

Regulations

Secondary school

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INTRODUCTION

These rules of procedure give each member of the school community the opportunity to exercise their rights and duties in accordance with the values and principles of the French education system: secularism, neutrality, attendance, punctuality, work, tolerance, respect, equality of opportunity and treatment, and guaranteed protection from psychological, physical or moral violence. Respect between each member (parents, students, teachers, administration, non-teaching staff) of the school community is one of the foundations of the collective life organized around the school.

1. Modalities of operation

a. Pedagogical structure

PRIMAIRE			SECONDAIRE											
Ecole maternelle			Ecole élémentaire			Collège			Lycée					
CYCLE 1			CYCLE 2			CYCLE 3			CYCLE 4			Cycle terminal		
PS 3 ans	MS 4 ans	GS 5 ans	CP 6 ans	CE1 7 ans	CE2 8 ans	CM1 9 ans	CM2 10 ans	6ème 11 ans	5ème 12 ans	4ème 13 ans	3ème 14 ans	Seconde 15 ans	Première 16 ans	Terminale 17 ans

Comparative table of some school systems

Ages	French			Lao		American		Australian		British	
	Ecoles	Cycles	Classes	Ecoles	Classes	Schools	Classes	Schools	Classes	Key stage	Classes
3	Maternelle	1	PS	Anouban	A1	Kindergarten	Preschool	Primary school	Day care	Key stage 1	
4			MS		A2		Pre-K		Day care		
5			GS		A3		Kindergarten		Prep/Kindergarten		Y1
6	Elémentaire	2	CP	Pathom	P1	Elementary school	1 st grade	Primary school	Y2	Key stage 2	Y3
7			CE1		P2		2 nd grade		Y3		Y4
8			CE2		P3		3 rd grade		Y4		Y5
9	Collège	3	CM1	Matanium	P4	Middle school	4 th grade	High school	Y5	Key stage 3	Y7
10			CM2		P5		5 th grade		Y6		Y8
11			6 ^{ème}		M1		6 th grade		Y7		Y9
12	Lycée	4	5 ^{ème}	Matanium pay	M2	High school	7 th grade	High school	Y8	Key stage 4	Y10
13			4 ^{ème}		M3		8 th grade		Y9		Y11
14			3 ^{ème}		M4		9 th grade		Y10		Y12
15	Lycée	5	2 ^{ème}	Matanium pay	M5	High school	10 th grade	High school	Y11	Key stage 5	Y13
16			1 ^{ère}		M6		11 th grade		Y12		
17			Terminal		M7		12 th grade		Y13		

The present rules concern the secondary school students (Middle school and High school).

b. Timetables – Students movement

The school welcomes students from 7.50 am to 5.00 pm. All classes, Monday, Tuesday, Thursday and Friday, start at 8.00 am and end at 5.00 pm at the latest.

Wednesday classes start at 8.00 am and end at 12.00 noon at the latest.

Secondary students are allowed to arrive at the school at the start times indicated on their timetable and to leave the school at the end times indicated on their timetable. They are not allowed to leave the school during duty hours or when working independently during the day.

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Assessments in exam condition are organised on Wednesday afternoons according to a schedule communicated to families via Pronote, the school life software. These sessions start at 1:00 pm and end no later than 5:00 pm.

Saturday mornings can be used for exceptional sessions such as deductions, mock exams, preparation for language certifications, etc.

Students may not be present on the premises beyond these time slots, except exceptionally for meetings or councils that take place outside these hours.

Students are required to arrive at least 5 minutes before the start of classes, with the adequate material. They gather in the courtyard at recess (The courtyard is limited to the space in front of buildings A, B and C). They leave the school at the end of classes. The establishment cannot be held responsible in the event of an accident occurring to a child whose presence is not justified by its activities or in the event of an accident occurring in an unauthorized place. The school is only responsible for the students present at the scheduled times and in the scheduled places.

c. Midday break

There are 2 possibilities. The modality is chosen by each family at the time of registration.

External scheme

Secondary school students who have lunch outside the school must leave the school between 12.00 and 12.10.

The return to school of the external students takes place between 1.05 and 1.15.

Half board regime

COLLEGE: They have lunch in the sala, the menu provided by the canteen.

LYCEE: They have lunch in the foyer, the meal provided by the families.

Students, once enrolled in the catering service, must under no circumstances leave the establishment during the midday break.

The midday break is organised according to the timetable below:

Lunch - Break																
	Preschool			Elementary school			Middle school				High school					
	CYCLE 1			CYCLE 2			CYCLE 3		CYCLE 4		CYCLE 5					
11:45	PS	MS	GS	CP	CE1	CE2	CM1	CM2	6ème	5ème	4ème	3ème	2ème	1ère	Terminal	
	Lunch - Break															12:00
12:45																
13:15																Nap

Students of the secondary school circulate in an autonomous way in the various places concerned by the midday break: canteen, playground, library, foyer. Other places are forbidden. A secondary school foyer, accessible from seconde onwards, operates according to its own rules and timetables, which are discussed at the beginning of each school year with the pupils concerned and posted in the dedicated room.

Apart from the lunch box linked to the organisation of the school's lunch break, the bringing of personal food is strictly forbidden.

Students enrolled in the midday break are required to respect the instructions of the supervisors and the relevant regulations.

d. Calendar

The school year lasts 36 weeks. The holiday calendar, adopted by the school board each year, takes into account the rhythm of the children, the official texts of the French Ministry and certain specificities of local holidays and festivals.

e. Registrations

The schooling time and the midday break are the subject of separate inscriptions and treasuries.

Middle school

Children who have reached the age of 11 years on 31 December of the current calendar year are enrolled in secondary school. When the child is not French-speaking (Level A2 attested by a certification or 2 years of recent schooling in French attested by an establishment), the possibility of enrolment is discussed in an interview with the family. Enrolment may be refused if a project of schooling in French cannot be declined. The reasons may be related to the family's plans or to the school (impossibility of deploying an intensive French course at a given time).

Secondary school

Children who have reached the age of 15 by 31 December of the current calendar year are enrolled in the high school. Students who do not have a sufficient level of French (Level

B1 certified by a certificate or 3 years of previous and recent schooling in French certified by a school) cannot be accepted. B2 level is required for the "cycle terminal".

Forms constituting the application for registration:

- Information sheets: one for the college, the other for the midday break
- Parental Permission Form
- Information on equipment to be provided, timetables, fares and financial regulations
- Information about the food supply and its organisation
- Current security protocol
- School Calendar
- IT Charter

Documents to be attached to the registration forms: Family record book or document specifying parental authority, Vaccination book, Copy of passport or birth certificate, Certificate of deregistration from the previous school and School record specifying the level of schooling, Identity photos.

f. Deregistrations

Families are required to inform the school of the withdrawal or departure of children as soon as possible; subject to the payment of school fees and the return of the equipment loaned, the school issues the school file and a certificate of dismissal, which makes it possible to monitor the child's progress and enrol him/her in the next school.

2. Parent/teacher or parent/supervisor relationships

Meetings are organized at the beginning of the year for each class. During these meetings, the head teachers and teachers present the objectives and projects for the current year and outline the general life of the school.

Each family receives a connection code to pronote, the school life software. They can thus consult the items on the school's agenda that concern their children's schooling, their children's timetable, the canteen menus, the textbook specifying the concepts covered and the homework required. Parents are also invited to consult the marks obtained to find out their children's results. Three times a year, the marking service provides assessments per discipline and a general assessment. All this is collected in the form of a digital school report, an integral part of the pupils' school records, which can also be consulted on Pronote.

In addition, each family regularly receives information and documents relating to school and class life by e-mail.

The school's e-mail addresses can be used as a means of communication with the school. Detailed contacts are presented in an appendice updated each year and attached to these regulations.

Twice a year, parent-teacher meetings are organized to allow both parties to exchange about the progress and difficulties of each child. In addition, the teachers can summon the parents and vice versa are available to discuss by appointment if necessary.

The principal is at the parents' disposal for any additional information or clarification provided that a request for an appointment is made a few days in advance, except in case of emergency.

Parents are involved in the life of the school through their representatives on the School Board and the Management Committee. These representatives are elected each year at the Association's General Assembly. Parents can also take part in various working and discussion committees: Health and Safety Commission, Canteen Committee, Library, Maintenance.

The minutes of the School board meetings are distributed electronically by the parent representatives and can be consulted at the school. The reports of the management committees are archived and can also be consulted by the administration.

A school project federates the actions carried out over 3 years at all levels in order to carry out a coherent educational policy. It is presented by the pedagogical team, discussed and voted on by the school board.

3.Principle of respect for rights and duties related to schooling, hygiene, health and safety

a.Pupils' rights and conditions for exercising these rights

Personal rights

- Respect for physical and moral integrity
- Respect for freedom of conscience
- Respect for personal work
- Respect for personal property
- Right to education
- Right to career counselling
- Right to information and access to information tools

Right of expression

The right of collective expression is exercised through class representatives. Students may also seek advice from their homeroom teacher or the principal.

Bodies: school council, health and safety committee (class council, council of delegates for school life: to be considered at an appropriate time in the development of the school).

b.Obligations of students

- Attendance
- Punctuality
- Compliance with the rules of procedure
- Respect for the whole educational community (persons and goods)
- Prohibition of any behaviour, gesture or word that is detrimental to the function or person of another member of the school community

c. Education and schooling

The school maintains a quality education adapted to the students it welcomes. The programmes and objectives followed are those of the French National Education system.

The '6ème' students benefit from live lessons. The curricula are arranged to give a reasoned place to the Lao Ministry of Education and National British curricula for language, literature and history/geography.

The EFLP plans to apply for an extension of this class as soon as possible.

Cycle 4 students are enrolled in international complementary schooling at the CNED, Centre National d'Enseignement à Distance. This enrolment concerns Mathematics, French, History-Geography and Foreign Language 2 (LV2).

For LV2, Chinese has been chosen after consultation with the families for all the students. For all other subjects, they benefit from live lessons.

Students at the high school are registered at the CNED, with full enrolment, and continue to benefit from live lessons for EPS, English and Lao as part of the continuity of the language system deployed in primary and middle schools.

For each secondary school class, the educational system deployed is presented in June to all families wishing to enrol a child in cycle 4 or at the high school.

With regard to our numbers, the timetables offer direct teaching and CNED tutoring organised by cycle or level. Different levels are grouped together and the teachers implement an organisational and differentiation system that takes into account the levels and the related programmes.

Most of the teachers hold teaching diplomas from the French Ministry of Education, the Lao Ministry of Education or another foreign Ministry of Education. They are all university graduates and native speakers of the language in which they teach.

In the event of a short absence of a teacher, an internal reorganization ensures the continuity of the welcome. In the case of additional independent study, which is the consequence of a professor's absence, the students are not allowed to leave the school. They go to the library or the canteen and do the work that has been indicated. In the event of a long absence, alternative solutions are applied to the extent that recruitment possibilities are available.

Any absence or delay of a student must be reported as soon as possible by the parents, by e-mail (info@ef-lp.org) or by telephone (020 28169076). The number of half-days of absences will be notified in the student's school file. Repeated or too frequent late arrivals may be penalised.

The family will provide their schoolchild with all the supplies requested by the school and listed in the registration folder. Concerning the laptop computer, the family authorizes the teachers to deposit on this private computer equipment the programs and software used in class within the framework of learning and projects related to each level. During school time, this equipment, although personal, can only be used for pedagogical work. Any personal may result in confiscation. In the event of confiscation, the persons legally

responsible will be summoned and the confiscated computer will be returned to them.

Working arrangements without a computer may be applied for a defined period of time.

The school has a library. The text regulating the use of this space and the loans can be consulted in the library and on the site of the establishment.

The establishment has neither chief education officer, educational assistants, school nurse, staff in charge of guidance. The right to guidance counselling, the right to education during school time and the right to care in the event of moral or physical injury are, however, guaranteed and followed by the teaching staff and the management.

d. Health, hygiene and cleanliness

The school premises are maintained daily by staff trained in the hygiene measures necessary for the reception of children and adolescents. However, life in a community requires the awareness that the tidiness and cleanliness of the premises is everyone's business (Condition of well-being and respect for the staff in charge of maintenance).

Each child has a space (locker or coat rack) to store his or her personal belongings.

Drinking water and a personal cup, washed daily, are made available to all.

Teachers and students report to the school in an appropriate state of health and cleanliness.

Families are specially informed about the food offer at the time of enrolment. Any food allergies must be reported to the school at the time of enrolment for the midday break. All personal food is strictly forbidden, except for the lunch boxes of the students of the high school. The consumption of soft drinks, sweets, chewing gum is strictly forbidden in the school, including in the secondary school foyer, except for special events announced to the headmaster (birthdays, graduation, etc...).

In the event of a health problem at home, the family informs the school on the same day of the child's absence by telephone or by e-mail. A sick child should not attend school. On the child's return, a note signed by the parents is given to the director.

In the event of a health problem at school, the family is contacted using the contact details given in the information sheet. Each family must therefore report any changes in contact details as soon as possible.

The school does not have a school infirmary. First-line care, in the case of a minor injury, is provided by one of the adults at the school or by the student himself, after announcing and showing the injury to an adult at the school. Most of the staff are certified in first aid. In the event of an accident or illness requiring an urgent medical consultation, parents are contacted after applying the current safety protocol.

The school cannot be found at fault for having applied a protocol for which each family agrees at the time of registration.

Any necessary medication must be accompanied by a doctor's prescription and be entrusted to the director. In case of chronic illness, an individualised reception project will be set up and any regular medication taken will be the subject of a written protocol.

e. Dress Code

Correct, decent, non-provocative dress, compatible with community life, with the need induced by learning and local culture is required.

Clothing that is too short, revealing bare parts of the trunk or more than half of the thighs is prohibited. Inscriptions promoting illicit products, coarse inscriptions or indecent prints are not tolerated. Dirty, torn clothing is also prohibited. This list is not exhaustive. The management reserves the right to judge the outrageous nature of an outfit or behaviour and to take appropriate measures.

All "headgear" must be removed inside the buildings.

f. The case of physical education and sport

Sportswear (complete equipment adapted to the activity in progress) is part of the compulsory equipment for each student. Jewelry is forbidden during PE classes, it can be damaged, lost or even cause injuries. All students must be fully dressed to change after the Physical Education and Sports sessions.

Unfitness can only be accepted on presentation of a medical certificate.

In case of partial incapacity, the student is not exempt from attendance. He or she participates in the course and may be assigned a role in refereeing, tutoring and timing. The student must be dressed and present.

In case of total incapacity, granted on presentation of a medical certificate, the student is exempted or not from attendance depending on the current physical activity and learning. The opinion is formulated by the PE teacher.

Under no circumstances can the family or the student decide that the pupil is unfit. In very exceptional cases, an exemption may be requested by the legal guardians, in writing only, signed and dated.

g. Physical Security

Violent behaviour, games or dangerous objects are not allowed on school premises.

Children who injure themselves, even slightly, if they are not seen by an adult in the school, must inform one of them immediately. The school has first-aid kits and an organized protocol for responding to emergencies or providing medical care. A specific record is kept of the care and emergency measures taken.

The family is responsible for the child outside school hours indicated by the time of the beginning of the first lesson and the time of the end of the last lesson of the timetable in force on PRONOTE.

The establishment has established security and evacuation measures. Safety instructions are posted in each of the classrooms. Evacuation and containment drills are organised several times a year.

The establishment has established security and evacuation measures. Safety instructions are posted in each of the classrooms. Fire drills are planned three times a year.

Accident insurance covering the activities planned by the establishment is taken out by the establishment. This insurance covers the students (bodily injury) on the home-school-

home trips provided that the vehicle used, if motorized, is itself insured and that the driving rules are respected (permit, helmet, etc...).

Parents are not allowed to circulate freely in the school outside of entry and exit hours, they must identify themselves by going to the administration.

h. Confidentiality and moral security

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Any private comments or information about families that may be known to the members of the educational team, the members of the management committee or the members involved in working committees for the development of the establishment are confidential. The e-mail addresses of the families are distributed to the parent representatives of the various bodies within the school.

Any violence, behaviour, gestures or words that would show indifference or contempt for the pupil or his/her family by the staff is forbidden.

Pupils and their families must also refrain from any behaviour (gesture or word) which would undermine the dignity of the function and the person of the members of the teaching team.

The wearing of signs or clothing by which pupils conspicuously manifest a religious affiliation is prohibited.

In general, each member of the educational community, teachers, supervisors, parents and students are committed to mutual respect. Families are also subject to the duty of cordiality imposed by the fact that they belong to the same school community.

Any difficulty, whatever it may be, must be resolved with sufficient hindsight.

Apart from occasional festivities, end-of-term celebrations or special events, parents are not authorised to photograph, film or record other than activities or moments of school life within the premises of the establishment featuring anyone other than their children. In all cases, the image rights authorisation signed by the families at the time of enrolment is restricted to the communication media of the school and its steering bodies.

i. Belongings

It is requested that no valuables other than the requested material be brought to the school for educational use.

The use of mobile phones, tablets and other electronic devices is strictly forbidden on school premises. Telephones are tolerated, provided that they remain switched off and not visible throughout the school day (including recess and break time). Any use will result in confiscation by school life. In case of confiscation, the legal guardians will be summoned and the confiscated telephone will be returned to them.

The use of mobile phones in class is also strictly forbidden, even for educational purposes. The equipment made available by the school must make it possible to dispense with mobile phones in the context of teaching.

The school cannot be held responsible for the loss or damage of personal equipment

left at the school outside school hours: in the evening, at weekends or during holidays (bicycles, computers, ...).

Each student has a locker in the school premises with his/her name on it which can be locked. They must use it to store their personal belongings remaining on the school premises.

A shelter for bicycles and motorbikes is available to students. However, in case of theft, the school cannot be held responsible.

Lost and found items are stored until the end of the school year. Without complaint, they become the property of the school, which donates them to a charity.

j. Autonomy - responsibility - initiative

The collective right of expression of pupils of school age to formulate an opinion on their school life and its organisation is exercised through pupil councils from cycle 3 onwards. An exceptional student council may be requested by students.

Students' rights and the conditions for exercising these rights are discussed in the classroom and are the subject of regular discussions between teachers and students.

Students have free access to the library and the dining room during their independent study hours. Students who would like to continue working in the plastic arts or initiate an art project during their independent study hours can make a request to their main teacher.

High school students have a foyer which is accessible to students according to rules and timetables discussed with the concerned students at the beginning of each school year. These rules are drawn up by the students themselves and validated by the Director who verifies their compatibility with the present rules. Students are responsible for the fitting out and maintenance of the foyer.

4. Breach of contract

Enrolling in the EFLP requires each family to respect the timetable, to attend class regularly and to participate in all the activities organized by the school during school time.

Breaches of the school's internal rules and, in particular, any attack on the physical or moral integrity of other students or teachers/supervisors may give rise to sanctions which are brought to the families' attention. Educational measures of an individual nature, explained and graduated according to the seriousness of the offence, are preferred. The aim must be to promote a responsible attitude on the part of the student, to make him/her question his/her conduct, to make him/her aware of his/her actions and to remind him/her of the meaning and usefulness of the laws. The sanctions applied respect the student and his dignity (no physical or verbal violence, no vexatious or humiliating measures). Sanctions separate work from behaviour.

A distinction can be made:

- **Punishments:** in case of disruption of class life or school life, in case of lack of work. Punishments are decided in consultation with the pupil.

- Notification on Pronote
 - Additional duty
 - Deduction for doing a duty or exercise not done
 - Deduction for unjustified backlogs
 - Community service
- Sanctions: in case of physical or verbal violence, serious acts. In most cases, the sanction involves the convening of an educational commission (headteacher, parent representative, staff representative, the student concerned and his or her family). They must remain exceptional. The sanction must be explained to the student. The dialogue set up must enable him to express his point of view and be listened to.
 - Warning: notification on the school report
 - Community service
 - Participation in solidarity, cultural or training activities for educational purposes outside teaching hours
 - Temporary exclusion: maintaining contact must not lead to a break with the curriculum.
 - Definitive exclusion

All sanctions may be suspended. Sanctions always result in a confidential, written report recorded in an institution's register. The family and the student are informed of the contents of this report. In all cases, the headteacher should ensure that the child and the family have a clear understanding of the sanction.

In general, the school shall endeavour to prevent breaches of these rules. Where a student is identified as having cognitive or behavioural difficulties, the school will systematically seek to establish a dialogue with the student and his/her family. Individualised follow-up, in the form of a contract notifying precise objectives in terms of behaviour and work and regularly noting progress points, is favoured by the teaching team.

**Rules of Procedure modified by the school Board on 26 may 2022.
To be adopted by the 1st 2022-2023 school Board.**

APPENDICE – Contacts 2021-2022

Urgencies Absences Delays Behavioural General school life issues	<u>Direction</u>	Delphine BELLIER	020 28 169 076	delphine.bellier@ef-lp.org
		Land line phone	071 21 10 67	info@ef-lp.org
Urgencies during Midday break	<u>Midday break</u> <u>manager</u>	Kamchan PIMALAI	020 95 779 737	kamchan.pimalai@ef-lp.org
Association of parents	<u>President</u> <u>Secretary</u> <u>Tresorear</u>	Tara GUJADHUR		ape-president@ef-lp.org
		Shaun HUTSON		ape-secretaire@ef-lp.org
		Henri-Pierre LEVEILLARD		ape-tresorier@ef-lp.org
Tuition and payment issues	<u>Financial</u> <u>operator</u>	Saithong SITTHISSAY		scolarite@ef-lp.org
Suggestions/request on general school life issues	<u>Representative</u> <u>parents</u>	UNIT 1: Brendan PONT		brendan_pont@hotmail.com
		UNIT 2: Shaun HUTSON		shutsons@gmail.com
		UNIT 3: Dominique MATON		domaton12@gmail.com