

# RULES & REGULATIONS

## 2020\*2021

Rules allow everyone to know their rights and responsibilities within our educational community of which parents are an integral part. Please read the following carefully.

### 1. Character of the EFI Center :

EFI Center is a private school. Its mission is the development of the student, intellectually, socially and morally.

### 2. Status of students:

Lunchtime : students can either be on or off campus.  
The school is only responsible for students while on campus.

### 3. Working hours:

**Monday to Thursday: 7:30 AM to 5:00 PM (3:45 PM to 4:45 PM - staying for supervised study or Vietnamese lesson)**  
**Friday : 7:30 Am to 4:30 PM**

### 4. Punctuality – Attendance:

**Classes start promptly at 8:00 am. We ask each child to be present at school at 7:55 am.** In case of tardiness, the student is required to report to the secretary with the parent. Frequent delays affect the smooth running of the whole class. It is up to everyone to respect schedules. Children must be accompanied to the gate of the school. We remind you that the attendance of your child(ren) at school, every day, is essential. Regular school attendance is the key to success at school.

Any unannounced absence must be reported on the same day to the school office by phone. The reason for the absence must be given in writing, upon the return of the child. The production of a medical certificate is only required for a child who has caught a contagious disease. Absences for personal reasons should be avoided.

### 5. Attire and respect :

Respect for others and the environment are essential to any community life. Chewing gum, music players, game, consoles, mobile phones, and any other objects incompatible with school life are strictly forbidden. It is recommended not to bring valuables or money to school. In all cases of loss or theft, the school cannot be held responsible. Equipment available to students must be respected with particular attention to the cleanliness of tables, books, notebooks and other educational materials.

Willful damage will be punished and charged to families. Rudeness and insolence are not acceptable and will require a reaction from the school. Acts of violence are not tolerated. Any child in the school space is under the responsibility of school professionals. The playground is not a public space. Individuals wishing to meet a member of the educational team are allowed to enter the court after authorization. Parents have absolutely no right to call another child in the school premises under the pretext of resolving a possible dispute between the child and theirs. It is strictly forbidden to smoke in/or around the school.

It is requested that anyone entering the school will wear correct attires and behave discreetly. The release of the child is under the supervision of a member of the Educational Team. Children must leave school with persons recorded in the registration folder. Any exception must be reported to the school.

#### 6. Parental issues at home :

Please inform the Director if there are serious problems at home. If there is any change in the status of the parents, i.e. separation, divorce, etc.. Please communicate such changes to the Director. This is to facilitate the child's adjustment at school.

#### 7. Physical Education and Sport :

For physical education, each student must wear an appropriate complete and clean uniform marked with his/her name. Physical Education (PE) is not an optional course. Exemptions may be granted at the request of parents for one session and upon presentation of a medical certificate for a longer period (Students will eventually be supported in another classroom or in daycare).

#### 8. Punishment

Should a child require a specific punishment due to misconduct, he or she may be given a verbal warning, extra work, exclusion from class... 1st warning mailed to parents; 2nd warning: exclusion 1 day - 3rd warning: exclusion EFI one week - **4th and last warning : expulsion from school.**

#### 9. Information for family :

This is provided by liaison notebook, emails, flyers, billboard, the website: [www.eficenter.org](http://www.eficenter.org). Information regarding the education of students is done through the school report 3 times a year.

Exchange Parents / Teachers : Communication is based on dialogue. However, in order not to disrupt the smooth running of the school. It is essential that these dialogues take place by appointment with either the teacher and/or Director. Dialogues in the hallway during school time hinder the smooth running of the class.

10. Miscellaneous:

Birthdays can be celebrated at school with prior agreement with the child's teacher. Medicines can only be administered with the establishment of a plan validated by a doctor. Please ask your doctor to adjust the intake time of medication to be when the child is home.

## Rules & Regulations

We, (the parents) : .....

Legal Guardians of the child : .....

Declare they have read the above and accept its terms

Nha Trang , Date .....

**Parent's signature preceded by the words  
"read and approved ".**