

FRENCH EUROPEAN SCHOOL IN PODGORICA

SCHOOL YEAR 2024-2025



EFEP

SCHOOL RULES AND REGULATIONS

The school is a place of learning and living. It is essential for everyone to respect the rules and the way it operates so that every student can feel comfortable and progress according to their abilities in an environment where each member of the educational community finds their place.

The French school is open, secular, and inclusive, aiming to welcome and support all students, within the limits of human and material resources that allow for adequate monitoring of their education.

All parents, students, and staff members commit to respecting the regulations defined by the French Ministry of National Education and AEFÉ, fully adhering to Montenegrin legislation on education, as well as complying with other institutional regulations, if applicable.

1. WORKING HOURS

The school administration operates from Monday to Friday, from 8:20 AM to 4:00 PM. Classes are held on the following days and at the following times:

Preschool and Lower Elementary Grades

Monday to Thursday: 8:30 AM to 3:00 PM

Friday: 8:30 AM to 12:30 PM

Upper Grades

Monday to Thursday: 8:30 AM to 4:00 PM

Friday: 8:30 AM to 12:30 PM

2. ENTRY AND EXIT

Students are admitted between 8:20 AM and 8:30 AM. Classes begin at 8:30 AM. Any arrival after this time disrupts classroom activities.

Maternelle (Preschool) Students

Maternelle students must be accompanied by a parent or a person authorized by their legal guardians. Parents or escorts are greeted at the classroom door.

Primary, Middle, and High School Students

- Students may enter the school starting at 8:20 AM. They proceed directly to their classrooms, where they are welcomed by their teachers. An adult is present at the entrance to greet them.
- Classes begin at 8:30 AM.
- For dismissal, parents are allowed to enter the schoolyard to wait for their children after the doors are opened.
- Students from both lower and upper grades may leave at 12:00 PM, provided they have signed parental permission and adhere to the scheduled dismissal time.

Visitors

For safety reasons, the school gates remain locked outside of entry and exit times. An intercom system is used to monitor and authorize access for anyone wishing to enter the school premises.

Extracurricular Activities and Childcare

- Extracurricular activities, childcare, and academic support are organized from Monday to Thursday, from 3:00 PM to 4:00 PM. These activities are available through semester-based registration. Fees are calculated per semester and depend on the number of days the student is enrolled.
- On Fridays, childcare is available from 12:30 PM to 3:00 PM for preschool and lower elementary students.

School Trips and Excursions

- Teachers organize educational trips. If these trips occur during class hours, attendance is mandatory for students. For trips outside of regular class hours, written parental consent is required.
- Financial contributions from parents may be requested to cover trip expenses.
- Parents may be invited to accompany students on trips.
- The principal reserves the right to cancel or postpone a trip if necessary (due to weather, safety concerns, etc.).

3. ATTENDANCE

Enrollment and continued education at the French School are subject to tuition payment. Students enrolled in the French School are required to participate in all activities related to their education and complete the tasks that stem from them.

Regular attendance at the French School and preschool is mandatory after enrollment, in accordance with applicable laws and regulations.

4. TARDINESS AND ABSENCES

Tardiness

- Tardiness is not allowed, as it disrupts the classroom environment. Everyone is responsible for organizing themselves to arrive on time. Parents must provide justification for their child's tardiness.
- In cases of repeated tardiness, a warning may be issued, and the teaching staff reserves the right to deny the student entry until the next class period.
- For late pickups at the end of the day, supervision fees will apply: €5 if extended childcare is available, and €15 if there is no childcare during that time slot.

Absences

- Parents must justify their child's absence to the teacher and administration. They are required to inform the teacher and administration in advance, or no later than the morning of the absence, via message, call, email, or the Pronote application.
- Regular attendance is essential for the proper progression of schooling, as frequent absences hinder a student's academic progress.
- In case of absence, students are responsible for catching up on missed lessons.

5. DISCIPLINE – RIGHTS AND RESPONSIBILITIES OF STUDENTS

The school is a place for both academic instruction and learning to live in a community. Students are required to behave appropriately toward their peers and school staff. Students and their families must refrain from any behavior, gestures, or words that could undermine the role or dignity of teachers, staff, peers, or their families.

Teachers and all school staff members are similarly obliged to refrain from any behavior, gestures, or words that could demonstrate indifference or contempt toward a student or their family.

Student Responsibilities

Responsibilities apply to all students, regardless of grade:

- **Punctuality and Attendance:** Regular and timely attendance is mandatory.
- **Behavior and Dress:** Students must maintain proper conduct, dress appropriately, and exhibit cleanliness.
- **Respect:** Students are required to respect others (peers, staff, parents), school materials, and the environment.

Prohibited Behaviors

- Violent behavior is strictly forbidden.
- Verbal abuse, property destruction, bullying, theft or attempted theft, and physical violence are prohibited and may result in disciplinary action.
- Parents are held liable for any damage caused by their children.

Prohibited Items

- Students may only bring items necessary for schoolwork. Valuable items (jewelry, game consoles, etc.) are not allowed.
- Students are responsible for small toys used exclusively during recess.
- The use of mobile phones is not permitted at school, except in emergencies or for educational purposes under adult supervision.
- Laptops are allowed only for high school students and for specific educational purposes. Phones and laptops may be confiscated or banned if usage rules are violated.
- Smartwatches and similar devices are strictly prohibited.

6. DISCIPLINARY MEASURES

Maternelle (Preschool)

Disciplinary actions are not imposed. The only permitted measure is temporary isolation under supervision if the child's behavior poses a danger to themselves or others. This isolation lasts only as long as necessary to restore behavior in accordance with group life rules.

In the case of a serious incident, parents will be summoned by the school administration in the presence of the teacher.

Primary and Secondary School

- Teachers should assign tasks proportional to each student's abilities.
- Physical punishment is strictly prohibited. Students cannot be deprived of their entire recess as a punishment.
- In cases of serious misconduct or continued indiscipline (disrespect, disruption of lessons, violence toward peers), the administration will contact the family to inform them.
- For middle school students, detention may be assigned for a specific period to complete necessary work, if required.

- Repeated serious or disruptive behavior (disrespect, lesson disruption, physical or verbal violence, property destruction) will result in a warning issued after a meeting between the principal, teacher, and parents.
- After three warnings for repeated offenses that continue to severely disrupt the classroom, the educational team may review the situation. A decision regarding temporary suspension from classes will be made by the principal after a meeting with the parents and teacher.
- In cases of particularly severe misconduct, the principal may decide on expulsion from the school, following consultations with the school council. Parents' attendance at this meeting is mandatory.

7. HYGIENE AND HEALTH

- **Contagious Illnesses:** Parents must inform the school as soon as possible if their child has a contagious illness. Other families will be notified if necessary, following local guidelines.
- **Head Lice:** If detected, parents must inform the school immediately to prevent spreading.
- **Medication:** Medication is prohibited on school premises. Staff are not authorized to administer medication unless an Individualized Support Plan (PAI) is in place.
 - For illnesses requiring regular medication during school hours, students may take medicine only with parental authorization and a medical prescription. Teachers will store and administer the medication as necessary.
- **Illness or Accidents:** Teachers or responsible staff must take all necessary measures in case of a student's illness or injury. The administration will be immediately informed, and efforts will be made to contact the family promptly. If the issue is serious, emergency services will be called to transport the child to a hospital. Parents are responsible for promptly updating contact information if it changes during the school year.
- **Physical Education:** Sports activities are mandatory. Students must wear appropriate attire for these activities. Parents must notify the teacher in advance if their child cannot participate, providing a reason.
- **Snacks:** To support educational goals related to nutrition and health, healthy snacks and drinks are allowed during breaks (e.g., dried fruits, fruits, dairy products, juices). Families are encouraged to avoid processed or industrial products. Chips and highly sugary/salty snacks are not permitted and will be returned home. For sanitary reasons, bringing cakes or treats for birthdays is prohibited.

8. LUNCHROOM

- **Supervision:** During lunch breaks, students are under the supervision of staff. Students must respect the designated time and space for lunch breaks.
- **Meal Options:**
 - Meals provided by an authorized supplier can be reserved through the administrative office.
 - Students may bring their own meals, which will be stored in a refrigerator and reheated as needed.
 - Private meal deliveries are not accepted.
- **Home Lunches:** Parents may pick up their child during the lunch break to eat at home.

9. PARENT-SCHOOL RELATIONSHIP

Information Sharing:

- Teachers communicate with parents via email and Pronote.
- The administration communicates via email and phone. Parents must regularly check their email and promptly inform the school of any changes to their address or contact information.

Progress Reports:

- Students' progress is shared with parents through a **Competency Booklet**, which must be signed and kept in the student's school record.
 - For preschool and primary students, these are issued semi-annually.
 - For older students, they are issued quarterly.

- For CNED students, report cards are issued twice a year.

Parent-Teacher Meetings:

- Parents wishing to meet teachers must do so outside class hours and by appointment. Meetings during lessons are not allowed.
- Teachers may also request meetings with parents if needed.
- Teachers will hold a collective meeting at the beginning of the year to explain classroom operations. Additional meetings may be organized if necessary.
- All teachers will hold individual meetings with parents twice a year (January and June) to discuss the child's progress.

Administrative Meetings:

- The pedagogical director can meet with parents by appointment. The same applies to administrative and financial matters, where the administrative director is available during school hours.

Notice Posting:

- Notices about cultural or social events may only be posted on school premises with the administration's approval.
- Promotional or commercial material is not allowed on school premises.

10. COMMITMENT

Parents commit to cooperating with the educational team and respecting the operational principles of the French School.

The entire educational community—students, staff, and parents—is responsible for adhering to the rules outlined in the internal regulations. Proper adherence promotes a harmonious coexistence.

Non-compliance with these regulations may result in the termination of the schooling agreement.

11. OTHER PROVISIONS

In situations not covered by these regulations, the school administration has the authority to make necessary decisions. It will notify the Montenegrin Ministry of Education or relevant inspection authorities and/or the Cultural Counselor of the French Embassy in Montenegro or the Educational Inspector (IEN) as soon as possible.

The internal regulations are subject to review and amendments as decided by the school council. Non-compliance releases the school from any liability and may lead to the student's expulsion.

The school administration is responsible for enforcing these regulations.

Adopted by the School Council at its first meeting of the 2024–2025 academic year.

Parent's Signature: _____ **Date:** _____