

## **INTERNAL RULES AND REGULATIONS**

### **Middle and High school**

#### **PREAMBULE**

The Internal Rules and Regulations of CPF defines the rights and duties of each member of the school community. It determines the manner in which they are put in place:

- The duty of showing tolerance towards others, in their physical integrity and their freedom of conscience, while respecting their property and work,
- The neutrality of the institution, which is a guarantee of equality and respect for everyone's identity. The wearing of signs or dresses by which people ostensibly manifest a religious affiliation is prohibited,
- The obligation for each student to participate in all the activities organized by the school which correspond to his schooling and, to perform any task arising from it,
- The progressive involvement of students in some of their educational activities, in the context of citizenship education,
- The respect for the equipment and facilities available to all,
- The commitment of everyone not to resort to any violence or physical or moral aggression
- The commitment of everyone to avoid any form of fraud.
- By registering at CPF, all students acquire the right:
  - To live his schooling in a framework of mutual trust and respect,
  - To have full access to the courses assigned in his section,
  - To use the equipment necessary for his learning.
- Students are also expected:
  - To follow the instructions of the administration, teachers and other staff
  - To respect people and property; common and personal,
  - To submit to the rules of living together.
- All adults in the school; administrative, teaching, educational or service staff, have the following objectives:

- To ensure the good quality of studies, the success and graduation to the greatest number of students,
- To develop the human, moral and intellectual qualities of the young learners entrusted to them,
- To promote the civic spirit; the feeling of belonging to a community whose rules are understood and respected
- To access to classes and other services of CPF, are subject to the payment of fees or corresponding costs.

Staff, regardless of their employment at CPF including the monitors of the extra-educational activities as well as the students, are prohibited, within the establishment any act of advertisement or sale for their profit or that of another entity. Any activity of a private nature: private lessons, sports or recreational activities, acts of commerce is prohibited. In general, staff adopt an unambiguous behavior on any subject that gives rise to a conflict of interest.

In case of doubt about the official nature of an activity (course, cultural outing, training and sports competitions, clubs ...) parents are invited to contact the school.

Information on cultural, social, sports, recreational and other programs that may be useful to students is communicated in the school with the Principal's approval. The latter decides by referring to the spirit of this preamble.

The Internal Rules and Regulations is adopted by the School Council: it becomes the rule for everyone and the registration at the school is an immediate acceptance of this rule.

**The re-registration in CPF is submitted to the Principal's approval on yearly basis.**

## **1. ADMISSION**

It is the Principal's responsibility to assess the level of students who are candidates for admission by the appropriate means (a school report and / or a level assessment.) Students are admitted to the requested class within the limit of the available places, subject to paying the applied Registrations fees; a non-refundable amount corresponding to your contribution to the school development fund.

The enrollment of a student in the school is an act commitment and respect to the Internal Rules and Regulations.

## **2. SCHEDULE / MOVEMENT**

The school welcomes students on Mondays, Tuesdays, Thursdays and Fridays from 7:15 am to 2:50 pm and Wednesdays from 7:15 am to 2:00 pm

Half-days of work or assessment are periodically organized on Saturdays for students in Grade 9, Grade 10, Grade 11 and Grade 12.

The access of any person from outside the school is authorized with a prior appointment made with the person concerned.

The school is not responsible for students outside these time slots.

#### **Movement of students:**

Students have the right to move around on campus in the spaces reserved for them, while respecting the internal functioning of the school

They will only go to the administration premises when they have a valid reason. During their free periods, students are not allowed to circulate in the corridors, stairs and in the classrooms without the supervision of the school life team.

When moving around the common premises, a calm and silent attitude is required of them.

During interclasses, students must join their next class directly and calmly. The classroom should be kept clean and tidy.

### **3. SCHOOLING**

#### **The student agrees:**

- to complete all the courses planned for his / her schedule, as well as the elective courses to which he enrolled at the end of the previous school year,
- to participate in the activities set up by the school when they are of a collective nature and are located during school time,
- to take part in all the assessment to evaluate the objectives that he would have achieved in each discipline,
- to submit, on the scheduled date, the homework or assignments given by the teachers,
- to keep a proper track of his daily agenda.

#### **Evaluation:**

Formative assessments are carried out in class, in the form of written and/or oral tests, under the responsibility of the teacher. The pedagogical team organizes the schedule of summative assessments.

A provisional timetable is then submitted to the pedagogical council for validation and then presented to the students' delegates before being subsequently distributed to students and their parents. The grades will be regularly accompanied by teachers' comments on the behavior of the student and his / her school status.

In order to facilitate follow-up, the school work is digitally posted on DARS. G=Grades are also available online;

A username and a password are communicated to the families at the beginning of the academic year.

A regular pedagogical report is established by the class council. The appreciations/ remarks mentioned on the report cards delivered to families on termly basis may be supplemented by

one of the following statements attributed by the Principal or his representative, in consultation with all the teachers:

- Congratulations: The student is rewarded for his results, work, and attitude in the classroom. They are obtained in the event of a general average greater than or equal to the mark of 16/20 for Middle school students and Grade 10 and the mark of 6/7 for IBDP classes.
- Encouragement: the student is eligible when he shows efforts and progresses in his performances.
- Warning: the student's attitude does not respect the rules of work or school discipline.

Report cards are transmitted digitally to families. A hard copy of the yearly report card will be printed and delivered at the end of the year. given to students in class; a notification is sent to the parents simultaneously. Communication between parents and teachers is done through DARS or face to face - appointments are to be requested ahead -. Annual meetings are organized between parents and teachers for different grade levels.

The school offers students more personalized support to help them organize their school work

#### **4. SECURITY - RESPONSIBILITIES**

- The CPF welcomes students from 7:15 am. CPF is not responsible for students who linger after classes except for those who have optional courses after 3:00 pm. Students must leave the school right after the last teaching hour. Only students who are regularly enrolled in an activity can remain on campus where they are supervised by the activity mentor, or the supervisor. Families are urged not to let their children stay outside the property.
- It is prohibited to bring to school, to handle, to exchange any object deemed dangerous or likely to be. Likewise, any object not essential to the needs of school activities is also prohibited.
- Students are encouraged not to have money with them beyond the daily needs, and no valuables objects as well. The school cannot be held responsible for any damage or loss of personal property whatsoever.
- The use of mobile phones is prohibited from the Grade 6 to Grade 9 during school time from the beginning to the end of the day. Secondary school students will put their mobile phones in the trays placed on the teacher's desk for this purpose at the beginning of class.
- It is forbidden to photograph or film the school, its students or staff.
- Safety drills are regularly performed.
- The blogs or sites created by the students remain under their full responsibility and that of their parents if they are minors. Any harmful publication or communication is subject to prosecution. On the other hand, any user (adult or student) will have to

comply with the Code of conduct related to use of the Internet, networks and multimedia services as defined by the school.

- In general, access to school is forbidden to anyone outside the service before having completed the following formalities:
- The visitor must go to the main entrance of CPF where he will be given a "visitor badge"; he will register his name, the time of his arrival and the purpose of his visit on a notebook reserved for this purpose, then will present himself to the reception which will direct him towards the desired service.
- The parents or drivers wait for the students outside the school; they are asked not to obstruct the exit by parking in front of the gates and not to hinder access to the school in case of emergency.

## **5. ABSENCES - DELAYS - ANTICIPATED OUTPUTS**

### **ASSIDUITY:**

Absences and tardiness are monitored and recorded on the student Report Card.

Too many absences or tardiness, even if justified, can lead to official warning for families. Beyond a certain limit which would call into question the value of the studies pursued, the radiation of the student considered as having resigned can be pronounced. Parents are informed by School Life and on DARS application.

### **ABSENCES:**

No student will be admitted to class after an absence without parental justification written and validated by Student Life office.

#### **a) Absences for health reasons:**

For extended absences (beyond 3 days), parents must report the absence of their child to School Life by indicating the probable duration of the absence, and provide a medical certificate upon his return to class. Medical appointments must be taken outside of school hours. A sick student must stay at home.

#### **b) Predictable absences:**

Parents must respect their child's studies and take all measures to prevent their child from being absent from classes. In case of force majeure duly motivated, the family informs ahead of time the School Life.

Early departures on holidays and late arrivals after a holiday period are not permitted.

#### **c) Absence at the first teaching hour:**

Any absent student during the first teaching period or afternoon classes in an abusive manner (selection of courses, last minute review, repeated delays ..... ) will not be allowed to attend the rest of the day classes. The informed families will bring back their child home.

**d) Presence to a scheduled assessment is mandatory:**

Any unjustified absence from a scheduled assessment will require a sanction that the administration reserves the right to identify.

Any absence the day before or the day of the assessment must be justified by a medical certificate.

**TARDINESS:**

Punctuality is a manifestation of commitment and respect towards the teacher and other students of the classroom. Tardiness also affects the student's schooling and disrupts the class. To be accepted in class, the late student will be accompanied by School Life. Parents must justify, in writing, the reasons for the tardiness. Excessive tardiness may lead to prohibit the concerned students to access the class until the beginning of the next class. Accumulated tardiness gives rise to a sanction.

**DEPARTURES:**

Students are required to be present at CPF, between the first and the last teaching hour as per the class timetable.

Upon acceptance of families at the beginning of the year, secondary school students are allowed to be absent if they have two consecutive free hours on their schedule.

School trips: Proposed by the teaching staff, they are authorized by the Principal and operated after the agreement of the parents.

## **6. PHYSICAL AND SPORTS EDUCATION**

Physical education is part of the compulsory education. Students must attend the Physical Education classes with CPF uniform on (sports shoes, white polo, blue shorts and a winter tracksuit) for Middle school level.

Temporary incapacity for physical activity or sport: Only those granted or ratified by a medical report are valid. Exempted students are required to attend the PE class.

## **7. STUDENTS' PARTICIPATION IN THE SCHOOL LIFE ACTIVITIES**

The students' participation in the school life is manifested:

- by their active presence and the quality of the relationships they maintain on campus with each other, as well as with teaching, educational and staff personnel,
- through the participation of the elected students' delegates in the Class Councils, the School Councils, the Permanent Commissions or the Secondary School Council.
- by their spontaneous adherence to the spirit of the Internal Rules and Regulations.

It is the class delegate's responsibility to play the role of a mediator between his classmates and the educational team, and to transmit their opinion to the school leaders on all aspects of the school life. They must keep their classmates informed of their actions.

## 8. STUDENTS' BEHAVIOR - PUNITIONS AND SANCTIONS

### Behavior and Attitude:

Students must, in all circumstances, respect the equipment and premises. Students must compete at all times for cleanliness. In case of willful default, they will be required to clean or replace the degraded material, without prejudice to the penalties incurred.

It is forbidden to smoke on CPF campus, to introduce any harmful product, as well as to eat during class. Food delivery is not allowed inside the property.

**It is absolutely forbidden to smoke, consume alcohol or illicit substances in the establishment and in its surroundings.**

Students can only be admitted to school when presented in acceptable and neat appearance. Wearing a white cotton gown is mandatory for Science labs work.

Lost property is returned to the School life office, where it can be regained.

### Punishments and Sanctions:

Before a punishment or a sanction, the arguments of the student possibly accompanied by the class delegate class are heard and taken into consideration. Collective punishment is prohibited.

- School punishments mainly concern minor breaches of the students' obligations and disturbances in the class or school life.

They may be inflicted by teachers or other staff of the school and consist of:

- an oral or written public apology
- an oral or written warning
- additional homework with or without detention
- School sanctions concern serious or repeated failures of fulfilling students' obligations.

They may be accompanied by a total or partial exclusion. They are pronounced by the Principal or by delegation of it. The sanctions scale is as follows:

- the written warning,
- the temporary exclusion of CPF which cannot exceed eight days,
- the exclusion of more than eight days or definitive from school after having the on the approval of the Disciplinary council.

The permanent commission takes part, if necessary, in the disciplinary council

## 9. PROMOTION POLICY:

**The overall average is calculated equitably on the basis of the results of the three terms.**

To be promoted, Middle school and Grade 10 students must have a general average  $\geq 10/20$  in all disciplines. However, the class council may give an opinion of promotion and the final decision will be made by the Principal. **(A promotion policy is especially designed for IBDP classes).**

The promotion is subject to specific criteria based on an overall assessment:

- the academic level reached
- the academic efforts made throughout the year and the seriousness in the work
- the behavior of each student
- the professional and objective comments of the class teachers.

Registration of new students: the recruitment of new students is based on three criteria:

- 1- end of year results
- 2- the interview with the principal
- 3- parental adherence to the philosophy of the school and their desire to support their children by getting involved in their school life throughout their education.

## **10. SCHOOL LIBRARY**

### **SCHEDULE:**

The school library welcomes students and teachers from 7:30 am to 2:30 pm on Mondays, Tuesdays, Thursdays and Fridays and from 7:30 am to 1:30 pm on Wednesdays.

Access is free, from Grade 6 to Grade 12, alone, with the class, and during recess time, for research purposes and book borrowing. To facilitate the work, a calm atmosphere is requested.

### **DOCUMENTS:**

After each reading or each search, replace the documents in the bins provided for this purpose.

To keep a pleasant and functional library, you must: take care of the documents, do not tear them, do not misplace them, and do not take them without notification.

### **BORROW SYSTEM:**

Any student registered in CPF can borrow books from the library for 15 days. Any misplaced or torn documents must be replaced and billed.

## **11. NURSING AND HEALTH CARE**

Parents are invited to inform School Life of any health condition that may affect the life on campus or the student's school path.

For some, an individualized plan may be set up.



A school doctor will provide an annual medical visit for Grade 6 to Grade 9 students.

For students who are required to undergo a certain medical treatment while at CPF, parents are encouraged to inform the School Life in writing. Families are also required to inform CPF of any contagious diseases, including rubella, tuberculosis, viral hepatitis, diphtheria, poliomyelitis, meningitis, etc.

Parents are also required to notify in writing if the child is following a special diet or specific medical treatment. The infirmary only provides first aid. Students wishing to go to the infirmary should preferably go during recess. Students are allowed to go to the infirmary after a written permission from school life department and only in case of emergency.

It is forbidden to send to school a child with serious symptoms (high fever, contagious diseases, difficulty breathing, etc.).

Students who are ill or who have an accident during the day cannot, in any case, decide alone to leave the CPF to return home. School life will urgently prevent the family after having informed the Principal beforehand. The family is then required to pick up their child to take him to the emergency.

In the event of a serious accident, the school will call the nearest hospital emergency department: the parents will be immediately notified by phone to reach them.

CPF declines any responsibility for the possible complications in the case where the family refuses to come to take the student. CPF informs you that no insurance can be provided after the date of the accident. In the event that the family cannot be contacted, the Principal will make all the necessary arrangements to ensure the student's safety.

## 12. ROLE AND PLACE OF PARENTS

The common concern of parents and staff is the interest of the child. The role of parents in the education of their child is essential to contribute to his / her academic success

Parents' rights to information:

The monitoring of schooling by the parents implies that they are well informed of the results but also of the school behavior of their child.

To this end, are put in place:

- meetings at the beginning of each year, for parents of newly registered students with the Principal
- parent-teacher meetings at least twice a year.
- regular information for parents on the results and school behavior of their children

The parents' committee has, subject to the communication service, the right:

- to inform, to communicate, to have material means of action (mailboxes, billboards, etc.)
- to distribute all documents allowing their actions to be known.

### Parent reception:

To reach the administration: parents are asked to make an appointment with the school secretary. The interview will take place in mutual respect and in a constructive dialogue where the interest of the student will take precedence.

To join the members of the educational team, parents are requested to make an appointment by any means at their convenience directly with the teachers or, failing that, by the intermediary of the primary school director for Primary school or the pedagogical coordinators for Middle and High school or even the student life department according to the needs.

### Practical tips for parents

The success of your child's schooling is linked to the permanent dialogue that will be established between the school and yourself as well as your involvement in supporting his schooling.

Supporting your child in his or her schooling means:

- encourage him / her in his/her learning and development
- develop his / her sense of responsibility, teach him / her the necessary respect for himself / herself and others as well as the usefulness of the rules of common life
- help him/ her acquire a certain lifestyle (balanced sleep and diet, personal hygiene, physical activity, etc.).

### Representation of parents in the school:

The parents of students are fully associated with the school life, in particular by participating, through their representatives, in the councils and in the various bodies of the educational establishments.

The school will encourage the parents' committee to make their actions known to other parents. To this end, the documents communicated by the parents' committee are distributed to the students to be given to the parents concerned. Their content, which must however respect the principle of secularism and the provisions relating to private life and prohibiting insults and defamation and excluding any propaganda in favor of a political party or a commercial enterprise, is the sole responsibility of this instance.

The methods of distribution of these documents are defined by mutual agreement between the Principal and the parents' committee.

Parents participate through their representatives in the school's councils.

**The present Internal Rules and Regulations applies to students enrolled in extracurricular activities, clubs, outings and school trips.**

**The present Internal Rules and Regulations may be amended only after consultation with the School Council.**