



# Rules and regulations for the Ecole des Roches

## Academic year 2023-2024

Réf. : RI-PEDA-04 v1

Service QSE, mise à jour le 25/09/2023

### Bien Armé pour la vie et pour servir, La réussite par l'épanouissement

#### ENVIRONMENT (CAMPUS and BOARDING HOUSES)

The school grounds and buildings are the living environment for everyone at the school. We all have a duty to respect them, to keep them clean and attractive. Families will be billed for any damage and disciplinary measures may also be taken.

#### COMMUNICATION TOOLS

- Laptops and tablets are permitted but must be left with the Chef de Maison before bedtime. They may be used during lessons and study sessions with the agreement of teachers and the Chef de Maison.
- Headphones and cell phones are tolerated only in the house and during free time. All digital devices ("screens" such as computers, tablets, telephones, etc.) must be handed in to the Chef de Maison before bedtime. It is strictly forbidden to use the telephone or any other means of communication (headphones) during study or meal times without the agreement of the Chef de Maison and in connection with schoolwork.
- Phones are authorized on all FLE outings, and on special pedagogical request for other sections.
- Authorizations for weekends are specified in the program.
- Any offender will have his or her real tool confiscated for up to 6 weeks (including weekends and excluding holidays).
- vacations).
- Any additional or dummy tools confiscated will only be returned to the family or at the end of the school year.
- Day-pupils arriving at school each morning must leave their telephones at home or at the School Life Office (Bureau de la Vie Scolaire).

#### PUNCTUALITY

- Punctuality is crucial, whatever the activity or location. A lack of punctuality at home, resulting from an accumulation of late arrivals, will be penalized. An accumulation of 4 late arrivals will automatically result in a detention on a Saturday morning.
- Departure and return dates for vacations, as indicated on the school calendar, must be observed. Tickets and transport reservations must be made in strict compliance with these dates. The School organizes a departure for Roissy-Charles de Gaulle airport at 5:30 am, so flights must be scheduled between 11:00 am and 3:30 pm.
- Parents must notify the child's boarding house, the Conseiller Principal d'Education (CPE) and the School Life Office (BVS) in writing of the child's absence or lateness, and always provide proof and justification.
- Any unjustified absence will be reported in the school report and may affect the validation of results, or even result in a penalty.

#### SCHOOL RESTAURANT

- Hours: 7:00 am - 7:35 am (doors close at 7:45 am), 11:55 am - 1:30 pm, 6:50 pm - 7:30 pm (order by house, doors close at 8:00 pm).
- A badge is issued on arrival at Ecole des Roches and is valid throughout the school year. It is essential for access to the school canteen. Pupils who do not have their card will have lunch or dinner at the end of the service. In the event of loss, a replacement card will be invoiced at €30 by the Accounts department.
- Students are strictly forbidden to use the tray machine for meals, under penalty of punishment.
- Bringing food into school, including by delivery service, is strictly forbidden (tolerance on Sunday evening, subject to the agreement of the Chef de Maison, for students returning from the weekend after the school restaurant closes, meals to be taken in the house kitchen only). In the event of infringement, the students concerned will be penalized and the food will be immediately destroyed. In the event of a repeat offence, a meeting of the Education Committee (Conseil d'Education) will be convened.
- Attendance and consumption of balanced meals are compulsory, and school uniform must be worn from breakfast onwards (depending on the timetable, sportswear or school uniform).
- If you wish to go out for lunch or dinner with your family or a third part in exceptional circumstances, you must send the following information no later than the day before:
  - Written parental authorization naming the third part
  - Release signed by the "third party" ---
    - Specifying name, address, telephone number and e-mail address
    - Acceptance of full responsibility for the student's care during the absence
  - Authorization of the School's Management

## HEALTH – HYGIENE

- Infirmary opening hours: 7:30am - 12:00pm and 1:00pm - 5:00pm daily (except Wednesdays: 7:30am - 12:00pm).
- Permission from the Chef de Maison or the CPE is required to attend medical consultations, depending on the consultation schedule.
- Pharmaceutical and medical products must be handed over to the Chef de Maison and must not under any circumstances be kept by the students. No student is authorized to hold medication - otherwise, the School cannot be held responsible in the event of a problem. As a reminder, medication can only be dispensed if it has been prescribed and the prescription has been sent to the school nurse.
- Any medication based on synthetic drugs or opiates is strictly forbidden (unless a medical prescription confirmed by a French doctor is presented in advance).
- Personal hygiene: daily showers are compulsory.
- Possession or consumption of nitrous oxide refills is strictly forbidden.

## TOBACCO

- Smoking and vaping are prohibited in and around the school ('Loi Evin' of January 10, 1991).
- The possession and/or introduction of electronic cigarettes or tobacco is strictly forbidden.
- These rules also apply to outings organized and supervised by the School.
- Any breach of this rule may result in sanctions up to and including permanent exclusion from the School.

## SECURITY

- Students are forbidden to bring their own motorized vehicles to and from school, except in exceptional circumstances authorized by the Head of School. Students with authorization to bring vehicles to School must hand over the keys to the Chef de Maison and declare the vehicle in the School's guards.
- Parents (taxi or authorized drivers) picking up their child(ren) must collect them from the school premises and are not authorized to transport other pupils.
- All school outings (for minors or adults) are subject to written parental consent and the agreement of the CPE, or the Departmental Head concerned, or the Head of Boarding, who reserves the right to refuse permission for safety or academic reasons. Certain outings may be refused by the Head of School.

## DRESS AND BEHAVIOUR

- The attitude of the Rocheux is guided at all times by respect: for himself/herself, for others, for the environment.
- Unrefined behaviour (nudity, intimate relationships, etc) is not tolerated
- The Rocheux is traditionally welcoming and tolerant. No bullying, no vulgarity of language or behaviour is tolerated.
- Students are expected to wear school uniform throughout the week. (Annex "Dress Code" sent to families) Any repetition of a wilful failure to respect this dress code will result in a penalty, which may go as far as a Saturday morning detention.
- Bermuda shorts are permitted in the evening, but must be worn in an appropriate manner. Depending on weather conditions, hats and caps may be authorized, but are strictly forbidden inside the buildings.
- Sportswear is that of the School; it is – including sports shoes – reserved for sports practice and formally forbidden in the classroom building. Exceptions will be announced at the beginning of each year, depending on the schedules and individual constraints.
- A clean, sober and neat hairstyle is required.
- No visible piercings are permitted.
- For the "Paris" bus (Avenue Foch – Porte Dauphine), school uniforms must be worn on the outward and return journeys.
- For all other departures/returns, students can choose to wear either free and proper clothing, or the School uniform.

## SCHOOL LIFE

- Daily schedules are determined by the timetable distributed at the start of the school year. Scheduled teacher absences are published in the daily 'Info-Roches' newsletter, which is made available to families on the Ecole-Directe website. Day-pupils are allowed to arrive later or leave earlier according to the usual timetable, with the written agreement of their families. Daily reading of the Info-Roches is essential to ensure the flow of information about school life between all those involved: pupils, families, teachers, Chef de Maison.
- All students must bring a backpack/compartiment bag equipped for the morning or afternoon. Students are not allowed to return to the boarding houses during morning classes. Students designated as autonomous are allowed to go to the boarding houses from 2.15pm when they are in class and no alternative activities are organized. Absences and late arrivals must be justified and approved by the Bureau de la Vie Scolaire.
- It is compulsory to consult the electronic diary daily.
- School results are available to families on the Ecole-Directe website, according to the calendar distributed at the start of the school year. A PDF version is also e-mailed to each family.

## SCHOOL TRIPS

School rules remain in force during school trips. Telephone use is authorized, provided it does not interfere with visits or community life. For field trips, mobile phone use is regulated by the teacher in charge. The School Management reserves the right to cancel a

student's participation or exclude him/her from a trip in view of his/her behaviour before and/or during the trip; the inherent costs will be borne by the family.

## INACCEPTABLE BEHAVIOUR

The following points may be subject to suspension pending a disciplinary hearing:

- Repeated disrespect towards an adult supervisor or member of the School staff.
- Forgery and use of forgeries (falsified authorization, identity theft, etc.)
- Dissemination and consumption of alcohol or drugs in any form.
- A positive result of a drugs-test (authorization signed by the families at the time of registration) will lead to immediate exclusion of 3 days. A second and unique chance will be given to the offending student, who will be tested again. In the event of another positive result, the student will be permanently excluded from the boarding school.
- Any student bringing illegal products into the school. In addition, a complaint will be lodged with the Gendarmerie for introduction and possession of illegal substances or materials.
- Any form of emotional or physical harassment.
- Any student who enters a boarding house that is not his or her own without having presented himself or herself to the Chef de Maison and who ascends into the house without the permission of the Chef de Maison.
- Any form of theft is unacceptable. House searches may be organized according to the following protocol: presence of 2 adults, at least one captain and the student concerned.
- No refund, partial or total, will be made in the event of exclusion during the term.
- Endangerment: Ecole des Roches reserves the right to exclude, for safety reasons, any student whose behaviour is deemed dangerous to others or to himself/herself.
- Untimely activation of fire alarms: As a reminder of Art. 322-14 of the French Penal Code: The offence of "false alarm" (triggering an alarm for no reason) is punishable by law.
- (Setting off an alarm for no reason is punishable by up to 2 years' imprisonment and a 30,000-euro fine.) Parents may be held civilly liable in the case of minors. Disciplinary sanctions may be imposed at the discretion of the School Management, up to and including permanent exclusion from the school.

## APPLICABLE PUNISHMENTS AND SANCTIONS

Depending on the seriousness of the breach of the rule:

- Punishments can range from a one-hour detention to several days of community service on school time and inside the school. When the punishment is scheduled for Saturday morning, it should be noted that the bus service does not operate on Saturdays, so families will have to cover the additional boarding costs and any transport costs for the return home.
- Penalties are defined at school council meetings and may lead to permanent exclusion from the school:
  - **Conseil d'éducation (Education council):** the entire educational team meets with the pupil to work together to find lasting solutions to problems, non-compliance with rules or lack of commitment to work.
  - **Conseil de discipline (Disciplinary board):** in the presence of the family, disciplinary measures are taken by the educational team around the student in response to a breach of the rules or recurrent breaches of the rules.

If a disciplinary sanction is contested, the family can lodge an appeal with the Head of School.

Read and approved, on .....

Name and signature of the student