



Hub School Vincennes 19-21 rue Diderot 94300 Vincennes contact@hubschool21.fr

Code of Conduct and Safety

The School's Code of Conduct is established and reviewed every year by the school's teaching staff.

It takes into account the rights and obligations of each member of the educational community (parents, children, teachers, speakers) and determines the rules within the school premises.

It mentions rules on behavior, dress code, attendance, tolerance, openness to other cultures and religion, respecting others, equal rights between girls and boys, protection against all forms of psychological, physical, moral and verbal violence.

Its strict application is part of the educational project of the establishment.

ENTRY, EXIT and TIME TABLE

Entry and exit are at 19 rue Diderot at Vincennes School

School hours	Monday	Tuesday	Wednesday	Thursday	Friday
Morning lessons	8:30am - 11:30 am (primary) 8:30am - 12pm (college)		9-12pm	8:30am - 11:30 am (primary) 8:30am - 12pm (college)	
Break	12-1:30pm			12-1:30pm	
Afternoon lessons	13:30-16:30 pm			13:30-16:30 pm	

1. Do not park your car in front of the building nor on the sidewalk
2. Park bicycles outside the building



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3. Roller Skates and scooters can be kept inside the school. A dedicated space is authorised on the terrace.
4. For safety reasons, animals are not allowed on the school grounds.
5. Due to the health crisis, parents are no longer authorized to enter school grounds. An adult will welcome children upon their arrivals.

While waiting for the class to start, students, depending on their age, can engage in activities such as reading the news, writing, drawing... After presenting the program of the day, meditation is organized before starting the group activities. Before the group activities begin, it is possible for the group to give their feedback on the program of the day.

Children can exit the school only under adult supervision and authorization and once they and after are taken out under the supervision and after authorization of an adult, once the premises have been tidied up and restored to their original condition. The person in charge of picking up the child must wait outside the school and must provide with a parental authorization and an identity card, if it is not one of the two parents and / or legal guardians of the child.

ATTENDANCE, ABSENCE, LATENESS, EXEMPTION

Parents must make all necessary arrangements to ensure that their child arrives on time in the morning and after the lunch break. If late, the child will catch up with school work during the week.

After 15 minutes late in the morning, children will no longer be able to enter the building and will need to come back at the start of afternoon classes at 1:30 p.m. For the afternoon, day pupils should return to school at 1:30 p.m. After 1:45 p.m., children will no longer be able to enter the building and will return for the start of classes at 8:30 a.m. the following day.

Parents must also ensure that no children are present on the premises

- after 4:30 p.m. on Mondays, Tuesdays, Thursdays and Fridays
- after 12 p.m. on Wednesdays

Students are not allowed to enter or stay within the school premises outside of school opening hours and without the presence of a member of Hub School 21, Vincennes.



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In the event of an unforeseeable absence, illness, or occasional lateness, a written message must be sent through the Classroom app as soon as possible and no later than 9 a.m. on the day concerned.

A child with a risk of infection and / or with a temperature higher than 38 degrees celsius will not be accepted in the building. Please bear in mind that there are not any nurse's offices nor beddings available in the building.

For everyone exempt from a sport session, a medical certificate is mandatory.

According to the law, in the event of unjustified absence of 4 successive half-days or not, within the month, a report will be sent to the academic inspectorate.

HOLIDAY DATES and TEACHING MEETINGS

Back to School 2021 is set on Friday September 3, 2021 at 9 a.m. for pupils from CP to 6eme year and at 1:30 pm for pupils from 5eme to 3eme

TOUSSAINT from Thursday 21 Oct 2021 after class to Monday 8 Nov 2021 in the morning

CHRISTMAS from Thursday 16 Dec 2021 after class to Monday 3 Jan 2022 in the morning

WINTER from Friday 18 Feb 2022 after class to Tuesday 8 March 2022 in the morning

SPRING from Friday 23 April 2022 after class to Tuesday May 10, 2022 in the morning

ASCENSION WEEKEND from Wednesday May 25, 2022 after class to Monday May 30, 2022 in the morning

SUMMER HOLIDAYS Friday June 24, 2022

Some days during the year will be freed so that the teaching team can meet and / or attend training: Wednesday September 1 and Thursday September 2, Friday October 22, Friday December 17, Monday March 7, Monday May 9, Monday 27 and Tuesday June 28.

A 15-day study period will be organised in June for 3eme students passing the secondary school diploma: intensive revision, stress management, relaxation exercises and practice of attention (outside if the weather is good), sports. For college students, from the 5eme, an internship of at least one week is planned from June 13th 2022. Families must find the internship themselves. The school can help them if necessary as a second step. An internship agreement will be established at the request of the families.

LUNCH BREAK 12 p.m.-1:30 p.m.



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Day pupils

Written authorization from parents is mandatory when the child is a permanent, regular or occasional day pupil

Students who eat at the canteen

Meals are taken care of by the educational team, possibly assisted by parents or grandparents.

Two options:

- Lunchbox prepared by the family and stored in the school refrigerator.
- One-off shared meals by Share & Care: fresh, seasonal foods, brought by everyone and shared with the rest of the group

THIRD-PLACES

Within the framework of the educational project many activities including breaks are carried out in "Third-places" such as the park, public garden, museum, Conservatory, Fab Lab, companies...

The same school rules apply to these third places. Children are required to wear the Hub School 21 t-shirt and sweat-shirt during school hours and on school trips.

Depending on the ministerial instructions received, children and / or team members may be asked to wear a disposable or washable mask in third places.

Each parent by signing these school regulations permanently authorizes their children to visit these third places.

USE OF DIGITAL - USE OF THE INTERNET - ONLINE EDUCATION

The use of tablets, computers and smartphones is authorized only during the teaching hours **only for pedagogical reasons - that excludes the morning breaks, lunch and afternoon.**

Smartphones must be left aside in the provided area as soon as students arrive. They will be given back to the children at the end of the day.



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They can be used from time to time at school, with the permission of the teaching staff. During sports sessions to avoid damages or inappropriate use smartphones should be switched off inside the bag or left to the group leader.

Each child should have a personal laptop. If necessary, a laptop is available on site for hire. These computers, owned by Magic Makers and / or Hub School 21, must remain at the school at all times and stored in their dedicated place. If the laptop is damaged by a child, repair or replacement costs will be managed by the parents.

Training on the use of digital technology and the Internet is offered by the teaching staff as throughout the school year.

Half day classes might be carried out online depending on the evolution of the health crisis. In this case, school rules continue to apply. Children must log into their sessions on time, in uniform, respect speaking times, use their real identities and activate their cameras.

MATERIAL

Each child must bring a pencil case with school materials (pens, eraser, compass, ruler, protractor and glue ...), the content of which must be checked and replaced at least after each school holiday. A list of school supplies is given at the start of the year. The rest will be ordered as a group order and billed to families.

For hygiene reasons, a pair of slippers or indoor shoes (used but clean sneakers, for example) is kept at the school and worn by children and adults as soon as they enter the premises. In the absence of this, all those who enter the building, adults or children, must take off their outdoor shoes and / or wear overshoes which the school can lend.

A suitable outfit should be brought in a bag for sports activities and can be left at school

- sports jogging or Bermuda shorts (depending on the weather)
- sports shoes (avoid Converse-type shoes)

Personal audio headphones are required for each child to work independently.

Depending on ministerial instructions received, children and / or team members may be asked to wear a disposable or washable mask during school time. It is the responsibility of



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each family to provide their child with the necessary quantity of masks and to wash them or throw them away after use.

Likewise, each school staff member is responsible for following the instructions received from the Ministry that is to bring, wear and maintain the masks during the time spent with the children, whether at school, inside or outside the premises.

Parents, adults or accompanying persons, if they enter the school premises or take part in activities during school time, must also comply with the instructions received from the Ministry of Health and / or National Education.

PARTICULAR NEEDS

The PAI (Individualized Home Project) is created within specific diseases (diabetes, allergy, etc.): drugs are stored in a secure place.

The PAP (Personalized Support Plan) or the PPS (Personalized Schooling Project) is set up for specific learning disabilities.

The costs resulting from the implementation of these initiatives which are not included in the school fees, can be defined with the family according to the needs of the child.

Each family is kindly requested to inform us, prior to the child's enrollment, of any specific learning or behavioral disorder, as well as the current treatment or, if applicable.

In case of a divorce/separation, the agreement of both parents is required to validate the the child's enrollment.

Transparency regarding the difficulties and needs of the children is required.

Failure to do so may result in Hub School 21 terminating the school contract.

The school fees remain due in their entirety.

An appointment with the school doctor is mandatory for each child after the child's final entry into the school. It will be proposed to the families every year.



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RESPECTING OTHERS, SCHOOL PROPERTY, ENVIRONMENT AND SAFETY INSTRUCTIONS

• Respecting others

The child should show kindness, and good manners by refusing any form of violence (physical, moral, or verbal).

Calmness, attentiveness, caring, mutual aid, respecting others, sharing, are all part of the values taught and developed in the school's pedagogical curriculum.

It is forbidden for children to bring to school any dangerous or potentially dangerous objects (scissors, knives, penknives, cutters...).

• Respecting the property

Everyone is responsible for their own belongings and personal equipment. The School is not responsible for any theft, loss or damage. It is not advised to bring any valuables to the school.

Each student agrees to respect the material provided to him/her (furniture, textbooks, library books, digital materials, supplies, etc.)

Any damage should be compensated by the families.

• Respecting the environment and shared spaces (garden, hallway, restrooms)

In order to preserve the quality of our living environment (buildings, green spaces), it is reminded that the school garden is not to be used for recreation but is rather a place for relaxation and projects.

Everyone must talk in calm, quiet voices in hallways in order to preserve the quietness of the campus.

• Respecting safety instructions

No one at the school is authorized or empowered to administer medication. (except in the context of a PAI) (BO n°27 of 1993). No medication should be left in the student's pocket or bag.



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In case of an accident, the teaching staff will call the emergency services and the family will be notified immediately. Only the individuals mentioned on the document given at the beginning of the year are authorized to pick up the child.

Children attending the school must be in a state of health and cleanliness compatible with the requirements of schooling.

Safety drills are held regularly according to the regulations enacted.

DRESSCODE

All students are required to dress in proper school attire (skirts, shorts or T-shirts that are too short, low-cut tops... are not accepted)

All students will be given a uniform T-shirt and a sweatshirt in the school colors.

The students must wear one and/or the other during school hours, whether on the school premises, video conferences, trips, sports sessions, or on field trips.

All clothing is to be neat and clean.

Student's hair should be tied back all day.

Everyone, whether the school's staff, parents or students, should adhere to the guidelines of the Ministry of Social Affairs and Health, which may change during the year, particularly concerning measures with regards to wearing masks or respecting barriers and social distancing rules.

SECULARISM AND RESPECTING EVERYONE'S OPINIONS

In accordance with the charter of secularism in schools - circular BO n° 2013-144 of 6-9-2013 - applied to all public establishments, which ensures the respect of everyone's opinions, it is forbidden to wear symbols or clothing through which students or the school's staff make an ostensible manifestation of belonging to a particular religious group.

IMAGE RIGHTS

Each person has the exclusive right to his/her image. The school may use these images for



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communication purposes, digital images, voice recordings, videos, written or artistic productions.

They may also be used for class photos, presentations, articles in the press, school website publications or on social networks.

An authorization paper is to be signed by the parents upon registration.

PENALTIES

Each student and each family agrees to respect the internal rules of Magic Makers; which are posted inside the school, and those of Hub School Vincennes.

When a student's behavior seriously and permanently disrupts the functioning of the class and/or the school:

1. A consultation is initiated with the child, his/her legal guardians, the school administration in conjunction with the educational team,
 2. If, despite this consultation, no improvement in behavior is noted, disciplinary procedures will be undergone and can include suspension and expulsion.
- In case of expulsion, the current term is due in its entirety.

INSURANCE

Families are free to choose their own insurance. The school is currently insured with MAIF for risks incurred by students and the school's staff.

Each family must provide the school with a certificate of school insurance covering any damage caused by the child during school hours, regardless of the place of learning, whether in Vincennes, in France or abroad.

When traveling abroad, particularly in Europe, each child must carry a valid European Health Insurance Card and/or proof of international health insurance coverage.

INFORMATION

General information is available on the school's website: www.hubschool21.com and via the school's newsletters.



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DECLARATION TO THE TOWN HALL

In order to comply with the regulations (article R131-18 of the Education Code), parents must send a letter to the town hall of their commune of residence to inform them of their choice to enroll their child in a private school without a contract.

A sample letter will be provided upon registration and re-enrollment.

A digital copy of the completed form must be sent to the school as well.

FINANCIAL REGULATIONS

Tuition fees are payable in monthly, quarterly, bi-annual or annual installments.

This amount does not include registration or re-enrollment fees (membership fees, insurance, supplies, and outings in the Parisian region) payable before the start of the school year, as well as additional expenses (school trips, meals and computer rentals).

Families receiving a tuition reduction must provide each year the latest proof of income (CAF, taxes) in order for the school to establish the tuition bracket to which they belong.

In cases of divorce or separation, the calculation is based on the combined income of both. Without this certificate, a higher tuition bracket will be applied. Granted scholarships as well as tuition reductions are reviewed annually and awarded based on the funds collected by the school's supporters (sponsors, foundations, etc.).

The school is subject to regulations imposed by the Ministry of Education.

In the event of inability to occupy the premises, for reasons beyond its control (national or international health crisis or any other imposed reason), elearning courses will be set up as soon as possible. The school will therefore not be closed and the tuition fees due will be maintained.

Any term started is due in its entirety, regardless of the reason for which the child does not continue his/her education at Hub School Vincennes.

SIGNATURES (delete as appropriate)

Mr.:

Mrs.:

Student's parents:

Speaker/Counselor at Hub School Vincennes:



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Hereby certifies that he/she has read and understood the school's rules and regulations and is willing to respect them.

Place & date:

Father

Mother

Student

Counselor/Speaker

On the behalf of Hub School Vincennes
Fanny PEISSIK RIBLIER
Director

Marie-Lorraine IteI
Pedagogical Director