



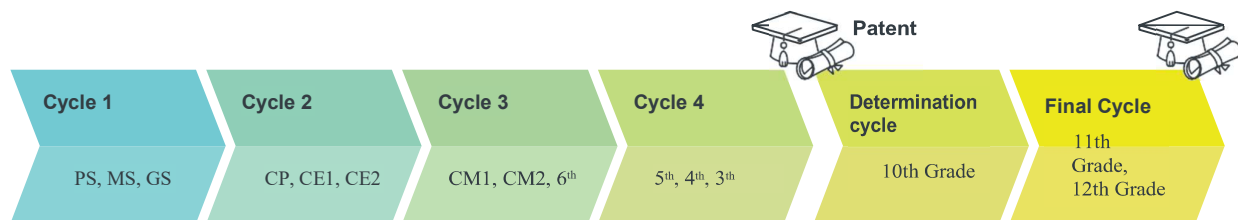
## INTERNAL RULES 2022/2023

### **Preamble:**

*The public service of education is based on values and principles which must be respected by everyone in the school: principles of neutrality, secularism and pluralism. Everyone is also bound by the duty of attendance and punctuality, tolerance and respect for others, respect for equal rights between girls and boys, protection against all forms of psychological, physical or moral violence. Under no circumstances will the use of physical or verbal violence be tolerated. Mutual respect between everyone, adults and students, is also one of the foundations of community life..*

The Lycée Français International d'Accra Jacques Prévert ensures the continuity of the French public education service in Ghana and contributes to the influence of the French language and culture. It also educates Ghanaian students as well as several other nationalities and thus participates in cooperation between education systems. The LFIA J. Prévert establishment is a parentally managed establishment, under agreement with the AEFÉ (Agency for French Education Abroad).

French education is built in 3-year cycles, from the Petite Section of kindergarten (PS) to 3ème, with a common base of skills to be acquired from CP (beginning of elementary school) to 3ème (end of college). This operation in cycles allows students to develop skills at their own pace, while gradually acquiring increasingly expert knowledge, skills, and attitudes. At the end of the 9th grade, students obtain their first diploma and make their first choice of orientation leading to the Baccalaureate and then to higher education in France and around the world.



**The "common base of knowledge, skills and culture" constitutes all the knowledge, skills, values, and attitudes necessary for successful education, life as an individual and as a future citizen.** From primary school to the end of compulsory education, students gradually acquire the skills and knowledge necessary to master this common base.

Enrollment in the LFIA primary school is subject to acceptance of the primary school rules, proposed and voted on by the school council and validated by the establishment council.

The regulations specify the rules of collective life within the precincts of the establishment applicable to all members of the educational community as well as the specific methods according to which the rights and duties of the pupils are applied.

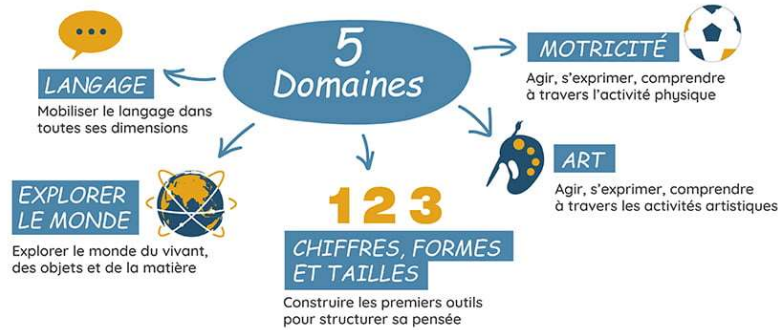
### **The role of kindergarten:**

Nursery school is an essential step in the path of students to ensure their academic success. Its main mission is to make children want to go to school to learn, affirm and develop their personality.

It is a school where children will learn together and live together. They develop their oral language and begin to discover writing, numbers and other areas of learning. They learn by playing, thinking and problem-solving, practicing, remembering and memorizing.

## Kindergarten learning

Lessons are organized into five learning areas:



### The role of primary school:

The mastery of the French language and the first elements of mathematics are the priority objectives of elementary school to allow students to access the fundamental tools of knowledge.

From CP, pupils discover the learning of a living language (foreign or regional). In cycle 2, the program provides lessons for questioning the world, artistic lessons (plastic arts and musical education), physical and sports education and moral and civic education.

**At cycle 3**, students consolidate their learning in these areas, discover science and technology, history and geography, art history.

The school takes into account the plurality and diversity of the aptitudes of each pupil. Alongside reasoning and intellectual reflection, the sense of observation, taste for experimentation, sensitivity, motor skills and creative imagination are developed.

### Registration and admission to primary school

The school welcomes children of all nationalities. Children are registered in their age group:

Kindergarten	Nursery 1 (PS)	3 years
	Nursery 2 (MS)	4 years
	Kindergarten (GS)	5 years
Elementary School	Grade 1 (CP)	6 years
	Grade 2 (CE1)	7 years
	Grade 3 (CE2)	8 years
	Grade 4 (CM1)	9 years
	Grade 5 (CM2)	10 years

The admission of non-French-speaking students or students from an approved school system other than French is subject to one or more entrance tests depending on the class requested.

**The registration of the student is only done after providing all the elements of the administrative and financial file.**

**Transition and composition of class N to class N+1:** The council of teachers meets to decide on the continuation of students' education.

The composition of the classes is done in consultation during the cycle councils.

### **Certification in English:**

CM2 students may be required to take a certification in English at the end of the current school year.

## A. OPERATING RULES OF THE ESTABLISHMENT

### A.1 ACCESS TO SCHOOL

MONDAY to FRIDAY: 7.15 a.m. to 11.30 a.m. and 1 p.m. to 2.30 p.m.\* excluding extracurricular activities.

Reception: at 7.50 a.m. and 1 p.m. excluding extracurricular activities.

For security reasons, the opening and closing times of the entrance hall are:

- – Opening: 7:15 a.m., 12:50 p.m.
- – Closing: 8:05 a.m. to 1:05 p.m.,

Lateness' disrupt the progress of lessons and is disadvantageous to both the student as well as the class at large.

That is why :

- Students are required to adhere to schedules.
- Parents must take the necessary steps to ensure that their child is on time for school.

It is essential to comply exactly with the establishment's schedules, the details of which are defined below.

***\*Times can be adjusted depending on the COVID health situation.***

Picturesummary of schedules :

	Kindergarten	Elementary (CP-CM2)
Opening of doors supervised by Les A.ED: meeting places	7:15 a.m.	7:15 a.m.
Support by ASEMs and teachers	7:50 a.m. (in class)	7:50 a.m. (compound/sports area)
Start of classes in the morning	8:00 a.m.	8:00 a.m.
Closing the doors in the morning	8:05	8:05
Midday outing (except in COVID protocol)	From 11:20 a.m. to 11:30 a.m.	11:30 a.m.
Doors open in the afternoon (except in COVID protocol)	12:50 p.m.	12:50 p.m.
Start of classes in the afternoon	1:00 p.m.	1:00 p.m.
Doors closed in the afternoon	1:05 p.m.	1:05 p.m.
Afternoon outing	From 2:20 p.m. to 2:30 p.m. (classes)	2:30 p.m. CP-classes CE1 CE2 CM1 CM2 classes
Exit after the 1st extracurricular activity	3:30 p.m.	3:30 p.m.
Exit after the 2nd extracurricular activity	4:30 p.m.	4:30 p.m.
Closing the school doors	4:35 p.m.	4:35 p.m.

Access to school premises, during and outside school hours, without authorization, is prohibited and any intrusion will engage the responsibility of offenders or their parents.

During opening hours, it is mandatory to present the school card to enter the establishment.

### A.2 CIRCULATION IN THE ESTABLISHMENT

Access to the interior of the establishment is prohibited to anyone outside the service. Only those accompanying kindergarten pupils are authorized to enter the compound if they have the access card and within the framework of the entry and exit times.

Access is also granted to parents during appointments with teachers.

In the event of urgent information to be communicated to the teacher, please inform the secretariat who will transmit it as soon as possible.

If a student has forgotten something in class, they will have to wait until the next day to retrieve it.

### A.3 CLOTHING

Clean and proper attire is required for all students.

Pupils from PS to Terminale are required to wear the school polo shirt which is provided to them at the beginning of the year for all cultural outings organized by the establishment outside the school.

Outside of outings, wearing LFIA uniforms is not compulsory. Students can obviously wear them to school

if they wish.

**For kindergarten students:** A comfortable outfit adapted to the practice of sport (30 minutes per day of compulsory motor skills). Girls and boys(pupils) must wear shoes without laces. Thank you for giving priority to scratches.

Shoes with cleats (such as football boots, molded cleats, etc.), shoes with heels and flip flops (thongs and slippers that do not hold the heel) are prohibited.

Pearls and small black rubber bands in the hair are prohibited.

**For primary school students:**Proper attire (covered stomach for girls and pants at the hips for boys).

Compulsory sportswear on days when there is PE in the timetable (sports shoes, wearing a t-shirt and shorts for boys, skirts, or shorts for girls). Wearing the school's sports t-shirt is strongly recommended.

Shoes with cleats (such as football boots, molded cleats, etc.), shoes with heels and flip flops (thongs and slippers that do not hold the heel) are prohibited.

#### **A.4 PUNCTUALITY:**

Repeated lateness is detrimental to the proper functioning of the class and will be the subject of a report and management intervention in the event of a recurrence.

**No student will be able to join the class after 8:15 a.m.**

#### **Presence of a student outside of school hours**

Supervision in case of lateness of the parents is very exceptionally ensured by the guardian and the secretary. In this case, parents must notify the school as soon as possible.

#### **A.5 LATENESS**

In order to derive all the benefits from this teaching, it is desirable that the children attend school as regularly as possible. Likewise, we urge parents to arrive on time so that their children benefit from the first activities, and not to interfere with the progress of the class.

#### **Parents' delays when leaving school:**

In kindergarten, school ends at 11:20 a.m. and 2:20 p.m. Extracurricular at 3:30 p.m. and 4:30 p.m.

In elementary school, school ends at 11:30 a.m. and 2:30 p.m. Extracurricular at 3:30 p.m. and 4:30 p.m.

Beyond 10 minutes late, the adult who comes to pick up the pupil completes and signs the register of lateness at the primary school secretariat (date, time of pick-up). These lateness' incur costs; from 3 lateness' in the month, those responsible for the child will be invoiced for all the times recorded in the register. A started hour is deemed to be due.

#### **Prices :**

In kindergarten:	In elementary
-from 11:30 a.m. to 12:30 p.m. = 50 ghc	-from 11:40 a.m. to 12:40 p.m. = 50 ghc
-from 2:30 p.m. to 3:30 p.m. = 50 ghc	-from 2:40 p.m. to 3:40 p.m. = 50 ghc
-from 3:30 p.m. to 4:30 p.m. = 50 ghc	-from 3:40 p.m. to 4:40 p.m. = 50 ghc
-from 4:30 p.m. to 5:30 p.m. = 50 ghc	-from 4:40 p.m. to 5:40 p.m. = 50 ghc
-from 5:30 p.m. to 6:30 p.m. = 50 ghc	-from 5:40 p.m. to 6:40 p.m. = 50 ghc

#### **A.6 EARLY DEPARTURE:**

They remain exceptional.

→ If a student must be absent from class, the legal guardians must submit a written request and come in person to pick up their child.

→ Parents agree to respect the calendar of the school year. Early holidays will not be authorized and no work will be transmitted by the school.

### **A.7 ABSENCE OF STUDENTS**

Pupils are welcomed in ½ full days (7:50 a.m. to 11:30 a.m. and 12:50 p.m. to 2:30 p.m.) except for specific arrangements Personalized Welcome Plan (PAP) validated by the management.  
Roll call is made from 8:00 a.m. in the morning and 1:00 p.m. in the afternoon.

Absences must be exceptional. Attendance is at the center of the obligations imposed on the student and his family, including in kindergarten.

Attendance at all scheduled classes is mandatory. The only reasons considered legitimate, to justify an absence are the following: Illness of the child, transmissible or contagious disease of a member of the family, solemn family reunion, problem of non-regular transport.

- Medical appointments will not be made during school time except PAP
- For any foreseeable absence, the family is required to inform the administration of the establishment by mail (paper or electronic).
- In the event of an unforeseeable absence (in particular illness), the family informs the school life service early in the morning. Mail: [secretariat@lfaccra.com](mailto:secretariat@lfaccra.com)
- In the event of absence due to contagious illness, a medical certificate must be provided to the school health service.

As soon as he returns to class, the student must systematically present to the administration and the teacher a proof of absence established by his legal guardians.

### **A.8 ABSENCE OF TEACHERS:**

The LFIA has replacement resources to compensate for absences related to illness or training time.

In the event of temporary inability to replace the teachers, the pupils will be distributed in priority in a class of the same level or of close level.

### **A.9 RECREATION AND SUPERVISION**

Pursuant to Article D. 321-12 of the Education Code, the supervision of pupils during school activity hours must be continuous and their safety must be constantly ensured, taking into account the state of the distribution school premises and equipment and the nature of the activities offered.

Recess will take place every day from:

- Kindergarten: breaks are adapted according to age groups and times of the year.
- Elementary from 9:30 a.m. to 10:00 a.m.

Kindergarten and elementary students have their recess in two separate compounds.

Supervision is provided in turn by teachers, ASEMs and Education Assistants (A.ED) according to a table of services in place.

Pupils must respect all the educational staff of the school.

### **A.10 SNACK OR “snack”, CANTEEN “lunchbox”:**

As part of health education, pupils are made aware of the importance of a balanced diet and the practice of daily physical activity.

The morning snack is neither systematic nor compulsory.

- Kindergarten, an individual snack respecting a balanced diet (fruit, bread, jam, etc.) Avoid cakes and juices that are too sweet. Children have access to water.
- In elementary school, students can bring a snack provided it is balanced. Families are encouraged to comply with kindergarten snacks.

**Are forbidden :**

- Chips, crackers, sodas...
- Candies/Treats and especially lollipops, chewing gum and hard candy (choking hazard).

Afternoon snacks are not taken during school time, but after class if necessary.

**A service provider offers a canteen service within the LFIA.** The registration procedures and payment methods are made with the latter.

The LFIA accepts the operation of "lunch-boxes" with respect to a few recommendations:

- We do not have a suitable storage place (provide a refrigerated bag)
- Meals should be balanced (meat, fish, starch/vegetables, dessert). Children have access to water.
- Meals can be reheated using microwaves (note the use of "thermos" type iron boxes are prohibited in microwaves for obvious safety reasons).

### **A.11 PROHIBITED ITEMS, SECURITY**

The possession of any product, dangerous object or object foreign to school practice is prohibited. Without being exhaustive, the list includes:

- Toys and electronic devices (consoles, mobile phones, connected watches and bracelets, etc.) are prohibited.
- Valuables (jewellery, bracelets, dangling earrings, cash)
- Football boots such as cleats or molded cleats are prohibited (they must be worn during sporting activity only)

### **A.12 HYGIENE AND HEALTH**

Admission is confirmed on presentation of a document certifying that the child has undergone the compulsory vaccinations for his age (see infirmary sheet). Vaccination against yellow fever is a compulsory administrative formality.

Parents are required to accurately complete the "medical information sheet" which will be given to them at the beginning of each school year.

#### **Authorization for medical intervention:**

A form is completed by the family at the beginning of the school year which specifies for each child:

- Contact persons
- The name and contact details of the usual doctor
- Possible allergies. Implementation of an Individualized Welcome Project (PAI)

In the event of an extreme emergency and if the family cannot be reached, the family authorizes the medical team contacted by the school to make all decisions regarding care and/or possible hospitalization.

**A student who is sick at school cannot be accepted in class. He will therefore be taken to the infirmary which will be responsible for calling the family who will come to pick him up.**

The school's nursing service provides first aid to students. He decides if the student can resume lessons, if he should stay in the infirmary or be handed over to his family.

Any medical treatment must be reported to this service. Medical treatment will be provided by authorized personnel according to the protocol established between the family, the attending physician, and the school administration. Under no circumstances should medication be in the possession of students or other adults. The establishment of a PAI is mandatory and is monitored by the school nurse in the event of temporary or regular medication prescribed by a doctor.

Thus, children with chronic illness, allergy and food intolerance are admitted to school with the establishment of a PAI.

**In case of contagious diseases**(decree of May 3, 1989 reviewed in March 2003), in particular meningitis, hepatitis A, scarlet fever, ringworm, etc., parents must immediately notify the establishment. The child cannot go to school during the contagion period. A medical certificate

attesting to non-contagion must be submitted to the infirmary upon the child's return.

**Recommendations:** A sick child needs care and rest. The school is a collective place where diseases circulate. For everyone's health, please ensure that these recommendations, which are not exhaustive, are respected.

DISEASES	RECOMMENDATIONS
Gastroenteritis (vomiting diarrhea)	Consult your doctor (certificate or photo of the treatment)  Keep your child home until the symptoms go away and your child eats normally.
Conjunctivitis	Highly contagious: Keep your child home until the eyes no longer runny.
Flu/COVID/fever	Consult your doctor. Refer to the COVID health protocol. Keep your child at home.
Vaccine-preventable diseases (measles; Hepatitis, etc.)	Consult your doctor (certificate or photo of the treatment)  Keep your child at home. Provide doctor's certificate
Varicella/ Chicken pox	Consult your doctor. Keep your child home until the scabs are dry.
Parasitosis (ringworm, scabies, lice, etc.)	Consult your doctor. Keep your child at home.

### **A.13 SCHOOL OUTINGS AND EXTERNAL PERSONNEL**

School outings are subject to authorization from the school administration and the headteacher. The organization of transplanted (or discovery) classes is subject to prior authorization from the cultural service of the French Embassy in Ghana.

The teacher, through his presence and his action, permanently assumes the pedagogical responsibility for school activities. However, outsiders can intervene with the children:

- External contributors: the intervention of persons making a contribution to education within the framework of compulsory teaching activities is subject to the authorization of the director.
- Parents of pupils: if necessary and for the supervision of pupils during activities taking place outside the school during school time (outings, etc.), the teaching team can request the participation of parents volunteers acting on a voluntary basis. The students remain under the responsibility of the teacher.

The presence of any outside contributor is subject to the authorization of the establishment's management.

### **A.14 SAFETY OF PEOPLE AND PROPERTY:**

Safety exercises take place in accordance with the regulations in force. The results and observations are recorded in a safety register.

security guards have the task of regulating entries and exits; parents will ensure that the instructions given are respected. Everyone's safety is at stake.

Reminder: parents must specify to the teacher and/or the primary secretary if their child must be cared for by another family when they leave school.

**Damage to goods and materials made available** pupils may incur, in addition to the educational measures, costs to be borne by the families concerned.

## **B DUTY TO RESPECT PEOPLE, THE LIVING ENVIRONMENT AND THE ENVIRONMENT**

## B.1 RIGHTS AND DUTIES:

The school promotes the openness of the student to the world and ensures, together with the family, the global education of the child. Its objective is the individual success of each student by offering the same opportunities to each of them. It ensures the continuity of learning.

Teachers teach children knowledge, knowledge and skills. It is first of all the parents who teach children to know how to be, self-control and respect for others.

	<b>Rights</b>	<b>Homework</b>
<b>STUDENTS</b>	<ul style="list-style-type: none"> <li>- Pupils have the right to a benevolent and non-discriminatory reception. Any corporal punishment or humiliating treatment is strictly prohibited.</li> <li>-Be respected by adults</li> <li>-To be helped and supported by teachers</li> <li>-Elect the class delegates participating in the student council</li> <li>- Participate in school life</li> </ul>	<ul style="list-style-type: none"> <li>-Respect the rules of procedure</li> <li>- get involved in schoolwork</li> <li>-Respect everything school staff</li> <li>-Respect his comrades, the rules of politeness</li> <li>-Respect their living environment and equipment</li> <li>-Go to the toilet during recess</li> </ul>
<b>PARENTS</b>	<ul style="list-style-type: none"> <li>-Be regularly informed of the schooling of their children</li> <li>-Elect its representatives to the school council</li> <li>-Be received by appointment by the teacher, the director or the head of the establishment.</li> </ul>	<ul style="list-style-type: none"> <li>-Respect the rules of procedure</li> <li>- Commit to regular attendance for their children</li> <li>-Respect the school staff</li> <li>-Respect school and appointment times</li> <li>-Inform immediately of any modification concerning the information sheet (telephone, etc.)</li> <li>-Follow up on homework daily</li> <li>- Check the binder, the text book, the liaison book, the evaluations, the school report and sign if necessary</li> <li>- In all their relations with the other members of the educational community, they must show reserve and respect for people and functions.</li> </ul>

Breaches of the school's internal regulations, and, in particular, any attack on the physical or moral integrity of other students or adults present within the establishment may give rise to reprimands which are, where appropriate, brought to the attention of the families.

## B.2 PREVENTING AND FIGHTING HARASSMENT

*"A student is a victim of bullying when he is subjected repeatedly and over the long term to aggressive behavior aimed at harming him, hurting him or putting him in difficulty on the part of one or more students".* This violence is likely to be exercised in various forms, verbal, physical, moral, even sexual. The use of new technologies can sometimes, through misuse, promote, increase or induce situations of harassment. This is called cyberbullying.

The school takes into account and deals with each situation, proven or supposed, by following the protocol



for dealing with bullying situations: reception of the student victim, witnesses, the perpetrator, meeting with the parents, follow-up within the school.

It is allowed to isolate from his classmates, temporarily and under supervision, a difficult child or one whose behavior could be dangerous for himself or for others.

In the case of particularly serious difficulties affecting the behavior of a pupil in his school environment, his situation must be submitted to the examination of the educational team, provided for in article 21 of decree n ° 90-788 of September 6 .1990.

## **C. TERMS OF COMMUNICATION WITH FAMILIES:**

### **C.1 THE LIAISON BOOK:**

The liaison book is the main communication tool with the class teacher. The use of professional email is also available to families.

The “Pronote” and “Edumoov” software are also used. Some classes use secure blogs on the “toutemonannée.com” platform.

The secretariat remains available during school opening hours. The management receives parents by appointment.

### **C.2 IMAGE RIGHTS**

A form concerning image rights will be given to families at each school event. The signature and agreement of the legal representatives is mandatory.

### **C.3 PRACTICAL LIFE:**

Wearing glasses in the playground, a source of accidents, should be avoided if possible. Clothing must be marked. The school cannot be held responsible for the loss of jewelry and objects brought back to school and not given to teachers.

It is strongly recommended not to put earrings on little girls, they can sometimes cause accidents.

Students may only bring to school items necessary for their schoolwork. They will have to respect the material of the school, their parents being responsible for the restoration or the refunding of damaged materials (books of the BCD of the classes, etc).

Children are encouraged to practice daily orderliness and hygiene. The work of service personnel must be respected. In the event of marked non-compliance with this work, the children may be required to carry out certain repair actions.

### **C.4 EXTRA-CURRICULAR ACTIVITIES**

A quarterly program of extracurricular activities is offered to students, outside school hours (Monday, Tuesday and Thursday from 3 to 4.30 p.m.). The amount of the activity is fixed.

- Regular attendance of registered students is strongly recommended,
- A change of activity in the course of the term is not systematically authorised. Any cancellation of registration for an activity must be notified in writing. It will not give rise to reimbursement.
- For certain activities, sports in particular, specific clothing is required.
- Any student whose behavior is likely to harm the smooth running of the activity will be excluded, without this giving rise to reimbursement of the sums paid.

### **C.5 Leaving school**

In the event of definitive departure from school, it is necessary to inform the secretariat in writing, with the signature of both parents. Following this letter, the school will prepare the booklets and the exeat certificate. All rules of procedure require periodic adjustments; the Establishment Council is competent to make any necessary changes after consultation with the competent authorities.

In Accra, on .....Parents' signature