



EAB SCHOOL RULES FOR STUDENTS AND PARENTS

ACADEMIC YEAR 2016-2017

I. School Days and Hours

Monday through Friday from 8:00 a.m. to 3:00p.m (after school activities from 3.15 p.m. to 4.15 p.m.) Lunch break is scheduled from noon to 1:48 p.m. (extra-curricular activities from 1:00 p.m. to 1:48 p.m.)

School attendance is mandatory when a child has been enrolled. Tardiness is bothersome not only to the child but also for his/her classmates and teachers. Children who are systematically late will be losing out on important instructional time starting from the first quarter hour, even as soon as PK-3 (PS). In order to work well in school, a child should be asleep early by 8:00 - 8.30 p.m. depending on his/her age.

In Elementary school, tardy students (after 8:10 a.m.) will only be admitted to class with a late note issued by the Office and placed in their communication notebook. Repeated tardiness (≤ 4 in one month) will result in a meeting with the parents.

II. Entrance - Recess - Outings

- **School doors open at 7:45 a.m.** Reminder: **children must go their classroom by themselves** (except for Preschool students). **Classes finish at 2:45 p.m. in Preschool and 3:00 p.m. in Elementary school.** Supervision is provided until 3:10 p.m. **Beyond that time, the school will not be responsible for the students. Only children participating in after school activities can stay at school until 4:15 p.m.** We thank you in advance for respecting these hours.
- No child will not be authorized to leave the school during school hours without a note in the communication notebook given to the teacher in the morning.
- School doors will close at 4:15 p.m. All students participating in after school activities must have left the premises by that time.

III. Hygiene and health

- Children must be in good health to come to school. No sick child will be accepted. For safety reasons, no medicine will be administered to children by teachers. In exceptional circumstances, the Office will handle medicine with a prescription brought in by the parents.
- The school must be notified in case of a contagious illness and families must provide a medical certificate stating that the illness is no longer contagious upon the student's return.
- Each year, families must fill out a medical questionnaire and update their children's vaccinations.
- Children should eat a good breakfast before coming to school (dairy, fruit or fruit juice, cereal) because the 10 a.m. snack cannot replace what should be eaten early morning.
- Chips, sodas, gums and, candies are not allowed at school outside of parties. Instead, we highly recommend fruits, fruit juice and cookies/cakes.
- The school asks that children wash their hands after having using the restrooms and before each meal. We thank you in advance for relaying these hygiene messages.

IV. Safety in vicinity of the school

For the safety of your children, we ask you to be extremely cautious when driving in vicinity of the school and to respect the security measures that have been put into place (signs, barriers, crosswalks, EAB staff wearing

bright orange vests). It is forbidden to park along the Corniche Ouest. We suggest that you park your car in the other parking, located 50 meters away from the school.

V. Uniforms – students’ dress code

Proper clothing is required (clothes, shoes, and hairstyle). Students can wear the school uniform or follow the dress/color code:

- ✓ Plain, dark blue skirt, pants or shorts (jeans allowed)
- ✓ Plain, white shirt or T-shirt
- ✓ Plain, dark blue, or white, sweaters (for the cool season)
- ✓ For gym class: school t-shirt and shorts

All clothes must be marked with your child’s full name.

On the last day of school, forgotten and unclaimed clothes will be donated to charity.

VI. Students’ personal belongings

As in all public places, despite your and our vigilance, personal items may be lost, stolen or damaged. The responsibility of the school cannot be enlisted.

- do not entrust your child with dangerous objects such as scissors, small tools, safety pins ;
- avoid giving your child objects that you do not want to lose such as jewelry and other valuables
- electronic devices (tablet devices, cell phone, etc.) are not allowed
- write your child’s name of all his/her belongings: clothes, book bags, pencil cases...

VII. Absences

We thank each family in advance for letting us know of any absence first thing in the morning and, upon the student’s return, explain the reason for the absence in the Communication notebook.

VIII. Insurance

All students are insured by the school (civil liability and personal protection) on the school grounds and outside the premises while on school field trips.

IX. Educational follow-up

• Communication with parents

The communication notebook is the main tool between school and parents. We appreciate that families **look at this notebook each day** to check for new information and sign it, if applicable. We also ask you to make sure that homework is done and that lessons are known (so that your child will not fall behind in class).

• End of the trimester evaluation

At the end of each period, (a period is the amount of time between two vacation periods), an evaluation report will be sent to families. It will inform you on your child’s acquisitions, level and will comment about behavior. The report must be signed and returned to the school at the end of vacation.

- **Library**

Books loaned to students are of **educational interest** and belong to the whole school community. Damaged and unreturned books must be reimbursed. The cost is 6 000 Fcfa/book. If the return dates are not respected, your child will not be allowed to check out any other materials.

- **End of Year Moving up**

At the end of each trimester, an evaluation will be given to parents.

Whether or not a student passes into the next grade level is decided at the end of the third trimester. Repeating a cycle must be requested by the counsel if the knowledge has not been acquired and skipping a grade can be an option if it is in the student's interest.

- **Parent/Teacher meetings**

A meeting is held for all parents in the beginning of the year and in February. Outside of these meeting, parents can make an appointment with teachers via the Communication notebook or e-mail. The school board is held 3 times a year with parent representatives.

- **Optional after school activities or clubs**

In the afternoons, children can participate in cultural or sporting activities as well as homework clubs that allow children to return home with their homework completed. These activities begin at 3.15 p.m. and end at 4.15 p.m. Children must proceed directly to their activities. Registration is done by trimester.

X. Behavior and discipline

Proper conduct, discipline and politeness are required of all, especially on school field trips, visits, outside activities and travel time.

Any corporal punishment for any reason whatsoever is strictly prohibited. No child shall be punished for lack of proper results.

Any breach of school rules may result in a reprimand, and the family will be informed. There can be no rules without sanctions. Any punishment generates frustration, but it should not be humiliating; it must be constructive and restorative.

Teachers must not display any kind of conduct, gesture or speech that will show indifference or contempt of the child or his family. Similarly, students, as well as their families, may not display any conduct, gesture or speech that would impair the person (classroom teacher, staff, classmates, other families) or his/her function.

In the case of repeated, inappropriate behavior, students will be disciplined, and/or a message will be sent to families. If the situation worsens, parents will be summoned. It is important to cooperate (school – parents) to find the origin of the problem and put an appropriate monitoring into place.

List of behaviors resulting in disciplinary actions¹ :

- Be disrespectful toward nature/environment
- Damage school supplies
- Be disruptive during class
- Hold someone else responsible for his/her own misconduct
- Be disrespectful toward an adult or a schoolmate (gesture or language)
- Threatening

¹ List created in collaboration with students

- Lying
- Injure someone intentionally
- Provoking
- Bullying
- Self-endangerment or endangering an adult or a schoolmate
- Usurp identity
- Non respecting school rules

Restorative sanctions will apply based on the answers to the following questions:

- Was the misconduct prevented individually or collectively?
- Was it an intentional misconduct?
- Was it a repeated offence?
- What is the negative impact of this misconduct in regards to the child himself/herself and to the class?
- Was it an intentional endangerment?
- Is the offence listed in the school rules? Were the school rules read and studied in the student's class?
- Did the student received prior? Does the student understand that his /her behaviors worsen?
- How can parents and school get together to solve the issue?
- Is it possible to get a direct repair of the offence
- Was it given the student the opportunity to explain his/her misconduct?

Examples of applicable sanctions

- Repair the offence or do a community service related to the rule that has been infringed (ex: pick up papers in the playground, clean up the classroom...)
- Write a small reflection essay about the offence
- Stay in the Head of school office or School office to calm down and think about what he/she has done
- Stay in another classroom
- Summons or notify parents
- Be expelled from his/her class for a moment with a task to do in another classroom and catch up on what has been missed his/her absence from the regular class

XI. Re-enrollment

Re-enrollment follows the calendar school year and a reminder is sent out to parents. Our current enrolled families are given a priority for re-enrollment, in particular for siblings. Past the indicated date, the school will have empty slots. In order for enrollment or re-enrollment to take effect, the school must receive:

- ✓ Enrollment (or re-enrollment) form properly completed
- ✓ Registration (or re-enrollment) fees and tuition for the month of September

Unexcused absences, repeated tardies, a lack of improvement in behavior are likely to challenge the re-enrollment of a student for the following year.



**ACKNOWLEDGEMENT OF RECEIPT OF THE EAB SCHOOL RULES
FOR PARENTS AND STUDENTS
2016 - 2017**

I,, the undersigned,

Father Mother Guardian

Of the following students:

..... (last name, first name)	Grade:
..... (last name, first name)	Grade:
..... (last name, first name)	Grade:
..... (last name, first name)	Grade:
..... (last name, first name)	Grade:

declare that I have read the Ecole Actuelle Bilingue Dakar School Rules and promise to respect the spirit of the school through a relationship of mutual trust and a friendly, constructive partnership.

Date:

Signature of the student(s):

Date:

Signature of the parents:

Please return this form filled out and signed by parents and students to the School Office by XXXXXXXX. Thank you.