

Rules and Regulations of the Lycée Français International de Pondichéry **French International School of Pondicherry**

The Lycée Français International de Pondichéry (LFIP) rules of procedure establish the rules of life necessary for the proper functioning of the school community.

These rules of life, which derive from the republican values of freedom, equality and fraternity, are based on principles:

- The duty of tolerance and respect for the person and beliefs of others;
- Secularism, political and ideological neutrality;
- Freedom of information and expression in accordance with the first two points ;
- Respect for the working environment, premises and equipment.

Any enrolment at LFIP implies the commitment of the student and his/her legal guardians to respect the various internal regulations and charters.

I. Students' rights and obligations

The exercise of rights and the respect of obligations in the school environment contribute to prepare the pupil for his responsibilities as a citizen.

A. Student

rights Individual

rights

- respect for its physical integrity,
- respect for its freedom of conscience,
- respect for one's work and property,
- freedom of expression
- be eligible to vote and be elected to the various representative bodies of the institution

The student must use these rights in a spirit of tolerance and respect for others.

Freedom of assembly

The right of assembly is exercised on the initiative of student representatives within the school outside of school hours and with the authorisation of the head teacher.

B. Obligations of the student

- respect for the school's internal rules,
- attendance and punctuality for compulsory and optional lessons (as soon as the student is enrolled),
- the completion of written and oral assignments requested by teachers,
- respect for all members of the school community,
- respect for buildings, green spaces and equipment.

II. The rules of life in the school

A. Payment procedure and tuition fees

See the financial regulations available on the school's website.

B. Communication with families

All pupils must have their liaison booklet and present it whenever they are asked. Parents are strongly advised to consult it regularly (*at least once* a week) as it represents a means of liaison and communication with the educational community. Similarly, the parental signature attests to the fact that the families are aware of the information. The pupil and his/her family are responsible for its good condition. In the event of loss or damage, a new booklet will be invoiced to the family.

Via dedicated software (PRONOTE, SACOCHE,...), parents will be able, thanks to a reserved access, to consult the results of the evaluations made by the teachers, the textbook of their child's class, the punishments and sanctions concerning him/her and to check his/her attendance every day.

Access to the high school

The student entrance is located in Rue Surcouf. The opening hours of the gate are as follows:

Opening	Closing	Opening	Closing
MORNING		AFTERNOON	
7h45	8h05	13h45	14h05
8h55	9h00	14h55	15h00
9.55 am (recess)	10h10	15:55 (recess)	16h10
11h05	11h10	17h05	17h10
MERIDIAN BREAK		18h05	18h15
12h05	12h15		
12:30 (SI Sports Association and clubs)	12h45		
13h00	13h05		

In the case of lessons starting or ending on half hours, the gate openings will be adapted.

Outside the opening hours of the student gate, entry to LFIP may be refused.

The entrance by the rue Simonel (cour d'honneur) is reserved for staff and visitors. Students are NOT allowed to leave through this exit (except with a pass given by the Vie Scolaire). Any student arriving at LFIP outside the opening hours of the gate on rue Surcouf will be escorted by a guard to the Vie Scolaire, before being allowed to go to class.

Extra-curricular activities or school outings may be scheduled outside school opening hours, including weekends, outside school holidays.

For security reasons, all outsiders must report to the reception desk (rue Simonel entrance).

a) Inputs and outputs

• For high school students:

They are authorised to go out outside the times defined in their timetable, with the exception of the lunch break for half-boarders and boarders, except with the express written authorisation of those in charge.

For secondary school students:

Families have the choice between two regimes at the time of registration ("information and authorisation form Vie Scolaire").

Authorised exit:

The student is present at the school according to the timetable. In the event of a teacher's planned or unforeseen absence, the cancellation of a lesson or a change in the timetable, the pupil may leave the school at the end of the half-day without prior written authorisation from his/her legal guardians.

Unauthorised exit :

The pupil is present at the school according to the timetable, even in the event of an exceptional change to the timetable. Only the student's legal guardian is authorised to sign a discharge to collect the student.

Movements within the institution

In order to preserve security and not to disrupt the course of the lessons, the use of the spaces in the establishment is regulated.

Access to classrooms is only allowed in the presence of an adult from the school, except with specific and punctual authorization.

The immediate vicinity of the classrooms must be preserved so as not to disturb the smooth running of the lessons.

Pupils are asked not to remain on the floors during break times and lunch breaks, in particular to facilitate the work of the School Office and to limit the risks of theft or disputes between pupils.

b) Free time

When students are not in class, they have the option of going to the study hall, the Knowledge and Culture Centre (CCC), or staying in the courtyard for high school students. Middle school students are subject to compulsory study, unlike high school students, for whom it is free. The study room is a place of work: silence is compulsory, unless a pedagogical or educational activity is proposed by the staff who supervise it.

C. Monitoring and compliance with the duty of attendance

Pupils must attend all classes scheduled in their timetable as well as exceptional activities organised for their benefit by the school.

a) Management of delays and punctuality

To enable better monitoring of absences and lateness, a record is made by the teachers at each hour.

The gate closes when the second bell rings, except at the 1^{ère} opening of each half day.

b) Absence management

All absences must be justified by the legal guardian, who will notify the Vie Scolaire by telephone or e-mail as soon as he/she is aware of the absence.

A written justification is always necessary; the justification is done in the liaison book.

The signature must be that of a legal guardian. The regularisation of an absence must take place when the pupil returns to the school, i.e. before he/she returns to class.

Failure to comply with the duty of punctuality and attendance may result in punishment in accordance with the scale of sanctions.

c) Monitoring and communication with parents

School Life will endeavour to inform families of irregular absences by telephone. The Pronote software, accessible from the lycée website, also allows parents to keep track of their child's attendance. In general, we invite parents who have the possibility to do so to communicate with the School Life services by internet.

viesco@lfpondichery.net and cpe@lfpondichery.net as well as the Vie Scolaire hotline: 420 09 63.

In the event of too many absences or late arrivals that are not justified or for an unacceptable reason, the pupil is liable to be punished.

Families are asked to consult the liaison book regularly (2-3 times a week) and to sign it to enable the school to ensure that parents are informed.

D. Living together and respect

Politeness and respect between members of our school community are the guarantees of good relations and good working conditions.

Relationships between students imply respect for others and must not give rise to excesses that are embarrassing for the members of the educational community.

Proper attitude and dress, in accordance with those expected in an educational environment, are required in the school. Headgear may be worn outside covered or closed areas

Any member of the educational community who notices improper dress or behaviour will intervene with the student. An explanation and an appropriate educational solution will then be proposed.

In general, any excessive behaviour that may be detrimental to the tranquillity and good working atmosphere of the establishment is subject to sanctions. The use of French as a language of communication is to be preferred.

E. Respect for people

Any behaviour aimed at harming a member of the educational community will be punished (contempt). Any form of physical or psychological violence will result in disciplinary action which may lead to exclusion from the school.

The management reserves the right to intervene in the case of damage to the functioning and reputation of the school, even for acts committed outside the school premises.

F. Use of new technologies: telephone and other digital devices

The use and good practice of new technologies and the virtual world are also governed by rules.

For these reasons, the use of telephones, connected objects and other such devices, as well as the wearing of headphones or earpieces around the neck, is prohibited during classes, lectures and examinations. Devices must be switched off and stored out of reach during teaching sessions (including studies) and in the school restaurant.

The institution recommends not to bring such devices to LFIP.

The use of the image or voice of a member of the community (students, teachers, staff members) on the Internet (blog, forum, websites, etc.) may not be made without the permission of the person concerned or without their knowledge.

The use of computer equipment must be accompanied by compliance with the computer charter (**document available on the school's website**).

Any introduction or use of a device outside of the authorised conditions and times will be punished, or even sanctioned in the case of a repeat offence. The device will be confiscated and handed over to the head teacher and will only be returned to the student's guardians.

G. Management of common and personal property

All members of the school community are responsible for maintaining the living spaces and equipment available in our school in good condition. Everyone is invited to take part in this process, in particular by ensuring that rooms and spaces are kept clean and by helping to reduce energy waste (e.g. turning off air conditioners, turning off lights, etc.).

Any deliberate damage will lead to sanctions and, depending on its seriousness, to reparation measures, including reimbursement by the pupil's family of the costs incurred.

It is recommended not to bring valuables or large sums of money into the establishment.

The management is not legally responsible for thefts or losses of objects committed or suffered inside the establishment, nor even in its surroundings.

In case of disappearance or theft in the school, the victim is invited to report to the School Life. Similarly, LFIP is not responsible for theft or damage to students' vehicles parked outside the school walls. **It is also recommended that families ensure that their children ride two-wheelers with helmets, safety equipment and after obtaining a licence if necessary.**

III. Disciplinary procedures

They are defined by circular n°2011-11 of 01/08/2011, BO spécial n°6 of 25 August 2011.

A. School punishments

They concern minor breaches of pupils' obligations and disruptions in the life of the class or the school. They are pronounced by teachers, management, educational or supervisory staff, as part of an educational approach shared by all the teams of the educational community and respecting the principles of individualisation and presentation by the pupil of his or her version of the facts before the punishment is decided and pronounced.

The gradation of school punishments is as follows: observations noted in the liaison book or on a document signed by the parents, summons to the families, oral or written apology, additional homework to be signed by the persons in charge, additional homework with or without deduction, deduction, exceptional exclusion from a lesson (which can only be pronounced in exceptional cases), community service (TIG). Other punishments may also be imposed.

B. Disciplinary sanctions

They concern offences against persons and property and serious or repeated breaches of pupils' obligations.

They are pronounced by the head teacher or by the Discipline Council. The teachers of the class will be informed of the application of these sanctions.

The gradation of possible disciplinary sanctions is as follows: warning, reprimand, temporary exclusion from the class, the school or one of the ancillary services, permanent exclusion.

A measure of responsibility, which consists of participating, outside teaching hours, in solidarity, cultural or training activities or in the performance of a task for educational or reparation purposes, with the agreement of the family, for a period that cannot exceed twenty hours, may be decided. This alternative must allow the pupil to show his or her willingness to make amends through positive action.

Temporary exclusion of up to eight days may be imposed by the head teacher. The Discipline Council

may pronounce a permanent exclusion. These sanctions may be accompanied by a total or partial suspension. Disciplinary proceedings must be initiated in the event of: verbal violence, serious acts and/or physical violence.

In order to offer an alternative solution to the Disciplinary Board, an Educational Commission, made up of teachers, educational staff, members of the management, medical and social staff, parents' representatives and students, may be convened.

IV. Physical and sports education, outings and extracurricular activities

A. Physical Education and Sport - Exemptions

A specific regulation is established for the organisation of the discipline.

Exemption from PE lessons can only be granted on presentation of a medical certificate and after validation by the teacher and does not mean that the student is allowed to go home.

Any one-off dispensation requires the student's presence during the lesson time and participation according to his/her possibilities (refereeing, observation, reduced activity, etc.).

The ESF : The Foyer Socio-Educatif offers educational, sports, civic and cultural activities to students. All students who are members can participate in the activities offered.

B. Outings and trips :

Outings and trips may be offered as an extension of the class activities during school time.

Trips are examined by the School Council and authorised by the Head Teacher and the diplomatic post.

Parents will always be informed before the trip of the details: cost, duration, supervision, conditions of stay, educational objectives, etc. In the event of non-participation in a school outing or trip, pupils are required to be present in the school, according to their usual timetable.

When a free educational outing is organised, the participation of pupils is compulsory.

V. Safety, prevention, health and insurance

Fire, evacuation and containment procedures

The instructions are posted in each classroom and on the notice boards. Everyone should be aware of them. Training exercises are carried out during the year for students and staff.

TP rooms - Specialised rooms s

A note concerning safety in the laboratory and specialised rooms is posted in each of these rooms.

In Physics and Chemistry, it may be compulsory to wear a cotton blouse, a suit covering the legs and closed shoes (teachers will inform students of the level of safety requirements from one session to the next). For any handling that presents a potential risk (indicated by the teacher), students must wear gloves and goggles.

Behaviour: for safety reasons, it is advisable to behave in a calm manner and respect others and the material. The teacher reserves the right to prevent a pupil from using the equipment if the safety of property or people is not respected.

Damage to equipment: if damage is caused intentionally by a student or if it shows proven negligence on the part of the student, the school reserves the right to ask the student and his/her family for a refund of the equipment.

Dangerous objects or harmful or illegal substances

Pupils must not bring into the school any object or substance which may present any danger to themselves or to their fellow pupils. Any deliberate introduction will be subject to sanctions and to notification of the local authorities.

Health :

To go to the infirmary during the nurse's hours of presence, students must have their liaison booklet stamped by the School Life Office. Any trip to the infirmary must remain exceptional. If a pupil's state of health requires them to return home, the family will be informed immediately. They must take charge of the student. In the event of an emergency, as assessed by school staff, the pupil will be directed to the health centre indicated by the family at registration.

Pupils must submit to the medical checks and examinations organised for them. As the possession of medication is forbidden, it must be taken under the supervision of the nurse according to the medical prescription. At the beginning of the school year, a form entitled "Authorisation for care in case of emergency" must be completed and handed in to the infirmary. During the year, families are required to report any infectious diseases, incidents, accidents or additional check-ups of their child.

The introduction and consumption of narcotics, drugs or alcohol is strictly forbidden. The establishment is a non-smoking area.

Insurance:

It is not required for compulsory school activities, but is strongly recommended.

These rules of procedure may be modified whenever circumstances require it. Its modifications are validated by the School Council.

STUDENT'S SIGNATURE

Preceded by the words :

*"I accept and agree to abide by the
Internal Rules*



**SIGNATURES OF THOSE LEGALLY
RESPONSIBLE**

Preceded by the words :

"read and understood".



