

INTERNAL REGULATIONS

Lycée Français International Georges Pompidou

Prepared by:	CPE	Date: 22/10/25
Approved by:	Head of School	Date: 22/10/25
Last reviewed on:	22/10/2025	
Next review due by:	22/10/27	

PREAMBLE

The Lycée Français International Georges Pompidou (LFIGP) in Dubai is a place of learning and knowledge, practical skills and personal development. It provides this education during the school periods defined by pupils' timetables, during Student Life periods, and through the various activities organised by the school.

The Lycée Français International Georges Pompidou is managed by a parents' association and is a partner of the Agency for French Education Abroad (AEFE). As such, the school's Internal Regulations are founded on specific values and principles that everyone must respect:

- Respect for the principles of LIBERTY, EQUALITY AND FRATERNITY.
- The RIGHTS and DUTIES of CITIZENS who are members of the educational community:
- Respect for the environment, premises and equipment made available to the community.
- A duty of tolerance and respect for others, both as individuals and in their convictions.
- Secularism and political, ideological and religious neutrality.
- Work, attendance and punctuality.
- Equal treatment of girls and boys.
- Protection against every form of psychological and/or physical violence.
- Mutual respect between adults and pupils and among pupils themselves, as the foundation of community life.
- Freedom of information and expression, with due respect for the principles stated above.
- Education for responsibility.

These considerations are particularly important because LFIGP educates not only pupils of French nationality but also pupils from other French-speaking and non-French-speaking communities. Everyone must demonstrate political, ideological and religious neutrality; acts of proselytism are not tolerated within the school.

Every LFIGP pupil must help make the school a place where a love of learning is acquired through high standards and the quality of one's work.

As members of the educational community, pupils exercise RIGHTS and are subject to OBLIGATIONS specified in these Internal Regulations. Exercising these rights and meeting these obligations help prepare pupils to fulfil their responsibilities as citizens.

The Internal Regulations establish the principles and rules of the school community. Their purpose is to ensure and guarantee the safety of the people who work in and contribute to the proper functioning of the school. Every member must understand both the value of these provisions and the need to apply the collectively defined rules.

Enrolling a pupil at the school constitutes acceptance, by the pupil and by their parents or guardians, of the principles and procedures defined in these Internal Regulations.

Within LFIGP, pupils must always carry their school correspondence book. It must be shown EVERY morning at the gate, whenever requested by a member of staff—teachers, Student Life personnel or administrative staff—and regularly checked and signed by parents.

If a pupil forgets the correspondence book, they must report to the Student Life Department, which will issue a form authorising entry to class. When leaving the school, the pupil must hand this form to the education assistant supervising departures. The omission will be recorded in PRONOTE.

Repeated omissions will be punished.

If the correspondence book is lost, parents may request a replacement in writing. The pupil will be given one week to look for the missing book.

The entire school community is expected to respect ethical principles based on civic values.

I. RULES GOVERNING SCHOOL LIFE

A. How the school operates

Violence

- Physical, verbal and psychological violence is not tolerated. Mockery, discriminatory comments—including comments presented as games or jokes—blows of any kind, and insults are unacceptable between pupils and, more generally, anywhere within the school.
- Complicity in or encouragement of physical or psychological violence, including comments or encouragement, will be subject to sanctions.
- No pupil may remain a passive witness to physical and/or psychological violence. Any such act must be reported to a trusted adult.
- Any violent behaviour, whether described as aggression or defence, will be sanctioned. Adults are responsible for resolving every form of violence.
- Inappropriate use of social media for insults, denigration, mockery or any attack on a person's integrity must be reported and sanctioned.

Community life

- Everyone must promote fraternity, particularly kindness towards younger pupils.
- Collective interests take precedence over individual interests.
- Everyone must respect school property: equipment, furniture, classrooms, toilets and all shared areas made available to pupils.

The environment

Cleanliness:

- Everyone must put their rubbish in a bin; this is not the duty of the maintenance staff alone.

Waste prevention:

- In the school restaurant, everyone must avoid waste by taking only the amount of food they need.
- Everyone is responsible for switching off lights, computers and air conditioning when leaving a room.
- Air-conditioning thermostats may be adjusted by staff only, not by pupils.
- Water is a scarce resource that must be conserved, as must paper.

1. School hours

- The school is open from 7:15 a.m. to 5:45 p.m., Monday to Thursday, except for special activities.
- The school day is divided into periods. The first period begins at 7:45 a.m.; the final period begins at 4:25 p.m.

- On Fridays, the school is open from 7:15 a.m. to 12:00 noon.
- Saturday mornings may be used for supervised tests for examination classes.

TIMETABLES AND MOVEMENT WITHIN THE SCHOOL

As stated in the Internal Regulations, pupils must arrive within five minutes of the first bell.

Pupils and their families are reminded that temporary or permanent timetable changes may occur during the school year.

Consequently:

- Every pupil is responsible for checking PRONOTE every evening for possible changes.
- Changes may be made within LFIGP's operating hours, from 7:45 a.m. to 5:20 p.m.
- Attendance at an added lesson and/or educational activity takes priority over any outside activity.
- Any pupil who misses the school bus must report to a school adult—Student Life, administration or security.
- No pupil is authorised to remain at school beyond its opening hours.

2. Movement within the school

- Pupils must use the designated entrances and exits.
- They must move to their next location during the five-minute changeover between classes.
- All movement must take place calmly, including during personalised support and supervised project periods.
- During lesson times, morning break and lunch breaks, pupils may not remain on upper floors, in corridors, on the ground floor circulation areas or beneath the dome.

ACCESS, SPORTS AREAS AND AUTHORISED DEPARTURES

- Skateboards, roller skates, shoes with wheels and any other wheeled or roller-based objects may neither be used nor brought into the school.
- During lesson periods, access to PE areas is restricted to pupils attending PE lessons.
- Pupils may use the basketball or football courts when they are free. This permission may be suspended by Student Life staff, in agreement with the school management team, in the event of inappropriate behaviour or insufficient schoolwork.
- The football and basketball courts may be used during lunch break and are the only areas designated for ball games.
- Access to the school is controlled. Parents and visitors must report to reception, where the receptionist will issue a visitor badge.
- Former LFIGP pupils may consult the visitor protocol on the LFIGP website.

3. Departure arrangements

To leave the school, pupils must show their correspondence book at the gate to a member of the Student Life or management team.

If the book is not presented, the school reserves the right to keep the pupil at LFIGP for up to two hours while the necessary departure checks are carried out. Pupils will be allowed to inform their families.

3.1 Lower-secondary pupils: Years 6, 7, 8 and 9

General rule:

- Lower-secondary pupils must attend from 7:45 a.m. until the final lesson shown on their timetable.
- During lessons, pupils are under the teacher's responsibility.

During scheduled or unscheduled study periods, pupils must go to supervised study rooms and are under the responsibility of an education assistant.

Exception:

- Following a timetable change, a pupil may leave earlier only if the parents have completed all relevant parts of the correspondence book in advance, including signatures, photograph, timetable and collection authorisation.
- On departure, pupils must be collected either by a person named in the correspondence book or by the school bus.
- Otherwise, they must go to a study room and wait until their normal departure time. Under no circumstances may they wait unsupervised in the car park.

Any unauthorised departure is recorded as “truancy”—being away from class without permission—and sanctioned according to the rule: one hour missed equals two hours made up in detention.

3.2 Upper-secondary pupils: Years 10, 11 and 12

General rule:

- Upper-secondary pupils must remain at school from the beginning of their lessons until the end.
- During lessons, they are under the teacher’s responsibility.
- During scheduled or unscheduled study periods, they may go to the upper-secondary study room, the Documentation and Information Centre (CDI), or the Upper-secondary Pupils’ Common Room / Maison des Lycéens.

Exception:

- Following a timetable change, a pupil may leave earlier only if the correspondence book has been properly completed, including signatures, photograph, timetable and collection authorisation.
- After leaving, pupils must be collected by a person named in the correspondence book or by the school bus.
- Early departure must not lead to gatherings around the school entrance or car park.
- Conduct that damages the school’s reputation will result in the withdrawal of this permission from the pupils concerned.
- The Head of School may suspend upper-secondary departure permissions at any time for safety reasons.

Any unauthorised departure is recorded as “truancy” and sanctioned according to the rule: one hour missed equals two hours made up in detention.

4. Wearing the school uniform

The uniform symbolises belonging to the school community. Like membership of a team, wearing the LFIGP uniform should be a source of pride and honour for every pupil.

Pupils must wear the uniform supplied by the school’s approved provider and wear it as designed. In the event of disagreement over the interpretation of the uniform rules, the Head of School has authority to decide, in accordance with the School Council’s decision.

SCHOOL UNIFORM, PROHIBITED SUBSTANCES AND SOCIAL MEDIA

The pupil uniform consists of

- An LFIGP white polo shirt or white shirt, buttoned up to the second-to-last collar button.
- A plain white T-shirt may be worn underneath the shirt, provided that the shirt remains buttoned.
- The LFIGP cardigan or jumper.

For boys:

- LFIGP trousers or Bermuda shorts worn at the waist. Bermuda shorts must not be rolled or worn as short shorts.

For girls:

- LFIGP trousers or skirt. The skirt must be knee-length or longer, and the skirt slit must be worn at the back.
- Bermuda shorts must not be rolled or worn as short shorts.

For everyone:

- Smart shoes or trainers.
- Uniform items may be altered for fit, but the design must never be modified.
- The uniform is compulsory within the school and on educational outings.

Failure to comply with the uniform requirement

Failure to comply will lead to an appropriate response, such as a written observation, punishment or warning. If the successive measures taken produce no result, the pupil may be placed in supervised study and, where appropriate, excluded for the day.

PE kit consists of the LFIGP sports polo shirt and LFIGP sports shorts or tracksuit. Sportswear is not permitted outside PE lessons.

If PE is scheduled in the first lesson, the pupil must change in the changing rooms and must not enter through the school gate wearing sports kit.

5. Tobacco, alcohol, drugs and e-cigarettes

Smoking is prohibited within and around the school. Bringing, selling or consuming alcohol, drugs of any kind, or similar products is also prohibited.

Any breach of this article will be sanctioned by temporary or permanent exclusion from the school. Pupils and parents, especially families newly arrived in the country, are reminded that local laws are extremely strict in this area. Information about the possible criminal penalties may be consulted on the website of the French Embassy: <http://www.ambafrance-eau.org>

6. Use of social media

Because of the growth of social-networking sites and the risk of offensive or defamatory messages that attack the integrity of pupils or members of LFIGP, the school has a duty to inform the whole community that:

- Families who believe their children are being targeted by defamatory comments are free to notify the local authorities.
- The school reserves the right to take disciplinary measures against any pupil identified as the source of defamatory messages.
- Families are asked to raise their children's awareness of these risks.
- Pupils must consider the impact of the messages they post, remain respectful and comply with the law of the United Arab Emirates.

B. ORGANISATION OF STUDENT LIFE

Time outside lessons is organised by the Principal Education Advisers (CPEs) and their team of education assistants.

Student Life staff support pupils as they develop into responsible citizens, in close cooperation with teaching teams. With the help of all adults in the school, the department ensures compliance with the rules that promote living together. It also oversees attendance and punctuality, which are essential to success.

1. Managing absences and lateness

Attendance and punctuality are fundamental rules that pupils and their families must strictly respect. Attendance in lessons is compulsory and takes priority over any extracurricular activity.

Teachers are responsible for taking attendance at the beginning of every lesson. Any abnormal situation is immediately reported to Student Life.

1.1 Absences

- Every absence must be reported by the legal guardian by telephone or email on the same day and justified when the pupil returns.
- Before returning to class, from 7:30 a.m. onwards, the supporting document must be approved by the Student Life Office manager.
- The correspondence book must then be shown to the teacher.
- Unjustified absences may ultimately lead to a punishment or disciplinary sanction.
- For a foreseeable absence based on an acceptable reason, the school must be informed in advance through the correspondence book. The pupil must present the completed absence slip to the Student Life Office.
- Without the required authorisation, a pupil may be punished, refused entry to class and sent to supervised study.
- In the pupil's educational interest, medical and other appointments must be arranged outside school hours.
- Early departure for holidays is recorded with the reason "not acceptable."
- Under the authority of the Head of School, CPEs determine whether reasons for absence are acceptable in accordance with applicable rules.
- In exceptional circumstances, a pupil may leave before the end of lessons after obtaining written authorisation from a member of the management team or a CPE. The family must complete the relevant release form in the correspondence book.

1.2 Lateness

- All pupils must be at school from their first lesson until the final lesson on their timetable.
- Everyone must strictly respect these times and arrive punctually for every lesson or activity.
- Pupils must arrive in class within five minutes of the first bell.
- Any pupil arriving after the normal lesson start time must go directly to the Student Life Office to have a late-arrival slip approved before entering class.
- More than ten minutes late: the pupil remains in supervised study, except where a school bus is late for the first period.
- Lateness must remain exceptional.
- Frequent lateness—three late arrivals within one month—and/or three unjustified late arrivals within a term results in punishment.
- Three unjustified and/or abusive late arrivals in less than one month result in two hours of detention.

Adult pupils may justify their own absences and lateness with parental agreement. Parents will nevertheless be contacted if difficulties arise in monitoring the pupil's attendance or punctuality.

2. Hygiene and health

Everyone must come to school in a good state of health and cleanliness. The infirmary is a place for treatment, reception and information; its opening hours must be observed.

HEALTH, PREMISES, EQUIPMENT AND PERSONAL PROPERTY

2. Hygiene and health — continued

- Except in emergencies, visits to the infirmary must take place outside lesson times.
- In the event of illness or an accident, the pupil is escorted to the infirmary by another pupil and carries the correspondence book signed by the teacher.
 - If the pupil cannot move, the school doctor or nurse must be alerted immediately.
 - If no serious or urgent condition is identified, the pupil may be released to the family for health reasons. Health staff contact the family so that the pupil can be collected.
 - Once admitted to the infirmary, a pupil may not leave the school without prior approval from health staff, who alone are authorised to contact the family about an early departure from the infirmary.

Medication:

- Pupils must not keep medication in their possession.
- If treatment requires medication during school hours, the family must provide the medication and prescription; it will be taken under the supervision of the nurse or school doctor.

Contagious illness:

- The nurse or school doctor may require a pupil to leave the school.
- Following exclusion for a contagious illness, the pupil may return only after presenting a certificate confirming that they are no longer contagious.
- Parents must report any contagious illness occurring at home. Failure to do so may engage their liability towards third parties.

Serious accident:

- The pupil is taken to hospital as an emergency and the family is informed.

At the start of the school year, families receive an information form for the infirmary setting out the measures to be taken in the event of illness or accident, emergency contact numbers and the hospital to which the pupil may be taken. Parents must complete it during the first week of school. If the form has not been provided, the Head of School decides what action to take after consulting health staff. Parents bear responsibility for difficulties caused by failure to provide the information required under this article.

3. Premises, equipment and use of personal property

Everyone must respect the environment within and around the school. No object or waste may be thrown on the ground; it must be placed in the bins provided.

3.1 Use of school spaces

- Keeping premises, furniture and equipment in good condition contributes to everyone's comfort and to the quality of the learning environment.
- All users must remain vigilant.
- Any deliberate damage will be sanctioned, and the cost of repair or replacement will be charged to the family.
- Pupils must leave classrooms and study rooms clean and tidy.
- Pupils may handle audiovisual, laboratory, IT and CDI equipment only under the supervision of a teacher or librarian.
- Movement across the courtyard must follow the paved paths.
- Damage or disposal of waste outside bins will be sanctioned by community-service work.
- Carrying or transporting dangerous objects and products is strictly prohibited.

3.2 Personal property

- The use of mobile phones and electronic devices such as tablets and earphones is strictly prohibited throughout the school, whether receiving or transmitting.

- Devices must be switched off and stored in school bags.

- In the event of a breach, the device will be confiscated, kept in the school safe under the applicable procedure, and returned to the parents.
- The pupil may also be sanctioned.
- A collection slip will be given to the pupil.

LOSS OR THEFT, SAFETY AND ACADEMIC WORK

3.3 Loss or theft

- The school accepts no responsibility for the loss of money or objects, whether valuable or not.
- Parents are asked not to send pupils to school with large amounts of money or expensive items that could attract theft.
- Pupils are strongly advised to take care of their belongings.
- Individual lockers are available and remain under each pupil's responsibility.
- Any loss or theft must be reported promptly to the teacher during a lesson or to the Student Life Office.
- The school cannot be held liable for theft committed by a third party.

4. Safety

Safety education is a general, constant and priority objective of the school.

Fire:

- Simple safety rules, particularly fire-safety rules, are displayed throughout the premises.
- Fire-evacuation procedures are displayed in every room.
- Three evacuation drills are planned each school year—one per term.

Dangerous products:

- Teachers display specific instructions governing the use of dangerous products and equipment in the rooms where they are stored.

Parking:

- Pupils must not remain in areas designated for vehicle parking, including bus, staff and family car parks.

Safety around the school:

- Families or their representatives must drop off and collect pupils safely.
- Pupils are strictly forbidden from entering a vehicle that is still in a traffic lane.
- For safety reasons, pupils are strongly advised not to cross traffic lanes to reach a vehicle.

C. Organisation of studies, services and activities

1. Monitoring work and knowledge

- The pupil's first obligation is to complete the schoolwork required for academic success, both in and outside class.
- Pupils must complete all assigned written, oral and group work, including supervised tests and mock examinations.
- After an absence, pupils must catch up on lessons and complete assigned work.
- Whether to organise a replacement assessment for a test missed because of an acceptable, justified absence is at the teacher's discretion.
- Depending on whether the reason is acceptable, the teacher, in agreement with the CPE, may offer the pupil a graded resit.

- An absence from that resit without an acceptable reason results in a mark of zero.
- A pupil who is present on school premises but deliberately misses an assessment receives a mark of zero as a sanction.
- A pupil absent without an acceptable reason during the 24 hours before a test may be refused permission to sit it.
- If too many test absences are recorded, the class council may decide that no average will appear on the report card. The report will state that the number of assessments is insufficient to provide a meaningful average of the pupil's level.

2. Positive measures

The educational community promotes positive initiatives involving solidarity and responsibility and recognises pupils' sporting, artistic and civic contributions.

Academic awards:

- Congratulations: awarded by the class council to a pupil with an overall average of at least 16/20 and exemplary civic conduct.
- Commendations: awarded by the class council to a pupil achieving very good results in the great majority of subjects.
- Encouragement: awarded by the class council to a pupil whose conduct and/or commitment deserve recognition.

EDUCATIONAL SUPPORT, STUDY ROOMS, CDI AND SCHOOL SERVICES

3. Educational support programmes

The class council or its chair may require a pupil to take part in educational support programmes such as:

- Devoirs faits — supervised homework support.
- French as the language of schooling.
- Compulsory study periods.

Attendance is compulsory during school hours. Any absence will result in punishment or disciplinary sanctions.

4. Study rooms

Lower-secondary supervised study rooms:

- Study rooms are places of work; silence is required.
- Pupils are supervised by an education assistant during periods 1 to 4 and 7 to 9.
- During periods 5 and 6, pupils may use them for independent or group work.
- Punctuality is required, and pupils must arrive within five minutes of the bell.

Upper-secondary study room:

- To develop responsibility and independence, upper-secondary pupils may work in their designated study room when it is available.

5. Documentation and Information Centre (CDI)

- The CDI is open every day according to the displayed opening hours.
- Upper-secondary pupils have free access.
- During study periods, lower-secondary pupils must ask an education assistant for permission to go to the CDI.
- Lower-secondary pupils have free access during lunch break and morning break.
- The CDI has a collection of documents that may be borrowed subject to conditions.
- It also includes an IT room and an audiovisual room under the responsibility of the librarians.
- The CDI is a place for research and reading; silence and calm are required.

- Librarians may exclude any pupil who does not comply with the CDI regulations.
- See the CDI regulations in the appendix.

6. Guidance service: Educational Psychologist and PRIO

- The LFIGP Guidance Service consists of an Educational Psychologist and an Information and Guidance Resource Person, known as the PRIO.
- Pupils may make an appointment with the Educational Psychologist by registering at the Student Life Office or speak with the guidance officer.
- The Guidance Service is located in the CDI and is subject to the same rules.

7. School meals

- Two lunch breaks are scheduled across periods 5 and 6.
- Pupils may eat at the school restaurant or kiosk at the times shown on their timetable.
- They must respect the premises, other users and the order of service.
- Sugary drinks and food are prohibited in areas not intended for eating, including classrooms, stairs and corridors.
- Food deliveries to the school are strictly prohibited.

8. School activities outside the school: travel, outings and trips

- Teachers may organise off-site activities as part of an educational project. See the Trips Charter in the appendix.
- Every participating pupil must carry the official outing authorisation distributed in advance by the responsible teacher and validated and signed by the parents.
- Failure to present this authorisation—the only accepted official document—means the pupil cannot participate and must report to supervised study.
- Pupils participating in off-site activities must comply with the same rules as within the school.
- Failure to comply carries the same sanctions.

INSURANCE AND II. BECOMING A CITIZEN AT LFIGP

Insurance:

- For all educational activities organised by the school, pupils are covered by an insurance policy taken out by the school.
- Parents are not required to obtain separate civil-liability insurance for these activities.
- Parents may ask the Finance Department to view the terms of the LFIGP insurance contract.

II. BECOMING A CITIZEN AT LFIGP — RIGHTS AND OBLIGATIONS

A. Living together and participating in LFIGP life

1. Respect for others

- Everyone must show tolerance and respect for others, including respect for physical and moral integrity and privacy.
- Dialogue should be preferred when disagreements arise.
- Every member of the school community must show courtesy and respect the living environment and safety rules so that the school remains calm, studious, friendly and conducive to work.
- Everyone must look out for others.

Inappropriate conduct:

- Pupils must not act as perpetrators, accomplices or spectators when behaviour or comments harm another pupil's physical, moral or psychological integrity.

This includes bullying, dangerous games, risky behaviour, defamation, misuse of the internet or any means of communication, without this list being exhaustive.

The Internal Regulations will be applied to stop such conduct.

2. Conduct expected of a pupil enrolled at LFIGP

- For the proper functioning of the school, all pupils must behave respectfully towards classmates, LFIGP adults, the premises and themselves.
- Gatherings intended to cause disruption within or around the school are strictly prohibited.
- For safety reasons, no pupil may enter the school after 5:00 p.m. or before 7:30 a.m. without authorisation from the management team, or by delegation from the CPEs, or unless attending an event officially listed in the school calendar.
- To protect people and property, the management team will take all necessary internal or external measures to enforce this article.

3. Educating pupils for responsibility

3.1 Role and duties of pupil representatives

- The two representatives for each class are elected by a two-round individual ballot before the end of the sixth week after the start of the school year.
- Representatives speak for their class, gather classmates' opinions and proposals, and present them in consultative bodies such as class councils, representatives' councils and the School Council.
- They use their organisational and facilitation skills to serve others.
- In the event of conflict or distress within a class, they are key contacts for the educational and management teams.
- Together with the form teacher, they may prepare the class council, particularly during class-life sessions included in the timetable.

Meetings:

- Representatives may meet by year group or educational stage to discuss their concerns.
- Before a meeting, they must contact the CPE or management team, which will allocate a room.
- They may use school resources to carry out their duties, including a meeting room and reprographic facilities.

Training:

- Pupil representatives receive training to support them in their role.

3.2 Rights of meeting, information, publication and expression

Any display or meeting request must be approved by the Head of School or their representative.

Pupil publications may be posted on the designated noticeboards located near Student Life offices, provided that:

- Every document gives the author's name and bears the author's original signature.
- It does not harm others, public order or the normal operation of the school.
- It respects secularism and school neutrality; political and religious documents are prohibited.
- It respects the integrity and laws of the host country.

EXPRESSION, ACTIVITIES AND PUPIL REPRESENTATIVE BODIES

Rights of publication and meeting — continued

- Displays must not have a commercial or profit-making purpose.
- Small classified advertisements between pupils and announcements of cultural or sporting events are permitted.

A meeting request must state its purpose and agenda and be submitted to the Head of School ten days before the meeting date.

4. Extracurricular educational activities

Sporting and cultural activities are organised each year according to availability and are open to volunteer pupils. They provide opportunities to develop social and civic skills recognised within pupils' educational pathways.

5. Upper-secondary Pupils' Common Room

- This is a key place for learning about social life and developing responsibility.
- It is a place for friendly interaction and exchange.
- It contributes to cultural life through reading, sport, performances, welcoming pupils from abroad, events and exhibitions.
- It allows upper-secondary pupils to experience school life differently.
- Only in this room may upper-secondary pupils use their mobile phones.

6. Lower-secondary Pupils' Common Room

This space is dedicated to lower-secondary pupils. It strengthens the school's culture and improves pupils' quality of life. It is a place of exchange, friendly interaction, sharing and fraternity, where pupils develop independence, respect and responsibility.

7. Upper-secondary School Life Council (CVL)

- The CVL allows upper-secondary pupils to participate in school decisions.
- It gives pupils a voice in dialogue and consultation with teachers, parents and education staff.
- It is chaired by the Head of School or their representative and has an upper-secondary pupil as vice-chair.

8. Lower-secondary School Life Council (CVC)

The CVC is a representative body that develops proposals concerning pupil life at LFIGP. It is chaired by the Head of School or their representative.

9. Final-Year Promotion Committee

- A Final-Year Promotion Committee of ten pupils is elected by final-year pupils at the beginning of the year.
- It is the sole intermediary between the school and final-year pupils.
- It proposes promotion-related activities within and around the school.
- Regular meetings, including one at the beginning of the year, are organised at the request of committee members or the management team to coordinate activities and events throughout the year.
- Every final-year promotion activity must be organised through this committee and approved by the Head of School.
- The final-year end-of-year day may take place only if its arrangements are known and approved by the Head of School.
- It may not take place under arrangements different from those approved.
- As members of the LFIGP educational community who accept its Internal Regulations, final-year pupils undertake not to participate in activities that have not been approved through the Promotion Committee.

B. System of educational punishments and sanctions

1. School punishments

School punishments are internal measures concerning mainly minor breaches of pupils' obligations. They may be imposed by management staff, education staff, teachers or any other school staff member, particularly for breaches of:

- Attendance and punctuality obligations.
- Work obligations.
- Conduct obligations.

SCHOOL PUNISHMENTS AND EDUCATIONAL SUPPORT MEASURES

School punishments include:

- An observation, with or without an entry in the correspondence book.
- An oral or written apology.
- Additional work.
- Detention.

Detention rules:

- An unjustified absence from detention results in double detention.
- If detentions become too frequent, the pupil may be assigned detention on a Saturday morning or receive a disciplinary sanction.

Other punishments:

- Community-service work.
- Exclusion from a lesson.

Exclusion from a lesson:

- Must remain exceptional.
- Must systematically result in written notification to the CPE.
- Must include work for the pupil to complete during the exclusion and return to the teacher.
- An incident report must be sent to Student Life the same day and communicated to the family.
- A pupil excluded from class must be accompanied by another pupil or a member of Student Life staff.
- The excluded pupil must catch up on and complete the work assigned during the exclusion.

2. Prevention, responsibility and support measures

Before starting disciplinary proceedings, the Head of School and educational team must seek an appropriate educational response. This may include one-off measures initiated by the Head of School. The Educational Committee also has a regulatory and mediation role.

2.1 One-off initiatives

The Head of School or their representative may impose prevention, responsibility and support measures in addition to a sanction. Their purpose is to help the pupil understand their actions and prevent the situation from continuing or worsening.

2.2 Educational Committee: regulation, conciliation and mediation

The Educational Committee examines the situation of a pupil whose behaviour is inconsistent with school-life rules or who does not meet school obligations. It seeks a personalised educational response and is also consulted in cases of serious or repeated incidents involving several pupils.

Composition:

- Head of School.
- Deputy Head of School and/or another designated school leader.
- Principal Education Adviser.
- Education assistant assigned to the class.

- Form teacher.
- A teacher appointed by the Head of School.
- An elected parent representative.
- An elected pupil representative.

The committee may invite anyone it considers necessary to understand the pupil's situation, including a pupil who has been harmed by classmates' conduct.

Every committee member has a duty of confidentiality concerning all facts and documents learned during the meeting.

3. Educational sanctions

Educational sanctions are imposed by the Head of School, the Deputy Head or the Disciplinary Council. They concern serious or repeated individual breaches of pupils' obligations, including harm to people or property.

PRINCIPLES AND SCALE OF DISCIPLINARY SANCTIONS

The following general legal principles apply regardless of the disciplinary procedure:

- Legality of offences and sanctions.
- The non bis in idem rule: no double punishment for the same offence.
- The adversarial principle and rights of defence: the pupil must be allowed to present written or oral observations on request and may be assisted or represented.
- Proportionality: the sanction must be graduated according to the seriousness of the breach.
- Individualisation: every sanction applies to a specific pupil in a specific situation.
- The decision must state its reasons.

The objective is to encourage responsible conduct and help the pupil reflect on their behaviour and understand its consequences. Parents are informed and their cooperation is sought.

Scale of sanctions:

- Warning.
- Reprimand.
- Responsibility measure, carried out within or outside the school and outside teaching hours, for no more than 20 hours.
- Temporary exclusion from the class for no more than eight days, during which the pupil is supervised by Student Life.
- Temporary exclusion from the school or one of its ancillary services for no more than eight days, with or without full or partial suspension.
- Permanent exclusion from the school or one of its ancillary services, which may be imposed only by the Disciplinary Council.

Any sanction may be suspended.

For a sanction to be imposed, a detailed, factual written report must be submitted to the CPE and form teacher for the attention of the management team.

Protective measure:

- If the Head of School considers it necessary to protect people or property, they may temporarily prohibit any person from entering the school and its premises until the case has been determined through disciplinary and, where applicable, judicial procedures.
- This protective measure is not itself a sanction.

General rules governing punishments and sanctions:

- Detention must include work provided by the person requesting it—the teacher or Student Life—assessed by that person and given to the pupil.

- Every sanction is communicated to the legal representatives, who acknowledge receipt by signing.

Any exclusion from the school is followed by a return-to-school interview with the Head of School, Deputy Head or CPE.

- Every excluded pupil must obtain and complete the work assigned during the absence.
- Internal exclusions may include community-service work.
- In disciplinary matters, the pupil is received, hears the allegations and is allowed to present their point of view.
- Legal representatives are received if they wish.
- Disciplinary sanctions are communicated to the teachers concerned.
- A numerical summary may be communicated to the school community.
- Every sanction is recorded in the pupil's school file for one year.

4. Special case: cheating in examinations or assessments

Examinations, supervised assignments and tests assess knowledge, skills and abilities. Regular assessment is essential to progress because it identifies what has been learned and what effort remains necessary.

Cheating or attempted cheating is therefore a serious breach of pupils' obligations and is subject to a disciplinary sanction under Article 3.

CHEATING, PLAGIARISM AND COMPLEMENTARY REGULATIONS

Cheating in examinations and assessments — continued

- Lending equipment, any form of communication, and handling, consulting or using a mobile phone or any other connected technological device are considered cheating.
- Such conduct results in a written warning from the Head of School.
- The submitted work may still be marked, but any section potentially affected by cheating receives a mark of zero.
- The responsible teacher decides whether cheating occurred, in agreement with the Head of School.
- Decisions taken in this capacity are not subject to appeal.

Plagiarism:

- Plagiarism means reproducing a text, part of a text, literary or graphic work, or an author's original ideas without acknowledging authorship.
- LFIGP pupils will be educated about the harmful effects and dangers of plagiarism.
- Work that is clearly plagiarised may receive a mark of zero in whole or in part.
- Sanctions are entered in the pupil's school record.

Final-stage pupils:

- The Head of School may communicate these facts to higher-education institutions to which the pupil is applying.
- The Head of School may refuse to issue recommendation letters on behalf of the school.

III. COMPLEMENTARY REGULATIONS

1. PE regulations

PE is a full academic subject. Its educational nature means that attendance is compulsory for all pupils, as in every other subject. Swimming lessons are mixed and compulsory for all pupils from Year 6 through Year 12. See the PE regulations in the appendix.

2. CDI regulations

See the CDI Internal Regulations in the appendix.

3. LFI GP school-transport regulations

See the transport regulations in the appendix.

4. IT Charter

- Every user is responsible for their use of the IT resources to which they have access.
- Users undertake not to perform acts that could harm individuals, the integrity of IT equipment, the normal operation of the network, or the school's internal and external relationships.
- Failure to follow IT rules exposes the offender to the sanctions provided for in the Internal Regulations and to possible reimbursement of costs incurred.
- Pupils must keep their access codes confidential and are responsible for any improper use of their IT resources.

Closing quotation:

"Everyone is entitled to a social and international order in which the rights and freedoms set forth can be fully realised. Everyone has duties to the community in which alone the free and full development of their personality is possible."

Universal Declaration of Human Rights, United Nations, 10 December 1948.

ACKNOWLEDGEMENT AND SIGNATURES

We certify that we have read and understood the Internal Regulations and the complementary regulations of the Lycée Français International Georges Pompidou.

Date:

Pupil's signature:

Date:

Signature of the pupil's legal representatives: