

Internal Rules and Regulations

Approved by the Governing Board on March 29, 2018

These procedural rules shall be supplemented by other written rules and regulations available on the website

(<http://lft.ca/our-school/code-of-conduct/>):

- Bullying or intimidation intervention policy
- Child Protection
- Sexual Harassment Policy (Students)
- Digital information Charter
- Bad weather
- School Procedures

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Preamble

The Lycée Français de Toronto is a place of learning and preparation, where students acquire knowledge, but also immerse themselves in principles of behavior faithful to the values of the French public education system.

All members of the community are required to comply with these principles, which ensure students' proper growth and development in a climate of collective and individual responsibility: respect for people, whether students or adults, no matter who they may be; respect for property, including that of others, equipment and the environment; tolerance towards others, their person and their convictions; equal treatment of all; honesty and relationships based on mutual trust; and abstention from all forms of violence.

Students are required to complete their work with proper attention and punctuality. To do so, the community gives them a framework which both protects them and allows them to experience the greater world.

The Lycée Français de Toronto is an educational institution, which welcomes students who are willing and able to study in French.

The Lycée offers a curriculum consistent with a French National Education program, enriched with courses and activities reflecting Canada's linguistic and cultural context; it aims for excellence at all levels, so as to give the students, entrusted to it, the best chances of success in their schooling, personal and professional lives.

Primary school procedural rules and regulations

Chapter I: Primary school organization and functions

1- Schedules, entering and leaving the school

Primary students shall only enter the school via the playground gate.

(a) Schedules:

NURSERY SCHOOL	ELEMENTARY SCHOOL
8:00 a.m. - 8:30 a.m.: Daycare 8:30 a.m. - 8:45 a.m.: Classrooms open to students 8:45 a.m. -10:15 a.m.: classes 10:15 a.m. - 10:45 a.m. : recess 10:45 a.m. -11:45 a.m. classes 11:45 a.m. - 1:00 p.m.: lunch/recess 12:30 p.m. - 2:00 p.m.: naptime for PS 1:00 p.m. - 2:15 p.m.: classes 2: 15 p.m. - 3:30 p.m. : recess 2:30 p.m. - 3.15 p.m. : classes 3:15 p.m.: school day ends 3:30 p.m.: extracurricular activities begin	8:00 a.m. - 8:45 a.m.: access to the playground allowed 8:45 a.m. -10:15 a.m.: classes 10:15 a.m. - 10:30 a.m.: recess for CP-CE1-CE2-CM1-CM2 10:30 a.m. - 12:00 p.m. classes 11:45 a.m. - 1:00 p.m.: lunch/recess 1:00 p.m. - 2:00 p.m.: classes 2:00 p.m. - 2:15 p.m.: recess for CP-CE1-CE2 2: 15 p.m. - 3:30 p.m.: classes 3.30 p.m.: school day ends 3:40 p.m.: extracurricular activities begin

We ask parents to strictly respect these hours.

b) - Entering and exiting the school by students and parents:

	NURSERY SCHOOL	ELEMENTARY SCHOOL
Morning arrival		
Between 8:00 a.m. and 8:30 a.m. (the morning nursery school is free)	Students are to be accompanied by their parents to the daycare. Students arriving by bus shall be accompanied to the daycare center by a childcare assistant.	Students shall enter the school grounds by the playground and shall stay there until 8:45 (except in case of bad weather). Students arriving by bus shall enter through the main entrance and go to the schoolyard.
Between 8:30 a.m. and 8:45 a.m.	Students shall be supervised and accompanied by their parents until they enter their classroom.	
Exiting the school		
Between 3:15 p.m. and 3:30 p.m.	At 3:15 p.m., except those waiting for siblings between 3:15 p.m. and 3:30 p.m. Parents may enter the schoolyard and wait for their child at the school door.	At 3:30 p.m. Parents shall wait at the gate where their child will be brought to them by his/her teacher

Children whose parents do not come to pick them up between 3:15 p.m. and 3:30 p.m. shall be welcomed into the nursery school, free of charge. Parents who come to pick up their child after 3:30 p.m. shall pay for the childcare center and must enter the main entrance of the building.

2- Meals and food

Children are allowed to bring a light and balanced snack, which they may eat during recess. For lunch, if they have not registered for the hot meal service offered by the school, children may bring their meals. For reasons of hygiene and safety, the exchange and the donation of food shall not be allowed.

NURSERY SCHOOL	ELEMENTARY SCHOOL
Students shall eat in their classroom from 11:30 a.m. Registration for a hot meal is mandatory for PS students.	3 lunchtimes: 11:45 a.m. - 12:05 p.m. : CP 12:05 p.m. - 12:25 p.m. : CE1-CE2 12:25 p.m. - 12:45 p.m.: CM1-CM2

We remind parents that any food brought by a child to school must be **without nuts**. Candy, lollipops and chewing gum are not allowed.

Any in-class birthday celebrations must be arranged with and agreed to by the child's teacher, and shall not be compulsory.

3- Uses of the premises and class trips

a) - Respect for the premises

Any damage or deliberate destruction (of buildings, premises or equipment) shall result in the responsible party being fined the amount necessary to repair the damage caused. Everyone must respect the common areas as well as the dignity of the persons in charge of maintenance. All efforts must be made to ensure that the school is kept in a perfect state of cleanliness and order.

b) - Conditions of access for parents and outsiders

Whatever the reason for the visit, those from outside the Lycée must go to the school's Office, inform them of the reason for the visit and receive a visitor's badge.

Entering the school grounds without the School's authorization or without the authorization of the proper authorities shall be subject to criminal penalties.

c) - Circulation and movement of the students

Inside the building: elementary students may move in groups under the supervision of an adult. On an **emergency basis**, they may access the washrooms but must obtain a pass from their teacher which shall be presented to the school's Office.

Outside the building: Recess shall be supervised by several responsible adults. Primary school students shall play in the large schoolyard and kindergarten students in the smaller schoolyard. Students must request a pass if they wish to go to the washroom or media library. Formal games will be allowed when time permits and if monitored by an adult.

Chapter II: Organization of academic life

4- Presence and absence of students from the School

Students and their parents are required to respect the school calendar and the schedules adopted by the Board of Governors. Students and their legal guardians shall ensure that the said students participate in all the lessons, school activities and extracurricular activities in which they are enrolled.

The student's teacher, the principal and the extracurricular activities manager must be informed, before noon, by e-mail of any change in the child's schedule which will result in the student leaving class early. In cases of emergencies, the school's Office may be notified by phone.

5- Tardiness and absences

Tardiness: Students who are late must obtain a late arrival note from the school's Office before going to class.

Absences: Absences from class must be for exceptional reasons. The student's legal guardians shall inform the school, as soon as possible by e-mail to the child's teacher and to the school's director, of the reason for the child's tardiness or absence. Known future absences must be reported to the school no later than the day before the absence.

Medical appointments, care or special follow-ups should be scheduled outside of school hours, whenever possible.

Absences and tardy arrivals shall be counted and recorded in the school's records.

Registration with the LFT implies punctuality and diligence. If there are too many absences or tardy arrivals, the family will be informed and an interview with the director may be scheduled.

6- Parent-teacher communication

Parents who wish to communicate with their child's teacher can do so through the correspondence notebook or by email.

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

The student's academic results shall be communicated quarterly by a formal grade report, which shall be signed and returned to the school.

A class presentation shall be made at a parental meeting in September and an individual parent-teacher meeting will be organized during the school year (in November).

7- Representation of parents on the School Council

For each class, an elected parent shall represent the other parents on the School Council. The representative's role is to communicate important information about academic life and the school, disseminate school board reports and to convey parents' questions to which the School Council shall respond.

8- Organization of the Media Library

a) Access outside of class

Elementary students may go to the media library during recess if they have received a pass from an adult in charge of supervising recess. Additionally, they shall have a scheduled time when their teacher will allow them to visit the media library with their class. They may not visit the Media Library after 3:15 p.m.

b) Loans

Each student must properly care for the items and material made available by the media library. Elementary students can borrow the following during their weekly visit to the library:

- one book each for kindergarten students
- two books each for CP, CE1, and CE2 students
- three books each for CM1 and CM2 students

c) Late returns or lost books

A student who borrows an item belonging to the school shall return it (or to renew it) by the specified deadline. In case of a late return, the media center librarian shall inform the student and his teacher. After four weeks, a fine shall be levied; it must be paid if the item is not immediately returned or replaced with an identical copy.

9- Extracurricular activities

After 3:30 p.m., students shall be allowed to participate in activities. Upon returning to school, students shall be given information regarding these activities.

A survey of elementary students shall be conducted by teachers or qualified staff upon registration.

10- School trips

Each class shall be eligible to take school trips. For each school trip, parents will be required to complete a permission slip.

Multi-day school trips may be organized.

During these outings, we ask students to respect the places and people in charge.

During day trips, **wearing the LFT polo is mandatory.**

Any parent-chaperone must give the LFT a police certificate.

Role of the parent-chaperones: they work with and under the supervision of the teachers and shall act as guarantors of the safety of the whole group and the trips overall success.

11- Organization of care and medical absences

a) Care

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

Parents or legal guardians must be reachable at all times. In the event of a change of telephone number, parents are required to update their child's card on the portal (Veracross).

b) Diseases and parasites:

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

If a child has symptoms of a contagious illness at home in the morning, he or she must stay home and may only return to school once completely free of symptoms in order to prevent the spread of the illness.

If a child has nits or lice, he or she may only return to class after treatment and eradication of the parasites.

The school reserves the right to bring in a specialized team for individual inspection and detection.

c) Treatments in progress:

If a child is receiving ongoing medical treatment and medication is needed during the day, parents will be required to give the drug, in person, to the teacher with the doctor's prescription specifying the dosage and time of day when it is to be administered and to send an email setting forth the duration of the treatment.

d) Individualized Treatment Protocol (ITP)

If a child has an ongoing pathology (diabetes, allergy, asthma...) that requires treatment or emergency treatment, the family must report it and complete an ITP.

Chapter III: Community rules and regulations

12- Conduct and discipline

Every student of the LFT must conduct themselves in a manner which confirms to the school's rules and regulations.

Breaches of the internal rules and regulations, in particular any attack on the physical or moral integrity of other students, will result in the following:

- The student will meet with the principal and teacher to understand the problem and discuss the rules. This interview shall be considered as a first verbal warning and shall be seen as a contract with the student that shall not necessarily result in informing the parents.
- If the student's behavior does not improve, the principal shall discuss the behavior with the family and an educational meeting can be set up with the child, the family, the principal and the teacher.

Each instance of inappropriate behavior will have the following consequences:

- Presentation of a verbal and written apology
- Written reflection about inappropriate behavior for older students (CE2, CM1 and CM2)
- Community service work (cleaning up the schoolyard or school lunchroom...)
- Shortened recess
- An in-school suspension under the supervision of an adult if the student's behavior seriously disturbs the functioning of the class or disrupts other students.

Any dangerous and inappropriate behavior that puts the student or his / her classmates in physical or moral danger may be suspended and possibly dismissed.

13- Harassment

School bullying is condemned by our school; the anti-harassment charter of the LFT, available on our site, aims to ensure that the community in general lives in harmony. Everyone must be aware of its provisions.

14- Prohibited objects at school

Electronic games, phones and digital devices are forbidden in the elementary schools, as well as trading card games (Pokémon type).

Medications must not be placed in the child's schoolbag, but handed to the teacher. Dangerous objects or dummy weapons are forbidden, even if part of a costume.

If a child is in possession of a prohibited object, it shall be confiscated by an adult and handed over to the parents.

The LFT cannot be held responsible for any disappearance of or damage to these objects.

Secondary School procedural rules and regulations

Chapter I: Students' rights and responsibilities

1- Rights

a) Right of collective expression and display

Students may exercise these rights. Any document intended for display must be communicated to the Principal for authorization. Anonymous and/or non-targeted displays are prohibited and shall be removed.

b) Right to be received

Any student who applies for it shall have the right to meet with the principal, primary school principal, senior education advisor, teachers and/or any other adult working within the institution.

c) Right to access the student lounge

The student lounge is accessible to students enrolled in seconde, première and terminale. All students shall agree to behave in a responsible manner with respect for people, premises and bylaws when they are on the premises. Any student causing damage or destruction shall pay for the repairs and shall receive other sanctions.

d) Right to representation

Class delegates

Each year, the students shall elect two delegates and two alternates from their class. The delegates, who represent all students in the class, shall strive to ensure proper representation.

At the institutional level, they shall represent their peers and shall be responsible for student relations and communication between students and other members of the school community, including the Class Council. They shall keep any such information communicated to them with the strictest confidentiality.

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

Representatives to the Class Council

They shall represent all students in the school and shall have a voice in the proceedings. They are elected from among the class delegates from the fifth level (see School Procedures)

The School Student Council

(See School Procedures)

2- Student responsibilities

a) Respect for others

Any defamatory or insulting words are forbidden.

Verbal abuse, destruction of personal property, bullying, intimidation, hazing, racketeering, theft or attempted theft, physical abuse, sexual abuse, harassment in any form occurring on school property and/or its immediate surroundings, constitute behaviors that shall be subject to disciplinary sanctions and in some cases police intervention and/or a referral to the judicial authorities.

b) Attendance and work requirements

Attendance and school work are determining factors in a student's progress and success, which is why students must respect the school's hours and schedule. They must attend all officially scheduled courses

and must complete all written and verbal work that is assigned by the teachers and comply with and complete any method of knowledge assessment (exams, homework, assessments...).

This rule applies to compulsory education and any optional coursework as soon as students are enrolled in the latter.

A student or his/her legal guardians may not, in any case, refuse to study certain parts of the class program. They are forbidden from dropping certain courses, except in cases of force majeure or exceptional authorization: voluntary or untimely absenteeism shall constitute a breach of these procedural rules.

c) Intellectual honesty

Intellectual honesty is an important part of the Student Code of Conduct at the Lycée Français de Toronto. Without it, there would be no real acquisition of knowledge or development of thought. It is for this reason that any form of dishonesty shall be prohibited.

Fraud and plagiarism involve an intellectual attitude contrary to the values of the Lycée. Plagiarism is also an infringement of intellectual property.

Any form of fraud or plagiarism shall be a breach of these rules and regulations.

d) Dress code

All members of the community shall wear proper and appropriate clothing (see the Appendix on the LFT website).

Non-compliance with the dress code shall be deemed a breach of these rules and regulations.

Chapter II: Organization and Operation of the Institution

3- Schedules

The Secondary School shall open its doors to students **from 8:00 a.m. until 6:00 p.m.**, Monday to Friday during the school year.

The class schedules are:

8:30 a.m. -9:25 a.m.

9:25 a.m.-10:20 a.m.

Recreation time 10:20 a.m. - 10:35 a.m. and 10:35 a.m. - 11:30 a.m.

11:30 a.m. - 12:25 p.m. (*1st Lunch period*)

12:25 p.m. - 1:20 p.m. (*2nd Lunch period*)

1:20 p.m. - 2:15 p.m.

2:15 p.m. - 3:10 p.m.

Recreation 3:10 p.m. - 3:20 p.m.

3:20 p.m. - 4:15 p.m.

4:15 p.m. - 5:10 p.m.

4- Use of the premises

a) Conditions of access to the premises for students.

Students shall be supervised by an adult in charge. Nevertheless, a room may be made available to students wishing to work in a small group if they request permission from the CPE and said permission is granted.

Any damage or deliberate destruction (of buildings, premises or equipment) shall result in the responsible party being fined the amount necessary to repair the damage caused. Everyone must respect the common areas as well as the dignity of the persons in charge of maintenance. All efforts must be made to ensure that the school is kept in a perfect state of cleanliness and order.

b) - Conditions of access for parents and outsiders

Whatever the reason for the visit, those from outside the Secondary School must go to the school's Office, inform them of the reason for the visit and receive a visitor's badge.

Entering the premises of the school without authorization or without the authorization of the proper authorities shall be subject to criminal penalties.

5- Entering and movement within the school

a) Student entry

Students may enter the school via the main entrance.

b) Inside the building

Outside of class time, students are not allowed to remain in the hallways.

During the periods between classes, students shall go from one class to another immediately without going to their lockers. Once they arrive at the classroom, students shall wait quietly for the teacher to open the door.

c) Outside the building

The playground shall be accessible for recreation under the supervision of an adult. **Accessing sports facilities** outside the school, which do not require bus travel, shall be the responsibility of the teacher accompanying the students.

Students enrolled in seconde, première and terminale may go to and from the community center without adult supervision.

Leaving school grounds, while class is in session, individually or in groups, for the purposes of a learning activity must be approved by the school director.

6- Physical education and sports: courses-exemptions-competitions

a) In school

During Physical and Sports Education, students shall be under the supervision of their teacher for the duration of the class time, including time spent in the locker room.

Students will wear the required clothing and shoes. For reasons of hygiene, it is essential to bring extra clothing and a bottle of water.

The wearing of jewelry shall be prohibited during physical education classes for safety reasons.

b) Exemptions

- Temporary incapacity: The student shall give the teacher a written request dated and signed by the parents. This request will be forwarded by the PE teacher to the school's Office.

- Long-term incapacity: The student shall give the PE teacher a medical certificate of incapacity, as well as giving a copy to the school's Office.

Any inability to participate in the physical education class shall result in substitute work being assigned by the teacher. Thus, only the teacher shall be able to judge whether or not a student has successfully completed the PE course.

c) Competitions

In the case of sports competitions, students will be required to attend any related PE classes and agree to undertake make-up sessions for any missed classes.

In case of an early return, students will have to attend the remaining classes.

7- Recess, lunch break, washrooms and recreation facilities

a) Recess

Recess for the junior high students shall take place in the high school schoolyard under the supervision of an adult.

b) Lunch breaks

All students shall take a lunch break between 11:30 a.m. and 1:20 p.m. as indicated on their schedules.

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

At the end of the meal, they must leave their tables and dispose of their garbage in the trashcans. Any failure to do so shall be punishable by community service work.

This meal must be taken in the lunch room or at home. Students may not remain in the hallways during the lunch break.

c) Students who are ill

A sick student shall be accompanied by a classmate to the Nurse's Office. In no case shall the student leave the school without the agreement of Nurse's Office.

d) Access to the washrooms

Everyone shall have the opportunity to go to the bathroom during breaks and, on an exceptional basis, between classes. During class time, access to the washroom shall be granted on an emergency basis only.

8- Leaving school grounds

a) During the lunch break, as indicated on the schedule

Students in Grades 6 to 3 shall not be allowed to leave the school.

b) During class times, as indicated on the schedule

Students shall be present in the school from the beginning of school to its conclusion.

Students in grades seconde, première and terminale may leave the school as long as a class period is vacant, that is, no teaching is being provided.

Students in grades 6 to 3 may leave the school, on an exceptional basis, if a teacher is absent after the last class of the day, and if they are expressly authorized to do so by their legal guardians.

Students in Grades 6 to 3 who leave the school after classes or extracurricular activities must have a signed permission slip. They shall not be allowed to return to the school during the same day.

Chapter III: Academic life

9- Presence of students on school premises

Students and their parents are required to respect the school calendar and the schedules adopted by the Board of Governors.

Attendance at all classes shall be mandatory.

Students and their legal guardians shall ensure that the said students participate in all the lessons, school activities and extracurricular activities in which they are enrolled.

Students must leave the school after the last hour of class in their schedule, except in special cases where the CPE has been notified by the legal guardians.

Those students who do not have classes and have to stay for whatever reason (absent teacher, waiting for siblings, waiting for parents, waiting for an extracurricular activity, waiting for a friend) may go to the study room or the media library under the supervision of an adult during open hours.

10- Tardiness and absences

a) Absences

Absences must be for exceptional reasons. Parents are required to inform the Office by telephone (416/924-1789 ext. 235) or by email (absences.retards@lft.ca) as soon as it is known that their child will not be attending class.

A computerized attendance roster exists for each classroom at each class time. The teacher shall record any student absence and/or tardy.

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

When an absent student comes back to class, he or she shall be expected to have completed the work required for the next class. It is his or her responsibility to contact other students in the class in order to complete the homework and assigned lessons.

□ A student absent on the day of a test may be required to sit the exam upon his or her return, regardless of the reason for the absence.

b) Tardiness

Students who arrive less than 15 minutes after the start of the class shall be required to obtain a tardy slip from the Office.

Students who arrive more than 15 minutes after the start of class shall not be allowed into the classroom. They shall go to the media library after reporting to the Office.

Parents will be automatically notified of their child's tardiness.

11- Media Library

a) Access outside of class

Junior high students may visit the media library for one hour of study, provided they register at the beginning of the hour with the librarian. The student must then spend the whole hour at the media library (without leaving). Free access shall be granted during the "lunch break".

High school students shall have free access to the library outside school hours.

b) Loans

Each student must properly care for the items and material made available by the media library.

Each high school student may borrow four items (books for three weeks, magazines/graphic novels/DVDs for one week)

c) Returns

A student who borrows an item belonging to the school shall return it (or renew it) by the set return date. In case of a late return, the librarian shall inform the student that the item has not been returned; after four weeks' delay, a fine shall be assessed; it must be paid if the item is not immediately returned or replaced with an identical copy. The student may also be sanctioned further.

12- Class Council

The Class Council is the meeting of the teaching and educational teams: the teachers, the senior education advisor, the parental representatives and the student representatives shall be permanent members; the school's Headmaster or Headmistress or his/her representative shall be the Council President. It meets at the end of every quarter.

The purpose of the class council is to review the students' academic environment. The Class Council shall be concerned with the following:

- overall academic life: atmosphere, work, overall results, discipline...
- the progress of each student's academic performance: work, behavior, results...

The Class Council shall be assisted and guided by the Headmaster or Headmistress who shall take into account the educational, medical and social elements as well as each student's strengths and weaknesses.

A report shall be issued by the Headmaster/Headmistress. It shall summarize the assessments and evaluations set forth in the grade report. It shall be reviewed by the Class Council and recorded in the final grade report. It aims to guide the student in his or her work and future studies.

All the members of the class council are shall be bound by the strictest confidentiality.

Upon the request of the parental representatives, a report can be written and communicated to all parents in the class.

Chapter IV: Rules of Conduct

13- Risk prevention

Student's behavior must be appropriate at all times and must respect others and take into account the presence of younger children. Everyone must be concerned with safety.

The LFT is a nut-free school. The possession and consumption of nuts or nut-based foods are prohibited at school and during outings and school trips.

Possession or consumption of alcoholic beverages and narcotics is strictly forbidden on school premises, as well as during outings and school trips.

Smoking is strictly prohibited in and around school grounds (in accordance with the laws of Ontario).

14- Safety and responsibility

a) General Safety Instructions

Students must behave in a responsible manner with respect to safety-related materials (especially fire alarms) as damaging or rendering them inoperative could be disastrous.

Any misuse of an alarm or fire-fighting equipment endangers the community and, as such, constitutes serious misconduct.

It is forbidden to engage in dangerous or violent games or exercises.

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

For obvious security reasons, it shall be necessary to leave access points to the school free of any obstructions. It is strictly forbidden to park or play in emergency exits or fire lanes.

All students must comply with individual dress requirements during class time and shall not put the safety of other people at risk. (Ex: proper clothing for science classes...)

b) What to do in the event of an emergency

When the alarm signals an evacuation of the premises, everyone shall make their way in an orderly fashion to the nearest indicated emergency exits. Once outside, each adult in charge of a group must reunite his or her entire group and check that all students are present. School leaders shall keep adults and students informed of the situation and any future actions to be taken.

When the order for a school lock-down is given, it must be immediately implemented and students must remain where they are until the principal issues further orders.

c) Hazardous objects

It is prohibited to bring, possess, or use any dummy weapons or dangerous objects likely to cause injuries on school grounds.

d) Bicycles

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

e) Electronic objects

Students are strictly prohibited from using electronic objects such as cell phones, game consoles, tablets, or any other electronic device in the school and during outings or school trips unless express permission is granted by the chaperones, due to the risks of theft and abuse of media found on these devices (photos and videos broadcast on the Internet, cheating on exams, inattention in the corridors...)

Any device found on student's person shall be confiscated and will be returned at the end of the day. If the offense is repeated, the student will be penalized further.

The use of these objects is only permitted for students from grades seconde to terminale within the student center in a respectful and responsible manner.

However, in a supervised educational setting, students will be able to use electronic devices in class or at the BCDI at the discretion of the teacher.

The conditions of Internet access for secondary school students are detailed in the Digital Information Charter.

f) General rules of conduct

The following are prohibited in the high school and shall be punishable by a penalty ranging from a verbal warning to expulsion:

- gambling,
- Any unregulated commercial transactions between students
- any sport or activity that is incompatible with the premises, in the compound or around the establishment,
- any form of physical harassment on school grounds (including on the way to the gymnasium and in the playground),
- the consumption of food in the classrooms, unless expressly authorized by the teacher,
- the consumption of chewing gum during class,
- the presence of students in the computer room without supervision.

Use of the Internet shall be reserved for educational purposes only.

g) Use of lockers

Students are strongly advised to padlock their lockers. A key lock is strongly recommended. Students shall only use the lockers assigned to them and shall be responsible for their content and condition throughout the

school year. They are responsible for any damage and/or graffiti and if necessary, any costs to restore the lockers to their proper condition. They must not leave dirty clothing or food in their lockers, other than that consumed during the course of the day. The lockers must be emptied by 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 during their lunch break. Outside of these periods, a student may go to his or her locker only with the permission of a teacher.

For reasons of safety and hygiene, the principal may examine the contents of the lockers at any time.

Chapter V: Behavior and Discipline

Any breach of these rules and regulations will be the subject of an appropriate response but shall not automatically result in the application of a punishment or penalty. Depending on the severity, a personalized educational response will be sought. The Principal may in certain situations convene the Educational Commission (see School Procedures), the purpose of which is to lead students, from a pedagogical and educational point of view, to question the meaning of their conduct, and to develop an understanding of the consequences of their actions for themselves and others.

15- Punishment

Punishments are provided for in the case of non-compliance with the rules and regulations. These are not necessarily of a progressive nature and may be given by any member of the school's staff.

They shall be in response to the student's academic or disciplinary behavior and may be:

- a written observation about work or behavior,
- a work of academic interest,
- a work of community service,
- a daytime suspension with work to be completed,
- temporary exclusion from classes,
- the student may not be allowed to participate in an extracurricular activity or school outing,

16- Sanctions

Sanctions are the responsibility of the Head of the Institution or the Disciplinary Council (see School Procedures) and concern attacks on persons and property, as well as serious breaches of student responsibilities.

Sanctions can take the following forms:

- a written warning sent to the family,
- a warning from the Class Council,
- reprimand: a verbal and serious reminder to the student in the presence of his legal guardians (for minor pupils),
- accountability measures
- the temporary suspension from class not to exceed 8 days (the student shall be allowed on school grounds),
- the temporary suspension from the school not to exceed 8 days,
- the temporary exclusion of more than eight days or a final expulsion by the Disciplinary Council.

Any student enrolled in the school shall adhere to the rules of the LFT