

LFM INTERNAL RULES AND REGULATIONS CHARTER OF THE STUDENTS' RIGHTS AND DUTIES

Subsequently to the School Council dated June 26, 2018

I. THE STUDENTS' RIGHTS

1.1. INDIVIDUAL RIGHTS

Any student enjoys the following individual rights:

- The respect of his/her physical and moral integrity
- The respect of his/her freedom of conscience
- The respect of his/her freedom of speech within a spirit of tolerance and respects of others
- The respect of his/her work
- The respect of his/her belongings

1.2. COLLECTIVE RIGHTS AND IMPLEMENTATION

a. Collective right of speech

It is granted through the voice of the students' representatives and through the right of posting. Any student is voting and is eligible to become a student representative. The representatives express the opinions of the class students and they are regularly consulted on issues of common interest.

- The students' representatives are full members of the Class Council and they are represented within the School (for the Secondary students).
- The representatives to the School Life Council (Conseil de Vie Lycéenne-CVL) and to the High School Life Council (Conseil de vie Collégienne-CVC) are deemed to think over and formulate proposals on issues affecting the daily life of the students. The CVC/CVL meetings are chaired by the Headmaster with the attendance of the employees and parents representatives. The representatives to the CVC/CVL councils also work together with their counterparts of the GESM, within the frame of the « Eurocampus Student Council »

b. Right of meeting

The students can hold meetings after proper request and approval from the Headmaster. In High School, the students' representatives are the one to be responsible for the administrative authorizations and then to conduct such meetings. In Senior High School, any student has the right to organize a meeting. The right of meeting can only be exerted outside from the classes as planned in the class schedule of the participants.

Any call for meeting will have to be requested in writing with the specific topic, place, date and time as expected, as well with the identity of the organizers. In case of refusal or change of place, date and duration, etc. this will be notified and justified in writing.

c. Right to publish

It enables the students to disseminate their works within the school premises. The writers are fully responsible and the documents to be published have to be presented and validated by the Headmaster or his representative.

Display boards dedicated to the school life are made available to the students. The freedom to use these boards is regulated by the principal of secularism, pluralism and neutrality. Any display has to be signed by its author(s). Any document which could be an offense to public order, to the educational community or to the rights of the people will be removed; the refusal to display that document will be notified in writing to the author(s). Posting outside from the display boards is therefore prohibited.

II. STUDENTS' DUTIES

2.1. RESPECT

The respect of the individuals in their person and belongings is a mandatory obligation to all members of the school community. A polite attitude and a correct language are expected from all. Therefore are prohibited any acts of mockery, bullying, harassment, insults, threats, verbal and physical aggressions, damages, thefts, extortions of someone belongings under influence, acts inspired by the willingness to impose some ideas (propaganda) or to recruit members (proselytism).

Wearing or even using dangerous objects as they are destined to (stick, weapon...), or can be used to by inadvertence (especially ball-pistols, cigarette lighters, matches) but also skateboards, scooters, outside from the specific areas designated for that purpose, are strictly forbidden.

The students shall respect the property and equipment made available to them. Any alteration by drawing, engraving, tagging or any other form of damaging alteration is strictly forbidden and will be subjected to punishment, request for repair and financial participation from the part of the student involved or his/her family.

2.2. ATTENDANCE

- The student has the obligation to be present according to the corresponding schedule of classes which was given to him/her at the start of the school year **for both the mandatory subjects and electives** chosen at the time of the enrollment.
- The special educational arrangements such as the Travaux Personnels Encadrés (TPE as coaching of personal work, personalized coaching) are also included in this attendance obligation.
- For the Physical Education and Sports (EPS): in case of a temporary illness, a written word (letter or email) from the parents should be with the student who will have to stay during the full duration of the class. Only two exemptions of this type will be tolerated per quarter. Beyond that, absences will be mentioned in the school booklet and graduated sanctions will be applied by school life. In case of a long-term exemption (more than 2 weeks), a medical certificate shall be given and communicated to the PE teacher and to the Principal Educational Advisor (Conseiller Principal d'Education -CPE), then an exemption from this class can be granted.
- Reminder: for the baccalaureate, a constant attendance monitoring is implemented. Only exemptions supported by a medical certificate will be accepted.
- For the school outings / educational tours: the students can only participate with a signed authorization from their legal guardian(s).
- For the Extra Curriculum activities: the student is bound to attend if he/she is actually enrolled to one of these activities. Only with a written request from the parents and properly forwarded to the can allow the student to be exempted from this activity.

2.3. TIMELINESS

Timeliness is necessary to conduct properly the class, it is a pre-requisite to the success of the students. Practically, the student who is late will report to the office of the CPE to get a late arrival slip:

- To enter the class, if the late arrival is less than 15 minutes, for the first hour of class.
- To enter the class, for a delay of less than 5 minutes for any other class hours except the first one.

Beyond these delays, the late comer will not be accepted in the class. He/she will report to the School Life area and wait for the next hour of class.

In the event that the student does not find anyone in the school life office, he / she must go to the administration office where the secretary will sign a delay ticket.

2.4. BEHAVIOR, ATTIRE AND PERSONAL BELONGINGS

a. Behavior

Within the school premises, all members of the school and educational community have to be careful to adopt an attire and attitude respecting each other and also, the customs in the Philippines. It is recommended to avoid outrages and to act and be dressed decently, showing a mutual respect in the choice of clothes to wear within the campus and to be careful in one's overall look (make-up, hair style, bare body parts, excessive fashion accessories or gadgets) :

b. Attire

The following attire is not acceptable:

- *For the girls:*

- Revealing clothes, transparent and lower necklines
- The « bare-back » tops, tank tops, T-shirts with inappropriate slogans or designs
- Sleeveless shirts, strapless shirts (unless under a proper shirt or jacket)
- Mini-skirts or mini-shorts (the short or skirt must have the same length than the length of a straight arm along the body)
- Pierced or ripped pants
- Beach shoes like « tongs » or slippers

- *For the boys:*

- Beach shorts
- Tank tops, T-shirts with inappropriate slogans or designs
- Pierced or ripped pants, low-waist pants showing the underwear
- Beach shoes like « tongs » or slippers

If the student has to go to a sport class or is doing a sport activity during recess, he/she has to bring mandatorily a spare attire that he/she has to put on before entering the class. Entering the class with wet clothes because of sweat is not permitted. The student who will not abide with these rules will be asked to change attire in compliance with the above regulation, wearing a cloth from the school and a sanction may be decided furthermore by the School Management.

Wearing a head cover (hat, cap) is forbidden inside the class, the library, the corridors, the canteen and the administration offices.

The demonstrations of affection between students should remain discrete.

During the school outings, students shall wear the polo of LFM (on sale at the boutique).

- The application of this rule depends on the type of output and the level of security announced by the embassy. The wearing of the LFM polo is not compulsory.

During the PE and Sports classes:

Participation in EPS courses makes it compulsory to change the dress for the rest of the day's courses and obliges the student to wear clothes and shoes adapted to the sporting activity.

In particular, girls will wear non-salient tees that are adapted to the activities (following discussions with the parents' delegates).

The student shall wear a specific attire: short, tee-shirt, sport shoes, swimming trunk. The program of activities shall be communicated by the PE teacher at the start of the school year to all students and will be posted online on the Website of the LFM. A student without proper sport attire may be rejected from the sport class by the teacher. Only two such omissions will be tolerated per quarter. Beyond that, absences will be mentioned in the school booklet and graduated sanctions will be applied by school life.

During the experimental science practical in the lycée, it is mandatory to wear a cotton blouse.

c. Smoking, drinking alcohol and drug consumption are prohibited

In compliance with the EVIN Law dated January 10, 1991 / Decree n° 92-478 dated May 29, 1992 / **law dated 1st February 2006** and with the regulations in force in Manila, it is forbidden to smoke within the school premises.

It is the same for any drug or illegal substance or alcohol for which detention and consumption are prohibited within the school premises.

d. Personal belongings

It is recommended not to bring objects of value and to mark one's personal belongings. Should value items be stolen, in no case can the school be deemed responsible.

e. Cellphones

Using cellphones is forbidden within the school premises for the pupils from pre-school to 3ème included. In case of emergency, the pupils can access the phone at the front-desk, at the administration secretary or at the office of the CPE. Failing to observe this regulation will be sanctioned with the temporary confiscation of the cellphone until it will be given back at the end of the school day to the pupil or to his legal guardian in case of repeated infringements.

The use of mobile phones by high school students is forbidden in the classroom and at the CDI unless the teacher or the librarian has special authorization.

Failure to comply with these rules will result in sanctions.

f. School trips

The internal rules and regulations also apply during the school trips.

In case of infringement to the internal rules and regulations or non-respect of the instructions formulated by the staff in charge, the following might be decided:

- To bring back immediately the student to Manila, to the LFM.
- To call for the legal guardian of the student on the spot for guidance.
- To decide about a sanction once the student returns to school.

g. I.T

The students have to respect the I.T Charter in force.

2.5. SECULARITY

All members of the school community are bound to neutrality and secularity to safeguard the rights for everyone to exert freedom of speech, thinking, conscience and religion without ideological or religious pressure. Therefore, the « Charter for secularity in school » shall apply to all, circular n° 2013-144 dated Sept 6, 2013 (Official Publication of the French Department of Education), and especially for foreign schools the articles 3 to 4 and 6 to 15 which texts are recalled here under:

- The secularity guarantees the freedom of conscience for all. Everyone is free to believe or not. It allows to express one's ideas freely, while respecting those of others and within the limits of public order.
- The secularity is a preamble to the citizenry, while combining the individual freedom with the brotherhood with others keeping in mind the collective interest of all.
- The secularity of the school allows the students to shape their personality, exert their free will and experience citizenry. It protects against proselytism and from all pressures which could prevent them to make their own choices.
- The secularity gives the students access to a common and shared culture.
- The secularity enables to exert freedom of speech for the students within the limits governing the normal operations of the School such as the respect of the republican values and the variety of one's opinion.
- The secularity implies to reject any act of violence and any form of discrimination, it guarantees equality between girls and boys and is based on the culture of respect and understanding of others.
- It is the responsibility of all school personnel to transmit to the students the meaning and the value of the secularity as well as the other fundamental principles of the Republic. They will be attentive to their application within the school environment. It is their duty to make this charter known by the parents of the students.
- The school personnel is bound to a strict neutral attitude: they cannot express their political or religious convictions during the performance of their duties.
- All teachings are secular. In order to guarantee the most objective opening possible to the students about the diversity of the world visions as well as to the magnitude and precision of knowledge, no topic is "a priori" excluded from the scientific and educational questioning. No student may oppose the right of a teacher to speak about any topic listed in the curriculum because of his/her own religious or political conviction.
- No one can invoke his/her own religious belief to refuse to abide by the rules and regulations in force in the school of the Republic.
- In the public schools, the rules governing the life in the various areas of the school, as set in the Internal Rules and Regulations, are in line with the secularity. Wearing obvious signs or attire which the students may use to show explicitly their religious conviction is strictly prohibited.
- Through their thoughts and activities, the students implement the secularity in the daily life of their school.

III. SCHOOL PUNISHMENTS AND SANCTIONS

In case of non-respect of the present rules and regulations and depending on how serious are the incidents school punishments and/or sanctions will be applied. Such sanctions must comply with the general rules and principles of the Law. They are also used within an educational rationale, to make the student implied in an incident to become more responsible of him/herself and of the other students, and in this framework, the proper dialogue with the student and his/her family shall be preferred.

4.1. GENERAL RULES OF LAW

- Principle of the lawfulness of the sanctions and procedures
- Principle of listening to the contradicting party
- Principle of the proportionality of the sanction
- Principle of the individualization of the sanctions

Acts of indiscipline, of transgression or lack of compliance to the present rules of the community living may lead either to punishments which will be decided upon directly by the school personnel on the spot, either of disciplinary decisions which have to be decided by the Headmaster or the Disciplinary Council.

4.2. LIST OF SCHOOL PUNISHMENTS IN COMPLIANCE WITH REGULATIONS IN FORCE

- Verbal warning and/or scolding
- Written warning : E-mail sent to the parents
- Request for an oral or written apology
- Additional homework
- Retention in school for a certain period of time
- Community work not exceeding two hours, under supervision of an adult
- On an exceptional basis, temporary exclusion from a class for which the student has to stay under the supervision of the CPE or another supervisor. Such exclusion from the class has to be systematically notified to the CPE in writing.

4.3. DISCIPLINARY DECISIONS IN COMPLIANCE WITH REGULATIONS IN FORCE

- Warning
- Formal notice
- Responsibility measure
- Temporary exclusion from the class. During the execution of the sanction, the student remains in school. The duration of such exclusion cannot exceed eight days
- Temporary exclusion from the school or one of its annexes. The duration of such exclusion cannot exceed eight days
- The definitive exclusion from the school or one of its annexes
- Sanctions can be moderated with a total or partial holding period.

The graduated scale of punishments and sanctions is given here for information purpose. Depending on how serious is the infringement of the internal rules and regulations, one hour holding-time after school activities may be applied without prior verbal notice and a temporary exclusion from the school can be decided also without prior notice.

The application of the disciplinary procedure starts automatically in the following situations:

- When the student is committing a verbal violence towards any member of the school staff
- When the student is committing a serious offense towards any member of the school staff or another student
- When a staff member has been the victim of physical violence

4.4. REPAIRING MEASURES

- Community work with a duration exceeding two hours (with the agreement of the family)
- Repairing the consequential damages occurred and / or repairing the item which became useless once damaged.

4.5. THE DISCIPLINARY AUTHORITIES

- The Educational Commission which composition is decided at the start of the school year by the Headmaster, and which holds meeting to find alternative measure to the Disciplinary Council.
- The Disciplinary Council which composition complies with the texts in force.

IV. SCHOOL ORGANIZATION AND OPERATIONS

4.1. SCHEDULES ENTERING AND EXITING THE SCHOOL

The school week spans from Monday to Friday, from 7:30am to 5:10pm according to the school agenda. The school agenda planning is updated at the start of the school year, it is communicated to the families and students via Pronote.

The parents and other adult guardians are authorized to accompany the children at 7:30am. For security reasons, they however cannot stay with the school premises, except if they are to supervise or monitor an activity. Parents are accepted within the educational areas of the school between 7:30 to 8:00 am and from 1:00 to 2:00pm.

Exiting from the school :

The students are not authorized to exit the school limits during their school day.

Given the security context requiring special precautions:

- Failure to do so will result in the automatic notification of a warning on the student's record. Recidivism will result in a temporary exclusion of the facility from one day to one week.
- **A pupil leaving the school without official authorization before the end of his / her courses (Cf Pronote) is responsible for the LFM.**
- **No departure of the pupil is allowed on his own initiative or that of the parents until an official authorization has been granted by school life.**

The students are only authorized to leave the school by bus or by private car if accompanied by an adult at the end of their classes (according to their school agenda). If they participate to extra curriculum activities, they have to stay up to **the end of such activities**. For the students of secondary school, an authorization letter may be forwarded by the parents to the CPE allowing the student to leave the school at the end of his classes before 3:30pm.

There are two exiting regime for the students of the secondary school, and any change during the school year has to be requested in writing and filed at the office of the "Vie Scolaire". Whichever schedule is chosen, exiting the school during recess is strictly prohibited.

Regime A: (Strict) Entrance and exiting at the normal opening hours of the school (7:30am -1:20pm or 3:30pm). Should a teacher be absent or a change in the school timetable be announced earlier or just non-expected, **the student shall present an exit authorization** (by e-mail or note inside the liaison notebook) in order to be able to leave the school before his regular school agenda.

Regime B: (Flexible) Entrance and exiting are in line with the regular school agenda of the students. **Delayed entrance and early exiting are automatically authorized without submitting an authorization** to exit exceptionally because a teacher is absent or there is a change in the school timetable announced earlier or just non-expected.

The high school students who do not have class must be always either in the «permanence» or must have left already the school (in line with the exiting schedule chosen). They are not authorized to stay in the school areas other than the permanence or the library/ CDI except formal authorization from the CPE. The students from lycée who do not have class are not obliged to stay within the permanence or in the library/CDI. However, if they stay outside these areas, they can only stay at the canteen or at the tables next to the outdoor soccer field. It is forbidden for the students to stay around the open-air basketball court and to play basket-ball as it will create noise which will disturb on-going classes.

4.2. STUDENTS' MOVES IN SCHOOL

- The students can move freely during recess within the areas designated to them (zoning depending on the class levels): courtyards, open-air sport fields, lobby, library/CDI (to borrow or read books) under the responsibility of the wardens and supervisors.
- However, during recess, the students cannot stand in the hallways, neither in the classrooms that they should leave to relax or to feed themselves.
- Access to the Teachers' lounge is strictly prohibited to the students and to any person not part of the faculty.
- It is forbidden to deposit pupils' assignments directly in the teacher's lockers. Exceptionally, the assignment can be deposited to school life.
- During T.P.E. and exploration subjects, the students may be asked to conduct some activities outside the school premises, according to a program of activities set by the teachers, approved by the Headmaster and known by the parents.
- During the performance of these activities, the student remain under their school status and are therefore subjected to all provisions related to the organization of their schooling.
- In case there is a regular or exceptional gap in the class timetable, the students from high school and lycée have to report to the office of the CPE to get proper instructions.
- It is prohibited to eat inside the classrooms, in the library, in the lobby, inside the sports facilities and the hallways. Meals are to be taken only at the canteen or on the blue tables along the soccer field.
- For Primary School:

Meals are exclusively taken at the canteen or at the tables in front of the classrooms.

4.3. ACCESS TO THE SCHOOL FACILITIES AND VARIOUS ROOMS

a. Classrooms

The students are not authorized to stay inside the classroom without the supervision of an adult. In case no one is there to supervise the students, they have to immediately inform the CPE. An exceptional authorization can be granted to the students of the lycée in Terminale should they wish to work by their own.

b. I.T room

The students are not authorized to use the I.T room without prior authorization of the CPE. Using the computers can only be done within the extent of the school work and under supervision of an adult.

c. Library (CDI)

The library/CDI can be accessed by the students during recess and hours of advising time in agreement with the supervisor and person in charge of the CDI. The library/CDI is a place to study and read quietly. Roaming around and doing nothing are not allowed. **Personal cellphones and digital tablets are prohibited.** **The computers can only be used for the purpose of documentary research.**

d. Gymnasium, auditorium and outdoor basketball court

Access to the gymnasium and to the auditorium is strictly forbidden without an adult supervision. Playing on the open-air basketball court is strictly forbidden outside from recess periods unless exceptional authorization given by the CPE.

4.4. ABSENCES AND LATE ARRIVAL MANAGEMENT

a. Absences

Any absence of a student must be reported beforehand by the family by sending an e-mail to the school life department.

In case of absence not reported by the family, school life sends an e-mail or SMS to parents.

Teachers are responsible for monitoring student attendance, absences and delays. The call is obligatorily made and noted on the online call book (PRONOTE) at the beginning of each class. If the teacher does not have an internet connection, a student must be sent to school life office to report absences and delays.

If at the time of the call, Pronote indicates an unjustified absence, the student must immediately be sent to school life office.

Attention: Absences not justified by e-mail by the parents appear "unjustified" on the quarterly report cards.

After a first reminder to the student and his family and without response within 8 days, an hour of detention will be given for each unjustified absence. Beyond three unjustified absences in the quarter, a warning notification to the student's academic record will be decided.

In case of absence due to a contagious illness, a medical certificate of full recovery and non-contagion is required when the child resumes school.

b. Delays

Any delay is systematically recorded by the teacher in Pronote.

Delays in the first hour for students using school transport are automatically justified by the school life department.

Delays in the first hour for students using private transportation must be e-mailed by parents in order to be justified.

Delays during the day must be e-mailed by the parents to be justified.

Only unjustified delays appear on the report card.

4.5. RELATIONS WITH THE STUDENTS' PARENTS

The students' parents are responsible for the education of their children, and to this respect they take part to the educational community life. They therefore enjoy the right to be informed and to be represented.

a. Communicating with families

The parents are kept informed about any matter related to the school life through letters (electronic mails and/or hard copies) for the administrative information.

The school newsletter is an important communication tool where information related to the school life are published, the families are highly recommended to read it on a regular basis.

b. PRONOTE Portal

The PRONOTE portal is the digital gateway to monitor the schooling of the students of the secondary school. Changes in the class timetables and absences of the teachers are updated there. The teachers also input the child's progress, useful notes and information for the students. Teachers absences or changes in timetables are not systematically subject of emails unless it modified the hour of dismissal for the students but they are easy to access in real-time via PRONOTE. A mailbox is also included to contact a teacher if necessary. Access to this service is protected by a personal username and password transmitted to each parents and student at the start of the school year.

c. LFM Website & Facebook

The school has its own website (www.lfmanille.ph) and its own Facebook page (<https://www.facebook.com/lyceefrançaismanille>) on which all general information and school events are announced and reported.

Access to the Pronote portal can be made also from the school website (<https://2200001f.index-education.net/pronote/>)

d. Assessment and score cards

At the end of each term, a score card is issued and sent by mail to the families. All results can be accessed online via Pronote. Scores are encoded regularly by the teachers.

e. Specific appointments

Generally speaking, parents and members of the Faculty can meet anytime provided they set an appointment by sending a mail to (firstname.surname@lfmanille.ph).

f. Class Council

The Class Council will convene each term to assess the skills of the students and to guide them in their work. The Council will prepare the schooling assessment of each student and will decide on the orientation proposals derived from them. A term school card summarizing all the average scores obtained, as well as the comments from the teachers and the overall appreciation of the Class Council is then transmitted to the families at the end of each term. For the third and last term of the school year will be noted the final orientation decision at the end of the school year. The collection of score cards makes the school records of the child. For the lycée students, a school record will be added in view of the examination to take.

g. Secondary school meetings

Parents-teachers meetings are organized twice during the school year. The families are informed by mail and/or by a note in the liaison notebook. Though attending to these meetings is not compulsory, **the participation of the parents to these meetings is highly recommended**. It is also an opportunity to request for an intermediate score card in addition to the term score card received by the parents.

h. Positive measures to encourage the students

Positive measures of encouragement may be requested and noted in the term score card of the students of secondary school as a result of the Class Council. The student's involvement within the LFM is valued as part as the overall appreciation.

- « encouragements », to especially highlight the willingness and efforts paid by the student on his/her way to progress,
- « compliments », to appreciate as a whole the results obtained valuing a good work and a quality behavior,
- « Congratulations », to appreciate as a whole the results obtained, for an exemplary work and behavior.

In case of insufficient work or behavior for a student over a term, the Class Council may note a « warning » on the score card.

i. I.D.

At the beginning of the school year each student shall receive an ID (Identification Card). Each student shall always wear it while on the campus.

j. Representatives of the students' parents

The students' parents are represented in the following committees of the school:

- Management Committee of the Parents Association of the LFM, according to its by-laws and to the convention with the AEFE
- The School Council
- The Class Council
- The Primary School Council

4.6. SAFETY AND HEALTH

a. Securing belongings and persons

The security within and around the school, as well as during the transportation to and from the school is considered with great care. It is mandatory to follow strictly the various instructions and security measures implemented. Guarding the school is performed on a 24/7 basis with a CCTV system.

Access to the school is strictly regulated (identification, vehicles' inspection, etc.) ALL MEMBERS OF THE EDUCATIONAL COMMUNITY have to abide to the requirements in connection with this regulation, or else they can be refused to access the school premises.

A number of general security provisions are in force:

- The school has its own fire prevention and protection equipment. The fire extinguishers are checked regularly and it is forbidden for the students to play with this equipment.
- All emergency exits have to stay always clear.
- A safety drill is organized regularly to enable the students and faculty to better know the procedure to follow in case of evacuation from the premises.
- The teachers are constantly responsible of the safety of the students whom they have to care of during class hours.
- The students have to comply with the special safety instructions, especially within the chemistry laboratories.
- Working tools, such as scissors or compass, cutters... have to be carried in their case.

Outside from the class hours, the school cannot be deemed responsible for any incident which might occur within the school perimeter outside from the normal operating hours. The school is not responsible for the students who are left in the campus outside from the class hours and who are not enrolled in an extra curriculum activity organized by the school.

b. Students' health

During the class hours, before heading to the nurse, the student has to inform the teacher or the supervisor who will then decide if it is appropriate to go to the clinic.

The student shall be accompanied by a classmate when entering the clinic. Any leave from the school premises for health reasons have to be submitted to the nurse and CPE beforehand. Any passage at the clinic is systematically recorded on Pronote by the nurse and appears on Pronote's "Parent Space".

The family are asked not to send to school their child in case of visible sickness and/or contagious illness. In case of contagious illness, quarantine measures and precautions may have to be taken. A student will not be accepted in the LFM after a contagious illness unless presentation of a certificate of non-contagion when resuming school.

The school is staffed with two full-time nurses and equipped with a pharmacy for emergency care for small injuries only. In case a student is fainting, the parents will be immediately informed.

In the case of accidents calling for an urgent intervention, the student will be rushed to the hospital or care center selected by the school except specific instruction from the family which will have to be prior notified in writing to the school. The emergency transport of the student will be made via a private service of ambulance. The school has subscribed an accident policy covering the students.

In order to get the best medical attention and to get the best communication with the family, the medical information included in the enrollment application has to be strictly filled-up at the time of entry in the school and all updated information is to be transmitted to the nurse, if applicable.

In case of regular care and treatment, the medicine has to be given to the nurse with the corresponding prescription and they will be taken only under the supervision of the nurse. Special precaution measures may be taken by the Headmaster in case of an exceptional health situation.

V. ENROLLMENT AND RE-ENROLLMENT

5.1 ENROLLMENT

The enrollment is made at the Headmaster Secretariat for all administrative paperwork subsequently to an interview between the family and the Primary School Director or with the Headmaster for Secondary School.

The final admission will be notified by the Headmaster after:

- Receipt of the complete file
- Consultation of the faculty opinion
- Payment of the first enrollment fees (except for scholarships) and the reimbursable deposit.

5.2 RE-ENROLLMENT FOR THE FOLLOWING SCHOOL YEAR

The enrollment is made per school year; each year a procedure of re-enrollment is implemented to allow the families to tell the school about their choice for the following year: if they wish to continue the schooling of their child in the LFM, if they wish to change school, if they choose elective teachings...

Such re-enrollment can be made only is:

- All tuition fees and expenses from the current school year have been settled by the family
- All the school books given to the child have been returned (in secondary) and all book borrowed from the CDI/BCD have been surrendered
- The family paid the re-enrollment fees (advance payment on tuition fees)
- The family completed all forms required

At completion of this procedure, the family will be given a re-enrollment certificate for the following school year.

VI. VALIDITY OF THE RULES AND REGULATIONS

6.1 COMMUNICATION

One copy of this Internal Rules and Regulations is provided to each family during the enrollment procedure. The rules and regulations are read and commented between the Class-teacher and the students at each start of school year.

6.2 COMMITMENT

The enrollment of a student in the school automatically implies the commitment from the student and his/her legal guardians to respect the present Internal Rules and Regulations and to comply with its provisions.

REGIME OF ENTRANCE AND EXITS

Any change during the year must be requested in writing and filed with the Office of School Life. Whichever diet is chosen, leaving the establishment during breaks is strictly forbidden.

Regime A: (Strict) Entrances and exits during the normal opening hours of the establishment (7h30-13h20 or 15h30). In case of absence of teachers or change of schedule announced in advance or unforeseen, **the student must have an exceptional exit authorization sent by e-mail by his parents** to be able to leave the establishment before the end of his usual schedule.

Regime B: (Flexible) Entry and exit coincide with the student's usual schedule. Delayed entries and premature exits are allowed automatically without having to provide an exceptional Exit Authorization in the event of a professor's absence or a change of schedule announced in advance or unforeseen.

Students who do not have a course must either be in study class / library or leave the school. They are not allowed to stay in the establishment other than in a study class / library.

A student who left the school prematurely is not allowed to return to the school to take the bus.

We choose for our child: Family Name: Surname:

Registered in class of:

The exit regime:

Date and signature of the parents

Validation CPE