



TIS Regulations and Policies

1. FOREWORD

School life at TAHITI INTERNATIONAL SCHOOL means that we follow certain rules that guarantee good working conditions for students, parents, specialized teachers and home room teachers.

For each student to understand the world around them, to be respected by all, work with materials and equipment in good working order, and live and play in a clean and secure place, it is essential that they and their families commit to respecting the school's regulations and policies.

TAHITI INTERNATIONAL SCHOOL aims to reach many goals such as:

- . To deliver deep learning through varied and multilingual teaching with dominant use of French and English and recognized syllabuses.
- . To provide students with knowledge, methods and work ethics
- . To favour personal wellbeing and learn how to live in community
- . To help students become responsible citizens who are aware of their personal evolution.

TAHITI INTERNATIONAL SCHOOL is deeply respectful of the personality and individual needs of each student. It is a school open to the world and students of other countries.

TAHITI INTERNATIONAL SCHOOL offers a curriculum based on research on children, multiple intelligences and critical reflection.

1.1 Admission of new students:

Only children whose health and maturity are compatible with community life in a school will be admitted in the Kindergarten class at TAHITI INTERNATIONAL SCHOOL (Montessori). The pedagogical team, consulted at admission, reserves the right to apply conditions to the enrolment based on other criteria. As a general rule the minimum age for admission is 3 years old. A case to case study according to availability can be envisaged.

TAHITI INTERNATIONAL SCHOOL must be able to evaluate each student's level to know if the programs and the work done by the pedagogical team suit their profile and personality in order to guarantee an efficient and homogeneous learning environment while being individualized at the same time.



To this effect, children who want to enroll at TIS, from year 3, will undergo aptitude/level testing that will be offered to them by the school and given to the parents along with the admission forms. These tests which will need to be taken at home with no assistance from their parents will have to be returned to the office before the end of June of the year that precedes the start of the new school year.

Should the tests results, completed if necessary by further tests later in the year, be below the minimum requirements, TIS Direction reserves the right to discuss solutions with the parents to formulate more appropriate learning experiences including the possibility of the student leaving for another school.

2. ENROLMENT PROCESS AND TUTION FEES

2.1. Students' enrolment

Student's enrolment formalities are completed by parents and are in the form of a contract which will take into account the status of TAHITI INTERNATIONAL SCHOOL as a private enterprise.

Joint authority being the principle applied to divorced, separated and in a partnership parents, they assume equal responsibility for their children. In the case of a parent being the sole authority, it is their responsibility to notify TIS Direction of this unique situation. **Only legal guardians and/or parents who have parental authority will be considered as contacts by the school.**

A student will be admitted at TAHITI INTERNATIONAL SCHOOL after the delivery of an enrolment certificate by the school. We ask parents to provide the school with certificates (medical certificate or an extract of the "carte de santé") showing that children have received all compulsory vaccinations for their age or to justify a medical condition (the medical condition certificate must be provided by the families to the TIS Direction and renewed every year)

2.2 School fees

The school year starts at the beginning of September and finishes at the end of June (10 months) and follows, besides a few exceptions, the official school holidays calendar of French Polynesia. Annual fees are set by the direction of TAHITI INTERNATIONAL SCHOOL for each new school year and are due in their totality when enrolment is confirmed by June 30th of the year preceding the start of the new school year.

School fees are paid each first day of the month from the date of July 1st that follows enrolment and will be reviewed every year for each class level. Fees and payment methods are included in the appendix of this regulations and policies document.

One month's fee corresponds to the annual fees divided by 10 months. For enrolments taking place up to the end of August, TIS offers parents payment facilities with payments spread over 12 months.

These unique conditions only apply to enrolments finalized prior to the start of the new school year in September. Each student's enrolment is confirmed by TIS from the reception of the totality of school fees.



3. TERMINATION OF ATTENDANCE: CHANGE OF SCHOOL

In the instance of parents taking the decision to remove their child from TAHITI INTERNATIONAL SCHOOL during the year for any reason including force majeure, a notice of 3 months is expected. During that time period the student might or might not be attending school.

Should a student leave TAHITI INTERNATIONAL SCHOOL during the year, TIS Direction will provide the legal guardians with a termination certificate along with the report cards that corresponds to the time spent at TIS.

In the case of integration or continuation of schooling issues at TIS and/or in their class, the direction of TAHITI INTERNATIONAL SCHOOL will meet with the pedagogical team and will, while considering the child's parents, determine the solution which is best adapted to the child's interest but also in the best interest of the school and teachers. TAHITI INTERNATIONAL SCHOOL reserves the right, however, to terminate tuition depending on the complexity of learning difficulties presented.

4. PERMISSION TO COMMUNICATE PERSONAL ADDRESS

When students first attend the school, parents or legal guardians must complete a permission slip to authorize the communication of their personal address to the teachers who will work with their child during the school year.

5. SCHOOLING FOR CHILDREN WITH A DISABILITY

For children requiring a special school integration plan, an Individual Learning Plan (ILP) will be put in place under certain conditions including financial should the means put in place exceed the usual amount that applies to TIS.

6. SCHOOLING OF STUDENTS WITH MEDICAL CONDITIONS

When families enroll children who suffer from allergies, food intolerance or long term health problems compatible with regular schooling at TIS (with the exclusion of serious illnesses), inclusion will be done under an individual plan.

TIS Direction reserves the right to terminate schooling should the problems require special needs tuition.

7. ATTENDANCE AND SCHOOL OBLIGATIONS

Students must apply themselves to their learning.

The school's mission is to provide access for students to knowledge, competencies, skills and understandings.

The role of parents is to assist students by ensuring a daily control of their child's work and in particular their involvement with homework given.

The concept of 'school community', a main pillar of TIS, implies the shared responsibility of students for their work, the parents and the school, all involved in the child's acquisition of knowledge and competencies. In this context, the three protagonists must listen to each other and work towards the same vision to maximize the chances of success for each student.



7.1 Students attending kindergarten

Parents who enroll their children at TAHITI INTERNATIONAL SCHOOL commit to respecting the school calendar which means regular attendance by their children.

TIS Direction will only allow children to be taken out of school due to exceptional circumstances and after receiving a note from the legal guardian. The child must be accompanied by an adult

7.2 Students attending Primary and Secondary

Regular attendance in the primary and secondary level at TAHITI INTERNATIONAL SCHOOL is essential to ensure the pedagogical programs are fully covered. Legal guardians are responsible for the failure to respect this obligation.

TIS Direction keeps track of absences and tardiness and reserves the right, in relation to the number of days and their frequency, to meet with the parents to request an explanation should the child's learning and that of the class be affected. Should the situation persist, TIS Direction might be under the obligation to take the decision to retain or not a student.

Legal guardians must inform the school immediately of the reason for an absence (illness, no transport...). In the case of a contagious illness, a medical certificate is required.

Permission for an exceptional absence will be given following a written request by parents. Any termination of a child of school age requested by the parents must be followed by a re-enrolment within a period of 8 days. Failure to do so will imply that the child is not schooled and this will be reported to the authorities

8 SCHOOL LIFE. DISCIPLINE

TIS favours students' openness to the world and assures, in cooperation with families, whole child teaching. It aims at the individual success of each child while offering the same chances to all. It guarantees the follow up of learning. Teachers transmit their knowledge to students, but also provide them with tools. The prior work of parents is essential to contribute to the behavior of the child, self-control and respect of others.

8.1 The main rules of the school:

Students and parents must be respectful of a number of rules without which the quality functioning of the school might be altered. Students must:

- Arrive at school clean and wearing a clean outfit that will follow the school's dress code (white top and navy bottom). Thongs will be tolerated, but in no instance will students be barefoot at school.
- Wear shorts and skirts no shorter than the middle of the thigh.
- Wash their hands regularly after each recess and before meals.
- Not wear make-up, nail polish or piercing
- Wear appropriate clothing for Physical Education class.
- Have an exemplary attitude on the playground: play without any violence or provocations.
- Not display any romantic behaviour at school and within its immediate surroundings.
- Show respect for their material and that of their peers (school bags, books, clothes). Not bring from home objects of value (jewelery, mobile phones, electronic games...) nor any dangerous goods.



- Be polite with their peers, adults and teachers
- Consider carefully what they are about to say to avoid hurting, upsetting and embarrassing others
- Not disturb others at work or the class
- Be tolerant, respectful of others and learn from differences.
- Avoid taking other people's belonging without asking permission.
- Keep toilets clean after their use and not waste water.
- Respect school grounds and materials.
- Tidy up their work area and put away their materials
- Make good use of the rubbish bins put at everyone's disposal
- Treat the animals the school homes regularly with respect and kindness

Politeness and courtesy

- Stand up when an adult or a teacher walks in the classroom
- Behave correctly at meals time and take into consideration any remark from an adult in charge of meals supervision
- Not waste food and share if needed
- Say hello, good-bye, please and thank-you as required
- After opening a door, hold it open if someone is behind
- Talk without swearing and calmly
- No throwing papers on the ground
- Pick up all papers and throw them in the bin (even those of others)
- Pick up any object or piece of clothing and put them where they belong
- Wait patiently for their turn in class and during activities
- In the playground: Do not shout, push each other, and get over excited
- Help the people who need it
- Before speaking or acting, ask ourselves if it will bother others.
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8.2 Drinks, meals on school grounds

Meal times are scheduled so that students and teachers can restore themselves during the day. Students must, under the responsibility of teachers, take their meals in their classrooms or in the spaces dedicated to meals. The time dedicated to meals constitutes a special moment for exchange, relaxation and reinforcement of relationship between students and teachers.

In order to maximize this time of communication, TAHITI INTERNATIONAL SCHOOL recommends cold meals (ready to eat) rather than meals needing heating up.

A few strict rules apply to this area:

- . It is forbidden to take meals outside of allocated times
- . It is forbidden, for hygiene and security reasons to smoke inside TAHITI INTERNATIONAL SCHOOL rooms and outside the allocated spaces.
- . It is forbidden to hand out and consume alcoholic drinks, in the classrooms and the surroundings of the school and car park.
- . It is forbidden to enter or to remain in the school grounds under the influence of alcohol or drugs.



. Any student of TAHITI INTERNATIONAL SCHOOL who might display disorderly behaviour that might lead to suspicion of being under the influence of alcohol or drugs will be summoned to the office immediately to answer to their behaviour.

.TIS can authorize parents to take their lunch with their children within school grounds if they request permission from the office. During lunch parents are responsible for their child solely and must not interfere with the teacher's or supervisor's authority.

9. GENERAL DISPOSITIONS

Students' life and teachers' actions are organized to reach the goals of the programs taught by TAHITI INTERNATIONAL SCHOOL but also with the aim to preserve global cohesion within the school.

Special mention on respect rules

All attitude, gesture or words that would translate indifference or disdain against a student or their family and that might hurt the child's feelings will be forbidden.

In the same way, students and families must not display any inappropriate behaviour, gesture and words that are susceptible to impact on the functions of the teacher or the teacher as a person, the pedagogical team or any employee of TIS and the respect due to their peers and their families.

This basic respect rule is essential between students but also parents. Any failure to follow this obligation might result in the immediate exclusion without any right for parents to apply their 3 months' notice. Three months fees will be kept by the school as compensation. T TIS Direction reserves the right to engage in more serious legal pursuit in extreme cases should the situation become worse.

Students schooling is constantly followed by TIS Direction and the Pedagogical team. Should behaviour or psychological issues, that were not notified, arise, TAHITI INTERNATIONAL SCHOOL reserves the right to end the student's attendance if the school cannot provide an appropriate schooling experience.

10. RIGHTS – OBLIGATIONS – SANCTIONS

Students, as beneficiaries of the teaching at TIS have rights, and obligations. The application of these rights and obligations constitutes the making of a citizen. The school's policies might include encouragements and rewards, but also, at primary level, some constructive and adapted sanctions.

Temporary exclusion of a child for a duration no longer than a week, might be decided by the direction after notification from the pedagogical team, in the case of bad behavior, repeated work neglect or reluctance from parents to pick up children after class, in particular at the times organized in the school policies (persistent tardiness in spite of many reminders). This sanction will have no impact on the school fees.



11. ASSISTANCE FOR HOMEWORK, SUPERVISION AND RETURN OF CHILDREN TO FAMILIES.

11.1 Homework assistance

Assistance for homework and activities are offered to students at the end of the day to allow students to:

- Do their homework
- Be able to discover new subjects,

Fees will apply and will vary in function of the time spent by the student. Any student, who would not have left school at the end of the day, will join the homework session or the activity session. Parents will not be able to pick up their children before the end of the time slot reserved to this effect and that will be charged to parents.

Children will be given to their families at the end of the day, except if at the parents' request they are picked up by a third party, nanny or transport service.

11.2 Students in kindergarten

Children are dropped off by their parents or carers

- to the office
- to the supervising teachers

At the end of day, students are given back to the parents who have legal authority or to a person who would have written authority and introduced by them. The contact details for this person will be communicated at the start of the year and during the year should the details change.

Children will not be released to unknown persons even if they introduce themselves as a parent. In case of the children not being picked up, authorities will be alerted.

Parents must inform the office of TAHITIN INTERNATIONAL SCHOOL if they wish for their children to leave school at lunch time without this affecting the rest of the afternoon classes.

12. GREETINGS

TAHITI INTERNATIONAL SCHOOL plays an important role in the children's socialization: everything must be put in place to favour access to learning and their well-being. This is why no physical or individual punishment will be inflicted. A child who displays momentary difficult behaviour will be however isolated for a short period of time necessary to recover a behaviour compatible with group life.

Nonetheless, when a child's behaviour disturbs severely and durably the organization of the class and transmits an obvious lack of adaptation to school, the child's case will be submitted to an examination by the pedagogical team, in the presence of a doctor and /or a member of social services and the parents.



A decision of temporary or permanent exclusion of the child will be taken by the direction of TAHITI INTERNATIONAL SCHOOL and its pedagogical team, after a meeting with parents. The permanent exclusion could take immediate effect or have a notice period but would in no case exceed 2 months. This period will give legal guardians the time to find a new school for the child.

13.PRIVATE SCHOOL AND PRINCIPLE OF SECULARISM

The school is founded on the principle of secularism, law of 15th March 2004. This principle, fruit of a long history, lays on the respect of the freedom of conscience and on common values that constitute national unity above personal belonging.

In conformity with the education code, wearing signs or outfits through which students display their religious belonging is forbidden. The neutrality of TAHITI INTERNATIONAL SCHOOL is in this matter a sign of neutrality and respect of individual identity.

14. TIMES AND TIMETABLES

The times for start and finish of school days are determined at the start of each year and parents are notified. At the end of the school day, homework sessions and additional activities are offered at an established tariff.

Students are greeted from 8am. Any family wishing to drop their child off at school earlier than 8am, must present a written request addressed to the office, to confirm that those parents are aware that they are still responsible for their child until the normal time of the school opening.

15. PICTURES PERMISSION

The visit by a photographer at school must be authorized by TIS Direction after discussion with the pedagogical team. An annual permission slip will be sent to the parents for photographs or communications on the school life (Internet site, facebook, promotional documents) or class photos.

16. MEDICAL CARE AND EMERGENCIES

Upon request to TAHITI INTERNATIONAL SCHOOL, a first aid and emergency procedure book is available for perusal in the office.

17. SCHOOL GROUNDS: HYGIENE, SAFETY AND USE

Health and Hygiene

Students must wash their hands and teeth prior to and after lunch and must to this effect take the necessary dispositions. Each child needs to bring a toothbrush and tooth paste. This hygiene rule is encouraged by the teachers and must be respected.

Parents commit to notify the school in case of contagious illnesses or in case of lice. (TIS ask parents to be extremely vigilant all year long and to treat children if needed).

Sick or feverish students do belong at school, for their own well-being and for the health of others. Families will make arrangements to only send the children back to school when they are fully cured.

The school is not authorized to administer medication to children (even with a prescription). For the security of all, it is strictly forbidden for students to be in possession of medication. Students who suffer



from long term, chronic or severe conditions, will be placed under a P.A.I (Projet d'Accueil Individualisé.) It is formulated and signed by the family, the doctor, the school doctor and the school.

18. USE OF SCHOOL GROUNDS AND RESPONSIBILITY

It is strictly forbidden to smoke in the school grounds (Decret n 2006-1386 of 15th November 2006 published in the official journal on 16th November 2006)

TIS buildings may be used under exceptional circumstances by third parties for training or conferences related to teaching, and under the full responsibility of TIS Direction. These will be planned preferably outside the usual school hours and with no effect on the normal functioning of the school.

19. SAFETY

Evacuation plans are posted in strategic points around the TIS buildings and grounds as required by the legislation norms.

Parents are required to fill in with precision the "information document" which will be given to them at the beginning of each new school year. This document indicates among others:

- A way to contact parents promptly
- Food allergies
- In case of an infectious illness requiring declaration (meningitis...), these contact details might be transmitted to the public health authorities
- Particular information that the families judge useful to provide to the school or the school doctor (sealed envelope addressed to the school doctor should the information be confidential).

For safety reasons :

- No staff member is allowed or authorised to administer medication,
- No medicine will be left in a child's pocket or a child's bag. In the case of specific illnesses (diabetes or severe allergies) a personnel Individual program will be put in place : Medicine is stored in a place known by concerned adults.
- In case of an accident, the pedagogical team will contact emergency services and the families will be contacted immediately.
- Children received in the school must be in health and hygiene conditions compatible with the enrolment requirements.

Extraordinary circumstances:

These measures concern, in particular, children receiving regular or exceptional care or re-education in a medical institution (clinic, medical center...) during school hours.

Upon written request, students can leave school accompanied by their parents or by a person authorized by them, to go to the place where they receive care. These authorizations must be duly certified and present an extraordinary situation except if these sessions form part of the child's ILP. Middle school students will be authorized to leave school by themselves upon written request from the families.

The school and the teachers will be relieved of any responsibility once students have left the school grounds.

These absences from school will be planned carefully in order to avoid disturbing the teaching and in the interest of the students and their classes.



20. STUDENTS' INSURANCE

A liability insurance (damage caused to a third party) and personal insurance (damage done to the child) is compulsory to allow the child to participate in all the activities at school and excursions.

Liability insurance is compulsory for any extracurricular activities organized by the school. Collective insurance is available.

Because of its position next to the beach, TIS will be organizing swimming activities in the lagoon, subject to permission slips from parents at the time of enrolment.

21. COMMUNICATION BETWEEN FAMILIES AND TEACHERS

TIS Direction meets with the parents of a class or the whole school at the start of each school year and every time it is deemed necessary with the teacher or teachers concerned.

A school council, formed by TIS Direction and the pedagogical team and some parents will meet once a term to discuss the school and problems that might arise.

At the start of each school year, TIS Direction meets with all the parents during an information session and to present the pedagogical team. During the school year additional meetings may be organized by the teachers and the direction as needed.

Three information sessions dates on pedagogical programs followed by TIS will be offered to the parents in the first term.

The parents' commitment to participate in one of the sessions is essential to facilitate the most efficient partnership between school/parents.

Communication- Families need to be in constant and direct relation with school. TIS direction will receive parents upon request. The preferred communication tool between school/parents is by email.

All written communication must be transmitted to the office in a sealed envelope bearing the child's name.

Information – The main medium of communication is the agenda.

The agenda aims to allow families to:

- be informed of their child's marks and information from their teachers,
- be informed of students time table changes.
- read diverse information
- communicate with the teachers and office
- know the class timetable, the names of teachers and their available times for meetings.
- This agenda must be controlled and signed every night by the parents and must always be in the student's possession. It constitutes an essential link for an efficient school partne

School work and assessment

Parents must check, sign and return report cards. They will also be kept informed through the student's class work which will be sent home regularly.



22. EXTERNAL SERVICES

TAHITI INTERNATIONAL SCHOOL is regularly contacted by service providers external to the school desirous to offer their services (transport, food....)

In the aim to assist parents who express a need in relation with their child's schooling, the direction checks on the seriousness and professionalism of these providers as well as the way they run their business.

TAHITI INTERNATIONAL SCHOOL is not linked professionally to these providers by any contract; it is the role of the parents to carry out any necessary check prior to and after using the services. TIS will in no case be held responsible in case of failure, incidents or worse, accident caused by the service provider.

23. ANIMALS IN THE SCHOOL

TIS direction works in close collaboration with the "SPA" and might be called upon to become a "foster family". With this in mind, the school homes animals waiting to be adopted. Their presence within the school is however conditioned by a prior vet check. Especially organized spaces will be reserved for them. Students will follow rudimentary hygiene rules while in contact with the animals. (Hands washed systematically, litter changes, cleaning of cages...)

The presence of animals at school or in the classes, in particular in kindergarten and primary levels, corresponds to the pedagogical objective to better understand relationships with others and animals, in particular to create relationships that can have an influence on human relations.

24. Modification. Amendment

This policy document, which will take effect immediately, can be subject to reviews at any time by the direction of TAHITI INTERNATIONAL SCHOOL to evolve with the school's changing needs. It will be subjected to amendments that will be added in an appendix.

Date and signature of parents or legal guardians, preceded by the hand written words "read and approved"