

International French School Skopje EFIS

INTERNAL REGULATION

School year 2023/2024

The purpose of these internal regulations is to ensure the proper functioning of the establishment and the safety of students and staff.

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

It is based on the following principles:

1. Respect for political, ideology, or religious neutrality (principle of secularism).
2. Duty to respect others.
3. Guarantee of protection against any physical or moral aggression and the resulting duty for everyone not to use any violence without exception and to condemn its use.
4. Obligation for students to participate in all activities planned in timetable and required in official programs.
5. Respect of ENTRY/EXIT times
6. Respect for the facilities and equipment made available to all.

Smoking is prohibited on all premises as well as in the playground.

I: Educational structure and operation

II: Organization of the school year

- a. **School Calendar**
- b. **Schedules**
- c. **Reception of students**
- d. **Communication between parents and teachers**
- e. **Assessment and skills**

III: School life

- a) **Attendance**
- b) **Educational outings and discovery classes**
- c) **Material**
- d) **Uniforms**
- e) **School catering**

- f) **Extracurricular activities**
- g) **Hygiene, safety, and pollution**
- h) **Discipline**

IV: Dissemination of the internal regulations

I. Educational structure and operation

The educational structure and operation of the French International School Skopje correspond to the official instructions emanating from the French Ministry of National Education. They comply with the official texts published in the Official Bulletin. The teaching team makes any possible adjustments to comply with the published decrees.

All pupils in the nursery school benefit from adapted teaching in the Macedonian language. Teaching time is two hours (120 minutes) per week.

Elementary school students from CP and middle school students benefit from mother tongue lessons, Macedonian or Albanian. Teaching time is three hours (180 minutes) per week, including two hours during school time.

Adapted teaching of the Macedonian language is provided to international students.

The teaching of English as a modern foreign language is part of the compulsory teaching of official French programs, from class (CP). Teaching time is six hours per week.

The teaching of English as a modern foreign language is also provided in nursery school in the Middle Section (MS) and the Large Section (GS), with four hours per week.

II. Organization of the school year

a) School Calendar

The school calendar is drawn up each year. It is validated by both the Cooperation and Cultural Action Service (SCAC) and the French National Education Inspector (in residence in Rome).

¹<http://www.education.gouv.fr/cid87300/rentree-2015-le-nouveau-programme-de-l-ecole-maternelle.html>

<http://www.education.gouv.fr/cid95812/au-bo-special-du-26-novembre-2015-programmes-d-enseignement-de-l-ecole-elementaire-et-du-college.html>

Adjustments may be made to take into account national days of commemoration of the host country and local holidays.

The volume of hours worked is equivalent to or greater than that of schools in France. (26 hours per week including 2 exceptional hours)

The school calendar is adopted before the end of the school year for the following year at a School Council.

The director has complete freedom to comply with the ministerial decisions of the host country to close the school if security conditions are not met.

b) Opening hours of the French School of Skopje

Primary school hours: 8:30 a.m. – 12:00 p.m. and 1:30 p.m. – 3:30 p.m.: Monday, Tuesday, Wednesday and Thursday

8:30 a.m. – 12:30 p.m.: Friday

26 hours per week

NOTE: these 26 hours per week include two hours of teaching in the national language – they do not include the third hour of teaching, nor the hour of APC or homework help (3 times 30 minutes), which are optional.

College hours: 8:30 a.m. – 12:00 p.m. and 1:30 p.m. – 3:30 p.m.: Monday, Tuesday, Wednesday and Thursday

8:30 a.m. – 12:30 p.m. Friday

26 hours per week + 3 hours of national language outside school hours (3:30 p.m.-4:30 p.m.)

c) Welcoming students

It is imperative to respect the times given above. Punctuality is an essential element for the academic success of students.

- For KINDERGADREN school students, reception is carried out in the class between 8:20 a.m. and 8:30 a.m.

At the end of the lessons, the students are returned to the parents, at reception, not in the classrooms.

- For students from CP to CM2, reception takes place in the classroom between 8:20 a.m. and 8:30 a.m.

At the end of lessons, students are accompanied to reception where they are looked after, either by their parents or by the daycare service, if they are not picked up by a responsible adult.

- For middle school students, reception takes place in the classroom between 8:20 a.m. and 8:30 a.m.

At the end of lessons, students are accompanied to reception where they are looked after, either by their parents or by the daycare service if they are not picked up by a responsible adult.

At the end of the lessons, no student is authorized to leave the establishment without prior authorization signed by the legal officials.

A free reception is organized every morning from 7:30 a.m.

Paid daycare is available daily until 6 p.m. (See the financial regulations for details). Families can use this service regularly or occasionally. It is essential to notify the administration or the teacher.

Teachers are responsible for students during class hours.

. If a student has to leave school during school time, he or she can only do so accompanied: a child cannot leave school alone during school time.

* At the end of classes, on Monday, Tuesday, Wednesday, and Thursday or after 12:30 p.m. on Friday, children alone will be entrusted to the daycare service which will then be invoiced.

d) Communication between parents and teachers

Teachers and the director are available by appointment outside of school hours to receive parents who wish. Teachers do not answer phones in class. In the event of an emergency, you must contact the establishment.

Mutual respect between parents and teachers, the principal, or any other school staff is an essential condition for the proper functioning of the school. Any serious and repeated breach may result in an end to collaboration between the EFIS and the family concerned by decision of the Council of Teachers.

A back-to-school meeting takes place in each class during September.

At the start of each school year, the school organizes elections for parent representatives who will then sit on the School Board. Elected parents are an additional channel of information and exchange between parents and the school. Their role is essential since them:

- listen to parents,
- ensure permanent contact with the Director of the school and with the teachers,
- are the spokespersons for all parents on the Governing Board

A School Council meeting takes place every quarter.

The report is communicated to the elected representatives of parents, electronically, in three languages (French, Macedonian, and English)

e) Skills assessment

Elementary School

Students are assessed in terms of disciplinary skills and know-how. A periodic skills assessment booklet provided for this purpose is completed each quarter. This booklet is the same for the entire cycle. It is given to families for signature(s) at each quarterly or final assessment. It must be returned to school and attached to the school file.

<http://www.education.gouv.fr/cid87300/rentree-2015-le-nouveau-programme-de-l-ecole-maternelle.html>

<http://www.education.gouv.fr/cid95812/au-bo-special-du-26-nouvelle-2015-programmes-d-enseignement-de-l-ecole-elementaire-et-du-college.html>

Middle –school

Students are evaluated according to a rating system out of 20. They are evaluated by teachers.

The skills assessed are those of official National Education programs.

Teachers prepare three report cards corresponding to three terms. The report cards are communicated to parents at these three times.

III. School life

While at school, children are placed under the responsibility of the establishment staff. During class hours, each teacher is responsible for the students in the class. During recess, this responsibility falls to the teachers on duty. During the lunch break, the children are under the responsibility of teachers and educational assistants, according to a schedule established by management.

However, each teacher, supervisor, or support staff must exercise their responsibility as an educator if they witness the misbehavior of a student or a group of students or a situation that appears dangerous to them.

The establishment must offer everyone the opportunity to work in order and calm; the teaching team implements all necessary measures to comply with these conditions.

Any serious or repeated incident will be communicated to parents.

a) **Attendance**

The call is made every day. Absences are exceptional and duly justified by health or family reasons. Parents immediately notify the school by telephone or email or via the ONE application.

Any absence is justified by a written document, signed by the parents, specifying the reasons for the absence.

In the event of a contagious disease, a medical certificate of non-contagion is mandatory for the student's return to class.

The school holiday schedule must be scrupulously respected. No early departure or extension is possible without prior agreement with the teacher and the Director.

For middle school :

Attendance is the first duty of students (Article L 131-8 of the Education Code).

Attendance at all classes scheduled in the timetable is mandatory, including optional classes for which the student has registered.

Absences are recorded every hour by teachers. Each absence, even if reported by telephone, must be justified in writing (by email).

Absences or delays that are not validly justified, repeated, and in particular selective will be subject to punishment or sanctions (see Discipline).

The student is required to make up the work done in class during his absence

The teacher will inform him of the exercises, sessions to do at home, or lessons to learn.

b) Educational outings and discovery classes

During the school year, school trips and discovery classes can be organized as part of the school project, at the initiative of teacher,s and in agreement with families. The costs relating to these outings may be borne by the families, in full or in part.

The teaching team informs parents about the practical details of the outing (times, locations, financial participation, etc.). Parents can be asked to supervise students.

Financial participation from families may be required before the activity.

The director is responsible for compliance with safety rules and reserves the right to cancel any outing that does not meet the conditions required by the official texts in force.

c) Material

In elementary school and middle school, school bags, kits and their contents (colored pencils, markers, pens, eraser, glue, etc.) are the responsibility of the families. The rest is provided by the school.

Books and notebooks will be covered. Parents must ensure the care and good keeping of books and notebooks. A damaged or lost item will be refunded or replaced.

Any object that would endanger others will be removed from its wearer.

Jewelry and, more generally, any valuable object are not recommended; the school cannot be held responsible in the event of loss, theft or damage.

d) Uniforms:

From February 24, 2024, the uniform will be compulsory at EFIS. The uniform is clothing made up of one or more pieces that students must wear every day within the establishment. It is decorated with the establishment's logo, which makes it easily recognizable. This thus becomes one of the emblems of the establishment's culture.

In the event of non-compliance with this protocol, families will be reminded of this obligation by the establishment. This reminder system will be presented to the first school council of each new year for a vote on the internal regulations of the establishment.

Concerning the prices of clothing linked to the school uniform, refer to the financial regulations for uniforms which will be sent to families.

e) School catering

At school, hot meals are served in the dining room. For organizational reasons, students cannot bring their lunch to school.

For prices and rules, consult the School Restaurant Regulations.

During the lunch break, children are the responsibility of the adults supervising the canteen. The school's rules of good conduct apply during the lunch break and all extra-curricular moments (canteen, playground, etc.)

f) Extracurricular activities

Extracurricular activities that will be implemented in school premises will be authorized in advance by the director. These activities are only open to children enrolled in French schools.

g) Hygiene, safety, and pollution:

HYGIENE

Students are expected to ensure, under the supervision of school management, the general cleanliness of the premises inside and outside the establishment.

Facilities with soap dispensers and disposable towels ensure children's hygiene. Students are asked to use these facilities appropriately without damaging them and strictly limiting the use of towels to dry their hands.

Any allergy (to food or a clean product, etc.) must be reported at the start of the school year on the information sheet provided for this purpose. It is also essential to notify the class teacher and complete an Individualized Reception Project (PAI) with the principal. It is under this sole condition that emergency treatment can be given by the educational team.

Fire/natural disaster safety is organized. Three fire simulation exercises will take place during the school year. Two major threat simulation exercises will also be carried out.

The evacuation plan is displayed within the school and is subject, in addition to the exercises provided, to awareness-raising work in class (behaviors to adopt, sound signals, signs, and movements).

Specificity for Kindergarten Classes:

Children in TPS, PS MS sections (as well as children to Grande sections for whom parents have previously informed us of special needs) are accompanied to the toilet by an adult (ASEM or teacher, etc.).

- * Children(GS) who are independent can go to the toilet under the supervision of an adult during the toilet class journey (entrance and exit)
- * If necessary, children will be changed by ATSEM, preferably with personal clothes.
- * The teacher and support staff ensure that the children consume snacks and meals in satisfactory hygienic conditions and peace.

SECURITY

Entrances and exits (to or from classes) are done peacefully and in a row.

No student may stay in class without the presence of an adult.

During recess, violence, shoving, and rough games are not allowed.

It is prohibited to bring into the school any object or product likely to be dangerous. Parents are responsible for the materials that students bring and these materials must be limited to the defined study needs. Clothing must be correct and compatible with the requirements of school practice.

The use of cell phones is prohibited in the establishment. If necessary, a call can be made under the supervision of an adult in the establishment.

Individual school insurance is compulsory.

In the event of an accident or illness, parents are immediately notified by telephone. The school calls on the emergency medicine service when the accident shows signs of seriousness and/or possible complications.

Parents are responsible for any accidents on the way from home to school (and vice versa). Likewise, their civil liability is incurred for any accident resulting from non-compliance with these regulations.

POLLUTION :

Due to the high levels of pollution in the country, it is important to take this into account for the safety of students. Each classroom is equipped with an air purifier.

In addition, in the event of a pollution rate exceeding 50 EU AQI, playtime will be reduced by half. In the event of a rate exceeding 120 EU AQI, the recreation will be canceled. Quiet time in the classroom will replace this time.

h)Discipline:

➤ Kindergarten

Nursery school plays a vital role in the socialization of the child: everything must be done to ensure that their development is encouraged. This is why no sanctions can be imposed.

A temporarily difficult child may, however, be isolated for the very short time necessary to help him find behavior compatible with group life. It must not be left unsupervised at any time.

A decision to temporarily withdraw from school can be taken by the head of the establishment, after an interview with the parents and in agreement with the director of primary classes.

However, when the student's behavior seriously and lastingly disrupts the functioning of the class and reflects an obvious maladjustment to the school environment, the child's situation must be submitted for examination by the educational team.

In this case, frequent contact must be maintained between the parents and the teaching team in order to allow their reintegration into the school environment as quickly as possible.

➤ Elementary school

The teacher or the cycle teaching team must obtain from each student work commensurate with their abilities. In the event of insufficient work, after questioning its causes, the teacher or the cycle teaching team will decide on appropriate measures.

Any corporal punishment is strictly prohibited.

A student cannot be deprived of all recess as a punishment.

Breaches of the school's internal regulations, and, in particular, any attack on the physical or moral integrity of other students or school staff may give rise to reprimands which are, if necessary, brought to the knowledge of families.

It is permitted to isolate from his peers, temporarily and under supervision, a difficult child or whose behavior may be dangerous for himself and others.

In the case of particularly serious difficulties affecting the student's behavior in his or her school environment, his or her situation must be submitted for examination by the educational team.

➤ Secondary: punishments and sanctions

Acts and behaviors contrary to internal regulations and a good school climate may result in punishments or disciplinary sanctions for educational purposes. These can only be individual and proportional depending on the importance of the error committed. Collective punishments and sanctions are prohibited.

- Punishments

Punishment mainly concerns minor breaches of students' obligations and disruptions in the life of the class or establishment. It aims to lead to real awareness and takes the form of:

- A verbal call to order,
- A written call to order on a document signed by the parents and the student concerned.
- A commitment to respect the internal regulations.
- An additional duty
- Work of reflection or collective interest of an educational nature: storage of materials, classification, cleaning of places, etc., all activities that tend to develop the notions of respect and belonging.
- A detention

It can be given by all educational staff in the establishment.

A student cannot be deprived of all recess as a punishment.

Any corporal punishment is strictly prohibited.

Any psychological violence is also strictly prohibited.

It is permitted to isolate a student from his classmates, temporarily and under supervision if the behavior could be dangerous for himself and/or others.

Parents will be informed of any punishment, specifying the circumstances and type of punishment.

In the event that the punishment is not carried out by the student and no written excuse or justification from the parents is provided, the student is liable to a sanction and a postponement of the punishment.

- Punishments

Disciplinary sanctions concern serious or repeated breaches of student obligations and attacks on people and property. The most serious sanctions are decided by a disciplinary council which brings together a student representative, the student concerned, his parents, the teacher, and the management.

A fault may be based on acts committed outside the school establishment (school outings and trips, transport, social networks) if they cannot be dissociated from the status of the student.

The sanctions imposed will be entered in the student's administrative file:

The possible sanctions are:

- The written warning, notified to the family: it helps to prevent a deterioration in the student's behavior.

- Reprimand: it constitutes a written and solemn call to order. The observations addressed to the student are more serious than the warning,

- The accountability measure, is subject to the student signing a commitment to carry it out. It consists of participating outside teaching hours in solidarity, cultural, or training activities for educational purposes for up to twenty hours.

- Temporary exclusion from class which cannot exceed 8 days.

During the temporary exclusion from the class, the student is welcomed into the establishment. He is required to do work of reflection and of general interest. Also, he is required to submit any work due to the teacher and to carry out, away from his classmates, any checks planned by the teachers. At the end of this period, the student will have to make up the missed lessons.

- Permanent exclusion from the establishment

Written warnings and reprimands can be given at any time by school staff.

The accountability measure, temporary exclusion (from the class or establishment) or definitive exclusion are given during a Disciplinary Council.

Procedure of the Disciplinary Council:

- Communication to the minor student and his family (or to the adult student) of the facts which justify the initiation of a disciplinary procedure.
- The student and his family may present their defense orally or in writing within three working days.
- Setting up the Disciplinary Council meeting.
- Notification of the sanction by the head of the establishment to the family.

The accountability measure and temporary exclusion from the class or establishment may be suspended. However, these are sanctions in their own right. The suspended sanction is included in the student's administrative file. When he pronounces a suspended sanction, the head of the establishment informs the student that in the event of a new sanction, he risks having the suspended sentence lifted. If a new breach justifying a sanction is committed, three hypotheses are possible:

- The suspension is lifted: the initial sanction is then implemented,
- A new sanction is pronounced: it does not automatically have the effect of leading to the lifting of the suspension previously granted,
- The suspension is lifted and a new sanction is simultaneously pronounced.

The sanctions of warning, reprimand and the measure of accountability are erased from the student's administrative file at the end of the school year.

Temporary exclusions are deleted from the student's administrative file after one year from the date on which they were pronounced. In the event of serious misconduct, a disciplinary council will be convened following French national education regulations.

IV. Distribution of the Internal Regulations

The School Council will approve this internal regulation in the and to 1st quarter of 2023. Any changes will be sent to families and students.

The rules are communicated to families. The parents of the registered students sign it.

Parents should give their active support concerning the application of this regulation by reminding their children to respect the rules and ensuring ring attendance, and schoolwork, which are primary success factors. This Regulation shall be read and commented on in the classroom as often as necessary.

****After signing, a copy should be returned to EFIS***

ENGAGEMENT

INTERNATIONAL FRENCH SCOOLOF SKOPJE – EFIS

INTERNAL REGULATIONS

The school year 2023-24

I, the undersigned Mr./ Ms.(1).....

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

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

Have taken note of the Internal Regulations of EFIS and agree to comply with them.

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 the student if these are not respected.

(place) (date)

Parents Signature: _____