

RULES AND REGULATIONS OF THE
EUROPEAN SCHOOL LILLE METROPOLE JACQUES DELORS (EELM)

Given

- The French National *Code de l'Éducation*, specifically articles L. 131-8, L. 401-2, L. 511-5, R. 421-20, R. 421-5, R. 511-13
- The Decree N°2019-887 of 23 August 2019 creating the International Local Public Schools
- The Prefectoral Ruling of 22 August 2019 instituting the European School Lille Metropole
- The General Rules of the European Schools - Ref.: 2014-03-D-14-en-1
- The Regulations on Accredited European Schools - Ref.: 2013-01-D-64-en-4
- The Dossier of Conformity for the creation of the EELM - Ref.: 2018-01-D-50-fr-2

Introduction

The European School Lille Metropole Jacques Delors is a local, public, international educational establishment (EPLEI – *établissement public local d'enseignement international*), a legal entity under public law. The public education service is founded on the values of the Republic. These principles are: free education, secularism, respect for others, equality between girls and boys, health, and protection against all forms of physical, psychological, and moral violence. It is an accredited European School. As such, the entire school community strives to fulfil the mission that is written into the foundation of the European Schools:

“Educated side by side, untroubled from infancy by divisive prejudices, acquainted with all that is great and good in the different cultures, it will be borne in upon them as they mature that they belong together. Without ceasing to look to their own lands with love and pride, they will become in mind Europeans, schooled and ready to complete and consolidate the work of their forebears before them, to bring into being a united and thriving Europe.”

Worthwhile teaching and learning require not only an appropriate setting, but also a favourable community, with human beings at its centre. Our school commits itself to transmitting both knowledge and values, which begin with tolerance and openness to various cultures, in order to develop a democratic spirit, the capacity to act autonomously, and a sense of mutual responsibility and solidarity.

The fundamental principles of the school are thus laid out in this introduction to the school rules and regulations:

- Members of this educational community show mutual respect and behave openly, respectfully, and loyally to one another.
- Members of this educational community behave consistently with the principles above, taking their part in the shared responsibility to care for the common good and welfare.
- Members of this educational community commit to social engagement, to respect for the environment, and to regard for health in all curricular and extracurricular contexts.
- Members of this educational community work together to achieve clear and constructive goals, for which transparency and the regular exchange of information are especially necessary.

Together, all members work in their disparate roles to continue the development of the school's spirit and to seek to improve its adherence to these principles.

1. General principles

1.1. Cycles and sections

The European School Lille Métropole is organised in three cycles:

- the nursery cycle (M1-M2)
- the primary cycle (P1-P2 / P3-P4-P5)
- the secondary cycle (S1-S2-S3 / S4-S5 / S6-S7)

The school comprises two language sections: Anglophone (EN) and Francophone (FR). The choice of section corresponds to the pupil's principal language of use.

1.2. School schedules

1.2.1. School year

The school calendar of the European School conforms to the calendar of the Académie de Lille. The school year is divided into two semesters. At the end of each semester, a report card of pupils' performance will be sent to families.

1.2.2. The table of class hours is set by the Secretariat General of the European Schools.

1.2.3. 1.2.3. Arrival of students

Pupils should enter the school no later than 5 minutes before the start of the lesson (see timetable). Any pupil who arrives on time is let in.

For primary school pupils who are late, one of the parents or accompanying adults must go through the reception area, sign in, and accompany the child to class.

Any secondary school pupil who is late is authorised to enter the school. They will either go to class or to study hall.

On to study hall:							
	Nursery	P1-P2	P3-P4-P5	S1-S4		S5-S7	
Weekly	25h30 including 4h30 of recess	25h30 including 3h30 of recess	25h30 including 3h30 of recess	31 to 35 periods of 45 minutes		31 to 35 periods of 45 minutes	
Morning gate schedule							
Opens at	O: 8:20	O: 8:15	O: 8:15	O: 7:50		O: 7:50	
Closes at	C: 8:30	C: 8:25	C: 8:25	C: 8:00		C: 8:00	
Class schedule							
	8:30 -10:30	8:25-10:25	8:25-9:55	T1	8:05-8:50	T1	8:05-8:50
				T2	8:55-9:40	T2	8:55-9:40
Recess	10:30 -11 :00	10:25-10:55	9:55-10:10	9:40-9:55			
	11:00-11 :50	10:55-11:55	10:10-11:55	T3	9:55-10:40	T3	9:55-10:40
				T4	10:45-11:30	T4	10:45-11:30
						T5	11:35-12:20
Lunch break	11:50-13:45	11:55-13:50	11:55-13 :30	11:30-13:10		12:20-13:10	
	13 :45-2:50	13:50-14:30	13:30-14:10	T6	13:10-13:55	T6	13:10-13:55
				T7	14:00-14:45	T7	14:00-14:45
				T8	14:50-15:35	T8	14:50 -15:35
Recess	14:50-15:20	14:30-14:45	14:10-14:25	15:35-15:50		15:35-15:50	
	15:20-15:55	14:45-3:50	14:25-15:55	T9	15:50-16:35	T9	15:50-16:35
				T10	16:40-17:25	T10	16:40-17:25
End of classes							

1.3. Attendance

1.3.1. Participation in all lessons is both a right and an obligation.

Enrolment of a pupil in the school entails the right and the obligation to participate in all lessons for the class and to do the work assigned. This includes both required work and participation in class, and required homework.

During class hours, pupils are under the responsibility of their teacher, who checks the attendance of the students in their charge.

Participation in all classes is necessary to ensure pupils' development and to allow teachers to evaluate them completely and fully.

The school calendar must be respected. If unjustified absences exceed 4 half-days per month, a procedure for reporting truancy to the school inspector may be initiated.

1.3.2. Regulation of absences

Guardians agree to inform the school of the student's absence the same day. This can be done by telephone or by sending an e-mail to the *Vie Scolaire*: viescolaire.0597115n@ac-lille.fr.

Any absence of a student must be explained in writing by their legal guardian (by e-mail or a note in the home-school liaison notebook) no later than the day on which they come back to school.

Any absence that is not justified in advance is immediately reported by the school either by phone or

by e-mail to the student's guardians, who must state the reasons for the absence.

The validity of an absence will be examined by the Primary Education Advisor or the (Deputy) Headteacher, in accordance with current legislation.

Any absence that is not justified when the pupil returns is considered an unjustified absence.

1.3.3. Regulation of tardies

Late pupils must present themselves to the Vie Scolaire with their liaison books before entering class. Parents must write a note to justify any tardy in the home-school liaison notebook; the pupil must submit this to the Vie Scolaire within 48 hours. In the event of repeated lateness, the school will take the necessary measures and may request a meeting with the parents.

1.3.4. Absence from B test (S4) or from exams for a B grade (S5-S7)

B tests (beginning in S4) are equivalent to examinations or an examination for the B grade. The school applies the General Rules of the European Schools (article 30-3. f) i.) "When a student is absent from an examination in classes 4 to 7, the student's legal guardians must, immediately or the following day, inform the Director of the reason for the absence. In the event of illness, a medical certificate is required to justify the absence. In all other cases, the school management will decide whether the absence is justified or not. For absences other than for medical reasons, a certificate (summons, attendance certificate) must be presented before the absence or as soon as the pupil returns.

1.4. Rights and obligations of pupils

1.4.1. Self-respect, respect for others, and respect for the school environment

Members of staff have authority over all students.

Respect for others and for the school environment is a fundamental principle, entailing courtesy, appropriate clothing, and care for the school's environment and equipment. All headgear must be removed when entering class, the learning centre, or study hall.

Peace and safety are rights for everyone: accordingly, everyone has the obligation to observe the rules of basic politeness. Pupils, families, and school employees are all forbidden to engage in any behaviour, gesture, or speech that would impede the school's orderly functioning or show disrespect for other people. In particular: racketeering, theft, harassment, and abusive, racist, or discriminatory language are expressly prohibited and will be subject to disciplinary proceedings.

1.4.2. Neutrality and secularism

As mandated in the French *Code de l'éducation*, "the wearing of signs or clothing publicly demonstrating religious adherence is forbidden." Families may not use religious affiliation to excuse pupils from compulsory subjects.

When a pupil ignores these principles, the school head will organise a meeting with the pupil and their family before any disciplinary proceedings are taken.

1.4.3 These rules remain in effect for students on outings, school trips, or work placements. In the case of work placements, the company's specific regulations also apply.

A work placement is subject to the signature of an agreement by the school's Management, which may be refused or terminated in the event of a breach of the rules and regulations.

1.4.3. Rights and obligations relative to freedom of expression

The right to expression, publication, and association is exercised within the scope of the law. Displays and postings are subject to authorisation by the Director. Notices of meetings must be given three days before the date of the meeting to the Director, who may refuse to authorise them.

2. School organization and function

2.1. Entry and exit

2.1.1. Access

The entrance to the school is located on rue Charcot.

Until reaching the school, pupils are under the sole responsibility of their parents. During the school day, they are under the responsibility of the school, both in and outside of class. When a pupil must be picked up exceptionally (i.e. for a medical exam), a legal guardian must come to the school to sign

a waiver allowing the pupil to leave the premises. For secondary students, guardians can either write in the student's school-home liaison notebook or send an e-mail to the following address: viescolaire.0597115n@ac-lille.fr.

For primary students, the legal guardians must come to school to pick up the student and sign a discharge form. Parents should email the teacher in advance to inform them of the anticipated absence.

2.1.2. Nursery pupils (M1-M2)

Pupils are welcomed into the classroom by their teacher from 8:20 to 8:30. Pupils are met by the staff at the gate, which closes at 8:30 a.m.

Pupils may be picked up at the end of each half-day, either by their parents or by persons designated in writing by them to the school administration, which must approve them.

2.1.3. Pupils in primary cycle (P1 to P5)

Primary cycle students are welcomed by their teacher in their classroom between 8:15 a.m. and 8:25 a.m. They remain under the responsibility of their teacher throughout school time, including recess, and under the responsibility of the school lunch staff throughout the lunch break.

2.1.4. Lower secondary pupils (S1 to S4)

There are three school entry and exit arrangements for students from S1 to S4.

Parents have to choose one of the following options for their child:

- parents allow their child to leave early when a teacher is absent without replacement at the end of a half-day, i.e. right before lunch or right before the end of the day (**status N°1**).

OR

- parents do not allow their child to leave school early when a teacher is absent without replacement at the end of a half-day, i.e. right before lunch or right before the end of the day. They want their child to follow their regular schedule at all times (**status N°2**).

OR

- parents do not authorize students to leave the school before the end of the school day (5:25 p.m. on Mondays, Tuesdays, Thursdays and Fridays, 12:20 p.m. on Wednesdays) (**status N°3**).

Parents must choose their child's exit status at the beginning of the school year. This status is recorded on the back cover of the student's school-home liaison notebook. All students are allowed to arrive as soon as the school opens, even if their lessons start later. They may ask to stay until the school closes, in which case they will be placed in the study hall or the IDC (Information and Documentation Centre). S4 students can also stay in their common room during their free periods. Students are not allowed to leave the school between classes. Only students not enrolled in the school lunch program may be allowed to leave the school during the lunch break.

2.1.5. Upper secondary pupils (S5 to S7)

Students from S5 to S7 may go out and come back freely during door opening hours, if they do not have classes when they leave the school, or during free periods in between classes. Students in S5 to S7 can also stay in their common room, go to the IDC, go to study hall, or request the use of available rooms.

2.1.6. Parents and visitors

Access to school premises is restricted. Parents and visitors should apply for entry during school hours at the reception and respect the safety regulations in force. No parent or visitor may move about the school unauthorised.

2.1.7. Classroom guests

Volunteers, including but not restricted to parents of pupils, must obtain authorization from the school Direction before participating in class activities.

2.1.8. Visits from pupils not belonging to the school.

Visits from outside students are authorised for pen pals. A written request must be sent to the Direction at least one week in advance. If the request is accepted, the school will inform the families of the conditions of the visit.

2.2. Movement of pupils

2.2.1. General

Movement of pupils within the school, in particular between classrooms, should take place in a calm and orderly manner, **without running**.

2.2.2. Recess

Pupils will exit their classroom and the corridors for recess and go to the schoolyard, their common room, or in the hall. Dangerous sports or games are forbidden in the schoolyard. The use of a ball is authorised only in the designated areas and with full respect for others' safety.

2.2.3. Usage of lockers

Pupils may not leave their belongings in the hallways or in the recess area. All secondary school students can therefore request a locker, which will be allocated to them by the Vie Scolaire depending on availability. The locker must be locked with a padlock provided by the family.

Lockers are accessible during recess and during the lunch break. Access to lockers outside these times must be exceptional.

2.3. Safety

2.3.1. Personal safety

Safety rules are posted and should be followed by all. In case of alert, a responsible adult will direct pupils according to the situation (internal or external evacuation). It is strictly forbidden to touch fire extinguishers and all other safety equipment except in a case of danger or emergency. Presence in evacuation safe zones is likewise forbidden except in case of emergency.

2.3.2. Use of lab coat in science courses

Wearing a lab coat and protective goggles is required for all chemistry experiments in chemistry and biology courses. Lab coats must be purchased by families.

2.3.3. Dangerous and forbidden objects

The possession of knives, sharp tools, or any other sharp or dangerous objects is forbidden on school grounds. Likewise, dangerous projectiles (including snowballs and stones) are forbidden.

Gum and lollipops are forbidden.

The introduction and consumption of tobacco, electronic cigarettes, alcohol, illicit products, energy drinks, and soda are prohibited.

The introduction of dangerous or illicit objects/products (even fake ones) and the damaging of property are prohibited.

2.3.4. Valuable property, non-school-related property

Valuable property and non-school-related property should not be brought to school.

2.3.5. Use of mobile phones and other electronic communications devices

The use of mobile phones is forbidden for nursery and primary pupils and students from S1 to S4. Phones and other electronic accessories must remain switched off and put away throughout the day. Exceptionally, a teacher may ask students to use a mobile phone for teaching purposes.

Pupils in S5 to S7 may use their phones and other electronic accessories in the schoolyard, in the S5-S7 common room, and in the first-floor hall. Their use in the corridors and learning areas is prohibited. Telephones and other electronic accessories must be put away and switched off in these areas unless the teacher wishes to use them for teaching purposes.

For all levels, the use of telephones and other electronic accessories is forbidden on the way to and from the PE lessons.

If a prohibited item is used, it will be confiscated and returned after the day's teaching activities. It is also forbidden for S5 to S7 pupils to share their devices with younger pupils.

2.4. School premises

2.4.1. Respect for buildings, furniture, and material

Pupils share with school personnel the responsibility to maintain buildings, furniture, and material in good condition. They must take scrupulous care of material entrusted to them.

Teachers and pupils must take care to leave classrooms clean and tidy. In case of vandalism, parents will be required to cover the cost of replacement.

Pupils are asked to report damages immediately.

2.4.2. Access to classrooms

After school hours, classrooms are not accessible to pupils. Forgotten property may be recovered the following morning.

2.4.3. School toilet

The toilets are accessible between classes, during breaks, and during the lunch recess. In the interest of all, it is important to keep the restrooms clean.

2.5. Health rules

2.5.1. Rules for health and hygiene

Students feeling unwell may, with the teacher's approval, go to visit the school nurse, who will administer treatment if possible. Under no circumstances will students be released from the school without the approval of either the Direction, the nurse, the teacher for students in the primary cycle, or the Vie Scolaire for students in the secondary cycle. At the beginning of each school year, parents will complete an emergency contact form. Parents will be contacted immediately in case of illness or injury. The school nurse can be contacted via email at: infirmerie.0597115n@ac-lille.fr.

In case of serious accident, the school will call emergency services and inform families as soon as possible.

2.5.2. Protocols for individual medical needs and/or medication

Pupils suffering from allergies, chronic illnesses, or ongoing conditions requiring regular or emergency administration of medicines must file an individual medical plan (*PAI – projet d'accompagnement individualisé*) in advance with the school doctor. In the absence of a PAI, school personnel are not permitted to administer medication.

No medication may be brought into the school unless requested by the parents and accompanied by a copy of a valid doctor's prescription. In this case, the medication will be taken to the infirmary.

2.5.3. Individual insurance

It is highly recommended that parents insure their children against injuries that may incur to themselves (personal insurance or *garantie individuelle*) or to others (liability insurance or *responsabilité civile*); both types of insurance are mandatory for school lunch participants and all optional activities or outings.

2.6. School lunch

There are three possibilities for lunch:

- School lunch (*demi-pensionnaire*): the students are enrolled in the school lunch program and eat at the canteen.

- Lunchbox: this service is provided by the APS for students from M1 to P5.

- Off-campus lunch (*externes*): the students go home to eat during lunch break.

Students from S5 to S7 are allowed to have lunch at school but only in their common room and only as long as there is space.

School lunch is served 4 days a week (Monday, Tuesday, Thursday, Friday). For nursery and primary pupils, the prices and rules are set by the *Marcq-en-Barœul Social and Cultural Centre* under the supervision of the Parents' Association. Secondary pupils follow the School Lunch regulations.

See appendix:

- School lunch program rules

Pupils are not authorised to eat in class, in the Information and Documentation Centre (IDC), or in the hallways.

3. Particular regulations

3.1. Physical education

Physical education is a required subject, evaluated at all levels.

Suitable clothing for physical activities, sports, and artistic activities is compulsory.

Complete or partial physical inability are not compelling reasons for exemption from the course. Physical participation is not the only means of acquiring the knowledge and skills required for the discipline.

In case of physical inability to participate, a medical certificate is required. Any medical dispensation may be reviewed by the school doctor.

Students from S5 to S7 may travel alone to and from the sports facilities, even if this occurs during school hours.

3.2 Common rooms (secondary)

Two student common rooms are available to students in the secondary cycle.

- One is under the supervision of the Vie Scolaire, for students from S1 to S4.

- The other is managed independently by students from S5 to S7.

A charter drawn up by the students sets out the ground rules for each common room.

Students agree to keep the common rooms clean.

4. Organization of dialogue with pupils and families

4.1. Internal administrative bodies

4.1.1. The European School Lille Metropole is a public school, EPLEI (*établissement public local d'enseignement international*):

The EELM is an independent legal entity (*personne morale de droit public*) It is administered by an Administration Council, which constitutes its governing body, the composition of which is fixed by the Decree N°2019-887. Its status further entails the following bodies:

- a Discipline Council;
- a Health and Safety Commission;
- a Bids Review Commission (overseeing external contracts);
- a Health and Citizenship Education Committee (CESC);
- an Education Commission
- a Social Funds Committee

4.1.2. Administrative bodies specific to the European School Lille Metropole:

The following bodies function in the school according to the General Rules of the European Schools:

4.1.2.1. *Class councils:*

The composition and functioning of class councils conform to the General Rules of the European Schools. Teaching staff for each class meet at the end of each semester to evaluate the academic results and behaviour of each pupil. (2014-03-D-14-en-5 section 18)

4.1.2.3. *Student Committee*

The pupils of the secondary school organize a Student Committee, to meet monthly. At the beginning of each school year, the members of each class will elect one representative and one substitute. The delegates will then form, from among their number, a committee that will choose its representatives to the various committees, councils, and commissions.

For primary school students, class representatives represent the students in their class on the Student Council, which is chaired by the Deputy Head of the Primary School and a primary school teacher.

4.2. Rewards, punishments, and sanctions

4.2.1. Recognition of pupil success

At the EELM, the teaching staff pay particular attention to valorising the successes of pupils, in academic subjects, in improving the life and spirit of the school, in fostering a sense of solidarity, and in taking responsibility for themselves and their classmates. This recognition is intended to reinforce

pupils' sense of belonging to the school and to a collective community.

4.2.2. School penalties

Penalties and sanctions are regulated by the French *Code de l'Education* and the *décret du 25 août 2011 (modifié par le décret du 22 mai 2014)*.

Penalties are decided in immediate response to a situation, by teaching and educational personnel, or by suggestion from another concerned member of the school community.

A discussion with the student shall always occur prior to giving a penalty.

Penalties concern:

- failures to fulfil pupils' school obligations
- disruptions to classrooms or to the school life as a whole

Examples of possible penalties:

- message to parents in the home-school liaison book
- oral or written apology
- extra schoolwork
- self-reflection worksheet (primary)
- detention (secondary)
- confiscation of an electronic communication device, with or without additional homework or detention

A penalty may be accompanied by a meeting of school personnel (teachers, CPEs, or administration) with parents.

It is permitted to isolate, under supervision, pupils whose behaviour is difficult or dangerous to themselves or others. A pupil may not be deprived of break or recess as a punishment or to finish an assignment.

4.2.3. Sanctions

In the secondary cycle, sanctions may be imposed by the Director or by the Discipline Council.

Sanctions concern:

- offences against individuals and property
- serious breaches of school rules and regulations.

The legal guardian(s) of the minor student concerned are informed of the procedures and are given an opportunity to be heard if they so wish. The penalty is recorded in the student's administrative file.

All sanctions are automatically deleted from the student's administrative file at the end of the school year in the case of letters of warning, letters of censure, accountability measures, and alternative measures to sanctions if the student has complied with the written agreement to abide by them. In the case of temporary exclusion from the class, the school, or its ancillary services, the sanction is deleted after one full year.

Disciplinary sanctions include:

- letter of warning, letter of censure
- community service
- temporary exclusion from class for a maximum duration of 8 days
- temporary suspension from school for a maximum duration of 8 days
- expulsion (may only be pronounced by the Discipline Council)

Other measures may be proposed. Every sanction, except letter of warning or censure, may be suspended.

4.2.4. The Education Commission

The Education Commission is chaired by the Director or one of the Deputy Directors; its composition shall be decided by the Administration Council and shall include at least one teacher and one pupils' parent. Its mission is to evaluate the situation of pupils whose behaviour is incompatible with the school rules, and to search for personalized solutions.

4.3. Family-school liaison

4.3.1. Parent-teacher meetings

Parents or legal guardians are kept regularly informed of the progress of the student's education. At the beginning of the school year, teachers will communicate weekly office hours to families when they will be available for meetings. These office hours will also be published on the school website.

4.3.2. Home-school liaison book

The home-school liaison book contains all communication between the administration and teaching staff and families and is issued to each pupil at the beginning of the school year. Families should consult it regularly. On occasion, signatures may be requested to verify receipt of information. The liaison book may also be used to request an appointment with a member of the teaching staff, the Principal Education Advisor, or the school Management.

Pupils must always have their liaison books with them; they are required for access to school grounds. Lost or damaged liaison books must be replaced, at families' expense.

4.3.3. Digital workspace and school e-mail service

The school management software is online for the use of all members of the school community: pupils, parents, teachers, and administration.

Pupils' timetables, evaluations, and results are all posted online. SMS may also be used for communication. All teachers may be contacted via their professional e-mail addresses.

4.3.4. Website

The school website, <https://www.ecole-europeenne-lille.fr/en/>, contains a wealth of information regarding school life. It should be consulted regularly.

4.4. Parents

Elections for parent representatives to the Administrative Council shall take place before the seventh week of the school year, in accordance with the current legislation.

Parents can set up a Parents association. The Parents association can set up support services such as extra-curricular activities, the school lunch program, afterschool care, etc.

In accordance with Article 23 of the Convention defining the European schools signed in Luxembourg on 21 June 1994, this association is recognised as the parents' official representative by the Council for European Schools.

Read and approved,

Legal guardian:

Student: