

RULES AND REGULATIONS OF THE EUROPEAN SCHOOL LILLE METROPOLE (EELM)

Given

- The French National *Code de l'Éducation*, specifically articles L. 131-8, L. 401-2, L. 511-5, R. 421-20, R. 421-5, R. 511-13
- The Decree N°2019-887 of 23 August 2019 creating the International Local Public Schools
- The prefectural ruling of 22 August 2019 instituting the European School Lille Métropole
- The General Rules of the European Schools - Ref.: 2014-03-D-14-en-1
- The Regulations on Accredited European Schools - Ref.: 2013-01-D-64-en-4
- The Dossier of Conformity for the creation of the EELM - Ref.: 2018-01-D-50-fr-2

Preamble

The European School Lille Métropole is an accredited European School. As such, all members of the school community are committed to upholding the mandate given to the European Schools by one of the founders of the European Union:

“Educated side by side, untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures, it will be borne in upon them as they mature that they belong together. Without ceasing to look to their own lands with love and pride, they will become in mind Europeans, schooled and ready to complete and consolidate the work of their forebears before them, to bring into being a united and thriving Europe.” (Jean Monnet)

Worthwhile teaching and learning require not only appropriate buildings, but also a propitious community, with human beings at its centre. In referring to the words of Jean Monnet, the EELM commits itself to transmitting both knowledge and values, which begin with tolerance and openness to many cultures, in order to develop a democratic spirit, the capacity to act autonomously, and a sense of mutual responsibility and solidarity. The fundamental principles of the school are thus laid out in this preamble to the school rules and regulations:

- Members of this educational community show mutual respect and behave openly, respectfully, and loyally to one another.
- Members of this educational community behave consistently with the principles above, taking their part in the shared responsibility to care for the common good and welfare.
- Members of this educational community commit to social engagement, to respect for the environment, and to regard for health in all curricular and extracurricular contexts.
- Members of this educational community work together to achieve clear and constructive goals, for which transparency and the regular exchange of information are especially necessary. Together, all members work in their disparate roles to

continue the development of the school's spirit and to seek to improve its adherence to these principles.

1. General principles

1.1. Cycles and sections

The European School Lille Métropole is organised in three cycles:

- the nursery cycle (M1-M2)
- the primary cycle (P1-P2 / P3-P4-P5)
- the secondary cycle (S1-S2-S3 / S4-S5 / S6-S7)

The school comprises two language sections: Anglophone (EN) and Francophone (FR). The choice of section corresponds to the pupil's mother tongue or principal language of use.

1.2. School schedules

1.2.1. School year

The school calendar of the European School conforms to the academic calendar of the Académie de Lille. The school year is divided into two semesters. At the end of each semester, a report card of pupil results will be sent to families.

1.2.2. The table of class hours is set by the Secretariat General of the European Schools.

Cycle	Nursery	P1-P2	P3-P5	Secondary
Weekly hours	25h30 with 4h30 of recess	25h30 with 3h30 of recess	27h15 with 3h30 of recess	31 to 35 periods of 45 minutes

1.2.3. Table of class hours

Cycle	Nursery (M1-M2)	Primary (P1-P2)	Primary (P3-P5)	Secondary * (S1-S7)
Gate opens	8 :20 am	8 :15 am	8 :15 am	8 :05 am
Morning start time	08:30 am	08:25 am	08:25 am	8 :15 am
Morning recess	10:25 am-10 :55 am	9:55 am-10 :25 am	9:55 am-10 :25 am	09:50 am-10:05 am
Lunch break	11:50 am -1 :45 pm	11:55 am -1 :50 pm	11:55 am -1 :30 pm	11:45 am -1 pm or 12:30 pm -1:50 pm
End of morning session (Wednesdays)	12 pm	11:55 pm	12 pm	12 :30 pm
Afternoon start time	1:45 pm	1:50 pm	1:30 pm	1 pm or 1:50 pm
Afternoon recess	2:40 pm -3:10 pm	2 :25 pm -2 :40 pm	2 :25 pm -2 :40 pm	3 :25 pm -3:40 pm
End of day	3:55 pm	3:50 pm	3:55 pm	5:15 pm

* In secondary, students who do not start their school day at 8:15 can access the school at the beginning of the following course periods.

1.3. Attendance

1.3.1. Participation in all lessons is both a right and an obligation

Enrolment of a pupil in the school entails the right and the obligation to participate in all lessons for the class and to do the work assigned. This includes both required work and participation in class, and required homework.

Participation consists of attending regularly and punctually at all classes, according to the academic calendar and the individual timetables received by pupils at the beginning of the year. Pupils are under the responsibility of teachers during class hours.

Participation in all classes is necessary to ensure pupils' development and to allow teachers to evaluate them completely and fully.

1.3.2. Regulation of absences

For nursery, primary and secondary students, parents agree to alert the school by telephone or e-mail (cpe.0597115n@ac-lille.fr) of their children's absences, on the same day of the absence.

All absences of which the school has not been notified will be communicated to parents, who must explain them.

Upon their return to school, secondary school pupils must present themselves to the *Vie Scolaire* with their home-school liaison books completed and signed by their parents.

Permission for absence for personal or family reasons must be made in advance to the school management. Such leave of absence will not be granted for more than two consecutive days. Except in case of force majeure, leave of absence will not be granted in the weeks preceding or succeeding school vacations.

The Direction will determine whether such absences are justified, in accordance with relevant rules and legislation. Unexplained absences constitute a breach of discipline and may be the subject of a report to the *Inspection Académique*. Absences that are not justified by the day of the pupil's return will be considered unjustified.

1.3.3. Regulation of tardies

In the secondary cycle, late pupils must present themselves to the *Vie Scolaire* with their liaison books before entering class. Parents must write a note to justify any tardy in the home-school liaison book; the pupil must submit this to the *Vie Scolaire* within 48 hours. In case of repeated tardiness, the school will proceed to disciplinary measures (e.g. meetings with parents, sanctions).

1.4. Rights and obligations of pupils

1.4.1. Self-respect, respect for others, and respect for the school environment

Respect for others and for the school environment is a fundamental principle, entailing courtesy, appropriate clothing, and care for the school's environment and equipment.

Peace and safety are rights for everyone: accordingly, everyone has the obligation to observe the rules of basic politeness. Pupils, families, and school employees are all forbidden to engage in any behaviour, gesture, speech or electronic message that would impede the school's orderly functioning or show disrespect for other people. In particular: racketeering, theft, and bullying are expressly prohibited.

1.4.2. Neutrality and secularism

As mandated in the French *Code de l'éducation*, "the wearing of signs or clothing publicly demonstrating religious adherence is forbidden." Families may not use religious dress to excuse pupils from compulsory subjects.

1.4.3. Rights and obligations relative to freedom of expression

Freedom of expression is protected at school within the limits of French law. Hurtful, racist, or discriminatory speech is prohibited.

2. School organization and function

2.1. Entry and exit

2.1.1. Access

The entrance to the school are located Avenue du Dr. Calmette and rue Gallieni. Until reaching school, pupils are under the sole responsibility of their parents. They are under the responsibility of the school during the school day both in class and outside of the class. When a pupil must be picked up exceptionally (i.e. for a medical exam), a legal representative must come to the school to sign a waiver allowing the pupil to leave the premises.

2.1.2. Nursery pupils (M1-M2)

Pupils will be brought by a parent or responsible adult at the gate to the staff members designated to receive them. Pupils may be brought between 8:20 am and 8:30 am. The gate closes at 8:35 am. Pupils may be picked up at the end of each half-day, either by their parents or by persons designated in writing by them to the school administration, which must approve them.

2.1.3. Pupils in primary and secondary cycles (P1 to S4)

Pupils in the Primary cycle are accepted in class by their teacher between 8:15 am and 8:25 am. The gate closes at 8:25 am. They remain under the responsibility of their classroom teacher during classes and recess and are placed under the responsibility of the school lunch staff during the lunch break.

Pupils in the Secondary cycle can enter the building starting 8:05 am and enter classrooms starting 8:10 am. The gate closes at 8:15 am.

Parents have to choose one of the following options for their child:

- parents allow their child to leave early when a teacher is absent without replacement at the end of a half-day, i.e. right before lunch or right before the end of the day (status N°1).

OR

- parents do not allow their child to leave school early when a teacher is absent without replacement at the end of a half-day, i.e. right before lunch or right before the end of the day. They want their child to follow their regular schedule at all times (status N°2).

OR

- parents do not authorize students to leave the school before the end of the school day (5:15 p.m. on Mondays, Tuesdays, Thursdays and Fridays, 12:30 p.m. on Wednesdays) (status N°3).

Important reminder: Regardless of their status, pupils are never allowed to leave the school between two classes. Only home-lunch students are allowed to leave the school during lunch break.

2.1.4. Parents and visitors

Access to school premises is restricted. Parents and visitors should apply for entry during school hours at the reception and respect the safety regulations in force. No parent or visitor may move about the school unauthorised.

2.1.5. Classroom guests

Volunteers, including but not restricted to parents of pupils, must obtain authorization from the school Direction before participating in class activities.

2.1.6. Visits from pupils not belonging to the school

Visits by pupils from outside the school are authorised for former pupils and class correspondents only. Requests should be made to school management at least a week in advance. Families will be informed of the conditions governing visits at the time they are authorised.

2.2. Movement of pupils

2.2.1. General

Movement of pupils within the school, in particular between classrooms, should take place in a calm and orderly manner, **without running**.

2.2.2. Recess

Pupils will exit into the schoolyard to have recess. Dangerous sports or games are forbidden in the schoolyard. Large balls (e.g. footballs, basketballs) are authorised if students do not put other children at risk. Pupils should not stay alone on the stairs or on the decks.

2.2.3. Interclass

In the secondary cycle, interclass allows teachers and students to change classrooms between two lessons. When two class periods follow one another in the same classroom, students remain calmly in the classroom during interclass.

2.2.4. Usage of storage space

Pupils may not leave their belongings in the hallways or in the recess area. Primary and Secondary pupils will be assigned individual storage spaces inside the classrooms.

2.3. Safety

2.3.1. Personal safety

Safety rules are posted and should be followed by all. In case of alert, a responsible adult will direct pupils according to the situation (internal or external evacuation). It is strictly forbidden to touch fire extinguishers and all other safety equipment. Presence in evacuation safe zones is likewise forbidden except in case of emergency.

2.3.2. Use of lab coat in science courses

Wearing a lab coat is required for all chemistry experiments in chemistry and biology courses. Lab coats must be purchased by families.

2.3.3. Dangerous and forbidden objects

The possession of lighters, matches, knives, sharp tools, or any other sharp or dangerous objects

is forbidden on school grounds. Likewise, dangerous projectiles (including snowballs and stones) are forbidden.

Lollipops are forbidden.

Smoking of any kind, including electronic cigarettes, is forbidden on school grounds and the immediate vicinity of the school. It is expected that behaviour consonant with personal responsibility and good citizenship will be exhibited on the part of pupils, parents, or employees who smoke, for the comfort and safety of non-smokers and younger pupils.

The possession or consumption of alcohol or any other illegal product is forbidden on school grounds and in the immediate vicinity of the school. In case of infraction, pupils may be subject both to school disciplinary procedures and to referral to law enforcement.

2.3.4. Valuable property; non-school-related property

Valuable property and non-school-related property should not be brought to school. In case of loss, theft, the school's liability can't be involved on the fact of loss or theft alone.

2.3.5. Usage of cell phones

Usage of cell phones is forbidden in the nursery, primary and secondary cycles. Telephones should remain turned off at all times. Exceptionally, a teacher can ask the pupils to use their phones for a pedagogical activity.

2.4. School premises

2.4.1. Respect for buildings, furniture, and material

Pupils share with school personnel the responsibility to maintain buildings, furniture, and material in good condition. They must take scrupulous care of material entrusted to them.

Teachers and pupils must take care to leave classrooms clean and tidy. In case of vandalism, parents will be required to cover the cost of replacement.

Pupils are asked to report damages immediately.

2.4.2. Access to classrooms

After school hours, classrooms are not accessible to pupils. Forgotten property may be recovered the following morning.

2.4.3. School toilet

The toilets are accessible, during breaks and during the lunch recess, unless it is an emergency and the teacher gives an explicit authorization. In the interest of all, it is important to keep the restrooms clean.

2.5. Health rules

2.5.1. Rules for health and hygiene

In case of illness or injury, pupils will be cared for by the school nurse. Ill or injured pupils, in any year or cycle, may not leave school without authorisation by the school Direction.

At the beginning of each school year, parents will complete an emergency contact form. Parents will be contacted immediately in case of illness or injury. The school nurse can be contacted via email at: infirmerie.0597115n@ac-lille.fr.

2.5.2. Procedures in case of emergency

In case of serious accident, the school will call emergency services and inform families as soon as

possible.

- SAMU telephone landline: 15
- SAMU cell phone: 112
- Child protective service: 119

Anyone witnessing an emergency situation must immediately inform the school administration.

2.5.3. Protocols for individual medical needs and/or medication

Pupils suffering from allergies, chronic illnesses, or ongoing conditions requiring regular or emergency administration of medicines must file an individual medical plan (*PAI--projet d'accompagnement individualisé*) in advance with the school doctor.

2.5.4. Lice prevention at school

It is strongly recommended that families regularly check the scalps of their children for lice.

2.5.5. Individual insurance

It is highly recommended that parents insure their children against injuries that may incur to themselves (personal insurance or *garantie individuelle*) or to others (liability insurance or *responsabilité civile*); both types of insurance are mandatory for school lunch participants and all optional activities or outings.

2.6. School lunch

There are two different possibilities for lunch:

- “*Externe*”: commuting pupils.
- “*Demi-pensionnaire*”: day pupils.

School lunch is served 4 days a week (Monday, Tuesday, Thursday, Friday). For nursery and primary pupils, the prices and rules are set by the *Mairie de Marcq-en-Barœul*. Secondary pupils follow the School Lunch regulations.

See appendix:

- School lunch program rules

Pupils are not authorised to eat in class, in the CDI or in the hallways.

3. Particular regulations

3.1. Physical education

Physical education is a required subject, evaluated at all levels.

Appropriate clothing is required.

Complete or partial physical inability are not compelling reasons for exemption from the course. Physical participation is not the only means of acquiring the knowledge and skills required for the discipline.

In case of physical inability to participate, a medical certificate is required. Any medical dispensation may be reviewed by the school doctor.

4. Organization of dialogue with pupils and families

4.1. Internal administrative bodies

4.1.1. The European School Lille Métropole is a public school, EPLEI (*Établissement public local d'enseignement international*):

The EELM is an independent legal entity (*personne morale de droit public*) It is administered by an Administration Council, which constitutes its governing body, the composition of which is fixed by the Decree N°2019-887. Its status further entails the following bodies:

- a Discipline Council;
- a Health and Safety Commission;
- a Bids Review Commission (overseeing external contracts);
- a Health and Citizenship Education Committee (CESC);
- an Education Commission

4.1.2. Administrative bodies specific to the European School Lille Métropole:

The following bodies function in the school according to the General Rules of the European Schools:

4.1.2.1. Class councils

The composition and functioning of class councils conform to the General Rules of the European Schools. Teaching staff for each class meet at the end of each semester to evaluate the academic results and behaviour of each pupil.

4.1.2.2. The Pedagogical council

The pedagogical council fits the role of the Education councils mentioned in the General rules of the European schools. The council members include the administrative team as well as teachers from each cycle and section. The task of the Pedagogical council is to seek optimum conditions for effective teaching and to promote positive and stimulating human relations. In particular, they shall seek to introduce all measures likely to highlight the school's European character. They may set up working groups. They may adopt resolutions for submission to the competent authorities of the European Schools.

4.1.2.3. Student Committee

The pupils of the secondary school organize a Student Committee, to meet monthly. At the beginning of each school year, the members of each class will elect two representatives and two substitutes. The delegates will then form from among their number a committee that will choose its representatives to the various committees, councils, and commissions.

Nursery and primary school pupils elect class delegates who represent them during "student councils" which are held once per period with the primary school administration. They can thus make proposals for their school after preparing them during class council.

4.1.2.4. Eco-delegates

At the start of each school year, the students of each class elect an eco-delegate and a substitute to the eco-delegate. After consulting the Governing Board, eco-delegates sit on the Health and Citizenship Education Committee.

4.2. Rewards, punishments, and sanctions

4.2.1. Recognition of pupil success

At the EELM, the teaching staff pay particular attention to valorising the successes of pupils, in academic subjects, in improving the life and spirit of the school, in fostering a sense of solidarity, and in taking responsibility for themselves and their classmates. This recognition is intended to reinforce pupils' sense of belonging to the school and to a collective community.

4.2.2. School penalties

Penalties and sanctions are regulated by the French *Code de l'Education and the décret du 25 août 2011 (modifié par le décret du 22 mai 2014)*.

Penalties are decided in immediate response to a situation, by teaching and educational personnel, or by suggestion from another concerned member of the school community.

A discussion with the student shall always occur prior to giving a penalty.

Penalties concern:

- failures to fulfil pupils' school obligations
- disruptions to classrooms or to the school life as a whole

Examples of possible penalties:

- message to parents in the home-school liaison book
- oral or written apology
- extra schoolwork
- self-reflection worksheet
- detention (secondary)

A penalty may be accompanied by a meeting of school personnel (teachers, CPEs, or administration) with parents.

It is permitted to isolate, under supervision, pupils whose behaviour is difficult or dangerous to themselves or others. A pupil may not be deprived of break or recess as a punishment or to finish an assignment.

4.2.3. Sanctions

In the secondary cycle, sanctions may be imposed by the Director or by the Discipline Council.

Sanctions concern:

- injuries to persons or property
- serious infractions of school rules and obligations

Disciplinary sanctions include:

- letter of warning, letter of censure
- community service
- temporary exclusion from class for a maximum duration of 8 days.
- temporary suspension from school for a maximum duration of 8 days.
- expulsion (may only be pronounced by the Discipline Council).

Other measures may be proposed. Every sanction, except letter of warning or censure, may be suspended.

4.2.4. The Education Commission

The Education Commission is chaired by the Director or one of the Deputy Directors; Its composition shall be decided by the Administration Council and shall include at least one teacher

and one pupils' parent. Its mission is to evaluate the situation of pupils whose behaviour is incompatible with the school rules, and to search for personalized solutions. It puts into place appropriate measures of protection and accompaniment, measures to foster pupils' responsibilities, and alternatives to sanctions.

4.3. Family-school liaison

4.3.1. Parent-teacher meetings

At the beginning of the school year, teachers will communicate weekly office hours to families when they will be available for meetings. These office hours will also be published on the school website. In the secondary cycle, a parent representative acts as a liaison between parents of the class with the head teacher.

4.3.2. Home-school liaison book

The home-school liaison book contains all communication between the administration and teaching staff and families, and is issued to each pupil at the beginning of the school year. Families should consult it regularly. On occasion, signatures may be requested to verify receipt of information. The liaison book may also be used to request an appointment with a member of the teaching staff, the *Vie Scolaire*, or the school Direction.

Pupils must always have their liaison books with them; they are required for access to school grounds. Lost or damaged liaison books must be replaced, for a fee of five euros.

Note that the Rules and Regulations included in the liaison book are deemed to be amended by this document.

4.3.3. Digital workspace and school e-mail service

The school management software is online for the use of all members of the school community: pupils, parents, teachers, and administration.

Pupils' timetables, evaluations, and results are all posted online. SMS may also be used for e-mail communication. All teachers may be contacted via their professional e-mail addresses.

See appendix:

- Digital usage charter

4.3.4. Website

The school website, <http://ecole-europeenne.etab.ac-lille.fr/en>, contains a wealth of information regarding school life. It should be consulted regularly.

4.4. Parents

Elections for parent representatives to the Administrative Council shall take place before the seventh week of the school year, in accordance with the current legislation.

Parents can set up a Parents association. The Parents association can set up support services such as extra-curricular activities, the school lunch program, after care...

In accordance with Article 23 of the Convention defining the European schools signed in Luxembourg on 21 June 1994, this association is recognised as the parents' official representative by the Council for European Schools.