

Internal Regulations of the Lycée Charles de Gaulle Primary School Adopted at the Board Meeting on June 26, 2025 (Annex to the High School Internal Regulations)

ADMISSIONS

The School Principal admits children who have reached the age of three by December 31 of the current year. Divorced or separated parents are required to submit the most recent court decree to the Principal, specifying custody arrangements and the child's habitual place of residence.

HOURS

Kindergarten at the Ayrancı Campus:

Students are admitted to school from 08:20 AM (10 minutes before the start of classes).

Monday, Tuesday, Thursday, Friday

08:20: Admission of students to school.

For students not using the school bus service, only parents holding a badge (or an adult authorized in writing by the family) are responsible for personally handing over their children to a Kindergarten Assistant (ASEM) and/or a teacher between 08:20 and 08:30. Badges are issued annually and delivered at the beginning of the academic year.

08:30: Commencement of classes

08:30 – 12:00 (3 hours 30 minutes): Classes

12:00 – 13:30: Lunch break

13:30 – 15:30 (2 hours): Classes

Wednesday

08:20: Admission of students to school.

08:30: Commencement of classes

08:30 – 12:00 (3 hours 30 minutes): Classes

Note: Lunch is not provided on Wednesdays.

Weekly TOTAL: 25 hours 30 minutes

In Kindergarten, children who do not use the school bus must be collected from the classroom by their parents (or an adult authorized in writing by the family). Parents must leave the school premises immediately after dropping off or picking up their children. For security reasons, parents arriving after 08:40 will not be admitted to the school premises without exceptional permission from the school administration.

Primary School at the Incek Campus:

Monday to Friday: 07:55 AM – 02:30 PM (Weekly total: 25 hours 50 minutes) Students are admitted to the school grounds 10 minutes before the start of classes. For security and weather-related reasons, a supervision service is provided at the primary school between 07:30 and 07:45 prior to the official admission time. This service is preferably conducted outdoors in the schoolyard, except in cases of exceptional weather conditions.

The school gates remain closed before this supervision period, and students will not be admitted to the campus.

Children must be handed over by their parents or authorized individuals to either the supervision staff or the teaching staff. At the end of the school day, children are collected by their parents or designated individuals.

Parents are not permitted to enter the school campus without a prior appointment.

Only children enrolled in extracurricular activities (periscolaire activities) and individual academic support sessions (Monday to Friday) may remain at school after 02:30 PM.

Any child not collected at the end of classes will be placed under supervision within the scope of extracurricular activities, and the full fee for this session will be invoiced to the parents.

SCHOOL ATTENDANCE

Attendance:

Attendance is mandatory for all regularly scheduled classes as well as those specifically organized for the benefit of students.

Absences:

Adherence to the school calendar is mandatory for all students. The calendar is accessible online via the school's website.

At the beginning of each lesson, the teacher is required to report absent students immediately (via Pronote or, if not possible, through a written attendance sheet). Teachers are responsible for monitoring absences.

At the end of each month, the Principal reviews the attendance records and notes the names of students who have missed classes without a valid justification.

Enrolling a child in preschool education implies a commitment by the family to ensure regular attendance.

Regular attendance at the primary school is compulsory.

In the event of an absence, the family must notify the school by telephone, email, or written note.

In all cases, the child must present a written note to the teacher upon returning to class.

Tardiness

Parents who bring their child late are required to inform the school admissions office or the secretariat in advance.

All members of the school community are required to comply with punctuality and regular attendance.

Excessive, repetitive, or unjustified tardiness adversely affects the education of the child and other students, causing distractions and disrupting the classroom order.

A student who has entered the school cannot leave before the legal dismissal time. Only parents or a person authorized by the parents may collect a student during school hours, subject to prior agreement with the Principal or teacher and upon signing a release of responsibility form.

Illness and Accidents:

Any child who is ill must remain at home until they have fully recovered.

No medication may be administered to children except within the scope of an Individualized Welcome Plan (PAI).

Under no circumstances should parents place medication in a child's bag.

In the event of a contagious disease, parents are requested to promptly notify the school so that other parents may be informed.

A child may return to class only when the parents provide the Principal with a medical certificate authorizing their return to school.

For students with long-term health issues whose condition is compatible with normal schooling, the establishment of a PAI is mandatory.

At the İncek Campus, if a student feels unwell during class, they must report to the infirmary. Under no circumstances may a student decide to leave the school premises on their own. Following an examination, and in consultation with the student, the nurse will decide based on the student's condition whether to send them back to class or to contact the parents to determine the next steps together.

There is no infirmary at the Ayrancı campus. Health issues are managed by the teacher, the Kindergarten Assistant (ASEM), or the supervisor, depending on the time of day. Notification of the administration is mandatory. In case of an emergency, the school will contact emergency services and immediately inform the family by telephone.

SCHOOL LIFE: CONDUCT AND ATTIRE

Teachers must refrain from any behavior, gesture, or word that expresses indifference or contempt toward a student or their family, or that may cause distress to children. Similarly, students and their families must refrain from any behavior, gesture, or word that undermines the authority or personality of the teacher. Inappropriate behavior will be subject to disciplinary action by teachers and the Principal. Students and their families must show respect to classmates, teachers, teaching assistants, staff, and other school employees. Furthermore, they must respect the school buildings, furniture, and equipment.

Acts of violence and aggression among children are not tolerated and will be penalized.

Students are prohibited from wearing any symbols or clothing that overtly manifest a religious affiliation. Should a student violate this rule, the Principal will hold a meeting with the student before initiating any disciplinary proceedings.

Notebooks and books must be properly covered and labeled with the student's name and class. Any material lost or damaged by students must be replaced by their parents. If books loaned by the school are returned in poor condition, reimbursement will be requested at the end of the school year.

Educational materials requested by the teacher shall be provided by the parents.

Students must arrive at school clean and dressed appropriately for the weather conditions and any physical or sporting activities included in the curriculum.

It is prohibited to bring dangerous objects, MP3/4 players, electronic games, or any kind of electronic devices (recording devices, cameras, smartwatches, etc.), money, jewelry, medication, lollipops, chewing gum, candy, or umbrellas to school. Engaging in violent games and throwing objects are also prohibited. Theft of any items among children or of school property is unacceptable. Dialogue will be established with the child, and if necessary with the family, to explain that such behavior will not be tolerated.

Mobile phones are strictly prohibited in the primary school.

Should a child bring personal belongings to school, the school shall not be held responsible for the loss or damage of such items.

SAFETY

The introduction of any dangerous objects into the school that may cause injury or create disorder is prohibited.

In the event of an accident, parents will be informed by telephone and shall be responsible for their child's medical care.

In a critical emergency and/or if the parents cannot be reached, the school will call emergency services (112), and the child will be transported to the nearest hospital accompanied by an adult.

The school provides liability and personal accident insurance for every student annually, covering all activities organized by the school, including school trips and extracurricular activities. Coverage details are available in the contract sent to families at the beginning of the school year.

Unless specifically authorized, students are prohibited from entering classrooms during recess or lunch breaks, or touching windows or instructional materials. Drinking tap water is not recommended.

During recess, student supervision is provided by teachers or teaching assistants according to a schedule arranged by the School Principal.

During the lunch break, supervision is provided by supervisors at the İncek campus, and by ASEM staff and supervisors at the Ayrancı campus, in accordance with the service organized by the Principal.

RELATIONS WITH PARENTS

Digital File:

In September, teachers organize a meeting with the parents of their respective classes.

Teachers meet with parents by appointment only; requests for appointments may be made via the communication notebook or by email.

In the event of any issue, the school must be able to contact families at all times. Families must immediately notify the school of any changes to their telephone numbers or email addresses.

The communication notebook or planner serves as a vital link between parents and teachers.

The report card, which informs families of the children's results, must be signed by the parents after being approved by the Principal.

In the event of separation, a digital copy of the report card will be accessible to both parents upon request.

SCHOOL MEALS

The school provides facilities for children to have their meals on the premises.

At the Ayrancı Kindergarten, parents may choose to collect their children at 12:00 PM and return them between 01:20 PM and 01:30 PM on Mondays, Tuesdays, Thursdays, and Fridays.

At the İncek Primary School, parents may choose to collect their children at 11:30 AM and return them between 12:45 PM and 12:50 PM.

Children must observe proper table manners: they should not play with their food, must sit correctly, and speak quietly. Supervisors will ensure that children eat their meals and, most importantly, try all the dishes offered.

PARTICIPATION IN SOCIO-EDUCATIONAL AND CULTURAL ACTIVITIES

Every student has the opportunity to participate in the extracurricular activities offered at the school. LCDG strives to provide a diverse range of activities to its students. Each student has the right to select their preferred activity, subject to availability.

DISCIPLINE

Conduct that violates these regulations may be subject to internal school penalties or disciplinary sanctions. However, alternative measures should be prioritized whenever possible. The objective of any penalty or disciplinary action is to encourage the student to reflect upon their behavior and its consequences. The aim is to educate the student, support their success, and improve their social integration, rather than to humiliate. Any sanction applied must be proportionate to the severity of the offense and must be duly justified.

Internal School Penalties

These penalties cover minor breaches of student obligations. They may be issued at the request of the Principal, teaching staff, or other adults working at the school (extracurricular activity supervisors, administrative or service staff, monitors, etc.).

Internal School Penalties Include:

- Oral Warning
- Written warning, notified to the family via the communication notebook
- Partial restriction of recess privileges
- Educational tasks or assignments

Disciplinary Sanctions

Disciplinary sanctions cover behaviors that cause damage to persons or property, or involve serious or repeated violations of student obligations. These sanctions are imposed by the School Principal and are recorded in the student's file. The sanction remains in the file for one year and continues to be valid even if the student changes schools.

Disciplinary Sanctions include:

- Written warning: For the primary school, communicated to the family by the School Principal
- Written reprimand: Communicated to the family by the School Principal
- Temporary suspension: Suspension from school or extracurricular activities for a maximum of eight days, issued by the School Principal.

These sanctions may also be accompanied by total or partial exclusion.

**INTERNAL REGULATIONS for Primary School
(adopted on June 26, 2025)
(Annex to High School Internal Regulations)**

The signatures of both legal representatives must be preceded by the handwritten statement: "Read and approved."

Place: _____ Date: _____

Signature of Legal Representative 1:

Signature of Legal Representative 2: