

# Secondary School Rules

*Validated by the School Council*

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## Preamble

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The Lycée Français de Toronto is a place of learning and training, where students not only acquire knowledge, but also learn the principles of behavior that are 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 community provides a protective and inclusive environment.

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 that conforms to the French National Education Program and enriches it with courses and activities that reflect Canadian linguistic and cultural realities; it strives for excellence at all levels in order to give the students entrusted to it the best possible chance of success in their academic, personal and professional lives.

## Chapter I: The exercise of students' rights and obligations

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### Article 1- The rights

#### a) Collective expression and posting rights

They are exercised by the students. Any document intended for posting must be communicated to the Principal for authorization. Anonymous and/or unauthorized posting is prohibited and will be removed.

#### b) Right to be received

Any student who requests it has the right to be seen by the principal, the elementary school principal, the school counselor, teachers and any other adult working in the school.

#### c) Right to the student home

The residence hall is open to students in the 10th, 11th and 12th grades. All students agree to behave responsibly and respect people, the premises and the rules while in the residence hall. Any student who causes damage or deterioration will be required to reimburse the cost of repairs and will be sanctioned.

d) Right to be represented

Students elect two delegates and two alternates each year. The delegates, who represent the entire class, work to ensure cohesion.

At the school level, they represent their peers and are responsible for student relations and communication with other members of the school community, including the class council.

They have a duty of reserve and confidentiality with regard to the information communicated to them.

If a regular delegate resigns or leaves the school, a new election shall be held.

e) Right to participate in extracurricular activities within the school

Every student has the right to participate in extracurricular sports activities.

A student whose behavior seriously contravenes the rules of community life may be refused participation in an outing.

## **ARTICLE 2- Student Homework**

a) Respect for others

Any defamatory or insulting remarks will be sanctioned.

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

b) Obligation of attendance

Attendance and school work are essential to the student's progress and success, which is why the student must respect the teaching schedule. He/she must attend all the classes provided by the official programs. He/she must complete the written and oral work required by the teachers and respect the methods of knowledge control (exams, homework, evaluations...).

This rule applies to both compulsory and optional courses as long as the students are registered for the latter.

A student or his/her legal guardians may not refuse to study certain parts of the class program. Neither may they be excused from certain classes, except in cases of force majeure or exceptional authorization: voluntary or untimely absenteeism constitutes a breach of attendance and may, as such, be subject to disciplinary proceedings.

c) Intellectual honesty

Intellectual honesty is an important aspect 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. It is for this reason that any form of dishonesty is prohibited.

On the other hand, fraud and plagiarism imply an intellectual attitude contrary to the values of the Lycée. Plagiarism is also an infringement of intellectual property. Any fraud or plagiarism observed by a teacher will be reported to the school life or to the principal, who will decide on a punishment adapted to the age of the student and to the seriousness of the fault. Any repetition of the offence is an aggravating factor.

d) Dress

Clothing must allow students to study safely.

## Chapter II: Organization and Operation of the Institution

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### Article 3- The schedules

The school opens its doors to students from 8:00 a.m. to 6:00 p.m. Monday through Friday during school hours.

The class schedules are :

8:30am-9:20am

9:22-10:12 am

Recess 10:12-10:27

10:27-11:17 a.m.

11:19-12:09 (*Lunch 1<sup>er</sup> service*)

12h11-13h01 (*Lunch 2nd service*)

Recess 1:53-2:08 pm

14:08-14:58

15:00-15:50

15:52-16:42

16:44-17:34

### Article 4- Use of the premises

a) Conditions of access to the premises for students.

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 request it from the CPE and with her authorization.

Any voluntary damage or destruction (of buildings, premises or equipment) will result in the perpetrator being punished and the damage caused being repaired. 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.

b) Conditions of access for parents and outsiders

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 5- Traffic and travel

### a) The entrance of the students

Students enter through the main entrance.

### b) Inside the building

Students are free to move around the LFT subject to the respect of the premises, equipment, personnel and constraints related to pedagogical or educational activities.

During breaks, students go from one class to another immediately, without going through the lockers. Once they arrive at the front of the classroom, students line up in silence while waiting for the teacher to open the door.

### c) Outside the building

**The playground** is accessible at recess under the responsibility of a supervising adult.

**Access to sports facilities** outside the school that do not require bus travel is the responsibility of the teacher accompanying the students.

Sophomores, juniors and seniors go to and from the community center without adult accompaniment.

**Trips away from the school**, during school time, individually or in groups, for the purpose of an educational activity must be approved by the school principal.

## Article 6- Recess, lunch break, restroom and break room

### a) Recreation

Recess, for middle school students, takes place in the schoolyard under the responsibility of an adult.

### b) The meal break

It is indicated on the timetable for all students and is between 11:19 and 13:03.

Students can either eat the "hot meal" offered by the school or bring their own meal.

At the end of the meal, they must leave the area used clean and put their garbage in the trash. Any violation is subject to community service.

Lunch must be taken in the dining hall or in the foyer. Students are not to remain in the hallways during the lunch break.

### c) The rest room

During breaks, the rest room is available for sick students. Access during breaks or during class time is exceptional and is an emergency. If the student is in class,

he/she will be accompanied by a student designated by the teacher at the Vie Scolaire.

d) Access to the toilets

Everyone has the possibility to go to the toilets during breaks and exceptionally during the inter-course. During class time, access to the toilets is an emergency.

### **Article 7- Output regimes**

a) During the lunch break indicated in the schedule

Students in grades 6<sup>e</sup> through 3<sup>e</sup> are not allowed to leave the school.

b) During the hours indicated in the schedule

Students are present in the school from the first hour to the last hour of class.

Students in the second, first and last grades may leave the school when a class period is vacant, i.e. when no instruction is provided.

Students in grades 6<sup>e</sup> to 3<sup>e</sup> may exceptionally leave the school if a teacher is absent after the last class of the day, if they are expressly authorized by their legal guardians on the authorization form given at the beginning of the school year.

Students in grades 6<sup>e</sup> through 3<sup>e</sup> who leave the school after classes or extracurricular activities must sign out. They are not allowed to return to the school for that day.

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## **Chapter III: Organization of School Life**

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### **Article 8- Presence of students in the school**

Students and their parents, as well as the staff, are required to respect the school calendar and timetable adopted by the School Council.

**All courses are mandatory.**

Students and their guardians agree that they will participate in all lessons, school activities and extracurricular activities in which they are enrolled.

Students must leave the school after the last hour of class scheduled in their timetable, except in special cases of which the C.P.E. is notified by the legal guardians.

Those students who do not have classes and who must stay for whatever reason (absent teacher, waiting for siblings, waiting for parents, waiting for an extracurricular activity, waiting for a friend) go to study hall or the media library under the responsibility of an adult within the limits of opening hours.

Middle school students (6<sup>ème</sup> , 5<sup>ème</sup> , 4<sup>ème</sup> and 3<sup>ème</sup> ) who have not left the school by the end of their scheduled classes or activities will be placed in paid daycare.

## **Article 9- Management of delays and absences**

### a) Absences

Absences must be exceptional. Parents are required to inform the school by phone or email as soon as their child is unable to attend class.

A computerized roll call procedure exists for each class at each class time. The teacher enters absences and tardies for each student.

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

□ **An absent student returns to class with his or her lessons updated and having completed the required work for the next class.** It is his or her responsibility to make contact with the students in the class to keep up with assignments and lessons.

□ A student who is absent on the day of a test may be called in by the teacher to compose upon returning to class, regardless of the reason for the absence.

### b) Delays

**Students who are late for class should** report to class with a ticket obtained from the Student Life office.

## **Article 10- Organization of the Mediatheque**

### a) Access outside of class

Middle school students may come to the media center during a study hour, provided that they sign in at the beginning of the hour on the supervisor's media center form. The student must then spend the entire hour in the library (no return trips). Access is free during the "lunch break".

The students of the high school have free access to the media library outside of class hours.

### b) Loans

Each student must take care of the documents and materials available in the library. Each high school student may borrow four items (books for three weeks, magazines/BD/DVD for one week)

c) Delays

The student who borrows a document from the media library undertakes to return it (or renew it) within the deadline. In case of delay, the librarian will inform the student that a document has not been returned; after four weeks of delay, a fixed fine will be established; it must be paid if the document is not immediately returned or replaced with an identical one. The student may also be given a punishment.

### **Article 11- The class council**

The class council is the meeting of the pedagogical and educational team: the teachers, the principal educational advisor, the parents' representatives and the students' representatives are the permanent members; the head of the school or his representative is the president. It meets at the end of each term.

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

- the life of the class group: atmosphere, work, overall results, discipline,...
- the progress of each student's education: work, behavior, results...

The class council is prepared and moderated by the homeroom teacher who takes into account known educational, medical and social elements and outlines the strengths or difficulties of each student.

An evaluation is proposed by the principal teacher. It summarizes the assessments and evaluations on the report card. It is adjusted by the class council and included in the report card. Its purpose is to guide the student in his or her work and study choices.

All members of the class council are bound by a duty of discretion and reserve.

At the initiative of the parent delegates, a report can be written and communicated to all the parents in the class.

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## **Chapter IV: Rules of conduct**

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### **Article 12- Prevention of risky behaviors**

Student behavior should be appropriate to the school environment, respectful of others and the presence of younger students. Everyone should be mindful of safety.

The possession or consumption of alcoholic beverages or narcotics is strictly forbidden on the school premises. Students caught violating this rule will be subject to appropriate disciplinary action.

**Smoking is strictly prohibited in and around schools (within the legal limits of Ontario).**

**Article 13- Safety and responsibility**

a) General safety instructions

Students must behave responsibly with regard to safety-related equipment (especially fire alarms) as damaging it or rendering it inoperative could have disastrous effects.

Any misuse of fire alarms or firefighting equipment endangers the community and as such constitutes serious misconduct and will be subject to appropriate disciplinary action at the Lycée.

Dangerous or violent games or exercises are prohibited.

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

For obvious safety reasons, it is necessary to keep the accesses to the establishment clear. It is strictly forbidden to park or play in the passageways.

All students must wear clothing that does not compromise personal safety (e.g., lab coats for science classes)

b) What to do in case of an alarm

When the evacuation alarm sounds, everyone should proceed in an orderly fashion to the emergency exits indicated in their location. Once outside, each adult in charge of a group should gather the entire group and verify that all students are present. School officials will keep adults and students informed of the situation and what to do as events unfold.

When the lockdown order is given, everyone must immediately put it into effect and not move until the principal gives the order.

c) Dangerous objects

It is forbidden to bring in, possess, or use in the school any fake weapons or dangerous objects likely to cause injuries. Students caught violating this rule will be subject to appropriate disciplinary action

d) Bikes

For security reasons, bicycles may not be brought into the building. They must be parked in the bike rack provided for this purpose.

e) Electronic objects

The use of electronic devices such as cell phones by students is prohibited in all buildings for Middle School students and permitted for 2nd, 1st and 12th grade students in the residence hall.

The student may have the device confiscated immediately and it will be returned at the end of the day. In the event of a repeat offence, the student will be sanctioned.

f) General rules of conduct

The following are prohibited at the school and are subject to punishment ranging from an oral warning to expulsion:

- gambling,
- any sport or activity that is incompatible with the premises, in or around the school,
- any form of bullying on the Lycée premises (including on the way to the gym and on the playground),

The Internet is reserved for educational purposes only.

g) Provision of lockers

Students are strongly advised to lock their locker. A keyed lock is strongly recommended.

Students must only 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 and may be charged for restoration. They must not leave dirty clothes or food in the lockers, other than that provided for the day's consumption. Lockers must be emptied on the date indicated by the school, otherwise they will be emptied by the school staff.

Students may go to their locker in the morning before the first class, during recess and lunch break. Outside of these periods, students may exceptionally go to their locker after having made a request to their teacher.

For security and hygiene reasons, the principal has the right to examine the contents of lockers at any time.

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## Chapter V: Punishments and sanctions

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Discipline and respect for the rules are a fundamental necessity of community life.

### Article 14- Punishments

Punishments are foreseen in case of non-compliance with the rules laid down in the regulations. These are not necessarily progressive in nature.

They are related to the student's academic or disciplinary behavior and may be:

- written observation of work or behavior,
- a work of academic interest,
- a work of collective interest,
- a daytime detention with work to be done,
- temporary exclusion from class,
- In the event of inappropriate conduct or repeated breaches of the school rules, the principal may summon a student to appear before the educational committee. (Article R511-19-1 of the Education Code).

### Article 15- Sanctions

Sanctions are the responsibility of the Head of School or the Disciplinary Council and concern offences against persons and property, as well as serious breaches of students' obligations.

Sanctions can take the following forms:

- the written warning sent to the family,
- the warning of the class council,
- reprimand: a solemn oral reminder to the student in the presence of his/her legal representatives (for minors),
- accountability measures
- temporary exclusion from class not exceeding 8 days (the student is welcomed in the school),
- temporary exclusion from the establishment for a period not exceeding 8 days,
- temporary exclusion of more than eight days or permanent exclusion pronounced by the disciplinary council.



**By enrolling in the school, you agree to abide by the LFT's rules and regulations.**