

SECONDARY SCHOOL RULES AND REGULATIONS

PREAMBLE

The LFKL is a working community in which everyone participates in a collective educational *oeuvre* in the widest sense of the term: relationships between the members it comprises (parents, students and the different personnel) are based on collaboration and mutual respect. All members of the school community will strive to:

- abstain from any propaganda incompatible with secularism, political and religious neutrality,
- condemn all physical and moral violence,
- respect the property of others as they would their own, tolerate and respect the personality and beliefs of others.

The rules and regulations of the LFKL are in accordance with the principles of law n°89-456 of 10 July 1989 referred to as the Education Framework Law (*loi d'orientation sur l'Education*) and the Framework Law (*loi d'orientation*) n°2005-380 of 23 April 2005.

The students' obligations lie in accomplishing the tasks inherent in their studies, and include regular attendance and respect for the rules governing the running of the school and school community life. In secondary schools, the students, while respecting pluralism and neutrality, are afforded freedom of information and speech. The exercise of these freedoms must not interfere with teaching activities.

Every student needs to feel fully responsible for their attitude. The current rules and regulations have the sole aim of helping the student understand this responsibility. The few restrictions that it lays down are those that individual good manners and the smooth working of a community dictate.

General Points

The LFKL's first aim is to provide schooling for French children. Non-French children are admitted where places are available.

Admission, at all levels, is only confirmed upon receipt of registration and school fees.

The LFKL provides direct teaching in all classes for the *series* or Baccalauréat categories and open specialities. Enrolment at the LFKL requires unconditional compliance with the current rules and regulations, all regulations defined by the management body of the school and a commitment to respect them.

Enrolment and Student's Release Form

Admission

The Principal of the LFKL admits the student upon the family's presentation of the following:

- Record of Civil Status or Family Information Report,
- certificates stating that the child has had the necessary vaccinations for his or her age (health booklet), the student's release form, provided to parents by the Head of the previous school,
- the student's school report, confirming admission to the next class.

Regular attendance at the LFKL is compulsory in accordance with current legislation and regulations.

Release form

When a student is leaving the school, during the year or at the end of the year, parents must inform the Management as early as possible in order for them to prepare the student's release form, the school records which will accompany the student throughout their schooling. These school records will be sent to the new school or sent to parents by recorded delivery.

Medical Visit -Illness-Exclusion from School

Medical Visit

A medical visit is organized several times over the course of the child's schooling in accordance with current regulations. Students cannot decline to attend health tests and examinations intended for them.

Medicines

The use or distribution of medicines is forbidden at the LFKL (except for Paracetamol or antihistamines authorized by parents).

In the case of long-term treatment, an agreement will be established between the family and the school.

So as to protect the children from contagious illnesses, the exclusion conditions established by the Ministry of Health will be applied. Parents are responsible for informing the teacher immediately if a child has contracted one of these illnesses.

Accidents

Should a student be taken unwell suddenly or be involved in an accident, the teacher or the person on duty is required to alert Student Support Services immediately, the Head of Student Support Services (CPE) and the Management.

The family will be contacted immediately by telephone and informed of the action taken.

Should a serious accident occur, the student will be evacuated by ambulance to the nearest or most appropriate hospital.

They will be accompanied by a member of Student Support Services until the arrival of one of the student's parents.

The LFKL covers all enrolled children with third party insurance for school activities and after-school activities, strictly within the school context.

Each student benefits from CGEA's international individual school insurance coverage.

Canteen and School Transport

-A canteen service is provided by SHF. The canteen is compulsory to the end of Troisième. A student who is not using the canteen is therefore considered "external".

Packed lunches are not permitted (except when authorized by the Principal for medical reasons duly justified).

In the case of non-registration at the canteen, the charge for a meal taken on a one-off basis will be RM25.

- A school transport service is available. Registration is made through the LFKL bus department: bus@lfkl.edu.my

SCHOOL RULES AND REGULATIONS

Art. 1: Presence in lessons

- a) The presence of all students in all lessons set out in the timetable is compulsory.
- b) Those students who sign up for optional elective classes are required to attend them up to the end of the school year, unless otherwise advised by the Class Council.

Students must complete the written and oral assignments set by the teachers, respect the content of the programmes and abide by the conditions of the assessment tests which are required of them. Students cannot decline to sit for tests and examinations intended for them.

Art. 2: Absence of students

- a) Absences are recorded by the teachers on Pronote in each lesson. Parents of absent students will be called by Student Support Services as soon as the absence is noted. When a student misses a class, the person responsible must, without delay, inform Student Support Services of the reasons and settle administrative procedures for the absence.
- b) Any student having been absent must go to Student Support Services before the first hour of lessons, with a written explanation of his or her absence in the home liaison diary. A certificate will then authorize him or her to return to class.
- c) After a contagious illness, a certificate declaring non-contagion will be required.
- d) Any exceptional request for an exemption from physical activity must be accompanied by a written request in the liaison diary. *An exemption from Sport is an exemption from physical activity but not from the lesson; the student's presence is therefore required in the Sports lesson.* This request will be presented to the nurse who will judge the admissibility of the request. If the exemption, validated by a medical certificate is for longer than 4 weeks, the parents of the student may make a request to the CPE for them not to attend the lessons for the length of the exemption.
- e) For a scheduled absence or planned departure, written permission must be sought from the Principal who will decide on the legitimacy of the request and the measures to be taken.
- f) Only the CPE is authorized to judge the admissibility of the absences.
- g) Repeated breaches of attendance are grounds for punishments provided for in the Regulations.

Art. 3: Lateness

A student who arrives late at the LFKL is strictly obliged to go to the Student Support Services' office. A mention of the lateness will be recorded in the home liaison diary which must be presented to the teacher.

Art. 4: Moving In and Around the School

- Gatherings at the entrances and exits of class, changes of location and breaks between class periods must be conducted calmly. - At the beginning of a lesson, students must line up and wait for the teacher to invite them to enter the classroom. - Lycee students are permitted to remain alone in the study room. -Exiting the school:
 - Upper Secondary students whose parents have signed an exit authorization will have a "lycée's card" permitting them to leave the school if they do not have lessons. Supervisors will systematically control entrances and exits.
 - Upper Secondary students whose parents have not signed the exit authorization will have a "lycée's card" authorizing them to leave the school only at the end of each ½ day of lessons, if they are « external » or at the end of each day if they eat at the canteen. During free periods, these students may go to the Library, to the study room or common room.
- Any student who arrives late to class after such an outing will subsequently lose their right to go out.

-Lower Secondary School students whose parents have signed the exit authorization will have a “collégiens” card permitting them to leave the school only at the end of a ½ day if they are « external » or at the end of the day if they have lunch at the canteen, in the event of a study period in the last hour of the day. Supervisors will control systematically all entrances and exits.

- Lower Secondary School students whose parents who have not signed the exit authorization will not be permitted to leave the school before the end of their regular timetable. They will go to the study room.

Art. 4.5 : Measures concerning the possession and use of drugs in the *lycée* and *collège*

1/ At the time of enrolment at the LFKL, a form authorizing the Lycée’s Administration to carry out screening tests for drug use must be signed by the parents or legal guardians of students from *3ème* to *Terminale*. The enrolment of students in the *collège* and *lycée* at the LFKL will be subject to the signing of this authorization.

2/ During the year, any refusal to undergo testing will lead immediately to expulsion from the school.

3/ Should there be a first positive result to the test, the family will be informed by the LFKL. Educational measures and follow-up will be put into place in liaison with the family. The student will be suspended for three days. Should there be a second positive result, the matter will be brought before the Discipline Committee .

4/ If any student is found in possession of any type of drug or found to be selling them, giving them out or receiving them (within the school or in its surroundings) the matter will be immediately brought before the Discipline Committee.

Art. 5: Opening and Closing Hours of the School

Students are authorized to enter the Lycée a quarter of an hour before the beginning of the first lesson of the day.

Apart from extracurricular activities (after-school activities, sport...), students are forbidden to be inside the LFKL premises a quarter of an hour after the end of lessons.

N.B: The Administration will not be held responsible for students who are inside the school outside the official opening and closing hours.

Art. 6: Dress Code / Behaviour / School Life

- a) The dress code and behaviour of students must be appropriate for a place of work and school life: non-provocative school attire, decent, clean and simple is required. The clothes must not leave parts of the torso or underclothes exposed, nor carry slogans contrary to the principles of public service education and public order. These criteria are left to the discretion of the management.

Any attire not conforming to the regulations above will lead to the student: either wearing a school tee-shirt (the cost of which will then be billed to the family) or, being excluded from class until restitution of the problem.

- b) Wearing a cotton smock is compulsory in Physics, Chemistry and Biology and Life Science classes.
c) Sportswear: Wearing sports clothes (t-shirt, swimming cap, bermuda shorts or tracksuit pants) is compulsory during sports classes in the secondary school. Wearing proper sports shoes is compulsory in the gym.
d) In accordance with article L 141-5-1 of the Education Act, students are forbidden from wearing signs or outfits that are ostensibly religious in appearance.

E) When a student has failed to understand the ban mentioned in the above paragraph, the Principal will organize a dialogue with this student before going ahead with any disciplinary procedure.

Also forbidden are provocative attitudes, breaches of obligations of attendance and safety, behaviour likely to put pressure on other students or disturb teaching activities or order in the school.

f) It is forbidden to smoke within the school premises or in the LFKL.

g) Respect for material and premises.

Students are required to respect material and premises

Parents are financially and civilly responsible for any damage caused by their children.

h) Loss and theft

Any object found must be handed in to the Student Support Services office or to the Administration office.

In the case of theft or disappearance of objects of value, the Management and the Head of Student Support Services must be informed. - The LFKL cannot be held responsible for any loss or damage to objects which do not relate directly to schooling, nor for loss of clothes, objects left in the corridors, in the classes etc. e.g.: digital devices, mobile phones.
-Students are not authorized to bring to the LFKL: a sum of money higher

than 50 RM

i) During lessons

Discipline must be maintained during lessons. Any student who contests this will be punished.

Any cheating or attempt to cheat will be punished.

Consumption of any food or drink (apart from water) is forbidden in the classroom without special authorization from the Management.

It is formally forbidden to bring any dangerous, sharp or blunt object, into the Lycée and, naturally, any weapon.

-It is formally forbidden to bring aerosol cans into the school.

Dangerous working materials, such as scissors or compasses, must be carried in a cover or in the pencil-case.

j) Cellphones

The use of mobile phones, and other objects of communication, is strictly prohibited for middle school students on the grounds of the establishment. In the case of the use of a mobile phone or any other electronic material, staff are empowered to confiscate the object from the student, after a first reminder of the school regulations. Unauthorized use of the mobile phone may result in punishment.

k) The elevator

The use of the lift by pupils is subject to prior authorization from school student support department.

Art. 7: Liaison with the families

The home liaison diary

This is a method of continuous correspondence between the students' parents and LFKL personnel. It keeps parents informed of their child's behaviour, attendance, work and progress, communicating marks and comments concerning school work. It must be kept regularly up-to-date. Any *collège* or *lycée* student must be ready to show it at any time on the request of the administrative, teaching or supervisory personnel. They are required to have it signed regularly by their parents and/or each time new information is added. This diary will be covered by a transparent cover.

Should the diary be lost or damaged, the student will provide a sum of RM 30 for its replacement.

In addition, families are kept regularly informed of the school results and the work to be completed through the following documents: a)

- a) Report each term containing the comments and decisions of the class council.
- b) A daily homework diary for the parents to follow the work given to their children.
- c) Different information distributed by circulars or by the home liaison diary.
- d) Joint information meetings are arranged on the initiative of the Principal between teachers, students and parents during the year.
- e) Meetings arranged by parents with the principal teachers or any other teacher (see the section "*Rendez-Vous Parents Professeurs*" to be completed in the student's home liaison diary).
- f) The software program "Pronote".
- g) Emails
- h) School website

Family Relations - Establishment:

- The parents will communicate in a courteous and respectful manner with the staff of the LFKL.
- They will seek, through dialogue and concertation, the solution to the problems encountered during the education of their children at the LFKL.
- They will not to harm the establishment, its staff, its operation and its reputation by slanderous or defamatory public communications.

In the event of a serious breach of these principles, the school principal may, after a written warning, decide not to re-enroll the family for the following school year.

Art. 8 : School punishments and disciplinary measures

Breaches of the Rules and Regulations will result in school punishments or disciplinary measures.

School punishments concern mainly minor breaches of obligations by students.

Disciplinary measures are decided according to the circumstances, by the Principal or by the Discipline Council. They concern attacks on persons or property as well as serious breaches of duty by students.

Punishments :

- Note in the home liaison diary to be signed by the parents that evening.
- Presentation of oral or written excuse.
- Community service work on the premises at the Lycée.
- Restitution of damage caused.
- Extra homework, with or without a detention
- One-off suspension from a lesson
- Detention for homework or a non-completed exercise.

Disciplinary measures:

- Warning.
- Official warning.
- Suspension suspended or not - Expulsion suspended or not

School marks are strictly reserved for the evaluation of school work and may not in any circumstances be used as a disciplinary measure. These measures are independent of each other and will be applied according to the seriousness of the wrongdoing.

Art. 9 Discipline Council

Members of the Discipline Council are elected from amongst the members of the School Committee.

In the case of serious wrongdoing, the Principal convenes the Discipline Council who will decide on the disciplinary measure to be applied. The members of the council, the student summoned to appear, their official representative and the person eventually in charge of helping them to present their defence, may contact the Principal to familiarize themselves with the case file.

Art. 10 : Supervised Written Tests

Supervised written test are organized on Wednesday afternoon for the Premières et Terminales in rotation. A timetable is drawn up for each student at the beginning of the term. A Supervised Written Test Charter" will be signed by each of the Upper Secondary school students at the beginning of the school year.

One of the aims of this exercise being to have the students experience examination conditions, they will ensure they adhere to the following rules:

- No student will be authorized to enter the room after the envelope containing the subject has been opened.
- They must respect the place assigned to them. Only the supervisor of the written test is authorized to modify the place of the students.
- Students are required to bring their own material. Students are not allowed to borrow material. - Any communication or attempt at communication or cheating, will be punished.

Art. 11: Class Council

The class council meets at least three times a year and whenever the Principal considers it useful.

- a) The Class Council evaluates the school results obtained by the student and, taking into account the family's wishes, puts forward a proposal on the student's future course orientation.
- b) The Class Council can refuse to allow students to repeat if they decide that the student will not benefit from it, in particular those who are already two years behind.

Art. 12: Moving up to the next class and course orientation

Collège and lycée

The decision on whether a student will move up to the next class is made by the Principal and the Class Council. Parents are informed of the possibilities of course orientation by the Principal. A consultation procedure between the families and the Teachers' Council is put into place by the Principal, the orientation liaison form (*la fiche navette*).

Appeal

If the family disagrees with the recommendations of the Class Council; they may refer the matter in writing, within 3 days of reception of the notification, to the Appeal Committee, chaired by the Cultural Counsellor from the French Embassy (or by one of the deputies appointed by him).

Members of this committee besides its Chairman are: The Principal

2 parents of students designated by parents' associations

2 teachers designated by the Chairman of the Appeal Committee.

Art. 13: Student Representatives

In each class, students elect two representatives and two deputies for the school year. The student representatives' mission is to ensure class cohesion and be the link between classmates, their teachers, Student Support Services and the Administration.

The two representatives attend their Class Council.

The class representatives elect from amongst themselves, the two representatives and their deputies for the School Committee.

Art: 14 Sales - posters – circulation

No poster or announcement, distribution of documents or sale within the school can take place without prior permission from the Principal.

Art: 15 Lockers

All students have the use of a locker. The locker must be put to good use and to avoid carrying school bags that are too heavy.

Art:16 Image rights

School photography (or film) is common in our establishment, whether it is the traditional class photo or within the framework of school activities presented on different communication tools: notebooks, displays in classrooms, school newspapers, school website, LFKL social networks (Facebook and LinkedIn), Year Book or more exceptionally on a multimedia medium with restricted distribution (artistic and cultural project, discovery class, ...).

It allows the school to:

- share educational projects and actions (school outings, artistic and cultural projects, school correspondence ...)
- operate events and visits (celebrations, shows, sporting events, various outings, etc.),
- to motivate the pupils and to value their work by showing them in a school situation, in activity, always in a positive way,
- have class photos, to keep a memory of the comrades from childhood and the time spent in school.

The school naturally prohibits the use of any photograph or film that could prejudice the dignity of a child or his parents. Thus, and unless otherwise advised, in strict compliance with the values set out above, it is considered that parents authorize the school to use the photographic or video representation of their child.

The family can at any time address in writing the refusal of any publication of an image of their child directly to the Direction of the LFKL.

IMPLEMENTATION OF THE RULES AND REGULATIONS

In circumstances unforeseen by the current rules and regulations, the Principal is authorized to make all necessary decisions. He will subsequently inform the Cultural Counsellor and members of the School Committee of them. The current rules and regulations may be subject to revisions and additions decided by the School Committee. The Principal is responsible for ensuring their implementation.

The current rules and regulations were approved on 28 June 2016 by the School Committee.

Parents' signatures:
Read and approved on:

Student's signature:
Read and approved on: