



EFEP

INTERNAL RULES

School year 2021-2022

1. TIMES

The school (administration) is open from 8 a.m. to 4 p.m. Monday to Friday.

Classes run on the following days and times:

KINDERGARTEN and CP-CE1

- **MONDAY/ TUESDAY /THURSDAY :**
8h30-11h30 et 13h00-16h00
- **WENESDAY / FRIDAY :**
8h30 - 12h30

CE2-CM1 :

- **MONDAY/ TUESDAY /THURSDAY :**
8h30-12h00 et 13h30-16h00
- **WENESDAY / FRIDAY :**
8h30 - 12h30

CNED:

- **MONDAY/ TUESDAY /THURSDAY :**
8h30-12h00 et 13h00-16h00
- **WENESDAY / FRIDAY :**
8h30 - 12h30

2. ENTRÉE ET SORTIE

Kindergarten pupils

Pupils in the kindergarten class must be accompanied by a parent or a person duly authorized by the legal guardians. Parents or chaperones are welcomed at the classroom door.

Elementary pupils and CNED

Pupils can enter the establishment from 8:20 a.m. The students go directly to the classrooms where they are welcomed by their teachers. An adult is present at the gate to welcome them. Class starts at 8:30 a.m.

High school students can go out at noon provided they have an authorization signed by the legal authorities and subject to compliance with exit times.

All students exit at the gate. Up to CM2, children are handed over to a person authorized to pick up the child.

Visitors

For security reasons, the doors of the school are closed outside the hours of entry and exit. A videophone makes it possible to control anyone wishing to enter the school grounds.

Extracurricular activities and daycare

Extracurricular activities and a daycare service for PS-MS are organized on Wednesday afternoons. They operate on registration per period of 7 weeks and are paid. During these reception times, the students are under the full responsibility of the speakers.

School outings

Educational outings are organized by the teachers. They are compulsory when they do not exceed school hours and are subject to parental authorization when they exceed these hours. A financial contribution may be requested from families for these outings. Parents can be requested as an accompanying person. The director reserves the right to cancel or postpone the outing if necessary (weather, security, etc.)

3. ATTENDANCE

Enrollment and continued attendance at the French school are subject to tuition fee regulations. Pupils registered at the French School must take part in all the activities corresponding to their schooling and accomplish the tasks that ensue.

Regular attendance at the French School is compulsory, once registration has been made, in accordance with the laws and regulations in force and this from the small section class.

4. LATE AND ABSENCE

Delays are not tolerated, they disrupt the functioning of classes. It is up to everyone to organize themselves to arrive on time.

Pupils who are late are taken by staff from the portal school to their classes. Parents must justify the student's delay.

Absences must be justified by the parents to the teacher. Parents are asked to notify the same morning by telephone (+382 67 029 079) then by a note in the liaison book when the student returns.

5. DISCIPLINE – RIGHTS AND OBLIGATIONS OF STUDENTS

School is a place of instruction and learning about life in society. Children are required to behave correctly towards their classmates and school staff. Students, like their families, must refrain from any behavior, gesture or word that would undermine the function or the person of the teacher and all school staff, and the respect due to their comrades and their families. The teacher, as well as any member of the school staff, refrains from any behavior, gesture or word, reflecting on his part indifference or contempt towards the pupil or his family.

The obligations of students apply to everyone, regardless of class. Punctuality, attendance, decent dress (short shorts and mini skirts are prohibited) and cleanliness, respect for others (comrades, staff, parents), equipment and the environment are part of the obligations of students.

The student has the duty not to use any violence. Verbal abuse, damage to property, bullying, theft or attempted theft, physical abuse, are behaviors that are subject to disciplinary sanctions.

Parents are responsible for any damage their children may cause.

Students should only bring to school items needed for school work. Valuables are not allowed (jewellery, game consoles, etc.)

Telephones and laptops are authorized for CNED students only and for a defined use. They may be confiscated or prohibited in the event of non-compliance with the rules of use.

PENALTIES

Kindergarten

No sanction can be imposed. Only the isolation, under supervision, of a temporarily difficult child (when his behavior can be dangerous for himself or for others) for the time necessary to make him find a behavior compatible with the life of the group is authorized. In case of serious behavior, the family is summoned by the management, in the presence of the class teacher.

Elementary school and CNED

The teacher must obtain from each student work commensurate with his or her abilities.

All corporal punishment is strictly prohibited. A pupil may not be deprived of the entire recess, as a punishment.

In the event of notorious misconduct or persistent indiscipline (insolence, disruption of the class, brutality towards his comrades) by a pupil, the director calls the family to inform him.

If the indiscipline persists, a written warning sanctions the behavior of the student.

When the behavior of the child continues to seriously and lastingly disrupt the functioning of the class, reflecting an obvious maladjustment to school, the situation of this child is submitted to the examination of the educational team. A decision to temporarily withdraw from the class can be taken by the director after discussion with the parents and the teacher.

In the case of particularly serious difficulties, a decision to change school may be taken by the director and after consulting the school council. The parents of the student(s) concerned will be required to be present.

6. ACCIDENT- INSURANCE

In the event of a child's illness or accident, the teacher or service manager is required to take all the necessary measures. The management will be notified immediately and will make sure to join the family as soon as possible.

Depending on the type and severity of the medical problem, the management will call the

emergency services to transport the child to the hospital.

If he deems it necessary, the person responsible for the child (parent) can take the child to the nearest hospital himself.

For this school year, the school has an individual accident insurance covering students (Montenegrins and residents of Montenegro).

Parents must report any changes of address and telephone numbers that occur during the school year as soon as possible.

7. HYGIENE AND HEALTH

Children admitted to school must be in good health and cleanliness. Out of respect for everyone, a sick child cannot come to school.

In the event of a contagious disease, parents inform the school as soon as possible. If necessary, with reference to local guidelines, families are informed.

Lice sometimes come to visit a few heads, please inform the school as soon as possible to avoid the spread.

Medicines are prohibited in the school. Reminder: school staff are not authorized to administer medication of any kind, unless a protocol has been put in place as part of an IAP.

In the event of illness exceptionally requiring the regular taking of medication during the school day, the student may take the medication only if he or she has a signed authorization from the parents and a doctor's prescription. Medications will be kept by the teacher and administered by the staff.

Snacks: in order to meet food and health education objectives and to take into account local eating habits, healthy snacks and drinks are authorized during breaks. Cakes, crisps, aperitif cakes, pastries, chocolate bars... are not allowed.

For kindergarten students, a collective snack is organized.

8. CANTEEN

During canteen time, students are under the responsibility of supervisors. Students must respect the organization of time and spaces defined for the meridian break. Hot meals,

delivered by an approved service provider, can be reserved with the DAF on Monday before 9 a.m. for 2 weeks. Parents must pay the cost of meals at the time of invoicing.

Students can bring their meals which can be kept in the fridge and reheated on site if necessary.

Meal deliveries by a private provider are not accepted.

Parents who wish can pick up their child to eat at home during the lunch break.

9. PARENT-SCHOOL RELATION

Information for family

The teachers and the school administration communicate with the parents by means of a liaison book and emails.

The achievements of the pupils are communicated to the parents by means of a skills booklet to be signed and kept at school in the pupil's school record book.

These assessment booklets are semester-based for kindergarten and elementary students. For CNED students, access to their digital booklet is available on their personal space.

Meetings between parents and teachers

The pedagogical director will be able to receive the parents of pupils by appointment, outside of class hours or at the time of her discharge from teaching.

For administrative and financial questions, the administrative director will be able to receive parents by appointment, during school opening hours.

Parents who wish to speak personally with the teachers can do so outside working hours and by appointment. They are not allowed to disturb them during class.

In the same way, teachers can ask to meet with parents if necessary.

Each teacher organizes, at the beginning of the year, a meeting of parents of pupils to present the functioning of the class. Other meetings can be organized if the teacher or the director deems it necessary.

All teachers will meet parents twice a year (January/June) to discuss their child's schooling.

Display

Any poster or announcement of a cultural or associative nature may only appear on the walls of the school after having been approved by a director.

The display and distribution of documents of an advertising or commercial nature will not be accepted inside the establishment.

10. OTHERS

In the event of circumstances not provided for in these regulations, the directors of the establishment are empowered to take the necessary decisions. They inform the Cultural Advisor or the Inspector of National Education as soon as possible.

The Rules of Procedure may be subject to revisions and additions decided by the School Council.

Failure to comply with these internal regulations will release the establishment from liability and may lead to exclusion. No one is supposed to ignore its provisions.

The directors of the school are responsible for enforcing the application of the Internal Regulations.

**Rules adopted by the first School Council,
2021-2022 school year.**

Parents' signature:

date: