

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

Subsequently to the School Council dated April, 11 2019

I. THE STUDENTS' RIGHTS

A. 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

B. Collective rights and implementation

- 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.
 - Students from CP to CM2 elect their delegates. They are consulted at least once a quarter at Student Council Councils that follow class advice.

II. STUDENTS' DUTIES

A. 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 therefore using dangerous objects is 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.

B. Attendance

- The student has the obligation to be present according to the corresponding schedule of classes.
- For the Physical Education and Sports (EPS): in case of a temporary illness, a written word (letter or email) from the parents. In case of a long-term exemption (more than 2 weeks), a medical certificate shall be given and communicated to the teacher.
- 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 ECA coordinator can allow the student to be exempted from this activity. The teacher of the students must by copied in this email.

c. Timeliness

- Timeliness is necessary to conduct properly the class, it is a pre-requisite to the success of the students.
- The late students will go directly to his classroom. His delay will be registered in Pronote. The parents will be contacted in case of repeated delays.

D. Behavior, attire and personal belongings

- **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.
- **Attire**
 - 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.
 - The student shall wear a specific attire: short, tee-shirt, sport shoes, cap, swimming trunk and anti UV tee-shirt.
 - Slippers are prohibited in the school except during swimming lessons where they are allowed.
- **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.
 - **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.

E. 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).

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.

A. Sanctions

- Verbal warning and/or scolding
- Letter of apology, repair if possible, reflection work or copy of a passage of the rules of procedure signed by the adults surrounding the child (parents, teachers).
- Convocation of the child and parents with a sanction taken in collaboration.

B. The disciplinary authorities

- The teachers' council: can be consulted for serious situations. In case of damage to property and / or to a person, a decision to withdraw the student temporarily from the school may be taken jointly by the Principal and the Director after an interview with the parents. The Councilor for Cooperation and Cultural Action as well as the Inspector of National Education are informed of the sanction.

IV. SCHOOL ORGANIZATION AND OPERATIONS

A. Schedules and exits

- The school week runs from Monday to Friday from 7:30 am to 1:30 pm.
- Parents or other responsible adults are allowed to accompany children at 07:30. For security reasons, however, they cannot stay in the establishment unless they supervise or participate in an activity. A tolerance of the presence of parents on the educational space is scheduled from 07:30 to 08:00 and from 13:00 to 14:00.

B. Exiting from the school

- The students are not authorized to exit the school limits during their school day.
- Students are only allowed to leave the school by bus or accompanied by an adult in a private car at the end of their course (depending on the timetable). If they participate in extracurricular activities, they must remain there until **the end of their activities**.
- The teachers accompany the students to the lobby, either to their parents or authorized persons, or to the bus service, to the ECA or to the person responsible for homework assistance according to the authorization document completed in beginning of the year. Any definitive or temporary changes must be notified in writing by the parents to the teacher.
- Teachers entrust students whose parents are late to school life.
- The student's parents or a person designated by them by written authorization, picking up a pupil on school time must sign a release at the secretariat.

C. Students' moves in school

- During recess, elementary school students can visit the stadium, on the basketball court, in front of the primary classes (zoning supervision).
- Meals are taken exclusively at the canteen or on the tables in front of the classes.

D. Access to the school facilities and various rooms

- **Classrooms**
 - The students are not authorized to stay inside the classroom without the supervision of an adult.
- **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.
- **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.
 - The computers can only be used for the purpose of documentary research under the supervision of an adult.
- **Gymnasium and auditorium**
 - Access to the gymnasium and to the auditorium is strictly forbidden without an adult supervision.

E. Absences and late arrival management

- All absence must be reported to the school by the family to jean-christophe.weber@lfmanille.ph as well as to the teachers of the child.
- In case of absence due to a contagious disease, a medical certificate of cure and non-contagion will be required upon return of the child.
- In case of repeated unjustified absences, the family will be contacted by the management.

F. Relations with the students' parents

- Responsible for the education of their children, parents take part to the educational community life. They therefore enjoy the right to be informed and to be represented.

G. Communicating with families

- For general information, families are informed by means of the weekly newsletter.
- For information about the classroom, families are informed by the liaison booklet to be consulted daily by the family or / and by e-mail.

H. LFM Website

- The school has its own website (www.lfmanille.ph) on which all general information of the school are reported.

I. Assessment and score cards

- Schoolbooks are given to parents twice during the school year in kindergarten (one per semester) and three times in the school year (once a quarter) for the elementary classes (from CP to CM2). The latter can be dematerialized and consulted online by electronic means.

- Parent / teacher meetings are organized as follows:
 - A classroom meeting in September from kindergarten to grade 2.
 - Two individual parent / teacher meetings in kindergarten: in December and June.
 - Two individual parent / teacher meetings in elementary (CP to CM2) at the end of the first and the second trimester. The meeting of the third trimester is not automatic.

J. Specific appointments

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

K. 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.

L. 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 Secondary Class Council
 - The Primary School Council
 - Various commissions (communication, human resources, canteen, transport, events, etc.)

M. Safety and health

- **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...). **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.

N. 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.
- When he is going to the clinic, the students is accompanied by a classmate. The nurse inform the parents and the management by e-mail.
- 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.

O. Canteen

- Meals are taken on the canteen tables. Students are not allowed to eat in any other place even if they bring their own meals.

V. ENROLLMENT AND RE-ENROLLMENT

A. 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.

B. 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

A. 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.

B. Commitment

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