



## PRIMARY SCHOOL RULES

*Adopted by the School Council on February 4, 2025*

### Preamble

The Lycée Français International (LFI) Norodom Monineath Sihanouk is managed by the Parents' Association (APE), which is represented by an elected Management Committee (CG). The teaching provided is in line with the French Education Nationale curriculum. LFI Norodom Monineath Sihanouk is an approved school and a partner in the AEFE (Agence pour l'Enseignement Français à l'Etranger) network of schools.

### Introduction

The school rules are designed to develop self-discipline and a sense of responsibility, and to foster a climate of trust and cooperation between all parties (staff, parents and students), which is essential to education and work.

### Pupils' admission

Article 1: Children are admitted to school only after completing the usual formalities. Pupils already enrolled at another school must present an exeat or certificat de radiation specifying their intended class level.

All French students coming from a public or private school under contract in France, or from a French school abroad approved by the French Ministry of Education (MEN), are admitted by right to the class indicated on the orientation decision.

Students of non-French nationality who have been enrolled for at least one year in a public or private establishment under contract in France, or in a French establishment abroad approved by the French Ministry of Education, may be admitted without an entrance test. In all other cases, a placement test will be organized to determine the appropriate class level. The aim is to enable the child to take full advantage of the learning process and progress at his or her own pace towards excellence. Families will be informed of the date and time of the test, which must be held at the school, and no changes will be made.

The decision to assign a child to a class is made by the Head of School at the end of the test, and is final.

Families are reminded that the specific care required for pupils with learning and behavioral difficulties is not available locally.

**Kindergarten pupils are only admitted to school if they are toilet-trained, including at naptime.**

Only children aged 2 and over are admitted to LFI Norodom Monineath Sihanouk.

### Absences – lateness

Article 2: Regular attendance and punctuality are the primary conditions for the regular and complete acquisition of compulsory curricula. The school controls student attendance. Late students disrupt classes and the work of their classmates. Consequently, in the general interest as well as in the particular interest of students, families are asked to respect school schedules. All planned absences must be notified to the school administration or the student's teacher no later than the day before the absence.

Unscheduled absences must be reported to the school by telephone on the morning of the absence.

Whenever possible, a telephone call will be made to the family in the event of an unannounced absence. When the pupil returns to school, a written justification must be presented to the teacher.

As a general rule, 4 half-days of unexcused absence per month will result in a summons to the family, who must provide a valid reason. In the event of repeated unexcused absences, the child may be returned to his/her family.

The only reasons for absence considered legitimate are: illness of the pupil or a communicable illness of a family member, formal family reunion, accidental communication difficulties, temporary absence of the persons responsible for the pupil when following them on their travels. However, permission to be absent may be granted by the Head of School, at the written request of families, to meet exceptional obligations.

Article 3: Enrolment in nursery school implies a commitment to regular attendance, including in Petite Section.

Article 4: All late arrivals will be recorded by the teacher.

After 3 late arrivals in the same month, whatever the reason, the family will be summoned by the Head of School to discuss how to remedy the situation. If no change is made, the student will no longer be admitted to class.

### **Timetable**

Article 5: School hours are as follows: 8:00 am to 11:40 am and 1:10 pm to 3:00 pm on Mondays, Tuesdays, Thursdays and Fridays, and 8:00 am to 12:00 pm on Wednesdays.

Article 6: Pupils are welcomed **from 7.50 am**. They may not enter the school premises before this time.

**The gate is closed at 8:00. Am.** Any pupil arriving after this time will be considered late, whatever the reason. Pupils will not be admitted to class without a late ticket, which must be collected from the secretary's office, unless the family has informed the school secretary (by telephone before 8am) in advance of the delay.

Article 7: The gate is open at 11.40am, 1pm and 3pm. Teachers accompany their pupils to the school gate, to the canteen or entrust them to canteen supervisors.

Parents must wait for their children outside the school gate.

**Teachers are not obliged to keep pupils in school after school dismissal time. After 3:00 p.m., pupils are either met by the after-school care staff or taken to the supervised study hall.**

**Kindergarten pupils are handed over only to their parents or to a person authorized in writing and presented to the pupil's teacher.**

**Pupils will only be allowed to leave the school during school hours with a parent or adult authorized in writing, and this on an exceptional basis.**

Article 8: Complementary Pedagogical Activities (APC) at elementary school take place according to the program presented to parents. Dismissal arrangements for the pupils concerned are the same as for other pupils. The same applies to extra-curricular activities.

### **Moving around the school**

Article 9: As a general rule, unauthorized persons, including parents, may not enter the school unless expressly invited to do so. However, parents are invited to come periodically to inform themselves of the notices posted for them on the information board in front of the school's main

entrance.

**Parents will refrain from settling disputes on school premises.**

### **School outings and trips**

Article 10: The school rules apply to school trips and transplanted classes. As the school has no boarding facilities, the teacher in charge of the outing will inform students and families of the specific rules to be observed during the trip.

No student is allowed to leave the group without the written authorization of a chaperone and his/her parents.

Any adult who agrees to accompany a group on an outing is responsible for the application of these rules.

### **school integration**

Article 11: All LFI Norodom Monineath Sihanouk staff must refrain from any gesture or word that would show indifference or contempt towards pupils or their families, or that might offend children's sensibilities.

Likewise, students and their families must refrain from any behavior, gesture or word that might offend the dignity of any member of staff.

The secular nature of the school requires respect for the principles of political, philosophical and religious tolerance and neutrality.

Any child whose behavior is not in keeping with the requirements of the school will be penalized. Breaches of school rules and regulations, and in particular any attack on the physical or moral integrity of pupils or adults at the school, may result in reprimands, which will be communicated to families where appropriate. All corporal punishment is strictly forbidden. A pupil may not be deprived of the entire recess period as a punishment.

In the event of particularly serious difficulties affecting a pupil's behavior in the school environment, his or her situation will be examined by the educational team, which must include the family, the pupil's teacher and the Head of School. The family may be accompanied by a parent elected to the School Council.

If, after a probationary period of one month, it appears that no improvement in the student's behavior has been observed, a provisional or definitive withdrawal decision may be taken, on the proposal of the Head of School, following the advice of the Educational Commission made up of a parent and a teacher, both elected to the School Council. In the event of provisional withdrawal, frequent contact must be maintained between the parents and the teaching staff to enable the student to be reintegrated into the school environment as soon as possible.

Article 12: All school premises are entrusted to the Head of School, who is responsible for the safety of people and property during the school's opening days and hours. Like all members of the educational community, students are responsible for maintaining the condition of the buildings, planting, premises, furniture and personal and collective equipment they use. They must help to maintain them by behaving responsibly, and refrain from damaging them in any way. Any damage must be reported to the school management. The family of the pupil responsible for the damage must contact the school management to discuss how to repair it.

Article 13: Objects not related to teaching are formally forbidden in the school, in particular **cutters, spinning tops, trading cards, video games, various toys, etc.** A child caught with this type of object will be punished. Any child caught with such an object will have it confiscated by the teacher. The object will then be returned directly to the parents after class.

Skipping ropes and bungee cords are tolerated at recess only.

**The use of devices for connecting to the Internet outside the school network is not permitted; they will be confiscated and returned to the family.**

**Cell phones are not allowed. Students are not allowed to receive telephone calls during school**

**hours. If necessary, the school will make the school telephone line available to students or families.**

Valuables are not allowed in the school. They will be confiscated and returned to the family. School staff decline all responsibility in the event of loss or theft.

### **Attire – cleanliness**

Article 14: Students and adults are asked to dress decently, cleanly and appropriately for the activities.

Clothing must cover the back, chest and stomach. Strapless dresses and tank tops are not permitted. Jeans are permitted, but must not have large holes or rips. Shoes must be comfortable enough to move around the playground or sports fields without difficulty. High heels are to be avoided. Clothing bearing images or writing of a violent, sexual, discriminatory, political or religious nature, or promoting tobacco, cigarettes, energy drinks or other drugs, is not permitted. No headgear or hoods, necklaces, bracelets or other costume jewelry may be worn in class.

In kindergarten only, no beads in the hair or objects with beads are permitted.

Article 15: Students are advised to dress simply, avoiding fragile and expensive clothing. For safety reasons, shoes must be tied.

### **Snacks - School meals**

Article 16: In accordance with the recommendations of the French Ministry of Education and the AFSSA, snacks are tolerated provided they are made up of balanced foods (cereal-based bars or cookies, for example, compote, fruit...). Avoid potato chips, crackers and pastries.

Chewing gum, lollipops, sodas and other sweets are forbidden for reasons of hygiene, health and safety.

Article 17: Only pupils regularly enrolled in the canteen are admitted to the refectory (see canteen rules).

### **Medicines - health**

Article 18: No pupil may bring medicines of any kind (aspirin, analgesic, homeopathy, etc.) to school. In the event of illness requiring medication to be taken during school hours, parents must personally bring the medication and prescription to the secretary's office (see PAI). Only secretarial staff are authorized to dispense the medication to the pupil. However, in the case of asthmatic pupils, the teacher may use a bronchodilator if the pupil's parents have provided a medical certificate attesting to this (cf. PAI).

Article 19: In the event of an accident occurring during school time and requiring evacuation, the student will be directed to the clinic or hospital indicated on the registration form. The pupil will be accompanied by an adult member of the school staff. Students will never be left alone until their parents are present. The family will be informed immediately by telephone in order to make the necessary arrangements.

Article 20: PE sessions, including swimming, are compulsory like all other subjects. A pupil may only be excused from a session by providing a medical certificate, which must be given to the Head of School, the secretary's office or the teacher.

### **Relations with families**

Article 22: Pupils' notebooks, report cards or school reports will be sent to parents as often as

necessary, for information and signature. Parents are asked to sign them the same day, and not to write anything on these documents, even if they are not satisfied with their child's work or disagree with remarks made by the teacher.

Article 23: Teachers and the Headmaster will only receive pupils by appointment requested at least 48 hours in advance via the EDUCARTABLE application.

Read,

Siem Reap, .....

Signature of parents or legal guardian :