

**HOUSE RULES SCHOOL YEAR 2022/2023**  
**École Française Internationale de Colombo**

The present rules and regulations are intended to ensure the proper functioning and safety of the users of the French International School of Colombo. All members of the educational community are invited to respect them and to ensure that they are respected.

The enrollment of a student at EFIC implies full acceptance of the present rules, voted by the School Council on 29/10/2019.

## **I. Registration and Admission**

EFIC's goal is to educate French-speaking children. Children of other nationalities are admitted if the family wishes to give their child an education in French and access to French culture and values.

The admission of non-French speaking students is not based on entrance exams but on an interview with the families, in order to organize a schooling adapted to the child's needs as much as possible, and to avoid putting the students in great difficulty.

Each year, the pedagogical structure of the kindergarten, elementary and high school classes is established according to the number of children enrolled and their age groups.

### **1. Registration**

Children who have reached the age of 3 by December 31 of the current year are eligible for enrollment in EFIC's kindergarten class, following an appointment with the director and teacher.

The reception of a child of 2 and a half years old is however possible within the limits of the available places and the implemented pedagogical project. In this case, the child may be admitted to a very young section. The decision to open the very young section is made by the director.

Children who have reached the age of six by December 31 of the current year and those who benefit from a waiver granted under Article 5 of Decree No. 76-1301 of December 28, 1976 must be presented to the elementary school at the beginning of the school year.

Children are enrolled in their age group. In the event of a decision to move up, a document certifying the decision by the teachers' council must be included in the file in order for it to be taken into account. No decision to advance will be accepted without this document.

Enrollment is registered upon presentation of a civil status form or the family record book and health record attesting that the child has undergone the mandatory vaccinations for his or her age, the certificate of expulsion from the previous school and the school record book.

The passports of the parents and the child will be required for registration. In the event of divorce, a copy of the custody decree must be provided at the time of registration.

Admission is not final until the first registration fee is received. For all other terms and conditions related to the payment of tuition fees, please refer to the school's financial regulations.

## **II. Attendance and school obligation**

Students enrolled at the French International School of Colombo are expected to participate in all activities related to their schooling and to accomplish the tasks that arise from it.

When families enroll a child in our school, the enrollment of a student in the elementary school implies a commitment by the family to regular attendance and respect for the school's schedule.

In kindergarten, the child must be autonomous, in terms of his/her need to use the toilet, on the first day of school. In the event that a child is not, the start of school may be delayed.

Attendance is also compulsory in middle and high school for students enrolled in the CNED, who by enrolling in a school, commit to normal and regular attendance. CNED students must participate in all school activities, projects and sports classes.) No absences of convenience will be allowed.

CNED students take the brevet des collèges and the baccalaureate as a rule in Delhi. Examination fees are in addition to the annual tuition fees.

### **1. Schedules, absences and delays:**

The school's hours are:

- 8:10 a.m. to 12:00 p.m., Monday to Thursday
- Lunch break from 12:00 to 13:05
- 1:05 pm to 2:45 pm, classes resume
- 8:10-12:00 on Friday mornings.

Students are welcomed from 8:00 to 8:10 in the classroom, leaving at 14:45 from Monday to Thursday and at 12:10 on Friday.

CNED students begin class at 8:10 a.m. every day and finish at 2:45 p.m. or 4:00 p.m., depending on the schedule set up at the beginning of the school year. Lunch break is from 12:00 to 1:05 p.m.

Students in the 4th grade and above who wish to have lunch outside of the school may do so with written authorization from their parents.

Extracurricular activities take place from 3:00 to 4:00 p.m., according to a semester schedule.

### Absences:

Families are required to inform the school office of any absence on the day of the absence, if possible in the morning before 9:00 am. Absences are recorded each day in a register kept by the teacher.

For all absences, families must provide written proof by email to the secretariat ([secretariatefic@gmail.com](mailto:secretariatefic@gmail.com)).

Absences outside of school vacations are not desirable. However, in the case of exceptional personal convenience, a written request can be made to the director of the school.

In case of illness, and beyond two days of absence, a medical certificate will be required. Should a student contract a contagious disease, families are required to inform the school as soon as they are aware of it so that preventive measures can be taken concerning the other students.

Please notify the school promptly in case of dengue and Covid. A certificate of non-contagion may be required upon the student's return for serious cases.

### Delays:

Tardiness disrupts the operation of classes and also penalizes tardy students by depriving them of part of the class. Families are therefore asked to ensure that their child arrives on time each morning.

All late arrivals are recorded in a register. Students who are systematically late will be required to wait until recess to enter the school.

For secondary students, a record of absences and lateness will be sent to parents at the end of each period. This statement is signed by the Head of School.

## III. School life

The life of the students and the actions of the teachers are organized in such a way as to allow the objectives set out in article 1 of decree n° 90-788 of September 6, 1990 and decree n° 2008- 463 of May 15, 2008 to be achieved.

The teacher shall refrain from any behavior, gesture or word that would express indifference or contempt towards the student or his/her family, or that would be likely to hurt the children's feelings.

Students and their families must refrain from any behavior, gesture or word that would undermine the function or the person of the teacher and/or any other personnel of the school, and the respect due to their fellow students or their families.

Similarly, students and their families must not be discriminated against on the basis of race, color, sex, language, religion, national or social origin, property, birth or any other status.

## 1. Sanctions:

### A) Elementary School:

It is the goal of the teacher or instructional team to obtain work from each student commensurate with his/her ability. A student may not be deprived of the entire recess as a punishment. Violations of the school rules and regulations, and in particular, any physical or moral harm to other students or staff, equipment and premises will be reprimanded and, if necessary, brought to the attention of the families.

A child who is difficult or whose behavior may be dangerous to him/herself or to others may be temporarily isolated from his/her classmates under supervision. The student may also be asked to repair the damage caused, and to engage in group work.

No sanctions may be imposed. However, when a child's behavior seriously and durably disrupts the functioning of the class and reflects an obvious maladjustment to the school environment (aggressiveness, violent or dangerous behavior for others or for the child himself), the situation of this child must be submitted to the examination of the educational team and to a precise discussion with the family.

A decision to temporarily withdraw from school may be made by the Head of School, after an interview with the parents. This decision will be notified in writing and noted in the child's school file. In this case, frequent contact should be maintained between the parents and the educational team in order to allow the child to be reintegrated into the school environment as soon as possible, or if necessary, to find a better solution for the child.

### B) Elementary school and secondary school classes :

In the case of particularly serious difficulties affecting the behavior of the student in the school environment, his or her situation will be submitted to the examination of the educational team, provided for in article 21 of decree no. 90-788 of September 6, 1990. In all cases, a constant dialogue must be maintained with the family of the child concerned.

## 2. Disciplinary Board :

In case of serious or repeated failure to comply with the present rules, and/or conduct that may harm students, staff, property or the reputation of the school, a Discipline Council (composed according to the guidelines of the AEFÉ in the circular n° 2547 dated 14/10/2011) will be convened. The sanctions that can be pronounced against students are the following:

- Warning
- A reprimand
- Temporary exclusion from the school, which may not exceed eight days
- Permanent exclusion from the school.

The first three sanctions can be pronounced by the head of the school alone, after consultation with the educational team and a meeting with the student concerned and his/her parents (see the AEFE circular mentioned above).

#### **IV. Use of the premises - Hygiene and safety**

##### **1. Respect for the premises and equipment :**

Users must ensure that the premises, equipment and environment of the school are kept clean and in good condition. Families are financially responsible for any damage caused by their children, without prejudice to any disciplinary sanctions incurred by the students in question. If the damage is deliberate or the result of gross negligence or an act of indiscipline, the student will be held accountable and a measure will be decided by the teaching staff or the school council depending on the degree of seriousness of the problem.

The administration declines all responsibility for theft or damage to personal belongings of which a student may complain.

##### **2. Hygiene - Health :**

The premises are ventilated and cleaned regularly several times a day (see EFIC's sanitary protocol in connection with Covid).

Students must respect the rules of hygiene in force. In addition, they will be encouraged by the teacher to take care of their belongings. Students are expected to come to school in a good state of personal hygiene. Families should immediately follow the hygiene warnings in order to avoid possible contagions (lice...).

It is forbidden to smoke in the school premises.

##### **3. Security - Surveillance:**

Safety drills (fire alarms and lockdowns) are held according to current regulations. Safety instructions are posted in the school. The safety register is kept up to date by the head of the school.

Students are under the supervision of the school during regular opening hours. After hours, students and their families are not permitted to remain on the premises or in the playground. Siblings who are not enrolled in the school may not enter the school to wait for their families, for reasons of responsibility.

Only students with extracurricular activities are allowed to stay in school after 3:00 pm. They are then under the responsibility and supervision of the EFIC counselor and the EFIC adult on site.

No dangerous objects are allowed on the school premises (knives, lighters...). Dangerous games and behavior are also prohibited. Valuables should not be brought to school. Electronic and multimedia equipment

(consoles, game-boys, MP3s, IPods, etc.) are prohibited. Small games should be kept to a minimum in order to avoid loss or breakage.

The use of cell phones and portable music players by students is forbidden on the school premises. The school cannot be held responsible for theft or damage (clothing, various objects, etc.).

#### 4. Insurance :

A school insurance policy must be provided upon enrollment in the school. This insurance must stipulate that it covers the child in terms of civil liability in the event of an accident in everyday life towards a third party and must have an individual accident guarantee section.

The school offers an insurance policy that families can purchase at the beginning of the school year (or at the time of registration during the year). In this case, please contact the administrative department (dafefic@gmail.com).

## V. Communication between members of the school community

A meeting is held in each class at the beginning of the year, within two weeks of the start of the school year, as well as during the year when the school booklets are handed out.

Parents may ask to meet with teachers or the head of school by requesting a personal appointment with them.

### Posting:

A sign is posted outside the school to inform families. Parent representatives may also request access to the bulletin board. All documents must be submitted to the school administration for approval before posting. Information about the school is sent by email.

Families are asked to provide valid email addresses to allow for the most efficient communication possible. For some information, a hard copy will be given to students. Please check your email box regularly.

EFIC has social media accounts that you can access without a specific account. The purpose of EFIC's Facebook and Instagram pages is to communicate and highlight information about school activities, extracurricular activities, and links with EFIC's partners (French Embassy, Alliance Française and other local schools where applicable).

In addition to the regulatory provisions, the school's rules may establish other measures to promote liaison between parents and teachers. For example, the procedures for informing parents or organizing visits to the school may be provided for.

The school council meets three times a year and performs the functions provided for by decree n° 90-788 of 6 September 1990.



## French International School of Colombo



The principal meets with the parents of the school or of a single class each time he/she deems it useful. A school booklet is made up for each pupil and will be regularly communicated to parents for signature during the school year.

### **V. Services**

EFIC offers families a school lunch service and extracurricular activities. These optional services are billed separately.

Families who register their children for extracurricular activities agree to pick up their children at the scheduled end of the activities.

The school or the activity leader cannot be held responsible if the parents are late or if the activity ends outside the legal hours (3:00 - 4:00 p.m., Monday through Thursday).

The rules and regulations were voted unanimously at the school council meeting held on June 22, 2022 at EFIC.



**French International School of Colombo**



**Acceptance of school rules  
of the French International School of Colombo - EFIC**

We the undersigned, Mrs. .... and Mr. .... agree to respect the school rules of the French International School of Colombo, for the school year ...../.....

Done in Colombo, on .....

**Mother's signature**

**Father's signature**

(Document to be signed and returned to your child's teacher or to the EFIC office. Thank you)