

RULES AND REGULATIONS

Approved by the School's Board on May 25, 2016

The Policy on Bullying, the Computer Usage Policy and the procedures for school outings and trips and for bad weather are available on the LFT's website

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Preamble

The Lycée Français de Toronto (LFT) is a place of learning where students acquire knowledge as well as principles of behaviour that comply with the values set forth by the French public education system.

All members of the school community are required to observe these principles, which ensure the development of students in an environment of collective and individual responsibility: respect for the individual – whether student or adult; respect for property, including the belongings of other people, for equipment and the environment; tolerance for others in their personhood and beliefs; fair dealings with everybody; honesty and relationships based on mutual trust; and refraining from any form of violence. Students are required to work hard, attend classes regularly and be on time. The community offers students an environment where they are protected while their minds are being opened to the world.

The Lycée Français de Toronto is an educational institution designed to accommodate students willing and able to study in French.

The LFT offers a curriculum that is consistent with the academic programs of the French Ministry of Education, as well as courses and activities that reflect Canadian linguistic and cultural realities. It wants to excel at all levels, so as to give students the best chance of success in their academic, personal and professional lives.

PRIMARY SCHOOL : RULES AND REGULATIONS

Chapter I : School Organization and Operation

1 - Timetable, Arrivals and Departures

Lower school students may only enter the school through the playground's gate.

a) **Hours:**

KINDERGARTEN	ELEMENTARY
8 am - 8:30 am: Daycare 8:30 am - 8:45 am: Entering the classroom 8:45 am - 10:30 am: Class 10:10 am - 10:40 am: Recess 10:40 am - 11:45 am: Class 11:45 am - 1:00 pm: Lunch & Recess 12:30 pm - 2:00 pm: Nap for pre-school 1:00 pm - 2:00 pm: Class 2:15 pm - 2:30 pm: Recess 2:30 pm - 3:15 pm: Class 3:15 pm: End of school day 3:30 pm: Start of school activities	8:00 am - 8:45 am: Arrival in the playground 8:45 am - 10:30 am: Class 10:30 am - 10:45 am: Recess 10:45 am - 11:45 am: Class 11:45 am - 1:00 pm: Lunch & Recess 1:00 pm - 2:00 pm: Class 2:00 pm - 2:15 pm: Recess 2:15 pm - 3:15 pm: Class 3:15 pm: End of school day 3:30 pm: Start of school activities

We request from parents to comply with these hours rigorously.

b) Arrival and departure times for students and parents:

	KINDERGARTEN	ELEMENTARY
Morning arrival		
8:00 am to 8:30 am (no charge for morning daycare)	Parents take their children to daycare.	Students enter alone in the school grounds and remain in the playground until 8:45 am (except in case of bad weather)
8:30 am to 8:45 am	Students remain under the responsibility of their parents while they are taken to their classroom.	
Afternoon departure		
3:15 pm to 3:30 pm	Parents go into playground and wait for their child at the building's door.	Parents wait at the gate for the teacher to bring their children.

Children whose parents have not arrived by 3:15 pm will be sent to the paid daycare service. Parents who arrive after 3:30 pm must use the building's entrance and report to the reception desk.

2 - Meals and Food

Children are allowed to bring a light healthy snack to be taken at recess. For lunch, the children bring their own food unless they are registered for the school's hot meal service. For health reasons, food should not be exchanged with or given to other students.

KINDERGARTEN	ELEMENTARY
<p>Students eat in their classrooms beginning at 11:45 am.</p> <p>Registration for the hot meal is mandatory in pre-school.</p>	<p>Lunch is taken in 2 sittings:</p> <p>11:45 am - 12:15 pm: CP - CE1 12:15 pm - 12:45 pm: CE2 - CM1 - CM2</p>

Please note that any food brought by the child at school must be nut-free. Candy and chewing gum are not allowed.

Birthdays may be celebrated in class with the teacher’s agreement, but it is not compulsory.

3 - Use of Premises and Circulation

a) Respect for premises

Any damage or wilful destruction of buildings, premises or equipment shall result in a penalty for the person responsible, who will have to repair the damage caused. Everyone has the duty to respect common spaces and the dignity of persons in charge of maintenance. All efforts must be made to ensure that the school is maintained in a perfect state of cleanliness and order.

b) Conditions of access to parents and outsiders

Whatever the reason for their visit, outsiders must report to the school’s reception desk, where they will be given a visitor badge and the person they are visiting will be notified.

Entering school premises without authority or permission from the competent authorities is subject to criminal sanctions.

c) Circulation of students

Inside the premises: Elementary school students move in groups under the supervision of an adult. They can go to the toilet during class **if it is urgent**. They would then need to obtain a pass from their teacher, to be handed in at the reception desk.

Outside the premises: Recess takes place under the supervision of several responsible adults.

Elementary school students play in the large playground, and kindergarten students play in the small one.

Students must request a pass if they want to go to the toilet or library. The playground structure is available as weather permits. This structure is specifically supervised by an adult.

Chapter II : Student Affairs

1- Student Attendance and Absence

Students and parents must comply with the school calendar and timetables as adopted by the school's Board of Directors. Students and guardians must agree that the students must participate in all classes, school activities, and extracurricular activities in which they are enrolled.

For any change in the child's departure time, parents must advise the teacher, Principal and supervisor of extracurricular activities by email before noon. In an emergency, the school must be notified by phone.

2- Management of late arrivals and absences

Late arrival: Students who arrive late must obtain a note from the reception desk before going to class.

Absence : Absence must remain a rare event. The child's guardians agree to advise the school as soon as possible if the student will be late or absent, by sending an email to the teacher and to the Principal. Scheduled absences must be reported to the school no later than the day preceding the absence. Medical appointments, or special care or follow-up appointments, should be taken outside of school hours whenever possible.

Absences and late arrivals are noted and included in the report card.

3- Parent-teacher communications

Parents who wish to contact their child's teacher may do so through the correspondence booklet or by email.

They can also meet the teacher **by appointment**.

Students' academic results are communicated quarterly via a report card that must be signed and returned to the school.

A date for a meeting and class presentation session will be set in September for the parents, and two individual parent-teacher meetings will be held during the year.

4- Parent representatives

For each class, a parent volunteer will represent other parents on the school council. The representative's role is to communicate important information about the life of the classroom and within the school, and to refer parents' questions for management to address during a meeting of the school council.

5- Management of the Multi-Media Library

a) Access outside of class hours

Elementary school students may use the multi-media library during recess provided they have pass delivered by the adult responsible for monitoring recess. In addition, their timetable includes a period when the whole class can go to the library with their teacher. Students may not enter the library after 3:15 pm.

b) Borrowing privileges

Students must take care of the documents and materials available at the multi-media library.

Elementary students may borrow up to two books for a renewable one-week period.

Kindergarten students may borrow a book for one week.

c) Book returned late / Lost book

Students who borrow items at the multi-media library agree to return or renew them on time. In case of delay, the librarian will notify the student and teacher. After four weeks of delay, a fixed fine is set. It must be paid if the item is not immediately returned or replaced with an identical one.

6- - Extracurricular Activities

After 3:30 pm, students may take part in activities. Information is given at the start of the school year.

A supervised study period is organized for elementary school students.

7- - Outings and School Trips

Outings are organized for each class. For each outing, parents will be asked to sign a release. There may be school trips lasting more than one day.

During such outings, we request from students a respectful behaviour toward the locations and people in charge.

During one-day school outings, **students must wear the LFT shirt.**

8- Care and Periods of Exclusion

a) Care

In case of minor injury, an LFT staff member will take care of the student.

For a more serious injury, the school will call for help and advise the parents immediately.

b) Illness and pests

If a student shows symptoms of disease during the day, parents will be notified and they will be asked to pick up their child.

A student who has symptoms of a viral illness at home during the morning must remain at home to prevent the spread of the disease.

A student who has nits or lice must remain at home until the condition is cured.

c) On-going treatment

If a child is under treatment and taking medication during the day, parents must hand over the drug to the teacher in person with a doctor's note specifying the dosage and schedule of administration.

Chapter III : Rules for Community Life

1- Behaviour and penalties

All LFT students must have a behaviour that complies with the school's rules and regulations.

In case of misconduct, the student may be disciplined according to the detailed schedule attached.

Parents will be informed if the seriousness of the offence warrants it.

2- Bullying

The school condemns bullying. The LFT's Policy on Bullying is available on the school's website. Its aim is to ensure that all members of the school community live in harmony. Everyone should read it.

3- Items prohibited at school

Electronic games, telephones and digital devices are prohibited in elementary school, as well as cards for swapping (such as Pokemon).

Obviously, dangerous items or imitation weapons are also prohibited.

Any prohibited item will be confiscated by an adult in charge and handed over to the parents.

Chapter IV : Penalties and Sanctions

1- Level one

- Verbal brutality
- physical brutality
- violent games
- exclusion of a pair...

In these cases, the adult in charge of the supervision can either simply reprimand the child or give him a task to do as a punishment, or both (examples of punishments : pick up the papers in the playground, run along the athletic rink, to be denied of recess...)

In all these cases, the student will have to apologize, and, when necessary, they will have to explain their behavior in front of the Principal of Primary School.

2- Level two

Multiple and notorious recidivism of a level one infraction, aggravated brutality, coarse language, bullying, damaging of properties, theft.

The supervising adult gives a punishment. The student apologizes. The parents of the student are notified by email (the email is sent in copy to the director).

3- Level three

Recidivism of a 2nd level offence.

The parents are called to meet with the teachers, the director and the headmaster.. The student may be suspended for one day.

Secondary School : Rules and Regulations

Chapter I : Students' Rights and Obligations

Article 1- Students' Rights

a) Rights of collective expression and display

These rights apply to students. Any document intended to be posted must be sent to the Principal for approval. Any anonymous or non-approved posting is prohibited and will be removed.

b) Right to be seen

Any student who requests it has the right to be seen by the Principal, Director of Primary School, Senior Education Adviser, teachers or other adults working at the school.

c) Right of access to a student lounge

The lounge welcomes students from grades 10 through 12. Students agree to behave responsibly by respecting the people, premises and rules while they are in the lounge. Any student causing injury or damage shall reimburse the cost of repair and will be penalized.

d) Right to be represented

Each year, students elect two representatives and two alternates. The representatives, who speak for all the students in the class, strive to ensure cohesion. At the institutional level, they represent their peers and are responsible for relations and communications between students and with other members of the school community, including through the class council. They have a duty of confidentiality with respect to the information conveyed to them. If a representative resigns or leaves the school, a new election is held.

e) Right to take part in the school's extracurricular activities

Every student has the right to participate in the school's sports activities. Students whose behaviour seriously violates the school's rules and regulations may be denied participation in a school outing.

Article 2- Students' Obligations

a) Respect for others

Any defamatory or offensive utterance will be penalized.

Verbal abuse, damage to personal property, bullying, intimidation, hazing, racketeering, theft or attempted theft, physical violence, sexual violence, harassment in any form whatsoever, on school premises or in its immediate surroundings, are behaviours that are subject to disciplinary action and, in some cases, police action and/or referral to the courts.

b) Attendance requirement

The attendance and school work requirements are the foundations of students' progress and success, and this is why students must be present during teaching hours. Students must attend all courses identified in the formal curriculum. They must complete the written and oral work requested by teachers and respect all means of testing (exams, assignments, evaluations, etc.).

This rule applies to compulsory courses, as well as any optional courses in which students are enrolled.

Students or their guardians may not refuse any part of the curriculum. They may not refuse to attend any course, except in cases of force majeure or exceptional leave: wilful or abusive absenteeism is a breach of the attendance rule and, as such, may be subject to disciplinary proceedings.

c) Intellectual honesty

Intellectual honesty is a major feature of the code of conduct for students at the Lycée Français de Toronto. Without it, there can be no real acquisition of knowledge or development of thought. Therefore, any form of intellectual dishonesty is prohibited.

In any case, fraud and plagiarism show an intellectual attitude that is contrary to the school's values. Plagiarism is also a breach of intellectual property.

Fraud or plagiarism found by a teacher will be reported to the Student Affairs office or to the Principal, who will decide on a penalty appropriate to the age of the student and to the seriousness of the fault. Recurrence will be an aggravating factor.

d) Dress code

All members of the school community shall wear decent and appropriate clothing. Items of clothing that are too short or "ripped" pants are not allowed on school premises.

Underwear must not be visible.

Chapter II: School Organization and Operation

Article 3- Timetable

During the term, the school is open to students from 8 am to 6 pm, Monday to Friday.

Class periods are as follows:

8:30 am - 9:25 am

9:25 am - 10:20 am

Recess: 10:20 am -10:35 am

10:35 am - 11:30 am

Lunch, 1st sitting: 11:30 am - 12:25 pm

Lunch, 2nd sitting: 12:25 pm - 1:20 pm

1:20 pm - 2:15 pm

2:15 pm - 3:10 pm

Recess: 3:10 pm -3:20 pm

3:20 pm - 4:15 pm

4:15 pm - 5:10 pm

Article 4- Use of Premises

a) Student access to premises.

Students are under the supervision of a responsible adult. However, a room can be made available to students wishing to work in small groups if they so request from and are authorized by the Senior Education Adviser.

Any damage or wilful destruction of buildings, premises or equipment shall result in a penalty for the person responsible, who will have to repair the damage caused. Everyone has the duty to respect common spaces and the dignity of persons in charge of maintenance. All efforts must be made to ensure that the school is maintained in a perfect state of cleanliness and order.

b) Conditions of access to parents and outsiders

Whatever the reason for their visit, outsiders must report to the school's reception desk, where they will be given a visitor badge and the person they are visiting will be notified.

Entering school premises without authority or permission from competent authorities is subject to criminal sanctions.

Article 5- Traffic and Trips

a) Student arrivals

Students use the main entrance to enter the building.

b) Inside the building

Students are free to move inside the LFT subject to respect for premises, equipment and staff and within the limits of teaching or educational activities.

Between classes, students must go from one classroom to the other immediately, and not return to their lockers. Once in front of the classroom, students must line up quietly and wait for the teacher to open the door.

c) Outside the building

The playground is available for recess under the responsibility of a supervising adult.

Access to sports facilities outside the school, where a bus ride is not required, is under the responsibility of the teacher who accompanies the students.

Students in grades 10 through 12 travel between the community centre and the school on their own.

School outings, whether individually or as a group, for educational purposes during the school term must be approved by the Principal.

Article 6- Recess, Meal Breaks, Toilet, Quiet Room

a) Recess

Recess takes place in the schoolyard under the supervision of an adult. Snacks are to be taken in the playground.

b) Lunch break

Lunch takes place between 11:45 am and 1:30 pm, as shown in the students' timetable.

Students can either have a hot meal proposed by the school or bring their own lunch.

After the meal, they must clean up and throw out any waste. Any violation is punishable with community work.

The meal must be eaten in the dining room or lounge. Students must not remain in the halls during the lunch break.

c) The quiet room

During recess, sick students can proceed to the quiet room. Between classes or during school hours, students can only use the quiet room in exceptional cases for emergencies.

During class hours, a teacher responsible for student affairs appoints another student to go with the student needing to use the quiet room.

d) Visits to the toilet

Students may use the toilet during recess and, in exceptional cases, between classes. During class hours, visits to toilet are only allowed in situations of an urgent nature.

Article 7- Leaving School Premises

a) During lunch breaks as shown in the timetable:

Students from grades 6 through 9 may not leave the premises.

b) During class hours as shown in the timetable:

Students must attend school from the first to the last hour of class.

Students from grades 10 through 12 may leave the premises if there is no class during a specific period.

Students from grades 6 through 9 may, in exceptional cases, leave the premises after the last class to be given on that day if a teacher is absent, provided they have been expressly authorized to do so by their guardians on a release form signed at the beginning of the school year.

Students from grades 6 through 9 who leave the premises after the last class or extracurricular activity must sign the exit form. They cannot return to school premises for the rest of the day.

Chapter III : Student Affairs

Article 8- Student Attendance

Students, parents and staff must comply with the school calendar and timetables as adopted by the school's Board of Directors.

All courses are mandatory.

Students and guardians must agree that students are to attend all classes, school activities, and extracurricular activities in which they are enrolled.

Students must leave school premises after the last scheduled class, except in special cases where the Senior Education Adviser has been notified by the legal guardians.

If students do not have class and must stay in school for any reason (teacher is absent, or the student is waiting for siblings, parents, an extracurricular activity or a friend), they will be sent to the study room or multi-media library where they will remain under the responsibility of an adult, but no longer than the school's regular hours.

Students from grades 6 through 9 who have not left school premises at the end of the scheduled classes or activities will be sent to the paid day care service.

Article 9- Management of Late Arrivals and Absences

a) Absence

Absence must remain a rare event. Parents must inform the Student Affairs office by telephone or email as soon as they realize that their child cannot go to school.

There is a computerized call-in process for each class in each hour. The teacher notes any absences and tardiness for each student.

Scheduled absences must be reported to the school no later than the day preceding the absence.

→ **A student who has been absent must return to class with updated class material and having done the required work for the next class.** The student is responsible for contacting other students in the class to be informed of any assignments and homework.

→ Students who have been absent on any examination day can be summoned by the teacher upon their return to attend a catch-up examination, regardless of the reason for their absence.

b) Late arrival

Students who arrive late must obtain a note from the Student Affairs office before going to class.

Students with four unwarranted late arrivals in any given month are subject to sanctions (extra work, detention).

Article 10- Management of the Multi-Media Library

a) Access outside of class hours

Students from grades 6 through 9 can use the multi-media library for an hour of study, provided they register at the beginning of the hour on the supervisor's roster. The students must then spend the whole hour at the library (no coming and going). Access is free during the lunch break.

High school students have free access to the multi-media library when they are not in class.

b) Borrowing privileges

Students must take care of the documents and materials available at the multi-media library.

High school students may borrow up to four items (books for three weeks, magazines, comics and DVDs for one week).

c) Late returns

Students who borrow items at the multi-media library agree to return or renew them on time. In case of delay, the librarian advises the student that an item has not been returned. After four weeks of delay, a fixed fine is set. It must be paid if the item is not immediately returned or replaced with an identical one. The student is also subject to a sanction.

Article 11- Class Council

The class council is a meeting of the educational and teaching staff: teachers, Senior Education Adviser, parent representative and student representatives are permanent members. The Principal or Principal's representative chairs the council meetings. The council is convened at the end of each term.

The purpose of the class council is to review students' progress. Two topics are discussed by the class council:

- the life of the class: atmosphere, work, overall performance, discipline, etc.
- school life for each student: work, behaviour, results, etc.

The class council is set up and run by the head teacher, who takes into account any known educational, medical and social conditions and who identifies each student's strengths and issues.

The head teacher makes an assessment, summarizing the outcomes and evaluations shown on the report card. It is adjusted during the class council meeting and noted in the report card. This assessment's aim is to guide students in their work and educational choices.

All members of the class council have a duty of non-disclosure and confidentiality.

If requested by the parents' representatives, a report may be prepared and sent to all parents in the class.

Chapter IV : Code of Conduct

Article 12- Prevention of Hazardous Behaviours

Students' behaviour must be appropriate to the school environment, considering the requirement to respect others and the presence of younger students. Everyone needs to be safety conscious.

Possession or consumption of alcoholic beverages or drugs is strictly prohibited on school premises. Students found to have breached this rule will be subject to appropriate disciplinary action.

It is strictly forbidden to smoke in or around any school (within the legal limit in Ontario).

Article 13- Safety and Responsibility

a) General safety

Students must have a responsible conduct with regard to safety-related material, especially fire alarms, since any damage to such equipment could have catastrophic consequences.

Misuse of an alarm or fire-fighting equipment puts the community in danger. It is a serious offence that will be subject to appropriate disciplinary action by the school.

Dangerous or violent games or exercises are prohibited.

Safety instructions are displayed in all rooms. They must be strictly observed by every member of the community.

For obvious safety reasons, access to the premises must be kept unobstructed. It is strictly prohibited to park or play in traffic areas.

All students must wear appropriate clothing that is suitable for all classes and is not a safety hazard, such as a laboratory coat for science classes.

b) What to do if the alarm sounds

If the alarm sounds, indicating that the school must be evacuated, everyone must head in an orderly fashion to the emergency exits indicated. Once outside, every adult who is responsible for a group must gather all members of the group and ensure that all students are accounted for. School management will keep all adults and students informed of the situation and tell them what to do as events unfold.

If a confinement order is given, everyone must immediately implement it and not move pending the Principal's instructions.

c) Dangerous items

It is prohibited to bring, possess or use at school any imitation weapons or dangerous items that could cause injury. Students in violation of this rule will be subject to appropriate disciplinary action

d) Bicycles

For safety reasons it is forbidden to take bicycles inside the building. Bicycles must be locked to the rack provided.

e) Electronic devices

Students may not use electronic devices such as cell phones, games consoles, tablets, or other prohibited devices on all premises used by students, due to the risk of theft and abuse (photos and videos on the Internet, fraud during examinations, inattentiveness in the hallways, etc.)

Any such device will be confiscated immediately and returned to student after class. In case of recurrence, the student will be punished.

The use of such items is only allowed for students from grades 10 through 12 within their student lounge.

f) General rules of conduct

The following are prohibited and may be subject to punishment ranging from a verbal warning to suspension:

- gambling;
- any unsuitable sports or activities on school premises or in its surroundings;
- any type of abuse on school premises (including while going to the gym or playground);
- eating in the classroom without being specifically authorized to do so by the teacher;
- chewing gum during class;
- any ostentatious religious attire;
- being in the computer room without supervision.

Internet may only be used for educational purposes.

f) Lockers

Students are strongly advised to use a padlock. Keyed padlocks are strongly recommended. Students must use the lockers assigned to them and are responsible for their contents and condition throughout the school year. They are responsible for any damage or graffiti. Where appropriate, they can be charged for any repairs. They must not leave dirty clothes or food in their locker, apart from those to be used during the day. The lockers must be vacated on the date specified by the school, failing which they will be emptied by staff members.

Students may go to their lockers in the morning, before the first class, and during recess and lunch break. Outside these periods, students may exceptionally go to their lockers if authorized to do so by their teacher. The Principal may examine the contents of any lockers at any time for health and safety reasons.

Chapter V : Penalties

Discipline and respect for rules are a basic requirement of community life.

Article 14- Penalties

Penalties are prescribed for non-compliance with rules and regulations. Penalties are not always incremental.

They are related to the academic or disciplinary conduct of the student and may be as follows:

- written comments on the work or conduct;
- academic work;
- community service;
- detention during the day, with an assignment to be done;
- temporary suspension;
- in case of improper conduct or repeated breaches of the rules and regulations, the Principal may summon the student before the academic board.

Article 15- Sanctions

Sanctions are the responsibility of the Principal or disciplinary board. They relate to offences against persons and property, as well as serious violations of students' obligations.

Sanctions may take the following forms:

- written warning sent to the family;
- warning from the class council;
- reprimand: verbal and solemn reproof to the student in the presence of the student's legal representatives (if under 18);
- awareness-raising measures;
- temporary exclusion from class not exceeding 8 days (the student is allowed in the school);
- temporary exclusion from school not exceeding 8 days;
- temporary exclusion of more than 8 days or indefinite exclusion ordered by the disciplinary board.

Registration in the school implies acceptance of LFT's rules and regulations