by the article L.141-5-1 Act on education, wearing clothes or signs by which pupils would show their adherence to a religious organisation is strictly prohibited.

If a pupil does not stick to this rule, the director calls him and his or her parents to a dialogue before giving any sanction.

### ***3.2. Specific measures***

#### **The kindergarten**

The kindergarten plays a key role in socialisation of the child: everybody has to do their best so that the child feels as comfortable as possible there. Thus any sanction or punishment is excluded. The child whose behaviour becomes unmanageable, may be isolated from others, but only for a very short period, during which their behaviour is improved and they can return to others. They cannot be left without any supervision, albeit for a very short time.

#### **The primary school**

The breaches of the school's code of conduct considered the most serious include:

- any physical or moral damage caused to others pupils, teachers or other adults, for example a supervisor of various activities organised by the school.
- damage on property caused on purpose.

Such may be cause for giving an educational admonishment and educational punishment, either immediately or within some interval:

- Implementation of an educational admonishment will be announced if needed to the parents of the punished child.
- A pupil whose behaviour becomes unmanageable or causes harm to themselves or to others, may be isolated for a short period from the school community. He or she cannot be left without supervision, albeit for a short time.
- Banned presence in a part of the school break.
- Giving a written work on a particular topic (excuse, explanation, acceptance of the responsibility).
- Remedial acts.

Only admonishment and punishment stipulated by the school's Code of Conduct is allowed.

In the case of extremely serious breaches, when a pupil's behaviour endangers their security and/or the security of other people within the school community, his or her case will be judged by the Pedagogical Council (according to the article 21 of the Decree n. 90-788 on the 6<sup>th</sup> September 1990). The Pedagogical Council will then suggest adequate measures which will be approved by the Director of the lycée.

### ***3.3. School trips, excursions and outings***

School trips, excursions and tours are organised according to the rules stipulated by the Circular n. 99-136 on the 21<sup>st</sup> September 1999.

The participation of pupils on non-overnight school trips might be compulsory or voluntary.

The participation of pupils on a school excursion (an outing) is compulsory if the school excursion (the outing) occurs within lesson times.

The participation of pupils is not compulsory if the school excursion (the outing) includes the whole noon break or if it exceeds the usual lesson times. In such a case parents are informed about the conditions of the event in advance, and it is needed that they submit to the school a written permission for the participation of their child. This is done most often by handing over a responsibility ticket.

## **IV. SUPERVISION**

### ***4.1. General rules***

The director of the school is accountable, under the control of the director of the lycée for flawless organisation of the supervision according to the principles agreed by the pedagogical council of the primary school. During their whole stay at the school pupils are under constant supervision so that their security can be constantly insured.

This duty of constant supervision applies also to school trips, excursions and outings etc. (the Circular on the 21<sup>st</sup> September 1999).

### ***4.2. Pupils' arrival to school***

The school opens its doors for the pupils 10 minutes before the beginning of the lesson times, e.g. at 8.20. The morning supervision as well as the supervision during the breaks are carried out by the teachers who take regular turns.

Teachers also accompany their pupils from classes to the school court yard as well as from the school court yard back to classes. This accompaniment is generally carried out in the same way as during pupils' movements on the school premises.

Pupils of the primary school enter the school through the blue entrance door. The persons who accompany them can't go with them. The school court yard which is after the low wooden fence is generally reserved only for children and adults who carry out supervision.

In the kindergarten, the child's guardian will escort the child to their class and hand them over directly to their teachers.

### ***4.3. Handing over the children by their parents***

#### **- the primary school**

Departure after lesson time is done under the supervision of teachers. Supervision is carried out until the end of lesson times and it is limited to the space of the school yard. Parents pick up their children at the low wooden fence which separates the school yard from the covered entrance space and they take responsibility of their children immediately after the end of the lesson times.

The pupils who take part in after-school activities such as the practice in the school choir or in Friday supporting pedagogical activities (tutoring) will wait at the school court yard until the beginning of these activities. At this particular time the school court yard is reserved only for them, while the other children must leave school to go home immediately after the end of lesson times and cannot remain within the court yard.

The pupils who take part in after school activities organised by the sport and cultural club are led to the inner court yard in front of the school restaurant (patio) after the end of the lesson times where they will wait under the supervision of the responsible persons appointed by the sport and cultural club.

Depending on the decision of their parents, during the noon break pupils can have lunch outside of school or at the school restaurant and then remain under the care of the members of school staff who carry out supervision during the noon break.

#### **- the kindergarten**

After the end of lesson times children are handed over directly to their parents (or to persons who were designated to do so by parents in written form presented to teachers in advance) or alternatively they are handed over to the members of staff who carry out supervision during the noon.

The children who take part in afternoon activities of the sport and cultural club or who attend after-school centre run by this association, are picked up by the responsible persons appointed by the sport and cultural club. Then they are led to classes or other rooms where the said activity or after-school care centre take place. The persons held responsible for the course of these afternoon activities and the after-school centre are members of Sport and Cultural Club.

#### **- Children who are not picked up**

In the primary school, if parents or persons responsible for the child presume they will be late, they have the obligation to inform the secretariat of the school about the possible late arrival as soon as possible. The secretariat then passes the information to the child (children). The pupil who was left at school then waits in the office of the secretariat of the school.

In the kindergarten we outline to parents the importance of picking up their children on time. However, if the parents are late to pick up their child, they are obliged to inform the secretariat of the school as soon as possible. In the case that a child is not picked up, the director is to take adequate measures, and in an extreme case, to hand over the child to the police authorities.

#### ***4.4. Conditions under which the external persons can take part in the lessons.***

##### **The role of the teacher**

Under certain circumstances some pedagogical activities can require the division of pupils into several groups which supposes the cooperation with other adults.

In such situation the single form teacher simultaneously takes care of one of these groups and provides the organisation and coordination of the whole class. The responsibility of other groups is handed over to external members of staff (the head leader, the trainer, the sports instructor...) under these conditions:

- the class teacher is present at all times and has the exclusive responsibility of the pedagogical content, organisation, and the course of the activity
- it is continuously known where all pupils are located,
- external co-operators have legal competence to provide this activity,
- external co-operators work under the supervision of the class teacher.

##### **Parents of pupils**

If necessary, and if the organisation of some activities during lesson times outside of the school premises requires it, the director of the school can approve or ask for the volunteered cooperation of parents. The exact information with names of these volunteers, the title, and the date of the action is always published.

#### **V. RELATIONSHIP BETWEEN THE SCHOOL AND THE FAMILY**

##### ***5.1. Key principles***

Relationship between school and family is carried out in the following ways:

- By organisation of class meeting at the beginning of the school year, alternatively of other meetings in the course of the school year which are called by the form teacher if needed.
- Via written announcements to parents. The way of this written communication of the form teacher and parents is agreed on at the beginning of the school year.

The choice of written communication via e-mails is not compulsory and does not replace other ways of written communication (for example announcements written in the form correspondence notebook) – above all, if it is a written announcement related to behaviour, the pupil should also participate in the communication.

The use of e-mails as a communication tool must follow clear rules of polite behaviour (the charter which contains these rules, is at disposal on the school's website).

- By individual meeting with the form teacher or if needed with the director of the school.
- Via the pupil's school report which contains evaluations (in French "livret scolaire") which is often handed over to parents in a way approved by the Pedagogical Council.
- By the meeting of the Council of the primary school and the kindergarten ("Conseil d'école"). This council fulfils its function according to the Circular on 23<sup>rd</sup> September 2014

issued by the agency AEFÉ, which is related to the organisation of life of the school. The Council is held once every trimester and the minutes from the meeting are published on the school's website.

### **Delivery of official school and administrative documents**

Except in certain justifiable cases, delivery is done electronically.

Any information needed is at the disposal of parents on the school's website: [www.lfp.cz](http://www.lfp.cz) (the calendar of school holidays, the menus, information about enrolment...)

### ***5.2. School report book***

**The report book** is implemented according to the provisions of the Decree n° 2015-1929 of 12-31-2015.

This report book is regularly filled.

**In primary school**, it includes the periodical evaluation of student progress within the cycle, and the results at the end of the cycle based on the Common Core of knowledge and Skills (end of CE2).

**In kindergarten**, a progress report called "carnet de suivi des apprentissages" follows the pupil's schooling. At the end of the last year of schooling in kindergarten, a summary report on pupil progress and achievement is established.

### ***5.3. Supportive programs***

#### **Individual program focusing on the improvement of school results (PPRE) – Circular from the 25th August 2006**

PPRE is a coordinated plan of actions, set up in written form in a document which is based on the pupil's progress at school and out of school, which further sets goals, methods and means of evaluation. It is a contractual type of document, which is binding for the pupil, for his legal representatives, for the team of employees of the lycée, and also for external partners.

It is drawn up in two copies, one goes to the parents of the pupil and the second one to the teaching staff. This copy will be available, once the plan is achieved, in the personal file of the pupil.

#### **Plan of individual support (PAP)**

- **Article D. 311-13 Act on education**

The PAP enables the pupil, whose school results are weak as a result of learning difficulties, to make use of the measures and modifications of an exclusively pedagogical nature. This plan enables them, for example, to use IT technology, either their own one, or one provided by the school.

The diagnosis is determined by the school doctor according to his own examination, or with use of conclusions of psychological or other examinations. The teaching staff, together with the parents and other specialists, work out a written document which is then checked every year to evaluate the taken measures and modify them according to the needs. The application of this plan is carried out by the teachers who have the pupil in class.

## **Individual plan of school attendance (PPS)**

- **Article D. 351-5 of the Act on education**

With the use of PPS it is possible to enable the school attendance to children with a physical disability (in France in collaboration with a local Centre for disabled persons - MDPH).

The PPS takes into account the whole evaluation of the situation and needs of the pupil in question. It also guarantees that all the necessary support and help is provided in a coordinated way and with qualified, therapeutic, or educational support. The distribution of an assistant, providing special pedagogical tools etc. can also be availed of.

The assessment group (ESS) gathers at least once a year, uniting all the involved specialists and legal representatives of the pupil to assess their school attendance.

## **VI. HEALTH AND SECURITY**

### ***6.1. Medical care and emergency medical assistance***

If needed, the school doctor (at school once a week - on Thursday mornings) and the school medical assistant will administer first aid to a child and treat minor injuries. However, the school does not run an ordinary medical practice. Medicine is administered only with parental permission. If a child needs to use medicine during the day their parents have to pass it to the medical service along with a copy of the medical prescription. The medical assistant will then administer it to the child. Without parental permission the school cannot take responsibility for the administration of medicine.

The school medical assistant is responsible for the content of the medical first aid kit.

For school trips, outings, and so on, teachers have a portable medical first aid kit at their disposal equipped with medical materiel for first aid (instructions from 29<sup>th</sup> December 1999).

In the case of an accident, nausea, or other health problems, parents of the inflicted child are informed about their condition without any delay. If necessary, or if the school cannot get in touch with parents, the child is transported (for treatment) by emergency medical assistance of the Czech Republic (tel. 112).

### **6.2. Insurance**

At the moment of their inscription, students are insured and covered for personal accidents for all activities organized by the school. As part of this insurance, a deductible is likely to be applied. Also, it is recommended that parents take out additional personal insurance.

Any accident must be reported within 24 hours to the establishment.

For more information, the administrative services of the LFP are at your disposal.

### **6.3. Plan of individual care (PAI)**

The role of PAI is to make school attendance easier for children who suffer from a chronic disease. The plan is set up by the director of the primary school and the kindergarten under the auspices of the director of the Lycé on the request of parents, alternatively with their approval and participation, with a close collaboration with the school doctor and the school medical assistant. The main outcome of their collaboration is a written protocol

which states the specific needs of the pupil: the type of care, the medicine the pupils needs, how to administer it, nutritional intake in case of an allergy, how to act in case of an emergency, measures taken in material sphere and teaching. Medical prescriptions and medicine are to be handed over to the medical assistant.

#### ***6.4. Eating at school***

Pupils of the kindergarten are provided with a snack at school during the mornings.

To avoid any unbalanced nourishment, this snack is only light and it is not compulsory, given the fact that the main course during school attendance is school lunch.

For the morning snack children will be given fruit, natural fruit juices, or vegetables (the record from the 25<sup>th</sup> March 2004).

Parents are called on to regularly bring school snacks for the whole class in turns with other parents in order to become part of this voluntary pedagogical project whose purpose is to embed healthy nourishment habits.

At the primary school pupils can bring snack individually from home. The school strongly advises parents to continue with the habit learned at kindergarten and provide their children with light snacks.

## **VII. SECURITY**

### ***7.1. Movement on the premises of the school***

For security reasons and for reasons of taking over the responsibility of the pupils, parents always have to leave the school premises immediately after the beginning and the end of lesson times.

It is strictly prohibited to stay on the premises of the school courtyard and to use as a playground after the end of lesson times.

### ***7.2. Dangerous and prohibited items***

Any kind of item which will be assessed as dangerous, can be seized by a member of school staff, anywhere on the school premises and given back to parents at the end of lesson times.

Additionally prohibited are any items whose inadequate use can create dangerous situations (for examples umbrellas).

### **Mobile phones**

Use of mobile phones is strongly discouraged. Nevertheless their use is tolerated for organisational reasons within the pupil's family. In such a case the mobile phone remains switched off during the whole duration of lesson times in their school bag and the pupil can switch it on only after the end of lesson times.

Mobile phones are prohibited during school trips and excursions.

### **Toys**

Pupils of the kindergarten cannot bring their own toys to kindergarten. If this occurs, the toy is put in an appointed place immediately after the arrival.

### ***7.3. Loss and theft***

Unfortunately at school, as in other community spaces, it is not possible to prevent certain losses or thefts from taking place.

We recommend for pupils to not bring larger sums of money or valuable items such as jewels and electronics to school.

The school is not responsible for thefts and losses but every incident must be reported to the secretariat of school.

## **VIII. FINAL REGULATIONS**

This School Code was presented at the session of the Council of the primary school and the kindergarten in Prague (15 november 2016) and it was approved by the School Council of Lycée français of Prague.

All members of the school collective are informed about it. Each of them is obliged to follow it. It is presented to parents for a signature at the beginning of the school year. By enrolling into Lycée français, the agreement, with rules and regulations of the school Code of Conduct, is accepted.

Any modifications to this Code of Conduct can be done only by the School Council of the French lycée of Prague.