

## **INTERNAL REGULATIONS OF LYCEE FRANCAIS INTERNATIONAL DE BANKGOK**

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‘School is the place where a common vision of Society’s values is transmitted’

School registration implies acceptance of school rules

### Summary

Foreword: what is the use of school rules ?

Part 1: Students’ rights and their conditions

Part 2: Students’ duties

Part 3: school life

Part 4: Dialogue between families and LFIB

Part 5: Punishments, sanctions

## **FOREWORD**

The educative community gathers pupils and all those who in LFIB or linked to it, are part in pupils’ education.

Within this educative community, it is necessary to clearly define the operating rules, and the rights and duties of every member: this is the object of school rules.

Set-up and reviewed with every actor of the educative community, those school rules comply with Thai and French decrees and regulations about schools.

Through their application mode, school rules make pupils responsible, and have them learning social life, citizenship and democracy.

The Conseil d’Etablissement approves the general and permanent measures which allow every member of the educative community to be aware of the basis which guide daily life in the establishment. It also approves the individual decisions made by the Headmaster to apply those rules.

School rules’ normative and legal dimension implies that every adult can refer to it to prove his/her authority, preferring every one’s responsibility and involvement.

Every member of the educative community has to be convinced simultaneously of the intangibility of those measures, and of the necessity to adopt rules that are formerly defined in a collective way.

The French educative public service lays on specific principles and values that everyone has to respect inside the establishment: neutrality, secularism, work, attendance and punctuality, tolerance duty and others’ respect in their personalities and their convictions, chances and treatment equality between girls and boys, guarantee of protection against any psychological, physical or moral violence, and the resultant duty for everyone not to use any violence. Mutual respect between adults and pupils, and pupils between them, is also one of the pillars of collective life.

Primary school adopts school rules in compliance with the establishment’s ones, and is adapted to its operating mode and to its pupils’ age.

## **1. PUPILS' RIGHTS AND THEIR TERMS OF USE**

Every pupil of the establishment has individual and collective rights

### 1.1. Individual rights

Each pupil of the establishment:

- Has the right to his physical and moral integrity respect.
- Has the right to his freedom of conscience.
- Has a right to education which encloses a right to an orientation advice.
- Has a right to his work and goods respect.
- Has a right to be informed.

### 1.2. Collective rights

#### 1.2.1. Oral communication right

Collective rights depend on pupils' academic level

- At College level the collective spoken communication right applies through "délégués de classe" who collect their class mates' opinions and propositions, and communicate them to the "Conseil de Classe" or "Conseil d'Établissement".
- The collective communication right may also apply through the "Conseils de vie collégienne" (CVC) and "Conseils de vie lycéenne" (CVL) who communicate advices and propositions to the Headmaster and Conseil d'Établissement, according to the frame of the circular 1548, dated July 20th, 2017.

Those councils have a proper budget, managed by the pupils and on Headmaster's approval. The Headmaster heads the CVL and CVC.

Lycéens may also communicate through a student association specific to the establishment (refer to the "Implementation of a student association" paragraph).

The "délégués des élèves" (college and lycée), the CVL, lycéens' associations, and any lycéen individually are allowed to use the billboards which are devoted to pupils.

Freedom in the use of billboards has to respect 'secularism', 'pluralism' and 'neutrality' principles. Every display has to be endorsed by its author(s), or has to bear the logo the association which is its author.

Any document that would jeopardize public peace, educative community peace, or persons' rights will be removed; within 24h a display refusal will be justified and notified in a written form, to the authors by the competent administrative authorities. The authors are allowed to appeal the display refusal to the Headmaster.

#### 1.2.2. Meeting right

Meeting right depends on pupils' academic level:

At College level it only can be applied by "délégués de classe".

At "Lycée" level it may be applied by any "lycéen".

Any meeting requirement has to be submitted to the Headmaster's (or his deputy's) approval". It will mandatorily have to be presented in a written form, précising: the purpose, place, date and expected time of the meeting, the organiser's identity.

The Headmaster will have a 3 days' delay to examine this request.

For a meeting to be authorized by the Headmaster, its purpose has to be: pupils' information, or current events matters (politic, economic, social, sportive ones). They must be of general or academic interest. Pluralism, Thai regulations, secularism and neutrality principles have to be respected.

Physical organisation, safety and insurance conditions will be examined, as well has the schedules that will have to suit timetables (out of courses hours).

Advertising, commercial activities, and any kind of propaganda and proselytism are forbidden.

No answer within the defined delay will be agreement. Refusal, or place, date, time, etc... changes will have to be notified and justified in a written form.

The organisers may appeal the refusal to the Headmaster.

#### 1.2.3. Publishing right

Publications (flyers, newspapers, magazines...) written within the LFIB may freely be displayed through the establishment according to the French law dated

July, 29th, 1981 about press freedom. No need of authorization, nor prior control are necessary to enforce this freedom. Pluralism has to be respected. Several publications may coexist in the same establishment if the pupils wish so. It is therefore recommended to link this publication to a school activity that will be supervised by a teacher.

A newspaper creation does not require any prior juridical frame, as an associative one for example

Lycéens must be fully aware that publication right enforcing has to be strictly compliant with Thai regulations and with the French frame of private life, neutrality and secularism respect.

Writers' individual accountability is committed before Thai courts, for their publications, whatever they are, (even anonymous) both in civil and penal terms. In the case of non emancipated minor pupils, responsibility may be transferred to their parents according to Thai justice's understanding.

## **2.2. PUPILS' DUTIES**

### 2.1. Attendance

Pupils enrolled at LFIB have to attend all the activities that correspond to their school pathway, and are organized by the establishment on their school time. They also have to perform every action that arises from that.

Regular attendance of LFIB is mandatory, according to current regulations.

Pupils having repeated and non justified absences will be sanctioned.

Pupils' attendance to table assignments and mock exams is mandatory.

### 2.2. Lateness, absence

Every pupil being late, has mandatorily to go to the Vie Scolaire Office. This service will allow the pupil to go to classroom with a slip, or will have him stay in supervised study till the next course.

Pupils are not allowed to leave school premises before end of courses, except on written demand from their parents.

Absences have to remain exceptional. They have to be communicated as soon as scheduled, and justified by a note from the parents in the correspondence booklet, on the very morning of pupil's return. It has to be shown to Vie Scolaire before the pupil comes back to courses.

Table Assignments (Devoirs Sur Table – DST) at Lycée and mock exams (baccalauréat and brevet) :

Any absence that will not be justified in a written form (doctor's note, official convocation), will be subject to an academic answer in accordance with the ministerial notice 2011-111, dated 2011, August, 1st.

### 2.3. General behaviour

Daily life obligations at LFIB suppose the respect of school rules or of operating rules, to ensure the collective life the academic community. These duties are mandatory for every pupil. Pupils have to respect every member of the educative community, either their persons or their properties. Courtesy and politeness are the norm regarding interpersonal relationships

Pupils must refrain from any behaviour, gesture or word that would impair the function or person of an adult or one of their classmates.

-No violence will be exercised, under any form (verbal assaults, threats, bullying, racketeering, hazing...).

As they are hosted in a foreign country, pupils have to take care of the image they give of themselves, the establishment and their country.

The lycée is a work place. A decent, correct and clean wearing is required:

The following are not allowed:

- Visible underwear
- Tops that show belly or naked back
- Tee-shirts showing inappropriate entries (insults, drugs..)
- Tank tops
- Shorts that do not cover upper thighs
- Flip flop shoes (except in case of injury or strong rains)

In case of disrespect of these bans, an appropriate cloth will be lent to the pupil (blouse, sarong, etc...)

On school trips, pupils are required to wear LFIB's polo shirt.

Pupils have to take care of buildings, places, devices, particularly in dedicated rooms as laboratories, data processing rooms, and more generally of surroundings.

Any voluntary damage – destruction (breakings, graffiti, etc...) will be submitted either to punishment or sanction according to the operating context). In case of replacement or mending of damages, families will have to cover the expenses.

Class entries and leavings, movements, inter-courses have to occur in a calm way.

During break times, dangerous games are prohibited. Floors access is not allowed. Access to sports devices is allowed only if an adult is present

#### 2.4. Trips

For Collégiens from 6e to 3e:

In case of scheduled absence of a teacher at the beginning of the day, pupils may arrive only on the first course time (with their parents' agreement and liability disclaimer from the establishment).

After families' agreement and liability disclaimer, they will be allowed to leave the establishment in case of teacher's absence, when it takes place at the beginning or at the end of the day.

For Lycéens from 2nde to terminale:

Lycéens' exit is not allowed before 12:10, except in an exceptional or emergency way, on express written request from the family through the correspondence booklet, or mail to Vie Scolaire.

Lycéens' exit in the afternoon is tied to the yearly authorisation of this family solely on supervised study hours, or in case of absence of a teacher in the afternoon.

Exit is not allowed during afternoon break (from 3:00 to 3:10 pm), if the pupil has a course in S2 and S3.

Operating modes are defined by the Vie Scolaire. Establishment's liability is released when pupils are out of walls.

A Vie Scolaire contract will be set between pupils and the establishment

By default, all legal representatives are deemed to agree this mechanism. In opposite case, families will have to express their disagreement in a written form.

### **3. SCHOOL LIFE**

#### 3.1. Applicable timetables

Activities take place from Mondays to Fridays, according a schedule communicated to parents at the beginning of school year. When possible, changes in time schedule are notified to families in advance. Pupils have to respect LFIB's timetables. They are allowed to enter the lycée, only starting 7:15 a.m., when they are invited to do so by the Welcome Staff:

Lycéens and their teachers to proceed to classrooms.

Collégiens to rank at the foreseen places, and teachers to go and pick up pupils.

Courses are beginning 3 minutes after.

Everyone is responsible for timetables respect

	DAILY TIMETABLE
M1	08:00 - 08:55
M2	09:00 - 09:55
Break	09:55 - 10:15
M3	10:15 - 11:10
M4	11:15 - 12:10
Meal	12:10 - 13:05
S1	13:05 - 14:00
S2	14:05 - 15:00
Break	15:00 - 15:10
S3	15:10 - 16:05
S4	16:10 - 17:05
S5	17:10 - 18:05 solely for the sports option at Lycée

### 3.2. Half-board

Half-board is mandatory till 3e. From Lycée level, pupils register for the whole year for the days they choose. They also have the opportunity to buy meal-tickets

### 3.3. School transportation and optional activities:

Services are proposed to the families and they have their own rules.

### 3.4. Second cycle foyer and work space for Lycéens:

Those places are opened to 2nd cycle pupils (from 2nde to terminale) only.

The foyer is a relaxing spot, the work space is a place of study for the ones who wish so. They may be occupied during breaks, half-board time, and permanences.

LFIB's school rules will apply to.

### 3.5. Health, prevention, safety

#### 3.5.1. Health

An infirmary is available during the opening hours of the establishment. Pupils may go to the Infirmary during breaks. During courses, the authorization to do so is given by the teacher.

Sick pupils are accompanied by a Délégué de classe. Every entry into the Infirmary is noted. Medicines cannot be delivered to pupils except upon medical prescription.

Any person, pupil or staff of the establishment, suffering from a communicable or parasitic recognized disease, has to immediately warn the establishment.

A non-contagion certificate will have to be produced upon coming back to the Lycée.

#### 3.5.2. Point-Ecoute

The Point-Ecoute Manager receives the willing pupils when they meet personal difficulties. These interviews are confidential and are aimed at helping the students to overcome their difficulties. A letter box and a mail address

(poincoute@lfib.ac.th) are at students' disposal. Parents also may ask for support and advice to the welcoming person.

#### 3.5.3. Tobacco

Tobacco use is forbidden within the establishment.

#### 3.5.4. Alcohol and illicit products

Entry, sales and consumption of alcohol or illicit products are strictly forbidden within the establishment. Same rule applies to school exits.

In the context of 'Fighting against illicit products consumption' program, urine tests are made for students from 3e to terminale. According to its prevention policy support, the Lycée supports the costs of urine tests.

By definition this mechanism includes the whole students of the concerned classes. If the legal representatives do not wish their child to be tested, they will have to write a dated and signed document to the attention of the Headmaster. This request will have to be renewed on each school year.

The random draw of the involved students will be made before LFIB's, parents' and students' representatives.

After an analysis are made to detect THC (TetraHydro-Cannabitol), opioids and amphetamins, results will be communicated to the families, solely them, through the channel of a bound to professional secrecy referent. In case of positivity the referent will inform families about care and follow-up opportunities. The management of the establishment is solely informed of the statistic global result of the test, but not of positive students' names.

For safety reasons it is forbidden to:

Bring to the Lycée true or fake weapons, dangerous products that may cause injuries or produce fire, and in a more general way any object without any direct connection to school life.

As grounds around the Lycée are marshy ones, it is strictly forbidden to pupils to climb up the fence, whatever is the reason.

It is absolutely forbidden to manipulate the red valves and the fire extinguishers, in and out of the premises, wherever they are.

The establishment will not be responsible for any degradation or loss of pupils' belongings. A locker is available to every pupil.

### 3.5.6. Insurances

In the event of an accident, every pupil is insured for civil liability and complementary insurance by the establishment. At the beginning of each school year, families decide which option they choose (the basic option is fully covered by the establishment; regarding the options, which provide a higher refund level in the event of an accident, complement is covered by families). This insurance is not a health/sickness/accident one).

The health/sickness/accident insurance is essential and is of parents' or legal representatives' liability.

The health/sickness/accident insurance is mandatory in case of a travel including an overnight stay.

### 3.5.7 Use of the lift in Secondary's building

Lift use is reserved to persons who cannot reach the floors by using the stairs. Its use conditions are defined by the Vie Scolaire.

### 3.6. Work internships

At the end of 2nde, within the Parcours Avenir and in order to help pupils to set-up their personal academic orientation project, a work internship is foreseen, to allow them an approach of professional activities and of social and economic environment, that is to say of work conditions knowledge.

2nde pupils freely chose their internship domain and do the appropriate steps to have an internship contract signed by the welcoming company.

The trainee, following a monitoring matrix, will make an oral presentation of his internship report in front of a jury, who will evaluate the internship report and the oral presentation.

### 3.7 Mobile phones and music players

Phone calls: are forbidden within the establishment whatever be their form (telephone, MS, internet...)

Mobiles phones are allowed only in the foyer des lycéens (internet use, messages). Oral conversations remain forbidden.

In classrooms every connected electronic device – as mobile phone or music players – has to be off, and stored.

In case of non-compliance with these rules, devices will be confiscated and given back to their owners by the end of the day, according to timetable. A handover document will be filled and families will be warned. In the event of a recurrence, the device will be given back to the family.

### 3.8 Personal surveyed work (Travaux Personnels Encadrés – TPE)

According to Nr 96-248 circular, and in the context of TPEs, 1ère students are allowed to go out of the establishment alone, during the time dedicated to this activity, and if necessary according to the settlement implemented by the implied field of study teachers.

During this time, their supervision is of families' liability.

It has to be mentioned that within the Lycée they are under:

- The teacher's supervision in the classroom
- CDI manager's supervision
- Vie Scolaire's supervision for any other move

### 3.9 Physical and Sports Training (EPS)

3.9.1. Long time exemption (more than one week) has to be justified by a medical certificate precising the duration; in the event of exemption for more serious injuries, an activities' resuming certificate is mandatory. A punctual absence will have to be justified by parents in a written form. Hereafter, a medical certificate will be asked for.

In the event of a punctual exemption, pupils will attend the course, without participating in physical activities.

3.9.2. Physical Training wearing. It is mandatory and has to include:

For EPS course, the shirt of the lycée (or a tee-shirt) and white or black shorts (or cyclist). Track suit is admitted (pupils have to change clothes after each course, and shower is mandatory after 2 hours courses). They have to carry their stuff in a bag.

Sports shoes with clear non-marking soles are mandatory in the gymnasium.

In the event of outdoor activities, pupils will have to bring a cap. The wearing of this cap may be required by the teacher.

For swimming: swimming trunks, boxer or cyclist fit for swimming – a swimming cap – swimming glasses.

### 3.10 Evaluation

LFIB's supervisory system is based on continuous examination, according to the in force texts.

Bulletins and records comply with the juridical context of the French national education.

Concerning the 3rd Cycle (6e) families can access the unique school record on each quarter's end (electronic form)

Concerning the 4th Cycle (5e to 3e) families can access a quarterly bulletin through Pronote and to the unique school record (electronic form)

Concerning Lycée, families can access a quarterly bulletin through Pronote.

Pronote: please refer to Chapter 4: "Dialogue with families"

Concerning the 2nd Cycle, a pedagogic control is performed through:

Table assignments (Devoirs sur Table – DST) in a limited time, and conditions corresponding to the exam ones. They are mandatory. One DST/month may take place on Saturday morning.

A non justified absence to a DST or mock exam may be sanctioned if the reason is not judged reasonable

Lycéens and their parents sign a DST rule at the beginning of the year.

## **4. 4. DIALOGUE WITH FAMILIES**

The Parents/Teachers dialogue has to be courteous, notably in e-mails.

Data Processing device is favoured in relationships between the establishment and families:

Web Site – teachers' professional addresses – mail alerts.

The Internet application PRONOTE allows the parents to follow their children's school life: actualities, marks, orientation, absences and lateness, timetables, courses and work to be done, punishments and sanctions, teachers' foreseen absences and their possible replacement.

Pupils remain the only responsible persons for their noting of work to be done, and lessons to be learnt on their agenda.

Through the year, meetings will be held to allow parents to individually meet each teacher.

The Headmaster and the primary grades Director will meet parents during LFIB's opening hours and if possible on appointment.

Parents who personally want to talk with teachers, may only do it on appointment and out of school time. In order to do so, they will use the Carnet de liaison. They are not allowed to disturb teachers on school time.

The Headmaster, the primary grades Director, one class teacher or the Teachers' council may, if needed, gather one or several classes' pupils' parents.

A Class council (Conseil de Classe) gathers quarterly. By the end of it, the Head teacher may, if necessary, meet families.

Are at parents' disposal:

-Written administrative documents which are given to children. Those have to be returned to the Lycée when their advice or agreement is required. In any case the Carnet de Liaison will have to be signed by the parents.

-Display boards at entry level are deserved to Parents' associations and groups.

-The on-line class textbook on the website of the establishment. It does not replaces pupils' textbook.

Pupils' carnet de liaison is aimed at connecting families and establishment. It also gives information about their children's behaviour to the parents. Inside the lycée it is the pupils' ID Card. Having it in one's bag and presenting it to any adult requiring so is mandatory.

On severe events occurring outside the lycée, any decisions of early departure, temporary closure, or others, are made in collaboration and on French Embassy's agreement.

## **5.5. SCHOOL RULES IMPLEMENTATION AND SANCTIONS**

Pupils have to respect School rules and their obligations.

In case of non-respect of these obligations, punishments and sanctions may apply.

Dialogue with families is always looked for, punishments and sanctions always have an educative purpose aiming at pupils' empowerment.

Lack of respect to an adult of the establishment, whatever his status is, is considered as a heavy fault.

### 5.1. Punishments

They are an immediate response, given by the staff of the establishment, to minor breaches of pupils' duties, and of disturbance in the life of the establishment.

Those punishments are:

.Registration on the carnet de liaison

.Verbal or written apologies

.Additional homework with possible retention

.Punctual exclusion from a lesson (they remain exceptional and the pupil is cared after by la Vie Scolaire, a written notice is made to CPE and to Headmaster)

.Retention upon teacher's or educative community member's request. They consist of .some work to do, given by the requester.

### 5.2 Sanctions

They are a response to aggression towards school staff or school property, and pupils' serious failure to meet their obligations. They are legal (they are part of

school rules), they respect the adversarial principle (pupils' expression). They are commensurate with the breach and they are individual.

Sanctions are

. Warning

.Reprimand

. Accountability measure, at LFIB consists in participation in community service.

.Temporary suspension from class, up to 8 school days.

. Temporary suspension from the establishment or one of its annex services up to 8 school days.

. Permanent suspension from the establishment or one of its annex services.

Sanctions may be suspended or not.

Disciplinary sanctions are registered into the pupils' school file for one year.

They are imposed by the Headmaster or the Disciplinary Board, except for the permanent suspension one that is decided by the Disciplinary Board only.

### 5.3. Alternative measures

For Lycéens a temporary or definitive ban of exit right may be proposed

### 5.4. Educative commission

It studies the situation of pupils whose behaviour is unsuitable to school life rules, and looks for an educative response.

Its composition is decided by the Conseil d' Etablissement at the beginning of school year. At least one teacher and one Pupils' parent are part of it.

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School rules are inserted into the carnet de liaison. Pupils' and parents' signatures prove their right understanding and their agreement.

School rules are also available on the website of the establishment



On school entry day, extracts are read, explained and commented under Head teacher's supervision.

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We have taken note of Lycée Français International de Bangkok's school rules, and their appendix (including data processing chart)

Date: \_\_\_\_\_

Pupil's Legal Representatives' signature:

Pupil: \_\_\_\_\_

Legal Representatives: \_\_\_\_\_