



INTERNAL RULES AND REGULATIONS

Primary school, Year 2024-2025

PREAMBULE

The Internal Rules and Regulations of CPFM 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 CPFM, 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 (face to face or online) and other services of CPFM, are subject to the payment of fees or corresponding costs.

Staff, regardless of their employment at CPFM 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 is invited to 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 CPFM is submitted to the Principal's approval on yearly basis.

1. ADMISSION

Children born between February 1st and December 31st of the reference year (year of their 3 years) may be admitted to KG1, their admission is subject to availability. For the other classes, it is up to the Principal 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 of commitment and respect to the Internal Rules and Regulations.

The schooling from KG1 to Grade 5 is organized over three pedagogical cycles:

- The early learning cycle that takes place in preschool (KG1, KG2 and KG3)
- The cycle of fundamental learning, which corresponds to the first three years of elementary school (Grade 1, Grade2 and Grade 3)

- The consolidation cycle which corresponds to the last two years of elementary school (Grade 4 and Grade 5).

The objectives of each cycle are defined by the common core standards of the American Program and the instructions of the national curriculum. The promotion of a student from one level or cycle to another is determined by the cycle council under the responsibility of the Primary school director.

2. SECURITY-INSURANCE

Security on school campus is the responsibility of all members of the school community. Students, in particular, must contribute to the fulfillment of the following:

- Fire prevention: prohibition against handling flammable materials or objects that cause a fire hazard.
- Accidents prevention: brutal games and the usage, during breaks and movements, dangerous objects (such as scissors, knives, compasses, lighters ...) and the handling of dangerous products are prohibited.

Students must play exclusively in the areas assigned to them in their cycle:

KG1-KG2-KG3	In the preschool playground or in the hall on rainy days
Grade 1 - Grade 2	On the terrace in front of the classrooms or in the hall. In the hall on rainy days.
Grade 2	In the new PE court twice a week.
Grade 3, Grade4 ,Grade5	In the new PE court twice a week. Or in the gymnasium on rainy days.
Grade3	In the new PE court twice a week.

They are expected to keep these areas clean and respect the available equipment (plants, benches, toys, games) No children may stay or return to class during breaks, unless authorized. Supervision is provided during recesses by teachers. Any accident, even slight, must be reported without delay to the person on duty who will take the appropriate measures.

A written authorization signed by the parents is obligatory for any school trip organized by the teacher.

The insurance underwritten by the CPF covers the students against any accident which could occur inside or outside the school while taking part of the activities organized by the latter and during the journey home - CPF carried out by the transportation company.

Families are responsible for the material damage caused by their children.

CPF is not responsible for thefts or losses of objects related or not to the schooling field. Members of the school community must respect all types of properties and equipment.

Access of strangers to school

In general, access to school is forbidden to anyone outside the service. However, parents of students are the school partners. Therefore, the following provisions concern them directly:

At the elementary school level (Grade 1 to Grade 5), at the time of arrival and departure, parents or their representatives are not allowed to access the campus. They are asked to wait for their children in the places provided for this purpose. If they wish to meet a teacher or the administration, they are asked to go through the main entrance to collect a "visitor badge", fill in the notebook reserved for this purpose, and present themselves at the reception afterwards where the receptionist will guide them to the desired service. The same procedure is applied for an appointment during the day.

The procedures to access preschool are as follows:

The use of a personal identification badge is mandatory to access CPF preschool. The check-in procedure is to be completed at the school gate.

In the morning, the parents or any other authorized person, accompany the student to the door of the classroom where they are welcomed by the teacher.

Preschool functioning hours are as follows:

- 07:15 a.m: students' gates opening
- 07:40 a.m: students' gates closing
- 2:20 p.m: students' gates opening
- 3:00 p.m: students' gates closing

Preschool students' departure procedures are as follows:

- Bus users or students leaving with their parents leave the class at 2:20 p.m on Mondays, Tuesdays, Thursdays and Fridays and at 1:50 p.m on Wednesdays accompanied by the bus attendants on duty.
- Students whose parents are late are gathered at 3:00 p.m and accompanied by the teacher to the reception under the supervision of the head of department. She supervises them until their parents arrive to pick them up.

- Parents are not allowed to leave their children in preschool and elementary, unsupervised while waiting for their siblings to finish classes. They are required to arrange for someone to pick up their children by 3 p.m maximum.

3. TARDINESS, ABSENCES, EARLY DEPARTURES

All students must be present on campus during the school hours. Students must comply with the classroom rules elaborated with them under the teacher’s guidance at the beginning of the academic year.

Students are not allowed to enter the classroom before 07:40 am. Students are expected to be assiduous and punctual at school.

Tardiness: Tardiness can only be exceptional and is subject to justification. Once the justification is validated by the administration, the student will be then admitted to class. However, in case of repetitive tardiness, the parents are notified and may be asked to come to school and meet with the director of the primary school.

Absences: Any absence, as short as it may be, must be justified in writing.

Occasional early departure: must be requested in advance. In this case, the parents or an authorized person, is expected to identify themselves at the school reception and pick up the student.

4. SCHOOL HOURS AND RESPONSIBILITIES

The school hours at all levels are as follows:

School hours at the primary school	Monday, Tuesday, Thursday and Friday	Wednesday
Doors opening	7:15 a.m	7:15 a.m
Entrance to classroom and beginning of the teaching period	7:45 a.m	7:45 a.m
Doors closing	7:40 am	7:40 am
End of teaching period	2:20 p.m	1:50 p.m

The CPF Montana declines any responsibility towards the children who wait for their parents in front of the main entrance after the exit time.

Students must leave the campus at the end of the school day. Only students who are regularly enrolled in an activity can stay on campus where they are supervised by the activity monitor or the supervisor.

CPF is not responsible for students who arrive before 7:15 am or who linger after 3:00 pm.

Parents who come to pick up their children at the end of the school day are asked to be punctual and respect all schedules.

Primary school students can only be picked up by the authorized adults. The school reserves the right not to entrust a child to an unidentified person.

5. SCHOOL CANTEEN

A school canteen service is mandatory for all preschool students and optional for elementary school students (kiosk or cafeteria). Students with a personalized care plan (PAI) that specifies food allergies may be exempt from the meal served at preschool. A food service is available for purchase during recess times. Preschool students' meals will be served in the school cafeteria. This year, our provider has introduced a prepaid card system to limit cash transactions for our students.

6. PHYSICAL EDUCATION AND SPORTS

Physical education is part of compulsory education. Students are required to attend this class having the PE uniform on (a white T-shirt, navy blue shorts and sports shoes); in winter, students wear a blue jogging suit. Requests for a class exemption must be occasional and a letter of justification is required. For an extended exemption, a medical certificate is indispensable.

7. REPORTING- INFORMATION TO PARENTS

The student progress reports are issued digitally three times a year for preschool and elementary school students. They must be signed by the parents or legal guardians.

A parent-teacher meeting is scheduled after the submission of the first report card.

8. BEHAVIOR AND ATTITUDE

A clean outfit and courteous behavior are required at all times to all students. The wearing of the apron is mandatory from KG1 to Grade 5. During P.E. sessions in elementary school, students must wear the sports uniform.

Are prohibited: jewels or valuables, cell phones, electronic games as well as all dangerous object.

Any commercial activity including canvassing, selling or bartering is prohibited on CPF campus.

9. SCHOOL BUS TRANSPORTATION

The registration to CPF gives access to a paid bus transportation service. Users must comply with the scheduled times and stops. An attendant assigned by the transportation company, in addition to the driver, is responsible for the supervision during the trips. Students must have a calm conduct and are expected to:

- Show respect to the bus equipment (knives and dangerous objects are strictly forbidden).

- avoid jostling at the entrance or exit of the bus.
- sit for the duration of the trip.
- fasten the seat belts.
- avoid shouting.
- avoid drinking, eating, or chewing.
- follow the attendant's instructions.

Any breach of these rules may result in the exclusion of the student from the access to this service.

10. HYGIENE AND HEALTH

Parents are encouraged to inform the school nurse of any health issues that may impact the student's life at school or their educational journey.

For some students, an individualized care plan (PAI) will be implemented in collaboration with the school nurse. A school doctor will conduct an annual medical check-up.

For students who need to follow medical treatment while at CPFM, parents are invited to notify the school in writing. Families must also inform CPFM in cases of contagious illness, including rubella, tuberculosis, viral hepatitis, diphtheria, polio, meningitis, etc. Parents are also required to report in writing if the child follows a specific diet or medical treatment. The school nurse provides only first aid; administers prescription medication only with a doctor's note provided by the family. This prescription must specify the student's name, the medication name, method of administration, and dosage. It is preferable for parents to hand over the medication directly to an adult. Teachers are not authorized to administer medication.

Students wishing to visit the school nurse should do so preferably during recess. Students are permitted to visit the school nurse with written authorization from an adult and only in case of emergency. It is prohibited to send a student to class with severe symptoms such as a fever of 37.5°C or higher, coughing, sneezing, respiratory issues, fatigue and muscle pain, headaches, sore throat, congestion or runny nose, loss of taste or smell, diarrhea, nausea or vomiting, rashes, or discoloration of the hands or feet.

In case of fever, it is recommended to wait 24 hours without fever and treatment before sending the child to school. All medically-related absences must be reported to administration. If the absence lasts three days or more, the child must present a medical certificate.

Students who become ill or are injured during the school day are, under no circumstances, allowed to leave CPFM alone. The school will promptly notify the family after informing the Head of School. The family must then pick up the child to take them to the hospital if necessary. In case of a serious accident, the school will call the nearest emergency hospital, and the parents will be notified immediately by phone to join them.

CPFM holds no responsibility for potential complications if the family refuses to collect the student. CPFM informs you that no insurance coverage can be provided after 24 hours following the date of the accident. Should the family be unreachable, the Head of School will take all necessary measures to ensure the student's safety.

In case of a student's absence, parents are encouraged to help their child catch up on missed lessons.

11. CULTURAL ACTIVITIES

The school library is open to primary school students. They may, in relevance to the procedures provided for this purpose, access the library to check or borrow books. They must not keep the books beyond the assigned deadlines. Any book not returned is to be refunded by the family payable at the school accounting office.

12. RELATIONSHIPS WITHIN THE SCHOOL COMMUNITY

Away from the information related to schooling, information is disseminated:

- by announcements posted at the school entrance
- by notes distributed to students for transmission to parents.
- by digital communication platforms.

Formal non-educational relationships between parents and CPF are generally set through the Parents Committee. All pedagogical questions are to be dealt directly with the concerned teacher with or without the presence of the primary school director.

Any meeting with the teachers or the director must be held by prior appointment. The director may propose to bring together an educational team to examine with the family, teachers and potential paramedical consultants the academic difficulties encountered by a student.

13. DISCIPLINES -SANCTIONS

Any breach of the internal rules and regulations justifies the execution of a disciplinary procedure or an appropriate sanction. In case of redundancy, the council of teachers placed under the authority of the Principal, may decide of the necessary measures to be taken.

14. GENERAL INSTRUCTIONS

Gifts for teachers on any occasion are strictly regulated by the administration. Under no circumstances is it permitted to give cash to any school staff member.

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

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