



PROCEDURAL RULES - ÉCOLE FRANÇAISE INTERNATIONALE DE PHNOM PENH

**PREAMBLE**

**The schooling of a student at École Française Internationale de Phnom Penh (EFI) demands that the student and their family adhere to and commit to the following internal regulations.**

The internal regulations govern the day-to-day management of the school community and are intended to ensure the proper functioning of the school and the safety of the people who work there. All members of the school community, to whom the regulations apply, should be aware of them and should apply them in all circumstances. They define the rights and the duties of everyone.

The regulations demand:

- The obligation of neutrality and secularism in teaching and of tolerance and respect for others in their personality, conviction, character and sensitivity.
- That the equal rights of girls and boys be respected
- Mutual respect between adults and students and between students themselves, which is one of the foundations of community life.
- The guarantees of protection from any form of physical and moral aggression and the consequent duty for everyone to abstain from violence in any form and to refute its usage. Under no circumstances will the use of physical and verbal violence be tolerated
- The obligation for each student to participate in all activities organized by the school that correspond to their schooling and to carry out any resulting tasks. Each student is also bound by the duty of attendance and punctuality (see paragraph 1. of these regulations).
- That students progressively take over the responsibility of carrying out certain activities

## 1. Teaching hours

The hours are set at the beginning of each school year by the school's management and communicated to families before the start of term.

All members of the school community must respect the hours.

### 1.1 Entrance and exit of students

#### Koh Pich campus

It is possible to enter and exit via two guarded entrances located on Elite Town Street, Koh Pich, Phnom Penh

#### Bassac Garden campus

It is possible to enter and exit via the school's only gate, located at Borey Bassac Garden City, Bassac A, Phnom Penh.

Students will be welcomed from 7:30am.

The students are dropped off by the person or persons accompanying them and handed over to the school personnel responsible for supervision or the reception staff.

**At Kindergarten,** at the end of the morning and afternoon classes, students are collected by their parents or by a designated person named in writing and carrying a badge with a photo of the child concerned, unless they are under the supervision of an after-school or transport service.

**At elementary and middle school,** at the end of the morning and afternoon classes, students are discharged under the supervision of a teacher within the confines of the school premises, unless they are under the supervision of an after-school or transport service.

Anyone wishing to enter the campus must carry with them, in all circumstances, an access badge provided by the school administration.

#### **Movement of people in the premises**

For security reasons, the movement of parents or other external persons on the school grounds is controlled. Students cannot linger in the corridors or halls alone except during recreation.

#### **Fire prevention**

Everyone must comply with current fire safety procedures and laboratory rules. Fire safety procedures are subject to periodic exercises in which anyone present at the establishment must participate in and comply with.

#### **Accident prevention**

During recreation or travel, brutal games and the use of dangerous objects such as scissors, knives, compasses, wood chips, rocks, sharp metal objects, etc, are forbidden. Every accident involving a student, however small, must be immediately brought to the attention of the person in charge, who will take appropriate measures depending on the situation.

#### **School Insurance**

The insurance plan subscribed to by the school covers all personal injury that a student or an adult may sustain in an accident inside or outside the school and in the context of activities organized by the student or adult.

**Students are not allowed to leave during class hours** except for good reasons and with written permission signed by the parents who must themselves (or a designated guardian) come to pick up the student.

Beyond the school premises, parents assume responsibility for their child in the manner they see fit.

## 2. Attendance at school

School attendance is **mandatory** for all the activities that are part of the school program.

Thus, even in the case of a student temporarily being unable to participate in physical activities - justified by a medical certificate and with written request by the parents - **the student must be present**.

Enrollment to kindergarten means a commitment by the family to **regular attendance that is indispensable** for the development of the child's personality and for preparing them to become students. Guardians are equally committed to respecting the school's hours and schedule.

### 2.1. **Absences or late arrivals (ref : article L. 511-1.)**

**In case a child is late or arrives at an unexpected time** , for security reasons parents are asked to entrust the child directly to school staff (guards, receptionists, administration). Late arrivals must be rare and justified. If a student arrives after 8:30am, they will have to go to the school administration and pick up a late note.

**In the case that a student is absent** , the parents are expected to give notice to the school as soon as possible:

- Digitally , to the school administration at **contact@efi.asia** and directly to the professional email address of the child's classroom coordinator.
- By phone , to the school administration on +855 922 59 124 plus a **written justification**.

**All absences must be justified.**

Authorization for occasional absences can be granted by the Principal upon written request from the necessary persons to meet exceptional obligations.

### 2.2. **Extracurricular activities**

The organization and management of extracurricular activities depend on our partner CIS. It is advisable to approach the person in charge for any information or details on registration.

## 3. Common spaces (playground, corridors, toilets...)

During recreation, students are placed under the responsibility of teachers and of service personnel. Members of the teaching staff (teachers and principals) are the only ones with the authority to manage problems faced by students and are the only ones who can impose sanctions if necessary.

Students must comply with instructions given by the teachers and indeed by all adults working at the school. Additional rules that are applicable to the students when they are in the playground or other common areas may be developed in individual classes. They can set the rights and duties of students and propose solutions tailored to different situations.

## 4. Rights and obligations of members of the school community

### **The students**

#### **- Rights**

Students have the right to caring and non-discriminatory treatment.

All physical punishment or humiliating treatment is strictly prohibited.

Students benefit from guaranteed protection against all physical or moral violence. These guarantees apply not only to relations within the school, but also to stretch to the usage of the internet in a school setting. **(see *Student contract for the use of technology*).**

**- Obligations**

All students are obliged to abstain from using any violence and to respect the rules of behavior and civility enshrined in the internal rules.

Students must use appropriate language and respect the premises and equipment available to them, and apply the hygiene and safety rules that they have been taught.

**Members of the school community**

Families are responsible for any material damage caused by their children.

The school is not responsible for any theft or loss of objects.

Members of the school community must respect all property, furniture and buildings. Students are not permitted to have valuable jewelry, electronic games, private electronic equipment, etc in school. Students must come equipped with only the material necessary for school and extracurricular activities, including uniforms. They are responsible for their belongings and should not abandon them at the school.

Parents are guarantors of their children's obligation to attend school: they must respect and enforce the school's schedule, which is reiterated in paragraph 1 of these regulations. It is up to them to instill in their children an understanding of secularism and to engage in dialogue with the director of the school if there are any difficulties.

In all their interactions with members of the school community, parents must show reserve and respect for the individuals and duties.

Access to teaching courses, extracurricular activities and the canteen is conditional to the prepayment of fees, which are payable at various times during the school year.

Children whose families do not meet payment deadlines for re-registration and registration may be placed on a waiting list (see the school's financial regulations and payment procedure).

**The parents**

**- Rights**

Regular exchanges and meetings are organized by the school principal and the teaching staff at parents' behest.

Parents have the right to be informed of the educational achievements and behavior of their child/children. They have the option of being accompanied by a third-party who may be a representative of the parent(s).

**- Obligations**

Parents are guarantors of their children's obligation to attend school: they must respect and enforce the school's schedule, which is reiterated in paragraph 1 of these regulations.

It is up to them to instill in their children an understanding of secularism and to engage in dialogue with the director of the school if there are any difficulties.

In all their interactions with members of the school community, parents must show reserve and respect for the individuals and duties.

Access to teaching courses, extracurricular activities and the canteen is conditional to the prepayment of fees, which are payable at various times during the school year.

Children whose families do not meet payment deadlines for re-registration and registration may be placed on a waiting list (see the school's financial regulations and payment procedure).

Management, teachers and non-teaching staff

**Management, teachers and non-teaching staff**

**- Rights**

All school personnel are entitled to respect for their status and their work by all other members of the school community (colleagues, partners and stakeholders, students, parents).

Students are admitted to the chosen class subject to meeting the age and level conditions required by the official texts of the French Ministry of National Education. It is up to the school management, in particular the head of the school, to assess the candidate students in an appropriate manner: a school certificate for students arriving from

recognized and/or approved institutes, and an entrance evaluation for students arriving from non-approved institutes beginning from the Grande Section (Senior Kindergarten) level (age 5).

#### **- Obligations**

In the environment of the school community, all personnel are obliged to respect the various members and their convictions.

Teachers must respond to parents' requests for information on their child's academic achievements and behaviour. They must, on all occasions, guarantee and respect the fundamental principles of the education service and represent through their actions the school's values.

#### **Partners and stakeholders**

Anyone involved in or partnered with the school must respect the general principles laid out in this document. Those who are more frequently involved in the school should be aware of the internal regulations.

#### **School life regulations**

Starting from kindergarten, the children will learn the rules of "living together" and will gain an understanding of the expectations of the school.

Behavioral traits best suited to school activities such as being calm, attentive, caring, helping and respecting others, are valued. Incentives that are adapted to the age of the children are explained and brought to everyone's attention.

On the other hand, behavior that upsets the running of the school, violations of the school's internal regulations and in particular any interference in the physical or moral integrity of other students or teachers, is unacceptable.

When a student's behavior seriously and continually disrupts the functioning of the classroom, despite consultation with parents or legal guardians, the student's situation will be reviewed by the teaching staff.

The school community, administrative personnel, teachers, parents, students are committed to using language that will foster friendly and appropriate communication.

Parents will encourage their child to do their school work.

Parents are required to provide the school with any necessary administrative or educational information relating to their child.

Any commercial activity including canvassing, sales, bartering etc, is formally prohibited at EFI. Private distribution is also prohibited.

#### **Library – Documentation Center (BCD)**

Students may, in accordance with the terms and conditions for this purpose, consult or borrow material from the library during scheduled hours. They must not keep books/material beyond the given deadline. In case of loss or damage of the borrowed material, the family of the student is obliged to pay the incurred costs. Students will be banned from borrowing further material until the costs incurred from damaging or losing the material is reimbursed to the school.

## **5. Relations between families and the school**

### **5.1 Communication with families**

Access to the school premises without authorization, during and outside of school time, is prohibited and any intrusion will be reported and the offenders or their parents will be held accountable.

An annual teacher-parents meeting is organized at the beginning of the school year. There, the parents are informed of the general objectives of the school cycle and level and it gives each teacher the chance to inform the parents about the direction of the class.

Only the children's legal guardians can receive information about them.

Parents and teachers alike can request to meet by appointment outside of these scheduled meetings.

So that they can be reached at all times when their children are in school or taking part in activities organized by the school, parents are required to inform the administration of any changes to their post codes, telephone numbers and emails originally indicated in the registration file, including: contact details for those in charge of the children (drivers, relatives, nannies, etc). Contact information for EFI's school administration: [contact@efi.asia](mailto:contact@efi.asia), +855 92 25 91 24

Communication to families is carried out by: email; through the school's website [www.efi.asia](http://www.efi.asia); digital media (messaging from the school's Facebook page or on the blog of the class application Seesaw); printed documents that are placed in the student's binders; on the noticeboard if necessary. Each family is required to check these different channels of communication.

## **5. 2 Communication achievements**

The students' competency booklets (school booklet) in which the teachers' evaluations are written, is both a review of the students' performances and a personalized monitoring tool for the teaching staff. It is shown to parents three times a year for elementary school classes and twice a year for kindergarten classes at the end of each defined period.

In addition, students' notebooks and documents must be regularly checked by parents in accordance with the procedures put in place at the beginning of the school year by the class teachers.

## **6. Representation of students' parents**

The parents of students are represented by the Committee of Parents, which has the role of:

- Creating a link between parents, the school community and the management of EFI.
- Promoting the interests of EFI students and give regular feedback to the school's management
- Passing on information to parents
- Contributing to the good governance of EFI and acting as a link between the management bodies
- Organizing events to inform, meet or welcome new families to the school
- Participating in major school events and propose new ones for the benefit of the school community

Parents wishing to get involved in the Committee of Parents can contact its facilitators at the following address: [efiparentcommittee@efi.asia](mailto:efiparentcommittee@efi.asia).

The school director gathers the parents of students of the school at the beginning of each new school year. The parents of newly enrolled students are either welcomed individually upon registration or collectively at the end of the school year that precedes the year the child will begin.

During the school year, parents will be invited to meet the teachers on different occasions, such as:

- At the beginning-of-year meeting
- For reports of the students' assessment and progress

## 7. Hygiene and Safety - Health

### 7.1 Hygiene and safety

The school campuses are cleaned daily.

Dogs - even those on leashes - and all other animals, except those participating in an organized activity or event hosted by the school or the teachers, are prohibited from the school grounds. Safety exercises (lock down protocol, fire drill) take place following current regulations. Students must wear appropriate outfits (clothes and shoes) during all planned school activities, as well as during recess. Students based on the Koh Pich campus will wear school uniforms.

Wearing a cap is mandatory for all students when outside. Students are prohibited from bringing to school any dangerous or potentially dangerous objects such as: scissors, knives, pocketknife, etc). See paragraph 1.1 of this regulation under ***Accident Prevention***.

#### **Accidents or health problems**

- Parents are required to accurately fill out the **health form** that is required to register their child
- If your child is affected by a disease, even a benign one, it is important to report it so that the school can take appropriate measures
- In case of accident, the family is notified as soon as possible
- In case of emergency, the relevant services will be contacted according to the instructions given in the child's health form. The health form completed by the family allows for plans to be put in place. **In case of a change of contact information, including telephone numbers, the family must inform the school administration. The family will be immediately notified by the school director.**

An accident report will be filled out and sent to the insurance company only in the event that medical care was necessary.

#### **Abuse:**

The reporting of cases of ill-treatment and deprivation is necessary according to current procedures. As with any citizen, this applies equally to the school staff.

### 7.2 Health:

**Smoking on the school grounds is strictly forbidden.** Tobacco and all illegal substances are prohibited from the school.

Members of the community must ensure that the facilities are maintained and that safety, hygiene and cleanliness are kept to the best possible standard.

In the case of a student with clearly **neglected personal hygiene or who is carrying parasites**, the school director will ask the family to take appropriate measures to bring the student up to the standard demanded by community life.

The school strives to establish health assistance by involving, as much as is possible, specialized staff (a school nurse will be present throughout the duration of the student's time at school). The school also strives to take the necessary steps to carry out basic health and hygiene checks, to take appropriate measures in the event of an accident, and to keep families informed.

The school makes any final decisions to transfer students to hospital in liaison with the parents of the student concerned, but only in the case that it has been possible to contact the parents. A student may be removed from the school grounds at the behest of the nurse (this could be due to contagious disease or as a precautionary measure). In the case that a student is removed for having a contagious disease, the student will not be admitted back to school until a certificate of non-contagion is presented. The parents are required to declare all allergies, chronic illness and any case of contagious disease that occurs in their household.

Peanuts, crisps, fast food, gassy drinks, sodas, cans or glass packaging are forbidden. EFI is a “nut free zone”.

No medication can be administered by the school nurse to a student without a medical prescription and information from the parents.

All medication must be given to the nurse by the student’s parent/tutor or by a legal guardian. Students cannot act as intermediaries and bring the medication to the school themselves.

## 8. Usage of Internet at the school

The development of internet use must be done in conjunction with educational measures and controls to enable the safety and protection of minors. In order to avoid access to inappropriate websites, internet browsing is controlled. All internet access points are equipped with a filtering device.

In the context of acquiring the skills defined by the Computer and Internet Certificate (“B2i école”), the school raises awareness and empowers the student to use the internet in a publically minded way, in accordance with current legislation.

More broadly, the students cannot handle electrical equipment, audiovisual equipment, computer equipment and the library-documentation materials unless under supervision from a teacher or librarian. The internet may only be used for educational purposes.

A ***school-student contract for the use of technology*** for students serves as a regulatory and educational support that covers the use of computers and internet at the school. During classroom activities, students will learn how to put this contract into practice and will be required to sign it along with their parents or legal guardian.

## 9. Meals

Students have lunch at the school. Families have the choice between a lunch brought from home (lunch box) or a lunch provided by the school canteen. The canteen is organized and managed by our partners CIS who are directly responsible for the billing.

Microwaves are available for students - under the supervision of adults - so that they can reheat their meals.

The Principal:

The student:

The parents: