



Ecole franco-chypriote de Nicosie
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ECOLE FRANCO-CHYPRIOTE DE NICOSIE SCHOOL RULES AND PROVISIONS

SECONDARY SCHOOL (Collège and Lycée)

Preamble

The French-Cypriot school of Nicosia welcomes pupils of all nationalities and provides full education from nursery school to the last grade of high school. The school works in accordance with the French syllabus as defined by the French Ministry of Education, as well as with the expectations of the Ministry of Education of the Republic of Cyprus.

The school rules define the school functioning regulations as well as the rights and duties of each member of the educational community.

The school rules rely on values and principles which are entitled to be respected by all: neutrality and secularism, hard work, diligence and punctuality, tolerance and respect of other people's beliefs, equal opportunities and treatment for all and protection against and no use of any kind of violence – psychological, physical or moral. Mutual respect between adults and pupils and amongst pupils is the fundamentals of life in a community.

When enrolling at the school, you shall comply with its rules.

Part 1: ATTENDANCE AND DUTIES

The education provided to the students complies with State schools expectations in France, and intends to prepare them to pursue higher education studies and graduate.

The decisions taken by the class committee are recognised in France and in the other schools from the network.

Regarding the lycée, 1ère and Terminale decisions depend on the C.N.E.D., the national centre for long-distance education; they apply in France and in any French school.

1.1. Schedule

The Collège and the Lycée function from Monday to Friday, from 7:55am to 2:30pm, 3:30pm, 4:30pm or 5:15 pm.

Mondays and Thursdays, Lycée pupils are under supervision for their CNED assignments from 2:15pm to 6:15pm the latest.

1.1.1. Admissions

All pupils are under supervision from 7:15am.



1.1.2. Exit

1.1.2.1. Collège

Pupils are not allowed to leave the school premises between 2 periods except during lunch break (11h30 to 12h30) with a signed authorisation from the parents. In case a teacher is absent, pupils with a signed authorisation from the parents and if they don't have other courses, are allowed to leave the premises.

1.1.2.2. Lycée

Lycée pupils are allowed to leave the school when they do not have class unless parents request otherwise for minor pupils.

1.1.2.3. Exceptional circumstances

Pupils can leave the school during teaching hours only upon presentation of a written authorisation from the parents or legal representatives.

1.1.3. Break times and lunch

First Break: 9:50am – 10:05am
Lunch Break: 11:30pm – 12:30pm

During the lunch break, the pupils can have lunch from 12h00 to 12h30. Fridges and microwaves are available if needed. Meals are heated up by the staff prior to the children arrival. Hot meals and sandwiches are also available from the school cafeteria.

1.2. Attendance

Diligence in all subjects taught at school is essential for the children's educational success.

PE dispensations will be allowed upon presentation of a medical certificate.

The Academic year calendar is given at the beginning of the school year and shall be respected. Families are kindly requested to make their holidays arrangements taking into consideration the beginning and the end of each term.

1.3. Absences – Lateness

Any absences should be notified to Mr. Laroche Vincent by letter or by phone as soon as possible. A note should also be transmitted to the class teacher.

In case of absence, the pupils should remain up to date with their work by asking their classmates, class rep or teachers.

Diligence is important; lateness is tolerated only on an exceptional basis. In case of regular lateness, a letter from the Principal will be sent to the parents to remind them about the schedule.



Part 2: HYGIENE AND SAFETY

2.1. Hygiene

2.1.1. Body hygiene.

Pupils are expected have a good body hygiene and to come to school with clean clothes.

2.1.2. Vaccination

Parents shall make sure that their child(ren) vaccination card is up to date.

2.1.3. Contagious illnesses

Pupils with a contagious illness shall stay home. They should provide a medical certificate stating the illness and the possible return date. The school should be notified as soon as possible.

2.1.4. Lice

A child can't be sent home because of lice. Parents should check their children's head regularly and, notify the school in case of infestation. Only the parents are allowed to apply a treatment.

2.1.5. Emergency situation

In case of an accident or a medical emergency, the family is immediately notified by the secretary. The child receives first aid and is transported to the general hospital unless stated otherwise by the parents in the personal information document completed on the day of registration.

2.1.6. Prescription drugs

No prescription drug will be administrated to the children unless stated on a specific document (Projet d'Accueil Individualisé (PAI))

2.2. Safety

Safety within the premises is incumbent on the members of the educational community.

2.2.1. Safety drills

One safety drill is organised each term.



2.2.2. Specific Safety Measures Plan (PPMS)

A Specific safety measure plan is implemented at school. One drill a year is organised.

2.3. Dangerous items and games

Dangerous items (cutters, knives...) and dangerous games are forbidden at school.

2.4. Health

Smoking is strictly forbidden within the premises. Alcoholic beverages as well as dangerous substances are also prohibited.

Part 3: SCHOOL LIFE

3.1. Discipline

Only members of the educational community are granted access to the premises (pupils, teachers, parents and administrative staff).

Personal discipline creates the best conditions for success: politeness, respect of others, secularity, cleanliness of the premises and respect of the equipment are essential. Pupils should use the appropriate bins to sort their waste.

In case of voluntary degradation of the equipment or premises, the financial responsibility of the parents is entailed.

Any discriminatory or xenophobic behaviour or words are subject to sanctions.

3.2. Secularity

The secularity principles apply to all. Any religious signs or outfits are forbidden. In case of misunderstanding of this rule, the Principal will organise a dialogue with the student before starting any disciplinary procedure.

3.3. Mobile phones, mp3 players...

The use of mobile phones and mp3 players is tolerated within the premises but strictly forbidden during teaching hours. The devices should be switched off at the beginning of the lesson.

The use of mobile phones for educational purposes under the supervision of the class teacher may be authorized on some occasions.

3.4. Valuable objects

In order to avoid any problems, valuable objects (jewellery, video-games, mp3 players) as well as



important sums of money should not be brought to school.

The school cannot be held responsible for any exchange, loss or theft of the children's personal belongings.

Part 4: PARENTS-TEACHERS MEETINGS

4.1. Information

Communication is essential for the great functioning of the school and for each child's follow-up.

4.1.1. Parents-teachers meetings

The dialogue between parents and teachers is important; appointments can be arranged at a convenient time for both parties upon request.

An information meeting is organised at the beginning of the academic year in September.

Individual parent-teacher meetings are organised twice a year, at the end of terms 1 and 2. School reports are downloaded from Pronote.

In the interest of the children, parents are invited to attend information meetings and parents-teachers meetings as well as keep a regular and confident contact with the teachers.

4.1.2. Communication with the families

4.1.3. School reports

For college classes, a school report can be downloaded from Pronote after the class council.

For the lycée classes, the pupils receive a mark report from the CNED twice a year and a report from their teachers each term which can also be downloaded from Pronote.

4.1.4. Online workspace

Parents and pupils can access an online workspace through the school website where grades and homework are displayed. Usernames and passwords are given to both parents and pupils at the beginning of the school year.

4.2. Class councils

The Principal, the teachers, the parents representatives and the class representatives participate in the class councils. The aim is to ensure the follow-up and the evaluation of the pupils. Class councils take place at the end of each term.

4.3. Contact details



Parents must notify the school in case of change of address, phone number or e-mail contact.

Part 5: PUPILS RIGHTS AND DUTIES

5.1. Rights and duties

5.1.1. Pupils' rights

Everyone's ideas and, physical and moral integrity shall be respected. Anyone has the right to get informed, to gather with others and to express himself or herself.

5.1.1.1. Individual rights (collège, lycée)

Individual rights belong to all pupils. However, any defamatory or discriminatory words (regarding sex, religion, ethnic origins...), proselytism and propaganda as well as the infringement of the rights (moral or physical) of the other members of the educative community are not accepted.

Pupils' rights cannot prevent teaching activities, dispense from syllabus contents or exempt from the duty of diligence.

Any pupil's physical integrity and freedom of conscience are entitled to be respected as well as his or her work and belongings. Pupils can express their opinion within the boundaries of tolerance and respect.

5.1.1.2. Meeting right (collège, lycée)

The meeting right applies out of school hours and upon approval of the headmaster.

5.1.1.3. Right to display (collège, lycée)

Display boards are made available to the pupils. The documents displayed must be approved by the headmaster.

5.1.1.4. Association right (lycée)

Any adult pupil can create an association. In order to be granted the authorisation, a copy of the statutes shall be given to the headmaster. The school council examines the case and allows the creation.

5.1.1.5. Publishing right (lycée)

The pupils' publications can circulate freely at school upon validation of the headmaster who will make sure the content is adequate and does not breach anyone's right (no insults, defamation...). The headmaster can postpone or ban the publication. The school board is then informed.

5.1.2. Pupils' duties



5.1.2.1. Diligence

See 1.2. Attendance

5.1.2.2. Pupils' duties

The pupils must complete any written or oral work given by the teachers and respect the assessment methods or shall be subject to sanctions.

5.1.2.3. Respect

Racketeering, theft, bullying, mocking and, verbal, physical and sexual violence constitute behaviours which are subject to disciplinary sanctions.

5.1.2.4. PE

See 1.2. Attendance

5.2. Punishments and sanctions

Sanctions and punishments intend to attribute the responsibility of their actions to the pupils and, to put them in a self-questioning situation about their behaviour, taking the consequences into consideration. In no case can a sanction or a punishment be humiliating.

5.2.1. Punishments

Punishments can be given by any staff members as an immediate answer to misconduct. They concern:

- minor breach of pupil's duties
- disruption of the class / school life

The punishments are the following:

- note on ENT
- oral or written excuse
- extra work
- detention with extra or uncompleted work
- one-off exclusion from a lesson
- damage repairs
- temporary seizing of any object causing disruption

5.2.2 Sanctions

The attribution of sanctions falls under the headmaster's responsibility. They concern:

- The infringement of the rules



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- A major breach of pupil's duties

The sanctions are the following:

- warning
- official reprimand
- community service
- temporary exclusion (immediate or suspended) from lesson or school.
- definitive exclusion (immediate or suspended) from school. This decision falls under the Disciplinary Board responsibility.

Part 6: FINAL PROVISIONS

Each year, the school subscribes to a civil liability insurance which covers pupils and staff for curricular and extracurricular activities.

The school rules and provisions is approved or modified each year during the final school council meeting and is implemented from the beginning of the following academic year. A paper copy is distributed to each pupil and staff and is available online on the school website (www.efcn.info).

Enrolment at the school means understanding and respect of the school rules and regulations.

The Principal

Jean-Marie YHUEL