

INTERNAL RULES OF THE SCHOOL FOR SECONDARY LEVEL 2020-2021

Amended after votes during the School Council meetings

of 23 June and 16 November 2020

PREAMBLE

In view of article 13 of the Preamble to the Constitution of 27 October 1946,

In view of article R 451-1 of the Education Code, and especially articles R 451-1 and R451-2 relating to French educational institutes abroad

In view of the law of 28 July 2019, the so called « Law for a school based on trust » In view of the framework-law relating to education in Malaysia

LFKL is a working community, each member of which takes part in a collective work of education in the largest meaning of this word: relationships between those who belong to this community (parents, pupils and staff) shall be based on collaboration and mutual respect. Each and every one shall strive to:

- refrain from any kind of propaganda incompatible with secularism or with political and religious neutrality
- repress any form of physical and moral violence,
- treat possessions of others with as much care as if they were one's own
- show tolerance and respect towards other people's characters and beliefs

The internal rules of LFKL are in agreement with the principles of law n°89-456 of 10 July 1989, the so-called "guidance law upon education" as well as with guidance law n°2005-380 of 23 April 2005.

Pupils' duties consist in the performance of tasks linked to their studies; they also include punctiliousness and the compliance with the rules governing the life together inside the institutes. High school pupils, as long as they respect plurality of opinions and a principle of neutrality, enjoy freedom of information and expression. Nevertheless, the exercise of this freedom shall not infringe on teaching activities.

It is of the utmost importance that each pupil feel fully responsible of his or her attitude. The sole and only aim of the present set of rules is to help pupils learn how to bear such a responsibility. The few restrictions imposed here are dictated by good manners and aim at the smooth functioning of a collective body.

Generalities

The first goal of LFKL is to provide schooling for French children. Non-French children can attend classes as long as there are places available for them.

Registration at any level will only be valid after payment of the deposit, and of the registration and schooling fees.

LFKL provides on-site classes for all years, in all existing curriculums. Registration in LFKL implies full adhesion to the present set of internal rules and to all rules fixed by the management of the institute, as well as commitment to abide by them.

Parents certify being aware of the financial set of rules.

Registration and removal Admittance

The Headmaster of LFKL shall proceed to the registration of a pupil provided his or her family produces the following items:

- civil-status document or family booklet,
- certificates proving the child underwent the vaccinations compulsory for his or her age group (health record),
- a document delivered by the Headmaster of the child's previous school, attesting he or she is no longer registered there,
- school reports attesting the pupil was allowed to attend the next grade
- copies of passports of the pupil, and of his or her parents or legal guardians

Regular attendance at LFKL is compulsory pursuant to the currently applying laws and regulations.

Deregistration

In case a pupil would leave the school, either during or at the end of an academic year, his or her parents must inform the Headmaster as soon as possible so as to be issued a removal certificate and the school reports that will follow him or her until the end of his or her schooling. These school reports will be sent to the next school or given to the parents in exchange for an acknowledgement of receipt.

Medical examination - Sickness

Several medical examinations will take place throughout the school years pursuant to currently applying regulations. Pupils are not allowed to exempt themselves from the health tests organised for their benefit.

Medicines

Consumption or distribution of medicines are forbidden in LFKL (exception made for Paracétamol or antihistamines provided the parents give their agreement in advance).

In the case of a long duration treatment, an agreement will be concluded between family and school. In order to protect children from contagious diseases, the conditions for the exclusion of a pupil determined by the Health Ministry shall apply.

Parents must inform teachers without delay whenever a child catches such a disease.

Accidents and school insurance

In the case of a sudden sickness or an accident, the teacher or the member of staff presently responsible shall inform without delay the School life's offices and the management.

The family will be notified without delay by a phone call and be kept informed of the next steps.

In the case of a severe injury, an ambulance shall take the pupil to the nearest or most adequate hospital.

An employee from School life's offices will stay with him or her until one of the parents can come.

Each pupil is entitled to the individual international school insurance policy provided by CGEA company.

Canteen and school transport

- A canteen service is available, courtesy of SHF. Attendance is compulsory until the end of Year 10. A pupil who does not have lunch at school will therefore be deemed a “day pupil”. Lunch boxes are not allowed (except with the prior agreement of the Headmaster for duly justified medical reasons). Meals taken at the canteen by pupils who are not registered to this service will be charged at the current price.
- A school transport service is available. It is possible to register by e-mail at bus@lfkl.edu.my

INTERNAL RULES

Art 1 : Attendance in classes

- a) All pupils must attend all the courses indicated in their timetable.
- b) Pupils who register to optional facultative courses must attend them until the end of the academic year, except if the School Council decides otherwise.

Pupils must do the written and oral work required by the teachers, respect the curriculums' contents and abide by the knowledge assessment modalities imposed on them. They cannot exempt themselves from the tests organised for their benefit.

Art. 2 : Absence of pupils

- a) Absences are recorded by teachers for each hour of class through « Pronote ». Parents of missing pupils will receive a call from School life's offices as soon as the absence is noted. When a pupil leaves the classroom, the members of staff in charge must, without delay, notify School life's offices of the reasons why he or she left and settle administrative procedures.
- b) After a contagious disease, a non-contagion certificate will have to be produced.
- c) Any exceptional request for an exemption of physical activity must be sent by e-mail to School life's offices as well as to the teacher concerned. *An exemption from physical activity exempts the pupil from exercising but does not exempt him or her from attending classes.* Such a request shall be presented to the nurse who will pronounce upon its admissibility. If the exemption, confirmed by a medical certificate, lasts for more than 4 weeks, then the pupil's parents may send a request for an exemption from attending classes for as long as the first medical exemption shall remain valid.
- d) In the case of a foreseeable absence or an early leave, a written request must be sent to the Headmaster who will pronounce on its legitimacy and decide of the measures to be taken.
- e) The CPE is the only member of staff competent for judging if an absence is admissible or not.
- f) Renewed infringements of attendance duties will lead to sanctions provided for by the present set of rules.

Art. 3 : Late comings

Any pupil who comes in late will have to pass through School life's offices, where he or she will be issued with a late note to be presented to the teacher. Otherwise, he or she will not be allowed entrance in the classroom.

Art. 4 : Moving in and around school

- Gatherings at the entrances and exits of classes, 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
 - High school pupils are allowed to remain on their own in the study room.
 - When exiting the school premises:
 - High school pupils whose parents signed an exit permit will be issued with a high school pupil card allowing them to get out of school whenever they are not supposed to attend a class. Supervisors will systematically control entrances and exits.
 - High school pupils whose parents did not sign an exit permit will be issued with a high school pupil card allowing them to get out of school only at the end of a half day if they are “day pupils”, or at the end of a whole day in the case of part-time boarders.
- Whenever they have no classes to attend, these pupils may go to the documentation and information center, the study room or the common room.
- Any student who arrives late in class after such an outing will subsequently lose his or her right to go out.
 - Lower Secondary School pupils whose parents signed an exit permit will be issued with a lower secondary school pupil card allowing them to get out of school if they have no more classes to attend on a day when one of their teachers did not show up. Supervisors will systematically control entrances and exits.
 - Lower Secondary School pupils whose parents did not sign an exit permit will not be allowed to leave school before the scheduled end of their classes. They will therefore go to the study room.

Art. 4.5 : « Measures regarding drug possession and consumption in high school »

- 1/ At the time of registration in LFKL, a form authorising the school's management to proceed to screening tests for drug usage shall be signed by the parents or legal guardians of pupils, from Year 10 onwards. Registration in LFKL will depend on the signature of this authorisation for the pupils concerned.
- 2/ In the course of the year, any refusal to submit to a test will immediately lead to a final removal from the school.
- 3/ In the case of a first positive test, LFKL will notify the family. Educational and follow-up measures will be taken, in conjunction with the family. A sanction may be notified to the student. In the event of a second positive result, the disciplinary council may be referred.
- 4/ Any pupil found in possession of any kind of drug, or selling, giving or accepting drugs (inside or around the school) will be immediately brought before the Disciplinary Council.

Art 5 : Opening and closing hours of the school

Pupils are allowed to enter the school's premises a quarter of an hour before the start of the first class on any day.

Pupils who are not registered in extracurricular activities must have exited the school's premises a quarter of an hour after the end of classes on any day.

Please note: The school's management will not be held responsible for pupils present on the school premises before opening or after closing hours.

<p>HIGH-SCHOOL'S OPENING HOURS</p>

M1: 8h00 – 8h55 M2: 9h00 – 9h55
Break: 9h55 – 10h15
M3: 10h20 – 11h15 M4: 11h20 – 12h15

Lunch break: 12h15 – 13h10

S1: 13h15 – 14h10 S2: 14h15 – 15h10
Break: 15h10 – 15h20 S3:
15h25 – 16h20
S4: 16h25 – 17h20 S5: 17h25 – 18h20

Art. 6 : Dress code / Behaviour / School life

- a) The pupils' dress and behaviour must be suitable for a place of study: wearing a clean and decent dress that is neither suggestive nor extravagant is required. Clothes must not reveal any part of the torso nor any underwear, and shall not bear slogans contrary to the principles of public education and public order. In the last resort, it is of the management's prerogative to judge how these rules shall apply. **Any attire not conforming to the regulations above will lead to the student:**
- **either being obliged to change into a school tee-shirt (the cost of which will be billed to the family) or,**
 - **being excluded from class until resolution of the problem.**
- b) It is compulsory to wear a cotton smock during classes of physical sciences, chemistry and biology.
- c) Sports attire: it is compulsory to wear an appropriate sports attire (T-shirt, swimming cap, shorts ou sweatpants, plus shoes of the type required) during sports classes in high school.
- d) In conformance with the principle of secularism and given the diversity among the student body in LFKL, pupils will maintain a strict political, ideological and religious neutrality in their behaviour and speech inside the school.
- Pupils will not take part in any form of political, ideological or religious propaganda and will use none of their convictions or beliefs as an excuse not to follow a class or not to share in an activity organised by the school.
- e) Also forbidden are provocative attitudes, breaches of obligations of attendance and safety, behaviours likely to exert pressures on other pupils, to disturb teaching activities or to disrupt order in the school.
- f) Smoking is prohibited both inside and around the school.
- g) Regard for equipment and premises.
- Pupils must show regard for equipment and premises.
 - Parents are financially and civilly responsible for any damage caused by their children.
- h) Losses and thefts
- Any object found must be brought to School Life offices or to the secretariat.

- In case a valuable object would disappear or be stolen, the Management and the CPE must be notified.
 - LFKL will not be held responsible for any loss or damage of an object that has nothing to do with studies, nor for the loss of clothes or objects left in the corridors or in the classrooms (such as digital cameras or smartphones).
 - Pupils are not allowed to carry an amount of cash exceeding 50 RM.
- i)
- i) During classes
- Discipline must reign during classes. Any attempt to challenge it will be punished - Cheating or mere attempts at cheating will also be punished.
 - Consumption of food and drink (apart from water) is prohibited in classrooms except with the exceptional consent of the school's management.
 - It is strictly prohibited to bring to school any kind of dangerous, cutting or blunt object or any kind of weapon.
 - It is strictly prohibited to bring aerosol cans to school.
 - Dangerous working tools such as pairs of scissors or calipers must be kept inside of a pouch or in the pupil's pencil-case.
- j)
- j) Smartphones
- The use of smartphones and other means of communication is strictly prohibited on the school's premises for Years 7 to 10 included. The school's staff is empowered to confiscate a pupil's smartphone (or his or her electronic device) if it has already been necessary to remind him or her of the prohibition to use such apparatuses. A pupil using his or her smartphone without permission may incur a sanction.
- k) Lift
- Pupils wanting to use the lift will have to ask permission to School life's offices beforehand.

Art. 7 : Liaison with families

Families shall be regularly informed of the results of their children and of the work these are required to do through the following means:

- a) A report card, each trimester, bearing teachers' comments and the decisions of the class council, available via the PRONOTE software and sent by e-mail.
- b) A daily homework diary for parents to follow the homework given to their children.
- c) Various types of information published on the school's website and via e-mails
- d) Information meetings organised by the Headmaster between teachers, pupils and parents throughout the year.
- e) Appointments made by parents with headteachers or any other teacher.

Relationships between families and school:

- Parents commit to remain courteous and respectful in their dealings with the staff of LFKL.
- They commit to search for a solution through dialogue and concertation to the problems they may come across in the course of their children's schooling in LFKL.

- They commit not to cause any damage to the school, its staff, its operations and reputation by the means of public communications or posts on social networks, of a slanderous or defamatory nature.

In the event of a serious breach of these principles, after consultation with the parents representatives, staff and members of the board of directors, after a dialogue with the family and a first written warning, the head of the establishment may decide not to re-enroll the child(ren) for the next school year.

In addition, the principal may decide to prohibit access to the school to any parent whose behavior or words would go against the principles set out above.

Art 8 : School punishments and disciplinary measures

Failure to comply with the internal rules will lead to punishments and disciplinary measures.

Punishments mainly follow minor breaches of the pupils' duties.

Disciplinary measures are decided either by the Headmaster or by the Disciplinary council, as the case may be. They follow attacks against people or property as well as severe breaches of the pupils' duties.

Punishments:

- Oral or written apologies
- Community service performed on the school's premises
- Compensation for the damage caused
- Additional work to be done at school or at home
- Removal from a single class
- Detention in order to complete homework that should have already been done

Disciplinary measures:

- Reprimand
- Official reprimand
- Temporary removal (suspended or not) -
- Definite removal (suspended or not).

Grades are given strictly for school work assessment purposes and shall in no way be used as a disciplinary measure.

These measures are all independent from one another and will be proportionate to the offenses committed.

Art 9 : Disciplinary council

Members of the Disciplinary council are elected among members of the School council.

In the case of a severe offense, the Headmaster shall summon the Disciplinary council who will decide of the measure to be taken.

The members of the council, the pupil summoned, his legal guardian and, if the case applies, the person in charge to assist him or her in his or her defense, may all ask the Headmaster to be granted access to the file documenting the case.

Art : 10 Supervised tests

Supervised tests are organised on Wednesday afternoons for pupils in Years 12 and 13 in rotation. A schedule shall be submitted at the beginning of each semester. All pupils in Year 11, 12 and 13 will be required to sign a « Charter for supervised tests » at the beginning of the school year.

Since these tests aim at placing the pupils in the same conditions as during an exam, they will duly comply with the following rules:

- No pupil shall be allowed to enter the room after the envelope containing the test is opened - Pupils shall sit where indicated. Only the supervisor is allowed to change the pupils' seating arrangements.

- Pupils must come with their equipment. No pupil shall be allowed to borrow to his or her classmates a forgotten object.
- Any attempt at communicating or cheating will be punished.

Art. 11 : Class council

The class council meets at least thrice a year and whenever the Headmaster deems it necessary.

- a) The class council assesses the pupil's results and, taking into account the wishes of the family, advises the pupil on his or her choice of future studies.
- b) The class council may not allow to repeat such pupils as are not considered likely to benefit from such a measure, especially those who are already two years behind.

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

school

The decision to move a pupil up to the next class and the choice of his or her orientation, after an information sheet was filled up, belongs to the Headmaster, once the School Council gave its advice. Parents are informed by the Headmaster of the possibilities offered to their children. A concertation process between families and the Council of Teachers will be implemented by the Headmaster (the so called "shuttle file").

Appeal

The family may notify in writing their disagreement with the advice given by the Class council within 3 days after receiving the notification to the Appeal Commission presided by the Cultural adviser attached to the Embassy of France (or by one of his or her delegates). To this commission belong in addition to its President:

- 2 parents of pupils appointed on the proposal of parents' associations -
- 2 teachers appointed by the President of the Appeal Commission.

Art 13 : Pupils' representatives

In each class, pupils shall elect two representatives as well as two surrogates for the whole school year. The function of the representatives is to ensure the cohesion of the class and serve as links between pupils, teachers, School's life services and the school's management.

The two representatives of each class will attend this class' council.

The pupils' representatives shall elect among themselves two representatives and two surrogates to the School's council.

Art : 14 Sales - Advertisement – dissemination

Any advertising of a poster or a notice, any dissemination of documents or any sale inside the school is subject to the Headmaster's prior approval.

Art : 15 Lockers

All pupil are entitled to a locker which must be judiciously used. It is there to avoid the carrying of too heavy schoolbags.

Art : 16 Right to a person's image:

“Photography (or video) is a common feature of our school; be it the traditional group picture or as part of school activities shown on different media: notebooks, posters in classes, LFKL’s website, social networks (Facebook and LinkedIn), Year Book or, exceptionally, a multimedia support intended for a limited audience (artistic and cultural project, discovery class...).

It serves to:

- inform on projects and pedagogical actions (transplanted classes, artistic and cultural projects, school correspondences...)
- make the most of events and visits (celebrations, shows, sports meetings, diverse outings...),
- motivate pupils and highlight their work by showing them at school, always in a positive manner,
- keep, thanks to group pictures, memories of childhood classmates and of the time spent at school, The school will of course refrain from any use of a photography or a video likely to harm the dignity of a pupil or of his or her parents. Therefore, unless otherwise decided, it will be considered that parents allow the school to use pictures or videos of their children in the strictest respect of the values stated hereabove.

Any family may at all time state in writing their opposition to the use of a picture of their children (the notice shall be sent to the school’s management).

APPLICATION OF THE INTERNAL RULES

In the case of circumstances the present set of rules would not have provided for, the Headmaster is empowered to take all necessary decisions. He or she will afterwards notify the Cultural adviser and the members of the School’s council. The present set of rules may be reviewed and expanded if the School’s council decides so. The Headmaster is in charge of making sure it will be applied.

The present set of rules was approved on 16 November 2020 by the School’s council.

Signature as a proof that the present set of rules was duly read and understood

Parents:

Pupil: