

# Rules and regulations of the School applied on the sixth to the twelfth graders

Voted by the School's Council on the 5<sup>th</sup> of December 2016

## Preamble

The rules and regulations of the School apply to all members of the educational community such as students, teachers, non-teaching staff and parents; they redefine the rules of civility and behavior. Each member must be convinced concurrently of the inviolability of these provisions and the need to adhere to rules and regulations of the School predefined collectively. The rules and regulations of the School aim to allow to live together old people and persons of different social status but of equal dignity.

The Lycée Français MLF (French Secular Mission) of Bahrain is a place for learning and education. It helps developing the personality of the students and making them responsible of their own work and more independent in and outside of the classroom. The enrollment of a child in the Lycée Français MLF of Bahrain, implies respecting the present rules and regulations of the School as well as the projects submitted by the teaching staff and fully committing to the same not only by the child but his / her parents too.

As a French private School member of the French Secular Mission, the Lycée Français MLF of Bahrain enrolls:

- French children making them profit the most of their stay in the Kingdom of Bahrain through learning and integration of the language and cultural of the host country. It ensures the continuity of the public service mission of teaching French expatriated children living abroad;
- Young Bahraini or other nationalities interested in French language and cultural wishing to follow a French curriculum.

In accordance with the general principles of French and domestic law, these rules and regulations of the School vehicle the core values of the French Secular Mission:

- Political, ideological and religious neutrality
- Tolerance and respect for others and for their beliefs,
- Mutual respect and trust
- Respecting property and premises,
- Condemning all forms of violence, whether psychological, verbal, moral or physical.
- Work, punctuality and attendance,
- Contributing the equal opportunity and equal treatment of girls and boys,

**These rules and regulations of the School shall apply on all school activities organized by the Lycée Français MLF of Bahrain, inside or outside of the School.**

## Educational commitment

### Article 1

Like any other educational School of the MLF, the Lycée Français MLF of Bahrain carries universal values such as tolerance, humanism, equal opportunities, intellectual curiosity and promoting critical thinking ... It allows its students to pursue their education from kindergarten classes to twelfth grade.

The Lycée Français MLF of Bahrain defines itself also as an educational community. This commitment binds the members of the educational community (students, teachers, non-teaching staff and parents) not only to educate the pupils and maturing as human beings but also for the well-being of everyone. The quality of relationships is a major challenge.

### Article 2

Tolerance is based on the respect of the principles of secularism and political, ideological and religious neutrality which are incompatible with any sort of propaganda. Everyone should contribute to the strengthening and to the intellectual and moral enrichment and rising of the educational community, by an objective practice of his / her ideas and by respecting the ideas and beliefs of others.

### Article 3

The dialogue between the different members of the school's community is essential to the educational process in which a student will be the main beneficiary and to ensure the smooth running of the School.

Mutual respect between adults and students and between students and students constitute also an essential pillar in the collective life.

#### **Article 4**

The Lycée Français refers to itself as a continuous school for all: for pupil while learning, for staff by thinking about their work and their continuous training, for parents who, through multiple exchanges, improve the approach and knowledge of their children.

#### **Article 5**

The school should gather the best possible conditions to prepare students to the French Baccalaureate in France and in other countries. Therefore, parents should be actively involved in preparing the education and guidance of their minor child, by preserving the initiative and the liability.

#### **Article 6**

Educational action shows the vocational specificity of teachers and the administration. Other members of the educational community can also be involved such as parents, students, guidance counselor, staff of service and academic health...

#### **Article 7**

Parents don't delegate their rights, or their duties to the Lycée Français MLF of Bahrain. They agree to help their children and their educators in their tasks. Complementary roles don't mean the substitution of functions and rights.

#### **Article 8**

Students are not passive; they participate in the limits of their own abilities, to their own education and their School's life. They should assume their obligation to hard work and attendance and tasks related to their education. They must also, under subject to sanction, respect locals, materials and every person present in the School. Parents commit to ensure the fulfillment of these duties.

***The signature of these rules and procedures implies the full acceptance of this educational commitment agreement and respect of the values and the principles by all the educational community members i.e. : neutrality and secularism, work, punctuality and attendance, learning and assuming the responsibilities, the duty of tolerance and respect for others and for their convictions, the reserve requirement, equal treatment, guaranteed protection against all forms of violence being psychological, physical and the duty of each not to have recourse to violence.***

## **STUDENTS RIGHTS**

#### **Article 1: RIGHT TO EDUCATION**

The right to education is guaranteed to all students to allow them to develop their personality, to raise their level of education, to integrate into the social and professional life and to exercise full citizenship.

#### **Article 2: RIGHT TO GOOD CONDITIONS OF LEARNING**

Each student must work in a calm atmosphere favorable to academic learning.

#### **Article 3: RIGHT TO INFORMATION**

The student has the right to information. He/she is informed on schools' performance, help and support means, professions, orientation, but also the life of the School.

##### *Relationships with families*

In the course of the year, at least two meetings between parents and teachers are organized (one at the end of September with the entire teaching staff and at least one other with the Principal, especially when delivering the School report card). Apart from these meetings, individual meetings may be held at the request of the families or educational team based on an appointment.

To keep informed about the work and the results of their children, parents shall be notified by :

- the School / parents Diary ,
- The student's personal diary

Access to the list of electronic diary, the results obtained discipline by discipline and monitoring absences, punishments and sanctions of their children ("Pronote" software) by using a username and password provided to the student at beginning of the year.

Quarterly bulletins appraisals of teachers.

#### **Article 4: RIGHT TO ACCESS TO DOCUMENTARY RESOURCES**

The Centre for Documentation and Information (IDC ) is open Sunday through Thursday from 7:45 a.m. to 3:35 p.m

The students may have access to it in order to prepare a documentary project (presentation, file ...) or to read (novels, magazines, fiction books, comics and cartoons stories ...) or seek information on education and careers, within the limit of place availability and the compliance with the regulations of the IDC outside the period reserved to teachers for educational activities.

Students wishing to access the IDC can do it outside the class time.

Access to paper-based or digital media including that on loan, are subject to a more precise regulation therefore students are encouraged to check the full regulations of the IDC and the school charter concerning the use of computer at school.

#### *Access to computing resources*

The student disposes of the computing resources of the School. This access to common information technology and communications for education is subject to compliance with the terms of the "Charter of the proper use of computer resources and networks of the Lycée Français MLF of Bahrain" mentioned in the appendix. This text provides that the users of IT resources are committed to respect the Charter and the legal obligations, including those relating to:

- Prevention of computer fraud.
- Protection of software.
- Confidentiality of private information.

#### **Article 5: RIGHT TO PARTICIPATE IN EXTRA CURRICULAR ACTIVITIES (E.C.A.) PROJECTS OUTSIDE CLASS TIME**

The purpose is to promote, organize and favor a diverse sports and cultural practice for all students regardless their level.

The activities take place during the week after school or the lunch break on Saturday.

These activities are under the responsibility of teachers or specialized external team.

To participate in ECA, students must register at the beginning of the year and pay a semester fee.

Activities take place during the whole school year.

The projects outside class time are open to volunteer students and are free.

**All rules and regulations of the School apply duly to ECA and Projects (attendance, discipline, respect of staff, classmates and equipment).**

#### **Article 6: RIGHT TO PHYSICAL AND MORAL INTEGRITY**

The School guarantees the physical and moral integrity of its members.

It ensures non-discrimination, respect for the opinions and secularism.

Ostentatious behaviors of political or religious nature are prohibited and are punishable just as abusive behavior towards on other students.

#### **Article 7: RIGHT TO HEALTH**

The purpose of the School Health Service is to provide first aid to ill or injured students.

All students have access to school health service and can freely have access to it. When visiting the unit the student shall take with him / her the School / parents diary and should limit the visits to breaks and between classes.

The Student could possibly be admitted also, **if necessary** during school hours, in such case the adult in charge of the student shall mention the passage to the sickbay in his / her School / parents diary. The student should take his / her diary with him / her and will be accompanied by a classmate who will return to the classroom once the student is admitted after obtaining a note indicating the leaving hour from the sickbay. In the sickbay, the student will present his / her diary, to enable the nurse to mention his / her presence.

**Every passage to the clinic is subject to an annotation in the School / parents diary and should be viewed by the parents.**

The medical team provides the necessary care and determines whether the student can return to class or should be taken to the hospital by his / her legal guardians. In the latter case, the persons in charge shall sign the proper care report.

If conversely, it considers that he / she can return to the classroom, the School / parents diary will be stamped, indicating the departure time from the sickbay.

The service cannot replace the family physician. Taking medication can only be done under the supervision of the nurse [infirmierlfbh@gmail.com](mailto:infirmierlfbh@gmail.com) and upon presentation of a medical prescription.

In case of an emergency, especially in case of transfer to a hospital (King Hamad University Hospital, unless otherwise specified by the family), the nurse will contact the parents to inform them of the hospitalization.

Any severe disease should be reported to the School Health Service. Parents undertake to provide personally to the health department, the confidential medical report attesting this. This procedure must be renewed at the beginning of a school year and during the year in case of disease progression.

In case of a contagious disease, it is mandatory to inform the health service at school immediately. Parents should undertake to take contact within the shortest delay with the sickbay of the Lycée Français MLF of Bahrain. The student may not be reintegrated in the class unless he / she presents to the health service at School a non contagious certificate. The health service shall immediately notify the school life office and in this case the physical and sports education.

Soft drinks and / or energy drinks are strictly prohibited.

**Smoking is strictly prohibited in the School.** Minors are prohibited to smoke in the vicinities of the School.

#### **Article 8: RIGHT TO EXERCISE CITIZENSHIP (RIGHT TO BE REPRESENTED)**

Students are represented by delegates who shall have a right for a training and who are the privileged contact persons for the educational team. More generally, student representatives participate in the activities of the class Council and various bodies in which they participate.

#### **Article 9: RIGHT OF EXPRESSION**

It aims to contribute to the training and providing information to students, It is exercised during meetings requested by the delegates of students outside the time reserved for classes. The request shall be made to the schools' principal via its secretariat.

All POSTINGS are provided under the supervision of the school's principal or his / her representative on the boards provided for this purpose and cannot be anonymous.

The PUBLICATIONS (written, audio, video ...) created by students can be freely distributed in the School after the approval of the school's principal. The latter ensures that no writing is insulting or defamatory and does affect the rights of others or the host country. Otherwise, the school's principal may suspend or prohibit the publication in the School and shall thus inform the School's council.

### **STUDENTS LIABILITIES AND OBLIGATIONS**

The choice of the word homework indicates that the objective to reach is not to impose obligations on students, but to make them reach a consented action as the same is adequate, fair, valid and must be implemented. Homework is imposed to all students, regardless of their age and class and requires the application of the rules regulating the collective life.

#### **Article 10: RESPONSABILITY TO ATTENDANCE AND PUNCTUALITY**

Attendance is at the center of the obligations imposed on the student, and is essential to carry out his / her personal project.

Attendance at all classes specified in the schedule is mandatory, including elective courses in which the student is registered. Any educational program chosen, whether optional or not, should be followed until the end of the school year. The only reasons deemed legitimate to justify an absence are: child sickness, transmissible or contagious disease of a family member, formal family gathering, transportation problem, administrative procedures.

Students are not allowed to take medical appointments during school time.

#### **1. Absences**

Absences are allowed for exceptional reasons.

For any foreseeable absence, the parents are required to notify by mail (paper or electronic) and in prior the administration of the school, which will assess the validity of this request. (Tel: 00973 17323770 - Fax 00973 17336492 mail: [vscolaire.lfbah@gmail.com](mailto:vscolaire.lfbah@gmail.com))

In case of unforeseen absence (such as illness) parents shall contact as soon as possible the School (Tel: 00973 17323770 - Fax 00973 17336492- mail: [vscolaire.lfbah@gmail.com](mailto:vscolaire.lfbah@gmail.com))

In case of absence due to contagious disease, a medical certificate must be provided to the school health service.

Whatever means used by parents to inform the absence of their child (email, letter, phone call ...) the student, must always **before returning to the classroom**, submit, **upon his / her return to school a proof** established by its legal

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guardians using the **coupon of Absence** in his / her School / parents diary. This evidence will be reviewed by the school's department to appreciate at its discretion the validity thereof.

A student absent early in the day may not integrate to the School during the day except in exceptional circumstances.

Absences, not properly justified, particularly if selective and repeated will be subject to punishment or sanctions.

After 3 unjustified absences or not sufficiently proven, before returning to class, the school's principal or his representative will arrange a meeting between the parents, the student concerned, the principal and / or teacher of the discipline avoided. A report of absence will be handled over to parents as well as a letter informing them of the risks incurred by their children in the performance of his / her learning and for the success of schooling. The family will acknowledge receipt of this document.

If necessary, the committee of school life services can hold a meeting to consider the conditions of students facing problems with attendance. These conditions will be examined in all their aspects and instructional and educational solutions can be offered to students and their parents.

No student is allowed to leave the school between two hours of classes.

**If a student is absent from class, the legal guardians must submit a written request in the School / parents diary to the school life office or come in person to pick up the children. Permission will be granted only in some quite exceptional and justified cases. Failure to follow this procedure will lead to a sanction against the student.**

### **1. Absence from attending a knowledge test:**

Students cannot avoid the various assessments given to them during their schooling, under penalty of disciplinary action.

Failure to attend a written test or oral one planned in advance should be subject to a written excuse (letter or word in the diary) delivered directly to the teacher.

Administrative adjustment to school remains essential.

Whatever the reason, admissible or not, the teacher might, if he / she wishes, decide to set up make the absent student who came back a replacement test, which he / she should undergo coercively. Tests that are not done are listed on the School report and may be of particular note at the discretion of the teacher.

### **3. Punctuality**

School bells are heard throughout the day at the end and beginning of courses. Five minutes after the bell, the student will be denied access to the classroom and they should go the school life office in order to be taken in charge.

A late entry issued and endorsed by the family, will be presented the next day to serve school. Repetitive delays will be subject to penalties or sanctions after three delays.

Even if the bell rings, the teacher only may dismiss the students. Early prior exit from the classroom shall constitute a breach of the obligation of diligence and respect of others. No exits are allowed before the bell.

### **Article 11: RESPONSIBILITY OF SELF, OTHERS AND SCHOOL'S RESPECT**

Respect is the basic principle of a collective life.

Students have, towards themselves and towards others, a respect obligation which should be reflected by a decent outfit for a school and a correct behavior.

The administration of the School may, if it deems that the outfit of a student, being a girl or a boy, is inappropriate, contact his / her family so that they provide him / her immediately other clothes.

Incivilities (bullying, insults, pushing, discrimination ...) and violence (physical and psychological attacks, threats, extortion ...) cannot be tolerated because such acts represent violation to the dignity and integrity. Any form of hazing is prohibited.

The student is required to respect his / her schoolmates and staff of the School.

Having any dangerous product or object not required in the school's practice is prohibited.

The use of musical devices, mobile phones and derived applications is prohibited in the school premises unless specifically requested by the teacher as part of his / her courses. Taking pictures, videos or sound recordings is prohibited except in an educational setting. The voice recording or photography of a person without his / her consent, falls under the scope of law. Any propagation of images or comments about a member of the educational community (student, parents of a student, staff or partner of the School) performed in the School or has a direct link with it, without authorization given by the administration and the person concerned will be punished.

Ball games are limited to the time of the break and can only take place in the sports zone of the court of students and under the school's authorization.

Practice in the School of rollers, skateboards or similar sliding objects is prohibited, except in extracurricular activities.

The premises and equipments should be respected.

Student represents the school outside the lycée Français MLF of Bahrain and is the bearer of values; therefore, he /she should adopt an exemplary behavior.

#### **Article 12: RESPONSIBILITY TO RESPECT WORK**

In all areas of learning and collective life, everyone has the duty to respect the equipment, facilities and working conditions of others, avoiding any kind of noise.

To take full advantage of the education which is taught, students will learn their lessons regularly, do the required work in the classroom and at home and bring all educational materials for all sessions.

#### **Article 13: RESPONSIBILITY TO RESPECT HEALTH**

Under penalty of law, smoking is prohibited in the entire building as well as introducing, possessing or consuming any alcoholic beverage or illegal substance. Tobacco is also prohibited to minor students nearby the school.

Any student found under the influence of any of these products or adopting a potentially dangerous attitude to himself / herself or to the community will be immediately isolated and picked up by his / her parents, who will later be informed by the administration of the student's eventual return conditions to the school.

#### **Article 16: RESPONSIBILITY TO RESPECT THE LIFESTYLE AND THE ENVIRONMENT**

Live in a clean and pleasant School is everyone's wish. This means that everyone should respect the premises, green spaces and equipment entrusted to the collective life. The perpetrators of damage are exposed to significant penalties. In addition, parents will have to pay the generated costs, whether intentional or unintentional act, regardless of disciplinary penalties.

#### **SANCTIONS (see table in Appendix "Referential of practices concerning significant violations in the schools' premises ")**

#### **Article 17: DISCIPLINARY MEASURES**

Any breach of the rules and regulations of the School leads to the implementation of disciplinary measures. A progressive penalty system is established and seeks to inform the student that he / she must have a behavior complying with the requirements of his / her individual work and collective life. So it will be easier to learn autonomy.

The "referential of good practices concerning major violations in school" and the rules and regulations of the School (reference text) may be used in the dialogue with the student.

School punishments are adopted at the initiative of the School's staff, and are related to minors acts. The punishment must respect the person of the student and his / her dignity; therefore all forms of physical or verbal violence, all humiliating, harassing or demeaning towards students are prohibited. It is also important to distinguish between punishments relating to the behavior of students and evaluating their own work:

- Additional homework related to learning's condition
- Presentation of oral or written apology by the student
- Written comment on the School / parent diary
- Restraining the student while giving him / her work to perform selected by the teacher at school after studying hours
- Restraining to perform an accountability measure
- Timely exclusion out of the course. Justified by a serious default, it must remain an exceptional event. It gives rise to a systematic incident report prepared immediately by the teacher and handed to the school Life office then a copy shall be sent to the principal and the parents. The student will be accompanied to the schooling life office by a schoolmate to be taken in charge

**Disciplinary sanctions**, are taken by the school's principal at his / her initiative or by delegation of his / her assistant, in case of serious breaches of school's obligations. Their application must comply with the principle of proportionality and individualization. They are in all cases notified in writing to the legal guardians of the student and may be given with under conditional sentence.

These sanctions are prioritized as follows:

- A Letter of observation.
- A Warning.
- A measure of responsibility: it consists of participating, outside school hours, to cultural activities, solidarity and training for educational purposes. Its duration shall not exceed twenty hours.
- A temporary exclusion of the School (1 to 8 days), internally or externally.
- A reprimand.
- An exclusion for more than 8 days or expulsion of the School temporary, after comparing before the Disciplinary Council, composed of 14 members: the Principal; his / her assistant; a representative of the School Life office appointed by the Board of administration upon recommendation of the principal; the Chief administrative and financial officer; five staffs' representatives, including four teachers and educators and one amongst the administrators, social and health, technical and service employees; three representatives of parents of students and two students representatives for the college (middle) level; two representatives of parents and three students' representatives for the high school level.

**At any time of the year, if a student has been punished or reprimanded for an attendance or behavior or temporary exclusion of 8 days, the re-registration for the following school year shall not be an acquired right. The principal will inform the parents early enough not to re-register the concerned student to enable them to arrange for school enrollment in another establishment. The re-registration may be granted in exceptional circumstances, following a meeting between the schools' principal, the parents and the student.**

In case of serious default, a detailed report will be submitted to the school's principal or his / her representative, in which a proposal will also be expressed regarding the disciplinary action, consistent with the rules and regulations of the School and the general principles of law. The "Incident Report" document template is provided for this purpose and initiates the process of treating the situation (meeting with the student and possibly his/ her parents; the principles of proportionality and individualization of the punishment, the principle of legality of the penalties and procedures).

No disciplinary sanction is imposed unless the student has been informed and given the right to speak. Parents should also be informed and, if necessary heard at their request. The school's principal may, before deciding the adoption of a disciplinary sanction, might take if necessary, the opinion of the committee of School life. The latter, headed by himself / herself or his / her assistant is composed of members of the teaching staff in charge of the class.

#### The Committee on School life

The Committee on School life allows members of an educational or pedagogic team to consider all the circumstances of a student whose behavior is inappropriate regarding the rules of life in the institution.

The committee is particularly suitable and relevant to the case of students with repetitive disruptive attitudes often deemed to be as "minor defaults or shortcomings " which accumulation constitutes an impediment to the community and the student himself / herself in his / her learning.

It is held on the proposal of the principal, school Life office or an administrative member.

Once comparing before the Committee, the student will hear the complaints against him / her and shall explain his / her attitude.

The purpose of this procedure is to help students understand the consequences of their behavior and to understand the positive meaning of the rules governing the social life in school.

The Committee on School life is composed of the Principal and / or his / her assistant, the senior teacher, a representative of the school life office, one or more representatives of the teaching staff, and eventually the representative of the medical service.

The various members of this committee are obliged to respect the confidentiality of the deliberations.

Finally, the School life Committee aims to encourage a positive dynamic for both the student and his / her family yet, consequently, all students in the classroom and the staff.

#### **Alternative and support and guidance tools**

Prevention measures: These measures aim to prevent the occurrence of wrongdoing or worsening of a conflict situation (example: the confiscation of a dangerous object). The disciplinary authority may also impose preventive measures to avoid the repetition of such acts: such measures may be in the form of obtaining the commitment of a student on specific behavioral goals. This commitment gives rise to the drafting of a document signed by the student.

Repairing measures: Same may be in the form of pushing the student to repair the damage he / she has caused to property in so far as this is possible. The remedy should not feature any dangerous or humiliating tasks. The agreement of the student and his / her parents, if minor, must first be taken. In case of refusal, the disciplinary authority warns the person concerned that it will apply unto him / her a penalty of another kind, increased.

The school community works: they constitute accompanying measure of a punishment, namely a temporary exclusion. The student is required to perform school community work and send the same to the School under the terms defined in the exclusion.

### **The measures proposed by the Class council**

- **Encouragement or praise** may be awarded on recommendation of the Class Council (results and / or behavior):
  - o Praise the quality of work, exemplary behavior in class and results of high level.
  - o Encouragements: quality of the work, serious or significant improvement in the results.
  
- A **warning for lack of work, attendance or behavior** may be attributed at the proposal of the Class Council. It concerns students whose violations in terms of behavior, attendance or work were notified to the parents by the teacher or one of the superintendants and who were punished or sanctioned even during the quarter.

The mail / letter featuring the notification of the warning should be personally delivered to the parents and the student, during a meeting in presence of the senior teacher or an administrative staff.

In case no improvement during the following quarters of the academic year is noted, a severe reprimand can be given. In this case the registration for the following school year shall not be an acquired right, therefore, it may be granted in exceptional circumstances, following a meeting between the schools' principal, parents and the student, during which the conditions imposed on the student to return to school shall be notified.

### **Positive measures of encouragement**

They aim to promote actions and initiatives in which the students may have proved civism, involvement in the field of citizenship and life of the College, the spirit of solidarity, responsibility towards themselves and their schoolmates. The valuation of students acts in different fields - sports, arts, culture, citizenship, etc. is likely to reinforce their sense of belonging to the School and to develop their participation in community life.

**Certificates** may be edited and delivered by the School to a student who was distinguished in a particular field (sports, culture, school delegation, social behavior ...) or through participation in community life.

## **Article 18: PHYSICAL EDUCATION AND SPORTS (PES)**

### **Welcoming:**

Students are under the responsibility of their teacher in the playground where the call is done. They return under the same conditions to the playground when the official bell at the end of the session rings.

### **Uniforms of PES :**

Sports uniforms of the school are required. For security reasons sneakers must be tightened with laces or "Velcro". Jewelry, watches, necklaces, piercings, etc ... shall be removed or protected. (memo No.11, July 2000, the Official Gazette of the French National Education).

For reasons of hygiene, students are required to change and eventually take a shower after PES .In addition, clothes change is essential when the activities takes place during bad weather or hot weather. The student shall also ensure to bring a gourd or a water bottle.

### **Cloakrooms and lockers :**

This is the place to put on or to take off clothes before and after PES classes.

Students have 5 minutes at the beginning of the course to wear their uniform and 10 minutes at the end of the course to get dressed and take a shower (more time is given to get changed before swimming courses). The time spent to take a shower and to get dressed should in no case be the cause to arrive late to the course after.

The cloakrooms and lockers are also exclusive places to store bags and school's affairs; only the School / parents diary must be brought to the yard. The access to the lockers and the cloakrooms is prohibited during the PES session. In any case, they are only open for the duration of the sessions.

In any case the School cannot be held responsible in case any theft occur in the lockers and cloakrooms.

### **The movement in the School :**

At the bell, students should line up in front of their classroom. While walking to get to the facilities, the cloakrooms or yards, students must wait for the approval of the teacher to get move. On their way, students should stay in groups, do not heckle or do anything that may interfere with or degrade the environment. Electronic and portable devices are strictly prohibited and will be temporarily confiscated in order to submit the same to the legal guardians in case of use.



### **Attendance:**

Physical education and sport are imposed to second school evaluation and physical and mental development. Attendance is an essential element related to the practice of the PES.

### **Inability to the practice a physical activity:**

Inability is the temporary incapacity of a student to practice PES; it can be total or partial. **It does not exempt the student from the obligation to be present during PES.** Incapacities are granted under the following conditions:

<b>Inabilities:</b>	<b>Modalities :</b>
<b>Inability less than 1 week</b>	The student must submit to the teacher a written request edited by the parents, duly reasoned, on the School / Parents diary (pages dedicated to this purpose). The student must attend the course and the teacher suggest him / her organizational, arbitration or advice tasks.
<b>Inability greater than 1 week</b>	The student must submit to the school health service <b>a medical certificate specifying the reason and duration of inability and recommended improvements in physical education course.</b> In all cases, a sport adapted to the student is suggested by the teacher during physical education and sports course, taking into account the indications of the medical certificate. The School Health Service <b>then approves this medical certificate</b> that the student must sign by the school life office then by the teacher of physical education and sports.
<b>Inability on the day of evaluation<sup>1</sup></b>	The justification (medical certificate or a duly justified reason) must be submitted to the teacher of physical education and sports and to the School Life, no later than one week after the non-participation to the evaluation. It is up to the teacher and the School Life office to jointly decide the validity of these justifications. The teacher can eventually decides to take into account the elements he / she got from the student to give him / her a grade or organize a possible remedial. In all cases, student should attend on the day and the hour of his / her convocation.

*Students are warned in advance of the dates of evaluations. Their presence is mandatory.*

The School reserves the right to ask the expertise of the school's physician for any inability decided by a doctor.

**A total inability leads to stop all physical and sports activities during the course of physical education and sports and elsewhere (interclass, cultural and sports activities ...). Any breach of this rule will be punished.**

## **GENERAL ORGANIZATION**

### **Article 19: RHYTHMS, SCHEDULES AND DEPARTURE FROM SCHOOL SYSTEM**

The school calendar is adopted by the Schools' Council of the Lycée Francais MLF of Bahrain. The presence of the student in the School is governed by this calendar, schedule and possible registration in school's transportation.

Changes to this schedule must be recorded in the School / Parents diary by the student, including:

- those related to an exceptional event such as the absence of a teacher, the change of a class session;
- or those related to student's participation in educational or extracurricular activities related to the School project.

When they have no class, students can go to the Centre of Documentation and Information or duty room as directed by superintendants. High school students can also go home.

Students are not allowed to leave the school during free times between two class sessions.

In the case of a teacher's absence, at the end of the last hour of the day, the student will be or not allowed to leave the school, in accordance with the provisions given by his / her guardians in a document establishing the departure from School system and reflected in his / her parent-teacher diary.

### ***Movements and Class Schedules***

#### ***School schedule***

The Lycée Francais MLF of Bahrain is open from 7.15 am until at 3:45 pm.

Class times are as follows:

First period	: from 7:45 am to 8:40 am
Second period	: from 8:40 am to 9:35 am
Break	: From 9:35 am to 9:50 am
Third period	: From 9:50 am to 10:45 am

Forth period	: From 10:45 am to 11:40 am
Break	: From 11:40 am to 12.35 pm
Fifth period	: From 12.35 pm to 13.30 pm
Sixth period	: From 13.30 pm to 14.25 pm
Break	: From 14.25 pm to 14.40 pm
Seventh period	: From 14.40 pm to 15.35 pm

### **Student movement**

At 7:45 am, 9:50 am, 12:35 pm and 2:40 pm students are to line up in front of their classroom.

Moving in the corridors must be quiet and unhurried, and it is prohibited during courses. In each interclass, students should line up in front of the room's door and wait quietly.

All students must vacate rooms and corridors at the break and go immediately to the yards.

At the end of each period, the room is locked by the teacher so that in no case students can stay alone.

### Interclass:

The interclass allows the student to go directly, quickly and calmly to the next class.

Case of 2 consecutive courses: The teacher can, if he / she desires, allow all students to leave the room; in this case the students will be under his / her responsibility.

## **SAFETY**

### **Article 21: THEFT**

The administration of the school warns against the risks of theft and losses that may occur within the School. It is not advisable to bring lot of money or valuable objects. The School has no insurance to cover the theft of student's personal property. Users are responsible for their own things. Any person found guilty of theft will be punished.

### **Article 22: SAFETY**

The safety guidelines are published by display. Users are encouraged to be aware of and to comply with the same. Evaluation exercises are done several times a year.

Moreover, for the safety in moving, shoes should hold well the feet, and therefore, be closed from the back.

### **Article 23: SCHOOL / PARENTS DIARY**

In order to make the School / Parents diary fulfills its primary function of liaison with parents, students should be able to submit it at any time to any school's staff who requests it. This diary should be regularly checked by the parents.

Its non presentation will lead to a punishment or penalty. In case of loss or when the diary is full, a written request by the guardians accompanied with renewal fees should be sent to the School Life service.

### **Article 24: SCHOOL TRANSPORT**

A school bus service is subscribed with a private company by the school. The transporter holds an insurance policy covering the risk of path since it takes the student until his / her arrival at the Lycée Français MLF of Bahrain and reversely.

During transport, the students are placed under the authority of the accompanying officers from the transport company. In order not to delay the departure of school transportation, students must get on and stay in the bus at the end of their courses.

It is forbidden, under penalty of exclusion from transportation service, to be accompanied by friends who do not use the bus in normal times.

To provide transportation for all as soon as possible and in the best safety of students, families are asked not to take their children off transport in the same day. Repeated violations of this rule, affecting the functioning of transport and institution, can cause temporary or permanent cancellation of transport services.

The school on behalf of the transport company, bills the families.

### **Article 25: INSURANCE**

The Lycée Français MLF of Bahrain has insurance that guarantees students regularly registered for all injury accidents from an external and violent accidental cause against them during their presence in the school's premises. This insurance is only valid during the time of school activities or extracurricular activities organized by the School: repetitions, laboratory works, field trips, external visits, instructive or recreational excursions, cultural and sports activities.

It is strongly recommended that parents ensure that their child is well protected by a liability insurance (for damage) and personal accident insurance (for all types of damages).

#### **Article 26: OUTINGS AND SCHOOL TRIPS FRAMED BY the SCHOOLS' PERSONAL:**

The rules and regulations of the School apply also during outings and school trips. It is possible that in the context of school outings or trips to make an addendum on specific issues that are not addressed in the Rules and regulations of the School or which requires precisions. In this case, the addendum must be signed by the student and his parents, so that the student can participate.

**It is worth to mention that during these outings or trips, the student is a representative of the School and carries its values. He / she must, as such, adopt exemplary behavior under severe penalties.**

#### **Article 27: SCHOOL RESTORATION**

The School has a restoration facility. Students must respect the places available to them. Students must take all arrangements in order to be on time in the yard.

**It is strictly forbidden to eat or drink (except water authorized by the responsible personnel) in the spaces of educational purposes (classrooms, study rooms, media room, IDC , gym facilities, stadium, theater, etc.) and in the corridors and on the stairs.**

#### **Article 28: Financial Regulations (see attached document)**

The French Secular Mission is a non-profit association under law 1901, created in 1902 recognized as a charity in 1907. It aims to spread the French language and culture. For this purpose, it creates and manages, worldwide; schools that educate from kindergarten to the twelfth grade both children of the host country as French children and foreign children.

The vast majority of resources come from tuition fees.

**These tuition fees must therefore cover all of its operating expenses.**

The **School Council** of the Lycée Français MLF of Bahrain, which unites the elected representatives of parents, teachers and students, is a consultative council where representatives express their comments, suggestions and proposals. **It does not intervene in the financial field.**

**The registration of a student at the Lycée Français MLF of Bahrain implies full adherence to the values of the MLF and its principles and rules of administrative and financial functioning** and implies acceptance of these rules, the only written evidence in the administrative acts.

#### **Article 29: TABLETS: Lending Regulations**

At the beginning of the Academic Year, secondary students receive a tablet for which each student will sign a receipt. The tablet will then be registered in the student's name who will then be provided with the following equipment:

- A tablet;
- A charger;
- a mains wire;
- A cardboard box;
- Accessories

The student agrees to respect The "Charter of proper usage of computer resources and networks of Lycée Français MLF de Bahrein" (below)

Student tablets are the exclusive property of the school. Only visiting sites or use of programs instructed by the teacher are permitted.

As such, all school staff are empowered to examine the content of the pupil tablet's entrusted and remove any content that does not meet this requirement and sanction the pupil.

The institution assumes no liability related to the loss, theft or breakage of equipment during the loan term.

#### **Replacement costs for damaged, lost or stolen equipment**

In case of loss, breakage, theft of the tablet or accompanying equipment, the cost of replacement or repair (including parts, labor and transportation) will be charged to the student.

Tablets will be collected at the end of each academic year for maintenance, cleaning, and software installation.

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The supply of services related to information and communication technologies is part of the public service mission of the National Education. It responds to an educational objective.

## **1 - PURPOSE OF THE CHARTER**

The purpose of this charter is to define the terms and conditions of the use of Internet, networks and multimedia services within the School, to educate and empower the user.

These rules are primarily of common sense and are intended only to assure everyone the effective use of resources given the global constraints imposed by their sharing.

## **2 – APPLICATION FIELD**

### *Defining the User*

A user can especially be students, teachers, personnel of administration and inspection, and in general, all staff of training, administrative, technical, labor, social, health service and all those in schools premises and schools involved in the training of students.

*Computer systems* include computers, various peripherals, software and shared information.

Access to Internet / Intranet can take place at the IDC and classrooms and includes:

- Access to educational and office software;
- Hosting productions of students or classes;
- Access to school sites;
- Access to the Internet itself.

## **3. USE OF COMPUTER NETWORKS**

Any user of a computer network is committed not to delete files outside of those present in his / her private directory and not to change the file attributes.

Although messages stored in the mailbox are private, the rules of courtesy and the need to respect the laws remain in force in writing messages. Internet is not a lawless area. Are thus particularly (but not exclusively) prohibited and criminally punished:

- **The non-compliance with human rights:**
  - Invasion of privacy of others;
  - Defamation and insult.
  
- **The non-compliance with laws and civic values:**
  - Incitement of minors to commit illegal or dangerous acts, encourage corruption of a minor, operating pornographic image of a minor, broadcasting of violent or pornographic messages likely to be perceived by a minor;
  - Incitement to consumption of prohibited substances;
  - Incitement to crimes, suicide, discrimination, hatred especially racial or violence;
  - Being abusive or defamatory towards an organization, religious or ethnic group;
  - Publishing, broadcasting, relaying messages to deny the reality of historical facts established and subject to the qualification of "crimes against humanity";
  - Apology of all crimes, including murder, rape, war crimes and crimes against humanity.
  
- **The non-respect of intellectual and artistic property:**
  - Reproduction, representation or distribution of an intellectual work (for example, musical or literary extract, photography ...) in violation of the rights of the author or any person holding such rights;
  - Copies of software not authorized for any purpose whatsoever;
  - Counterfeiting.

Any user can be brought to produce information available in internal or external. This information contributes to the image given by the school. Any information as to shock the visitors, to denigrate the school or to give a negative image of the life of its members is prohibited.

## **4. CONDITIONS OF ACCESS TO COMPUTER SYSTEMS**

This access can be done via a generic account or require prior identification of the user, who then has a "personal account access" to resources and multimedia services.

The account access of a user consists of a username and a password. It is personal, non-transferable and provisional:

- It is removed if the status of the user does not justify him.
- Access to this account may be suspended (temporarily or permanently) if the behavior of the user disagrees with the rules defined in the circular.

The user may request the School to communicate registered information concerning him / her and then rectify it in accordance with the law n ° 78-17 of 6 January 1978 relating to computers, files and freedoms.

The computer network access is allowed within the courses and the IDC . These sessions are supervised by a teacher or a responsible adult.

Students undertake not to perform other tasks than those permitted by the rules of the room in which they work.

The user accepts the control by teachers and network administrators.

## 5 - COMMITMENTS OF THE SCHOOL

- The School strives to provide users with the best working conditions in Information Technology. However, access to computer tool can be interrupted (for technical reasons or for maintenance).
- The protection of user personal data is guaranteed in the context of individual access.
- The School may conduct regular or occasional checks to verify that the network is used in compliance with the rules and the law. In the interest of safety and proper functioning of the computer system, the users' personal spaces can also be subject to verification. The School agrees to perform these checks with required deontology.

## 6 - COMMITMENTS OF THE USER

- **The User agrees to use the Service only for an educational objective.**
  - He / she is particularly committed to only view websites directly related to an educational purpose and forbidden to access to any site not in accordance with the expected use (pornographic site, incitement to violence or racial hatred, hacking or computer hacking, games, etc.).
  - He / she agrees not to attempt to circumvent the filtering rules of websites set within the School.
- **The user agrees not to voluntarily disturb the functioning of Service, and in particular:**
  - Do not interrupt the normal operation of the network;
  - Do not use programs to bypass security or saturate resources;
  - Do not use the passwords of another user to perform unauthorized maneuvers;
  - Do not introduce malware (viruses or other);
  - Do not change, without permission, the configuration of machines. He undertakes to inform the School about any loss, defect or attempted violation of its personal access codes.
- **The user is responsible for the confidentiality of his access codes.**
- **The user agrees to comply with the legislation in force.** It is prohibited at the proposed Service to advertise trade products or services.
- **He / she accepts that the School has the necessary information to operate the network** and take all urgent measures to stop the possible disruption of his Services, including stop access in case of excessive use or non-compliance with its educational objective.

## 7 – INFORMATION RESPECT

The use of other's data without their permission, their alteration or destruction is strictly prohibited. However, network managers / administrators have the ability to view information stored by users. Information that cannot be stored on the school's network can be deleted.

## 8. ACCESS TO ROOMS CONTAINING THE HARDWARE

Users will:

- respect the rules of access to rooms containing computer equipment;
- respect the equipment available to them;
- inform the management of computer systems about faults on the equipment or in the protective structure of the system;
- monitor computer peripherals (mouse, cables, CD ROM ....) against damage and theft

## 9. SOCIAL NETWORKS

The attention of the user is attracted to the fact that, as a member of the Lycée Francais MLF of Bahrain, his / her behavior and actions in the social networks (Facebook, Twitter, etc.) affects the image of the School as a whole.

In this respect, the user, when he is on public or partially public pages linked to the Lycée Francais MLF of Bahrain must be courteous, respectful and comply with ethical of our School.

When they relate to the school, defamation, insulting, slanderous or offensive use of images, incitement to violence or to an inappropriate behavior are subject to disciplinary sanctions within the School.

## 10. APPLICABLE SANCTIONS

Any user failing to comply with the "rules of conduct" set forth above shall be punished:

- Internal: temporary or permanent ban of access to networks and disciplinary sanctions set forth in the bylaws.
- External under the laws of Bahrain

In case of theft or malicious damage to equipment, a (full or partial) refund or identical replacement will be required of the user.

The School is entitled to claim reimbursement from user for fees necessary to restart equipment or service.

### Index of practices addressing key shortcomings in schools

This table is intended to set out the procedures to follow to address key shortcomings of students in school, to list the appropriate disciplinary procedures and to clarify the authorities concerned. It is a reference tool for all stakeholders (staff, students, parents), for educational purposes and should help to harmonize practices, awareness and understanding. It does not replace the Rules and regulations of the School which remain the basic text by their legal dimension.

Main shortcomings	Authorities	Conduct to follow	Foreseen disciplinary measures
<b>1) SCHOOL's OBLIGATIONS</b>			
<ul style="list-style-type: none"> <li>- Work not done,</li> <li>- incomplete or delivered late, white copy</li> </ul>	<ul style="list-style-type: none"> <li>- the concerned teacher</li> </ul>	Possible Information: <ul style="list-style-type: none"> <li>- The Parents</li> <li>- The main teacher</li> <li>- The School Life service</li> </ul>	<ul style="list-style-type: none"> <li>- Oral or written observation</li> <li>- Additional work</li> <li>- restraint</li> </ul>
<ul style="list-style-type: none"> <li>- White copy or refusal to surrender the copy</li> <li>- Fraud (cheating) during an evaluation or examination</li> </ul>	<ul style="list-style-type: none"> <li>- the concerned teacher</li> </ul>	Possible Information: <ul style="list-style-type: none"> <li>- The Parents</li> <li>- The main teacher</li> <li>- The School Life service</li> </ul>	<ul style="list-style-type: none"> <li>- Attribution of a 0 grade</li> <li>- Warning</li> <li>- Reprimand</li> <li>- Exclusion suspended</li> <li>- Temporary Exclusion</li> </ul>
<ul style="list-style-type: none"> <li>- repeated forgetting of material (books, notebooks, school / parents diary...)</li> <li>- Lack of work in classroom</li> </ul>	<ul style="list-style-type: none"> <li>- the concerned teacher</li> <li>- The School life service</li> </ul>	Possible Information: <ul style="list-style-type: none"> <li>- The Parents</li> <li>- The main teacher</li> <li>- The School Life service</li> </ul> Possible meeting with the parents and the teacher or the Senior Teacher	<ul style="list-style-type: none"> <li>- Oral or written observation</li> <li>- Additional work</li> <li>- restraint</li> <li>- Warning</li> <li>- Reprimand</li> <li>- Accountability measure</li> </ul>
<ul style="list-style-type: none"> <li>- Repetitive or selective Absences</li> <li>- Delays without valid reasons or repeated</li> <li>- Non attendance to the school life service in case of non admitted late arrival</li> <li>- Use of the facility</li> </ul>	<ul style="list-style-type: none"> <li>- The teacher concerned, the main teacher</li> <li>- School Life service</li> <li>- The Principal of the School or his / her representative</li> <li>- Commission of school life</li> </ul>	<ul style="list-style-type: none"> <li>- Information of the parents</li> </ul>	According to the assessing of the School Life service or the Senior Teacher : <ul style="list-style-type: none"> <li>- Written observation</li> <li>- restraint</li> <li>- warning</li> <li>- blame</li> <li>- Accountability measure</li> <li>- Temporary or permanent</li> </ul>

without authorization			exclusion
<b>2) RESPECT THE COMMUNITY LIFE (In and outside the School)</b>			
<b>a) Obligations as per the rules and regulations</b>			
<b>Main shortcomings</b>	<b>Authorities</b>	<b>Conduct to follow</b>	<b>Foreseen disciplinary measures</b>
- indecent outfits or improper conduct	All the staff of the school community	Possible Information: - The Parents - The Principal of the School - The School Life service Systematic meeting with the parents	- Oral or written observation - restraint - warning - blame - Accountability measure - Change of outfit before going to the classrooms
- Lack of respect for cleanliness, yards, buildings and rooms (papers, cups, food, etc.)		Possible Information: - Parents - School Life service -	- Apology - Oral or written observation - restraint - Accountability measure
- Use of a mobile phone, a music device, a camera, a video recorder		Possible Information: - Parents - School Life service Potential meeting with the parents	- Oral or written observation - restraint - warning - Temporary exclusion - Handling over the object to the parents by the School Life service -
- Gossiping and chatting or repeated agitation - Agitated Attitude - Insolence, disobedience	- All the staff of the school community - Committee of the School life	Possible Information: - Parents - The Principal - School Life service Potential meeting with the parents	- Oral or written observation - restraint - warning - blame - Accountability measure - Temporary exclusion
- Insulting an adult at the School or business partner (provider, subcontractor ...)	- All the staff of the school community - Committee of the School life - Disciplinary Council	Written report by the concerned adult – Systematic information: - The School life service - The Principal of the school - The parents  Systematic meeting with parents	- Oral or written apology - warning - blame - Accountability measure - Temporary or permanent exclusion
- Dangerous and violent behavior - Non-compliance with safety rules	- All staff of the school community - Committee of school life - Disciplinary Council	Systematic information: - The School Life Service - The main teacher - The principal of the School - The family.  Systematic meeting with the parents	- Apology - warning - blame - Accountability measure - Temporary or permanent exclusion

<b>2) RESPECT OF THE COMMUNITY'S LIFE</b>			
<b>b) Obligations as per the law.</b> (In addition to the sanctions set forth below, civil and criminal proceedings may be instituted for infringement). <b>Disciplinary procedures will be accompanied by alternative measures and support provided in the rules and regulations of the School.</b>			
<b>Main shortcomings</b>	<b>Authorities</b>	<b>Conduct to follow</b>	<b>Foreseen disciplinary measures</b>
- Non-respect of the conventions and the specific bylaws (informatics, trips and outings, IDC, ACS, etc.)	All the staff of the school community	Possible Information: - Parents - The Principal - School Life service - Senior Teacher Systematic meeting with the parents	- Oral or written comment - Temporary or permanent exclusion from accessing to networks, activities, travel, partying ... - Warning - Temporary or permanent exclusion
- Falsification of the signature of legal responsible - False information mentioned on the school / parents diary			- restraint - warning - blame - Temporary exclusion
- Intentional Degradation of collective or private materials (graffiti, vandalism, etc..)	- All the staff of the school community - Committee of the School life - Disciplinary Council	Possible Information: - Parents - The Principal - School Life service Systematic meeting with the parents Systematic invoice given to the parents	- Accountability measure - warning - blame - Temporary or permanent exclusion
- Smoking in the establishment - Use and possession of illegal products or dangerous objects (drugs, alcohol, ...)	- All the staff of the school community - Committee of the School life - Disciplinary Council	Possible Information: - The Parents - The Principal - The Senior Teacher - The School Life service Systematic meeting with the parents Systematic invoice given to the parents	- warning - blame - Accountability measure - Temporary or permanent exclusion
- Publication of a violent, obscene, racist, political or religious propaganda	- All the staff of the school community - Committee of the School life - Disciplinary Council	Possible Information: - Parents - The Principal - Senior Teacher - School Life service Potential meeting with the parents	- Warning - Reprimand - Measurement Accountability - Temporary or permanent exclusion
- Theft, attempted theft, complicity to theft, extortion, receiving stolen goods	- All the staff of the school community - Committee of the School life - Disciplinary Council	Possible Information: - Parents - The Principal - Senior Teacher - School Life service Systematic meeting with the parents Restitution of the goods.	- Warning - Reprimand - Measurement Accountability - Temporary or permanent exclusion

### **Article 30: PROCEDURES FOR AMENDING THE RULES AND REGULATIONS OF THE SCHOOL**

The regulations and rules are not unchallengeable. Its revision is subjected to the instruction and approval of the Council.