



Internal rules

This regulation is likely to be modified during the school year.

This document is distributed to each student at the beginning of the year or upon arrival during the year. The document is kept by the family. The acknowledgement is signed by the student, by his or her legal guardians, and returned to La Vie Scolaire office.

Preamble

The Lycée Français International de Delhi is a private secular institution in which the material and financial management is provided by the Parents' Association (APE).

As part of its agreement with the Agence for French Education Abroad (AEFE), its mission is to:

- ensure the continuity of the public education service for French children residing in and around Delhi;
- promote the French language and culture in India and to the foreign students enrolled;
- participate in the mission of educational cooperation between France and India.

Its vocation is the schooling from Kindergarten to the Baccalauréat. It prepares students for the national diplomas of Brevet des Collèges and Baccalauréat. It is also a place of education that prepares students for their lives as adults and citizens.

The purpose of these internal rules is to enable the school to achieve these goals, and each student to flourish and find his or her way with respect for others, the institution and himself / herself.

Article 1 – Scope

Unless otherwise stated, the internal rules apply to all: pupils, parents, staff, visitors. The fact of joining the school community in one of these qualities implies full acceptance. This document is given to each person upon arrival.

Article 2 – Inscriptions

The procedure of enrolment is subject to the production of a complete enrolment file and the payment of the first registration fees.

Pupils are admitted within the limits of the available places in the following order of priority:

- 1-children of French nationality;
- 2-children from the European Union who are enrolled in an institution with an approved French program;
- 3-children of other nationalities attending an approved French program;
- 4-children with a brother or sister attending LFID;
- 5-children from the European Union not enrolled in an approved French-language school;
- 6-children of other nationalities not enrolled in an institution with an approved French program.

For categories 5 and 6, admission may be subject to a level test and an interview with the student and his / her family. Even if there are available places, the Principal may refuse the registration for pedagogical reasons.

Admission to a given level of education is subject to the production of an advice from an institution with an approved French program. For pupils from foreign or unregistered systems, the decision goes to the Principal

- 2 year old children can be enrolled in the Pre-school section (Toute Petite Section)
- Only children reaching the age of three in the calendar year of the beginning of the school year and who have reached the cleanliness level may be enrolled in the first kindergarten section (Petite Section).
- Only children reaching the age of four in the calendar year of the beginning of the school year may be enrolled in the second kindergarten section (Moyenne Section).
- Only children reaching the age of five in the calendar year of the beginning of the school year may be enrolled in the third kindergarten section (Grande Section).
- Within the limits of the number of available places, the Principal may exceptionally admit younger children after having taken the necessary pedagogical advice.

Article 3 –Tuition fees

Enrolment is subject to the effective payment of tuition fees. The amount, the payment terms and any exemptions are set annually by the Board of Directors and are published on the Lycée's website.

Article 4 – Schedules

	Monday	Tuesday	Wednesday	Thursday	Wednesday
Kinder and Elementary (PS,MS et GS, CP, CE et CM)	8h15-15h30	8h15-15h30	8h15-12h15	8h15-15h30	8h15-12h15
Secondary (Collège et Lycée, according to time schedules)	8h15-13h15 14h00-18h00	8h15-13h15 14h00-18h00	8h15-13h15	8h15-13h15 14h00-18h00	8h15-13h15 14h00-18h00

However, legal guardians may allow their children to leave the school when the class ends unexpectedly before the last course of the half-day (Wednesday or Friday) or the day (other days). This authorization shall be placed on the back cover of the communication diary, along with the student's identity photograph and his / her schedule

Pupils enrolled in canteen are not allowed to leave the school during the mid day break.

5-1-4 Lycée (Seconde to Terminale)

The entry and exit of Lycée students at the beginning and end of the day is done through the secondary entrance (gate 2).

Lycée students are allowed to leave the school when they have no classes for an hour or more.

5-2 - Adult Access

Adult access is subject to the production of a name badge.

- The badges "maternal parents" give access to the classes at the time of entry and exit;
- "Other level" badges allow access to the reception area.
- Teachers and non-teachers have a "LFID staff" badge that gives them unlimited access.

Persons entering the establishment beyond the reception zones, except parents of kindergarten at the time of the entrances and LFID staff, must declare their identity, the reason for their visit and the person to be met on the registers provided at the reception. A "visitor" badge will be given to them if they do not have a personal badge.

The Principal or his representatives may prohibit the access to any person likely to disturb the serenity.

In the event of a crisis or threat, the Principal shall take all necessary measures to ensure the safety of pupils in connection with the diplomatic section and shall keep the governing and administrative boards informed by appropriate means.

Article 6 – Vie scolaire (School life)

Every pupil enrolled in the school has the right to an education that enables him to develop his/her personality, to improve his training and to reach a recognized academic level. He/she has the right to an education that respects the French programs, regular evaluations and individual follow-up, provided in clean and well maintained premises.

On the other hand, pupils have the duty to follow all the lessons in their schedule, as well as all the activities organized by the administration or the professors with punctuality and diligence. They must have the necessary attire and materials for proper learning. They must respect the work schedule established by the teachers. They must do the prescribed work regularly, do homework on time, take all the tests and examinations. Everyone has the duty to keep the premises and outdoor spaces clean and the equipment in working order.

EPS (Physical Education) courses are compulsory. Only the total inability for the school year or more than two months may exempt EPS presence. A medical certificate is compulsory in the following cases: total or partial incapacity for the school year, total or partial incapacity for a given period. It is presented to the Head of Vie Scolaire and then to the EPS professor. The exemption can be controlled by a physician designated by the institution, who can confirm or cancel it. In case of exceptional dispensation, parents must prevent Vie Scolaire.

Students and staff have the right to live in a calm, serene and safe environment.

Consequently, no dangerous objects, toxic or flammable products not required for service or maintenance, no weapons of any kind (except service arms of officials sent by the embassy) may get into the institution.

The introduction of valuables not related to schooling or excessive amounts of money is strongly discouraged.

In no case shall the Lycée be held liable for losses and theft.

Everyone has the right to be respected for his him/herself, his/her opinions, his/her image and his/her dignity. Consequently, everyone has the duty to exclude verbal and physical violence, vulgarity of language or behavior, to have a proper and decent dress code.

It is the responsibility of the institution's management to assess the student's behavior and to take the appropriate measures. For example, non-covering outfits (ie, bare shoulders, shorts and skirts that are too short, clothing showing undergarments, clothing with messages supporting the drug, alcohol, violence or vulgarity).

Behavior, such as attitudes that may put pressure on other students, disrupt the course of teaching or education, or disturb the order of the school are prohibited. Any oral or written attitude or statement of a discriminatory nature (sexist, racist, xenophobic, homophobic, etc.) are prohibited.

The words or images published by any means whatsoever by members of the community and concerning other members of the community shall be considered as falling within the scope of these rules of procedure, without prejudice to the prosecution that may be brought to the competent courts.

The use of game consoles and music players is forbidden within the premises of the establishment.

The use of recording equipment or sound recording must be subject of a request for written authorization to the management specifying the destination of these recordings: personal use or internal or external publication. No image or registration of any person taken in the institution may be published in any form without written permission from the person concerned or his legal representatives for minors.

The use of mobile phones by students inside the school must comply with the regulations posted within the LFID.

Article 7 - Absences and delays

Primary

Any absence or delay must be reported by e-mail to the address provided for this purpose or by telephone.

Secondary

Any student who is late must go to Vie Scolaire office to have his or her communication diary signed in order to attend the classes.

Any absence must be justified by the legal guardians on the return of the pupil on the communication diary of correspondence so that he/she is admitted in class. Legal officials will be notified of unjustified absences.

In accordance with the regulations, absences and delays will be recorded on the report cards.

Article 8 - Health

Students must have up to date compulsory vaccinations in France and India.

Tobacco, alcohol and narcotics are prohibited within the premises of the establishment.

The snacks given to the pupils must be healthy and balanced.

In order to ensure healthy and balanced eating and to avoid risks associated with food allergies, the introduction and consumption of sweets and soft drinks in the LFID is prohibited.

To avoid accidents, students are not allowed to bring medication. Parents should as far as possible ask their doctor to prescribe treatments that can be taken before and after school time. When this is not possible, medicines should be deposited with the nurse along with medical prescription. They will be taken under the nurse's control exclusively.

Students who need to take a chronic treatment or require special attention can benefit from a personalized welcome project.

In the event of an emergency, parents or caregivers will be contacted, depending on the severity of the situation.

Article 9 - Right of conscience, display, publication and assembly

Secularism, neutrality and a spirit of tolerance are at the heart of the values on which French education is based.

Everyone has the right to absolute respect for conscience and must be respected in his differences.

Any religious or political proselytism is proscribed in any form whatsoever. Wearing of signs or outfits showing ostensibly religious affiliation or political conviction is prohibited.

The publications prepared by the students may freely circulate in the school, provided that a major publication director (student or adult of the school) is clearly identified. Editor is responsible for all his personal writings (civil and criminal) regardless of the type of publication adopted, including on the internet. In the event that certain documents are offensive or defamatory, in the event of infringement of the right to the image, the rights of others or public order, the head of the school may suspend or prohibit the publication.

The head of the school may authorize the holding in the school premises of meetings which may include the participation of external personalities. The request must be made at least one week in advance. These meetings must respect the principles set out above.

Article 10 - Use of computer resources

The computer resources must be used in accordance with the Computer Rules of the Lycée français International de Delhi, annexed to the present regulations.

Computers should be used only for school work or construction of the student's orientation project, and in accordance with instructions given by adults. In particular,

- any voluntary action aimed at undermining the integrity of the system;
- all downloads;
- any software installation by an unauthorized person;
- any copy contrary to intellectual property law;
- any website consultation unrelated to the school work or the orientation project

Article 11 - Disciplinary Proceedings

Violations of these regulations may be subject to academic punishment or disciplinary penalties. Alternative measures should, however, be preferred whenever possible.

11-1 School punishment

They concern breaches of pupils' obligations. They may be given by educational personnel (Vie Scolaire, supervisors), by the teaching staff or, at the request of any other adult working in the institution (outside school supervisor, administrative or service staff, etc.) by Vie Scolaire or the management.

The school punishments are as follows:

- oral remark;
- a written warning, communicated to the family by the notebook;
- additional homework;

- collective interest work;
- hours of restraint.

11-2 Disciplinary sanctions

Disciplinary punishments concern violations of persons or property and serious or repeated breaches of pupils' obligations. They shall be pronounced by the Principal or by the Disciplinary Board. They are entered into the student's record, where they remain registered for a period of one year, even in the event of a change of institution.

The disciplinary sanctions are as follows:

- a written warning addressed to the family by the Principal;
- a written blame addressed to the family by the Principal;
- a temporary exclusion from school, canteen or extra-curricular activities of up to eight days by the head of the school;
- definitive exclusion from the institution, canteen or extra-curricular activities.

Only the Disciplinary Board may impose a definitive exclusion.

Temporary or definitive exclusions may be suspended. Where such a stay is pronounced by the Disciplinary Board, a further meeting of the Disciplinary Board is necessary to put an end to it.

11-3 The Education Commission

Its mission is to examine the situation of a student whose behavior is inappropriate to the rules of life in the institution and to encourage the search for a personalized educational response. It is also consulted in the event of incidents involving several students.

The Education Commission monitors the implementation of preventive and accompaniment measures, measures of accountability and alternative measures to sanctions.

This committee, which is chaired by the head of the school or its representative, includes staff from the school, including at least one teacher and at least one student parent.

11-4 The disciplinary board

The disciplinary board is chaired by the Principal.

Representatives of staff, parents and pupils shall be elected annually from among their members by the full and alternate members of the Governing Board of their respective categories. For each elected member of the Disciplinary Board, an alternate shall be appointed under the same conditions.

The Principal shall refer the matter to the Disciplinary Board.

In the event of a tie, the chairman shall have the casting vote.

Any decision of the Disciplinary Board of the institution may be referred to the Counselor for Cultural Co-operation and Action within eight days of its notification either by the student's legal representative

or by the latter, if he/she is of age, either by the head of the school. The adviser of co-operation and cultural action decides after opinion of a commission constituted under his supervision.

Article 12 - Insurance

Students must be insured for the following risks:

- public liability
- individual accident

In addition, in order to participate in the transplanted classes or outings, they must be covered by a medical assistance contract.

The Lycée voluntarily offers membership in a collective contract covering these risks. Parents not wishing to subscribe must provide at the beginning of the year a certificate from their insurance company indicating the covered risks.

Contacts

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