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Rue du Marais, 115
1000 Bruxelles
☎ 02/209.17.52

2

Rue du Cardinal, 32
1000 Bruxelles
☎ 02/230.74.00

3

Rue de Verviers, 18
1210 Bruxelles
☎ 02/230.88.00

4

Rue du Marais, 113
1000 Bruxelles
☎ 02/209.17.52

Ecoles fondamentales libres subventionnées
www.saint-louis.be

Charter :

As a student of Saint-Louis, I commit to :

1° RESPECT OTHERS:

- I act without violence, whether physical or verbal.
- I follow the instructions given by adults.

2° RESPECT MY SURROUNDINGS

- I take care of the premises and the equipment at my disposal.
- I actively ensure cleanliness and take care of my environment.

3° ENSURE PROPER CONDITIONS FOR SUCCESSFUL SCHOOLWORK:

- I dress in accordance with the uniform.
- I have all necessary school materials.
- I am punctual: I arrive on time; I hand in my work on time ...
- I join my rank as soon as the bell rings.
- I walk quietly and do not stand in the corridors unless authorized.
- I do not use any electronics within the school.

Student's Signature

Introduction

The Institut Saint-Louis forms an educational community. A community of teachers, parents and students, where Christian values mark the course of our lives and where the main objective is training and the education of the children in our care.

It goes without saying that such an endeavor is not easy and that its success will depend mainly on the active cooperation which will need to be established between the different members of our educational community.

Our educational goals

We want to welcome children and continue to build on the education they receive from their family; parents are in fact primarily responsible for the education of their child. The Institute considers each student's uniqueness, and strives to help them gain autonomy and to exercise their freedom responsibly. It gives privileged support to those who need it most.

Education is a shared responsibility of all those who interact within the community of the school: of the administration, of the teaching and educational staff, of the parents, of the students themselves, and to the society.

This assumes that each partner contributes, according to his responsibilities and competences, to the same goal. Striving for communication, consultation and transparency between the various actors guarantees the trust that is essential for the harmonious development of the student's personality.

Our core values

To achieve these objectives, **four values are key** in any education for an evangelical life, as well as to build a respect for society. Below, we state them as pledges of happiness for the future of humanity.

1. **LIFE** education which aims at the development of the whole human person and which includes spiritual, intellectual, emotional, bodily, cultural perspectives ...
2. Education in **FREEDOM** which is reflected among other things by the progressive acquisition of autonomy, by the recognition of personal responsibility in attitudes, acts and words, by the exclusion of abuses.
3. Education for **PEACE** which aims, among other things, to learn friendliness, sociability, anti-violence, recognition of differences, forgiveness and reconciliation ...
4. Education for **FAIRNESS** which covers, among other things, integrity, justice, the search for truth, compliance with the rules of Christian morality ...

The educational, pedagogical and establishment projects can be consulted on the school website at www.saintlouis.be in the "fundamental" section under the tab "All about the Institute" section "General information" or at the address: <http://www.saintlouis.be/islfondamental/index.php/lecole-en-pratique/>

School Schedule :

	Saint-Louis I	Saint-Louis II	Saint-Louis III
Morning Day-Care*	7h30		
Classes begin	8h25		
Lunch break	12h00	12h10	12h10
Classes restart	13h10	13h20	13h10
Classes end	15h00		
	Tuesday : 14h10 Wednesday : 12h10	Wednesday : 11h20	Wednesday : 12h10 Fridays : 14h00
Study* / Day-Care for Maternelle*	16h00	15h30	15h30
Evening Day-Care*	17h00	16h30	16h30
School closes	17h30	17h30	17h30

•Paid activities

Insurance :

Accident insurance: Institut Saint-Louis has taken out insurance for all of its students. The policy covers: civil liability, individual "accident" insurance and legal protection.

It covers school activities organized by the Institute, including **the direct route between the Institute and home.**

The insurance does not cover material damage, such as : broken glasses or windows, damaged or torn clothing, loss, theft or damage to objects.

Any accident must be reported **without delay** to the school secretary.

Lunch time :

1. The Students who go home to eat lunch are not under the responsibility of the Institute. **They must leave the establishment at the start of the lunch break. The school will be accessible 10 minutes before class resumes in the afternoon.**
2. The Students who stay to eat at school can benefit from different options depending on their location:
 - A complete meal prepared by the Institute's caterer (Marais) or by the Brussels Kitchens (Cardinal and Verviers),
 - A sandwich prepared by the Institute's caterer (Marais),
 - A packed lunch brought from home (Marais + Verviers + Cardinal).

All meals will only be served with plain water. In order to teach our students to reduce waste as much as possible, children are asked to **bring their picnic in a lunch box and their drink in a reusable water bottle.**

Studies after School :

After classes and based on the location, the Institute organizes supervised studies, by level. They start at 3:30 p.m. or 4:00 p.m. and end at 4:30 p.m. or 5:00 p.m. There is a charge for these studies.

With regard to **supervised study**, priority is given to children in difficulty or who are the subject of a measure taken in class council.

The amount paid is a **lump sum**.

Day Care:

Before and after classes, as well as on Wednesday afternoons, the Institute organizes daycare. They start at 7:30 a.m. and end at 5:30 p.m. (Wednesday afternoon at 5:15 p.m.). The day care services are paid.

The amount paid is a **lump sum**.

Exceptional participation in an evening or Wednesday afternoon day care will be billed at € 3 or € 6 respectively, even for partial attendance.

Before 7:30 a.m. and after 5:30 p.m., no student may be in the school, as supervision cannot be ensured. **Any problem arising during this time would be the sole responsibility of the parents.**

During school holidays, the Institute arranges with various non-profit organizations to organize daycare or day camp centers. They take place in the establishment of the rue du Marais and start at 8:00 a.m. and end at 5:30 p.m. (Wednesday afternoon included). These activities are paid. Any reimbursement following an absence from activities requires a medical certificate.

The practical details and registration will be specified through a notice in the class journal or on the school website.

The "supplements" form

Registration for lunch, study and daycare is done at the beginning of the year using the "supplements" form. Any change made to this registration must be reported to the class teacher or to the secretariat in writing from the parents during the week preceding the actual change of period, via the yellow form in the class journal.

There are 5 periods of 2 months each: September-October / November-December / January-February / March-April / May-June.

The payment for the supplements is made by means of a transfer form delivered via the class journal at the start of each period. **No changes can be made** to the transfer form and it is very important to use the **structured communication when making the payment**, to avoid any errors. Payments made are only valid during the current school year.

These services provided by the school are not compulsory. In the event of non-payment, they can be suspended by the school administration.

Other:

THE « CENTRE PSYCHO-MÉDICO-SOCIAL - P.M.S. »

The medical center that takes care of rue du Marais is the P.M.S. North-West of Brussels, rue de Dinant, 39 at 1000 Brussels - Tel. : 02 512 65 78.

The medical center which takes care of rue du Cardinal and rue de Verviers is the P.M.S. 3 de Bruxelles, rue Malibran 49 at 1050 Ixelles - Tel. : 02 647 17 45. The centers are closed from July 15th to August 15th.

THE SCHOOL HEALTH PROMOTION SERVICE - P.S.E.

The Institute is affiliated with the P.S.E. from rue de Dinant, 39 at 1000 Brussels - Tel. : 02 512 45 07.

LOST&FOUND

Each item of clothing, as well as school materials, must be marked with the child's name.

A lost and found space exists in each school. Unmarked and unclaimed items found will be donated to an association for children in need at the end of each term.

SOCIAL FUNDS

The Institute's social fund can support families who have temporary financial difficulties or who cannot cover certain costs within the framework of the normal education of their children. The support takes place in complete discretion. Contact the management for more information.

PARKING.

For security reasons, access to the rue du Marais car park is prohibited. Parents are asked not to double park, but rather use the "kiss and drive".

General study rules:

Report cards are scheduled throughout the school year and will be announced in the school calendar.

The student's assessment allows the class council to provide guidance and, in June, to determine the conditions for advancement to the next class. You should know, however, that if a school year is successful in June, your child will only get there through regular work throughout the year. Explanation of the Saint-Louis assessment system can be found on the school's website: <http://www.saintlouis.be/islfondamental/index.php/reglement-general-des-etudes/>.

The report card will be **signed** by the student and his parents and **returned** to the teacher without delay.



The class journal should be reviewed and signed, preferably every day but at least every week by the parents.

Parents will be invited to meet the teacher during a group meeting in September and individually if necessary after each report card. If necessary, and the academic results so require, the teacher can invite the parents for a meeting as soon as possible to remedy and jointly find a solution to the student's difficulties. Parents can themselves also initiate such a meeting.

Parent's signature:

Internal Rules

Institut Saint-Louis

The school's internal rules is intended for students and their parents. A good relationship requires respecting a few rules for the benefit of **all**, therefore the school must put in place, together with its various stakeholders, the conditions for a good relationship. The purpose of this document is therefore to inform students and their parents of the rules that govern the proper functioning of the school.

Purpose:

The internal rules are first and foremost a way of being. They are not an end in themselves, but should serve as a benchmark for the relationship between the members of the educational community of the Institut Saint-Louis.

The rules are used a reference in case of conflict, therefore ideally they are not needed on a day-to-day basis.

1. Respect for each other and authorities :

- 1.1 **The students undertake to respect each other and to respect everyone**, both inside and outside the school premises.
- 1.2 This implies on the part of everyone and at all times a **polite behavior, respectful and tolerant** in actions and in words, as a good citizen.
- 1.3 Students join their line quietly and calmly in the presence of the teacher.
- 1.4 Parents accompanying their children will drop them off at **the front door**. In the rue du Marais, Parents waiting at the end of class are asked to wait behind the yellow line, in front of their child's row.

The gate is closed 15 minutes after the end of classes.

- 1.5 Without their exit card, a student cannot leave the establishment alone.

2. Students and parents obligations in terms of presence and absence:

- 2.1 School is compulsory from 5 years old. In case of absence, parents will immediately notify the secretariat by phone, email or on ClassDojo.
- 2.2 In all cases, the parents will complete proof of absence (to be found at the start of the class journal) or provide a medical certificate on the day of the student's return when the absence exceeds 3 days.
- 2.3. From 9 half-days of unjustified absence, the school is required to report it to the Wallonia-Brussels Federation.
- 2.4 It is forbidden to leave the premises without a written authorization before the end of the school period.

3. Parents obligations :

- 3.1 Students who change their official address or family situation must notify the Institute and submit a new household composition to the secretariat (<http://www.ibz.rn.fgov.be/fr/registre-national/mon-folder/>). They are also asked to notify the school in case of change of phone number or email address.

4. Behaviour constraints :

- 4.1 Bad behavior, continual negligence, improper dress, work and homework not done, serious or frequent indiscipline, dangerous games, repeated and unfounded absences, physical or verbal violence, profanity, vandalism, are all grounds for sanctions.

If there is a problem, a dialogue will be established with the student to clarify the situation.

If necessary, disciplinary sanctions may be taken, in order of importance:

- **classic school sanctions** : written note in the class journal, punishment, public interest work (cleaning, etc.), exclusion from class, written commitment to respect special conditions, reflection sheet (personal reflection on wrong behavior and actions that can be taken to improve).
- **extra work sheet (billet de travail)**
- **retention** for repeated acts or serious breaches both in terms of discipline and work.
- **temporary dismissal** (of one or more days).
- **refusal of re-enrollment** for the following school year.
- **final dismissal** for extremely serious facts or repeated breaches.

4.2 Serious acts committed by a pupil

The following serious acts of misconduct are considered to justify the definitive exclusion provided for in Articles 81 and 89 of the Decree of 24 July 1997 defining the priority missions of primary and secondary education and organizing the structures suitable for reaching them:

1. Within or outside the establishment:

- *any blow or injury knowingly inflicted by a student to another student or to a member of the establishment's staff;*
- *knowingly and repeatedly exerting unbearable psychological pressure on another student or member of the establishment's staff, by threats, insults, slanders or defamation;*
- *racketeering against another student at the school;*
- *any act of sexual violence against a student or a member of the school staff.*

2. Within the premises, on the way to it or as part of school activities organized outside the school premises:

- *possession or use of a weapon.*

5. Registration :

- 5.1 Refusal of registration and temporary dismissal are always the responsibility of the school authorities. Final dismissal is always the responsibility of the Management or the Organizing Authority (or its agent).

6. Late arrival :

- 6.1 Students who arrive late will present their class journal to the supervisor at the front door. They will hand it in, signed and completed by their parents, to their teacher the following day.
- 6.2 In the event of repeated late arrivals, a punishment will be decided by the management.

7. Respect of the Premises :

- 7.1 The school toilets are subject to daily maintenance. In order to be able to keep them in good condition, it is essential that everyone uses them with care.
- 7.2 Any degradation of the toilets will be penalized.
- 7.3 Children must learn to respect the premises and the environment of the school, the furniture, as the clothes or material belonging to others. Any damage caused will be repaired at the expense of the responsible parents.
- 7.4 Children will also take great care of their books and work books provided by the school. If, through negligence, these are lost or damaged, the Management reserves the right to demand compensation.
- 7.5 **In the school yard**, in order to improve the safety and well-being of children, three separate areas have been created: ball area, movement area and calm area. Children are asked to respect them.

8. Self-Respect:

- 8.1 Uniforms are compulsory - **from kindergarten to sixth grade** - throughout the school year. They must be clean, neat and well maintained.
- 8.2 Each item of clothing, as well as school material, **must be marked** with the child's name.
- 8.3 The uniform must consist of:
 - gray or black pants, Bermuda shorts, skirt without drawings or markings. Shorts are prohibited.
 - **white** shirt, polo shirt, T-shirt or undershirt without drawings or inscriptions,
 - **burgundy** sweater with the establishment's logo (the logo is available at the secretariat)

Training/sports pants are prohibited except in kindergartens where practical clothing is recommended (no laces, overalls, etc.). Hairstyles should be clean and neat. Shoes with wheels or lights are prohibited.

- 8.4 A rigid backpack is strongly recommended in order to best preserve the books and notebooks loaned by the school. **A wheeled backpack should be avoided because it is heavy and noisy!**
- 8.5 **No umbrella**, as they can be dangerous in the hands of children. A good hat or hood is more than enough.
- 8.6 Chewing gum, lollipops, crisps and cookies are not permitted. Please provide healthy snacks (fruit and vegetables only for the 10:00h snack) and a reusable water bottle each day for the well-being and health of the child.

Any drink that is not water is prohibited.
In this regard, we ask parents to prepare a balanced lunch for their child (avoid hamburgers, dürüms, fries, etc.).

9. Gym lessons :

- 9.1 Gym lessons are part of the school timetable and are **compulsory**.
- 9.2 To be exempted from the course, the child will present the responsible teacher with a written explanation from the parents. In the event of long-term exemption, a medical certificate must be provided.
- 9.3 Each child must have their name marked on a gymnastic bag containing white sandals, blue or black shorts and a white T-shirt.
- 9.4 Students shall take good care of their gymnastic clothes, washing them regularly for obvious hygiene reasons.

10. Specific Instructions :

- 10.1 Parents are asked to refrain from walking around or remaining in the buildings, the classrooms or in the school yard. Parents always have the possibility to make an appointment with the teacher or to contact the secretariat directly in case of need.
- 10.2 **Any meeting or contact**, whether with the Management or a teacher, **must be requested in writing, via the class journal or Classdojo**. This is to avoid disturbances during lessons, rank formation, supervision ... because at such times, the teacher is required to primarily take care of the students.

11. Presence of external and personal items:

Any object or game brought by students remain their responsibility and its use will be subject to the approval of the teacher during recess, depending on the areas of the courtyard and the time of day.

- 11.1 **Tennis balls, hard balls, magic balls as well as basketballs** are prohibited. Only soft foam balls are allowed in **dry weather** in the ball area.
- 11.2 The use of any personal electronic device is prohibited within the establishment. If the student needs to use a telephone before and after class, then it should be placed on the teacher's desk during school hours.
- 11.3 In the event of non-compliance with the rule set in point 11.2, the electronic device will be confiscated, given to the principal and returned by the latter in person to the parents only.
- 11.4 The school declines all responsibility in the event of loss, breakage or theft of a toy or a personal electronic device within the establishment.