

INTERNAL REGULATIONS FOR PRIMARY- LOWER - UPPER SECONDARY LEVELS

*Adopted by the School Council on 03/06/2015
Consisting of Introduction, financial regulations,
Chapters I, II, III and Appendices 1, 2, 3, 4, 5, 6.*

GENERAL RULES

These Internal Regulations are prepared on the basis of agreement between the school, students and their parents. At the request of the Principal, these Internal Regulations will be regularly reviewed, approved and updated annually by the School Council.

These Internal Regulations formalize regulations on the school activities, determine the rights and obligations of all members of the school.

As a learning and education environment, Marguerite Duras French International School makes every effort to ensure the best working and operational conditions for the whole school with available material resources and finance.

As a welcoming, learning and living place, in addition to the primary goal of teaching and helping each student to maximize their own potential, the school also pursues the following objectives:

- *Helping students find their position in the school community, facilitating their adaption and integration;*
- *Teaching the tolerance and mutual respect;*
- *Facilitating all partners in communication and exchange with each other;*
- *Encouraging awareness of responsibility, creativity and self-reliance;*
- *Ensuring students to achieve the optimal level of French. Thus, French speaking prevails at school and during learning hours, except for special projects.*

Marguerite Duras French International School operates in the spirit of a pedagogic and educational institution, complying with the strategic objectives of the Agency for French Education Abroad.

The school pays special attention to the ecology. Environmental protection should be a top priority in relevant subjects and is the constant concern of the school. During break time and study time, everyone should have an attitude of responsibility for environmental protection. These regulations are also encouraged to apply outside the school.

Each class can set up its own rules with the teacher, but must conform to the general principles of the school.

ENROLLMENT CONDITIONS

The School is under the direct management method and recognized by the Ministry of National Education and Research. Depending on the school's admission capacity, the School will accept enrollment of:

- *children of French nationality*
- *children of other nationalities transferred from public or private schools under contract in France or from an French school of Agency for French Education Abroad (AEFE) provided that those children have regularly attended that school for at least one year.*

For French students from private schools which are not under contract or have not been recognized, the School will hold an entry test for class placement. The Principal will decide which class students may attend.

Then, depending on the facilities and the policy on number-of-students per class, the school will receive other foreign students if they can demonstrate their knowledge in French language, otherwise they will be tested to see if their French is qualified.

Students not knowing French will be placed in PS and MS classes only. If wishing to enroll in other elementary grade levels, a student must have at least A1 certificate in French according to regulations of the Common European Framework of Reference for Languages (CEFR) and A2 certificate of CEFR if enrolling in grade 6 and above.

The school will use various means to test the academic level of students applying for enrollment. Based on the test results, students will be placed into appropriate grade levels. The Principal will approve the results on grade level placement.

The School will pay attention to cases where a student has his/her siblings having attended the School. However, the test result will determine whether the student is admitted into the School or not.

A student with dual nationality at the time of enrollment will be considered as having the nationality which allows that student to enroll in the school throughout his/her school time.

During the school year, if a student changes his/her nationality, such student can request for change of citizenship in his/ her profile in the next school year.

Adult students must comply with all internal regulations as juvenile students. Upon enrollment, adult students themselves must sign undertaking to abide by the school's internal regulations.

To be eligible for official enrollment, all students must submit necessary documents, papers and pay the enrollment fee to the School.

STUDENT SAFETY AND INSURANCE

The School has the obligation to acquire insurance for students through an insurance company. This is the group insurance with some conditions and will only cover the risks for which the School is responsible.

This insurance replaces the compulsory personal insurance subscribed by the families for students, which is mandatory for off-campus activities and some other activities (extracurricular activities, activities of French UNSS - Sporting Union for Schools). However, this coverage is limited within the school and students need to have civil personal liability insurance of their parents to prepare for daily life risks.

Safety instructions are posted in every room and accompanied by these Internal Regulations, plus an appendix specifying rules to be followed in the laboratories, during sports and in specialized departments. All users must thoroughly understand regulations and strictly comply with evacuation instructions. Every 3-month semester, the school will hold an evacuation drill.

In case of accidents, the family will reimburse all expenses (private ambulance to transport the injured students ...) advanced by the School.

In the event of non-serious accidents or minor incidents, the students will first be cared by the school staff. For more serious cases, the school will notify parents as soon as possible. If unable to contact the parents, the principal will take any necessary measures depending on the severity of the situation. Medical records must include information on contact of a doctor and a medical center (private clinic, hospital ...) and a permit for transfer to that center. The family should notify the school of any change in address, personal phone or work phone. The school is only responsible for students within the scope of pedagogic or similar activities.

Any associations and organizations using free or paid facilities of the school will be responsible for their activities, and they are required to subscribe compulsory insurance and sign a memorandum of understanding with the school.

FINANCIAL TERMS 2015/2016

Whatever his or her nationality, every student enrolled at Marguerite Duras French International School must pay the fees listed according to the attached fee schedules. .

Fees include:

- Registration fees
- Tuition fees
- Cafeteria fees
- Examination fees.
- Miscellaneous fees (for example: extracurricular activities, field trips, or damages caused by the student)

The amount of each of these fees is determined every year by the agency for the French education in foreign countries (AEFE), in consultation with the Educational Council of the International French School Marguerite Duras.

These fees are established according to the pupil's nationality. A bi-national pupil will be considered the same nationality from the moment of enrollment until the end of his or her schooling.

A change of nationality during the school year will be taken into account at the start of the following term. The demand, accompanied by the necessary documentation must be notarized.

I. Registration fees : 500 €

Registration fees are required in case of a first enrollment or of re-enrollment of a child who has left the school (except if these fees were paid in the course of the preceding school year).

Registration fees are non-refundable.

II. Tuition fees :

For the school year 2015/2016, the fees are listed below in euros.

Schooling fees per term : Money in €

	Term 1			Term 2			Term 3			Annual fees		
	September - December 2015			January -March 2016			April -June 2016					
Section	French	Vietna- mese	Foreig- ner	French	Vietna- mese	Foreig- ner	French	Vietna- mese	Foreig- ner	French	Vietna- mese	Foreig- ner
Kindergarten	1 568	1 956	2 356	1 177	1 466	1 766	1 177	1466	1 766	3 922	4 888	5 888
Primary	1 541	1 926	2 314	1 156	1 445	1 735	1 156	1 445	1 735	3 853	4 816	5 784
Middle school	1 703	2 130	2 555	1 277	1 596	1 915	1 277	1 596	1 915	4 257	5 322	6 385
High school	1 850	2 223	2 762	1 387	1 667	2 072	1 387	1 667	2 072	4 624	5 557	6 906

- Discount on tuitions fees:

A deduction of 10% on the tuition fees is given to the third child of the same legal guardian registered in the school, and 15% on the fees of the 4th child (discount applied on the fees of the youngest of the family).

- Absences: A temporary absence, whatever the duration has no right to a discount of tuition fees.

- **Scholarship** : offered by French state for Pupils of French nationality

The Agency for French education abroad (AEFE) grants scholarships through the French General Consulate in Ho Chi Minh City.

The conditions for applying and application files are available at the Service of Social Affairs of the Consulate.

1. For pupils already registered at the school: applications must be returned to the French Consulate in February, and are then examined during the 1st Local Commission for Scholarships, on dates determined by the Consulate.
2. For new pupils: applications must be returned in August, and are then examined during the 2nd Local Commission for Scholarships.
3. Families applying for the scholarship for the 1st time are required to pay the first registration fees and at least 30% of tuition fees for the 1st term (September to December) while waiting for the AEFE's official notification that will be sent by mid -December.

The school will process refunds once the AEFE has approved any scholarship.

III. Cafeteria fees, in VN

1. Lunch, flat rate

- Lunch fees for each term (5 days per week) will be invoiced at the same time as the term tuition fees. The conversion in Euros will be done at the moment of invoice , and based on the current rate of exchange. The choice to have lunch is for the whole term. Students will receive a cafeteria card valid for the entire period of enrollment.

In case of loss or theft, a new cafeteria card will cost **100,000 VND**.

- Refund of canteen fees:

* In case of an absence of more than 5 consecutive days, because of health reasons, justified by medical documents.

* In case of study trips organized by the school or a school day off.

The tariff for the school year 2015/2016 is indicated in below:

Lunch type	Sept to Dec 2015	Jan to March 2016	April to June 2016	Annual fees
Table service (for Kingdergarden to Year 3)	3 710 000 vnd	3 021 000 vnd	2 703 000 vnd	9 434 000 vnd
Self service (Year 4 to Year 12)	4 459 000 vnd	3 630 900 vnd	3 248 700 vnd	11 338 500 vnd

2. Lunch by ticket

An occasional meal is possible, at a price of 83 000 vnd. Tickets are sold in sets of 10 , every Monday and Wednesday morning at the accounting department.

IV. Examination fees (session June 2016) are paid for the following exams:

- Diploma of Middle school Education (end of 3ème): 45€
- Early exams of the Baccaalaureate (end of 1ère): 50€
- Baccaalaureate (end of Terminale): 230€

V. Others fees:

1. Extra-curricular activities, including football on Saturdays:
 - annual registration fees : 10€
 - fees by activity and by session: 50€ (limited to 3 activities per week; the 1st one will be free for children on scholarships)
 - extra fees for football on Saturday morning : 25€
2. UNSS (school sports teams) activity: 50€ registration.
3. Extra charges apply for school trips or field trips in case of registration.
4. In case of damage or loss, text books lent by the school will be invoiced at the price of a new one.
5. In case of damage of school equipment, the replacement or restoration fees will be invoiced to families.

VI. Period of payment:

Tuition fees and any miscellaneous fees are required to be paid according to the following schedule:

1. In beginning of September : payment of tuition fees of term 1 (September - December , 4/10 of the annual amount)
2. In beginning of January : payment of tuition fees of term 2 (January – March, 3/10 of the annual amount)
3. In April : payment of tuition fees of term 3 (April - June , 3/10 of the annual amount)

In case of a new arrival or departure during the school year, term fees will be charged on a pro-rata basis, with any month underway being charged in full.

In the case of an arrival, tuition and first registration fees are due upon registration.

VII. Notice to families and modalities of payment :

Families personally owe tuition fees and any extra fees to the school. Resolving contractual disputes between the families and their employers is not the responsibility of Marguerite Duras French International School.

When their employers may take charge of the school fees , families must ensure the timely payment of invoices.

Invoices are drawn up in Euros. The amount in VND in the invoice is just for information. The exchange rate, fixed by the French Ministry of the Economy and Finance, and published by the French Consulate in Ho Chi Minh City, may be altered on the 1st and the 16th days of each month. A bank transfer in VND is taken into account at the reception of the amount on the establishment account. The possible variations of exchange rates are the responsibility of the families.

Payment by Bank transfer (in euro in France and in VND in Vietnam) is preferred and compulsory when the amount is above 200 euros. transfer fees are the responsibility of the families. payment is made exclusively:

- In Euros by check or bank transfer (bank account information in below).
- In VND: by bank transfer or cash.
- By bank transfer: (bank account information below).
- By cash: will be accepted only for the amount inferior to 200 euros. A receipt will be provided in this case. Open hours for the payment by cash are from 8:00 AM to 12:30 PM, at the accounting department.

Bank account information of the school:

Transfer in VND

Beneficiary : **TRUONG PHAP QUOC TE MARGUERITE DURAS**. Account No. : 9 258 618 1 00 (VND)
Bank : NATIXIS Hochiminh City Branch : 21st floor, Green Power Building, 35 Ton Duc Thang, D1, Ho Chi Minh City, Vietnam.

Transfer in € :

Beneficiary : **LYCEE FRANCAIS INTERNATIONAL MARGUERITE DURAS**
CONSULAT DE FRANCE DE HOCHIMINH VILLE
00960 REP SOCIALISTE VIETNAM

Bank : T.G. POUR L'ETRANGER 30 RUE DE MALVILLE BP 54007 44040 NANTES CEDEX 1
Domiciliation : TPNANTES TGETRANGER
Bank Code : 10071 Code Guichet: 44900. Account No. : 00001020422 Rib key: 83

From Foreign Countries

Beneficiary Bank : Trésor Public / Trésorerie générale pour l'étranger, Nantes, France
Intermediary Bank : Banque de France de Paris
Swift Code or BIC of the intermediary Bank : TRPUFRP1
Beneficiary : **LYCEE FRANCAIS INTERNATIONAL MARGUERIRE DURAS**
IBAN : FR7610071449000000102042283

VIII. Dispositions in case of non-payment :

Twenty days after the invoice is issued, a first reminder will be made by the accounting service. A phone call will also be made to families.

A second reminder will be made to families still behind in payments, with a deadline of 10 days to pay. Contacts by telephone and by mail will be made by the accounting service.

If families still fail to pay after the second reminder, the third one will be sent to them by certified mail with proof of delivery. Families have 7 days to pay the fees.

In case of failure to pay after the deadline fixed in the third reminder, the families will be contacted by phone or by email and asked to attend to an interview with the chief accountant and/or with the Headmaster.

At the end of this process, failure to pay the invoice will lead to the expulsion of the pupil and to the start of legal proceedings.

A pupil can only be enrolled again after all arrears have been settled.

IX. Other provisions :

Departure

The families concerned must:

- Forewarn as soon as possible the Secretariat of the school.
- Request an "Exeat" at the Secretariat. This document will be required by the New School of your child.
- Give back to the school library (CDI) all text books, at the latest two days before leaving.
- Settle all fees at the Accounting Department: any month started is owed.
- Make an appointment with the Secretariat to take the student's school file.

X. School Transportation Information :

School Transportation Service is organized by Unika Company (CTY TNHH HANH TRINH HOA SEN). For information, the fees for the school year 2015/2016 amounted to 17 000 000 VND.

For further information, please contact "UNIKA VOYAGES (CTY TNHH HANH TRINH HOA SEN)"

Website : www.transport-duras.com

Contacts : Mr NGUYEN QUOC VIET (09.02.37.33.98): viet@transport-duras.com.

SPECIFIC REGULATIONS APPLICABLE TO PRIMARY CLASSES

CHAPTER 1: Attendance and regulations on studying

Enrolled students must fully attend their classes. Classes are open from Monday to Friday, class hours: from 08:05 to 14:00 at Marguerite Duras French International School of Street No. 11, Long Binh, District 9, Ho Chi Minh City.

Students are under supervision from the opening time of 7:45 to 14:05.

Parents or appointed persons not using kindergarten school bus service must drop off students at their classes at 07:45 and pick up students from their classes at 14:00.

Parents or persons appointed for primary student pickup/drop-off must drop off students at the school gate and pick up students at the lobby.

Unauthorized persons are not allowed in the school yard of the primary section.

When a parent or guardian has an appointment with the school board or the teacher, a security officer will take the parent or guardian to the secretary office.

CHAPTER 2: Absence/late arrival

When a student arrives late not because of the school bus service, the accompanying person must fill in the entrance form provided by the gate security officer. The student will go to the class and hand over this entrance form to the teacher. When a student is absent, the school must be notified in the same day (by phone calls before 8:30 or via verbal notice by an adult or another student) and receive the official absence request specifying reason and time of absence. All absence requests are filed in the attendance register. If a student is absent due to a contagious disease, when he/she returns to school, the family must submit a doctor's certificate.

In exceptional cases (pronunciation practice, special medical examination ...), a student may leave the class during school hours. The adult responsible for that student will pick up the student at his/her class after submitting the absence request to the teacher, stating the reason of absence, time of leaving and return.

Cases of absence without leave or frequent late arrival will be reported to the Principal.

CHAPTER III: Diligence

According to regulations of the Ministry of National Education and the Agency for French Teaching Abroad, students must attend all academic hours and extracurricular activities of their classes (swimming, sightseeing).

CHAPTER IV: Foreign languages

Students must learn foreign languages (Vietnamese and English) during official class hours from grade 1 to grade 5.

CHAPTER V: Lunch at school

Students from Kindergarten to Grade 3 have their lunch at the school canteen and are catered by school staff. Students of grades 4 and 5 have their lunch at the self-service area under the supervision of school staff of secondary level.

CHAPTER VI: Teacher absence at class

When a teacher is absent, the school will try its best to arrange an alternative teacher during the day.

CHAPTER VII: Academic schedule

The academic schedule is submitted to the School Council and then to AEFÉ for approval. The timing of the school year must comply with regulations of the Ministry of National Education and AEFÉ.

The academic schedule must be followed closely because the teaching, learning and examination schedules have been planned in advance.

CHAPTER VIII: Health Hygiene

For Kindergarten admission eligibility, children must be toilet trained.

Students must be in clean dress for class attendance. When participating in sports or game activities during break time, students should have appropriate shoes.

For food safety purposes, students may bring to class a box of milk or fresh fruit juice only. Other than that, no other food should be brought to school.

When a student contracts a contagious disease, the family must promptly notify the school. The same also applies if a student has head lice. The family must ensure sterilization of all clothes, bed pillows, blankets to prevent spreading.

When a student has a serious medical problem, the responsible person will be notified immediately by phone on the phone number provided to the school.

CHAPTER IX: Communication between parents and teachers

In the first month of the school year, the school will hold a meeting between teachers and parents. During the school year, if requested by teachers or the Principal, other meetings with parents may be held to discuss about specific projects or issues.

A parent wishing to see the teacher will make an appointment through the communication booklet. If the principal agrees, the teacher can meet with that parent to discuss about study or behavior issues of the student.

Communication booklet is a tool for exchange of all information related to school or class activities. Parents are advised to regularly monitor communication books.

On periodical basis, parents will receive the Assessment Booklet. The Assessment Booklet is attached to study records of a student throughout his/her learning process and accompany the student if he/she is transferred to another school.

The Daily Booklet is also sent to parents for signature.

The extended school council meeting is held once every three months, including the school board, elected parent representatives and teachers (one teacher per grade level), the meeting is the place to discuss and make proposals, but does not have authority to make decisions . As such, the extended school council only plays the role of consultancy. Proposals of the extended school council must be discussed and approved by the school council.

The school website is regularly updated and provides information on school activities (organization, internal rules, photos of activities ...). Please visit: www.lfiduras.com.

CHAPTER X: Behavior

Students will learn how to get along and respect each other. Any acts of physical or verbal violence (cursing, dirty language) are strictly prohibited.

Any violations of internal rules, especially acts with negative physical or mental impacts upon students or adults will be reprimanded or punished, and the family will be notified.

If serious difficulties affect the behavior of a student at school, this case will be reviewed by the Teacher Council and submitted to the Education Inspector.

All games considered dangerous will be strictly regulated or even prohibited. Students must not bring to school any items not necessary for learning (especially dangerous items, toys, valuable items). In addition, the school strictly prohibits students to use cell phones. The School will not be responsible for any loss.

The Principal will assign teachers to conduct supervision.

CHAPTER XI: Equipment and teaching instruments

The School provides equipment and materials for shared use. The School can also lend textbooks and borrowing students must keep them carefully. Any damages found in the school premises will be reported to the principal. Parents will have to pay compensation for damage caused by the student.

At the beginning of the School year, the School provides students with basic personal learning materials. There will be subsequent supply at the later stage and the family may provide some additional items.

Students must also keep library books in good conditions; the family will pay compensation for any loss or damage at the purchase price.

SPECIFIC REGULATIONS APPLICABLE TO LOWER AND UPPER SECONDARY CLASSES

CHAPTER I: RIGHTS

Every student has the right:

- to be physically respected and protected against any forms of violence and discrimination of gender, religion or origin
- to be entitled to freedom of thought
- to be respected for his/her work
- to be entitled to property protection
- to be free to express his/her viewpoints in the spirit of tolerance and respect for others

Students also have the following collective rights:

1. Right of representation

At the beginning of the school year, each class elects two representatives of the class. These two students act as the contact point between the class and the school staff.

The two student representatives gather opinions and proposals of the class and may present opinions and proposals of the class before all members of the school community, especially at meetings of the class, the class council, the council of secondary level and the school council if they are elected to such councils. The school may provide student representatives with training to help them well fulfill their duties.

2. Right of meeting

Meetings must help disseminate information to students. Current issues related to common interest may be discussed provided that, on selected topics, nothing prevents students from raising their different viewpoints if complying with the law (respecting the principles of expressing no religious beliefs at school, political, ideological and religious neutrality, disclaiming any physical and spiritual pressure, prohibiting any advertising or commercial activities or ideas).

The Principal determines the meeting venue and general meeting conditions to ensure safety of people and property as well as the insurance method. Accordingly, meeting requests must be submitted for permission at least 48 hours before the meeting, specifying the contents and organization form of the meeting. Students are only allowed to attend meetings outside school hours. If anybody outside the school participates in a meeting, the Principal's prior consent is required.

3. Right of statement and publishing

Students may use a posting board and have the right to publish documents provided that propaganda or personal attack is not allowed. Accordingly, students must notify the principal of any documents printed or posted, and name of the student or organization responsible for document printing. Printed publications are not released outside the school.

Students need to know that the exercise of this right leads to the application of and compliance with the following corresponding rules:

- Personal liability of editors (civil and criminal liability) for all writing, even if the author is not named
- Any writing (leaflets, posters, newspaper, magazine, [*website and blog...*]) must not affect the rights of others or common interests,
- Insulting, defamation or impact upon personal life of others are not accepted.

4. Right of responsibility taking

Internal regulations are applicable to all students of major age and minor age. However, a student of major age may conduct all administrative procedures related to study by himself if he clearly make his wish known to the school.

But if a student of major age is still financially dependent on his parents, the parents will receive all correspondence relating to parents and will be informed of any events in the learning process of this student.

CHAPTER II: OBLIGATIONS

1. For learning equipment, textbooks and drawers

The school may provide learning equipment and textbooks to students of several grades at the beginning of the school year. If textbooks are lost or damaged, the parents are responsible for purchasing new replacements or paying compensation.

At the beginning of the school year, every student of secondary level is provided with a Communication Booklet. Students must bring Communication Booklets with them during all class hours. In case of loss, students must pay VND 100 000 for a replacement.

Students must wear shoes and sports outfits during physical training hours.

Students of lower secondary and upper secondary levels may use drawers located at many places in the school premises. Students must keep their drawers locked and are fully responsible for items stored in these drawers. For hygiene and safety reasons, students must take their belongings out of drawers before each school recess period.

Students must buy locks for their own drawers.

2. Loss and theft

Students should not bring money or valuable items, which might arouse the greed of others. Teachers and superintendents are not responsible for student's personal property exchanged, stolen, damaged or lost. However, teachers and superintendents will try to eliminate such cases. Responsibilities for students' personal property are completely on the part of the family.

In case of loss of any item, the student may contact the lost & found room.

Students are responsible for preserving their personal property and must not claim against the school for any reason.

Anyone is found to commit a theft will be subjected to disciplinary punishment, at least being temporarily expelled from the school.

3. Dress code and behavior

The courtesy and politeness are the foundation of the relationship between members of the school. So, students should show their respect for others.

Every member of the school is required to wear decent and appropriate dress. Shorts and skirts must cover at least at half the thigh length. Costumes must not be sexy or see-through, revealing underwear and must cover the waist. Deep V-neck shirts are strictly prohibited.

For reasons of safety, do not wear plastic flip-flops. Students going to school are not permitted to wear headscarves or hats.

The parents of violating students will be notified through the Communication Booklet or by phone. In case of repeated violations, students may be subjected to disciplinary punishment. In all cases, the school will hold a meeting between the school, parents and the student under disciplinary punishment.

In general, students must have appropriate attitude and use proper language in and out of the school premises.

Emotional expression, if any, between students must be discreet and not expressed in public.

4. Class attendance

When going to school, secondary students must always carry their Communication Booklets and, if requested, must produce the Communication Booklets to teachers, superintendents and the school board.

4.1. Performing assignments

Students must learn, research and complete assignments within the stipulated time, and fully participate in compulsory or elective subjects. Students must bring necessary learning tools for general education courses (textbooks, calculators, notebooks, pens ...)

If a student is absent at a noticed test without appropriate reason, the teacher may request the student to do a different test, or punish or subject him to disposition according to the school internal regulations.

Point is not assessed assignments, do not use point not to conduct assessment of students.

Zero is a point for assessment of an assignment, zero is not used to assess conduct of students.

4.2. Diligence

Students must be present at all class hours, including hours for their registered electives.

Students are frequently absent or late at class may be expelled temporarily or permanently. The school does not accept repeated absence because of "personal reasons", "family reasons" or because of health reasons, if not serious.

If a student is absent, the family must keep the school notified in advance as soon as possible. (A period of absence for two weeks without notice can result in permanent expulsion from school)

Parents must enter the date of absence in the Communication Booklet and the reasons thereof. Students are required to present the Communication Booklet to the Superintendent office when going back to school.

4.3. Late arrival

Every member of the School is required to be punctual.

Students arriving late must present the Communication Booklet to the Superintendent office. The Superintendent will enter the reason for late arrival in the Communication Booklet.

If the reason is not appropriate, the subject teacher may ask the student to return to the Superintendent Office and stay there throughout that teaching period, the teacher may give an additional exercise for the student to do. Teachers may take other disciplinary measures or forms (Refer to Chapter III: list of disciplinary measures).

4.4. Disease

Only in special cases, students can make an appointment to see a doctor or specialist during class hours.

If a student is suffering from a contagious disease, the school must be notified immediately. The student must present a doctor's certificate specifying that he is no longer contagious in order to be allowed to return to class.

If a student shows symptoms such as fever, rash, vomiting, diarrhea, etc., his parents should keep him at home. The health office at the School is not a clinic, so the parents should bring him to see a doctor. In case of injury or symptoms shown during class hours, the school nurse will take care of the student while waiting for the legal representative to pick him up in the earliest time.

If a student is instructed to administer medicine during class hours, the prescription and medicine must be handed to the health office for management.

4.5. School holidays

Parents are required to abide by the regulations on the start date and the end date of a holiday period.

The Principal will not resolve any request for taking holiday before the start date or returning to school after the end date.

4.6. Quitting school

In the case a student leaves the school for good, the family must go to the Academic Affairs Department for academic records and school certificate so that the student can conduct admission procedures at another school. The application for withdrawal of academic records must be submitted to the school at least a week prior to leaving school. The school will not return such records if the student has any unpaid debts or has not returned books to the library.

4.7. Ex-students wishing to attend some class sessions

If ex-students wish to attend some class sessions or visit the School during break time:

- Permission of the Principal is required (Parents should submit the requests)
- **The school assumes no responsibility and the parents must ensure the ex-students to have civil liability insurance.**

Note: Ex-students are not allowed into the class without permission of the subject teacher.

5. Guided Personal Assignment (TPE)

During the hours of Guided Personal Assignment specified in the schedule, sometimes students have to go out of the school premises without being accompanied by the form teacher. The class sessions outside the school premises are only proceeded when

- 1° Students have permits with signatures of their parents,
- 2° the plan has been certified by the Principal and at least the form teacher no later than 1 week prior to implementation of the outside class.

Students absent during TPE hours and not complying with above provisions are considered absent.

Parents will be notified of class sessions organized outside the school through the Communication Booklet. The class sessions outside the school premises will be supervised by the superintendent, then students will do a composition according to the teacher's request. If students need to see an expert, the school requires a certificate of appointment with that expert and certificate of student meeting with that expert.

Within the school premises, students can learn without direct supervision of teachers, except cases where students visit rooms with risks or expensive equipment (laboratory, computer room).

6. Monitor of academic progress

Parents can monitor student academic progress through the Communication Booklet, Lecturer Register at the class, via Pronote application and individual meetings with teachers. Pronote activation code (the download link on our

website) will be issued to parents at the beginning of the school year. Parents should regularly review the Communication Booklet, home assignments and points of students via Pronote application.

Points of written and oral tests will be announced at the end of each 3-month semester in the transcript after the meeting of the class council. Points are from 0 to 10 or 0 to 20.

Parents are introduced to the school's pedagogical method at meetings with teachers held on the first week of the school year.

Parents will meet with the teachers at the class council meeting in the first 3-month semester.

7. School hours

The school gate is only open to students from 07:45 from Monday to Friday. The school is closed at 16:30.

Class hours vary depending on student schedules.

Parents have the two options:

Day boarding: Students have lunch at the school canteen. Lower secondary students are not allowed to leave the school at lunchtime. Upper secondary students under the age of 18 can leave the school during lunch time if allowed by parents.

Non-boarding: Non-boarding lower and upper secondary students can leave the school during lunchtime and their parents take full responsibility.

Lower and upper secondary levels

1 ► 08:05 – 09:00

2 ► 09:00 – 09:55

10 minutes break

3 ► 10:10 – 11:05

4 ► 11:05 – 12:00

Lunch time

5 ► 13:05 – 14:00

6 ► 14:00 – 14:55

10 minutes break

7 ► 15:5 – 16:00

8 ► 16:00 – 16:55 (secondary students)

In any case, lower secondary students are not allowed to leave the school at free time periods in the schedule.

Extracurricular activities not covered in the schedule will be notified to the students at the beginning and middle of the school year. Hours of extracurricular activities are determined by teachers in charge of extracurricular activities and students and subjected to approval of the Principal.

8. Physical education hours

A student must present a doctor certificate in order to obtain exemption from physical education session for a week or more (including swimming). The Principal may request another doctor working with the school to check the health status of the student (refer to the certificate form in the appendix).

9. Absence of teachers

The school will make every effort to inform parents and students about any absence of teachers. Non-boarding students can leave school at the end of the morning and day-boarding students at the end of afternoon with written consent of parents for the school year. In other cases, students are not allowed to go out of the school. Information on any teacher absence, if known, will be read by an adult for students to record in their Communication Booklets.

CHAPTER III: DISCIPLINE

1. General rules

During recess, superintendents are responsible for student management. All students are required to be present at the school yard. Students are strictly prohibited from staying in the classrooms or going back to classes during recess.

Students must be aware of hygiene and property protection.

If a student is found to intentionally cause damage to equipment or facilities of the school, the parent or legitimate guardian of that student is responsible for compensation. Depending on circumstance, the compensation expense is determined as the cost of replacing or repairing damaged equipment

If a student repeatedly fails to comply with regulations, user manuals, resulting in breakdown or total damage to any equipment, the compensation will be dealt with as mentioned above.

Students are required to properly play during recess. Students are strictly prohibited from using roller skates, sleds, etc.

Students are strictly prohibited from playing video games on consoles, mobile phones or laptops in the school premises.

Students are not allowed to use mobile phones, MP3 players, and other types of communication equipment or voice or video recorders during school hours, in information search room, or lounge...

Without the Principal's consent, students are strictly prohibited from taking photos and videos in the school premises.

It is strictly prohibited to bring to the any all dangerous or potentially dangerous items (lighters, knives, laser lights, etc.)

Any aggressive behavior, acts of non-diligence and disrespect of safety regulations, acts of bullying other students, impeding teaching and learning activities, affecting the order in the school are strictly prohibited.

Any acts of using, carrying or storing alcoholic drinks, drugs, illegal and hazardous substances are strictly prohibited.

SMOKING IS ABSOLUTELY PROHIBITED in the school premises. Any student fails to abide by this rule will be temporarily expelled from the school.

1. Punishment and disciplinary measures

Students failing to abide by internal regulations of the School, especially regulations on students' obligations, will be subjected to punishment or disciplinary measures depending on the severity of violations.

The punishment will be decided by teachers, the school board and superintendents. The Principal may also impose the punishment based on the proposal of officers and staff of the school.

Punishment and disciplinary measures apply to minor violations and take immediate effect to undisciplined behaviors and directly decided by authorized officers.

Punishment:

According to Circular No. 2000-105 dated 11 July 2000, Chapter II, Article 2.2, Circular No. 2000-106 dated 11 July 2000, Chapter II, Article 2.4:

- Being reminded,
- Having the family notified and (the violation) recorded in the Communication Booklet,
- Writing a letter of apology or saying sorry,
- Being expelled from the school for one class session,
- Being given more homework, or placed in detention,
- Performing community service, without risk or loss of face to students, and in relation to misconduct.

Disciplinary measures:

The disciplinary measures apply to acts of causing damages to people and property and to serious violations.

According to the Ordinance No. 85-924 dated 31 August 1985, Article 3 (as amended and supplemented by Article 2 of the Ordinance No. 2000-620 dated 05 July 2000), the Circular No. 2000-105 dated 11 July 2000, Chapter II 2.3, the Circular No. 2000-106 dated 11 July 2000, Chapter II 2.4.

Any disciplinary measures not specified in the internal regulations will not be applied.

Only the Principal may decide on the following disciplinary measures:

- Warning,
- Reprimanding,
- Expelling the violating student from school for 8 days or more,
- Temporarily not allowing the violating student to day-boarding at the school.

The Disciplinary board may take the following disciplinary measures:

- Expelling the violating student from school for 8 days to less than 01 month.
- Not allowing the violating student to day-boarding at the school.
- Permanently expelling the violating student from school.

All disciplinary measures may be accompanied by probation period in full or in part.

If necessary, the Principal may prohibit a student convened by the disciplinary board to go to school until the meeting of the Disciplinary Board is held.

The Disciplinary Board has the right to take any disciplinary measure in accordance with the procedure on disciplinary punishment.

Upon taking a disciplinary measure not decided by the Disciplinary board, a meeting should be held for relevant student(s) to present his/ her/ their relevant facts and for the victims and witnesses to attend, if any.

Parents will be notified in writing on disciplinary punishment and may request to meet the teacher, the education counselor or the Principal.

Any students violating regulations on drugs, prohibited substances will be called to the Disciplinary Board. The highest disciplinary punishment for such violations is permanent expulsion from the school.

The Vietnam laws stipulate for very strict punishments to acts of using and trafficking drugs and also apply in the school.

Precautionary, remedial and supportive measures

- *Precautionary measures:*

- Requesting students to undertake not to violate regulations on specific behaviors.
- Undertaking may be made in writing and signed by students

Precautionary measures include cases where the school will confiscate any dangerous or banned items.

- *Remedial and supportive measures:*

The following remedial and supportive measures are decided by the Principal or the Disciplinary Board:

- *Community service:* Community service aims at education purposes and does not include hazardous or face losing works. Community service must be accepted by the student or his/ her parents (if the student is under 18 years old). In this case, the applicable disciplinary punishment may be changed to be appropriate.
- *Learning labour:* A student violating regulations is awarded with more assignment, homework so that his/her study is not interrupted if the student is suspended from study.

Incentive measures

The school honors and encourages any ideas, actions to support each other in academic activities, school activities as well as in the health care, and to prevent dangerous behaviors.

The Class council honors students participating in social or community activities to enhance the public awareness and participation in community activities.

Enclosed are 6 appendices numbered from 1 to 6

APPENDIX 1 REGULATIONS ON SAFETY IN THE LABORATORIES AND THE PRACTICE ROOMS

Students are only allowed to the laboratories in the presence of authorized teachers. Laboratories can cause dangers to students, and students should have appropriate behaviors (calm, careful, attentive, etc.) and strictly comply with safety regulations.

- Students are absolutely prohibited to go into the preparation room.
- At the beginning of each period, the teacher should check if the chemical tubes are closed.
- Cotton clothing and goggles must be worn when handling.
- Any devices from the outside must not be used or brought into the lab without the teacher's permission.
- When practicing connection of electrical circuits, cables or experiments, students should ask the teacher to check the circuits before connecting circuits or using chemicals.
- At the end of class session, students must disconnect the power source before dismantling electrical circuits and equipment.
- If any incident occurs at a student's practice table, the power source must be disconnected by switching off the closest circuit breaker. Do not touch anything and ask the in-charge teacher to handle.
- Students must not bring any items and equipment out of the practice room, including disposable items (gloves, plastic pipette, etc.).
- Students must pay attention in order not to cause damage to the equipment; every damage may lead to accidents. If intentionally altering or causing damage to the equipment, students shall be responsible for compensating to repair or replace with new equipment.
- After school, teachers must store dangerous substances and close chemical tubes before leaving the room.
- It is strictly forbidden to drink water or bring water bottles into the room.
- It is absolutely forbidden to change the configuration of computers and other electronic devices as well as delete internet history of web browsers. The computers will be checked after each period. Only a small error is detected (configuring the display background, keyboard, storing prohibited data, accessing forbidden websites), violators will be subjected to disciplinary punishment.
- If willfully violating safety regulations, endangering himself/herself or others, the student/ students committing violation will be asked to leave the classroom immediately.

APPENDIX 2

REGULATIONS ON PHYSICAL TRAINING HOURS

Clothes for physical training:

Students must wear appropriate clothes for sport activities, sport shoes with belts and cap for outdoor activities. The subject teacher has the right to prevent any students without appropriate clothes from participating in sports activities. But in this case, the students must still be present during the session.

Students must bring shower lotion and clothes to change after session.

Chewing gums are strictly prohibited during class hours because they can cause suffocation and such prohibition will help hygiene for themselves and classrooms.

Students are prohibited from wearing **jewelries, watches and other items** (cell phones, music players) because they can cause injury.

Students failing to comply the above regulation may be subjected to disciplinary punishment in accordance with the Internal Regulations.

Unqualified for full or partial participation in physical training activities:

Students who are confirmed to be unqualified for in physical training activities must submit medical certificates to the subject teachers **as soon as such certificates are issued**.

Students absent "on the right date/time of examination" will receive 00/20 points for all grade levels.

Despite of medical certificate for incapacity to fully or partially participate in physical training activities, that student must still be present during class hours. Such certificate is only valid from the signing date (according to Article 8 of the Decree dated 22 November 1995).

If necessary, refer to the certificate form set out at the end of this document.

Equipment:

Students participating in physical training hours will use specialized equipment of the school.

Students failing to comply with regulations on usage or using equipment improperly, resulting in breakdown or damage to all equipment will be subjected to disciplinary punishment in accordance with the Internal Regulations of the School.

APPENDIX 3

AGREEMENT ON USAGE OF INFORMATION TECHNOLOGY RESOURCES, INTRANET AND INTERNET

The Agreement is intended to determine the usage methods and conditions of access to the education intranet and internet. The Agreement is effective for all users in the education community when accessing the education INTRANET or INTERNET by any means (computers, laptops, mobile phones, tablets, etc.).

The Agreement is made on the basis of:

- The Act of 29 July 1881 on Freedom of the Press.
- The Act of 06 January 1978 on Information Technology and Freedom.
- The Act of 29 July 1982 on Audiovisual Communication, as amended and supplemented in 1986.

The Agreement stipulates for a number of rules on ethics and editing.

ETHICS

In the lower and upper secondary schools, students have the freedom to access information and the freedom of speech on the basis of respect for pluralism and neutrality. The exercise of these freedom rights must not cause any impact upon teaching activities.

Education purposes

The use of software and internet resources must be for education purposes.

Fraud prevention and respect for other persons

Users undertake to abide by regulations on ethics in information technology and not to intentionally perform actions that may

harm other persons: the following acts are strictly prohibited

- To forge the personal identity of other persons,
- To steal the password of other persons,
- To modify or delete information that is not yours on a computer system,
- To access information belonging to other persons without their permission
- To track private conversations such as e-mails, live chats, etc.
- To insult the honor and feelings of other persons by sending messages, articles or images of aggressive or racism natures,

cause damages to the computer system: the following acts are strictly prohibited

- To install or activate a strange software on the computer network,
- To fail to comply with provisions on the use of software,
- To affect normal operations of the network or of one of the connection systems or fail to connect to the network (server shutdown, cable unplugging, etc.),
- To change the system files or configuration.

Conclusion:

Article 1382 of the Civil Code stipulates:

“Any person that performs any act causing damage to other persons is obliged to remedy such damage.”

Circular No. 91-051 dated 06 March 1991 states:

“Education institutions must be aware that no matter what type of publication is, the education institutions must fully assume criminal and civil responsibility. In case where students are juvenile and have not had sufficient capacity for civil acts, their parents must assume responsibility.”

APPENDIX 4
SPECIFIC INTERNAL REGULATIONS
APPLICABLE TO INFORMATION SEARCH ROOM (CDI)

Operation hours of CDI

CDI is open from Monday to Friday, from 7:55 to 11:30 and from 12:15 to 16:00.

During the school year, CDI may be open during different hours. In this case, notice will be posted by CDI.

When visiting CDI

At 7:55 and every break time, students can visit CDI to read and borrow books or use the computers and printers of CDI. Students are strictly prohibited from coming to CDI for discussing and joking.

In case of a free period, the superintendent will send CDI a list of maximum 20 students who are allowed to go to there. These students must stay at CDI for at least 60 minutes.

Students must keep silent at CDI. Students are allowed to carry schoolbags and handbags into CDI. Students can also keep their personal items in personal lockers or lockers located at CDI entrance, but students should not leave valuable items or money in these lockers. Foods or drinks are not allowed to CDI.

Why visiting CDI?

First, to do homework or research and need to use materials (dictionaries, encyclopedias, documents, CDs, magazines, etc.)

Second, to relax by reading books (comics, magazines, books, novels) or spend time for personal works.

Do not visit CDI for nothing.

Keep your voice low in order not to disturb others.

Borrowing books, materials

Students can borrow books and materials of CDI according to regulations:

- 2 comics (1 week)
- 3 magazines (1 week)
- 1 document (1 week)
- 3 novels (3 weeks)

Except for special permission, other types of documents (dictionaries, encyclopedias, latest issues of magazines, textbooks currently used in the school) must be read at the spot.

After selecting books and documents, students go to the librarian's desk and tell him/her their names and class. Students can extend the book borrowing term provided that students should ask the librarian for permission prior to expiration of the borrowing term.

If failing to return the borrowed books and documents on time, students will receive a notice from the superintendent to return the books and documents to CDI as soon as possible. From the 3rd notice, students will have to pay the fee for borrowing books and documents. In case where books or documents are damaged or lost, students will have to pay compensation. The librarian will issue the invoice and students must go to the financial department for payment.

Students are allowed to borrow textbooks currently used in the school throughout the school year. Students are responsible for using and maintaining the textbooks: the textbooks must be placed in plastic covers. Students must return the textbooks at the end of the school year and must pay compensation for any lost or abnormally damaged textbooks. Once the obligation to return or compensate for the borrowed books or documents has not been performed, students will not be allowed to borrow textbooks for the upper grade and will not receive the certificate on record withdrawal for enrollment into another school.

Before leaving CDI

Students must return the books and materials to their right position, turn off and exit software and properly re-arrange the chairs

CDI is a place for working, studying and relaxation.

Compliance with the Internal Regulations will help people feel comfortable when coming here.

APPENDIX 5

RESPONSIBILITY FOR EDITING

published articles and digital articles of students

The user has the freedom of speech on the condition of respect for transparency. Whether the author is an adult or juvenile, the author must assume full responsibility for his/her articles. All articles must be with the author's name. The Principal is the publishing director and also legally responsible for all articles published in the school, especially the contents on the school's intranet and internet.

All works published on the intranet and internet shall respect the freedom and the fundamental rights of each individual:

Ownership, including the intellectual property right.

The usage and reproduction of works in any forms must comply with the regulations on the intellectual property right. For copyrighted works, the usage and reproduction must comply with the Protocol of 01 February 2012, No. MENJ1200116X published in the Official Gazette dated 16 April 2012.

Preserving public and personal order.

Circular No. 91-051 dated 06 March 1991 (RLR 551-2) stipulates for the principles that must be complied with in publishing. These are the principles on ethics of journalism (the Act of 29 July 1881 on Freedom of the Press). According to the principles, the following acts are strictly prohibited:

- Slander: "All acts citing unfounded arguments or claiming an incident affecting the honor and reputation of an individual or a community are considered as acts of slander."
- Insult: "All words of disparaging or abuse nature, not related to any specific event are called insult."
- Solicitation, inducement to commit evils, crimes and racial discrimination.

Act on Information Technology and Freedom.

The Act on Information Technology and Freedom Act stipulates that every operation of processing name information shall be reported in advance to the National Committee for Information Technology and Freedom.

The right to protect images and the right to respect for private life.

Students are allowed to use voice and video recorders (mobile phones, MP3 players, etc.) in the classroom and in the school premises for education purposes only, with instructions of the teachers and consent of related persons. The voice and video recording is prohibited for any other purposes.

Each individual shall have the right to have his/her privacy respected. Each individual has the right to request others not to copy his/her images. For juvenile images, this regulation must be strictly adhered to. Any violations of this right will be handled according to Articles 226-1 to 226-7 of the Penal Code. Accordingly, individuals in charge of websites undertake to respect the right of personal images and not to distribute images of juvenile students without their parents' consent in writing. Similarly, on the works published by students, only the name and the first letter of students performing the works are specified.

If necessary, the school will send a document to parents for their signature, including the following sentence:

"I allow the Marguerite Duras French International School to publish on the school's intranet and/or on the website of the Agency for French Education Abroad any images, sounds, video clips of [my son, daughter, etc.] recorded as part of the school's education and research activities."

Website and blog, posted on internet.

"Based on the above-mentioned paragraphs and the Civil Code and the Penal Code, any recording and posting of photos and related comments on the internet when creating personal pages, forums, etc. must be subjected to express consent of the concerned persons. All violations will be handled in accordance with these Internal Regulations and can result in the highest disciplinary punishment, i.e. permanent expulsion from the school."

Respect of rights: It is strictly prohibited

- To copy licensed software (except for free copyright software).
- To use data sharing software in any forms to appropriate or distribute works whose copyrights are protected.
- To access or attempt to access an unauthorized website.
- To access forbidden websites (websites with pornography, pedophilia contents, websites denying Nazi crimes against Jews...)

Violators may be subjected to disciplinary punishment by the Principal or even prosecuted under the law if such violation are serious.

APPENDIX 6

REGULATIONS ON DAY-BOARDING

Marguerite Duras French International School commits to ensure students to have a clean, balanced and diverse nutrition regimen and the lunch will be taken in the friendly atmosphere. However, students must comply with the following provisions:

During lunch time, all day-boarding students shall:

1. not shove or jostle each other when going to the canteen and shall obey the superintendent's orders.
2. always carry lunch cards to the self-service dining room. Without lunch cards, students will have lunch after all others. These cards are issued free of charge to students at the beginning of the school year. These card cannot be used for other purposes and must be carefully preserved and used during the school time. If losing or damaging the card, students must pay VND 100,000 for a new card issued by the Administrative Department.
3. take lunch slowly with selected classmates and shall not move so much.
4. be courteous and respect superintendents and canteen staff.
5. have proper behavior and language when eating.
6. wait for other persons queued in line to be served before asking for additional services.
7. not bring food from the canteen to outside.
8. keep the dining tables clean, shall not throw food, tissues, napkins on the ground. Students shall return the food trays to the designated place before leaving the canteen.

For food hygiene and safety and assurance of balanced diet regimen:

Marguerite Duras French International School pays great attention to food hygiene and safety and ensure the balanced ration for each student. All students undertake:

1. to wash hands thoroughly before taking the food tray.
2. to comply with the ration, including maximum 1 appetizer, 1 soup, 1 main course, 1 portion of cheese, 1 dessert, 1 fruit portion.
3. not to bring soft drinks and french fries into the school.

All violations will be handled in accordance with Internal Regulations of the School