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Internal Rules College



Sem de Walbourg • Externat Demi-Pension Internat

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Établissement Catholique d'Enseignement sous contrat d'association avec l'État. Établissement public du culte reconnu d'utilité publique.

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Preamble

The purpose of an internal regulation is not to prohibit, but to allow... It makes community life possible by setting clear rules, valid for each and everyone. Complying with it does not mean sacrificing one's freedom, but managing it as a responsible person.

The internal regulations of the Sem de Walbourg have an educational function: that of teaching our students to become responsible citizens, aware of their rights but also of their obligations.

The educational project of the school is inspired by the value of the Gospel. The internal rules are the extension, and in some cases, the concrete translation of it. We could very often replace it with the single word RESPECT. The "Charter of Living Well Together" specifies these notions of respect which are essential and which apply to all the people in the school.

We want each of our students to understand this regulation, not as a constraint, but as a demanding guide to learning to live together.

This regulation also applies during educational outings and school trips.

The educational team

RULES OF LIFE

General discipline

Respect for teachers, educators of school life or boarding school, all staff of the school's services (administration, kitchen and management) and students, is due unconditionally.

Each student will strive to adopt a dignified and respectful attitude, free from all violence and rudeness, both in word and deed. Violent and dangerous behaviour is prohibited. Excessive effusions between students, for reasons of decency and respect, are not tolerated in the enclosure or around the school. The behaviour of the students must be in accordance with the "Charter of Living Well Together".

Parents are financially responsible for damage caused by their child to the equipment and facilities of the school.

It is forbidden to introduce dangerous objects into the Sem de Walbourg.

Fire and intrusion safety

Evacuation/containment instructions are posted in each classroom and living area. Evacuation and containment drills take place regularly in accordance with legal recommendations. Any interference with the proper functioning or any damage to the school's security systems (fire doors, smoke extraction systems, smoke detectors, extinguishers, etc.) can have disastrous consequences for the entire community. The untimely triggering of the alarms will be subject to a billing of 150€ and may be accompanied by a sanction which may go as far as the definitive exclusion of the student.

Pond and green spaces

Access to the pond is strictly prohibited for students without the supervision of a member of the school's educational community. The green spaces located at the front and at the back of the castle are strictly forbidden to pupils.



Work and attendance

Students are required to attend all classes and present themselves with their materials and the work requested. They will respect the digital charter for the use of the computer equipment entrusted to them.

Dress code

Each student is asked to wear the Sem outfit according to the instructions given by the school. This must be ordered by parents on the school's online store. A complete pack is proposed, it constitutes the basic wardrobe of a student. This outfit is compulsory every day of the week except Wednesday. The bottom clothes is free, respecting the following instructions: pants or skirt of your choice, while avoiding jeans with holes, jogging pants (which are sportswear), skirts that are too short, shorts, leggings and provocative or extravagant clothing in general.

After class, boarding students are free to wear an outfit more suited to their evening activities. The clothing outfit is also compulsory during educational outings, when students are performing outside the school.

The outfit engages the image of the school, so the students who wear the colors of the Sem will take care to adopt an appropriate attitude, especially if the outfit is worn outside school time and outside the establishment.

At the end of each year, a clothing exchange organized by APEL will allow everyone to resell clothes that are too small.

Wearing a headgear is prohibited inside the buildings. Students will avoid any extravagance and provocation in the way they dress, do their hair or wear make-up. The piercing is tolerated if it remains discreet.

Sportswear is mandatory for PE (physical education and sports) classes and all sports activities. This sports outfit is not tolerated during lessons or studies.

Multimedia devices and other valuables

The use of personal multimedia devices (mobile phone, computer, tablet, player, etc.) is prohibited during the day unless authorized by a teacher in an educational setting. Exceptionally, an authorization may be given by school life. Internet use is subject to a charter given to students at the beginning of the year. The school declines all responsibility in the event of loss, damage or theft.

Transport and travel within the establishment

Dropping off and picking up your child is done exclusively in the interior car park of the Sem. Pedestrians, cyclists and vehicles will use the traffic lanes reserved for them. Bus transport is organized by the school for the students, so the internal rules of the Sem de Walbourg apply during the journeys. This is the subject of the "school transport procedure".

Any adult required to visit the school is asked to wear a visitor badge which will be given to him at the reception.

Tobacco – Alcohol – Drugs

The possession and use of tobacco or alcohol is strictly prohibited near and within the premises of the school.

The ban is maintained during parties or events organized by the Sem de Walbourg.

The possession, consumption or sale of illicit substances exposes the student to an immediate sanction which can go as far as definitive exclusion. In addition, a report will be systematically made to the competent authorities.



Penalties

The educational community will endeavor to provide an appropriate response to any breach of the rules. Depending on the seriousness of the acts, the sanctions can range from additional duty to permanent exclusion.

Warnings and reprimands are given for lack of work or indiscipline. The parents are informed of this sanction by a letter from the Direction.

Two consecutive warnings in the same year may call into question keeping the student in the school for the following year.

Attempts to cheat on assessments, DSTs (tabletop assignments) or mock exams can be sanctioned by a reprimand and/or accompanied by a mark of zero out of twenty.

The school Head can decide alone on the temporary or permanent dismissal of a student for serious misconduct. He may decide, if necessary, to convene the Disciplinary Committee. In all cases, the educational dimension will be placed at the center of the decision.

Honors

Throughout the year, our students can be encouraged or congratulated, especially during assessments or class councils. At the end of the school year, during the prize-giving ceremony, students are honored for their results, their sporting performances, their artistic talents or their commitment to "Living well together".

LIVING ENVIRONMENT

One day schedule

Classes start at 8:15 a.m. As soon as the first bell rings, the students line up in the designated places where teachers come to pick them up; the second bell rings the start of the lesson.

Classes last 50 minutes, spaced 5 minutes apart to facilitate movement between buildings.

8:15 a.m. - 10:20 a.m.: Class	1:05 p.m. - 1:55 p.m.: Class or Lunch
10:00 a.m. - 10:20 a.m.: Recess	2:00 p.m. - 3:45 p.m.: Class
10:20 a.m. - 12:05 p.m.: Class	3:45 p.m. - 4:00 p.m.: Recess
12:10 p.m. - 1:00 p.m.: Class or Lunch	4:00 p.m. - 5:45 p.m.: Lesson or Study

Absences and late arrivals

Any planned absence must be reported in writing (mail or Ecole Directe messaging) to school life. In the event of absence due to illness, parents are requested to inform school life as soon as possible by telephone or by email, on the 1st day of absence. Upon his return, the student must justify his absence by a letter/email signed by the legal representative of the child. The medical certificate will be required in the event of absence from the Brevet or white patents, or to justify a long absence.

We strongly recommend that parents refrain from the practice of early or extended holidays.

Exceptional cases must be the subject of a prior request to the Direction who may accept or refuse.

Any exit from the school without authorization is prohibited and considered a serious act. Duty hours are mandatory hours during which the call is made. For any exceptional exit from the school and outside the scheduled hours, a parent must provide proof of an exit authorization for the student concerned beforehand.



Any unexplained absence without any information from the legal representative will require us to alter the authorities.

Communication with the school

The Ecole Directe website is an essential element of communication between parents and the school.

It contains important information for monitoring your child's work and should be consulted weekly. This application will inform you about the school results and the work to be done by your child. A messaging system will allow you to dialogue with teachers and receive circulars.

Badge – Self

A badge is given to each student at the beginning of the school year. This is a card giving access to the self-service for meals or the 4 p.m. snack. This badge is personal, its replacement for loss, theft or damage will be invoiced (cf. financial agreement).

Accidents

Any bodily or material accident, even minor, must be reported immediately to school life or to an adult in charge of the school.

Workplaces (CDI – duty room)

When the student does not have class, he must go either to the CDI (Documentation and Information Center) or to the duty room.

At the CDI: this is a place exclusively reserved for reading and for documentary research

In the home of high school girls: this is a personal and silent workplace.

Evening study

During the evening study, different forms of help and accompaniment are offered:

- Support and help with homework provided by teachers
- Mutual support

Places of life (Home)

The college foyer is a place of relaxation accessible to all college students, open at certain break times and on Wednesday afternoon.



Infirmary

Any student who has to go to the infirmary must first request authorization from school life or the prefects.

Only the nurse (in her absence, a prefect, a person in charge or a member of school life) can authorize a sick student to leave the school. The opening hours are posted at school life and at the health center. All the details are recorded in the "medical follow-up sheet" available on the website.

Pastoral

Religious education is a compulsory subject. Religious practice is free and voluntary, however, according to our school project, the presence of all students is required for certain celebrations and all high points (patron saint's day, pilgrimage, etc.).

Students are strongly encouraged to participate in the various charitable actions offered.

Items found

Found items should be dropped off at the school life where they should be picked up before each holiday period.

An inventory is also available on a Ecole Directe post-it. Beyond this date, they will be donated to charity.

BOARDING LIFE

Schedules

The arrival of interns takes place, as desired, on Sunday evening for 8 p.m. at the latest (9 p.m. from summer time) or Monday morning for 7:45 a.m.

Departure takes place on Friday after the last lesson.

In case of absence or delay on Sunday evening, it is requested to notify the prefect concerned as soon as possible by telephone or by email.

Any exit from the boarding school outside the hours must be the subject of a written request for authorization from the prefect concerned, who may refuse it.

The daily schedules are functioning by level and are distributed and displayed in the boarding school at the beginning of the year.

Bedroom

The bedroom is considered a place of work and rest. It is shared by 2, 3 or 4, so it is important to respect everyone's environment by storing your belongings and keeping the premises as clean as possible.

Everyone is required to comply with the "Charter of Living Well Together".

An inventory is carried out at the entrance and at each change of room. Everyone is required to respect the furniture made available to them. Any damage will be invoiced (cf. financial agreement).

The school does not provide sheets, duvets, pillows or blankets. Everyone is responsible for the maintenance of their bedding (it is strongly recommended to change it regularly).

For obvious reasons of hygiene, foodstuffs are prohibited in the rooms. The only electrical appliances authorized are hair dryers and derivatives (straighteners and others).



Work

The work is organized in a study room or in a bedroom depending on the degree of autonomy and success of the students. These working times are compulsory and are regulated by the prefect and his team before and/or after dinner.

The interns have access, during these working hours, to a laptop computer for their documentary research on the Internet. Outside of these hours, they can also go to the CDI (during opening hours) to consult books or internet.

One evening per week is devoted to fun activities (sports, crafts, cinema, etc.).

Wednesday activities

Many activities can be offered on Wednesday afternoons: sports as part of the school's sports association and depending on the season (basketball, football, rugby, table tennis, athletics, mountain bike, cycling, etc.) but also outings in the forest, culinary or artistic workshops, DIY or board games, outings to the cinema or to the ice rink...

So many activities are the subject of a circular at the start of the school year. We want each intern to regularly attend one or other of these activities, for their well-being and personal development, knowing that most of them are free.

Medications

Possession of medication is strictly prohibited. Medication must be given, with the corresponding prescription, to the infirmary where the student will have to go to take his treatment (see authorization to administer medication available on our website). For obvious safety reasons, self-medication is strictly prohibited.

Cellphone

The use of the telephone is regulated by each prefect who determines the authorized call times. Outside of these time slots, the use of mobile phones is strictly prohibited.

The school declines all responsibility for the loss or theft of mobile phones.



Charter of « Living Well Together »

Living well together at the SEM means sharing values, spaces and equipment, with the greatest respect for others and the environment.

By signing this charter, I undertake to adopt an attitude in line with what is expected:

Self-respect

Hygiene

Food

Addiction

Body

Outfit

Sense of effort

I adopt a lifestyle necessary for my well being and that of others – for this:

- I respect meal times and adopt a healthy and balanced diet
- I avoid putting myself in danger in the face of risky, addictive or illegal behavior
- I maintain the cleanliness of my body by adequate care
- I give a good image of myself by adopting a decent outfit adapted to the school environment (see internal rules)
- I give the best of myself in all circumstances, I show initiative, I do everything possible to succeed, including asking for help.

Respect for others

Courtesy

Politeness

Each other's person

Each other's property

Each other's work

The Group

Putting the happiness of others before my own

- I say hello, thank you and I hold the doors, I am on time
- I do mutual support, I render service
- I accept all differences, I reject prejudices, I abstain from any insult
- I respect other people's equipment, I avoid damage
- I encourage the work of others, and their successes
- I strive to maintain a favorable working atmosphere
- I respect the work of all staff
- I encourage welcome, integration, I refuse exclusion

Respect of my environment

- I tidy up my desk, my bedroom
- I clean my bedroom, the bathroom
- I respect the personal space of others
- I respect the equipment (tables, ...) no damage or graffiti
- I throw my waste at the end of class in the trash, I empty the trash when it's full
- I put away my chair
- I pick up the papers lying around and do not throw away any others
- I leave the toilets clean when I go out
- I respect the delimitation of the smoking area
- I respect the work of others (displays, maintenance, work, cleaning, cleanliness)
- I am aware of the beauty and fragility of my natural environment and I respect it (centennial trees of the Sem, the pond and its vegetation, ...)

Date and signature of the student :

