

EXCERPT FROM THE INTERNAL REGULATIONS FOR PRIMARY SCHOOLS

CHARTER OF STUDENTS' RIGHTS AND OBLIGATIONS

Updated by the School Council on November 7, 2023

I. STUDENTS' RIGHTS

A. Individual rights

- All students have individual rights:
 - Respect for their physical and moral integrity
 - Respect for their freedom of conscience
 - Respect for their freedom of expression in a spirit of tolerance and respect for others
 - Respect for their work
 - Respect for their property

B. Collective rights and implementation

- Right to collective expression :
 - It is ensured by student delegates and by the right to post notices. All students are entitled to vote and stand for election as student delegates. Delegates express the opinions of the students in the class and are regularly consulted on matters of general interest.
 - Pupils from CP to CM2 elect their delegates. They are consulted at least once a term at the Student Delegate Councils, which follow the class councils.

II. STUDENT HOMEWORK

A. Respect

- All members of the school community are expected to respect individuals and their property. A polite attitude and correct language are expected. Behaviors such as mockery, bullying, harassment, insults, threats, verbal and physical aggression, damage, theft, extortion of other people's property under influence, acts inspired by the desire to impose ideas (propaganda) or recruit adherents (proselytizing) are prohibited.
- It is strictly forbidden to wear or use dangerous objects.
- Students must respect the property and equipment made available to them. Drawing, engraving, tagging and any form of degradation are strictly forbidden and will be subject to sanctions. Repairs and their financial costs will be shouldered by the student or his/her family.
- In distance learning, students must comply with the videoconferencing charter appended to the internal regulations.

B. Attendance

- It is the student's obligation to be present according to the timetable.
- For Physical Education and Sports (EPS): in the event of temporary indisposition, a letter from the parents. In the event of long-term exemption (more than 2 weeks), a medical certificate must be provided and sent to the teacher.
- For school/educational outings: students may only take part with the signed authorization of their legal guardian(s).
- For extracurricular activities: students are obliged to participate if they are registered for an activity. Only a written request from the parents, forwarded to the ECA coordinator, will enable the student to be excused from the activity. The student's teacher must be copied on this e-mail.

C. Punctuality

- Punctuality is essential to the smooth running of the classes and helps students succeed.
- Late students go directly to class. Tardiness will be noted in the Pronote digital call book. Parents will be contacted in the event of repeated tardiness.

D. Behaviour, dress code and personal property

- **Behavior**
 - On school premises, all members of the school and educational community are expected to behave in a way that respects everyone.
- **Dress code**
 - For school outings, students may be asked to wear the LFM T-shirt.
 - For Physical Education (P.E) classes, students must wear specific clothing: shorts, T-shirt, cap, sports shoes, swimsuit and UV-resistant T-shirt.
 - Beach shoes such as flip-flops are not allowed in the school, except in swimming lessons, where they are permitted.
- **Personal property**
 - We recommend that you do not bring valuables, and that you personalize your belongings. In the event of theft of valuables, the establishment cannot be held responsible.
 - The use of cell phones is forbidden on school premises for students from kindergarten up to and including 3^{ème}. If necessary, students can access a telephone at the reception, in the administration office or in the guidance counselor's office (CPE / Vie Scolaire).
 - Failure to comply with these rules will result in the temporary confiscation of the item, pending its return to the student at the end of the day, or to the legal guardian in the event of a repeat offence.

E. Secularism

- All members of the school community are also bound by the principles of neutrality and secularism, which guarantee that everyone can exercise their freedom of expression, thought, conscience and religion without ideological or religious pressure. This is how "La charte de la Laïcité à l'école" applies, circular no. 2013-144 of 6-9-2013 (B.O. French Ministry of Education).

III. SCHOOL PUNISHMENTS AND SANCTIONS

- Failure to comply with these rules may result in punishment and/or school sanctions, depending on the seriousness of the offence. These must comply with the rules and general principles of law. They are part of an educational approach involving the student in a process of responsibility towards him/herself and others, and in this context, dialogue with the student and his/her family should be encouraged.

A. Sanctions

- Verbal warning to the student.
- Letter of apology, repair of the damages, if possible, reflective work or copy of a passage from the school rules signed by the adults around the child (parents, teachers).
- The child and parents are summoned, and a joint sanction is decided.

B. Disciplinary bodies

- Teachers' Council: may be consulted in serious situations. In the event of damage to property and/or personal injury, a decision to temporarily withdraw from the school may be taken jointly by the Principal and the Director, following an interview with the parents. The Cooperation and Cultural Action Counsellor and the National Education Inspector are informed of the sanction.

IV. ORGANIZATION AND OPERATIONS OF THE SCHOOL

A. Schedules and outings

- The school week runs from Monday to Friday, from 7:30 am to 2:00 pm.
- Parents or other adults are authorized to accompany children to the school entrance at 07:30. For security reasons, they may only enter the LFM premises by appointment.

B. Leaving the premises

- Students are not allowed to leave the school premises during the school day.
- Pupils are only allowed to leave the school by bus or accompanied by an adult in a private car at the end of their lessons (according to the timetable). If they are taking part in extracurricular activities, they must remain there until **the end of their activities**.
- Teachers are to bring the students to the lobby to hand them over to their parents or authorized persons, or to the bus service. Any permanent or temporary change must be notified in writing by the parents to the teacher and the primary management. Students taking part in extracurricular activities gather in front of school life office (vie Scolaire).
- Teachers take students whose parents are late to the nursery.
- Parents, or a person designated by them with written authorization, picking up a student during school hours must sign a discharge form with the secretary's office.

C. Student movement and circulation

- During recess, kindergarten students are welcomed in the kindergarten playground. Elementary school pupils can use the stadium, the basketball court or the area in front of the elementary classrooms (surveillance zoning).
- Meals are taken exclusively in the canteen or on the tables in front of the classrooms.

D. Access to the facility's facilities and rooms

- **Classrooms**
 - Students are not allowed to remain in a classroom without adult supervision.
- **Computer room**
 - Students are not allowed to use the computer room without prior authorization from the guidance councilor (CPE). Computers must be used for schoolwork and under adult supervision.
- **Documentation and Information Center and Library Documentation Center (CDI/BCD)**
 - The library is accessible to students during recess and after school hours, with the agreement of the supervisor and the person in charge of the library. The library is a quiet place. Noisiness and running are not permitted.
 - Computers are only allowed for research purposes under adult supervision.
- **Gymnasium and Auditorium**
 - Access to the gymnasium and auditorium is strictly forbidden to students without adult supervision.

E. Absence and tardiness management

- All absences must be reported to the school by the family at servicesprimaire@lfmanille.ph, as well as to the child's teachers.
- In the event of absence due to a contagious illness, a medical certificate of recovery and non-contagion will be required upon the child's return.
- In the event of repeated unjustified absences, the family will be contacted by the management.

F. Relations with parents

- Parents are responsible for their children's education and take part in the life of the educational community. They have the right to information and representation.

G. Informing families

- For general information, families receive the weekly newsletter.
- Families are informed by e-mail of any news concerning the class.

H. LFM website

- The school has a website (www.lfmanille.ph) providing general information.

I. School assessments and evaluations

- School reports are given to parents three times during the school year. These are dematerialized and can be consulted online.
- Parent/teacher meetings are organized as follows:
 - A collective class meeting in September for nursery to CM2.
 - Two individual parent/teacher meetings at the end of the first and second terms. The third-term meeting is not automatic.

J. Special appointments

- As a general rule, parents and members of the educational team can be met at any time by making an appointment by e-mail (firstname.lastname@lfmanille.ph).

K. ID

- No student ID required on campus. IDs are used for certifications and field trips.

L. Parent representation

- Parents are represented on various school bodies:
 - Management Committee of the LFM Parents' Association, in accordance with its bylaws and the agreement with the AEFE
 - Board of Directors
 - Secondary school class councils
 - School council (primary)
 - Various committees (communication, human resources, canteen, transport, festivals, etc.)

M. Health and safety

- **Personal and property safety**
 - We pay the utmost attention to safety in and around the school, and on school transport. It is essential to scrupulously respect the various instructions and safety measures implemented. The school is guarded 24 hours a day by a video surveillance system.

- Access to the campus is strictly regulated (identification, vehicle control, etc.). **All members of the educational community** must comply with these regulations, failing which they may be refused access to the campus.
- Several general safety provisions exist:
 - ✓ The school has fire prevention and extinguishing equipment. Fire extinguishers are checked regularly, and students are reminded that they are not allowed to play with this equipment.
 - ✓ All emergency exits must be kept clear.
 - ✓ Safety drills are held regularly to ensure that students and teachers are fully aware of what to do in the event of an evacuation.
 - ✓ Teachers are constantly responsible for the safety of the students entrusted to them during school hours.
 - ✓ Students must comply with special safety instructions, especially in laboratories.
 - ✓ Working tools such as scissors, compasses and cutters must be carried in a safety case.
- Outside school hours, the school is not responsible for anything that occurs within the school perimeter outside school hours. The school is not responsible for children present on campus outside school hours who are not enrolled in an extra-curricular activity organized by the school.

N. Student health

- During school hours, before going to the school nurse, the student must inform the teacher or supervisor, who will decide whether this is necessary.
- When visiting the clinic, the student is accompanied by a classmate. The nurse informs parents and management by e-mail.
- Families are asked not to send any child to the LFM who is visibly ill and/or contagious. In the event of contagious illness, quarantine and preventive measures may be taken. Pupils may only be admitted to the LFM after a contagious illness if they present a certificate of non-contagion on their return.
- The school has a full-time nurse and a first-aid pharmacy for cases that are clearly not serious. Should a student feel unwell, parents are notified as soon as possible.
- In the event of an accident requiring emergency treatment, the student will be taken immediately to the hospital or care center chosen by the school, unless the family has given special instructions to the school in writing beforehand. Emergency transport is provided by a private ambulance service. Students are covered by school accident insurance.
- To promote quality of care and relations with the family, the medical record included in the registration file must be completed in full on entry to the establishment, and any updates sent to the nurse.
- In the event of treatment or care, medication must be deposited in the infirmary with a prescription and will be taken under the supervision of the nurse. Special preventive measures may be taken by the principal in the event of an exceptional health situation.

O. Canteen

- Meals are served at canteen tables or in front of classrooms. Students are not allowed to eat elsewhere, even if they bring their own lunch.

V. REGISTRATION AND RE-REGISTRATION

A. Registration

- For administrative purposes, enrolment is handled by the school secretary, after the family has been interviewed by the headmaster of the primary school or the principal of the secondary school.
- Final admission is decided by the principal after:
 - Full receipt of the file
 - Consultation of the pedagogical advice provided.
 - Collection of the initial registration fee (except for scholarship students) and the refundable deposit.

B. Re-enrolment for the following school year

- Each year, a re-registration procedure is set up to enable families to make their choices known for the following year: request for continuity of schooling at the LFM, change of school, choice of optional courses...
- This re-registration implies:
 - Tuition and all fees for the current year have been paid by the family.
 - Borrowed textbooks have been returned and BCD books returned.
 - That the family has paid the re-registration fee (advance on tuition)
 - That the family has completed the required forms
- At the end of this procedure, the family receives a certificate of re-registration for the following school year.

VI. VALIDITY OF THE SETTLEMENT

A. Communication

- A copy of the rules and regulations is given to each family at the time of enrolment.
- At the start of each school year, the rules are read and explained to students by their homeroom teacher.

B. Commitment

- The enrolment of a student in the school automatically implies a commitment by the pupil and his/her legal guardians to respect and comply with the present internal regulations.