

Primary School Rules

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Preamble

The Lycée Français de Toronto is a place of learning and training, where students not only acquire knowledge, but also imbibe principles of behavior consistent with the values of the French public education system.

All members of the community are expected to observe these principles, which ensure the development of students in an atmosphere of collective and individual responsibility: respect for persons, whether students or adults; respect for property, including that of others, materials and the environment; tolerance of others, their persons and their beliefs; equal treatment of all; honesty and relationships based on mutual trust; and refraining from all forms of violence. Students are expected to work hard, attend school regularly and be punctual.

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

The Lycée offers a curriculum of excellence that conforms to the French National Education Program under an agreement with the AEFE (Agence pour l'Enseignement Français à l'Étranger), and is enriched with courses and activities that reflect Canadian linguistic and cultural realities.

The rules and regulations are communicated to all members of the school community and will be permanently available on the school's website as soon as they are voted on by the school council.

No one can refuse to apply it.

These rules of procedure are proposed to be voted on at the first school council meeting of 2022 - 2023.

I Admissions and Registration

Article 1.1. Admission

For a student enrolled in a school approved by the French Ministry of Education, the decision is communicated after the interview with the primary school director. There is no admission test.

For a student enrolled in another school, participation in a discovery period, for entry into kindergarten, or in an admission test from first grade on, will be organized by the admissions department.

A meeting between the management and the family will be held before the final decision is communicated.

Article 1.2. Registration fees

A registration fee is charged for enrollment at LFT.
They are available on the school's website.

II Attendance and school obligation

Article 2.1. School Attendance

Regular attendance at school is mandatory. The school calendar and timetable are binding on students. Attendance is an essential condition for the success of the student's personal project.

It consists of accomplishing all the tasks inherent to one's studies. It is required for all courses.

It implies that the student :

- be present at school according to the established schedule
- arrives on time
- follow the entirety of the teachings.

In physical education and sports, a temporary exemption may be granted upon a written request from the parents, duly justified. A medical certificate must justify a request for an exemption of more than 48 hours.

Article 2.2. Absences, lateness

Absences and lateness must be exceptional. The legal guardians undertake to inform the school as soon as possible of the lateness or absence of their child, by email to the teacher, the director, the transport (transport@lft.ca) and the extracurricular activities (afterschool@lft.ca) if the child is registered.

Anticipated absences must be reported to the school no later than the day before the absence.

Medical, health care, or special follow-up appointments should be made outside of school hours whenever possible.

In case of emergency, the establishment must be notified by phone to the reception.

Registration at LFT implies punctuality and attendance.

Absences for personal reasons (long weekends or vacations outside of the school year) constitute a breach of the school obligation. Teachers are under no obligation to provide work done during this absence.

Every day, the school teacher records the presence of the students under his/her responsibility. He/she reports the absences on the Pronote platform which allows the keeping of the digitalized call register.

If there are too many absences or late arrivals, the family will be informed for a possible meeting with the director.

Article 2.3. Organization of the primary school: Schedules, entries and exits

The entrance to the school for primary students is exclusively through the small gate in the courtyard.

Schedule :

Maternelle

8:00am - 8:45am: entry through the small gate, accompaniment to the classroom by a parent or guardian

8:45-10:30 a.m.: class

10:30-11:00 am: recreation

11:00-11:45 class

11:45-13:00: lunch/recreation

12h30-14h : nap for PS - staggered rising

1:00-2:45 p.m. class

14:45-15:15: recreation

3:15 to 3:30 p.m.: students leave the classroom: parents pick up their children in the classrooms

3:30 p.m.: start of extracurricular activities

Elementary

8:00-8:45 am: reception in the courtyard through the small gate

8:45-10:15: Class

10:15-10:30 : recreation

10:30-11:45 am class

11:45-13:00: lunch/recreation

1:00-2:30 pm: class

2:30-2:45 pm: recreation

14h45-15h30 : class

3:30 pm: exit to the courtyard

3:30 p.m.: start of extracurricular activities

We ask that parents strictly adhere to these schedules.

Children whose parents have not picked them up between 3:30 and 3:40 p.m. are placed in daycare.

Parents who pick up their child after 3:40 p.m. will pay for the daycare.

III School Life

Article 3.1. Behavior

All LFT students are expected to behave in a manner consistent with school rules.

Violations of the rules and regulations and in particular any attack on the physical or moral integrity of other students will result in educational interventions:

- Interview with the student, the director and the teacher to understand the problem and remind the rules. This meeting is considered a first oral warning in the form of a contract with the student that does not necessarily result in a notification to the parents.
- If the student's behavior does not improve, the director will notify the family and an educational meeting may be set up with the child, the family, the director and the teacher.

Every inappropriate or dangerous behavior will have a consequence:

- Oral and written apologies

- Written reflection on inappropriate behavior for older children (third, fourth and fifth grade)
- Community service (helping to collect papers in the courtyard or at the canteen...)
- Shortened recess time
- Temporary isolation under adult supervision if the student's behavior seriously disrupts the functioning of the classroom or is unsafe for other students.

Article 3.2. Harassment

Bullying is condemned at our school and the LFT Anti-Bullying Charter, available on our website, is designed to ensure that we live together as a community. Everyone should be aware of this.

Article 3.3. Dress Code

For all courses, dress code must be appropriate to ensure the safety of the students. During day trips, the wearing of a white polo shirt is mandatory. In physical education and sports, the blue T-shirt is mandatory.

Article 3.4. Meal & Food

Children are allowed to bring a light, well-balanced snack to eat at recess. For lunch, children bring their own lunch if they are not registered for the hot lunch service offered by the school. For health and safety reasons, food exchanges and donations are not permitted.

We remind you that all food brought by the child to school must be nut free. Candy, lollipops and gum are not allowed.

Article 3.5. Library

a) Access

Students have a time slot in their schedule to attend as a whole class with their teacher. They may not go after 3:15 pm.

b) Loan

Each student must take care of the documents and materials available in the library.

Elementary students may borrow from their weekly library slot:

- One book each for kindergarten students
- Two books each for first, second, and third grade
- Three books each for 4th and 5th graders

c) Late or lost book

A student who borrows a document belonging to the school agrees to return it (or renew it) on time. In case of delay, the librarian will inform the student and his/her teacher. After four weeks of delay, a fine will be imposed; it must be paid if the document is not immediately returned or replaced.

Article 3.6. After School activities

From 3:30 to 4:30 p.m., students may participate in activities. Information is provided at the beginning of each school year.

During the same time slot, a teacher-led study is organized for elementary students, upon registration.

Article 3.7. School trips & outings

School outings are organized in each class. Parents will be asked to fill out a field trip authorization form each time.

School trips with several overnight stays can be organized.

We ask that students behave in a way that is respectful of the place and the people in charge.

Role of the accompanying parents: they are placed under the responsibility of the teachers and are responsible for the safety of the whole group and the smooth running of the school.

Article 3.8. Prohibited items in school

Electronic games, phones and digital devices are not allowed in elementary school, nor are trading card games (such as Pokémon).

Medication should not be placed in the child's school bag but given to the teacher.

Dangerous objects or fake weapons are not allowed even for a costume.

If the child is in possession of a prohibited item, it will be confiscated by the adult and given to the parents.

The LFT will not be held responsible for the disappearance or damage of any personal items.

IV Use of premises and travail

Article 4.1. Respect of the premises

Any damage or voluntary destruction (of buildings, premises or equipment) will result in a sanction and the repair of the damage caused. Everyone has the duty to respect the common areas and the dignity of the people in charge of maintenance. Everyone's efforts must be mobilized so that the school is maintained in a perfect state of cleanliness and order.

Article 4.2. Access to parents and other visitors

Regardless of the reason for the visit, visitors must present themselves to the school's receptionist who will give them a visitor's badge and inform the person who will be receiving them.

Entering the school premises without being authorized to do so or without having been authorized by the competent authorities is subject to criminal sanctions.

Article 4.3. Circulation and movements of students

Inside the building: Elementary students move around in groups under adult supervision. They may use the restroom during class in case of emergency and must obtain permission from their teacher to give to the receptionist.

Outside the building: recess is supervised by several responsible adults.

Elementary students play in the large yard and kindergarten students in the small yard.

Students must request permission from an adult to use the restroom.

V Health & Safety

Article 5.1. Health

a) Care

In the event of a minor injury, the child will be cared for by an LFT staff member. In the case of a more serious injury, emergency services are called and parents are notified immediately.

Parents or guardians must be reachable at all times.

In the event of a change of telephone number, parents are required to update their child's file on the portal (Veracross).

b) Diseases & Lice

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

If a child has symptoms of a viral illness at home in the morning, he or she should stay home and come back cured so as not to encourage outbreaks.

If a child has nits or lice, the family must apply a complete treatment and make sure not to contaminate other students in the class.

c) Medications

If a child is on medication and it is necessary to take it during the day, parents will need to give the medication in person to the teacher (or school staff) along with the doctor's prescription specifying the dosage and time of administration and email the time of treatment.

d) *Projet d'accueil individualisé (P.A.I)*

If a child has a medical condition (diabetes, allergy, asthma, etc.) that requires treatment to be available in case of care or emergency, the family must report it and fill out a PAI (Individualized Care Plan). The PAI must be renewed each school year.

Article 5.2. Safety

a) Traffic

In the vicinity of the school, in the interest of the children, drivers must drive with caution.

Vehicles must be parked in such a way as not to impede traffic or access to the establishment.

Special care is required when vehicles are backing out of their parking spaces to avoid the risk of running over a child.

b) Fire drill

Safety instructions and an evacuation plan are posted in each classroom.

Each term, an evacuation exercise is organized as a preventive measure. Students evacuate the premises in a calm manner, according to the posted instructions, following the instructions of the teacher or the staff present.

c) Exercice PPMS : (Plan Particulier de Mise en Sûreté)

Three regulatory drills are organized each year as a preventive measure.

VI School - Family

Article 6.1. Communication & student follow-up

Parents who wish to communicate with their child's teacher may do so via email. They can also meet the teacher by appointment. Under no circumstances are they allowed to engage a teacher at the start of the day.

Students' academic results are communicated each semester by means of a paper report card in kindergarten and a digital one in elementary school. Back-to-school information meetings and two parent-teacher meetings are scheduled during the school year.

All students must be able to benefit from pedagogical adaptations that allow them to progress while taking into account their specific needs: a PPRE (Plan Particulier de Réussite Scolaire), a PAP (Plan d'Accompagnement Personnalisé) or any other system can be set up in collaboration with the family.

Article 6.2. Parent representatives

For each class, one parent will be elected to represent the other parents on the school council.

Its role is to communicate important information concerning the life of the class and the school, to transmit the parents' questions to be answered by the school council.

The school council is a body that does not deal with personal situations but with the life of the school.

VII Conclusion

The school's rules and regulations are voted on by the School Council. It is approved by the School Council. It can be modified each year if necessary at a School Council meeting.

An English version of these rules and regulations is available online on the school's website.

These rules and regulations may be subject to change during the year if specific protocols need to be put in place.

Rules of procedure adopted at the School Council meeting of November 8, 2022.