

INTERNAL RULES

(Elementary – Middle school – High school)

The internal regulations are examined by the Establishment Council, which adopts them and can modify their terms. They are submitted for approval to the AEFE.

Introduction

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

LIFT is part of the Agency for French Education Abroad (AEFE) network. Like all its members, it promotes the values of the French Republic and contributes to the influence of French culture.

The purpose of the internal regulations of the establishment is to formalize the principles and operating rules which, through their knowledge, understanding, acceptance and application by all members of the school community, guarantee the normal exercise of instructional and educational activities, as well as their safety.

The obligations of daily life in a school establishment, as in any organized community, require compliance with the operating rules put in place to ensure collective life. They apply to all members of the educational community. Mutual respect between adults and students and between students also constitutes one of the foundations of collective life.

The educational establishment has the mission of educating students, of making them aware that civil society responds to rules, codes and customs to which they must adhere.

The regulation also aims to allow the exercise of the rights and duties of members of the school community while respecting the values and principles of the public education service: secularism, neutrality, work, tolerance and respect for others, protection against all forms of violence.

The wearing of signs or clothing that clearly demonstrate any religious or political affiliation is prohibited.

As an educational document, the internal regulations must comply with higher legal texts, including international agreements ratified by France, national constitutional, legislative, and regulatory provisions, and particularly the International Convention on the Rights of the Child (November 20, 1989).

It must contribute to the establishment between all interested parties (pupils, staff, parents) of a climate of trust and cooperation essential to education and work

Furthermore, the status of a private educational establishment under Taiwanese law requires each member of the community to respect the rules and customs in force in Taiwan.

Developed and updated in consultation with all stakeholders in the educational community, in its very application, it places the student, by making him responsible, in a situation of learning about life in society, citizenship and democracy. Students retain their student status outside the establishment.

These internal regulations are deliberately written in general terms, and the interpretation of these principles will be explained to students and parents by teaching and school life staff, as well as by management.

Each member must be convinced both of the interest of its provisions and of the need to adhere to rules previously defined collectively.

Additional provisions, temporary or permanent, may be put in place due to the local, national or international context. After the School Board has given its opinion on the protocol that defines them, and once they have been brought to the attention of all students and families, they become an integral part of these Internal Regulations.

Specific regulations for primary school at Liu Gong Campus)

HOURS

School opens at 7:30 a.m. Elementary students must arrive no later than 8:00 a.m.

Elementary school classes (from CP to CM2) end at 3:30 p.m., 4:45 p.m. and 6 p.m.

On Wednesdays, classes end at 2 p.m., 3:30 p.m., 4:45 p.m. and 6 p.m.

From then on, children are the sole responsibility of their parents.

DROP-OFF

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

ATTENDANCE

School attendance is compulsory.

In case of absence or delay, parents must write to the school office for justification.

The number of half-days of absences and lateness will be noted in the student's school file. In the event of repeated or too frequent lateness, parents will be notified.

In the event of repeated absences, parents will be contacted, and written notification will be sent to them.

If a child misses more than four half-days of school without a valid excuse, the family will receive a first warning, in accordance with Article L131-8 of the Education Code.

PROHIBITED ITEMS

Bringing dangerous objects, valuable items (such as jewelry and electronics), or any personal items not required by teachers is strictly prohibited. Rubik's cubes and Pokemon cards are allowed if there is no further notice from school.

The use of mobile phones and smartwatches by students is strictly prohibited. In case of transgression, the device will be confiscated and given to the parents by the school principal.

ACCESS TO PREMISES

This is strictly reserved for the establishment's staff. No person outside the school may enter without having been previously invited.

Parents of elementary school students should not accompany their child(ren) to class, even if they are late. They will wait until a staff member is available to pick-up the student at the gate.

RECOMMENDATIONS

It is desirable that clothes be marked with the child's name. It is important that parents insist that their children respect the furniture, books, equipment and buildings to keep them looking nice. No writing can be tolerated on walls, doors or tables. Any damaged or lost book will be replaced at the family's expense.

Families must also make their children aware of the importance of behaving in accordance with the customs and traditions of our host country, particularly as part of our integration into neighborhood life, in order to maintain good relations with the establishment's neighbors.

HYGIENE:

Children must come to school in a suitable condition and apparently in good health. Their hair must be monitored carefully and in the event of pediculosis, the family agrees to inform the school and start the appropriate treatment.

Within the school premises, no medication may be taken or administered without first following the specific protocol provided for this purpose. For chronic conditions and allergies, a PAI (individualized reception project) is set up. For general cases, the nurse, under the authority of the primary school principal, will be responsible for helping to take the medication provided by the family with the doctor's prescription and the authorization form provided for this purpose (downloadable from the site)

In the event of an accident or illness, parents are notified and asked to come and pick up their child if the situation requires it. As such, it is imperative to keep your child if he or she shows signs of illness (fever, vomiting, various ailments) and thus avoid any contagion in the class.

SANCTIONS

Breaches of the school's internal regulations and any physical or moral harm to other students or LIFT staff will result in reprimands or sanctions which may be brought to the attention of families.

There are three types of sanctions: additional tasks, community service, and temporary exclusion.

- Additional task given to the student.
- Community service
- Temporary eviction

The teacher requires a student to work and, if the effort is insufficient, decides on the appropriate measures to be applied.

The teacher shall refrain from any behavior, gesture or word which would reflect indifference or contempt on his part towards the student or his family.

Likewise, students, like their families, must refrain from any behavior, gesture or word that could undermine the teacher's role.

In the event of serious breaches, the teachers' council may ask the Head of the establishment to exclude the student or not to re-enroll the student the following year.

Parents will be notified by email each time.

SCHOOL TRIPS

During school trips, any behavior that disrespects chaperones or damages the school's reputation, as well as any act of vandalism, will be reported to the administration. This may result in temporary or permanent exclusion from future outings.

SCHOOL CATERING

Children who eat their meals in the school restaurant must adopt a correct attitude: remain polite with the different staff (supervisors, cooks), respect the food by avoiding wasting it.

MONEY

Make sure that children do not bring any money. Pocket money is prohibited. Similarly, exchanges are also prohibited and exchanged items will be confiscated.

ACADEMIC REPORTS

An academic report is sent electronically to parents each semester via Pronote for review. Individual parent-teacher

meetings are organized on this occasion.

LEAVING SCHOOL

No student may leave the school during class without the student's guardian coming to pick them up. In order not to disrupt the running of the class, it is preferable to notify the teacher in advance. If the family cannot travel, no person other than those designated by the child's legal guardians in the safety sheet completed at the beginning of the year will be able to take charge of a student. In the event of an emergency, only a dated and signed discharge sent by email will be tolerated, and this, exceptionally. The family will take care to update the safety sheet with the secretariat if necessary.

For reasons of safety and the smooth running of classes, early departures of students are not permitted, except in exceptional cases and with the agreement of the Director. A student who must be absent for an afternoon must leave the school at the beginning or end of the lunch break and not during school time.

TEACHING STAFF

Parents will ensure that teachers are not held up at the time of entry into class. Teachers are available to parents at the time of exit, but it is strongly recommended to make an appointment.

ORGANIZATION AND GENERAL OPERATION OUTSIDE THE ESTABLISHMENT

All users are required to respect the rules and laws in force in Taiwan. Indeed, beyond the responsibility of each family, the establishment, in the person of the head of the establishment, may have to answer to the local authorities for the behavior of the students.

LIFT will therefore take all necessary and proportionate measures in the event of failure by students outside.

Specific regulations for Secondary school at Yong Chun Campus (included CM1-CM2)

HOURS

The doors open in the morning at 7:45. Classes start at 8:15 and end at 17:00 at the latest, from Monday to Friday. After that, only extracurricular activities (workshops, meetings, councils, etc.) are held. Students can exit through the main entrance of Yong Chun according to their schedule.

PREMISES

Access to school rooms and equipment is permitted within the framework of students' timetables. Students may not enter and use classrooms and the gymnasium in the absence of their teacher and except with special authorization issued by the School Life service. Students remain under the responsibility of their teacher during breaks granted between 2 consecutive hours of classes, excluding recess.

Each user ensures that the necessary calm is respected for the activities taking place within the establishment. Parking in the corridor during recess is permitted if students respect the premises and maintain an acceptable noise level. School life staff supervise students during recess times. Students are not allowed to remain in classrooms during recess if they are not under the supervision of an adult. Classroom must remain closed.

Community life requires awareness that the environment is shared and must be respected and protected in the interest of all. The cleanliness of premises and spaces is everyone's business. It is the condition for collective well-being and respect for the personnel responsible for maintenance.

The consumption of food and drinks is strictly limited to the dining room, playgrounds and outdoor areas (snacks only). For reasons of decorum and hygiene, students must store their snacks and drinks in their bags when moving around the premises (building and outdoor areas)

Chewing gum is strictly prohibited on school premises

All students and staff must comply with Taiwanese laws and regulations. The school administration may be held accountable by local authorities for student behavior outside the school premises. The LIFT will therefore take all necessary and proportionate measures in the event of failure by students outside.

RIGHTS AND OBLIGATIONS OF STUDENTS

Students at LIFT are entitled to the same fundamental rights recognized in civil society, including respect for their physical integrity, property, freedom of conscience, and expression, in a spirit of tolerance. Any defamatory or insulting remarks can have serious consequences. In this regard, technological advances should be considered. The respect due to each person must therefore be exercised on the social networks widely used by our students.

Each member of the community has the right:

- Respect for his physical integrity
- Respect for his freedom of conscience.
- Respect for his work
- Respect for one's property
- To the freedom to express one's opinion in a spirit of tolerance and respect for others

The right of expression

Students benefit from freedom and the right of expression through their delegates. They are represented in the various bodies set up in the establishment, through their representatives whom they will have elected for these bodies in advance.

Notice boards are made available to student representatives. All postings must be nominative and must respect public order and the rights of individuals after validation by the administration.

The right to assembly

It is granted to students after request to the administration and agreement from the latter, respecting sufficient time for the establishment of this meeting. As regards middle school students, only student delegates can take the initiative of a meeting for the exercise of their function.

The right to meet is exercised outside of the class hours scheduled in the participants' timetable. The request must be made to the administration, stating the purpose of the meeting, the person(s) in charge, the students concerned, the needs in terms of equipment and premises.

A refusal will be justified in writing and will set out the circumstances and the fact which justify this position.

The right of publication

The right to write and distribute publications in educational establishments is guaranteed without prior authorization or control and in compliance with pluralism. The exercise of this right is governed by rules, the whole of which corresponds to the ethics of the press.

In the event of a breach of these rules, the Head of Establishment is entitled to suspend or prohibit the distribution of the publication.

The establishment remains vigilant regarding electronic publications involving members of the educational community.

Obligation of assiduity and punctuality

Students are required to participate in school work, to respect teaching schedules as well as the content of the programs and the methods of knowledge assessment. Voluntary absenteeism constitutes a failure to attend and may, as such, be subject to disciplinary sanctions.

A general check of the presence of students in the establishment is carried out throughout the day by teachers and the School Life service which, in the event of an absence or unknown delay, informs the family.

Attendance includes active participation in classes, personal work outside of school hours, and bringing materials to each class.

Respect for Academic integrity

Respect for academic integrity is required of all students and prohibits any practice similar to plagiarism.

- all sources must be precisely mentioned and cited.
- cooperation between students must not lead to work being submitted that is partially or completely identical to each other.
- any copying by a student of another student's homework is prohibited.
- the use of sources located on the web must be accompanied by a critical approach.
- any copying of the content of a website is prohibited.

These various forms of failure may be sanctioned, in the rating or by a disciplinary measure appearing in the internal regulations.

ABSENCE

In the event of a planned absence, parents are asked to inform the School Life office in advance. In the event of an unforeseen absence, they are asked to inform the School Life service the same morning.

Only a written statement from the family (email) with a specific reason can serve as proof. The School Life service

checks and validates the legitimacy of the absence.

The absent student must make up for lessons and work completed during his absence.

DELAYS

Punctuality is a mark of respect for the teaching provided and guarantees the smooth running of the school's activities.

A delay is an exceptional situation.

An absence is counted as lateness of 10 minutes or more.

Repeated lack of punctuality constitutes a serious breach and will be subject to punishment or disciplinary sanctions.

EXIT

| Middle School | High School |
|---|---|
| Unless exceptional authorization is given by the family in writing in advance to the School Life office, the student must be present at the establishment from the first to the last hour of class scheduled in their usual timetable. In the event of an unexpected absence of a teacher for the last hour of class, the student goes to the study room. In the event of a teacher's absence, planned and notified to families, students will be allowed to leave earlier or arrive later if necessary. This is the first hour of the day. | The student must be present according to their actual schedule (usual schedule or schedule modified following course changes or teacher absences). The student can therefore leave earlier or arrive later in the event of a planned or unplanned teacher absence. |

Only high school students are allowed to leave the establishment during a lunch break.

The family's responsibility is fully engaged outside the establishment.

The establishment participates in this supervision and ensures the good behavior of the students by monitoring the surroundings of the high school.

PHYSICAL EDUCATION

Attendance and participation in Physical Education and Sports courses is mandatory in the same way as all other courses. However, this principle may be waived exceptionally under the following conditions:

- For an exemption in the event of temporary indisposition, the PE teacher is the only one to judge the merits of an exemption request. He will decide whether to keep the student in class or exceptionally authorize him not to participate in the class.
- For a long-term exemption (from 2 sessions), the student must submit to the PE teacher a written request and a medical certificate, issued by a doctor. Failing this, the student's presence at the course is mandatory.

BEHAVIOR

All students must behave correctly, also respecting the rules and customs in force in the host country, including on public transport and in the neighborhood.

OUTFIT

Under the law of March 15, 2004, the wearing of signs or clothing demonstrating religious affiliation is prohibited.

Students are required to wear appropriate clothing for a school establishment, taking into account weather conditions and rules of etiquette.

- For Physical Education and Sports classes, it is necessary to have clothing suitable for the teaching in progress.
- For practical work in experimental sciences, special clothing may be provided.

TOBACCO AND ALCOHOL

Narcotics are banned in Taiwan.

Taiwanese regulations also prohibit tobacco and alcohol for young people under the age of eighteen. It therefore goes without saying that these various products are prohibited in the establishment.

These products will be subject to confiscation by any member of staff and their use and possession will give rise to punishment or sanctions.

SECURITY

Fire and earthquake evacuation drills are organized regularly. These drills must be the subject of the greatest involvement and seriousness from everyone. They are mandatory.

In the event of a disaster, users apply the instructions given at the beginning of the year in accordance with the school's security plan. In the event of an earthquake, the high school may be required to accommodate residents of the neighborhood.

PROTECTION OF PROPERTY

Everyone is called upon to be civic-minded and vigilant.

The Lycée cannot be held responsible for damage, loss or theft of objects or vehicles. Valuables are strongly discouraged.

ELECTRONIC DEVICES

In the establishment, mobile phones or any other remote communication tool must be turned off and stored in the school bag.

Furthermore, as part of an educational activity supervised by an adult (teacher, librarian, school life staff), mobile phones may be used.

In the study room, students can use Chromebooks to monitor their personal work (access to Pronote, to their Drive space). Mobile Phones are not allowed.

Any use that is not compliant (games, videos without an educational character, use in other spaces, etc.) will result in the immediate confiscation of the object.

In the event of a repeat offence, measures may be taken against the student.

However, if necessary, students will be able to contact their family using their mobile phone from the school life office.

The use of Chromebooks for educational purposes by high school students is authorized throughout the establishment.

At the beginning of the school year, students must read and approve the IT charter. Acceptance of the internal regulations also implies acceptance of the IT charter. At the beginning of the school year, a password is communicated to new students to access the Chromebooks. Students must not communicate this information to a third party.

LIBRARY

The Yong Chun library is a place of work and cultural leisure. Attendance at the library is motivated by the use of documentary and cultural resources.

USE OF SPACES

As part of the independent use of spaces, as soon as they have a free moment during the day, middle school and high school students can go to the various places provided for this purpose.

The use of each of the spaces is subject to operating rules specific to them, but always in accordance with these internal regulations.

The teaching and administrative teams reserve the right at any time to restrict or impose the use of and access to these spaces on students who do not fulfill their obligations (academic, behavioral, etc.), or do not respect the operating rules established for these different places.

Educational activities (courses, conferences, school and extracurricular sports activities, etc.) using these same spaces will always remain a priority.

PROVISION OF SCHOOL TEXTBOOKS

Students are provided with a set of textbooks loaned by the establishment. The damage or loss of a book requires the borrower to return an identical copy (same ISBN) or to pay an equivalent amount to the accounting department.

CANTEEN

A self-service catering service is provided.

The passage of students is managed by the School Life staff.

If food allergies need to be treated, LIFT requires a medical certificate or allergy test results, which must be presented to the infirmary.

NURSE

He is requested to keep your child if he or she shows signs of illness (fever, vomiting, various ailments, etc.). In the event of contagious diseases, the school follows the care recommendations defined by the Taiwanese School Safety and Health Law.

During the nurse's duty time, the students are sent to the infirmary.

In the absence of the nurse, any student experiencing temporary illness or injury is taken to the School Life department, which will inform the family if necessary.

If the student needs to be transported to a medical center, the school will contact an ambulance and keep the family informed of the chosen destination, so that they can reach their child and take care of him or her quickly.

The student will be accompanied by LIFT staff until the family takes over.

SANCTIONS AND PUNISHMENTS

School punishments, disciplinary sanctions and preventive and remedial measures (Special Official Bulletin No. 6 of August 25, 2011)

The purpose of the sanction is, on the one hand, to attribute to the student the responsibility for his actions, and to put him in a situation to question his conduct by becoming aware of its consequences, and on the other hand to remind him of the meaning and usefulness of the law as well as the requirements of collective life.

Any punishment or sanction must be graduated according to the seriousness of the breach of the rule and the indiscipline. In addition, it must be individualized by taking into account the degree of responsibility of the student, his age, his degree of involvement in the alleged breaches as well as his history in matters of discipline.

PUNISHMENT

They are internal measures which can be pronounced by management and education staff and by teachers; they can also be pronounced on the proposal of another member of the educational community by management and education staff.

The punishments are as follows:

- A remedial measure
- Written information for parents
- An additional duty
- One-off exclusion from a course that is the subject of a report

SANCTIONS

They concern attacks on people and property and serious breaches of students' obligations.

Any student caught cheating during an exam may be punished. Unauthorized use of the Internet during an exam is considered an act of cheating. It is also emphasized that any suspicion of cheating during an exam is the subject of a report written by the head of the establishment after hearing the candidate, a report then communicated to the examination board.

Based on evidence, they are taken by the head of the establishment after the student has been able to present his reasons and arguments, assisted if he requests by a classmate, and after having informed and heard the family (if they wish).

Any disciplinary sanction constitutes a nominative decision which must be included in the student's school record.

The penalties are as follows:

- A warning
- A measure of accountability
- A blame
- An internal suspension. During the completion of the sanction, the student is received in the establishment and isolated, with school work or a remedial measure to be completed. The duration of this exclusion cannot exceed eight days.
- A temporary exclusion from the establishment or one of its ancillary services. The duration of this exclusion cannot exceed eight days
- A permanent exclusion from the establishment or one of its ancillary services by decision taken by the disciplinary council

RELATION WITH FAMILIES

Parents of pupils are represented in the assemblies set up within the establishment, in particular through parents' associations.

Parent-teacher meetings are organized during the school year. Parent participation in these meetings is strongly recommended.

Parents and members of the educational team can meet at any other time by making an appointment.

Communication of academic results

It is done by means of:

- A report card per semester including a positioning or an average and a written assessment for each discipline and a general assessment.

- Access to notes via Pronote.
- The Class Council which brings together the members of the educational team (management, teachers, parent delegates and student delegates). It communicates assessments to families and the opinion of the educational team on the student's personal project. The Class Council issues a proposal for orientation, in accordance with the student's wishes and their personal project.

Registration at Lycée International Français de Taipei constitutes acceptance of these internal regulations.

I have read and agree to abide by the internal regulations.

ANNEXES

IT Charter 2024-2025

Article 1: Use of Computer Equipment

The use of computer equipment is reserved for educational and administrative activities.
Each user must ensure the maintenance and proper functioning of the equipment.

Article 2: Internet Access

Access to the internet is strictly regulated and must be used for educational purposes.
Inappropriate websites (violence, pornography, etc.) are prohibited.

Article 3: Security and Confidentiality

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

Article 4: Use of Software

Only software authorized by the school may be installed and used.
The installation of unauthorized software is strictly prohibited.

Article 5: User Responsibility

Each user is responsible for their actions on the computer equipment.
Inappropriate behaviors, such as illegal downloading or hacking, are prohibited.

Article 6: Data Backup

Users must regularly back up their work.
In case of data loss, the school disclaims any responsibility.

Article 7: Use of Common Spaces

Computer spaces must be used with respect for other users.
Silence must be maintained to allow everyone to work in good conditions.

Article 8: Maintenance and Technical Support

Users must report any breakdowns or malfunctions to IT staff
Only authorized staff members are allowed to perform repairs.
By following this charter, we ensure a safe and efficient computing environment for all.

ANNEXES

CONTACTS AT LIFT

| <u>TOPICS</u> | <u>QUESTIONS</u> | <u>CONTACT</u> |
|---------------|---|--|
| ADMISSION | admission, questions about admission process, re-enrollment, transfer, Eduka | admission@lift.tw |
| FINANCE | invoices, invoice details, payment process, taishin payment collection platform | finance@lift.tw |
| ECA/CAMPS | general questions about registration, modification about canteen, ECA, camp | eca@lift.tw |
| SCHOOL LIFE | late arrival, absence, pick-up/drop-off changes | school-life@lift.tw |
| ACADEMICS | curriculum, behavior issues, incidents at school, general question about school | academics@lift.tw |
| HEALTH | health check-up, medical treatment | health@lift.tw |

- ♦ Before contacting the school directly, please consider checking with your class representative who may already have the information you need.

For any other questions please contact secretary@lift.tw