

ANNEXE 2

INTERNAL RULES AND REGULATIONS

1. ADMISSION

➤ **Specific Regulations for the Pre-Primary Section**

Very Small Section (TPS)

In order to enroll in the Toute Petite Section (TPS), the children should be at least 24 months old and **must be toilet trained at the time of their integration in the class.**

Schooling in TPS, even if in a class comprising the Junior Section does not necessarily mean a direct passing to the Middle Section (Moyenne Section) at the end of the school year. In any case, the year of birth is determining the grade.

Junior Section (PS)

The child must be at least 3 years old in the calendar year of when school year starts.

Middle section (MS)

The child must be at least 4 years old in the calendar year of when school year starts.

Senior section (GS)

The child must be at least 5 years old in the calendar year of when school year starts.

Any deviation from these rules is under exceptional circumstances and at the exclusive discretion of the school teachers Council or Cultural Advisor from the French Embassy in case of appeal with an information sent to the Inspector of French Education.

2. ATTENDANCE AND DISCIPLINE

In accordance with the legislative texts and rules in force, it is necessary for each child to attend school on a regular basis in order to adapt and learn. Once registered, regardless of level, your child must attend school per the regular schedule. However in Very Small Section and Junior Section, a period of adaptation can be discussed between the family and the teacher.

➤ **Timings**

The classes start at 8:15 till 3:15pm on Monday, Tuesday and Thursday and at 8:15 to 12:15pm on Wednesday and Friday. This is applicable to all classes of the primary level according to the present timing repartition. If a change in this timing repartition was to be done, the new timings would be applicable and would be voted in school council for its application.

The classes of the SECONDARY section start at **08:00am and end at 5:00pm on Monday, Tuesday, Thursday and Friday. On Wednesday, students start at 8:00am and finish at 5:00pm.** The students of the SECONDARY, in the lycée section can go out of the school between 12:15 and 1:15pm provided EFIB administration receives a written authorization from parents, which will be recorded and displayed in the security cabin at the entrance of the school for security guards verification. Parent must sign and submit a "Responsibility Discharge Letter" to the school Direction.

All students must leave the school premises at dismissal of classes or extracurricular activities.

In the pre-primary sections, the students will be welcomed up to 8:30am. The presence of parents may be helpful for the first few minutes when arriving into the classroom for a smooth transition between the family and school. Please be appreciative of our teachers transition to class time. **Parents are requested to be punctual to pick-up their children at the end of courses or extracurricular activities.** Supervision is provided on the premises 10 minutes before and 10 minutes after class. The school accepts no liability beyond this period. Families are reminded that

the school is not liable if any student comes back to school after these 10 minutes whereas he/she doesn't have any activity in which he/she is enrolled.

Apart from students and school staff, access to the school is restricted to the front entrance area (exterior foyer area after entering the front gate). This is in order to avoid disturbing the work of everyone and to avoid the entry of non-authorized person. To enter the school, external people are requested to sign the entry register at the security cabin.

Students of EFIB are required to respect school hours. It is forbidden to leave school premises before regular dismissal, except for exceptional reason provided to the administration in written by the parents.

➤ **Discipline and Consequences for actions**

The students and adults of EFIB must be in clean and appropriate attire. Wearing shoes inside the school is necessary, except when a teacher asks the student to remove them for a specific reason (IE; gymnastics).

It is compulsory to respect, on a daily basis, the written rules to facilitate order. The students must respect all members of the school community (inclusive and not restrictive of the teachers, the support staff, the administration personnel, the watchmen, etc...), as well as respect their belongings. **Civic rules and politeness are to be followed.**

Students must refrain from any conduct, gesture or language that would undermine the personnel or their classmates, **failing which gradual sanctions will be applicable, depending on the situation and as per written in this internal rules.**

It is forbidden to run in the school corridors and stairways, to be alone in class rooms or use the computer facilities without authorization from and presence of a teacher.

It is strictly forbidden to use any device with a screen (phone, ipad, etc...) during the school hours (from 8.00am to 5.00pm). If used, the device will be confiscated and a responsible adult or designated adult will have to come and get it back from the administration.

Dangerous objects are prohibited at school (IE; glass or sharp objects) or items that are not part of the curriculum (IE; MP3, laptops...)

Portable music players and mobile phones are acceptable for the students of the SECONDARY section at their own liability. The same is applicable for precious objects or money. EFIB nor its staff assume any responsibility for loss or theft.

Any graffiti, damage, vandalism, theft or brutality, committed voluntarily or through negligence, will be sanctioned to the person held responsible and potential financial compensation will be required from the parents.

If the internal rules are not respected, gradual sanctions could be imposed as follows:

- 1st verbal warning to the student. In case of repetition, a sanction will be applied (extra exercise, behaviour form, homework) and a notice will be sent to parents.
- 2nd warning in writing to the parents. In secondary school, student may be requested to stay at school for longer hours if decided by the principal teacher of the student.
- 3rd warning : **temporary suspension** (1 day or certain period during which the student is harmful to the community), with, prior to that, **a school teacher council to decide.**

Students are required to be mindful of the material provided to them. It is their responsibility to return them in the same condition as they were issued. The library books will have to be reimbursed in case of loss.

➤ **Private Tuition**

The teachers of the EFIB are not allowed to give private tutoring to the students of EFIB, **within the school premises.**

3. DELAYS AND ABSENCES

Absences and late arrivals must be explained and justified by the parents, in the morning itself, either in writing, by phone or by email to the school administration. Upon written request of the parent/s, authorization for an absence can be given, at the discretion of the School Principal, to enable the student to respond to *extenuating circumstances*.

An absence from sport sessions must be **verified with a medical certificate** specifying the duration. In the case of exemption for more severe injuries, a certificate is necessary to allow the child to return to practice. When a child is exempted from a sport, he/she will stay at home till the time of resumption or attend the class without participating in it (with the approval from the sport teacher and principal teacher). Those not dressed appropriately for sport practice *will not be allowed to participate* but will remain with the group.

1. SECURITY AND HEALTH OF STUDENTS

a. Security & Prevention Plan for Security

The Prevention Plan for Security must be executed if requested by the Authorities and an evacuation plan is posted in each classroom; it is shown to the students and explained by the teachers. An evacuation practice is organized once every trimester per year.

b. Health

Any absence must be brought to the attention of the school administration admin@efib.in the same morning and justified in writing when the student comes back to school.

The parents are required to inform the administration immediately upon contraction and confirmation from a doctor of a contagious disease or appearance of parasites on their child. A medical **certificate for non-contagiousness** will be asked for by the school in case of severe contagious diseases (influenza, whooping cough, chickenpox, diphtheria, meningitis, mumps, rubella, typhoid, amoebic dysentery, hepatitis, tuberculosis, etc.) upon return of the child.

Teachers are not authorized to give medication. In case of long term or treatment of chronic diseases, medications along with a valid medical prescription can be entrusted to the teacher who will administer them *under extenuating circumstances* and with the teachers' agreement. **In this case, an individual plan will be developed and implemented between the attending physician, the principal and family.**

A child ill or injured, even if slightly, should inform the teacher. The principal will also be informed. In case of minor health problem, the teachers have a first aid kit at their disposal. In severe cases, the child will be sent to a hospital near the school and parents will be notified immediately. **Upon joining EFIB, families must sign a letter of release allowing the school to take all necessary medical steps in case of an accident if the parents are unreachable.**

In the event of an outbreak of a contagious disease whose consequences can be serious, the administration will immediately notify the Consulate of France for a temporary closure or take other prophylactic measures. For reasons of hygiene and nutritional education, candies and sweets are banned in school.

2. SECURITY OF THE STUDENTS AND SUPERVISION

Each professor is fully responsible for the children he/she is entrusted with during the school hours. This supervision is exercised in the school as well as during the activities that take place outside. During recess, supervision is not necessarily done by the teacher of the child. **A schedule to organize the service is planned by the Principal.** There is a break after lunch for the children to play, which works in conjunction with lunch time. During this break time, surveillance is planned by the school Principal. **Balls are forbidden during this time.**

During recess, it is prohibited to play games that may cause injuries.

The students may not go to the courtyard except under the supervision of a staff member. If a teacher is not available, the children remain under the supervision of other teachers or a substitute.

3. ACADEMIC INSURANCE

In September, EFIB signs an insurance contract for all students, for the risk of damages he/she can cause (civil responsibility) as well as any risk he/she could endure (individual accident). The cost of this insurance is included in the tuition fees. A copy of the contract is available upon request.

4. MAINTAINING COMMUNICATION BETWEEN EFIB & FAMILIES

Most of the information is sent electronically, using the email address provided in the information sheet given at the beginning of the school year.

a. Parent Information

Within the first academic trimester an informative meeting for the parents will be organized according to class level. Parents are welcome to set up individual appointments directly with a teacher or the Principal outside of class hours. Parents are not permitted to interrupt during class hours.

Information is communicated to the parents via:

- the school notice board at the entrance
- Message sent by email
- meetings
- Individual appointments

Any disclosure of information meant to harm a student, teacher or the school by a general mailing list (class, group ...) is strictly prohibited.

Attention of family is brought on the **social websites**. The school decline any liability concerning such website but may engage the family in court case, should any member of the school and pedagogical team be offended.

Parents who don't want the picture of their child to appear on the website of the school must mention it while registering their child on an individual form.

b. Checking of Students' work by Parents

Parents will receive the school evaluation of their child (online school report card or other forms of it, individual appointment requested by the teacher or the family). Evaluations are conformed with **institutional applicable texts**. A competence assessment booklet is given to parents at the end of each quarter for CP to CM2, and will be given at the end of each semester in kindergarten. Students of the SECONDARY section are assessed throughout the year, families will be given a quarterly report on top of the CNED one.

Parents should check daily that the work given (reading, lectures, recitation ...) is done in a timely manner.

A numeric report card will be established and will ease the access to all this individual information by the family.

5. LUNCH BOX

The parents are responsible for providing their children with a lunch from home.

The name of the child must appear clearly on all sides of the lunchbox. For dishes that **do not need to be warmed**, please mark **"C" or "COLD"** on the lunchbox.

Parents who do not send a lunchbox with their children are welcome to pick up their children to exit the school grounds but must return before the start of classes.

6. TRAFFIC AND PARKING

The school is situated on the Pochkanwala Road, which is very busy and has limited parking. Please respect the traffic rules and verify that your driver understands that the curbside parking alternates by days, according to odd or even days. Please be mindful not to block the sidewalk from pedestrians. Our number one priority is the safety of the children.

Parking of vehicles in front of the school entrance is strictly prohibited.

Identification badges (provided by EFIB) must be worn by every adult at the time of entry and exit of school grounds. **A child will not be allowed to leave if the accompanying parent is not wearing the identification badge.**

10.FINAL DISPOSITION

The internal rules of procedure (this annexe 2) for the primary school are established by the School Council and approved or modified on an annual basis. At the time of enrolment, parents will be asked to sign the documentation acknowledging receipt and understanding

Nobody may ignore such rules. In circumstances not yet covered by these Regulations, the Principal is authorized to take necessary action, in agreement with school council which is informed and vote the new regulations.

Read and approved

Date :

Signature :