

Internal Regulations

1 Preamble

- a. The school ensures all the students, their families, and adults who work within, the respect, consideration, and justice to which they are entitled. The school promotes communication, collaboration, and cooperation among all partners.
- b. The school is an important living environment for the student. He learns democratic values, respect for the environment, a sense of solidarity, mutual aid, and tolerance.
- c. The school wants to be a place of safety where everyone is safe from physical and psychological aggression and learns to control their violence.
- d. The students and the other partners must be able to express themselves freely in compliance with the collective rules promoting harmony and conviviality.
- e. The student can confide his fears and difficulties and benefit from useful support.
- f. The school refuses exclusion in all its forms, aggression whatsoever, and school harassment.
- g. The school respects the principle of the child protection charters.
- h. The school respects the principle of the charter of secularism.

2 The school is focused on the needs of the students

- a. The school ensures the overall development of the student, promotes creativity, initiative, responsibility, and autonomy of the student, and gives him the means to evaluate himself. The school allows the student to acquire knowledge, know how to do, and know how to be.
- b. Teachers strive to practice pedagogy that takes into account the abilities and rhythm of the student and rely on a personalized pedagogical project whenever necessary.
- c. The school aims at the individual success of each student by offering the same opportunities to each of them.
- d. It ensures the continuity of learning. It is, first of all, the parents who teach children to know how to be self-controlled and respect others through behavior and language. The school helps the student develop his intellectual, social, emotional, physical, creative, and artistic abilities.



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3 Registration

- a. The head of school registers the student upon the presentation by the family of the birth certificate and/or the family book, the passport and/or identity card of both parents, the health book with up-to-date vaccinations, the deregistration certificate, and the school record of the previous school.
- b. The students accepted into the first year of kindergarten are those who are two years old on December 31 of the current year. The students are then registered in their age-appropriate class.

4 Attendance and school obligation

- a. Kindergarten classes: enrollment implies the commitment of regular attendance for the family.
- b. Elementary and middle school classes: regular attendance in elementary school is mandatory, in accordance with the laws and regulations in force.
- c. Absences
 - I. Absences are recorded, every half day, in a call register kept by the teacher. In case of absence, parents must make the reason known by message, before or on the day of the absence, with production, if necessary, of a medical certificate if possible. Any absence of students is reported to the parents.
 - II. The head of school meets the family for three unjustified absences.
 - III. Authorizations for absences may be granted by the head of the school, at the written request of the families, to meet exceptional obligations.

5 Late

The students who come late can only show up at school with an adult. Parents are informed orally after three days late and meet the head of school after five days late.

6 Schedule

- a. The school is open in the morning at 7:30 for the reception of students.

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- b. In the morning, all the students have class from 8 am to 11:30 am from Monday to Thursday and from 8 am to 12 pm on Friday. In the afternoon, the students have class from Monday to Thursday from 1:15 pm to 3 pm for the kindergarten class, and from 1 pm to 3 pm for the elementary and middle school. A program of extracurricular activities is offered until 4:45 pm and on Saturday morning.
- c. Upon arrival at school, kindergarten students are brought by their parents to class or to the school reception. At the end of classes, they are picked up in the classroom or in the courtyard.
- d. Upon arrival at school, elementary students are dropped off at the entrance of the school. Parents make sure that their child has entered the school gate before leaving. They are welcomed at the school reception.
- e. Middle-class students can arrive and leave school alone at the beginning and the end of the day.
- f. The school portal is locked during class hours and extracurricular activities.
- g. At the end of classes, the family is contacted after 15 min of being late. From this 15 min period, students need to wait for their parents at the reception.

7 Ethics

- a. The principal, the teaching staff, and the administrative staff are prohibited from any behavior, gesture, or word that would reflect indifference or contempt for the student or his family, or that would be likely to hurt the sensitivity of the children.
- b. Similarly, students, like their families, must refrain from any behavior, gesture or word that would harm the function or person of the teacher or school staff and their classmates or their families.
- c. Insults, intimidation, harassment, peddling lies, and physical or psychological aggression are prohibited. Any corporal punishment is strictly prohibited.
- d. Failures to comply with the school's rules of procedure, and, in particular, any damage to the physical or moral integrity of other students, or teachers, or school staff, may give rise to reprimands that are, if necessary, brought to the attention of the families.



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- e. It is allowed to isolate a student from his classmates, momentarily, and under supervision, a difficult child or whose behavior may be dangerous for himself or for others. A student cannot be deprived of all recess as punishment.
- f. In case of particularly serious difficulties affecting the student's behavior in his school environment, his situation must be submitted to the examination of the education team. Measures will be put in place and communicated to the families. If the difficulties persist, a dismissal of the student may be decided, on the proposal of the principal. The family must be consulted, and can appeal the school transfer decision to the French Embassy in Cambodia.

8 Safety and use of premises, equipment, and hygiene

All school premises are entrusted to the headmaster, responsible for the safety of people and property, except when school premises are used outside school hours for other activities (ventilated center, training) under the responsibility of the person in charge and based on a contract with the EFB.

9 Hygiene

- a. The cleaning of the premises is daily, and the aeration is sufficient to keep them in a state of health. Children are also encouraged by their teacher to the daily practice of order and hygiene.
- b. The work of service personnel must be respected. In case of non-compliance, children may be required to carry out certain rehabilitation actions.
- c. Parents ensure the cleanliness of their child's body and clothing and, in the face of the increase in parasitosis (lice...), often check the hair.
- d. In the event of an epidemic or contagious disease, parents respect the instructions given by the school.



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10 Security

Safety instructions are posted in the classroom and in the teachers' room. They are explained to students by teachers and all staff. Security exercises take place according to the legislation in force.

11 Special provisions

As a special measure, it is forbidden to:

- a. to travel by bicycle, scooter, or wheeled shoes in the school except during recess or supervised activity.
- b. to go to the reception area and the gate outside the entry and exit hours
- c. to have fun at the taps or to hide in the toilet
- d. to stay or go to classrooms or corridors during recreations without the permission of an adult
- e. to introduce into the school any dangerous object likely to cause accidents (knives, cutters, glass bottles, pistols, primers, firecrackers, matches...)
- f. to engage in violent games and sports likely to cause accidents during recess
- g. to throw stones
- h. entering the premises of the school, without being authorized to do so or having been authorized by the competent authorities, falls under the provisions of the Criminal Code relating to the intrusion of unauthorized persons

12 Practicalities

- a. The student's clothing and equipment must be marked. Students must have sports shoes to play on the sports field and during sports classes.
- b. It is not allowed to bring games or documents from home (unless requested and authorized by the teacher), candy, jewelry or valuables. The school cannot be held responsible for the loss of valuables brought back to the school and not given to staff.
- c. It is advisable to avoid wearing earrings, necklaces, and rings to avoid injuries during games or activities.

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- d. The wearing of glasses in the playground should be avoided, except in the case of production of a medical certificate or a word from the parents attesting to the necessity.
- e. Mobile phones and electronic games are prohibited.
- f. Students respect school materials. In the event of damage, they may be required to participate in repair work, or parents may be asked to buy back or repair the equipment.
- g. Staff are not permitted to give medication to children. Parents are allowed to the school to give their children medication.

13 Supervision and safety of children

- a. Student supervision must be continuous during the time at school. The adult can allow students to travel alone or do an unattended activity after explaining the rules and verifying their compliance according to their age and maturity.
- b. Middle school students can move freely inside the school during out-of-class time.
- c. A child cannot leave before the regular time, except in an emergency, and without the permission of the administration. In this case, an oral request by telephone or written must be sent to the principal by the parents who must pick up their child from school.
- d. Students' movements in the school must be done calmly and on foot.
- e. During school hours, access to classes is not allowed for parents in order to maintain students' concentration and work, unless authorized by the principal or teacher.
- f. In kindergarten, parents can meet teachers daily at the entrance and exit times of classes. For other levels, an appointment request can be made to the administration or the teacher.
- g. Families are asked to notify the school of any changes to the information sheet given at the beginning of the year so that they can be reached in case of emergency.

14 Sick children

School staff are not authorized to take care of children, except for "little care". Families are therefore required to pick up their sick child after a call from the school, as soon as possible, in order to consult the doctor.



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15 Accident

All students and school staff are covered by personal accident and liability insurance. Apart from the clauses of this contract, the family remains responsible for the health of their child. A report is given to the family and the French embassy in Cambodia in the event of a serious accident requiring hospitalization.

16 Outings and participation of foreigners in teaching

- a. Educational outings are subject to the validation of the head of the school.
- b. Parents are informed of each educational outing.
- c. Beyond half a day, a written exit authorization must be requested from the parents.
- d. Parents may be allowed to participate in an educational outing to supervise students.
- e. Parents are then subject to the strict duty of neutrality and confidentiality and must respect the same rules as school staff.

17 Consultation between families and teachers

- a. Parents meet teachers at the back-to-school meeting and individually in December and June. They can also request an appointment or be invited to an appointment outside these times.
- b. Each class has a delegated parent and a substitute delegated parent. Delegated parents participate in the school council and are elected at the beginning of each year.
- c. School information is communicated to Cambodian families by WhatsApp and to French-speaking and English-speaking families by email.
- d. Each child also has a correspondence book in which parents are asked to sign the information communicated.

Read and approved by the school council, on 24 September 2025