



## FRENCH INTERNATIONAL SCHOOL OF PATTAYA

### Rules of procedure 2021/2022

*This regulation shall be adopted at the first school council.*

For your child's school year to be successful, the rights of the child must be respected, including the right to respect, the right to education and the right to protection;

To enable the development of each person's personality and skills and to prepare students to become responsible, respectful and tolerant citizens;

So that teachers and all staff, whatever their function and origin, can work in the best conditions, in the respect of their work and their person;

So that neutrality, secularism, work, tolerance, equality and respect are the values and principles that everyone, child and adult, will defend and carry;

Anyone working at the school agrees to respect and enforce this regulation.

We invite you, students and parents, to ensure that the rules of the school, which complements the common-sense measures that everyone will use, are scrupulously respected.

#### Regular attendance

Attendance of all students is required and participation in all activities offered as part of the joint education is mandatory. Physical education and sport (EPS) is an activity of the French program, any absence, even at extracurricular activities, must be justified in writing.

#### Schedule of the school

*The respect of the schedules is imperative for all, as well at the beginning as at the end of the class.*

	Monday	Tuesday	Wednesday	Thursday	Friday
Gate opening	8:05 am	8:05 am	8:05 am	8:05 am	8:05 am
Entry to class	8:15 am	8:15 am	8:15 am	8:15 am	8:15 am
Lunchtime	11:30 am	11:30 am	11:15 am	11:30 am	11:30 am
Back to class	1:00 pm	1:00 pm		1:00 pm	1:00 pm
End of class	3:30 pm	3:30 pm		3:30 pm	3:30 pm

#### Kindergarten

- The entrance is at **8:05 am** (after opening the gate), the children are accompanied to the door of the class by the parents, or the responsible person who must be previously declared.
- A welcome time is provided by kindergarten teachers from 8:05 to 8:15 am. Classes start at 8:15 am.
- The exit of classes is at **3:30 pm**. The children are picked up at the door of the class.
- The children are under the responsibility of the parents before 8:05 am and after 3:30 pm except in case of registration to one of the offered extracurricular activities.

### Elementary

- The entry into class is at **8:15 am** (gate opening at 8:05 am). Before 8:05 am, students are under the responsibility and supervision of the parents or the transport service
- Students go to the recreation area and can not access classes without the permission and / or guidance of their teacher.
- The exit is at **3:30 pm**. Parents are waiting for their children at the gate.
- The children are under the responsibility of the parents before 8:05 am and after 3:30 pm except in case of registration to one of the offered extracurricular activities.

**Students from kindergarten to Year 6 ("CM2") are released on Wednesdays at 11:15 am except students concerned by the "APC" (Complementary Activities Teaching) who leave at 12:30 pm. Year 7 ("6<sup>ème</sup>") go out at 12:30 pm. There is no class for them in the afternoon.**

### Secondary (junior and senior high school)

- The entry into class is at **8:15 am** (gate opening at 8:05 am). Before 8:05 am, students are under the responsibility and supervision of parents or the transportation service.
- Students must go to the playground and can not access classes without the permission and / or guidance of their teacher.
- The end of classes at **3:30 pm or 4:45 pm or 5:45 pm depending on the timetable.**
- **Students are under the responsibility of the parents before 8:05 am and after 3:30 pm (or 4:45 pm or 5:45 pm)** except in case of registration to one of the offered extracurricular activities.

The parents' entry into the school is regulated. Unless they have to meet a teacher, go to the secretariat or to the management, **they are invited to stay outside for security reasons.**

### School catering

Parents must pick up external children at 11:45 am for primary and 12:30 pm for high school. Catering fees for half-boarded children are to be paid at the beginning of the period at the management. Children can not come to school with their own meals except in exceptional cases (medical reason, special diet, allergies). In this case, a *P.A.I.* (Individualized welcome project) with the school and the child's doctor. Access to the kitchen is strictly forbidden to anyone outside the school (children and parents) for security reasons.

### Sport activities

Sports activities planned in the school program are mandatory. An exemption must be justified by a medical certificate. Students must be in possession of their belongings each day that an activity is scheduled. In case of repeated oversights, measures are taken or even partial exclusions.

### School material and personal items

The notebooks are provided at the beginning of the year by the school.

The school materials listed at the beginning of the year must be renewed throughout the year. We kindly ask you to make sure of this regularly.

Students must respect the material at their disposal. In the event of deterioration of the equipment or part of the infrastructure, repair or replacement costs are billed to the families. Borrowed books must be returned on time and are billed in the event of loss or damage. Textbooks must be covered by parents.

Laptops and tablets are allowed for educational use only (internet searches, development of files, modern languages ...). The devices stay in class during recess and lunch break.

**Mobile phones are tolerated and must be turned off at the entrance of the school. In case of non-compliance, these objects are confiscated.**

It is not recommended to bring money, jewelry and other valuables to the school. The school is under no circumstances responsible for any loss or possible breakage.

Toys / games are allowed, under the responsibility of the families in case of deterioration, but we reserve the right to confiscate them if they are considered dangerous or unsuitable for use in a school.

## Student behavior

The school requires a specific uniform which is mandatory. The management reserves the right to send back the student to change after having notified the family who must come to pick up their children in case of non-compliance with the dress code. Shoes must be of the "closed" type (sneakers, trainers etc.), flip-flops are prohibited.

Ostentatious signs of belonging to a religion or political group are prohibited.

**Any behavior, gesture or word that offends the dignity and respect of another student or an adult will be severely reprimanded and will be the subject of a summons from the parents or even an exclusion.**

Recess or breaks are held outdoors only, children are not allowed to stay in class or on the corridors, except in exceptional cases granted by the teacher who is then responsible.

It is strictly forbidden to run in the classrooms, the hallways, to play in the toilets, the entry and exit must be done in calm. No form of violence is tolerated.

Rules of school life, in accordance with these rules of procedure, can be developed in class with students who undertake to respect them. The school reserves the right to apply punishments and sanctions, spontaneous or deliberate, which can be words in the home liaison diary, additional home works, detentions, convocation of the parents and the pupil with the director, community work, or a temporary or permanent exclusion.

A system of behavior warnings is put in place within the institution. At three warnings, the primary school student will have a behavior monitoring booklet for a period of 15 days which will have to show signs of improvement otherwise educational measures will be taken; junior or senior high school students will be temporarily excluded from the school.

## Health and security

Children with contagious diseases are exempted from school until full recovery.

**No children with signs of illness are accepted at the school.**

In case of contagious disease, the family is obliged to inform the school immediately and the child will be accepted only in possession of a certificate of non-contagion.

Any child with capillary parasites (lice) is sent back from the school for treatment. Families are required to be vigilant and to do what is necessary.

Drugs are strictly forbidden within the school. No person is authorized to administer medication to a child without prescription and official medical authorization. If a student is allergic (asthma, etc.), a *P.A.I.* (Individualized welcome project) with the school and the child's doctor.

In the event of a minor injury, the teacher and the director are notified and arrange for first aid. A protocol is established and displayed in the classes.

In case of injury or serious problem, the child is evacuated to the nearest hospital and the family immediately notified.

An emergency evacuation plan and safety rules are established and displayed in a visible manner in the school. A *PPMS* (security plan) is in place, it is validated by the French Embassy every year.

The school provides at the beginning of the school year a certificate of insurance "personal-accident".

### **School transportation**

The school has its own transportation system by using a private service provider with its own rules.

The transport service is responsible for the children using its services until the moment of the delivery to the person in charge of the reception between 8:05 and 8:15 am and as soon as it picks them up at the exit of 3:30 or 4:45 pm.

Payment for transportation is made directly to the school.

The school is in no way responsible for any incident that may occur during the trip but will be notified as soon as possible and can intervene with children and parents.

### **Communication with families**

The communication tools available are the liaison book and the e-mail addresses provided at the beginning of the year. These tools should be checked daily. In case of change of email address or phone number, parents must notify the school as soon as possible.

Each year, representatives of parents of pupils are appointed for each class or cycle. Their names and contact details are communicated to all parents. Communication between parents and representatives outside the school is their free organization and under their responsibility. Each report prepared by the representatives after each Council or meeting must imperatively be approved by the director before dissemination to parents.

For a meeting with the management team or head of school, an appointment must be made in writing or by telephone.

An information and presentation meeting is organized by each teacher, by class or cycle, at the beginning of the school year.

A School Council can be settled once or twice a year. The head school, the pedagogical director, the administrative and financial director, the teachers' representatives and the parents' representatives are present.

**Any modification of these rules of procedure is approved and adopted during a School Council. The rules of procedure of the school are adopted every year during the first School Council.**  
**The enrollment of a student at the French International School of Pattaya implies the acceptance of these rules by the student and his family.**



Leaf to cut and to return to us:



## RULES OF PROCEDURE 2021-2022

The legal representative (specify the relationship) certifies having read and accepted the rules of procedure and the financial regulations of the French International School of Pattaya

Last name and first name: .....

Signatures: preceded by the mention "Read and approved"

**In addition, photos of students in school activities can be taken at the school. I authorize their publication on social networks (Website of the school / Facebook)**

Signatures:

***The non-return of this leaf within 15 days from the beginning of the school academic year is worth acceptance***



Schedule to keep:

Schedule of the school

	Monday	Tuesday	Wednesday	Thursday	Friday
Gate opening	8:05 am	8:05 am	8:05 am	8:05 am	8:05 am
Entry to class	8:15 am	8:15 am	8:15 am	8:15 am	8:15 am
Lunchtime release primary & "6ème"			11:15 am or 12:30 pm (APC*) 12h30 pm (6ème)		
End of class	3:30 pm	3:30 pm	3:30 pm	3:30 pm	3:30 pm
High school or extracurricular exit	3:30 pm or 4:45 pm or 5:45 pm <b>see the schedule provided</b>				

*\* Complementary educational activity*