

Rules and regulations of the School applied on the students in the Primary School
(Kindergarten and Elementary levels)
Voted by the School's Council on 7 November 2017

Preamble

The internal rules and regulations apply to all members of the educational community such as students, teachers, non-teaching staff and parents; they redefine the rules of civility and behavior.

Each member must be convinced concurrently of the inviolability of these provisions and the need to adhere to rules and regulations predefined collectively.

The rules and regulations aim to allow to live together old people and persons of different social status but of equal dignity.

The Lycée Français MLF (French Secular Mission) of Bahrain is a place for learning and education. It helps develop the personality of the students and making them responsible of their own work and more independent in and outside of the classroom. The enrollment of a child in the Lycee Français MLF of Bahrain, implies respecting the present rules and regulations as well as the projects submitted by the teaching staff and fully committing to the same not only by the child but his / her parents too.

As a French private institution member of the French Secular Mission, the Lycée Français MLF of Bahrain enrolls:

- French children making them benefit most from their stay in the Kingdom of Bahrain through learning and integration of the language and culture of the host country. It ensures the continuity of the public service mission of teaching French expatriate children living abroad;
- Young Bahraini or other nationalities interested in French language and cultural wishing to follow a French curriculum.

In accordance with the general principles of French and domestic law, these rules and regulations vehicle the core values of the French Secular Mission:

- Work, punctuality and attendance,
- Political, ideological and religious neutrality
- Tolerance and respect for others and for their beliefs,
- Contributing the equal opportunity and equal treatment of girls and boys,
- Developing mutual respect, trust in others and self-esteem,
- Respecting property and premises,
- Condemning all forms of violence, whether psychological, verbal, moral or physical.

These rules and regulations shall apply on all school activities organized by the Lycée Français MLF of Bahrain, inside or outside of the School.

Educational commitment

Article 1

Like any other educational establishment of the MLF, the Lycée Francais MLF of Bahrain carries universal values such as tolerance, humanism, equal opportunities, intellectual curiosity and promoting critical thinking ... It allows its students to pursue their education from kindergarten classes to twelfth grade.

The Lycée Français MLF of Bahrain defines itself also as an educational community. This commitment binds the members of the educational community (students, teachers, non-teaching staff and parents) not only to educate the pupils and maturing as human beings but also for the well being of everyone. The quality of relationships is a major challenge.

Article 2

Tolerance is based on the respect of the principles of secularism and political, ideological and religious neutrality which are incompatible with any sort of propaganda. Everyone should contribute to the strengthening and to the intellectual and moral enrichment and rising of the educational community, by an objective practice of his / her ideas and by respecting the ideas and beliefs of others.

Article 3

The dialogue between the different members of the school's community is essential to the educational process in which a student will be the main beneficiary and to ensure the smooth running of the institution.

Mutual respect between adults and students and between students and students constitute also an essential pillar in the collective life.

Article 4

The Lycée Français refers to itself as a continuous school for all: for pupil while learning, for staff by thinking about their work and their continuous training, for parents who, through multiple exchanges, improve the approach and knowledge of their children.

Article 5

The school should gather the best possible conditions to prepare students to the French Baccalaureate in France and in other countries. Therefore, parents should be actively involved in preparing the education and guidance of their minor child, by preserving the initiative and the liability.

Article 6

Educational action shows the vocational specificity of teachers and the administration. Other members of the educational community can also be involved such as parents, students, guidance counselor, staff of service and scholar health...

Article 7

Parents don't delegate their rights, or their duties to the Lycée Français MLF of Bahrain. They agree to help their children and their educators in their tasks. Complementary roles don't mean the substitution of functions and rights.

Article 8

Students are not passive; they participate in the limits of their own abilities, to their own education and their School's life. They should assume their obligation to hard work and attendance and tasks related to their education. They must also, under subject to sanction, respect locals, materials and every person present in the School. Parents commit to ensure the fulfillment of these duties.

The signature of these rules and procedures implies the full acceptance of this educational commitment agreement and respect of the values and the principles by all the educational community members i.e. : neutrality and secularism, work, punctuality and attendance, learning and assuming the responsibilities, the duty of tolerance and respect for others and for their convictions, the reserve requirement, equal treatment, guaranteed protection against all forms of violence being psychological, physical and the duty of each not to have recourse to violence.

I. Schedule of arrival and departure from School

1) Kindergarten : pre-nursery, Nursery, Pre-Kindergarten and Kindergarten

Arrival to school

Students arriving by bus are met at the school entrance by a designated security official staff from 07h15.. They are accompanied to classrooms by a school staff.

For pupils accompanied by their parents or an adult proxy, access is between 7:15 and 7:35 **through the main gate** where they are dropped off and handed over to a staff member who will accompany them to the day care rooms. From 7:35 am to 7:45 am, parents go directly to classrooms through door A. They must come out through the same door.

At 7:45, the main gate is closed and access to kindergarten classes is no longer possible. The parents or the adult proxy must then present themselves at small guard office where they will receive a visitor badge in exchange for an identity document. They will thus be able to access the reception (door B) where the late arrival of the child will be recorded. A school staff member will accompany late students to their classes.

The Bahraini national anthem is broadcast in class every morning.

Leaving the School

Students in TPS get off at 12h30 pm , except Thursday when it is at 12:40 pm

For the PS, MS, GS, class dismissal is at 2:15 pm (except on Thursday when it is at 12:40 pm)

Entry and exit are only permitted through Door A. In no case can a parent leave by another access.

Parents who have more than one child enrolled in kindergarten are advised to first pick-up the youngest child in order to facilitate the movement of students and parents within the school.

Children are handled over directly to the parent or to a third person authorized by them after submitting to him / her the student's card.

Students must stay within the School during teaching hours.

Once out of the School, the student shall no longer be under the liability of the School.

Should parents need to pick-up earlier their children, noting that this practice should remain an exceptional event, they must inform the School's lodge and sign the leaving form. **A School member staff will pick-up the student in the classroom and hand him /her over to his / her parents at the lodge.**

In case of repeated late arrival of a family, at the beginning or at the end of the school's day, the parents will be convoked by the Head of the School or his / her representative for a reminder of the obligation to respect the internal rules and regulations of the School

2) Elementary school: CP to CM2

Arrival to school

Students arriving by bus are met from 07h15 onwards in the playground and canteen.

For others it is through the main entrance (**main gate**) from 07:15 (Day care until 07h35). The children will go to classroom alone. **Parents are not allowed to accompany their children in the school premises, except for the student's suffering from motor skills problem.**

The Bahraini national anthem is broadcast every morning at 07h40 in the courtyard.

After 07.45 am (start of courses), children arriving late should report to the reception desk of the School, where the their late arrival will be recorded, to get their admission card enabling them to enter the classroom.

A School staff member will accompany the child in the classroom.

Access to the classes and the floors is not allowed before the bell goes at 07h45. The teachers take charge of the students in the morning assembly area and accompany them to their respective classes.

Leaving the School

Students must stay within the School during teaching hours, and can only leave the school at the end of the last hour of courses.

Once out of the School, the student shall no longer be under the liability of the School.

Class dismissal from CP to CM2 is from Sunday to Wednesday at 14h30 and 12h45 on Thursday.

Students should be collected by their parents or by a person authorized by the family. They must be picked up by their parents or by a third person authorized by them outside the buildings **below the esplanade located in front of door B.**

The parents of primary school are not allowed to enter the building without presenting themselves at the reception (gate B).

After their last course hour, students must leave the School (unless enrolled in extracurricular activities taking place after). In case of exceptional late arrival of the family, for more than 10 minutes after the bell announcing the end of the courses, students will be allowed only to wait for their parents next to the reception.

In case of repeated late arrival of a family, at the beginning or at the end of the school's day, the parents will be convoked by the Head of the School or his / her representative for a reminder of the obligation to respect the internal rules and regulations of the School

Should parents need to pick-up their children early, noting that this practice should remain for exceptional reasons, they must inform the School's lodge and sign the leaving form. **A School member staff will pick-up the student in the classroom and hand him /her over to his / her parents at the lodge.**

Once the main gate is closed, parents and other authorized adults and visitors can only access the reception through the small gate, where will receive a visitor badge in exchange for an identity document

E II. SCHOOL ATTENDANCE

The regular School Attendance of first to fifth graders is a must

1) Absences

Absences should be exceptional reasons. Parents must take all possible steps to prevent their children's absence (except in cases of force majeure).

Each absence must be justified by a written note on the home / School diary or the plastic jacket:

- in advance in case of foreseeable absence,
- after the return of the student. In this case, parents should inform the School by phone or by mail on the same day of absence.

Early leaving on the eves of holidays or late returns can only be tolerated in cases of force majeure duly justified.

Monitoring homework and assignments during approved absences: the student is required to keep him/herself up to date on homework assignments via relevant area the school website and to work with his / her teacher on his / her return for the written records.

2) **Early leaving**

In case of leaving early, that should remain exceptional events, parents must inform the lodge and sign the leaving form. **A School member staff will pick-up the student in the classroom and hand him / her over to the parents at the lodge.**

Elementary students are not allowed to leave the premises without being accompanied by a parent or an adult authorized by them.

3) **Exemption of sports' activities**

Alike any other course, physical and sport education (including swimming) is an obligatory course and constitute an integral part of the curricula provided at the School.

One-time exemption : it should remain exceptional

- The exemption request must be in a written form and should be addressed to the teacher.
- *In case of illness, the student will follow the physical and sport education class (without participating) or will be taken to the library or to another course. The teacher shall have the discretion to decide.*

If not notified on a written form, the exemption will not be considered by the teacher.

Long term exemption:

Should parents need to exempt their child from physical and sport education for a long period, **the submission of a medical certificate validated by the nurse and specifying the nature of the disability is mandatory.**

4) **School holidays :**

The school calendar is set up by the Head of the School and is voted by the School's Council in accordance with the French regulations while abiding to the local calendar constraints. It shall be subject to the approval of the Inspector of the educational zone, affiliated to the Ministry of Education of Bahrain, the Cultural Adviser and the Head of the MLF.

5) **Arabic native speakers, Muslim students:**

According to Bahraini law, Arabic language courses are mandatory for Arab passport holders, Muslim students from first to fifth grades to follow religion course.

F III. SCHOOLING

Families must pay tuition fees and provide on time requested administrative documents

1) Movements of students

Students should enter and leave classrooms in a line, under the supervision of the teacher in charge of the concerned classroom. The teacher must accompany his / her class during breaks (beginning and end).

No student is allowed to:

- Stay in a classroom if not attended by a teacher or superintendent,
- Stay or play in the hallways, stairs or lavatories.

Going to the lavatories: children should go to the lavatories during breaks. They are allowed exceptionally to do so during class time and in this case they should be accompanied by one of their classmates.

Going to the nurse's clinic: visits to the nurse's clinic must be limited during breaks. If a student needs to go to the sickbay during class time, he / she must be accompanied by a classmate until the management of the student by the nurse.

2) Parents should take the required steps in order to enable their child to :

- Follow all the courses mentioned in the timetable
- Participate in collective activities organized by the School (cultural events, ...)
- Attend school, with the necessary materials : books, notebooks, pencil case...
- Wear during physical and sport courses the required outfit to practice this activity: Kindergarten: shoes and shorts; first to fifth graders: shoes and physical activity and sports uniform.
- Participate in all evaluations enabling to assess the goals he / she has achieved in each major.
- Cover the textbooks and books given to him / her and return the same at the end of the school year.

(Lost or damaged textbooks / books will give raise to the payment of a monetary sum. All the partners should sign the library regulations governing the terms of leasing books and textbooks and committing the signing parties)

3) School results and notification of families

Parents should be informed about the work and the results of their children through the Home / school diary in elementary school.

Parents are invited to systematically sign the evaluations of their children. Similarly, notes and information on the Home / School diary must be signed to assure the reception of the information.

The teacher may at any time, if he / she wishes, give a new assessment to any student, who did not attend an exam for whatever reason.

The school record is filled and sent to the parents at the end of each quarter for students in elementary school and at the end of each semester for those in kindergarten.

The validation certificate of the Personal competencies record will be returned to the families of first and fifth graders at end of the school year.

Receiving parents

Parents wishing to have an appointment with a teacher, should write this request on the Home / School diary to arrange a date and a time outside of the time allocated to class.

School Council

The School Council is convened three times yearly to keep the school community informed about school's life decisions.

4) Duty of Respect

Respect is the basic principle of a collective living.

The entire educational community and students must respect the premises and equipments made available by the school.

Respect the conditions and work environment

In the classroom, the library, during the sessions of physical education and sports activities, during the breaks, in the hallways, when changing rooms, etc., everyone has the duty to respect the work's environment and the working conditions of others, therefore these movements should take place while avoiding to make any form of noise.

Respect of one's work

All students must learn lessons regularly, and must do the practice exercises requested and bring with them the requested school supplies.

Self respect and respect of others

Students should respect themselves and others and this should be reflected in their dress code and behavior.

Uncivil behavior (bullying, insulting, shoving, discrimination, and recurrent nature) and violence (physical and psychological assaults, threats, extortion) cannot be tolerated as these acts represent attacks on the dignity and the integrity of others.

The student is also required to respect all staff of the School.

Respect the living and the environment

Respect the users of the School, means also to throw garbage into the trash cans and respecting the common areas, especially the lavatories. Living in a clean and friendly environment is everyone's wish. This implies that everyone should respect the premises and equipment entrusted to make this collective life possible.

Sanctions and penalties

Failure to respect the internal rules and regulations of the school and namely any assault being physical or moral to the integrity of other students or staff may result in reprimands and severe sanctions.

Sanctions should not be of collective nature.

These failures shall be reported to the families.

A child whose behavior can be dangerous to himself/herself or others may be isolated from his classmates, momentarily, under supervision.

Disruptive student may be deprived of any organized excursion with the class.

In cases of recurrent failures of the internal rules and regulations, a temporary exclusion of the courses (from 1 to 8 days) may be decided by the Principal.

In case of serious and ongoing behavioral problems, a decision to take off the concerned student from the School may be taken by the Principal. In this case, the Principal will ensure that the parents are notified in advance to find an alternative.

Scale of sanctions in case of behavioral difficulties or in case of disrespect of the internal rules and regulations:

These are individual measures:

- A - *1st time: the student is reprimanded by the teacher.*
- 2nd time: the student is punished by the teacher.*
- 3rd time: the student will be convened by the Director.*

These are individual measures. School punishments are adopted at the initiative of the School staff. These punishments may take the following forms:

- Additional work to be done at home
- Presentation of verbal or written apology by the student
- Community Service

Information will be communicated to parents on the Home/ School diary of the student.- travail d'intérêt général
Une information sera communiquée aux parents sur le carnet de liaison de l'élève.

B - If the problem persists, the teacher will call the parents to notify them.

C - If the behavior does not change, the Director shall meet the parents and notify them by a formal letter of the warning given to the student. Parents will be asked to take all appropriate steps to ensure that future incidents of this kind will not be repeated.

D – As a final procedure, the Head of School or the Director under his direct authority, will convoke the parents to inform them of the temporary exclusion, which may be followed by a decision not to accept the enrollment of the concerned children at school for the following year.

Please note: These sanctions and their designation are in accordance with the decision n ° 99/2017 of the Ministry of Education and Teaching of Bahrain, regarding the issue of disciplinary measures for all school cycles in public and private schools.

IV. HEALTH, HYGENE, SECURITY, BEHAVIOR

1) Health

Any child suffering from a provisional health condition, not compatible with the class lifestyle (diarrhea, fever etc ...), should stay at home.

Families are required to notify the School about any medical problem of their children as soon as they are aware of the same. In case of a contagious disease, it is mandatory to inform the school immediately and to respect the quarantine period out of the School. Upon returning to class, the student must provide a certificate attesting that his / her return does not involve contagious risk.

Medication can only be administrated under the supervision of the nurse and upon submission of a medical prescription. The clinic is open Sunday through Thursday **during school hours (excluding morning day care)**. If necessary, and depending on planned activities, nursing services may be provided after or before these hours.

Only sick or suffering students are allowed to enter the premises of the clinic, accompanied by a classmate, after the approval of a teacher.

An injured student will be accompanied to the hospital by an adult. Should he / she unable to move, measures will be taken to arrange his / her transport to the hospital.

If the child's health condition does not allow him / her to return to class, the nurse will contact his / her parents to pick him / her up.

In case of an emergency, especially in case of transfer to a hospital (King Hamad University Hospital, unless otherwise specified by the family), the nurse will contact the parents to inform them of the hospitalization.

During the summer, it is forbidden to play in the open yard without wearing a cap or to play ball outside.

Soft drinks and / or energy drinks are strictly prohibited.

Smoking is strictly prohibited in the School. Minors are prohibited to smoke in the vicinities of the School.

2) Hygiene

Students are expected:

- To eat their packed lunch during the breaks, in the yard, not in the classrooms or in the hallways or stairs.
- To ensure the overall cleanliness of the premises.

They should also facilitate the intervention of service agents, by arranging their classrooms at the end of the last course of the day.

Parents should regularly take care of checking their children's hair. A message will be sent to families via the Home / School diary of the student if lice are found on the head of a child attending the School.

3) Security

- Bringing dangerous / or likely to cause injuries or disorders objects is prohibited at School.
- Any Voluntary behavior likely to endanger the safety of persons or properties will be punished.
- The circulation of parents or of anyone who doesn't work at school in the hallways of the School is strictly prohibited after the end of the courses.
- Parents must park their vehicles in the spaces provided for this purpose and ensure that they never block the circulation spaces.

4) Behavior

Everyone, within the school should have at all times a respectful behavior towards adults and children, being physical, verbal or psychological.

Everyone also needs to respect the premises and the materials, as well as the property of others.

Any intentional damage will be punished and a request shall be sent to the parents claiming reimbursement of an amount to repair or to replace the damaged items.

The uniform of each child must be worn in a correct manner and clean. The wearing of the school uniform is mandatory from the class of Small Section to the CM2.. The uniform of physical education and sport is recommended in kindergarten and is mandatory for first and fifth graders.

It is recommended that children don't bring valuable or luxurious items to School.

Game consoles, exchanges of objects and money transactions are prohibited in the School premises, Only preauthorized sales approved by the school's head may occur

The use of personal music players and mobile phones is prohibited in the School premises.

Non-compliance with these provisions, will subject the student to sanctions and confiscation of equipment in order to deliver the same to his / her parents. In case of repeated infractions, disciplinary action may be taken (see III, 4) C).

The School cannot, under any circumstances, be held responsible for the loss, theft or break of any object.

V. SCHOLARSHIPS

Families beholding the French citizenship who are qualified and fulfill all the needed requirements may apply to obtain a teaching scholarship and / or transport and examination fees.

Families will contact directly the Scholarship Service at the General Consulate of France.

VI. SCHOOL TRANSPORTATION

Kindergarten students are accompanied by a School member staff from the bus to the classroom at the beginning and end of the day.

Students must get on the required bus and remain on at the end of their courses. It is forbidden, under penalty of exclusion from transportation service, to be accompanied by classmates who do not use the bus services normally.

It is also forbidden to get off the bus to go to the school playground.

Inside the bus, each student must respect the basic safety rules applied for public transport: remain seated and wear at all times the seating belt; don't lean on the windows; don't eat or drink; be polite with peers and adults; respect instructions and directions given by the driver and / or the attending adult. Students will be penalized in case of repeated violation of the instructions.

They may be excluded of the transport service.

In order to be able to provide transportation services for all Students in a short delay and for the best safety of students, families are asked not to take off their children from the transport service the same day. Repeated violations of this rule, will affect the functioning of transport and the School, and can cause temporary or permanent removal from the transportation services.

The School will reimburse the sums owed by the families for the service provider

VII. OUTINGS AND TRAVELLING

Educational outings and school trips can be organized to support or supplement the curriculum. A financial contribution shall in this case be requested from families. Participation in educational outings is mandatory if organized during class time.

The program for school trips to another country is established at the beginning of the year and approved by the School's Council.

No trip may be organized unless with the prior approval of the Inspector of National Education and Services of the Embassy.

The trip's cost is calculated based on the number of participants, no money refund shall be claimed by any student who cancels his / her participation except in cases of force majeure, while abiding by the contract signed with the service provider. The no money refund policy shall also apply on the students who do not provide, one month before departure, the documents required to travel.

During outings or trips, students remain subject to the rules and regulations of the School (as well as adults who supervise them). They must respect the rules and regulations of their school otherwise they shall be liable to sanctions.

It is reminded here that during all trips and outings, of whatsoever nature, the student will be a representative of the school and must adopt an exemplary attitude. In case of non-compliance with this obligation, the student will be penalized and may be excluded and his / her parents will be informed of the incident.

VIII. EXTRA CURRICULAR ACTIVITIES

Three times per year with a flat rate payment, extracurricular activities are offered to students, outside of school hours Sunday through Wednesday (usually between 2:40 pm -3:40 pm)

Students who participate remain subject to the School rules and regulations.

Changes of activities during the session are not allowed.

Cancellation of registration of an activity must be notified in writing.

For some activities, particularly sports, a specific dress code is a must.

Any student whose behavior is likely to undermine the legitimate conducting of the activity will be excluded, without refunding the collected amount of participation.

Registration for extracurricular activities implies the acceptance of the rules and regulations applied on these activities (available on the School's website).

IX. SCHOOL CANTEEN

Registration for the canteen takes place in September for the 1st quarter, in December for the 2nd quarter and in March for the 3rd quarter.

Packed lunch:

- Students provided with packed lunches are accommodated in the canteen, in a space reserved for this purpose
- The lunch boxes should not be delivered during the day but given to the student when leaving for school.
- No foods nor snack nor drinks can be delivered in the premises by any provider other than the one in charge of the canteen.

The rules and regulations of the half board service is submitted to the families for signature at the time of the enrollment of the child.