

UNOFFICIAL TRANSLATION

Kingdom of Laos

GENERAL REGULATIONS FOR PUBLIC ELEMENTARY EDUCATION

March, 1967

ARRETE MINISTERIEL No. 171/ED

- Article 1. The operation of public elementary schools in the Kingdom is governed by the general regulations attached to this arrete.
- Article 2. The Chef de Cabinet du Ministre, the Director General of National Education, and the Director of Elementary and Adult Education are charged, each according to what concerns him, with the implementation of this arrete.

Signed: (Leuam INSISIENMAY)

LE VICE-PRESIDENT DU CONSEIL,
MINISTRE DE L'EDUCATION NATIONALE,
DES BEAUX-ARTS ET SPORTS-JEUNESSE

Vientiane, March 17, 1967

GENERAL REGULATIONS
PUBLIC ELEMENTARY EDUCATION
KINGDOM OF LAOS

CHAPTER I

RESPONSIBILITIES AND OBLIGATIONS OF THE FAMILY

ARTICLE 1. When a child attains the age of six years the person responsible—the father, mother or guardian—must register him in the neighborhood school where he will be admitted the following school year. A child becoming six years old during the calendar year can be admitted that same year. When the family changes residence, the person responsible must as soon as possible carry out the same procedure; a certificate obtained from the former school Director must be presented to the new Director. Without this procedure, the child will not be admitted.

ARTICLE 2. When a child misses school at times, the person responsible must explain to the teacher the reasons for his absence.

The only acceptable reasons for absence are: sickness of the child, contagious illness in the immediate family, family rites, unexpected communication difficulties, temporary absence to travel with the family.

Other reasons for absence will be considered by the school authority.

ARTICLE 3. The village chief and the tasseng (district chief), each according to his prerogatives, are responsible for good execution of services in national interest and in particular, they are to keep up-to-date population census. They will, thus, be able at all times to know the school-age population, to encourage parents to register their children in school, and to check on good attendance.

ARTICLE 4. In the school community, the people are to provide building, maintenance, and necessary repairs.

CHAPTER II

ESTABLISHMENT OF A SCHOOL

ARTICLE 5. Construction

1. To open a school it is necessary to have a minimum of 35 pupils

from 6 to 9 years old in the village or the group of villages served by the school.

2. In the school community, the people are to provide the building, maintenance, and repair.
3. They must also provide school furniture and construct a suitable house with kitchen for the teacher.

ARTICLE 6. Site and plans

4. The school must be constructed on a site spacious enough to allow for an adequate playground and a school garden. In some cases, it is also necessary to anticipate space for expansion in the event the school is developed as a demi-groupe or groupe scolaire.
5. The site will be chosen, if possible, near a source of water. Its boundaries will be declared and it will remain the property of the village school. No one will lay claim to it.
6. A fence will be constructed around the school grounds by the villagers.
7. The school building will be situated preferably in an east-west direction to avoid excessive light and summer heat.
8. The construction plan will be furnished by the Education Department. There will be a veranda around the school.

As a model, classrooms will be rectangular in shape and constructed to accommodate a maximum of 40 to 45 pupils. The area will be figured in proportion to 1.50m² per pupil (including the space reserved for portable blackboards and the teacher's desk.) The dimensions recommended are:

8.00m x 7.50 m or
9.00m x 6.50 or
9.00m x 8.00m with
3.80m or 4.00 height

with light from two sides or one (the light coming from the left of the pupils with air vents or opening on the right, but never have the pupils or teachers face the light).

ARTICLE 7. School Expansion and Development

9. For a primary school to qualify for re-classification as a demi-groupe scolaire, it must have:
 - a. A Minimum enrollment of 120 pupils
 - b. A distance of more than 5 Km from another demi-groupe or group scolaire
 - c. At least three primary schools in the area which will send pupils to enroll in grade four

10. For a demi-groupe scolaire to qualify for re-classification as a groupe scolaire, it must have:
 - a. A minimum enrollment of 180 pupils, except in the case of isolated schools.
 - b. At least five classrooms according to standards prescribed.
 - c. A sixth grade with a minimum of 20 pupils.
 - d. A suitable lodging with kitchen for the Director of the Groupe Scolaire.

11. Recommendations of schools for re-classification will be submitted by the Primary School Inspector to the Director of Elementary Education for his decision.

12. A Director of a groupe scolaire will not be relieved of teaching duties if the enrollment of pupils in his school is less than 300.

CHAPTER III

ADMISSION AND DISTRIBUTION OF PUPILS

ARTICLE 8. Children beginning school are accepted the school year which follows the date they become six years old. Children who become six years during the calendar year can be admitted that same year when schools open.

ARTICLE 9. Registration is free but must be made with the head teacher or the director of the school at least one week before school opens.

ARTICLE 10. All heads of schools must keep up-to-date school records.

Records will consist of one section for teaching personnel and one for pupils.

- a. The registration of pupils will be made in chronological order of presentation; each registered will be given a number. The numerical list must continue in order. The number of pupils in Grade one must be limited to a maximum of 50 pupils by the school director. Pupils who are habitually tardy will be expelled or admitted the following year. At the time of registration parents must furnish a birth certificate or similar notarization which is kept by the school. The date of birth of each pupil is noted in the school records.

When a pupil transfers to another school, the following records must be sent: school certificate, grades or marks, health card whenever possible, birth certificate.

Information concerning each pupil must be completed on the date of departure from school with the reason for departure, the level achieved, and, if available, his results toward the C. E. P.

- b. The section reserved for teaching personnel will contain the following information:

- Name, date of birth, personnel number
- Date and official number
- Date of assignment. Names of previous posts of assignment
- Successive positions occupied in the school
- Long periods of leave anticipated
- Date of departure with orders to transfer

ARTICLE 11. All directors of elementary schools, public or private, will provide the tassing the week following the opening of school with a list of school-age children in attendance.

ARTICLE 12. A daily register or role will be kept by each teacher for each grade. The list of pupils registered when school opens will be entered on a new page the first day of each month. It is recommended that separate lists be made for boys and girls.

This list will be kept in alphabetical order by family names and carry, the first month, the pupil registration number.

The teacher will quickly check, when classes begin, the pupils who are present and mark absences in her class register. Pupils who are habitually tardy will be noted, warned, and, if necessary, punished.

All absences must be reported by parent or guardian and the reason made known. The teacher will consider the reason for absence; his personal contact with the family to urge them to follow their children's work in school closely will result in regular attendance, a primary requisite for their progress.

A. At the end of each month the teacher will send:

- a. To the parent or guardian the child's grades or marks for the month along with the days absent unaccounted for. This report must be sent in order to get explanations for absences.
- b. To the Primary School Inspector a list of the names of children, who, during the month, missed the equivalent of four half-days without a valid excuse. Any teacher who ignores these regulations will be subject to disciplinary action.

ARTICLE 13. The average duration of primary school study is established as follows:

- Grade 1 - from 6 to 7 years old
- Grade 2 - from 7 to 8 years old
- Grade 3 - from 8 to 9 years old
- Grade 4 - from 9 to 10 years old
- Grade 5 - from 10 to 11 years old
- Grade 6 - from 11 to 12 years old

A pupil will not be allowed to repeat a grade three times nor will he be allowed to repeat more than two grades.

ARTICLE 14. A primary school, depending on enrollment, may have one or more classes. One class may consist of more than one grade.

ARTICLE 15. The Primary School Inspector can authorize the grades or schools to operate on a double-session basis, where the pupils are divided into two groups, one having classes in the morning and the other in the afternoon.

ARTICLE 16. Some primary schools or certain grades, called experimental classes, can be designated by the Minister of Education, on advice of the Director of Elementary Education, for new teaching methods and techniques.

ARTICLE 17. Every pupil will have a special notebook to do an assignment each month for each major subject matter. This notebook is to be kept at school.

This particular notebook from Grade one to Grade three will be completed in Grades 4, 5, and 6 by a notebook in which assignments will be done corresponding to the subject matter required on the entrance exam for Grade seven (Sixieme). This notebook will go with the pupil from grade to grade and will be carefully cared for so that it will become a part of the pupil's records.

Daily assignment notebooks when completed are to be sent to the parents to familiarize them with the work done by their children.

CHAPTER IV

HEALTH

ARTICLE 18. No child is to be accepted in public or private school if the condition of his health presents a danger to the others. To be re-admitted he must present a medical certificate stating that he is free of contagious disease.

ARTICLE 19. If a child becomes ill at school, he is returned to his parents or in cases of emergency taken to a hospital.

ARTICLE 20. Heads of schools are qualified to vaccinate their pupils under the direction of health authorities. Vaccination is free.

ARTICLE 21. In public and private schools pupils will be examined by teachers, assisted by public health agents, to measure them periodically and to make observations of their physical development.

The results will be noted on an individual health card maintained and kept by the school while the child is in attendance, and returned to the family if the child changes school or finishes school.

ARTICLE 22. In case of an epidemic the primary school inspector, in accordance with other provincial authorities, will determine the sanitary measures to take and can order temporary closing of schools.

ARTICLE 23. Any child in a public or private school who contracts a contagious disease--or if a member of his immediate family contracts a contagious disease--must withdraw from school.

ARTICLE 24. Duration of quarantine of pupils with a contagious disease.

Typhoid Fever	- 21 days after cure
Smallpox	- 40 days after illness starts
Scarlet Fever	- 40 days after illness starts
Measles	- 18 days after illness starts
Diphtheria	- 10 days after cure
Dysentery (Bacillary)	- 21 days after cure
Dysentery (Amoebic)	- 15 days after cure
Cerebrospinal Meningitis	- 15 days after cure
Whooping Cough	- 30 days after the start of the illness
Mumps, Chicken Pox	- 30 days after the start of the illness
Flu	- Until cured
Thrachoma	- Until cured
Itch	- Until cured
Ringworm	- Until cured

CHAPTER V

GRADES (MARK), RANK, PROMOTION

ARTICLE 25. A record book of grades for pupils is required of each teacher in all grades, except kindergarten.

The list of pupils in alphabetical order by names of families and by divisions is prepared at the opening of school and is reported on a new page the first day of each month.

ARTICLE 26. Daily lessons, tests, and individual work of the pupils are marked from time to time for each subject matter during the month. It is not recommended to give many grades, but it is good that each child be evaluated monthly based on marks made, if possible, during the class period. Notebooks will be graded at least once a month-- this, in addition to the periodic check on notebooks. Ten or twelve grades for each pupil seem sufficient each month.

ARTICLE 27. From the second grade on, pupils will be given a monthly rating of their class standing. Their rating will be based on daily grades and compositions.

ARTICLE 28. The average daily grade and the average composition grade will be added and the pupils classified according to the total obtained.

The teacher will enter the results with a note of evaluation in the pupils' composition notebook (the monthly notebook) and send it each month to the parents. They have responsibility to check grades and sign the report.

In schools with several grades, the Director will take note of pupils' marks and affix his signature to the monthly report.

ARTICLE 29. There is no promotion examination except for entry in Grade 4.

CHAPTER VI

TEACHERS COMMITTEE

ARTICLE 30. There is established in each school with several grades a teachers committee which will study school regulations and provide for frank and friendly cooperation among the teaching personnel (Circular No. 3727/ED, June 14, 1959).

ARTICLE 31. The Teachers Committee will not interfere with administrative matters, relationships with local authorities or education officials. These matters will be handled by the school director.

ARTICLE 32. The Committee will meet on order of the school director. It will meet the first month school opens, once each trimester, and the end of the school year. It can be requested to meet at other times.

ARTICLE 33. Teachers in committee meetings will give their opinions freely on questions submitted concerning:

1. Internal school regulations
2. Teacher and pupil distribution by grades
3. Implementation of the instructional program
4. Teaching methods and procedures
5. Classroom or school library, lunchroom, playground equipment, school festivals.

ARTICLE 34. The Teachers Committee can be invited to give opinion on serious misbehavior in the school by pupils or teacher.

ARTICLE 35. The Teachers Committee must not, under any pretext, assume a political nature. It will not have the power of decision. The

Director, after consultation with the Committee, will have sole responsibility to make decisions independently in the best interest of the educational system.

ARTICLE 36. Any dispute in complete opposition to the Director in charge of teachers will be submitted to the Primary School Inspector for settlement.

ARTICLE 37. Minutes of meetings are to be sent immediately to the Primary School Inspector, who will return them with his signature followed by his comments.

CHAPTER VII

EXAMINATIONS

EXAMINATION FOR ENTRY IN GRADE FOUR

ARTICLE 38. All who have attended classes regularly in the first cycle (Grades 1-3) can take the entrance test for Grade four.

ARTICLE 39. School directors will reserve place for children from surrounding schools in conformance with Article 19, Royal Ordinance No. 248, July 30, 1962, in proportion to the number of Grade three pupils in the primary schools and in the groupe scolaire.

The number of places reserved will be determined each year by the Primary School Inspector.

ARTICLE 40. The entrance examination for grade four will be held during the last month of the school year.

ARTICLE 41. Pupils who want to take the examination must have the following:

- Request for entry or registration
- Birth certificate filed with his school
- School record card.

The complete files of the candidates will be sent by the Grade three teacher to the Groupe Scolaire Director at the school selected by the candidates.

ARTICLE 42. The tests will be selected by the Groupe Scolaire Director who is to accept the pupils and will be on Grade three level subject matter. The tests will be submitted to the Primary School Inspector for approval. They will consist as follows in Lao:

A. Written Tests.

1. A dictation of five or six lines followed by three questions of which two will pertain to understanding and one to grammar. Thirty minutes will be allowed to candidates to re-read the dictation and answer the questions.
2. A composition about a personal experience of the pupil. Forty minutes will be allowed. Penmanship will be rated on the composition.
3. A test in arithmetic on addition, subtraction, multiplication, and division examples and two problems. Time: 45 minutes.

B. Oral Tests.

Reading and conversation.

ARTICLE 43. Tests will be graded or marked as follows:

Dictation	- 10 points (one off for each error)
Questions	- 10 points
Arithmetic	- 20 points (8 for examples and 6 on each problem)
Composition	- 10 points
Penmanship	- 10 points
Reading and Conversation	- 10 points (6 for reading)

All pupils getting 35 points will be admitted to grade four.

ARTICLE 44. As nominated by the Primary School Inspector, the Examination Committee for entry to Grade four will consist of:

Groupe Scolaire Director - Chairman
One or more school directors
Grade three and Grade four teachers

ARTICLE 45. The chairman of the Examination Committee will prepare a list of the candidates and those passing and send it to the Primary School Inspector. The results will not be announced before the third week of the last month of school.

ELEMENTARY SCHOOL EXAMINATION (Certificat d'Etudes Primaires)

ARTICLE 46. All pupils at least twelve years of age who have studied as sixth graders may qualify for the examination.

ARTICLE 47. A candidate may apply at only one examination center each year: where he is enrolled in school (place of residence for those not enrolled in the school) except in justifiable situations.

ARTICLE 48. The list of candidates registered for the C. E. P. examination will be prepared by the school director with files containing the following:

- Request for registration
- Birth certificate or similar notarization
- Residence verification by the Tasseng
- School Records (Candidates from public schools)
- Two photos 4 x 6 (only for those not enrolled in the school.)

ARTICLE 49. The examination for the C. E. P. involves the following tests chosen by the Director of Elementary and Adult Education:

A. First Series

1. A dictation in French about 60 words long, followed by three questions:
 - one on comprehension of the text
 - one on the vocabulary (replacing a word or expression, giving opposites)
 - one on grammar and conjugation.

The candidates are allowed 40 minutes for checking their dictation and answering the questions.

2. Studying a passage in Lao, followed by three questions:
 - one on comprehension of the text
 - one on the vocabulary
 - one on the grammar

Length of test: 40 minutes

3. A test of arithmetic comprehension:
 - 4 basic numerical operations (stated in Lao and French)
 - 2 practical problems: the first fairly short; the second composed of several successive questions

Length of test: one hour

4. A composition in Lao about a subject related to the life of the students.

The grade will be counted on the ideas, the grammar, and the construction of sentences.

(Translation note: length of test not given in the regulations)

5. Written questions on common knowledge (history, geography, science, hygiene) consisting of four questions to be answered by a very short essay or an outline.

Length of test: 40 minutes

B. Second Series

1. Translation from Lao to French of a passage of five or six lines.

Length of test: 30 minutes after the passage has been put on the blackboard

It is strongly advised to select a simple passage in French at the level of the students and to translate this into Lao and then give the Lao translation as the students' text.

2. Mental arithmetic: 5 practical questions to be solved mentally

The examiner reads the questions to the group. Each student writes his answers.

3. Oral test on the "youth movement", gardening, animal husbandry, crafts.

Four separate questions. Length of test: 40 minutes

4. Reading a passage in French at the Grade 6 level. 5 minutes of preparation, 2 minutes of reading. The examiner asks no questions.

5. Drawing (boys or girls) or sewing (girls)

Length of test: 40 minutes

ARTICLE 50. The tests will be graded as follows:

First Series

- French dictation, 10 points (one mistake takes away 1/2 point)	Coef. 1
- Questions, 10 points (3, 4, 3)	Coef. 1
- Studying a Lao passage, 10 points	Coef. 2
- Arithmetic, basic operations, 10 points	Coef. 1
- Problems, 10 points (4 and 6)	Coef. 1
- Composition in Lao, 10 points	Coef. 2
- Common knowledge, 10 points	Coef. 2
- Lao writing, 10 points	Coef. 1

Candidates are admitted to the second series if they have received 55 points in the first series of tests.

Second Series

- Drawing or Sewing, 10 points	Coef. 1
- Mental arithmetic, 10 points	Coef. 1
- Translation, 10 points	Coef. 1
- Reading in French, 10 points	Coef. 1
- Oral test, 10 points	Coef. 1

Candidates have passed when they have received a total of 80 points on the two series of tests.

ARTICLE 51. A zero on one of the tests in the first series eliminates a candidate, after deliberation of the jury.

ARTICLE 52. The minutes of this examination must be sent to the Office of Elementary Education immediately after the announcement of the results.

ARTICLE 53. In the upper elementary classes ("le second cycle primaire"), students can not remain three years in one class or two years in more than two classes.

ARTICLE 54. Persons who pass the CEP examination are no longer subject to the compulsory education laws.

ARTICLE 55. The commission responsible for examining the candidates for the Certificat d'Etudes Primaires is named by the Minister of National Education on the proposals of the Director of Elementary and Adult Education.

The commission includes:

- The Primary School Inspector of the area President
- Directors of groupes scolaires and teachers
of grades five and six Members

ARTICLE 56. The registration fee is set at K 30 for candidates from public schools and K 100 for other candidates ("candidate libres"). This sum is deposited with the Primary School Inspector when the candidates register. The School Inspector will deposit the fees in the treasury, sending a copy of the receipt to the Director of Elementary Education.

ARTICLE 57. The delivery fee for the Certificate is set at K 50. This sum will also be deposited in the treasury.

Only one copy of the certificate can be issued and the certificate can be issued only once. In case a certificate is destroyed, the Director of Elementary Education can issue an attestation of the results of the examination, (Ministerial Arrête No. 773/ED, 6 September, 1963).

CHAPTER VIII

SCHEDULES - TIME - TABLE - HOLIDAYS

ARTICLE 58. The school year begins on September 1 and ends on June 15. The long summer vacation begins June 16 and ends August 31. At the end of the third month of classes, the schools have a one-week vacation, the dates for which are set each year by the Director of Elementary Education.

School holidays for traditional and local celebrations are fixed as follows by Ministerial Arrête No. 635/ED, 4 October, 1957.

<u>Occasion</u>	<u>Length of Holiday</u>
1. International New Year	1 day
2. Makha Bouxa (All Saints Day)	1 day
3. Lao New Year	7 days
4. Labor Day, May 1	1 day
5. Constitution Day, May 11	1 day
6. Visakha Bouxa (Birth, Death, Enlightenment of Buddha)	1 day
7. Hokhao Padapdin (Rice Growing Day)	1 day
8. Hokhao Salak (Rice Donation Day)	1 day
9. United Nations Day, October 24	1 day
10. Ork Phanxa (End of Buddhist lent)	1 day
11. Boat Racing	1 day
12. Grand serment (That Luang)	1 day
13. Special local holidays, only for the province concerned (Boua-Pheng-That, that Muong Kao, that Inhang, Vat Phou, etc.)	3 days

When a holiday falls on a Sunday, it is observed the following day.

The Chao Khoueng and the Primary School Inspector can grant a supplementary holiday of not more than two days on the occasion of a local festival.

No other holidays may be granted without the approval of the Director of Elementary Education.

ARTICLE 59. The school week lasts five days. The students are free on Saturdays and Sundays.

ARTICLE 60. Classes last 6 hours each day, 3 1/2 hours in the morning and 2 1/2 hours in the afternoon. The time of beginning and ending the school day is set and can be changed by the School Inspector according to the needs of the province.

The class schedule is uniform throughout the country for each type of school. The schedule is posted in each class, after having been initialed by the School Inspector at the beginning of the year.

CHAPTER IX

DISCIPLINE

ARTICLE 61. During classroom hours, one of the essential responsibilities of the teacher is to keep order in the class, prohibiting all types of frivolous behavior that would hinder instruction or lead to risk of accidents for the students.

This responsibility remains solely with the teacher even if he is aided by a special teacher (sewing, music, physical education, home economics) or if the class is being taught by a practice teacher. This responsibility extends outside the class when the students are being led to a place for special instruction or for group medical examinations.

Children who cannot return to their homes during the noon time remain under the surveillance of a teacher until they actually leave the school.

Each teacher at the school is given a tour of duty to supervise recreation and to be responsible for the students who can not return home during the noon hour, as well as for those who are punished and retained after class.

The principal is responsible for general discipline. He must personally supervise large group activities, especially when the children enter and leave school.

ARTICLE 62. Prescribed punishments are as follows:

- bad grades, a reprimand from the teacher or the principal, partial loss of recess period.
- keeping after class under the supervision of a teacher, temporary expulsion for a maximum of three days (notice of this is given immediately to the parents, the local authorities, and to the School Inspector)

A longer expulsion can be determined only by the School Inspector.

CHAPTER X

CARE OF SCHOOL SUPPLIES AND EQUIPMENT

ARTICLE 63. The head teacher or principal of the school is responsible for the use, conservation, and maintenance of school supplies and equipment.

He should keep an inventory with separate listings for:

- expendable material (chalk, paper, ink, paint, etc.) of which the amount actually used corresponds to the amount issued and expended.
- non-expendable materials (furniture, books, teaching aids, tools) which are still accountable to the principal when they are distributed to other staff members.

Non-expendable materials assigned to the school are distributed to the classrooms by the principal, who must periodically check to see that they are on hand and well cared for.

ARTICLE 64 - FURNITURE

The principal or head teacher should strive to obtain correct equipment for his school, including tables, benches, blackboards, and shelves.

Deteriorated furniture can be repaired immediately by the maintenance man, the teachers, the older students, the parents.

Maintenance (painting, varnishing, etc.) can be done during the periods for youth movement activities, supported by funds received from the school co-op or obtained from the Primary School Inspector.

ARTICLE 65 - BOOKS

At a time when, in almost all countries in the world, books last many years and many people respect the written page, our students and the teachers who teach them do not have respect for books. It is common to see a set of books disappear in a short time.

This destruction of indispensable and costly materials must be contended with.

The classroom teacher must

- keep count each day of the books distributed
- make each student responsible for caring for books which are loaned to him or which his parents have bought
- do special drills on checking and caring for books
- teach respect for books as a source of knowledge as a subject during lessons on ethics
- present a good example of caring for books by using book covers and keeping his books in good condition

This training should be done by the teacher every day.

At the end of the school year each teacher will collect the books loaned to the students in his class. The principal will collect all the books from the teachers and store them during the vacation. He will have done any necessary repairs to the books.

ARTICLE 66 - NOTEBOOKS

A notebook shows the work of the student and the value of the teacher.

The teacher must develop habits of order, neatness, and work. The students' notebooks must be impeccable. Regular, neat penmanship, writing on the line, and a standard form for all lessons is required.

The principal will establish a form for lessons for his entire school so that the students will gain regular habits.

A student must not skip or tear out pages or use the end of his notebook for rough copies. A particular notebook should contain only that subject material for which it is intended.

Constant checking by the teachers and the principal will establish habits of neatness and order.

ARTICLE 67 - KEEPING CLASSROOMS IN GOOD ORDER: CLASSROOM
DECORATIONS

It is not possible to work well in a disorderly classroom.

The teacher and the principal must not allow papers to cover the floor. A classroom must always be neat.

Woodwork dirtied by the children's hands should be washed with soap, ink spots removed, and holes in a dirt floor filled up during special periods when the students take care of the classroom like their own homes.

Classroom walls should be decorated with pictures and charts relating to classroom interests, and with the the children's drawings which should be changed from time to time.

ARTICLE 68 - CARING FOR THE SCHOOL GROUNDS

The school should be the best-maintained building in the village or neighborhood. Teachers know the value of order and cleanliness. The students (and the teachers) are readily available to do the work.

The school grounds should be perfectly neat: no papers, boxes, bottles, junk. The ground should be leveled, drained, gravelled, swept. There should also be a place set aside for plants and flowers.

The teacher should teach his students to respect trees as living things which bring us shade and beauty. He should have trees planted, protected, and cared for.

ARTICLE 69 - WATER AND SANITARY FACILITIES

Every school should arrange a place for water where the students can wash their hands and clean up. If there is no well or pump, a drum with a spigot can be used. Teachers should explain not to waste water and how to use a spigot correctly (do not leave it open, do not block it).

A principal who is conscious of his duties will make it a definite duty to have sanitary toilets installed and cared for. According to the resources available the installation can be a cement septic tank under toilets flushed each day by a large amount of water, or a simple slab in a wood shelter. In the latter case, each student must be taught to throw on some dirt after using.

It is important to explain that the toilets are not only for convenience but that they are especially for good sanitation.

During lessons on ethics, hygiene and common knowledge, habits of order, cleanliness and neatness and the necessity of having a classroom and a school which are models to be imitated should be constantly reviewed.

As a rule, there should be at least two toilets per class, plus urinals, and one toilet for the teachers.

ARTICLE 70 - COMMUNITY ACTIVITIES OF THE SCHOOL

With the aim of associating the students with work of common concern to the village, there will be established, under the responsibility of the teachers and principal, a Community Week at the school (of five days, not necessarily consecutive in the year) during which the students will help in the work of constructing and fixing water ways, fences, paths, foot bridges, etc.

CHAPTER XI

THE DIRECTOR OF THE SCHOOL

ARTICLE 71. The role of the Director of a primary establishment who is either teaching or not teaching is administrative, pedagogic and social.

ARTICLE 72. From the administrative viewpoint, the Director is a local representative of the Primary School Inspector. In this task, he will personally be responsible for:

1. Relations of the school with local administrative authorities
2. Relations of the school with the Primary School Inspector.
3. Relations of the school with the inhabitants.

ARTICLE 73. From a pedagogic viewpoint, the Director who has been chosen for his experience and his personal qualities has a responsibility for the curriculum in his establishment.

- he assigns teachers to different classes, according to the needs, after having consulted the teachers' council;
- he makes up the teaching schedule for the year and sees that it is carried out;
- he assumes responsibility for the right to control the entire

teaching situation, assists in making lesson plans, and to give individual help to each teacher especially beginning teachers;
- he makes reports on his teaching staff, and grades and reports are transmitted under his supervision.

ARTICLE 74. The Director of Primary Education may, on the recommendation of Primary School Inspector, discharge partially or totally within the service of his class a Director of a Groupe Scolaire who is being punished for a specific charge.

ARTICLE 75. Every Director, even one in a teaching situation, is responsible for the smooth operation of his school, and especially for the general discipline of all personnel and for the maintenance and conservation of the school buildings and for the accommodations of the staff.

Every Director not in a teaching situation is directly responsible for the supervision of all movements, and the order for entering and leaving the school.

ARTICLE 76. The Director must give to local authorities, families and his subordinates an example of punctuality, good behavior and morality without question

He represents the authority of the school and must in consequence expect in every circumstance a respect for the school and its rules and regulations. He must be just and impartial, and endeavor to always work with tact, good humor and effectiveness.

ARTICLE 77. The Director is personally in charge of:

- The scholastic record and enrollment of the students and staff in his school;
- The medical records on all students;
- The inventory of the school including furniture;
- The transmission of administrative matter. He must give his recommendations made on the demands of the staff to his higher authorities;
- The archives of the school in general.

ARTICLE 78. The Director must control at least once a month the registers; he submits monthly reports and gives at the middle and at the end of the year a written recommendation on results obtained by each student of his school.

He receives and controls the files of the candidates of different examinations and transmits them after regulations are met.

ARTICLE 79. The Director of a school must maintain the best of relations with the local administrative authorities. He must keep them informed on school situations which interest them and listen to their recommendations. He will advise them of any accidents which might take place in the school, the temporary dismissal of any student or the transfer of any staff member.

ARTICLE 80. The Director or the person who is in charge of the school will endeavor to guide the intellectual, moral and social surrounding of his school.

CHAPTER XII

THE CLASSROOM TEACHER

Duties Toward the Students and their Parents

ARTICLE 81. The teacher must be fair, impartial and reliable because the school is open to all pupils without any discrimination and be able to classify them by their work and behavior.

ARTICLE 82. The teacher must use tact and discernment because the personality, character and requirement of each child differs; he must act cordially to all.

ARTICLE 83. The teacher must be, because the children confide in him and observe him constantly, an example in dress, movements punctuality and work.

ARTICLE 84. The teacher orders, but at the same time suggests. He puts forth every effort possible. He punishes when necessary but forgets faults committed.

ARTICLE 85. The teacher must be interested in the hygiene and health of all his students. He must collaborate constantly with health authorities concerned and be advised of cleanliness, weight, measurements, etc.

ARTICLE 86. The family has the right to know what its child is doing in school, and the teacher must support his authority with that of the family. Absenteeism, health, behavior of the child, must always be studied together, in a spirit of cordial COLLABORATION by the teacher and by the person responsible for the child.

ARTICLE 87. The teacher must, therefore, know the parents of the students and strive to meet with them frequently.

ARTICLE 88. He must take good care of the class register, inform the parents in cases of absenteeism endeavoring to find the excuse each time.

ARTICLE 89. He lets the parents know, by the end of each month, the results obtained by the students. Personal remarks must be included in the records. The teacher must state each month that the person being graded understands the lessons he has learned.

Relations with the Staff

ARTICLE 90. In regard to relations with his colleagues, the teacher has the responsibility to collaborate in a friendly way with all. His cordiality must be sincere inside and outside the school.

ARTICLE 91. No matter what the condition of their relationships, teachers will avoid any discord in front of the students. Discipline and the good name of the school require this.

ARTICLE 92. The teacher must have good and sincere relationship with the Director.

ARTICLE 93. The teacher will always accept the good advice and recommendations made by his immediate supervisor, the Director.

ARTICLE 94. He will accept, without hesitation, all periodical controls of the Director: control of his class, control for lesson plans, control for the scholastic records, control of students' textbooks, classes assigned students, and cleanliness and order of his class.

These controls will not be antagonizing measures. They are indispensable to the experienced educator as well as to the Director, to advise his assistants in useful and friendly manner.

ARTICLE 95. The teacher must not hesitate to take advice from the head of his school. The Director is there to guide his assistants and to coordinate their work the smooth operation of his school.

ARTICLE 96. All requests and correspondence must be transmitted through official channels -- the highest authority is the Director of the school -- the Director must approve all communications.

ARTICLE 97. The time table and schedule of supervision established by the Director must be severely enforced:

- a. All teachers, even those not teaching, must arrive at least five minutes before the classes begin.
- b. The teacher who teaches will have to be at his desk fifteen minutes before work time. Students arriving late will not be allowed to enter the school after his arrival.
- c. When the bell rings each teacher arranges his students and silence and order must be maintained until the students enter the classroom.
- d. When the bell rings and class is over, the students will maintain silence. The students will be led (class by class) by their respective teachers, to the limit of the school grounds.
- e. The teachers assigned to watch the students in the school yard must maintain constant surveillance during the recesses.
- f. When students are playing, the teachers will watch that students do not scream nor cause disorder.

ARTICLE 98. The teacher will read scrupulously all monthly reports, the teaching schedule and the time table prepared by the Director.

ARTICLE 99. The teacher will prepare regularly and carefully his report in the classroom. He will keep all of his records up to date.

ARTICLE 100. The teacher will control and correct frequently all notebooks belonging to his students. Corrections and assignments will not be made in the classroom. Notebooks will be returned as soon as possible.

ARTICLE 101. The teacher will take notes on recitation of all lessons, written tests and work done by the children. He will submit grades and promotions to the Director.

ARTICLE 102. The teacher will propose the passing of a student from one class to the next based on results and work of the class for the entire year. The Director is responsible for the selection of the ENTIRE class, perhaps to modify the number of students per class.

ARTICLE 103. The teacher supervises the roll call which he checks each evening. He also corrects the monthly composition books and keeps all medical reports on students up to date.

ARTICLE 104. He prepares for the Director the files on all candidates for examinations.

CHAPTER XIII

THE PRIMARY SCHOOL INSPECTOR

ARTICLE 105. The inspection (supervision) of all school establishments, whether public or private, is the responsibility of the Primary School Inspectors (Provincial).

ARTICLE 106. The Inspectors visit all classes of their public schools at least once a year. They prepare a report for each teacher based on their opinion as to use of materials, behavior of the students, methods of teaching. The report contains practical advice given to the teacher on how to improve his methods and techniques in teaching. The teacher receives a copy of the report for his information, signs and dates the original and returns it to the Primary School Inspector.

The Inspectors in turn send in their reports directly to the Director of Primary Education, which is placed in the individual teachers files. They keep one copy for their files.

At the end of the school year, the Primary School Inspectors make complete reports on the situation of his schools in their areas.

ARTICLE 107. The Primary School Inspectors organize the sessions for tests and examinations prepared by the Ministry of Education. They preside on the committee for the examinations for the C. E. P. and the C. A. E. P. (Certificat d'Aptitude de l'Enseignement Primaire, i. e. elementary teaching certificate).

ARTICLE 108. The personnel on his staff in the Primary Inspector's Office, provincial teachers, professors, substitute teachers, village teachers, working in first degree school in their province, are placed under their authority.

They record all notes of value of employees placed under them, make constant observations on them, and submit them to the Director of Primary Education along with advice on their nominations, demotions, transfers, dismissals or punishments.

They instruct the Ministry on all affairs relating to the creations, abolishment or construction of public schools in their provinces; opening of private schools; courses for adults; and opening of public or private boarding schools.

They are directly under the authority of the Chief of the province (Chao Khoueng) in the administrative viewpoint. In regards to their technical duties they report only to the Director of Primary Education.

ARTICLE 109. The Primary School Inspectors are nominated by the Minister of National Education according to the recommendation of the Director of Primary Education and chosen among the education staff according to seniority as prescribed by the Ministry's Act.

ARTICLE 110. The present regulation is approved and annexed to the Ministry Act No. 171/ED dated 17 March 1967.