



INTERNATIONAL FRENCH SCHOOL OF SKOPJE EFIS

INTERNAL REGULATIONS

School year 2018/19

International French School of Skopje (EFIS) at 19 Nikola Parapunov street located in Skopje. EFIS is a school that accepts children from kindergarten(maternelle) to graduation class (terminale). Its students consist of natives of the country in which the school is based as well as French and foreign children.

According to an agreement dated May 12th 2014 EFIS ltd delegated the pedagogical management of the institution to the French Secular Mission (MLF). The MLF, an association according to the 1901 law, is a non-profit organization, founded in 1902 and state-approved in 1907. Its purpose is to develop the French language and French culture abroad.

The goal of this regulation is to ensure proper functioning and safety of students and staff.

The establishment is a place devoted exclusively to education and teaching. These rules are designed to implement, in the best conditions, learning community life, the sense of responsibility, rights and duties of each person in the school community.

It is based on the following principles:

1. Respect political, ideological or religious neutrality (the principle of secularism).
2. Respect each other.
3. Protect against any form of physical or moral abuse and condemn any use of violence with NO exceptions!
4. Requirement for students to participate in all activities in the schedule and requirements in the formal curriculum.
5. Respect the School starting hours/ finishing hours
6. Respect the school furniture, material and equipment available to all.

It is strictly forbidden to smoke in the school and the school yard.

I Structural and educational function

The educational structure and functioning of the International French School of Skopje is in accordance with the French Ministry of Education. It's also in accordance with the official decrees published in the official gazette. The teaching can make any adjustments to achieve compliance with the decrees issued.

Macedonian lessons are taught to all pupils from kindergarten for 120 minutes per week.

Macedonian or Albanian language lessons are taught to all students (from CP to CM2) in accordance with the instructions of the Macedonian Ministry of Education (for children of Macedonian or Albanian citizenship). They are taught 180 minutes per week. Moreover, international students from CP to CM2 also attend Macedonian lessons for foreigners.

Learning English is compulsory from CP.

The kindergarten classes also have an introduction to English for 60 minutes per week or 60 minutes per week

II Organisation of the school year

a) The school calendar

The school calendar is established every year. It is validated by The French Cultural Services of Skopje, the Inspector of French Education (in Athens) and the French Secular Mission.

Adjustments may occur to account for national days of commemoration of the host country and local festivals.

The number of working hours remain the same or higher than that of schools in France. (26 hours per week, 2 by exception)

The next year's calendar is adopted before the end of the school year and it is approved by the School Council.

The director is free to come into compliance with ministerial decisions of the host country, to close the school if security conditions are not up to standard.

b) Opening of the School

Elementary School Hours:

8:30am to 12.30am and 1.30 pm – 3.00pm on Monday, Tuesday Wednesday and Thursday

8:30am to 12:30am Friday

26 hours per week + 3 national language lessons outside working hours (15:30-16:30)



c) The reception of students

It is imperative to respect the times given below. Coming to school on time is crucial for the school success.

- For kindergarten classes (maternelle), the reception is in the classroom between 8.20am and 8.30am.

In the afternoon, the parents collect children from the entrance of the school and not from the classrooms at 3.30pm (at 12:30pm on Fridays)

- For children from CP to CM2, the reception is made in the playground between 8.20 am and 8.30am.

In the afternoon, children are accompanied to the entrance at 3.30pm (or 12:30pm on Fridays)

- Elementary school students are received in the classroom, between 8.20am and 8.30am.

After the lessons (15.30, and 12.30 for Fridays) the students are accompanied to the entrance of the school. If the parents do not pick up their children, they will be taken over by the teachers responsible.

Students are not allowed leave the school without permission.

* A free reception is held each morning from 7:30am in the dining hall or in the playground. A paid child-minding service is set up daily until 6:00pm. (See Financial Regulation for the terms). Families can use this service regularly or occasionally. It is essential to inform administration or the teacher if you wish to use these services.

Teachers are responsible for children during school hours.

Before the official time of entry (8:20am) and after the exit time, children are the responsibility of their parents. If a student must leave school during school hours, he/she can only do so if accompanied by an adult. A child can't leave school alone during school hours.

* After 3.30 p.m. Mondays, Tuesdays, Wednesdays and Thursdays or after 12:05pm on and Fridays, if children haven't been picked up they will be looked after by a child-minder that the parents will later be charged for.

d) Communication between parents and teachers

The teachers and principal are available by appointment outside school hours.

A back to school meeting takes place in each class during the first half of September.

At the beginning of each school year, the school organizes the election of parent representatives who attend the school meetings throughout the year. The elected parents are an added channel of information and connection between parents and the school.

Their role is essential because:

- they listen to the parents
- they are in permanent contact with the director and the school teachers.
- they represent the voice of all parents

A school meeting is organized every term.

The summary of the meeting is sent to all families electronically. Three versions of the summary are sent: French, Macedonian and English.

e) Skills Assessment

Students are assessed in terms of skills and disciplinary expertise. A school report is completed each term. The school report is the same for the entire cycle. It is given to the families to be signed at the end of each term. It is imperative to return it to the school and to attach it to the academic programs (according to the official program from 2015).

Other skills assessed, are the skills that are part of the official programs from the French Ministry of Education, Science and Research.

The parents can check their child's results on the CNED web site.

The CNED sends the school two newsletters corresponding to two semesters. Both newsletters are communicated to the parents at these two times.

III School life

During their attendance at school, children are placed under the responsibility of the staff. During school hours each teacher is responsible for students in the class. During recess this responsibility lies with the teachers on duty. However, every teacher supervisor or member of staff must use their responsibility as an educator if he witnesses any misconduct of a student or group of students or a situation that seems dangerous.

The institution must offer everyone the opportunity to work in peace and tranquility, the teaching staff is doing everything possible to comply with these conditions.

Any serious or repeated incidents will be communicated to the parents.



a) Attendance

School attendance is checked every day. Absences should be exceptional and are accepted only due to illness or personal reasons. In case of a child's absence parents should warn the school immediately by telephone (02 30 83 321) or e-mail: info@efis.mk.

All absences should be justified with a written document signed by the parents and stating the reasons for the absence.

In case of a contagious disease, a medical certificate is required, stating that the child is no longer contagious in order to reinstate the student in class.

The length of school holidays must be scrupulously observed. No early departure or extension will be possible without prior agreement with the teacher and the director.

b) Field trips and school trips

During the school year, field trips and school trips might be arranged through the school initiated by the teachers and in agreement with the families. The expenses for these trips will be covered by families, entirely or partly.

The teaching staff informs parents about the practical details of the outings (times, location, finance ...). Parents may be asked to supervise students.

The financial participation of families may be required before the event.

The Director is responsible to comply with safety rules and reserves the right to cancel any outing that does not meet the requirements of the formal policy.

c) school equipment

Starting from CP, school bags, pencil cases and their content (pencils, markers, pens, rubbers ...) are the responsibility of the family. The rest is provided by the school.

Any dangerous objects will be removed from their owner.

Books and notebooks must be covered. Because of the large sums devoted to provide free school supplies, parents must ensure the proper care and maintenance of books and notebooks. A book that is lost or damaged will have to be refunded or replaced.

It isn't recommended to wear jewelry or bring anything of value to school as the school cannot be held responsible for any loss, theft or damage to any items.

d) School lunch (obligatory)

Hot meals are served in the school canteen. For the cost of lunch please take a look at the Financial Regulation of 2018/2019.

During the lunch break, children will be under the responsibility of adults (teacher or assistant) supervising the canteen. The school rules of conduct also apply during the breaks (canteen).

e) Extracurricular activities

Extracurricular activities that will be put in place on school premises will be authorized in advance by the Director. These activities are only open to children enrolled in The French Schools.

f) Health and Safety

SAFETY

Entering and exiting the school must be done in a peaceful and orderly manner.

No student may stay in the classroom without an adult present.

During recess, violence, pushing and brutal games are not allowed.

It is forbidden to bring any object or product that could be dangerous to school. The parents are responsible for the material that students bring to school. This material should be limited to that needed for study.

The dress code must be correct and consistent with the requirements of school practice.

Mobile phones must remain off while at school. For lower primary students (up to CM2) only the school phones will be used to communicate between the child / family, family / child during school hours.

Mobile phones are forbidden in the school.

Individual school insurance is mandatory.

In case of an accident or illness, parents will immediately be notified by phone. The school contacts emergency services only in the event of severe cases or incidents that show the possibility of complications.

Parents are responsible for any accidents on the way to and from school. Similarly, they are responsible for any accident resulting in not following this regulation.

Hygiene regulation



Students are expected to ensure and respect, under the school staff's supervision, the general cleanliness of the premises both inside and outside the institution.

Soap dispensers and disposable towels ensure the children's hygiene. It is asked of students to use these facilities appropriately without destroying and strictly limiting the use of towels for drying hands.

Any allergies (food or a cleaning product ...) must be reported at the beginning of the school year on the information sheet provided for this purpose.

Fire safety / natural disaster practice will be organized. Two exercises will be held during the school year.

The evacuation plan is displayed in the school and will be explained in class in order to teach the children how to react in case of an emergency (how to behave, sound signals, signs, emergency exits).

Kindergarten Classes (TPS,PS, MS, GS)

Children of the tiny (TPS), small (PS), medium-section(MS)of kindergarten (in some cases the big section children whose parents have reported this necessity) will be accompanied by an adult to the toilet (ASEM ...).

* Children from the big section (GS) can go to the toilets under the supervision of an adult (teacher or assistante) on the way to the toilet and back.

* If necessary, children will be changed by the ASEM(assistante) preferably with the child's personal clothing.

* The teacher and senior staff ensure that children eat snacks and meals in hygienic conditions and in peace.

IV Distribution of Rules

The school council will approve this internal regulation during the third term. Any changes will be sent to families and students.

This regulation is delivered to any adult involved in children's education.

It is signed by the parents of the enrolled students.

Parents should give their active support in respect to the application of this regulation by reminding their children to respect the rules, ensuring attendance and schoolwork, which are



primary success factors. This Regulation shall be read and commented on in the classroom as often as necessary.

ENGAGEMENT

INTERNATIONAL FRENCH SCHOOL OF SKOPJE – EFIS



INTERNAL REGULATIONS REGLEMENT SCOLAIRE ШКОЛСКИ ПРАВИЛНИК

School year 2018/2019

I, the under signed, Mr./ Ms.(1).....

Mother/father/ legal guardian of the student (1):

SurnameName.....Grade :.....

Have taken note of the Financial Regulations of EFIS and agree to comply with it.

We also declare that we have read all acts, regulations and other school documents, and the operating conditions of the school, as well as the possibility of not accepting of the student if these are not respected.

(place) (date)

Parents Signature: _____

After signing, a copy should be returned to EFIS