

INTERNAL RULES AN REGULATIONS

Primary 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 abide by 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 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 CPF is submitted to the Principal's approval on yearly basis.

1. ADMISSION

Children born between February 1st and January 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 and KG3	In the preschool playground
Grade 1 to Grade 5	On the terrace in front of the classrooms, in the hall and in the gymnasium

They are expected to keep these areas clean and respect the available equipment (plants, benches, games, garbage bins ...). 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:

- 07:30 am: students' gates opening and reception in the classrooms (only for PS/KG1)
- 07:40 am: students' gates closing
- 2:20 pm: students' gates opening
- 3:00 pm: students' gates closing

Preschool students' departure procedures are as follows:

- Bus users leave the class at 2:20 pm on Mondays, Tuesdays, Thursdays and Fridays and at 1:30 pm on Wednesdays accompanied by the bus attendants on duty.
- Students whose parents are late are gathered at 3:00 pm and accompanied under the supervision of a teacher to the reception. She supervises them until their parents arrive to pick them up.

3. TARDINESS, ABSENCES, EARLY DEPARTURES

All students must be present on campus during the school hours. Students must comply with the classrooms 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 07:30 am. Students are expected to be assiduous and punctual at school.

Tardiness: Tardiness can only be exceptional and is subject to justification. In case of tardiness, parents must pass by the reception. Once the justification is validated by the administration, the

student will be then admitted in class. However, in case of repetitive tardiness, the parents are notified and may be asked 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 via a written requested, is expected to identify themselves at the school reception and pick up the student.

4. SCHOOL HOURS AND RESPONSIBILITIES

The school hours for Elementary school are as follows:

School hours at the primary school	Monday, Tuesday, Thursday and Friday	Wednesday
Doors opening	7:15 am	7:15 am
Entrance to classroom and beginning of the teaching period	7:40 am	7:40 am
Doors closing	7:40 am	7:40 am
End of teaching period	2:25 pm	1:30 pm

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 catering service is optional for all primary school students (kiosk or canteen). A catering service is offered for sale during recess times. There is a possibility of ordering meals from an external service provider for preschool. Meals for preschool students will be taken in the classroom. The reheating of meals brought by families is assured.

6. PHYSICAL EDUCATION AND SPORTS

Physical education is part of the compulsory education. At the Elementary school, 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 twice a year for preschool students and three times a year for elementary school students. They must be signed by the parents or legal guardians and returned to school as soon as possible. In Elementary school, the delivery of the first and third term progress reports takes place during a parent-teacher meeting.

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.

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 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 more than 37.5 degrees, coughing and sneezing, fatigue and muscular pain, headaches, throat pain, runny nose, loss of taste and smell, diarrhea, nausea and vomiting, skin rash, discoloration of hands or feet, COVID positive or contact with someone carrying the COVID virus).

In case of fever, you are asked to wait 24 hours for the fever to resolve before sending the child to school. Any absence for medical reasons must be reported to the administration. In the event of absence greater than or equal to three days, the child must present a medical certificate.

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 24 hours of 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.

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 at a fixed price of 2 USD 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.
- electronically

Formal non-educational relationships between parents and CPF are generally set through the Parents Committee. Direct phone calls from parents to teachers' cell phones are discouraged. A physical meeting is preferred. All pedagogical questions are to be dealt directly with the concerned teacher with or without the presence of 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

The gifts for teachers on all occasions are closely supervised.

Access to classes or any other services of CPF are subject to fee payments.

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

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