

The Ecole Ruban Vert School Rules

École Ruban Vert promotes the values of excellence, respect and virtue as the most important qualities expected from everyone at our school.

Teachers and staff alike are bound by a duty of attendance, punctuality, tolerance, respect for others, sensitivity and person, the promotion of equal rights for girls and boys, and the protection against all forms of psychological, physical or moral violence and abuse.

The respect of one another - be it between adults and pupils, pupils or adults - is also one of the fundamental aspects of collective life in our school. ERV offers everyone the opportunity to work in an organized and calm environment. Such an atmosphere cannot exist or be sustained without the active participation of all members of the school.

The purpose of the school rules and procedures is to remind all members of the school community of their responsibilities to ensure the safety of students on campus, to ensure the smooth running of school activities and to promote the school's reputation as well as sustain the quality of school services at Ecole Ruban Vert.

Ecole Ruban Vert is an international, mixed school, open to pupils aged between 3 and 18 years.

The teaching hours are as follows:

Monday, Tuesday, Wednesday, Thursday, and Friday: from 7:30 am to 3:30 pm. From 3:30 pm to 4:30 pm students take part in extra-curricular activities.

I - ENTRANCE AND EXIT

The school opens its doors at 7:30 am and the pupils are under the school's responsibility from 7.30am to 4.30pm. After this time, the school's responsibility ceases.

If parents wish to drop off their children at other times, they must request and inform the Section Heads before hand.

In line with "ERV car free Campus policy" security system aimed at strengthening our student's security throughout the campus, parents are no longer allowed to park on the school premises during the school day. The main entrance and exit of the campus is located near Gros Bouquet IV.

However, parents with children in Early Years may continue to drop off and pick up their children at the Early Years entrance, provided they possess a purple tag issued by the school and which must be displayed on the dashboard of their vehicle.

For Early Years classes, the name of the person authorized to pick up the pupil at the end of the school day must be notified to the teacher. The guardian or parents must pick up children at 3.30 and not after 4.30 pm.

This is simply because there are no staff allocated to take care of pupils after that time of the day. In case of the non-respect of this rule, the school may have to apply sanctions.

The École Ruban Vert reserves the right to exclude a student for the non-respect and breach of the school rules and procedures.

Absences and delays must be reported and justified to the Head teacher. In case of prolonged absence of a pupil, the school requires information about the reason to student's absence. However, parents are required to inform the school in advance in case of any absence or delay in order to ensure that the school takes the necessary measures.

Students who arrive late to school must first notify staff at the Reception desk so that they can inform the section head and/or the teacher concerned. The student may then be accompanied to his or her class by the staff at Reception.

No child may leave the school premises before the end of the school day except in exceptional cases justified by a note from the parents, addressed to the teacher, indicating the name of the person in charge of picking up the child after having signed a **discharge**.

In order for the school to maintain good relations in the neighborhood we require a responsible attitude from drivers at the time of drop-off and pick-up. This means respect for our neighbours and their homes by considerate parking, behaviour of children.

All students must be picked up and dropped off at the main entrance of the school located near Gros Bouquet 4. Students of Year 3 and under (CE1 and below) can be picked up and dropped off at the Early Years entrance.

II - SCHOOL ORGANISATION

The dates of the school holidays are determined by the Headmaster and must be respected. If these dates are not observed, it is the pupil's responsibility to make up for the accumulated delay.

Teachers shall refrain from any behaviour, gesture or words, which would imply contempt, disrespect or indifference towards pupils or their families.

In the same way students and their families must refrain from any form of behaviour, gesture or speech that would undermine the duties, the role and authority of the teacher, including the respect due to their colleagues and their families.

Teachers will require their students to be focused and engaged during classroom hours. However, in the case of poor work, and having analyzed the reasons, the teacher can decide on the appropriate measures to resolve this situation.

All corporal punishment toward students is strictly forbidden. A student may be deprived his recreation period as a form of correction or punishment.

Failure to comply with the rules of the school, in particular, any attack on the physical or moral integrity of pupils or school staff may lead to sanctions which will be reported to parents. Isolating a child who is difficult or whose behaviour may be dangerous for himself or for others is permitted.

At the slightest injury a student or pupil, must promptly notify a responsible adult (senior staff, teacher or supervisor). The school will notify parents if necessary.

In order to guarantee the safety and protection of all, each member of the ERV community must wear an identification badge.

The Heads of Primary and Secondary are responsible of assigning pupils to their various classrooms at the beginning of the school year and they must strive to ensure a balanced distribution of pupils per class.

Students' assessments will be available on ManageBac and a paper version will be transmitted to parents in the school report booklet. The aim of this report is to inform families of their children's progress on a regular basis. Parent-teacher meetings are usually organized at the end of a school working day.

For decisions regarding academic admissions into the Upper school, repeating a year, and student guidance on various types of educational programmes, families may send a letter of appeal to the Head regarding a decision. A committee, chaired by the Head will meet to examine student's files and make a final decision.

Correspondence between teachers and the parents must be done by means of a liaison book and/or the ManageBac portal, which should be regularly checked by parents. Parents can also be contacted via e-mail. A visit to the school is also recommended.

No medication will be administered at school except in the case of a child with a chronic illness for whom an Individual Hospital Plan (PAI) has been signed by the family physician.

III - MATERIALS

It is strictly forbidden for pupils to bring toys, dangerous or valuable objects onto school premises. The use of mobile phones by students is prohibited within the school premises. The school accepts no liability for loss or theft suffered by a student, parent or guardian.

The establishment declines all responsibility in the event of loss or theft suffered by a pupil or accompanying persons

Any book damaged or lost by student must be replaced or the Section Head will request reimbursement.

Parents shall reimburse any expenses incurred as a result of damages caused by students to school material.

For the proper functioning of the classes, the pupils must have the necessary school materials at all times as indicated at the beginning of the school year by the teacher.

IV - RIGHT TO PHOTOGRAPHIC PRIVACY

Parents acknowledge that they have read the information form entitled "Right to Photographic Privacy" available in the Parents' Guide and on the school website

V - FINANCIAL REGULATIONS

École Ruban Vert invites parents to take note of the deadlines for the payment of tuition fees for 2017-2018 academic years, according to the schedule below:

- **First quarter: 04 September 2017**
- **Second quarter: 08 January 2018**
- **Third quarter: April 09, 2018**

In case of a delay in the payment of student's tuition fees, the school will send a first reminder letter to parents. If there is no response to the letter of notification, the school may reserve the right to apply penalties for late payment.

In case of departure, parents are required to inform school management three months in advance or risk paying tuition fees for the next term.

VI - SPECIAL PROVISIONS

The school's rules and procedure are approved or revised yearly at the first Board meeting of the year. The school rules will figure on the school website and posted on school campus. The acknowledgement of knowledge on the school rules and procedures figures in the confidentiality information sheet distributed each year to each parent.

We, _____, parents of the student _____, have carefully read through the rules and regulations of Ecole Ribbon Vert, the international school of Gabon.

In the event of a change of situation, we commit to inform the École Ruban Vert within the time frame stipulated in the school rules and procedure.

Date

Signature of parent / guardian