



**2024-2025**

# Rules and regulations for students of the Lycée Français de Toronto

*Adopted by the Conseil d'établissement on February 9, 2024*



**aefe**  
Agence pour  
l'enseignement français  
à l'étranger

**LFT** LYCÉE  
FRANÇAIS  
TORONTO

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### **About us**

Our school is part of the network of French schools abroad (AEFE). Our curriculum and the International American Section (SIA) are approved by the French Ministry of Education from Pre-kindergarten through Grade 12, enabling students to take the Diplôme National du Brevet (DNB) in Grade 9 and the Baccalaureate or International french Baccalaureate (BFI) in Grade 12.

### **Our mission**

From Pre-Kindergarten to Baccalaureate, the LFT offers an education of excellence in French to a multilingual student body that thrives in its diversity. We empower our students to become compassionate thinkers and innovators in an ever-changing world.

### **Our vision**

The LFT aspires to be an inclusive and innovative school, combining the rigor of the French curriculum with the richness of Canadian multiculturalism. We believe in a holistic and multilingual education supported by an engaged and forward-thinking community.

### **Our teaching approach**

Based on the French curriculum, our approach to teaching and learning focuses on in-depth instruction and multilingualism beginning in kindergarten. At every stage of their school life, our students develop their personal and social skills, further their intellectual curiosity through engaging projects, and deepen their knowledge in academic subjects.

**Our identity and our learning philosophy are based on strong values:  
humanism, critical mindset, responsibility, curiosity and excellence for all**

*“A child, a teacher, a book, a pencil can change the world”  
Malala Yousafzai, speech to the United Nations, July 12, 2013.*

*In a place dedicated to education, our school rules echo our commitment to learning and mutual respect.*

## Preamble

These rules and regulations govern the lives of students and staff, and are designed to explain the rights and duties of students and how the school operates.

The Lycée Français de Toronto is a place of work that functions thanks to the mutual respect of all its members and the recognition of the authority of the educational team. The team ensures that the rules necessary to accomplish its mission of teaching and education are respected, thus preparing students to exercise their citizenship. This preparation takes place in strict compliance with the principles of tolerance towards others, fostering an environment conducive to students' personal development.

The school project governs the school's pedagogical and educational organization.

These internal regulations are supplemented by the various policies, protocols and charters in force at the facility:

- Intervention policy for aggressive and or bullying interactions
- Child abuse policy
- Sexual harassment policy for students
- Fire safety protocol and PPMS
- Terminal cycle assessment protocol
- Charter of good practices between school and family
- IT charter
- School trips and outings charter
- BCDI charter
- EPS charter

This list may be supplemented during the school year as required.

Local legislation applies.

The masculine form is used for functions, but can refer to both men and women.

### **Any enrolment in the school implies membership LFT Bylaws, policies, protocols and charters**

Date and Signature of legal guardians

Date and Student's Signature

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# Part 01

## Students' rights



## 1. Individual rights

- **The right to education.**

This right is guaranteed to everyone, enabling them to raise their level of education, enter the world of work, develop their personality and exercise their citizenship. This right includes all the assistance a student may need to contribute to his or her academic success.

- **The right to equal opportunity.**
- **The right to work in a peaceful atmosphere.**
- **The right to information on the educational project** : the program, assessment methods, academic results, existing support, guidance and school life.
- **The right to physical and moral integrity.**
- **The right to protection against physical or moral aggression.**
- **The right to be respected.**
- **Students with disabilities have the right to inclusion.**

## 2. Collective rights

Collective rights embody the exercise of citizenship for College and Lycée school students.

- **The right to expression :**

Student delegates: two representatives are elected in each class, and ten students at secondary level are elected to the CVCL (Conseil des délégués pour la Vie Collégienne et Lycéenne), a body dedicated to debating concrete issues linked to schoolwork, living conditions and socio-educational activities.

- **Display and publication rights :**

All postings and publications must be non-anonymous, free of insult or defamation, and require the prior agreement of the CPE for secondary students and the primary school director for primary students.

- **The right of assembly :**

Secondary school students are free to meet collectively and can form associative groups, with prior authorization from the deputy head or CPE.

# Part 02

## Students' duties



## 1. Attendance

Regular school attendance is compulsory. The school calendar and timetable are binding. Attendance is an essential condition for the success of the student's personal project.

It consists in carrying out all the tasks inherent in one's studies. It is compulsory for all courses.

Attendance implies that the student :

- be present in class according to the established schedule
- arrives on time
- complete all courses.

Appointments for medical care or special follow-up are made outside class hours whenever possible.

Absences for personal reasons (long weekends or vacations outside the school vacations) constitute a breach of compulsory schooling. Teachers are not obliged to provide work done during such absences.

### • Tardiness and absence management

#### Primary school

The legal guardians undertake to inform the school as soon as possible of their child's lateness or absence, by e-mail to:

- the teacher,
- the primary school director,
- the transport service ([transport@lft.ca](mailto:transport@lft.ca)),
- the after-school service ([afterschool@lft.ca](mailto:afterschool@lft.ca)) if the child is enrolled.

Planned absences must be notified no later than the day before the absence.

In the event of an emergency, please call reception at (416) 924-1789.

Any child arriving at school after 8.45 a.m., without a valid reason and without the legal guardians having informed the primary school director in advance, will not be accepted at school.

#### Secondary school

Parents must inform the school as soon as possible of their child's lateness or absence, by e-mail to [viescolaire@lft.ca](mailto:viescolaire@lft.ca) before the start of the first lesson.

Planned absences must be notified no later than the day before the absence. It is the student's responsibility to make up for missed classes.

In the event of lateness, the student must go to the school office to obtain a late slip, and then go to class. Students who are 10 minutes or more late will not be admitted to class. A significant number of late arrivals may result in punishment.



## 2. Schoolwork

In our school, schoolwork is not simply an obligation, but the cornerstone of a student's academic career, from Primary school to Lycée. Our pedagogical mission focuses on the development of each student's knowledge and skills, leading them to excellence, integrating an educational approach so that our students become responsible and autonomous adults, citizens with a sense of fraternity and commitment.

Education is a collaborative enterprise, involving not only educators and students, but also families. In this respect, we affirm that the active involvement of legal guardians in the academic follow-up of their child is indispensable. This synergy between school and home is essential to creating an environment where every student can flourish and reach his or her full potential. It is the subject of a charter of good practice between school and family.

### Secondary school

Students are expected to bring the required materials to class. They must complete the work assigned by the teachers within the allotted time. Evaluation of student work is the exclusive responsibility of teachers. All work and contributions may be taken into consideration to enable students to know where they stand in their learning.

- **Use of electronic objects**



Use of the LFT Chromebook is permitted on the school premises by lycée students and only in the classroom or at all times under adult supervision for Primary and College students.



The use of electronic devices such as phones, tablets, personal computers, connected watches and headphones is strictly forbidden for all students in all corridors of the building.

Students in grades 6-8 must drop off their phones at the *vie scolaire* (in a designated locker) before the start of the first class and may pick them up after the last class of the day. Parents must sign a document stating that their child is bringing a phone to school and depositing it in the locker, or not bringing a phone to school.

In the event of an emergency to contact their family, students may use the reception or school life phone, with the permission of an adult.

- **Absences from Lycée tests**

Whatever the reason for absence, a student may be asked to make up a test. It is up to the teacher to decide whether this is appropriate. Make-up tests can be done in class or scheduled with the school life department.

Specific measures are set out in the evaluation protocol for the final cycle, concerning first and final year students.

- **Plagiarism or fraud**

As a school, the school assumes responsibility for ensuring that all students learn in an honest, transparent and fair manner. As such, all assessments linked to educational activities must comply with rules guaranteeing intellectual integrity and preventing any form of fraud.

Fraud and plagiarism reflect an intellectual approach that runs counter to the fundamental values of our school. Students are made aware of these issues throughout their schooling. These practices are not conducive to the real acquisition of knowledge or the development of thought, and thus constitute an infringement of intellectual property. With this in mind, any form of dishonesty, fraud or attempted fraud is expressly prohibited. By way of illustration, this includes behaviors such as communicating during an exam, possessing and using connected devices (telephone, watch, etc.) or forbidden documents (course sheets, etc.), as well as plagiarism (copying and pasting from the Internet) and copying another student's work. Any repeat offence is an aggravating factor. Plagiarism detection software is used by all LFT teachers.

When an incident of plagiarism or fraud is identified, a sanction procedure will be implemented. The teacher will assess only that part of the assessment attributable to the student's own words and work, thus excluding any plagiarized or fraudulent contributions. This measure is designed to ensure the integrity of the assessment process and to encourage ethical conduct in the academic environment.

Specific measures are set out in the evaluation protocol for the final cycle, concerning first and final year students.

- **Class Council**

Held once every three or six months, the class council examines all pedagogical issues relating to student learning and class life, in particular the organization of students' personal work and the progressive assessment of their learning, in line with the school project.

At the LFT, the participative class councils of the College and Lycée position students as central players in their academic careers.

### **3. Respect for property and premises**

Student behavior must be appropriate to the school environment, respecting others and the presence of younger students. It is everyone's responsibility to respect common areas. Collective commitment is essential to keep the school clean and tidy. Any act of deliberate damage or destruction, whether of buildings, equipment or personal property, may result in sanctions being imposed on the student and the possibility of billing the legal guardians for the cost of any necessary repairs.

- **High school lockers**

#### *Secondary school*

Students are strongly advised to lock their lockers (code lock recommended). Students must only use the lockers allocated to them, and are responsible for their contents and condition throughout the school year. They are responsible for any damage or graffiti. They must not leave dirty clothes or food in the lockers, other than that provided for the day's consumption. At the end of the school year, lockers must be emptied on the date indicated by the school (any items left in the locker will be discarded at the time of the annual cleaning). For reasons of safety and hygiene, the management team has the right to examine the contents of lockers at any time.

## 4. Prohibition of violence, harassment and all forms of discrimination

At our school, we attach the utmost importance to a culture of respect and civic-mindedness, not only within the physical confines of the school but also in all the virtual spaces frequented by our students. It is imperative that every student embodies these fundamental values at all times and in all places, thus demonstrating their integrity and maturity.

We adopt a zero-tolerance policy towards any form of violence, intimidation, harassment or disrespectful discourse, whether racist, sexist, homophobic or otherwise. Defamatory and insulting language, as well as any behavior likely to generate a climate of insecurity or unease among the school community, are categorically prohibited.

Our school is committed to maintaining a safe, caring environment for all, where mutual respect is, along with schoolwork, the other cornerstone of the educational experience.

Consequently, any breach of these principles is treated with the utmost seriousness and may result in appropriate disciplinary action.

The following 3 policies:

- Intervention policy for aggressive and or bullying interactions,
- Child abuse policy,
- Sexual harassment policy for students,

are designed to ensure our unwavering commitment to the well-being and development of every student.

## 5. Disciplinary measures

When faced with acts of indiscipline, the school must take appropriate disciplinary measures to punish acts and behavior that run counter to the school's rules and regulations and to a positive school climate. But it must also implement a prevention policy involving the educational community (staff, students, legal guardians) that can limit the need to resort to the most serious sanctions.

Punishment and sanctions are educational in nature and serve to make amends for a fault committed.

The educational nature of the sanction lies first and foremost in the way in which it is decided. In this respect, it is important to ensure that procedures are respected:

- principle of the legality of faults and penalties,
- « non bis in idem » rule (impossible to punish twice for the same acts),
- adversarial principle,
- principle of proportionality,
- individualization principle.

## • Punishments in primary and secondary schools

All LFT students are expected to behave in accordance with LFT rules and regulations.

When the student is found to have committed a fault, the procedure will be as follows :

:

- Interview with the student, the primary school director or CPE and the teacher. Depending on the case, this interview may be regarded as a first oral warning, and will not necessarily result in the student's legal guardians being informed.
- If the student's behavior does not improve, the family will be contacted and an educational committee may be set up with the child, the family, the primary school director or CPE and the teaching staff.

Punishments are provided for failure to comply with the rules laid down in the regulations. These are not necessarily progressive in nature :

- Oral and written apologies.
- Written reflection on inappropriate behavior.

### *Primary school*

A period of temporary withdrawal from the classroom under adult supervision if the student's behavior seriously disrupts the functioning of the class or represents an insecurity for other students.

### *Secondary school*

Daytime or Saturday-morning detentions, with work to be completed, can be set up. When a teacher decides to impose a detention, he/she informs the student and his/her legal guardians directly. A 48-hour period of notice is given to enable the school department and legal guardians to make the necessary arrangements.

## • Secondary school penalties

### *Secondary school*

Sanctions apply only to secondary schools, and are the responsibility of management staff or the "conseil de discipline". They concern offences against people and property, as well as serious breaches of students' obligations.

Sanctions can take the following forms :

- Written warning.
- Blame
- Accountability measure.
- Temporary exclusion from class not exceeding eight days. The student is welcomed back into the school.
- Temporary exclusion from the school not exceeding eight days.
- Temporary exclusion of more than eight days, but not exceeding fifteen days. This penalty can only be imposed by the "conseil de discipline", and may or may not be suspended.
- Permanent exclusion from the school. This sanction can only be pronounced by the "conseil de discipline", and may or may not be suspended.

## Part 03

# Operation of the facility



# 1. Timetables

## Primary school

KINDERGARTEN		ELEMENTARY	
<b>8:00 am – 8:30 am</b>	entry through the main gate, children must be accompanied to their class by a person responsible for them	<b>8:00 am – 8:30 am</b>	welcome in the schoolyard through the main gate or the Keywest Avenue gate
<b>8:30 am – 10:30 am</b>	class	<b>8:30 am – 10:00 am</b>	class
<b>10:30 am – 11:00 am</b>	recess	<b>10:00 am – 10:15 am</b>	recess
<b>11:00 am – 11:30 am</b>	class	<b>10:15 am – 11:30 am</b>	class
<b>11:30 am – 1:00 pm</b>	lunch / recess	<b>11:30 am – 1:00 pm</b>	lunch / recess
<b>12:30 pm – 2:00 pm</b>	nap time for Kindergarten children	<b>1:00 pm – 2:30 pm</b>	class
<b>1:00 pm – 2:45 pm</b>	JK and SK class	<b>2:30 pm – 2:45 pm</b>	recess
<b>2:00 pm – 2:45 pm</b>	class for Kindergarten	<b>2:45 pm – 3:30 pm</b>	class
<b>2:45 pm – 3:15 pm</b>	recess	<b>3:30 pm</b>	the child is taken out to the playground by the person in charge
<b>3:20 pm – 3:30 pm</b>	child is taken out of class and collected by the person in charge	<b>3:30 pm – 4:30 pm</b>	extracurricular activities or daycare or supervised study
<b>3:30 pm – 4:30 pm</b>	extracurricular activities or after-school care	<b>4:30 pm – 6:00 pm</b>	after-school care
<b>4:30 pm – 6:00 pm</b>	after-school care		

**Timetables must be strictly adhered to. For late pick-ups, children must be collected from the daycare center. After 3:45pm, those legally responsible will be billed for daycare time. (rate: \$20)**

## Secondary school

50-minute periods with a 5-minute break; classes start at 8:30 am

Période	Horaires
M1	8:30 am – 9:20 am
M2	9:25 am – 10:15 am
<b>Recess</b>	<b>10:15 am – 10:30 am</b>
M3	10:30 am – 11:20 am
M4	11:25 am – 12:15 pm
S1	12:20 pm – 1:10 pm
S2	1:15 pm – 2:05 pm
<b>Recess</b>	<b>2:05 pm – 2:20 pm</b>
S3	2:20 pm – 3:10 pm
S4	3:15 pm – 4:05 pm
S5	4:10 pm – 5:00 pm
S6	5:05 pm – 5:55 pm

## 2. Student access and movement

The school is not open to the public, and all outsiders, including former students, must obtain prior authorization from a member of the management team to access the premises.

### Primary school

Primary students enter the school exclusively through the large courtyard gate or through the gate on the Keywest Avenue side.

#### Inside the building

Students move around under adult supervision. Primary students may go to the bathroom alone during class or recess, with the permission of the adult in charge.

#### In the schoolyard

recess is supervised by several responsible adults.

### Secondary school

- Students may only enter and leave through the main door (door 1), where the school reception is located.
- Students have access to classrooms only under adult supervision.
- Students are not allowed to move around the corridors without permission during class hours.
- During breaks (lunch and recess), students can go to the playground (under the supervision of a responsible adult, sometimes assisted by Grade 9 students known as "prefects"), to the BCDI or to the basement. They are also allowed to stay in the corridors to access their lockers.
- During school hours, students must go to the basement. Grade 9 students have access to the student lounge (except between 11:00am and 1:10pm).
- During breaks, students go from one class to the next immediately, without going through the lockers. Once in front of the classroom, students line up and wait for the teacher to open the door.
- Grade 9 students and high school students (grade 10 to 12) may leave the school without prior authorization from their legal guardians. Students from Grade 6 to 8 are not allowed to leave the school during the school day. Legal guardians may authorize their children to leave the school early in the event of cancelled classes, by signing a document at the beginning of the school year.
- Access to external sports facilities for primary and College students is the responsibility of the accompanying teacher. Lycée students go to and from the community center unaccompanied by an adult.
- For safety reasons, bicycles may not be brought into the building. They must be parked in the bike rack provided.

## 3. Attire

For all courses, dress must be appropriate to ensure student safety. Teachers can issue instructions that must be respected by students.

**Primary school students** are required to wear a white LFT polo shirt on day trips.

**In PE-EPS** (physical & sportive education), the LFT blue T-shirt or LFT blue hoodie must be worn. The EPS charter must be respected.

## 4. Meals

- Children are allowed to bring a snack to eat at recess.

For health and safety reasons, food exchanges and donations are not permitted.

We remind you that all food brought to school must be nut-free.

Candy, lollipops and chewing gum are not permitted in Primary school. On special occasions (birthdays, Halloween, Valentine's Day), candy may be offered, but will be distributed at the end of the day, to be consumed outside school.

- Students can sign up for the "Kids Cuisine Santé" catering service at the beginning of the year.
- Students not enrolled in the catering service bring their own lunch.

## 5. Health



### Injury

In the event of minor injury, the child is taken care of by a member of the LFT staff. In the event of more serious injury, or if there is the slightest doubt, emergency services are called and the legal guardians are notified immediately.

They must be reachable at all times (in the event of a change of telephone number, the legal guardians must inform the primary school teacher and the secondary school life office).



### Diseases and parasites

If a child shows symptoms of illness during the day, his/her legal guardians will be notified and asked to collect the child.

If a child shows symptoms of a viral illness at home in the morning, he or she should stay home and come back cured, so as not to encourage epidemics.

If a child has nits or lice, the family must apply a complete treatment and inform the school.



### Treatments in progress

If a child is taking medication during the day, the legal guardian must :

- Send an email to the teacher, receptionist and director for Primary school, and to school life for Secondary school, specifying the dosage and time of administration.
- Dispense the medication :
  - in person to the Primary school teacher (except for students transported by school bus, specified in the e-mail so that the teacher can collect it)
  - through the student or in person at school life in high school



### “Projet d'accueil individualisé (P.A.I)”

If a child has a medical condition (diabetes, allergy, asthma, etc.) requiring treatment to be available in case of care or emergency, the family must report it and the school will ask the child to fill in a PAI. The PAI must be renewed every school year.



## 6. Safety



### Fire drill

Safety instructions and the evacuation plan are posted in every classroom, explained to students and must be well known. A preventive evacuation exercise takes place every term, guiding students in an orderly fashion. In the event of an alarm, everyone must evacuate to the emergency exits, gather outside, and those in charge must provide information on the situation. Accesses must be kept clear, and parking or playing in passageways is prohibited. Inappropriate use of fire alarms or equipment is a serious offence and will be punished.



### PPMS drills (Plan Particulier de Mise en Sûreté)

Three statutory drills are organized each year as a preventive measure. When the lockdown order is given, everyone must immediately apply the instructions, and not move until the head of school has given the order. In the event of an intruder drill, a specific alarm tells students and staff to retreat to the room where they are, avoid all exits, observe silence and keep away from windows and doors until the alarm is lifted.



### Dangerous and prohibited products, valuables

We strongly advise against bringing valuables to school. The LFT cannot be held responsible for the disappearance or damage of any personal items.

In Primary school, electronic games and trading cards are prohibited. If a child is in possession of a prohibited object, it will be confiscated by the adult and returned to the legal guardians. The introduction, possession or use of imitation weapons (even in disguise) or dangerous objects likely to cause injury on the premises is strictly forbidden.

The possession or consumption of alcoholic beverages is strictly prohibited on the premises. Likewise, the supply, possession and use of psychotropic substances are strictly prohibited, in compliance with Ontario law. It is imperative to respect the total ban on smoking inside the school and within a 9-meter radius around the buildings, in accordance with current legislation.



### Opening door 1

Students are not allowed to open the main entrance door for anyone.

# *Where France meets Canada*

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