

## LIVING HAPPILY AT LA DECOUVERTE

Throughout the years, children and teachers have created a set of 'rules for life', based on everyday experiences at school. The rules are decided, and are worked through, in class council and school council. They represent the fundamental principles, to which all the school staff refer, when managing behaviour. They also form the basis of our internal behaviour management procedures.

### THE GOLDEN RULE

I respect myself and others

I do not say or do anything to hurt anyone emotionally or physically

### BASIC SCHOOL RULES

1. I honour and respect school hours and schedules.
2. I take care of my schoolwork and the work of others.
3. I take care of all school materials and the school building.
4. I respect rules set in specific areas of the school.
5. I respect rules during school outings and activities.
6. I inform an adult before leaving a classroom.
7. I don't run inside school.
8. I don't go back up to class during breaks.
9. I wear slippers at school.
10. I wash my hands after using the toilet, before meals and after breaks.
11. I leave the toilet area clean.
12. I don't eat sweets or chewing gum in school.

### Computer use

13. I ask an adult's permission to turn on a computer.
14. I ask an adult's permission to use the Internet.
15. I immediately inform an adult if a violent or pornographic website appears on the Internet.
16. I will not log into any personal accounts when under school supervision.

*Teachers assure that all school rules are respected.*

*Rules can be modified during GRC meetings with approval from the teaching staff.*

The General Conditions of the school provide a framework for the parents in the financial and administrative contact that they have with the school. Our pedagogical choices and the general organisation of the school are outlined on our internet site and are presented regularly in meetings with parents or interested parties.

### Access to the building.

- The main entrance opens at 8am. It is locked again at 9am. Access after this time is therefore only possible through ringing the intercom. The main entrance is open from 3.15pm until 4pm. After 4pm, it can be opened by the reception staff or the after school club staff.
- As soon as they get to school, the children must go straight to class and are not allowed to play in the playground. From 4pm, the playground may only be used by the children enrolled in the after school club, under supervision.
- In case of a late arrival, the parents are not allowed to go upstairs.
- Children are not allowed to go upstairs outside of class time. When parents are in a collective meeting, children must not be left in the building without official supervision.

### Personal items

- Children's clothes must be labelled with their name, including shoes, boots and slippers.
- Children must not bring valuables (monetary or sentimental) in to school. The school will not be held responsible if these items go missing.
- Using mobile phones is prohibited in the school for any reason. If a child brings one to school, they must leave it in their bag and not take it out for any reason. If necessary, a child can ask at reception for a phone call to be made.

### Health and Hygiene

- The building is entirely non-smoking.
- Children move around the school wearing slippers and are required to wash their hands frequently.
- The snack menu, provided by the school, consists of raw fruit or vegetables and bread. Parents provide their child with a drink.
- The meals are balanced and the menus are available on the school website and in the dinner hall window.
- On principle, the school will not administer any medicine to ingest - except homeopathic granules of arnica in an instance of shock. A teacher can only give medicine when absolutely necessary, with a written request by the parents and a medical prescription.
- The school will alert the parents as soon as their child is not feeling well. The next steps are decided with the parent. In an emergency, the school will contact the parents as quickly as possible, but if they are not contactable, all necessary measures will be taken immediately.
- In the case of a chronic illness, or a problem that may demand a greater level of supervision, parents should ask the Health Service for Young People (SSJ) how to put in place a individualised care plan (PAI) and make it known through the "Health Questionnaire".
- Parents should alert the school in the case of a child's contagious illness or parasitic infection. The school will pass this information on to the concerned parties.