

Primary School Rules and Regulations 2021-2022

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1. PREAMBLE

The current rules and regulations aim to ensure the smooth running of the school and security of primary school users (elementary and kindergarten). Everyone is asked to respect them and to ensure they are respected by all. Enrolment at the LFKL requires unreserved support of the current rules and regulations. The regulations are applied in accordance with Malaysian law.

2. ADMISSION AND ENROLMENT

The main goal of the LFKL is to provide schooling for children of French nationality. Non-French children are accepted where places are available. For non-French pupils admitted, whose knowledge of French appears insufficient, there will be a specific project to meet their needs.

The Management handles admission, on presentation by the family of: the family information report, the health booklet stating that the child has had the necessary vaccinations for their age, end of term report with admission to the next class and a student's release form from the previous school.

Admission is only confirmed upon receipt of registration fees and where places are available.

Each year, at the beginning of the school year, the LFKL defines the pedagogic structure of the elementary and kindergarten classes according to the numbers and the children's age group classes.

ADMISSION TO THE KINDERGARTEN

Children aged 3 as at 31 December of the current year may be admitted to the Kindergarten in the *Petite Section*. To be admitted to the Kindergarten, a child must be in good health and have the necessary maturity and independence acceptable to the Management at enrolment and in the following days. The child must be toilet trained.

Children aged over 6 as at 31 December of the current year may be admitted to the elementary school.

Where places are available, some children may be accepted from the age of 2 in the *Toute Petite Section* if they are capable of following the rhythm, at the discretion of the teaching team and the Management and if they are toilet trained. The first enrolments will be those born at the beginning of the year.

3. ATTENDANCE AND SCHOOL OBLIGATIONS

Enrolled pupils must take part in all activities corresponding to their schooling organized by the establishment and complete the tasks related to them.

3.1 THE KINDERGARTEN

Enrolment in the kindergarten demands commitment by the family and **regular attendance**.

If the child fails to attend regularly, they may be removed from the enrolment list and will be sent home to their family by the Management.

3.2 THE ELEMENTARY SCHOOL

Regular attendance in the elementary school is **compulsory**, in accordance with **the school calendar** and the legislation currently in force.

3.3 ABSENCES

Absences are recorded, every half-day, in a specific register kept by the teacher via the Pronote application.

3.3.1 **Families** are required to inform the school of the exact reason for the absence immediately, and in writing when the pupil returns.

3.3.2 **A medical certificate** must be presented for an absence of more than 4 days. If it concerns a contagious disease, parents must let the school know as soon as possible. In this case, a certificate declaring non-contagion is required on the pupil's return (see 5.2.2).

3.3.3 A letter in advance is required for **planned absences** by the parents. Authorization for absence is given by the Management in exceptional circumstances, on written request by the parents.

3.3.4 **Any absence** without legitimate reason or valid excuse is recorded in the record booklet or on the report.

3.3.5 The **only legitimate reasons** concern the following: a child's illness, communicable disease or if a family member is contagious, exceptional family events, absence resulting from accidents in communication, exams and religious festivals.

3.3.6 **Lessons** are not made up nor given for non-legitimate absences.

3.3.7 **Any child** being unable to attend Physical and Sports Education classes must be provided with a dispensation: a note from the parents for one lesson, a medical certificate for extended non-participation.

3.4 HOURS AND ORGANIZATION OF SCHOOL TIME

The Primary School Council fixes the starting and finishing hours. The weekly number of school hours is fixed at twenty-six hours for the duration of one year.

TIMES	Kindergarten	Elementary School
Reception	7.30 a.m. /8.15 a.m., in class starting from 7.45am.	7.30 a.m./7.55 a.m. Start of lessons: 8 a.m.
Lunch break	11.30am/12.30pm	11.30am/12.30pm

End of school	2.15 p.m./2.30 p.m., 11.45 a.m./12.00 p.m. on Wednesdays	2.30 p.m. 12 p.m. on Wednesdays
Remarks	The gate is opened from 7.30 a.m. to 8.20 a.m. then from 2.15 p.m. to 2.30 p.m. Reception is provided from 7.30 a.m. in the playground. Parents can collect their children from 2.15 p.m. (11.45 a.m. on Wednesdays.)	Children who take the bus at 2.45 p.m. wait in the playground. Others are delivered to their parents at 2.30 p.m. before the buses leave.
	Children not taking the bus are taken to their parents. All changes, even one-off changes, must be indicated to the class teacher. Without written permission from the parents, the child will be kept at school.	

At HEVEA, the gate is open from 7:30 a.m. to 8:00 a.m. then from 2:45 p.m. to 3:00 p.m. (12:15 to 12:30 p.m. on Wednesdays).

A welcome is scheduled from 7:30 am in the playground. Pedestrian parents can pick up their children from 2.15 p.m. for kindergartens (11.45 a.m. on Wednesdays) and 2.30 p.m. for elementary (12 p.m. on Wednesdays)

A minute drop-off by car is possible between 7:30 a.m. and 8:00 a.m. in the morning and between 2:45 p.m. and 3 p.m. in the evening, after the departure of the buses.

At the LFKL, students are welcomed from 7:30 am.

They are accompanied out of school at 2:30 p.m. (12:00 on Wednesdays)

SCHOOL LIFE

4.1 OBJECTIVES

Student life and teachers' work practices are organized to ensure the attainment of fixed objectives as per article 1 of decree No. 90-788 of 6 September 1990 and decree no. 2008-463 of 15 May 2008. Teachers must refrain from any behaviour, gesture or word which translates into indifference or contempt towards a pupil or their family, or which may wound the sensibilities of the children. Pupils and their families must refrain from any behaviour, gesture or word which could undermine the role or the person of the teacher or the respect due to their fellow pupils or their families. Similarly, pupils and their families must not be subjected to any discrimination, in particular regarding race, colour, sex, language, religion, nationality or social origin, financial circumstances, birth or any other situation.

4.2. DISCIPLINARY ACTION

4.2.1. Kindergarten

No punishment may be given. Segregation is the only sanction permitted, under supervision, of a child displaying temporarily problematic behaviour and only for the time necessary for them to revert to behaviour compatible with the group.

4.2.2 Elementary School

The teacher or the Cycle's pedagogic team has a duty to help the children achieve to the best of their abilities. All corporal punishment is strictly forbidden. A child may not be deprived of all recreation time as a punishment. Breaches in behaviour regarding rules and regulations of the school, and in particular, any physical or moral attack on other pupils or teachers, may result in reprimands which may if necessary, be made known to the families. If the child's behaviour is problematic or dangerous to themselves or others, they may be segregated from the rest of their class, for a short time and under supervision. In the case of particularly serious problems affecting the behaviour of the pupil in their school environment, the situation must be submitted for investigation by the educational team, according to article 21 of decree No. 90-788 of 6 September 1990.

4.3 PEDAGOGIC ASSESSMENT

4.3.1 **The parents** receive a computerized report 2 times a year for the elementary classes and GS class, and twice a year for the TPS, PS and MS in the form of a learning record booklet. A summary of learning acquisitions completed by the Cycle 1 educational team is sent to the elementary school on the student's admission in the first year of cycle 2, and sent to the student's parents or legal guardian. **At the end of cycle 2 (CE2)**, a record sheet provides an overall assessment of the 8 elements of the Common Base using a simple grading system: insufficient command, weak command, satisfactory or very good command. The parents must **sign the periodic reports on line**. The last report will be given upon request in paper form for information and signature. Should the student be leaving the school, the computerized reports will be kept at the LFKL for a year.

4.3.2 Progression to the next class and orientation

Progression to the higher cycle, extending or reducing time in the cycle, are decided by the Teacher's Meeting of the cycle in progress or at the end of the year. The length of time a pupil spends in cycle 2 or 3 can be extended or reduced by a year and one year only. Orientation requests during the year will be examined by the educational cycle team and if necessary the school psychologist.

4.3.3 Appeal

Where there is disagreement between the family and the advice of the Cycle Council, the family can refer the matter in writing, within a week of reception of the recommendation from the Council, to the Appeal Committee, chaired by the Cultural Counsellor at the French Embassy (or a deputy appointed by them).

4.4 CODE OF CONDUCT IN THE SCHOOL

4.4.1 Movement in and around the school premises, recess time

Congregating at the beginning and end of classes, moving to different areas in the school premises must take place in an orderly, calm and disciplined manner, under the responsibility of the teachers. Pupils line up in the playground and wait

for the teachers invite them to go to class. It is forbidden for the pupils to be in the classroom or in the corridors between classes.

4.4.2 **It is forbidden** to pupils to bring to school: any sum of money, any valuable objects, any dangerous object which may cause injury and generally, any object without direct connection to schoolwork. Cellphones and smartphones are forbidden for primary school students.

4.4.3 **Damage**

Parents are held financially responsible for damage caused by their children: to material belonging to the LFKL, to common school objects and clothes belonging to fellow pupils, to class books and library books.

4.4.4 **Theft or loss**

The LFKL cannot be held financially responsible for the loss of clothes, objects left in the passages, classes etc... Any disappearance of valuable objects must be reported immediately to the Management. Any object found is given to the Student Support Service office (*Vie Scolaire*).

4.4.5 **Insurance**

Each student benefits and is covered by the individual and international insurance that is under the CGEA company.

4.4.6 **Image Rights**

School photography or film is present in our school, whether it concerns the traditional class photo or school activities in different forms: workbooks, posters in the class, school newspapers, the website, the Year Book, school social networks (Facebook and LinkedIn) or more exceptionally in a restricted multimedia support (an art or cultural project, school trip...) It enables us to:

- give information on projects or educational activities (school trips, artistic and cultural school correspondence...) exploit events and visits (festivals, shows, sporting activities, different excursions...)
- motivate the students and acknowledge the value of their work, showing them in a school situation, in activity, always in a positive light,
- help conserve memories of school friends and time spent at school through class photos.

The school naturally forbids the use of any photography or film that could infringe upon the dignity of a child or their parents. Therefore and unless otherwise stated and strictly in keeping with the values described above, it is assumed that the parents have authorized the school to use photographic or video representation of their child.

The family, may at any time, and in writing addressed to the Management of the LFKL, refuse the use of an image of their child.

4.4.7 **Parents**

If necessary and for the supervision of students during school activities outside the school, during school time, the Director may accept or solicit the participation of parents as volunteers.

5. USE OF THE PREMISES – HYGIENE

5.1 USE OF THE PREMISES

People not working at the school are not authorized to enter the school premises, except by prior arrangement with the Management.

The only people having permanent right of access to school are: the staff, the students, the Inspector, the authorities or their representatives. During school time, the parents only have access to the administration. Users ensure that the premises are well-maintained and school material is clean and in good condition, as well as the environment (playground, lawns, trees etc...). Any potential damage that is noticed must be reported.

5.2 HYGIENE

The premises are cleaned daily with sufficient ventilation to maintain them in state conducive to good health. Children are encouraged daily by their teacher to observe sound hygiene practices. Children attending the LFKL must be in good health and toilet-trained.

5.2.1 Administering Medication

In the case of illness requiring long-term care, emergency protocol, diet or special arrangements, the Individual Care Plan (PAI) is in place for the reception of children and administering medical care. This does not concern acute diseases. Medications are stored in a safe place. It is not possible for the child to have access to them alone.

5.2.2 Suspension

The family of a child with an illness recognized as contagious or parasitic is responsible for informing the school immediately. A certificate declaring non-contagion is required on the child's return. To protect the children from contagious illnesses, conditions requiring temporary suspension from school are as follows:

	The sick student	Person in contact
Diphtheria	30 days suspension from clinical recovery	No suspension but for those: vaccinated – a booster injection not vaccinated- to be sent for vaccination
Meningococcal meningitis	Readmission after clinical recovery	No suspension but chemo or prophylactic antibiotic treatment

Poliomyelitis	Suspension from school until absence of virus in stools	15 days of suspension after having been isolated from the sick person routine vaccination
Group A haemolytic streptococci infection	Suspension until presentation of a medical certificate stating the appropriate treatment	No suspension If there is an epidemic, intervention by Health Authorities
HIV (AIDS virus) or hepatitis B	No suspension	No suspension
Whooping cough	30 days from the start of the illness	No suspension
Measles Mumps Rubella	Suspension until clinical recovery	No suspension Recommended vaccination
Dysentery, scabies, epidemic influenza, chicken pox, hepatitis A, impetigo and other pyoderma	Suspension until clinical recovery	No suspension

Ringworm	Suspension until presentation of a medical certificate stating that microscopic examination shows absence of the pathogenic agent	Systematic screening
Respiratory tuberculosis	Readmission on presentation of a certificate stating a negative sputum smear	-No suspension -Screening
Typhoid fever and paratyphoid fever	Suspension until clinical recovery	-No suspension - Reinforcement of individual and group rules of hygiene.
Pediculosis (lice)	No suspension with treatment	No suspension

Administrative Order of 3 May 1989 (Official Bulletin no. 8 of 22 February 1990)

6. SUPERVISION AND GAMES

6.1 GENERAL MEASURES

Pupils are under constant supervision during school hours and their safety is assured at all times by school personnel.

6.2 SPECIFIC SUPERVISION MEASURES

Reception of the children is provided 15 minutes before classes start.

6.3 RECEPTION AND COLLECTION OF CHILDREN BY THE FAMILIES

Pupils and teachers are required to respect the hours of the LFKL. Any lateness must be justified and Management must be informed before admission to class. Reception is provided from 7.30 a.m. The LFKL cannot be held responsible for pupils before that time. If children need to leave class during school hours, they may only be entrusted to their legal guardians or

their representatives, duly appointed **in writing**. A discharge form of responsibility must be signed by the parents. Parents will make every effort to ensure their child is picked up on time at the end of school.

6.3.1 **Common arrangements** to the kindergarten and the elementary school.

Children are picked up by their parents, at the end of the morning and afternoon classes, except where the family has arranged for a custodian or a transport company to take charge of them.

The temporary exclusion of a child for a period of not more than a week, may be declared by the Director, after consultation with the School Council, if the parents have repeatedly neglected to pick up their child at the end of each class, at the times fixed by the rules and regulations, or if they are seriously late or repeatedly late in the morning.

6.3.2 **Specific arrangements for the kindergarten**

In the kindergarten classes and sections, children are brought to class to the teaching personnel or the kindergarten assistants in charge of supervision. They are picked up, at the end of the day, by parents or by any person duly appointed by them in writing, in the form of a discharge.

6.3.3 **Supervision of the students outside school hours in the presence of their parents**

The school cannot under any circumstances provide supervision outside school time and parents must arrange for this supervision.

7. CONSULTATION BETWEEN FAMILIES AND TEACHERS

7.1 **INFORMATION FOR FAMILIES** Parents have at their disposal:

Circulars issued by the Management and given to the children, which must be returned signed if necessary, to the LFKL, a bi-weekly information bulletin of general information, the notice board at the entry, computerized evaluation reports.

7.2 **NOTICES – DISTRIBUTION**

Notices and announcements can only be put up on the LFKL walls after being stamped by the Management. It is forbidden to distribute documents within the confines of the LFKL and its perimeters without prior agreement from the Management.

7.3 **MEETINGS BETWEEN THE PARENTS AND TEACHERS**

The Head of School and the **Director** of the Primary School meet parents of pupils during LFKL school hours, by appointment.

The teachers meet parents **outside class hours**, by appointment. They are not authorized to disturb them during classes.

Parent representatives: parent representatives play the role of intermediary between the teachers, Management and parents of the whole school. One **coordinator** may be appointed for each year level, or a class coordinator with the teachers' agreement, to represent the parents of each class alongside the parent representatives. Different types of meetings are organized:

Organized by	Title	Public	Frequency

The Director of the Primary School	The Primary School Council	Elected parents	1 per term or when organized by the Director
The teacher	Class meeting	The parents of a class	2 meetings a year
The teacher	Individual meetings	Each parent	When necessary

7.4 FAMILY SETTLEMENT-RELATIONS:

Parents will communicate in a courteous and respectful manner with LFKL staff, through dialogue and consultation in order to find solution to problems encountered in the context of their children's schooling at the LFKL.

They will not prejudice the establishment, its staff, its operation and its reputation by slanderous or defamatory public communications.

In case of serious breach of these principles, the principal may follow the internal school regulations voted by the establishment council.

SCHOOL SERVICES

8.1 THE CANTEEN

There is a canteen reserved for students of the school. The canteen is compulsory for children in the Primary School. Only children requiring a written Individual Care Plan (PAI) with a medical certificate for support are permitted to benefit from exceptional conditions with a meal adapted to their condition. The invoicing appears alongside the school fees each term.

8.2 SCHOOL BUS SERVICE

A school bus service is offered and organized by the LFKL. Families register directly with the transport department and the invoicing appears alongside the school fees each term.

Transport information

The parents will inform in writing their child's teacher, the Head of Student Support Services (*Vie Scolaire*) in the Primary School and the person in charge of the school buses for any change in organization of transport. If the change occurs the same day before 12 p.m. (10 a.m. on Wednesday), parents must inform the person in charge of the school buses and the Head of Student Support Services for the Primary School.

8.3 HOMEWORK ASSISTANCE

Homework assistance is available for children whose parents are non-French speaking or who speak little French. This is on Tuesday and Friday from 2.45 p.m. to 4.15 p.m. Depending on the demand, additional classes can be hold on Monday and Thursday. Parents whose children do not take the school bus must come and pick up their children after these activities.

8.4 COMPLEMENTARY EDUCATIONAL ACTIVITIES

Complementary educational activities concern restricted groups of children. The organization of these activities is set out by the Regional Inspector of French National Education and proposed by the Teachers' Council.

They must provide help for children experiencing difficulties in their learning, assist personal work or support the implementation of an activity set out in the Primary School Development Plan (directive number 2013-017 of 6 February 2013).

All of the measures in place are incorporated in the Primary School Development Plan. Each class teacher, after receiving the parents' agreement or that of the legal representative, will provide the list of children who will benefit from this help.

The annual yearly hours dedicated to CEAs by each teacher is 36 hours.

9. CONCLUDING MEASURES

The rules and regulations are established, approved or modified each year in the first meeting of the school council. The current rules and regulations are distributed to all members of the school community. Everyone is presumed to be aware of the measures. In the case of unforeseen circumstances relating to the current rules and regulations, the Management has the authority to take all decisions necessary and will subsequently inform the Cultural Counsellor and the members of the Primary School Council.

Approved at the Primary School Council Meeting on 11/11/2021

Signature of parents: