STUDENT AND PARENT HANDBOOK
2025-2026 Academic Year

Preamble
The internal regulations of Lycée Français International Théodore Monod (LFITM) govern the rules of conduct for the school community. Its purpose is to ensure the safety of the community members, the smooth operation of the institution, and the fulfillment of its mission.
It is based on LFITM's core values (respect, cooperation, responsibility, adaptability, creativity, and sharing). These regulations are communicated to all community members, who are required to follow them in all circumstances.
Discretion, tolerance, and the right for everyone to hold their own beliefs are principles that should guide the behavior of all students and members of the educational community. The prohibition of proselytism or propaganda ensures this right while respecting the laws and traditions of the host country.

I. SCHEDULES

I.1 - ENTRY

1. Students are welcomed during the school period from 7:30 a.m. from Monday to Friday.
2. Classes start at 8:00 a.m. for primary classes and 7:55 a.m. for secondary classes.
3. The school gates close at 8:00 a.m. Latecomers are received at the reception desk, and their tardiness is recorded.
4. Kindergarten parents accompany their child to the classroom entrance from outside.

I.2 - RECESS AND SNACKS

1. Bell times must be respected to avoid large groups of students crossing paths. Student movement between classes must take place on the right side of the hallways and staircases, and in an orderly manner.
2. Students are not allowed to stay in classrooms or hallways during assemblies and recess without exceptional permission and supervision.
3. The food protocol regulates the introduction and circulation of food in the school.
4. Kindergarten students eat lunch in their classrooms. Elementary students eat lunch under the supervision of their teacher in classrooms or in the courtyard and in the cafeteria if weather permits. Secondary students eat under teacher supervision in classrooms or in the courtyard under the responsibility of the school life team if the weather permits.

I.3 - DISMISSAL

1. Classes end at:
   - 2:20 p.m. for kindergarten classes
   - 2:30 p.m. or 4:30 p.m. for elementary classes, depending on the student's schedule
   - 2:30 p.m., 4:30 p.m., or 6:30 p.m. for secondary classes, depending on the student's schedule
2. In kindergarten, parents or a person previously designated by them pick up their child from the classroom entrance at 2:20 p.m.
3. In elementary, parents or a designated person pick up their child in the elementary school playground.
4. Kindergarten students enrolled in school transport are escorted to the buses by the bus attendants 30 minutes before the bus departure.
5. Elementary students enrolled in school transport go to the buses on their own 15 minutes before bus departure.
6. Secondary students enrolled in school transport go to the buses on their own 10 minutes before bus departure.
7. The secondary student dismissal authorization form (Appendix 1) must be signed and submitted to the school life office.

II. ATTENDANCE AND PUNCTUALITY

1. Regular school attendance is necessary for the acquisition of learning skills and is essential for good integration into the group.
2. Students and teachers must respect the teaching schedules defined by the timetable.
3. All lessons are mandatory, including optional or elective courses once the student is enrolled by their legal guardian.
4. The process for monitoring tardiness and absences at LFITM is detailed in Appendix 2.

II.1 - ABSENCES

Parents or legal guardians must contact the school no later than the first hour of their child's absence on the same day via email to "absences.secondaire@aflec-fr.org"; "absences.primaire@aflec-fr.org" or through the Pronote application.
For absences of 3 days or more, the student must provide a medical certificate, if applicable.
Schoolwork missed during a student's absence must be made up before their return, under the responsibility of the parents. The teacher may update the student on course progress and assessments.
Any unexcused absence will be recorded in Pronote, listed on the report card, and considered during the class council.

II.2 – TARDINESS

1. Tardiness should be exceptional.
2. No student will be allowed into class after 8:10 a.m. without a medical certificate or valid justification.
3. Attendance is taken at the beginning of each class. If a student is absent, parents will be quickly informed via Pronote. Any student arriving more than 10 minutes late will be marked absent on Pronote, and the family will receive a notification of absence.
4. A student is considered late if they arrive at the school after the class has begun and the main gate has closed.
5. Three instances of tardiness in the same semester may result in disciplinary action as outlined in the internal regulations.

II.3 - VACATIONS

1. Early departures for vacations are not permitted.
2. Parents who do not respect this rule release the school from all responsibility for any potential academic gaps in their child's education.
3. Schoolwork missed during a student's absence must be made up before their return, under the responsibility of the parents.

III. RESPECT FOR PROPERTY AND PEOPLE

1. Students, parents, and staff must ensure the cleanliness of the school. Each student is responsible for their seating area and must leave it clean every time they leave. Trash bins must be used. Shared areas, such as restrooms, and the work of the cleaning staff must be respected.
2. During recess, everyone is responsible for the cleanliness of the playground. Trash bins are available at various points. Snacks must be consumed in the courtyard, and litter must be disposed of in trash bins.
3. Secondary students with a free period or whose teacher is absent must go to the study room with the necessary materials to continue their work under the supervision of the school life team.
4. Any intentional damage to property may result in disciplinary action and compensation. Parents may be required to pay for damages. Verbal and physical violence will not be tolerated and will be sanctioned.
5. Students are strongly advised not to carry large sums of money or valuable items. In the event of theft, the school will not be held responsible.

IV. DRESS CODE AND SCHOOL SUPPLIES

1. Staff members must present themselves in clean and appropriate attire.
2. Sportswear is not permitted outside of PE class days.
3. For students, the school uniform is mandatory within the school and during school outings. Failure to wear the uniform will result in a sanction (verbal warning, written observation, warning).
4. Exceptionally, black leggings with no patterns are allowed for high school girls (grades 10, 11, and 12).
5. Only high school students are allowed to wear the LFITM burgundy hoodie.
6. In case of repeated violations, the student may be excluded for a day by the principal.
7. Hats, caps, sunglasses, and other accessories are not allowed during class. Failure to comply with this rule will result in the confiscation of these items.
8. Shoes must be closed up to the heel. Any other type of shoe is not allowed.
9. Hairstyles, makeup, and earrings for girls should be discreet.
10. Piercings are not allowed, except in rare cases where they are very discreet and with permission from the school life team.
11. Students must come to school with all the required supplies for the day, in accordance with the list of school materials and textbooks provided by the school, including the iPad or laptop as required for their level.
12. Students must comply with the usage conditions set forth in the LFITM digital charter.

Lycée Français International Théodore Monod
Al Dhiba Street | PO Box 6572 | Saadiyat Island
Abu Dhabi, UAE | +971 2 443 4447
accueil.ltm@aflec-fr.org
lfitm.org
aflec-fr.org

V. DISCIPLINE

1. All members of the school community (students, parents, staff) must refrain from any behavior contrary to the core values of LFITM (respect, cooperation, responsibility, adaptability, creativity, and sharing).
2. Smoking is prohibited within the school premises.
3. Chewing gum is not allowed within the school.
4. Access to classrooms is prohibited for students without the presence of a school staff member. Access to the infirmary is prohibited without permission, except in emergencies.
5. The introduction of dangerous objects (knives, matches, etc.) or harmful substances (medications, etc.) unrelated to educational activities is prohibited.
6. The use of phones, headphones, and other electronic devices by students is prohibited within the school, except for educational purposes and under the supervision of teachers.
7. In case of violation, mobile phones (or any other electronic device) will be confiscated and returned to parents upon notification.
8. Taking photographs within the school is also prohibited without prior authorization from a teacher or the school life team.
9. Balls are not allowed in classrooms. A designated area is provided in the playground for ball games.

VI. EDUCATIONAL SANCTIONS

Any proven violation of the internal regulations by a member of the school community (students, parents, staff) may result in sanctions.

For students, pedagogical measures and sanctions will be applied according to the disciplinary policy, which includes:

✔ Verbal reprimand given by the teacher
✔ Notification to parents by the teacher
✔ Verbal warning by the principal or the head of school life (CPE) in the presence of the teacher
✔ Written notification to parents from the principal or the head of school life
✔ Written warning from the principal or the head of school life
✔ Temporary internal exclusion
✔ Temporary or permanent exclusion from the school

VII. SAFETY AROUND THE SCHOOL

1. Parents who drive must respect the school's security staff. LFITM prohibits parking outside designated areas. In case of violation, the principal will take appropriate action: verbal or written warnings followed by complaints to the relevant authorities.
2. For safety reasons, access to the school is regulated. Parents and visitors must report to the reception desk. A security officer is stationed at the main entrance of the school. Visitors must inform the security officer of the reason for their visit, provide contact information, show identification, and wear an entrance badge. This badge must be returned to the security officer upon leaving.
3. Rolling backpacks are not allowed for the safety and well-being of students.

VIII. REGULATIONS FOR INDIVIDUAL TRANSPORTATION

Any student in secondary wishing to use their own means of individual transportation (bike, scooter, scooter, car, etc.) must complete the consent form available in Appendix 3.

IX. PHYSICAL EDUCATION AND SPORTS

1. PE classes are mandatory for all students, unless medically excused. In such cases, a medical certificate of total or partial incapacity must be provided by the student's doctor. The student must present the medical certificate to the school nurse, the PE teacher, and the head of school life (CPE). In exceptional cases, a temporary exemption from sports activities for secondary students may be granted upon written request from the legal guardian or the infirmary, and must be presented to the teacher. As a reminder, PE is an integral part of the French national education curriculum.
2. Students who are exempt from PE must still attend the class. The "swimming" activity in the PE curriculum applies to all students, as required by the program.

X. CULTURAL SPACE AND SCHOOL OUTINGS

Regulations for the Primary Library (BCD) and the Secondary Knowledge and Culture Center (3C):

1. The BCD in the primary school and the 3C in the secondary school are spaces dedicated to reading and research. These places are equivalent to classrooms and are under the responsibility of the school librarians. Access is subject

Lycée Français International Théodore Monod
Al Dhiba Street | PO Box 6572 | Saadiyat Island
Abu Dhabi, UAE | +971 2 443 4447
accueil.ltm@aflec-fr.org
lfitm.org
aflec-fr.org

to the school's internal regulations, along with additional specific rules:
    1. Quietness is essential.
    2. Introducing sugary drinks and food is strictly prohibited.
    3. The use of tablets is only allowed for educational purposes.
2. Primary students can freely visit the BCD before classes start or with their teacher's permission.
3. Secondary students may visit the 3C during their free periods after obtaining permission from the school life team. They must stay for the full hour. Access may be limited in case of a scheduled pedagogical session with a class.
4. Students may borrow materials. The loan period is two weeks, with possible extensions. Secondary students can monitor their loans through Pronote. Any item that is not returned or is returned in poor condition will be billed.
5. Sign the school outing authorization form in Appendix 4.

XI. HEALTH AND HYGIENE

1. In accordance with local regulations, certified state nurses are present at the school and are part of the educational community. Together with the school doctor, they organize an annual medical check-up for all new students.
2. At the time of registration, parents must complete the medical information form and provide a copy of their child's vaccination records in a sealed envelope.
3. In case of specific medical issues, parents are encouraged to meet with the school nurse and doctor to establish an individual health plan (PAI).
4. If a student presents health problems during school hours, the parents will be contacted by the nurse to pick up the child and ensure necessary follow-up.
5. If the student does not comply with updated health regulations by authorities, they will not be accepted in class. The parents will be contacted by the nurse to pick up the child and ensure the necessary follow-up.
6. In case of an emergency, if no contact is established with the parents, the student will be taken to a hospital. Parents must notify the infirmary of any changes in phone numbers.
7. No medication may be left at the student's disposal. If necessary, medications must be handed over to the infirmary with a prescription and will be administered under the nurse's supervision.
8. Any accident occurring during a school activity or on school grounds must be reported, after visiting the infirmary, to the primary school principal or their collaborators.
9. No student is allowed to visit the infirmary without explicit permission from teachers in primary or the head of school life (CPE) or an education assistant in secondary.

XII. CONFIDENTIAL SUPPORT POINT AND SOCIAL ASSISTANCE SERVICE

A confidential support point, run by a psychologist, is available to students and their parents. Students may visit with or without an appointment. The psychologist practices active listening to provide support and can refer students to external care services if needed. A social and family support service, run by a social worker, is available to students facing difficulties in their daily lives. The social worker can act as a liaison between families and organizations that can help with financial, educational, or family challenges. She also informs students and families of their rights.

- Contact the social worker: wiam.abbouchi@aflec-fr.org
- Contact the psychologist: laetitia.urvoy@aflec-fr.org

To allow us to meet with your child if necessary and to enable their participation in "working differently" workshops during their 2024-2025 school year, please complete Appendix 5.

XIII. DISTANCE LEARNING REGULATIONS

Secondary School:

For distance learning in secondary school classes, it is essential to follow clear guidelines to ensure an effective and respectful educational experience for all. These rules are intended to ensure the smooth running of classes and to maintain a structured learning environment, even remotely.

1. **Course Organization**:
    1. Distance learning classes follow the timetable established on Pronote.
    2. The "homework" section of Pronote should be used to distribute all instructions. Teachers specify the type of activity, objectives, instructions, duration, and assignments to be submitted at the end of each session.
    3. Links for video conferences are accessible via Pronote.
    4. Secondary school teachers offer both synchronous (live) and asynchronous (to be completed independently) activities throughout the day.

2. **Guidelines for Synchronous Activities**:
    1. Video conferences take place at the scheduled times communicated via Pronote.
    2. Students access the online sessions through the link provided on Pronote.

3. Attendance is taken at the beginning of each session, and students must have their camera on and wear their uniform.
4. Teachers are encouraged to disable student annotations during screen sharing to avoid distractions.
5. The duration of sessions and the number of participants may vary depending on the activity and the teacher's pedagogical choices.
6. Any incident occurring during virtual classes will be reported to the school life team and may result in disciplinary action.
7. Sign the digital charter in Appendix 6.

Primary School:

For distance learning in primary school classes, it is essential to follow clear guidelines to ensure an effective and respectful educational experience, tailored to the students' age. These rules are intended to ensure the smooth running of learning and maintain a structured working environment, while also keeping the connection between the student, their classmates, and the school, even remotely.

1. **Course Organization**:
    1. Distance learning follows a pre-established program sent to families by the teachers.
    2. A daily or weekly work plan (depending on the duration of the distance learning period) is sent by the teachers, specifying the type of activity, objectives, instructions, duration, assignments to be submitted, as well as the video conference links.
    3. Teachers offer both synchronous (live) and asynchronous (to be completed independently) activities throughout the day.

2. **Guidelines for Synchronous Activities**:
    1. Video conferences are held at the scheduled times provided in the work plans.
    2. Students access the online sessions through the link in their work plan.
    3. Attendance is taken at the beginning of each session, and students must have their camera on and wear their uniform.
    4. Teachers are encouraged to disable student annotations during screen sharing to avoid distractions.
    5. The duration of sessions and the number of participants may vary depending on the activity, the teacher's pedagogical choices, and the students' age.
    6. Any incident occurring during virtual classes will be reported to the school life team and may result in disciplinary action.
    7. Sign the digital charter in Appendix 6.

XIV. ACCEPTANCE OF THE EDUCATIONAL PROGRAM

As parents of students enrolled at LFITM, we accept the entirety of the school's educational programs, which are in accordance with the directives of the French Ministry of Education and the local authorities for local education. We commit to supporting the educational goals of the institution, encouraging our child to participate actively in pedagogical activities, and respecting the decisions of the teaching staff.

STUDENT'S SIGNATURE:

PARENTS' OR LEGAL GUARDIANS' SIGNATURES: **DATE:**

Lycée Français International Théodore Monod
Al Dhiba Street | PO Box 6572 | Saadiyat Island
Abu Dhabi, UAE | +971 2 443 4447
accueil.ltm@aflec-fr.org
lfitm.org
aflec-fr.org