LIFT School Rules

Elementary and Middle School at the Yongchun Campus

Adopted by the School Council on 18 November 2026

Introduction

LIFT is a place of learning and personal development where each student learns to become an adult and a citizen.

LIFT belongs to the network of the Agency for French Education Abroad (AEFE). Like all members of this network, it promotes the values of the French Republic and helps share French culture internationally.

The purpose of these school rules is to set out the principles and operating rules which, through their knowledge, understanding, acceptance and application by all members of the school community, ensure the proper conduct of teaching and educational activities and the safety of everyone involved.

Daily life in a school, as in any organised community, requires compliance with rules established to enable people to live and work together. These rules apply to all members of the educational community. Mutual respect between adults and students, and among students themselves, is another foundation of community life.

The school's mission is to educate students and help them understand that society operates according to rules, codes and practices which they must respect.

These rules also aim to enable members of the school community to exercise their rights and fulfil their responsibilities in accordance with the values and principles of French public education: secularism, neutrality, commitment to work, tolerance and respect for others, and protection against all forms of violence.

LIFT respects everyone's freedom of conscience. Proselytising, religious or political pressure, and discriminatory behaviour are prohibited.

These rules comply with the law applicable in Taiwan and the commitments associated with French accreditation. They take French educational principles and the protection of children's rights as their reference points. French references are considered in light of the school's status under local law.

They should help establish a climate of trust and cooperation among all stakeholders - students, staff and parents - which is essential to education and learning.

Furthermore, the school's status as a private school governed by Taiwanese law requires every member of the community to respect the rules and practices applicable in Taiwan.

Developed and updated in consultation with all members of the educational community, these rules help students learn about life in society, citizenship and democracy by making them responsible for their conduct. Conduct outside school may lead to an educational or disciplinary response when it is directly connected with school life, affects a member of the community or disrupts the school's operation, in accordance with applicable law.

These school rules are deliberately written in general terms. Teaching staff, the School Life team and school leadership will explain how these principles apply to students and parents.

Every member should understand both the value of these provisions and the need to follow rules previously defined through a collective process.

Any permanent amendment to these rules follows the School Council adoption procedure. In an emergency, school leadership may take the interim protective measures necessary for safety, inform families and refer the matter to the appropriate bodies if an amendment to the rules is required.

Provisions applying to all students

Scope and student supervision

These rules apply to lessons, breaks, school meals, extracurricular activities (ECA), daycare and outings organised by LIFT. Instructions specific to each activity are communicated to students and families.

The end of lessons does not end the school's responsibility for a student enrolled in a subsequent activity. Staff organise attendance checks and handovers between lessons, the canteen, ECA and daycare. Any absence or change to a student's end-of-day arrangements must be reported to the School Life team.

Elementary students are handed over to their legal guardian or an authorised person. Middle school students leave according to their authorised departure arrangements and under the School Life team's supervision. A student waiting to be collected remains under the school's care. A student may leave school unaccompanied at the parents' request, provided that the parents sign a liability waiver and submit it to the school.

Campus access and student collection

Elementary students enter and leave via the rear staircase. Middle school students, and students leaving after ECA or daycare, use the main gate, unless the school communicates temporary alternative instructions.

Parents must follow circulation instructions. All visitors must report to the designated reception point and obtain permission before entering school areas. Parents may not move freely through teaching areas.

Families must provide an up-to-date list of people authorised to collect their child and contact details at which they can be reached. Any one-off change must be submitted in writing and confirmed by the School Life team after verification. Identification may be requested if there is any doubt. If a parent is late, the family must inform the school immediately. If the family cannot be reached, emergency contacts will be called and school leadership will organise continued care.

Student protection and reporting concerns

All violence, intimidation, discrimination, humiliation, sexist or sexual violence, bullying and cyberbullying are prohibited. A student or family may contact a teacher, the School Life team, the nurse or school leadership directly.

The pHARe anti-bullying lead coordinates the handling of bullying situations with school leadership. The school gathers information, assesses immediate protective measures, supports students and provides follow-up. Reports are handled discreetly and information is shared with those concerned. Referrals to the authorities follow applicable local procedures. Any retaliation following a report is prohibited.

Dress code

Students must wear appropriate clothing suited to school life and the activities provided. Skirts must reach at least the fingertips when arms are held straight down at the sides. Short tops exposing the stomach, including crop tops, are prohibited. Shoes must be closed-toe. Flip-flops and Crocs are prohibited. Appropriate clothing and footwear are required for sports and practical work.

Phones, smartwatches and smart glasses

Students' phones, smartwatches and smart glasses must be switched off and put away throughout their time at LIFT, including during lunch, ECA and daycare. An exception may be authorised for a documented medical need or a supervised educational activity. Families must contact the School Life team to reach their child.

In the event of unauthorised use, a staff member may take the device and hand it to the School Life team. It will be labelled and stored securely. The family will be informed and the device returned to the legal guardian at the end of the day. Any difficulty concerning its return will be resolved with school leadership. Staff will not inspect the device's contents as part of this measure.

Image rights and personal data

Taking photographs, making recordings and sharing images or recordings involving students or staff require the school's permission and the consent of the people concerned or their legal guardians, in accordance with applicable rules. Consent for LIFT's public communications is obtained separately. Requests concerning personal data or CCTV footage must be addressed to school leadership and handled in accordance with local law and third-party rights.

Health and medication

Families must inform the nurse of allergies, medical conditions, treatments and restrictions relevant to their child's care. An Individual Healthcare Plan (PAI) is drawn up when needed, in consultation with the family and relevant professionals. Medical information is kept confidential and shared with staff only to the extent necessary for the student's care.

Medication is administered in accordance with school procedures, on prescription and with parental authorisation, unless specific provisions in a PAI or emergency protocol apply. The nurse retains professional autonomy in care decisions. In the nurse's absence, staff follow first-aid instructions and call the emergency services when necessary.

Safety and exceptional situations

Safety instructions cover, in particular, fire, earthquakes, shelter-in-place and lockdown procedures, and intrusions. They are explained to students and practised through age-appropriate drills. During an alert, everyone must follow staff instructions. Families must wait for information from the school and follow the announced assembly and student collection arrangements.

Students must immediately report damaged equipment or dangerous situations to an adult. Climbing on furniture, moving heavy equipment or using equipment for unintended purposes is prohibited. The school organises maintenance and safety checks of premises and equipment.

Closures or changes caused by typhoons, weather conditions or other exceptional situations are communicated through LIFT's official channels, taking account of decisions by the competent authorities and conditions specific to the campus.

Rules specific to elementary school from CP to CM2

School hours

Students are welcomed from 7:30 a.m. Lessons run from 8 a.m. to 4 p.m., with a one-hour lunch break.

ECA and daycare times are communicated in the annual timetable annex. The end times of extracurricular activities are separate from the end of lessons.

Arrival and drop-off

Parents and guardians dropping off students must comply with the regulations applicable in Taiwan.

Attendance

School attendance is compulsory.

For a planned absence, parents must notify the School Life team in advance. For an unexpected absence, they must notify the team that morning and provide the reason in writing. Any student arriving late must report to the School Life team before going to class.

Absences are recorded in half-days. Lateness is recorded separately. Repeated lateness leads to a discussion with the family.

In the event of repeated absences, parents will be contacted and sent a letter.

Repeated or unjustified absences lead to a meeting with the family, attendance monitoring and, if necessary, the steps required by the competent local authorities.

Prohibited items

Bringing dangerous objects, valuables such as jewellery or electronic devices, or personal items not requested by teachers is strictly prohibited.

Rubik’s cubes and Pokémon cards are permitted unless the school subsequently decides otherwise.

Phones, smartwatches and smart glasses are covered by the common provisions above.

Access to premises

Access for students, families and visitors is organised in accordance with the common provisions on campus access.

Elementary parents must not accompany their children into the classroom, even when late. They must wait for a staff member to collect the student at the entrance.

Recommendations

Clothing should be labelled with the child’s name. Parents should also remind their children to respect furniture, books, equipment and buildings so that they remain in good condition. Writing on walls, doors or tables is not permitted. Any damaged or lost book must be replaced at the family’s expense.

Families must also help their children understand the importance of behaving in accordance with the host country’s customs and traditions, particularly as part of neighbourhood life, to maintain good relations with the school’s neighbours.

Hygiene

Children must arrive at school clean and apparently in good health. Families must check their hair carefully and, if head lice are found, inform the school and begin appropriate treatment immediately.

Rules on medication, allergies and Individual Healthcare Plans (PAI) appear in the common provisions.

In the event of an accident or illness, parents will be informed and asked to collect their child if necessary. It is therefore essential to keep children at home when they have symptoms such as fever, vomiting or other ailments, to prevent infection spreading in class.

Disciplinary responses

Responses to breaches of the rules are adapted to the student's age and needs. They may include a reminder of the rule, a discussion, an appropriate restorative task or a reflection exercise. The family is involved in follow-up when needed.

All measures must preserve the child's dignity and exclude humiliating treatment, violence and deprivation of care or basic needs. Any temporary removal from the group requires effective adult supervision.

For persistent or serious difficulties, school leadership brings together the educational team and the family to agree protective and support measures. Any decision affecting the continuation of schooling must follow a formal procedure, give the family an opportunity to respond and be checked for compliance with local law.

School outings

Safety and behaviour instructions apply during outings. Breaches lead to an individualised response. If a student's participation requires adjustments, school leadership will consider them with the family and staff. Any decision restricting participation must state its reasons and provide educational supervision for the student.

School meals

Children eating in the school canteen must behave appropriately: be polite to staff, including supervisors and kitchen staff, and respect food by avoiding waste.

Money

Children must not bring money to school. Pocket money is prohibited. Trading items is also prohibited, and items traded will be confiscated.

School reports

A school report is sent electronically to parents each semester through Pronote for consultation. Individual parent-teacher meetings are organised at this time.

Leaving school

Any request for early departure must be submitted in writing to the School Life team and approved by school leadership. The student is handed over to an authorised person and the departure is recorded. Where possible, families should arrange collection during the lunch break or at the end of lessons. Medical or family emergencies are handled without waiting for these times.

Teaching staff

Parents should not delay teachers as they are taking their classes in. Teachers are available at dismissal, but making an appointment is strongly recommended.

General conduct outside school

Rules of respectful behaviour apply in the neighbourhood and during journeys organised by LIFT. Incidents outside school connected with school life are handled in accordance with the common provisions. Families are involved in preventing dangerous or disrespectful behaviour.

Rules specific to middle school from 6e to 3e

School hours

Students are welcomed from 7:30 a.m. Lessons run from 8 a.m. to 4 p.m., with a one-hour lunch break. Students enter and leave through the main gate under the School Life team's supervision.

Premises

Students may access school rooms and equipment as provided for in their timetables. They may not enter or use classrooms or the gym without their teacher, unless specially authorised by the School Life team. Students remain under their teacher's responsibility during short breaks between two consecutive lesson periods, excluding scheduled recreation breaks.

Everyone must maintain the quiet needed for school activities. Students may remain in corridors during breaks if they respect the premises and keep noise at an acceptable level. Supervisors oversee students during breaks. Students may not remain in classrooms without an adult. Classrooms must remain closed.

Community life requires an understanding that the environment is shared and must be respected and protected for everyone's benefit. Keeping rooms and spaces clean is everyone's responsibility: it supports collective well-being and shows respect for cleaning staff.

Food and drink may only be consumed in the dining hall, playgrounds and outdoor areas, with only snacks permitted in playgrounds and outdoor areas. For reasons of propriety and hygiene, snacks and drinks must be kept in bags while moving through the premises. Chewing gum is strictly prohibited at school.

Students and staff must comply with Taiwanese laws and regulations. Conduct outside campus is handled under the common provisions when its connection with school life justifies it.

Students' rights and responsibilities

LIFT students enjoy the same fundamental rights recognised in society, including respect for their physical integrity, freedom of conscience and expression, property and work, in a spirit of tolerance. Defamatory or insulting remarks can have serious consequences. This also applies to the use of technology: the respect owed to everyone extends to the social networks widely used by our students.

Every member of the community has the right to:

- respect for their physical integrity;
- respect for their freedom of conscience;
- respect for their work;
- respect for their property;
- freedom to express their opinion in a spirit of tolerance and respect for others.

Freedom of expression

Students exercise freedom of expression through their representatives. They are represented on the school's various bodies by the representatives they elect to those bodies. Noticeboards are available to student representatives. All notices must identify their author, respect public order and individual rights, and receive prior approval from the administration.

Right to hold meetings

Students may hold meetings after requesting and obtaining the administration's approval, allowing sufficient time for arrangements. In middle school, only student representatives may initiate a meeting as part of their duties. Meetings must take place outside participants' scheduled lesson times. Requests must specify the purpose of the meeting, the person or people responsible, the students concerned, and the equipment and rooms required. Any refusal must be explained in writing, stating the circumstances and facts justifying the decision.

Right to publish

Students may contribute to school publications within an age-appropriate educational framework. Rules concerning editorial responsibility, respect for others, image rights and source citation are explained to them. Any publication supported by the school is organised with the adult responsible for the project. Students may ask school leadership to consider a publication proposal.

Attendance and punctuality requirements

Students must participate in schoolwork, observe teaching hours, and comply with curriculum requirements and assessment arrangements. Deliberate absenteeism breaches the attendance requirement and may lead to disciplinary sanctions. Teachers and the School Life team monitor students' presence throughout the day and inform families of any unexplained absence or lateness. Attendance includes active participation in lessons, independent work outside class and bringing the required equipment to every lesson.

Academic integrity

All students must uphold academic integrity. Any practice amounting to plagiarism is prohibited. Accordingly:

- all sources must be acknowledged and cited accurately;
- cooperation between students must not result in partially or wholly identical work being submitted separately;
- copying another student's work is prohibited;
- online resources must be used critically;
- the reuse of content must be authorised, identified as a quotation and accompanied by its source.

Assessment concerns the learning achieved and the personal work actually completed. Work whose author cannot be identified may require reassessment. Established cheating may lead to a separate disciplinary response. Instructions for each assignment specify the permitted assistance, including artificial intelligence tools. A detection tool alone is not sufficient to establish cheating.

Absences

For planned absences, parents must notify the School Life team in advance. For unexpected absences, they must notify the team that morning. Only written communication from the family by email stating the reason can serve as justification. The School Life team checks and confirms whether the absence is justified.

Absent students must catch up on lessons and work completed during their absence.

Lateness

Punctuality shows respect for teaching and ensures that school activities run smoothly. Lateness should be exceptional. Each late arrival and its duration are recorded as such. If part of a lesson is missed, the time absent from that lesson is also recorded, without automatically treating lateness as a half-day absence. Repeated lateness is a serious breach and may lead to school penalties or disciplinary sanctions.

Leaving school

Students must remain at school from the first to the last period of their timetable, including intervening study periods and the lunch break. Any departure during this time requires the School Life team's permission.

If a teacher is absent, the student remains at school. A later arrival or early departure is permitted only after approval by the School Life team and written family authorisation under the selected departure arrangements. The family is informed before the student leaves. Without confirmation, the student remains under the school's care.

Legal guardians specify the student's departure arrangements at the start of the year and may revise them in writing.

Physical education and sport (PE)

Attendance at PE is compulsory. Any illness or medical restriction must be reported to the teacher and, if necessary, the nurse. Activities are adapted to the student's condition and medical instructions. Long-term inability to participate must be documented by a medical certificate specifying the restrictions needed to adapt activities, while respecting medical confidentiality. Exemption from an activity does not authorise a student to leave school. The School Life team arranges supervision when attendance at the lesson is not possible.

Behaviour

All students must behave appropriately and respect the rules and practices of the host country, including on public transport and in the neighbourhood.

Dress

The common provisions on freedom of conscience and respect for others apply. The dress code in the common provisions applies to all middle school students.

- Appropriate clothing is required for PE activities.
- During practical science work, students must follow clothing instructions and use the protective equipment requested.

Tobacco, alcohol and drugs

Students are prohibited from possessing, using, exchanging or selling tobacco, electronic cigarettes, vaping products, alcohol or illegal drugs on campus and during activities organised by LIFT. Staff apply the school's safety and reporting procedures, in liaison with the family and authorities when necessary.

Safety

The common provisions on safety and exceptional situations apply to middle school.

Protection of property

Everyone is expected to act responsibly and remain vigilant. Loss, theft or damage must be reported to the School Life team. The school considers each situation in light of the circumstances and applicable law. Bringing valuables is strongly discouraged.

Electronic devices

Phones, smartwatches and smart glasses are covered by the common provisions. Computers and Chromebooks are used for school purposes in authorised places and time slots, under conditions set by staff. Games and content unrelated to the assigned activity are prohibited during schoolwork.

Students must read the attached IT Acceptable Use Policy. Usernames and passwords are personal and must not be shared with others.

Devices for listening to music are permitted only in the student common room. These devices must not have an internet connection.

Libraries

The Yongchun campus library and LIFT's BCDI library and resource centre are places for work and cultural recreation. Students should visit them to use documentary and cultural resources.

Use of spaces

When they have free time, middle school students may independently visit the spaces designated for this purpose.

Each space has its own operating rules, which must always comply with these school rules.

Teaching and administrative teams reserve the right at any time to restrict or require the use of, and access to, these spaces for students who do not fulfil their obligations, whether academic, behavioural or otherwise, or do not follow the established rules.

Educational activities, including lessons, talks and curricular and extracurricular sports activities, always take priority.

Textbook loans

The school lends students a set of textbooks. If a book is damaged or lost, the borrower must provide an identical replacement with the same ISBN or reimburse its value to the administration office.

Canteen

A self-service meal service is provided. The School Life team manages students' access.

For food allergies, LIFT requires a medical certificate or allergy test results to be submitted to the nurse.

Nurse's office and health

Families are asked to keep students at home when they have symptoms such as fever, vomiting or other ailments. For contagious diseases, the school follows instructions from the competent Taiwanese health authorities and LIFT's health protocols.

During the nurse's working hours, students are directed to the nurse's office.

In the nurse's absence, any student who feels unwell or has a temporary injury is cared for by the School Life team, which informs the family if necessary.

If transport to a medical facility is necessary, the school will call an ambulance and inform the family of the destination so they can promptly join the student and take over. A staff member will accompany the student until the family takes over their care.

School penalties and disciplinary sanctions

Responses to breaches of the rules serve an educational purpose. They are proportionate, individualised and based on established facts. Collective or humiliating sanctions, and sanctions based solely on insufficient academic results, are excluded.

School penalties and educational measures

Teaching, educational and leadership staff may remind a student of a rule, require a reflection task, propose an appropriate restorative task or inform the family. Supervised detention may be arranged after the family has been informed of its reason, duration and timing. Temporary removal from a lesson remains exceptional; it must be recorded in writing and the student placed under the School Life team's supervision.

Educational Support Committee

An Educational Support Committee (commission éducative) is established at LIFT. It considers the situations of students whose behaviour is inconsistent with school rules or who do not meet their academic obligations. It seeks a personalised educational response, particularly for repeated difficulties or incidents involving several students.

The committee is chaired by the Head of School or by the deputy designated in the Head's absence. Its members are appointed by the Head of School. The committee includes the Head of School Life, at least one teacher and at least one parent representative. The form teacher or class teacher contributes to the consideration of the situation. The psychologist, nurse or anyone whose presence would be helpful may be invited.

The Head of School convenes the committee on their own initiative or on the educational team's recommendation. The student and legal guardians are informed of the purpose of the meeting and invited to present their observations. Participants must maintain the confidentiality of discussions and personal information. Any member directly involved in the situation is replaced for its consideration.

The committee may propose a written commitment from the student, specific behaviour or work targets, mentoring, an appropriate restorative measure or support in liaison with the family. The agreed measures, the person responsible for follow-up and a review date are recorded in a report shared with the family. The committee monitors preventive, support, responsibility-building and alternative measures to sanctions.

The Educational Support Committee does not impose disciplinary sanctions and does not replace the Disciplinary Council. A committee meeting is not a mandatory prerequisite for initiating disciplinary proceedings.

Disciplinary sanctions

The scale is as follows:

- Written warning.
- Formal reprimand.
- Responsibility-building measure: an educational or restorative activity appropriate to the student's age.
- Temporary exclusion from class for a maximum of eight days. The student remains at school and continues schoolwork under supervision.
- Temporary exclusion from the school or an ancillary service for a maximum of eight days.
- Permanent exclusion from the school or an ancillary service, imposed by the Disciplinary Council.

The Head of School may impose sanctions up to temporary exclusion, within the limits set by these rules and applicable law. The Disciplinary Council may impose sanctions from this scale, including permanent exclusion. Preventive, responsibility-building, restorative and support measures may supplement a disciplinary response.

Procedure and follow-up

The student and legal guardians are informed in writing of the alleged conduct. They are given sufficient time to prepare their observations and review the material relevant to their defence, subject to third-party rights. The student may be accompanied by a person of their choice, in accordance with applicable arrangements.

The decision must give reasons in writing and specify the facts, sanction, duration, effective date, arrangements for continuing schoolwork, and applicable opportunities for review or appeal.

Any interim protective measure is separate from the sanction. It must be justified, limited to the time necessary and accompanied by arrangements for educational continuity.

Decisions are retained with access restricted to authorised persons. Retention and deletion periods are determined in the approved disciplinary procedure, taking account of AEFE reference guidance and local law. Non-renewal of enrolment on disciplinary grounds follows a formal procedure allowing the family to present its observations.

Cheating in official examinations is also subject to those examinations' specific procedures and the authority of the organising body.

Relations with families

Parents are represented on the School Council by their elected representatives, to whom they may refer collective issues. Individual situations are handled directly with the relevant staff, the School Life team or school leadership, with due respect for confidentiality.

Parent-teacher meetings are organised during the school year; attendance is strongly recommended.

Parents and members of the educational team may also meet at other times by appointment.

Communication of academic results

Academic results are communicated through:

- a school report issued according to the schedule communicated by the school, including a proficiency assessment or average mark and a written comment for each subject, together with an overall comment;
- access to marks through Pronote;
- the Class Council, which brings together the educational team - leadership, teachers, parent representatives and student representatives - and communicates to families the reviews and the team's opinion on the student's personal plans. The Class Council makes a recommendation on the student's educational pathway in accordance with the student's wishes and personal plans.

Enrolment at the Lycée International Français de Taipei constitutes acceptance of these school rules.

I acknowledge that I have read these school rules and their annexes and undertake to comply with them.

Student's name _____ Class _____

Name and signature of legal guardian _____ Date _____

Student's signature, as appropriate to their age _____

IT Acceptable Use Policy

Article 1 - Use of IT equipment

Equipment may be used only for educational and administrative activities. Every user must take care of equipment and help keep it in good working order.

Article 2 - Internet access

Internet access is strictly supervised and must be used for educational purposes. Illegal or pornographic content and content glorifying violence are prohibited. The use of sensitive material for teaching purposes is supervised by an adult.

Article 3 - Security and confidentiality

Passwords are strictly personal and must never be shared. Users must respect the confidentiality of personal and professional data.

Article 4 - Software use

Only software authorised by the school may be installed and used. Installing unauthorised software is strictly prohibited.

Article 5 - User responsibility

Every user is responsible for their actions when using IT equipment. Inappropriate behaviour, including illegal downloading and hacking, is prohibited.

Article 6 - Data backup

Users must back up their work regularly. Any data loss must be reported to the IT service so that available solutions can be explored.

Article 7 - Shared spaces

IT spaces must be used with respect for other users. Silence must be maintained to provide suitable working conditions.

Article 8 - Maintenance and technical support

Any fault or malfunction must be reported to the IT service. Only authorised staff may carry out repairs.

By following this policy, we ensure a safe and effective IT environment for everyone.

Contact annex

Service	Purpose	Contact
Admissions	Enrolment, re-enrolment, transfers and Eduka	admission@lift.tw
Finance	Invoices and payments	finance@lift.tw
ECA and camps	Activity registration and organisation	eca@lift.tw
School Life	Absences, lateness, departures, incidents and reporting concerns	school-life@lift.tw
Academics and leadership	Educational matters and follow-up of individual situations	academics@lift.tw
Nurse’s office	Health, treatments and allergies	health@lift.tw

Families may contact the school directly. Going through a parent representative is not a prerequisite, particularly for emergencies, health matters and reporting concerns. General collective requests may be relayed by elected representatives.