



The best of
Canadian education
for a global future.

Maple Bear Casablanca
MBC Private School

INTERNAL RULES

1- Preamble:

The internal system of the school is based on the decision of the Ministry of National Education and Vocational Training No. 388 x 14 of April 15th, 2014, the Article 07 of Law 06.00, as well as the Ministerial Note No. 78 of June 24th, 2003, defining the general rules of operation of primary and private educational institutions and school facilities.

The school rules aim to regulate the school rhythm, and to ascertain all preventive measures are in place to avoid accidents or mitigate their severity. Furthermore, it establishes the rules of conduct and behaviors within the school to achieve academic, personal, and societal success.

2- School organization:

Article 1: Enrolment

Every student has the right to enroll or re-enroll in the school at the appropriate grade level, provided he/she meets the requirements for enrollment and provides the necessary documents. Priority is given to siblings of students already admitted to the school.

Every student has the right to study normally in the school, and no one has the right to expel him/her or force him/her to change.

An interview and a test are organized with the parents before the child's first enrolment to explain the school's system and pedagogy. It will also allow us to know more about the child and the parents' expectations.

The student's enrollment implies acceptance of the tuition fees and the terms and conditions set forth in these rules. Registration is only confirmed once the administrative file has been fully completed and the tuition fees paid within the deadline set by the school, as detailed in the financial terms and conditions in the attached fee schedule. The administration reserves the right to evaluate each application.

In case of withdrawal, the fees are non-refundable.

Article 2: Schedules

Classes are held on Mondays, Tuesdays, Wednesday mornings, Thursdays, and Fridays.

For the kindergarten, the class starts from 8:45 to 11:45 and from 12:30 to 15:45.

For the elementary school, classes are held from 8:30 a.m. to 12:30 p.m. and from 1:15 to 4:30 p.m.

No exit during school hours is allowed, except for valid reasons and upon written and signed request from the parents who must pick up their child in person at the school.

Beyond the school premises, parents assume full responsibility for their child.



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Article 3: Absences or late arrivals

Parents are required to respect the timetable and to ensure that students are punctual. Students are expected to be punctual, quiet, and disciplined. They are not allowed to leave during class hours without prior authorization from the school administration based on a valid and acceptable excuse.

All absences must be reported.

Attendance in all subjects is mandatory unless formally waived by the school administration at the request of the parents.

Parents are required to inform the institution when their children are infected with an infectious disease.

Any student who has been diagnosed with a contagious disease must report to the school only after providing a medical certificate proving his/her recovery.

In accordance with the rules in force, the school administration is obliged to inform the parents of the absences and late arrivals of their children.

Article 4: Reception and exit of the students

Students are welcomed to the school 15 minutes before classes begin.

It is forbidden to enter the classroom in the absence of a teacher or administrative staff.

At the end of each class, students are handed over directly to their parents or legal guardians.

Article 5: School dress code

All students are expected to report to school in uniform.

School uniforms can be ordered from the administration office.

Article 6: Health and hygiene

The students' clothing must be in an excellent state of cleanliness and hygiene.

For any student who is ill or has parasites, the management will ask the family to collect the student and make the necessary medical and sanitary arrangements.

In the event of a school accident, the management will immediately inform the parents. Together, they will decide what to do to remedy the situation.

Article 7: Students' behavior

The student must always be well-behaved and wear school uniforms.

The administration is required to inform parents of any misbehavior from their children.

The administration has the authority to decide which cases may be presented to a disciplinary committee.

Students are expected to take care of the school's facilities and equipment. Parents are required to compensate the school for any damage caused by their children, if it is proven that they are responsible.

Students are required to bring all the school supplies they need.

In the event of cheating or attempted cheating on exams, students will be brought before a committee for disciplinary action.



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Smoking or substance use are prohibited.

Each student is expected to be of good character and to treat everyone well based on friendliness, tolerance, respect, and preference for dialogue without political or ideological propaganda within the school.

The student must use water resources wisely.

Article 8: Prohibited items

Students are not allowed to bring to school or circulate anything that has nothing to do with school, such as sharp or dangerous tools, or newspapers and magazines that violate decency and dignity.

Article 9: Valuable or electronic items

Students should not carry money, jewelry, or valuables.

The use of personal electronic items (phones, tablets, video games) is prohibited at school.

The school declines all responsibility in case of theft, loss, or damage.

Article 10: Use of the Internet at school

To avoid access to inappropriate sites, Internet browsing is controlled. Each Internet access station is equipped with control software.

The school provides students with computer resources to enable them to acquire the necessary skills. In this context, the school is committed to making students aware of their responsibilities in terms of using the Internet as a citizen, in compliance with the legislation in force.

3- School services

Article 11: School canteen

Students can register for the canteen or be picked up during lunch break by their parents.

Registration for the canteen is done with the school administration. Fees are due quarterly.

It is forbidden to bring a lunch box or to have it delivered.

Only a medical certificate can be used to waive this rule.

Article 12: Afterschool care

Afterschool childcare is available for parents who wish to drop off their children before school starts at 8:00 a.m., or until 5:30 p.m. after school ends.

Registration for school care is made with the administration.

The teacher or custodian maintains students' discipline and intervenes when necessary to prevent school accidents, and to regulate the flow of students to and from school.

The person in charge of childcare drafts a detailed report in case of a school accident, and immediately informs the administration for first aid.

Article 13: School transport

A school transportation service is available to students, subject to prior approval by the administration, depending on the availability of seats and the neighborhoods served.



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Registration for the transportation service is done through the administration.

Article 14: School trips and educational visits

When conditions permit, the school organizes free or paid field trips for its students. The signed parent authorization and the Payment are required before the date of the field trip.

All school rules and regulations apply during field trips. The behavior of the entire educational community must be exemplary and reflect the image of Maple Bear Casablanca.

4- Parent-School Relations:

Article 15: Behavior towards students

Students are treated equally and protected from all forms of violence.

The teacher accompanies his/her students to the classroom and is the first to enter and the last to leave the classroom.

Article 16: Parent access to the school

Access to the school premises is by appointment only with the school administration.

Since the interruption of class time is not desired, access to classes will be limited. Any exemption must be authorized by the administration.

Article 17: Use of digital platforms

The entire Maple Bear Casablanca community has the right to access the digital platforms operated by the administration for the management of school activities, internal and external communication.

Parents must consult the digital platform frequently to stay informed on the latest news, publications, and administration communication.

The personal login and password are communicated at the beginning of the school year to both parents and the student.

Article 18: Meeting with teachers and administration staff

During the school year, parents will be invited to meet with the teachers and the school management:

- Meeting N°1: At the beginning of the school year, the administration and the teachers familiarize the parents with the content of the academic programs, the examination system, the nature of the continuous monitoring, the internal rules of the school and the calendar of school vacations.
- Meeting N°2: Mid-year, parents and teachers meet to evaluate the progress of the students and make the necessary adjustments.
- Meeting N°3: End of year meeting and results presentation.

Any request for a meeting with the teacher or the school administration must be made in advance. Parents should make their children aware of the need to respect the school's rules and regulations.



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Parents are required to inform the school administration of any change in their family situation and their address and telephone number.

Parents have the right to contact the administration during working hours to inquire about the living conditions of their children or to obtain information and documents they may require.

Every parent is obliged to report to the school whenever requested.

Article 19: Family situation

Parents are required to inform the administration of any change in their family situation, address, and telephone number.

Article 20: Exams and school results

The students are required to respect the organizational controls for studies, continuous monitoring, periodic tests, examinations, and various scheduled activities.

Any parent has the right to consult his/her child's academic results, as well as progress after each session or during school meetings.

Article 21: School certificates

Certificates of graduation or completion, as well as the certificate of departure, are submitted to parents upon request.

The school is required to send the records of transferred students to the receiving school within a maximum of one month after issuance of the certificate of departure.

Article 22: Tuition and re-enrolment fees

Parents agree to pay their children's quarterly tuition according to the following schedule:

- Deadline N°1: Upon registration.
- Deadline N°2: Before the 20/01 of the school year.
- Deadline N°3: Before the 20/04 of the school year.

If this does not happen after the 15th of the second month of the same term, an official notice will be sent to the parents. Then, in the event of non-payment, the school may provide the parents with a certificate of departure.

A term started is a term that is fully due.

A prolonged absence, a hasty departure, or an administrative cancellation will not entitle the student to any reimbursement.

The school is committed to respecting the prices announced in the registration or pre-registration file for the current school year.

Re-enrollment fees for the following year must be paid before June 15th of each year to guarantee the availability of a spot.

I have read the rules and regulations and I agree to respect them. I also agree to keep this liaison booklet in good condition.