

INTRODUCTION

In order to create this school community and supply it with the required resources, the rules of operation as well as the rights and obligations of each of its members need to be clearly defined: and that is the purpose of these rules and regulations.

These rules cannot be reduced to a simple set of provisions listing the obligations of individual students and the corresponding system of punishments and penalties.

Instead, the rules show students not only how to respect their obligations, but also how to exercise their rights in the school environment.

These rules were developed and updated in consultation with all those involved in the school community and those involved in applying them, and provide students with certain responsibilities, placing them in an environment where they will learn about living in a society, citizenship and democracy.

Since their intent is educational, the rules and regulations must comply with and respect higher legislation such as constitutional provisions, laws and regulations.

It is an important document on its own, but it is not the only regulatory control available to the school.

II - CONTENT OF THE RULES AND REGULATIONS

With regard to standards, the rules and regulations are both educational and informational. As a reference document for educational activities, these rules also aid in teaching students about citizenship and facilitate relationships between the members of the school community.

2.1 Principles regulating the provision of education at Lycée Français La Pérouse

The provision of education conforms to the agreement signed between Lycée Français La Pérouse and the AEFÉ (French Education Authorities) and is based on specific values and principles that everyone must respect at the school: impartiality, work, attendance and punctuality, the duty of tolerance and respect for other people and their beliefs, equal opportunity and treatment between girls and boys, guarantees of protection against all forms of emotional, physical or mental abuse and everyone's responsibility not to engage in any violence. Mutual respect between adults and students and between students themselves is also one of the cornerstones of community life. No form of harassment is tolerated (see attachment 4).

2.2 School rules

The purpose of the school rules and regulations is to regulate community life at the school and the relationships between the different members of the school community through the implementation of specific provisions.

Organization and operation of the school

- Schedules,

Preschool and elementary levels

See Section 2.7: Special provisions of the two primary level school campuses

Secondary classes

The school opens at 8 a.m. Classes are held Monday through Friday from 8:15 a.m. to 3:50 p.m. for mandatory courses. All students must be present five minutes before the start of classes. Some written texts are given on Saturday mornings. Schedules are conveyed to students and their families at the beginning of the school year. They may be changed according to teaching needs or in response to unforeseen situations, in which case changes

will be brought to the attention of all concerned.

Leaving the Campus

Students in the 6th to 8th grade may not leave the school under any circumstances between 8:15 a.m. and 2:55 p.m. Students in the 9th to 12th grade must provide written authorization from their parents in order to leave campus during recess and lunch time.

Students in the 10th, 11th and 12th grade are allowed to leave campus during lunch time and between classes if a teacher is absent (parents who do not want their children to go off campus may write a letter to the School Counselor).

- use of equipment and access requirements, use of common spaces and other materials made available, Students will strive to keep their school clean by means of the systematic use of wastebaskets, class storage spaces, etc ...

Starting from an early age, students should pay special attention to the respect of school furniture, premises and all equipment made available to them. Willful destruction of equipment and damage caused by the improper use of equipment will be punished or sanctioned and will be repaired at the expense of the parent of the child responsible. Students must take care of their personal belongings and the books that are entrusted to them. We strongly recommend that parents mark their children's personal belongings. Lost items must be requested. The School cannot be held responsible for the exchange, loss or theft of objects or of money belonging to students. For the use of equipment and computer resources, see the usage policy (Attachment 2).

Responsibility of teachers and management staff

They are responsible for explaining the School Rules to their students and for guiding them towards greater autonomy while using appropriate reminders as needed.

Organization of school life and studies

Absences - Tardiness

Students are required to regularly attend all classes and selected options.

The administration must be informed of any absence by 12:30 p.m. that same day. In order to be allowed to return to class, the student must present written documentation to the teacher for pre-school and elementary classes and to the Student Affairs Office for students in secondary levels. A medical certificate must be presented for an absence of more than three days. Parents must immediately report any contagious disease and a medical certificate attesting that the return of the student involves no contagious risk will be required before the student can return to school.

Tardiness

Punctuality is the first rule to follow

- Preschool (pre-elementary): A parent or guardian must accompany the child directly to the classroom and sign the daily attendance sheet.
- Elementary grades: A parent or guardian must accompany the child to the reception area to get a late note and then take the child to the classroom.



- Secondary grades: Students will not be admitted into class without a late note issued by the Student Affairs Office.

For all students, frequent tardiness will lead to disciplinary action (see the “Penalties” paragraph).

Off-campus Authorization – Excuses

During study periods, or if a teacher is absent at the last minute or for the last class of the day, students in secondary classes (10th, 11th, 12th grade) may leave the school grounds provided that their parents have given written authorization at the beginning of the year. Any student who leaves without official authorization will be punished and/or receive a penalty.

In the primary grades, if a student must leave school early for any reason, the student's parent or guardian must pick up the child in his/her classroom and sign in at the reception desk.

Any excuse from participating in physical education class (swimming included) must be authorized by prior parental request. In the case of repeated requests to be excused or permanent non-attendance, a medical certificate is required.

Under no circumstances may a student be taken from the school during the day without giving the administration prior notice. Except in the case of illness or urgency duly justified by the parents, students are expected to be present for the entire school year. Failure to do so could result in a refusal to re-admit them.

Medical appointments should be made outside of normal school hours.

The administration reserves the right to refuse a student permission to leave class during the day, if the reason given does not appear to be of utmost urgency.

Dress Code

Students must come to school in proper and decent attire. If this basic rule is not observed, the principal or the principal's representative reserves the right to refuse entry to any student.

Physical Education Dress Code

Students must arrive at physical education class wearing the following: T-shirt or sweatshirt, shorts and tennis shoes; in winter, sweat pants are recommended. A student who forgets his/her gym clothes will be disciplined.

Behavior

A polite attitude and the use of proper language are expected from students towards all school personnel, their friends and any person on school grounds or the immediate area.

Public Spaces

Whenever students use city property, they are asked to be courteous towards others who are also using these spaces and respect equipment as well as all city regulations.

- for the use of certain personal property (telephone or portable computer, etc.) see Policy Regarding the Possession and Use of Electronic Device at the School (attachment 1) and the Computer Usage Policy (attachment 2).

Security

For safety, hygiene or disciplinary reasons, it is forbidden:

- to smoke inside the school or its immediate surroundings (50 feet / 15 meters).
- to bring to the school (as a general rule) any valuables as well as any items which could be dangerous

- to use any item in the school that is not required by school activities (portable music players, cell phones, etc.).
- Students are reminded that the use and possession of drugs and alcoholic beverages as well as sexual harassment and violent behavior are strictly forbidden; students found committing an infraction will be subject to the punishment prescribed by California State Law.

- Clothing that is incompatible with some lessons and which may jeopardize the safety of persons, hygiene regulations or disrupt school operations.

It should also be remembered that bringing or carrying any weapons or dangerous objects to school, regardless of their nature, is strictly prohibited.

Similarly, bringing and consuming narcotics at the school are strictly prohibited. The same is also true for the consumption of alcohol (except during special events, outside school hours and outside the presence of minors).

The use of tobacco on school property is also prohibited.

2.3 Exercising student rights and obligations.

Student Responsibility

Students are responsible for their behavior at all times.

2.3.1 Rules for exercising these rights

At the elementary school level, students have the right of collective expression and the right of assembly through the intermediary of their representatives.

At the secondary school level, students have the right to individual and collective expression, assembly, association and publication.

These rights are exercised while respecting pluralism, the principles of neutrality and respect for others. Any defamatory or offensive remarks may have serious consequences.

Exercising these rights should not undermine teaching activities, the content of the curriculum and the attendance requirement.

- procedures for exercising the right of assembly: the organization and publication of student meetings is subject to the approval of the Principal,

- conditions regarding displays at the school in application of the right of collective expression: a bulletin board is located in the lobby for high school students; the display of items on the bulletin board for the primary school level is subject to the authorization of the campus director. The text must be signed,

- before publications are distributed, for secondary level students, they must be submitted to the principal or the principal's representative for approval.

2.3.2 Requirements

The requirement of attendance involves participating in school work, respecting the class schedules as well as the content of the curriculum and testing methods. A student can in no case refuse to consider certain parts of the class schedule or fail to attend some courses, except in cases of a force majeure or exceptional authorization.

It should be remembered that students should be made aware of the testing methods, and understand and respect them.

Procedures for verifying absences and tardiness: students and their families must understand the importance of attendance and keep the school informed. The role of teachers in monitoring absences and tardiness is essential. They are responsible for reporting any absence from their class within the shortest time possible, either to the

campus director for the primary school level or to the Student Affairs Office for the secondary level, according to the methods defined at the start of each year.

Voluntary absenteeism is a breach of attendance and as such, it may be subject to disciplinary proceedings. It is also often a sign of an illness that requires specific care, or a weakened personal and social family situation. These situations must be monitored early and closely by the school faculty.

Respect for others and their surroundings (see attachment 4)

The school is a human community established for pedagogical and educational purposes where everyone should display a tolerant and respectful attitude towards others and their beliefs. Respecting each other as well as the entire staff, being polite, respecting the environment and equipment are also responsibilities listed in the rules and regulations.

Students are involved in decisions concerning the design of spaces and living places for school life through the different institutions in place at the school.

The responsibility not to engage in violence

Verbal abuse (see attachment 4), the destruction of personal property, bullying, theft or attempted theft, physical assault, hazing, extortion and sexual violence at the school and its immediate surroundings are behavior that, according to the case, are subject to disciplinary action and/or the need to contact law enforcement.

2.4 Discipline: penalties and punishments

List of penalties and punishments incurred

Preventive measures, monitoring and restitution.

Any punishment or penalty must be individual and proportionate to the violation: it must be explained to the student or students concerned who will be offered the opportunity to explain themselves, justify their actions and to seek assistance.

Here are some reminders of the School Rules. These are some examples of punishments and penalties when the regulations are violated.

Lack of respect towards school personnel, parents, visitors and neighbors.

- Warning / letter to parents
- Suspension (one to several days)
- Disciplinary Council

Destruction of premises or equipment made available to the student (vandalism, theft, etc.):

- Replacement of broken or damaged equipment / letter to parents
- Detention / letter to parents
- Suspension (one to several days)

Verbal or physical violence towards other students:

- Punishment / letter to parents
- Detention
- Suspension (one to several days)



Possession of drugs, alcohol or other forbidden substances:

- Suspension (one to several days)
- Disciplinary Council

Possession of dangerous objects that could endanger members of the school community:

- Confiscation / letter to parents
- Suspension (one to several days)
- Disciplinary Council

Use of inappropriate or discriminatory language or obscene gestures:

- Punishment / letter to the parents
- Disciplinary Council

Use of objects which disrupt class (electronic devices, cell phones, etc.):

- Confiscation
- Letter to parents

Wearing T-shirts with obscene and inappropriate slogans:

- Student must change clothes / letter to parents
- Punishment / letter to parents
- Suspension (1 to several days)

Repeated Tardiness:

- Letter to parents
- Detention

Penalties

Disciplinary action may be taken for behaviors that violate the rules or for the failure to do work. The implementation of these penalties is the responsibility of the Principal or the Principal's representatives. The family is always notified of such actions.

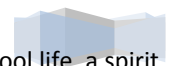
Failure to apply these regulations will result in one of the following steps:

- Warning (possibly accompanied by additional homework provided by the teacher and approved by the administration)
- Official warning
- Temporary suspension from class of a maximum of five days
- In very serious cases, the School Board will call a disciplinary meeting to render a decision regarding the permanent expulsion of a student, proposed by the Principal.

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2.5 Positive encouragement

It is helpful to emphasize actions where students demonstrate good citizenship, involvement in school life, a spirit



of solidarity and a sense of responsibility both to themselves and to their schoolmates. This may involve encouraging initiatives or supporting relationships particularly with regard to work and school life as well as in the areas of health and prevention of risky behaviors.

The recognition of student actions in various areas - sports, clubs, arts, etc. is likely to reinforce their sense of belonging to the school and foster their participation in community life.

2.6 Relationships between the school and families

Parental Responsibility

Parents are responsible for explaining the School Rules to their children in order to facilitate understanding and show their accord with the faculty. Students must receive consistent information from the group of adults surrounding them. The slightest inconsistency may cause them anxiety.

- Parents explain the rules to their child, particularly the notion of "respect".
- Parents cooperate with the school in the event their child disrespects the school rules.
- Each day parents give their child a well-balanced snack (primary level).
- Parents ensure a good study environment at home in the evenings.
- Parents ensure that their child or their children arrive to school on time.

Traffic

Parents are asked to obey all California traffic laws. In particular, they must not:

- double park
- park in front of garages
- use their car horn

Asbury Campus

(See attachment 5)

Marin Campus

Parents may use both parking lots, but cannot park in the alleyway leading to the back parking lot. The half-circle must be left available for the drop-off zone.

Organization of contacts with the teaching and school staff:

- Parents may contact teachers for an appointment or bring a particular point to their attention by e-mail or by calling the Secretary's Office of their child's campus.
- Teachers must maintain an ongoing dialogue with families, especially when they identify a situation that must be brought to the family's attention. They monitor this situation with the family, all while keeping the campus administration informed of this process.
- Formal meetings between the faculty and parents are held regularly on a schedule provided to parents.



2.7 Special Situations

Special procedures for primary level campuses *(These rules specify or modify the terms and conditions listed above, taking into consideration the specifics of each campus)*

School Rules

San Francisco - Ashbury Campus - Primary

I. Reception

The rules for parking and for dropping-off and picking-up students are explained in the documents attached to these rules and regulations. (Attachment 1)

a. Arrival of Students:

Hours: 7:45 a.m. to 8:15 a.m., child care for pre-school to 5th grade

- **Pre-school:** 8:15 a.m. to 8:40 a.m.: arrival of pre-school and kindergarten students to the classroom, with the signature of the responsible adult.
- **Elementary:** 8:15 a.m. to 8:30 a.m.: arrival of students in the 1st to 5th grade to the classroom. Students enter the classroom quietly and directly.

b. Pick-up of students:

Hours: 3:15 p.m. to 3:30 p.m.

- **Kindergarten:** From 3:15 p.m. to 3:30 p.m. pick-up of students from **pre-school, pre-K and kindergarten** from the classrooms with the signature of an authorized adult required to pick-up the student.
Pre-kindergarten students are in the Pre-K room A or B or in the Ashbury courtyard until 4:00 p.m., then in the elementary courtyard.
- **Elementary:** From 3:15 p.m. to 3:30 p.m. pick-up of elementary students in the Ashbury courtyard. After 3:30 p.m., all elementary students are taken to after-school care in the Downey courtyard.
- **Care and Extracurricular activities:** 3:30 p.m. to 6:00 p.m. start of after-school child care and/or extracurricular activities
- **Help with Lessons:** from 3:45 p.m. to 4:30 p.m.

c. Recess and lunch:

- **Pre-school - Recess (Ashbury courtyard)**

Pre-school: 9:45 a.m. to 10:15 a.m. Lunch/nap: from 11:30 a.m. to 1:30 p.m.

Pre-school: 2:30 p.m. to 3:00 p.m.

Pre-kindergarten: 10:15 a.m. to 10:45 a.m. Lunch/nap: from 11:45 a.m. to 1:30 p.m.

Pre-kindergarten: 1:30 p.m. to 2:00 p.m.

Kindergarten: 10:15 a.m. to 10:45 a.m. Lunch/recess: from 11:45 a.m. to 1:30 p.m.

(Ashbury Courtyard)

- **Elementary - Recess (Downey courtyard)**

1st grade to 2nd grade: 9:45 a.m. to 10:15 a.m. Lunch / recess: from 12:00 p.m. to 1:00 p.m.

3rd grade, 4th grade, 5th grade: 10:45 a.m. to 11:15 a.m. Lunch / recess: from 12:30 p.m. to 1:30 p.m.



II. Attendance

It is important that students arrive on time in order to make the most of their time spent at school, to start the day in good condition and not to disrupt the work and concentration of their punctual classmates.

To facilitate the implementation of these guidelines:

- After 8:30 a.m., parents of late students from grades 1 through 5 must go to the reception area to request a late note and accompany their child to class.
- All tardies are recorded and will be mentioned in the report card.




If tardies are unnecessary or frequent:

- The teacher will contact the family and inform the Principal as a first step.
- As a second step, the Principal or the administration will call the parents.
- Finally, as a last resort, the administration will once again contact the parents and a temporary suspension (1 to 3 days) will be pronounced.

Students are encouraged to strictly comply with these rules or they will be held personally responsible for their wrongdoing. In cases of recidivism, parents will be called.

III. Student Dress Code and Behavior

a. Lunch

Living Together: Lunch		
 MY RIGHTS: I have the right to	 MY DUTIES: I am responsible for	 PROHIBITIONS
<ul style="list-style-type: none"> • Speak quietly • Get help to warm up my lunch • Eat my lunch in peace • Walk, but not run 	<ul style="list-style-type: none"> • Respecting the tranquility of my classmates while they eat • Calmly waiting my turn to warm up my lunch • Sitting down during lunch • Eating properly • Respecting my classmates' lunch • Requesting permission to use the toilet • Sorting my waste • Not wasting water • Leaving the cafeteria clean • Waiting for the signal from proctors to go to the courtyard 	<ul style="list-style-type: none"> • Shouting • Running in the halls • Exchanging food • Wasting or throwing away food without tasting it first • Shoving classmates during lunch • Stealing, throwing or spilling a classmate's food • Moving without permission • Being disrespectful to adults and classmates

It is forbidden to give your child food containing any type of nuts, including peanuts (except almonds and hazelnuts). The School Board made this decision because there will be students at Ashbury who are fatally allergic to these products. This decision was approved at the School Board meeting of November 12, 2007.

Cleanliness, respect for equipment and common areas (School Rules)

Playground

- Only foam balls are allowed.
- Games such as jumping rope, hoops may be used in the Downey courtyard.
- Each class has its own balls.

It is forbidden to:

- Throw balls in the air (in order to prevent them from getting lost).
- Play violently or engage in dangerous running games.

Use of equipment:

The play area should allow children to relax and therefore:

It is forbidden to:

- Move or play with the wood chips that are used for protection in the event of a fall
- Run in the playground area
- Jump down from the equipment
- Sit on top of the climbing wall
- Go up the slide backwards
- Jump from the equipment on the yellow column
- Eat on the equipment
- Engage in behavior that is dangerous and inappropriate for the child and for others
- Play ball games on the equipment in the Downey courtyard

Entering buildings

- Students must walk quietly and on the right (stairs)

Respect

- All students must respect others.
- Bad words and obscene gestures are prohibited at the school.
- Respect for common property: everyone should try to keep the environment clean at all times (cleaning tables, picking up paper, etc.). Similarly, group equipment must be used carefully.



Personal belongings

- For the proper functioning of the school, it is preferable that students leave personal items at home. Books are the only items that are truly allowed.
- Mobile phones and game consoles **are prohibited**. Any device brought to school by an elementary student will be confiscated and returned to those responsible for the student.

School Rules

Madera courtyard – Primary level

(prepared in collaboration with students)

General principles

These rules must be respected by everyone at the school so that we can enjoy a school with an excellent atmosphere for study and fun.

- I respect others, adults and students.
- I respect myself.
- I respect other people's property, the school's property as well as my own personal affairs.

Respect for others, language used:

- Listen to others and the teacher.
- Raise your hand in class and wait for your turn to speak.
- Be kind, do not hurt, tease or fight with others.
- Be polite and do not use bad or insulting language.

Respect the property of others and that of the school:

- I keep my belongings tidy, for example: my school books, my backpack and my coat.
- I ask permission before using someone else's belongings and I return them promptly.
- I want the school to be clean and I throw waste paper into the trash.
- I do not bring toys or money to school except on "croissant day".
- I take care of school materials, especially books and furniture.

In the classroom:

- I speak French during French classes and English during English classes.
- I do not copy and do not cheat. I do not disturb my friends.
- I agree to share or lend.
- I never run in the classroom.

- I raise my hand and wait for my turn to speak.
- I keep the classroom and my personal belongings clean and tidy.



- I do not go into the classroom alone without permission.

In the bathrooms:

- I keep them clean and I flush the toilet.
- I do not play in the bathroom and I stay there as short a time as possible.

In other areas of the school: library, corridors, picnic area, gym, etc.:

- At the library, I am silent, I do not eat, I take care of the books, I do not disarrange them and I return them promptly. I respect the instructions given by people who work there.
- In the corridors, I do not run. I do not make noise and I stay in line.
- In the dining area, I eat properly and do not waste food. I do not throw anything on the floor and I use the recycling bins.
- In the music room and gymnasium, I respect the equipment and I follow the instructions given by the teacher.

On the playground and in the recreation area:

- See attached regulations.

During movement in groups:

- I do not trail behind. I keep tidy and I make as little noise as possible.

During outings:

- I do not stray away from the group without asking permission from an adult.
- I am polite to all the people we meet and I respect the rules of the place we are visiting.
- I pay careful attention to the recommendations given by adults, for my safety and that of others.

School hours:

Elementary School:

Students arrive between 8:15 a.m. and 8:25 a.m. under the supervision of two teachers on duty. **Before 8:15 a.m., children are the responsibility of their parents.**

Preschool:

Staggered arrival of students with their parents into the classroom from 8:15 a.m. to 8:45 a.m. At 8:45 a.m., the parents leave the classroom.

Attendance:

Children must attend school. They may be excused for illness. Any other form of absence is only permitted by the Principal in exceptional cases and depending on the circumstances.



We arrive on time in order to:

- Maximize class time and to avoid missing the start of the day.
- Avoid disturbing others.

All students who arrive late must go to the Secretary's office. The adult who brings the student to school must then accompany him/her to the classroom.

All late arrivals are noted:

If a student's tardies are unjustified or frequent (at the discretion of the Principal):

The first time:

The teacher contacts the family and informs the Principal.

The second time:

The Principal calls the parents to remind them of the rule.

The third time:

A note is placed in the school files until the situation is corrected.

In the event of significant recidivism, the Principal may meet with the administrative team to request temporary suspension. This will be entered into the school files.

List of disciplinary actions:

The failure to respect the school rules may result in the implementation of the following measures according to the seriousness and the frequency of the infraction(s) committed:

- Reminder of the rule and warning given to the student by the teacher.
- Teacher-student discussion with disciplinary action:
 - extra work to be carried out during free time at school or at home;
 - for younger students, the loss of 5 minutes of playtime.The teacher can decide whether or not to inform the parents and/or the Principal.
- Temporary expulsion from class (30 minutes): The student is sent to another class with work to complete. The parents and the school Principal are informed.
- Teacher/Student/Parent conference: disciplinary action is taken and a note or warning letter is entered into the student's file.

Leaving School:

Elementary School:

Class ends at 3:15 a.m. Students are accompanied by their teachers to the playground and are divided into two groups:

- Students in kindergarten to 1st grade will return to the child care area to sign-in.
- The other students remain in the playground under the supervision of two on-duty teachers until 3:25 p.m. while waiting for the arrival of their parents.



At 3:30 p.m., all children whose parents have not yet arrived are guided by the on-duty teachers to the child care area to sign-in.

Parents are asked not to remain in the playground area in order to avoid confusion.

Pre-school:

Staggered release from classrooms from 3:10 p.m. to 3:25 p.m.

At 3:25 p.m. children who are still present are taken to the child care area by the teacher or class assistant.

Older students

The rules and regulations apply to older students in the same way as they do to other students. However, because of their age, certain regulatory provisions should be respected regarding the management of absences and direct information received from these students.

Community Service and Internships

The school encourages community service at the secondary school level. These actions are coordinated by the Chief Educational Advisor, together with the guidance counselor at American schools.

III – WRITING AND AMENDING THE RULES AND REGULATIONS

The procedures for preparing and writing the rules and regulations take local conditions and the level of education into consideration.

3.1 Drafting and Revision

The rules and regulations may be revised each year. They must be revised in collaboration with Student Affairs and presented to the School Board with the prior approval of the Management Board and the AEFÉ (French Education Authorities).

3.2 Information and Disclosure

It is advisable that the rules and regulations be distributed and disclosed as much as possible to all members of the school community, for example, before the start of the academic year. This requires the implementation of appropriate information actions, supplemented by explanation efforts, especially to students and parents. In this manner, the time spent in the classroom and at school can be a special moment.



ATTACHMENT 1
POLICY REGARDING THE POSSESSION AND USE OF ELECTRONIC DEVICES AT THE SCHOOL

Electronic devices are defined as follows: telecommunications equipment (including cell phones that emit an audible signal, vibrate, display messages or deliver a message by any means whatsoever to its owner), radio transmitters, pagers, communication tablets and all electronic gaming devices.

The school only permits middle and high school students (from 6th to 12th grade) to have electronic devices within the confines of the following circumstances:

1. Except where their use is authorized by this policy, communication devices must be turned **off** between 8:15 a.m. and 3:48 p.m. **inside the building.**
2. If a student has an emergency call, he/she must ask permission from a teacher or the Chief Educational Advisor.
3. Parents who need to contact their child should call the front desk or Student Affairs. It is imperative that the school be aware of emergency situations.
4. Students from the 1st to 12th grade have the right to use their communication devices in the common area. School staff may use their communication devices in their break or work rooms (other than classrooms)
5. It is forbidden to take photographs at the school unless specifically authorized by the administration in certain cases.

The school Principal or the persons to whom this responsibility is delegated may confiscate any communication device if the use or possession of this device may be or is a source of disruption at the school or during an event.

A student who violates this rule is subject to:

- 1st offence: confiscation of the device for a week (the device is returned in the evening, but should be resubmitted to Student Affairs the next morning).
- 2nd offense: confiscation of the device for a week (the device is returned in the evening, but should be resubmitted to Student Affairs the next morning) and the family is formally notified.
- 3rd offense: confiscation of the device for a week (the device is returned in the evening, but should be resubmitted to Student Affairs the next morning), meeting of the family with the Chief Educational Advisor, the device is returned to the family.
- 4th offense: confiscation of the device for the remainder of the school year (the unit is returned in the evening), but should be resubmitted to Student Affairs the next morning).

The Principal or the Principal's representative may combine the disciplinary provisions contained in these regulations if he/she believes that the circumstances of the incident so justify it.

The school staff is not responsible for any loss or damage of any communication device taken into the school. In addition, the school is not responsible for the condition of any confiscated device that is returned to its owner.



The school may grant an exception to this rule when a student needs an electronic device for a legitimate, medically documented reason. However, before a student can be in possession of an electronic device that is turned on during school time, the management staff must approve a certificate from a doctor certifying that it is necessary for the student to have a communication device at the school.

Last Name

First Name

Job or class:

The undersigned **recognizes** having read this **Policy** regarding the Possession and Use of Electronic Devices at Lycée Français La Pérouse and agrees to abide by it.

Signature:



ATTACHMENT 2

COMPUTER USAGE POLICY

Lycée Français La Pérouse strives to provide students and staff with optimal conditions for the use of computer and multimedia services. The purpose of this Policy is to define the rules for the educational use of the computer systems and resources of Lycée Français La Pérouse. This Policy is attached to the school's rules and regulations and is considered part of the following current laws:

- local laws governing computers, computer files and the freedom of access to information
- laws regarding access to administrative documents,
- laws regarding the protection of software,
- laws related to computer fraud,
- The Code of Industrial Property.

This Policy applies to anyone, including students, teachers, administrative or technical staff, authorized to use the computer systems and resources for educational purposes. The tools and resources at Lycée Français La Pérouse are made available exclusively for educational use. Under this policy, each user agrees to only use the Internet access and the computer tools for that purpose.

The use of the equipment for other purposes may be considered a breach of trust and lead to legal action (disciplinary and criminal sanctions) as well as the personal civil liability of the user.

The term computer resources for educational purposes refers to the group of equipment consisting of the network, the server or servers, the school's workstations, peripherals, software, laptop computers, Internet access.

1 - Access Conditions

The use and access to the school's computer resources for educational purposes is the responsibility of the Principal and is under the supervision of a member of the teaching staff for the exclusive purpose of conducting teaching and documentation activities. Users are responsible for the use and access to computer resources for administrative purposes in accordance with current laws.

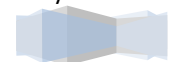
In order to connect, each user gets a computer account

(username and password).

The accounts are in the user's name, personal and non-transferable. At the end of an activity, the user must log-out of the work session by disconnecting from their personal directory.

2 - User Rights

- Right to privacy while using the Internet strictly for communication purposes.
- Right to exchange and communicate ideas and opinions via e-mail or through any other form of electronic data transmission, within the scope of the laws of California.
- Right to a hearing when the nature of the content viewed on the Internet is questioned by a teacher or administrator.



3 - User's Responsibility:

The use of educational resources implies respecting the rules listed below. The purpose of these rules is to ensure respect for others which means that you must:

- Always indicate your identity (username, password)
- Use correct language in messages that are sent
- Do not access, take, alter or destroy resources that belong to other users without their permission.
- Do not undermine the integrity of another user or their sensibilities, particularly through provocative or criminally reprehensible messages, texts or images.

Compliance with the resources made available involves strict adherence to the following provisions, namely:

- Respect the equipment (take care of the equipment and inform administrators of any abnormalities)
- Do not interrupt the normal operation of the network or overburden resources
- Do not attempt to circumvent, divert, alter or override the security measures in place
- Respect copyrights (downloaded documents or software may only be published and distributed with the permission of the author and the administrator)
- Respect human and social values (do not download to the screen or any digital support device any documents of a racist, extremist or pornographic nature).

4 - Internet Access

Internet access is provided to students in the presence and under the responsibility of a member of the teaching staff, primarily in the scope of educational activities and for personal documentation purposes. It is provided for adults in the scope of accepted and shared professional ethics.

The addresses of websites visited are recorded and routinely analyzed by the administrators or any other authorized staff member.

The downloading of files (audio, video, programs, etc.) is subject to the approval of the corresponding member of the teaching staff.

Downloading sound files is prohibited.

Any illegal downloading is prohibited.

In order to protect minors, students should not provide their name, photograph, address, telephone number or any other information on the Internet that could facilitate their identification.

5 - Messaging

All school staff and all secondary level students receive a personal mailbox and a personal storage space on the school's server. The owner is responsible for this mailbox and this space. Teachers can also request an e-mail account for a class or a group of students as part of a school project. This mailbox remains the responsibility of the school.

All users agree not to lend their account to others and not to disclose their password.

All users agree to notify the resource person about any anomaly they discover. This resource person must then immediately report this incident to the computer manager.

As a courtesy to other users, all users agree not to abuse the system by sending bulk messages.



6 – **Responsibilities of Administrators**

The network is managed by the computer department. These are school employees who manage user accounts and e-mail addresses. They ensure the smooth operation of the computer resources. They only open accounts and e-mails addresses for users who have read and signed the Policy. They may close an account or e-mail address at any time if the user violates the rules set forth in this Policy or if the level of security is not guaranteed.

Users will lose their account when they leave the school.

Last Name

First Name

Job or class:

The undersigned **recognizes** having read the Computer Usage **Policy** of Lycée Français La Pérouse and agrees to abide by it.

I further acknowledge that I was informed that technical provisions have been made to ensure that the use of the computer network is consistent with the rules set forth in this Policy.

Signature:



ATTACHMENT 3

CHEATING AND PLAGIARISM

There is no justification for cheating on tests. The psychological pressure to obtain good results, insufficient time to complete an assignment, tests that are "poorly supervised" or parental expectations are not valid excuses. Cheating devalues learning for the benefit of a grade and goes against the philosophy of education at the school.

Cheating and plagiarism are subject to an automatic zero. The assignment may be repeated, but no bonus will be given to compensate for the zero. Cheating is, among other things, the act of turning in work taken from someone else without citing the reference, looking at another student's work, talking during an assignment, copying (even partially) an assignment, turning in an assignment belonging to another student, allowing a classmate in class who has not yet completed the assignment to have access to the test or an already completed assignment, to disclose the existence of a test that another student has not yet taken.

It is within the professional competence of the teacher to determine whether or not cheating took place. The teacher (or the administration) will inform the family of the incident.

In addition, a report will be inserted into the student's record, but NOT in the TRANSCRIPT.

(The first paragraph is from the Rules of Lowell High School)



ATTACHMENT 4
RULES REGARDING SEXUAL HARASSMENT AND OTHER FORMS OF HARASSMENT

Lycée Français La Pérouse forbids sexual harassment of any student or employee on the school's premises by anyone. Sexual harassment of any student or employee outside of the campus by any person affiliated with the school is also forbidden. While the teachers will discuss these provisions with their students in a manner befitting of their age, it is the responsibility of each employee and each student to read these provisions and to comply with them (to the extent that the child is capable). Under no circumstances should a student or employee be subjected to any form of sexual harassment or any other type of harassment as described in these rules and regulations.

No teacher, administrator, other employee, or student is allowed to sexually harass a student or employee of the school on the campus or outside the campus at any time and in any way whatsoever. Any sexual harassment committed by a person temporarily visiting the school is also forbidden. No teacher, administrator, other employee, or adult person temporarily visiting the school shall make sexual advances to a student, regardless of whether he or she is encouraged to do so or not.

In the same spirit, any harassment based on race, color, origin, nationality, religion, age, sex, sexual preferences, physical or mental disabilities, a health condition related to cancer, the family situation, or veteran status is strictly forbidden.

As defined by the State of California, sexual harassment, forbidden by law, includes, but is not limited to: inappropriate sexual advances, solicitation with the aim of obtaining sexual favors, and any other behavior of a sexual nature, whether verbal, visual, or physical, by any person whosoever, in his/her workplace or teaching environment, or any other workplace or teaching environment, in which any of the following conditions are satisfied:

- when submission to the solicited behavior constitutes, either explicitly or implicitly, a term or condition for employment or if it influences the academic status or advancement of an individual;
- when submission to or rejection of the behavior serves as a basis for employment or academic decisions;
- when the purpose or effect of the behavior is to have a negative impact on one's work or academic achievements, or to create a workplace or teaching environment that is intimidating, hostile, or likely to be offensive;
- when submission to or rejection of the behavior serves as a basis for any decision concerning benefits and services, honors, programs, or activities available at the educational institution or which may be obtained by way of said institution.

Forbidden sexual harassment also includes, but is not limited to, the following types of behavior:

- verbal types of behavior in which the perpetrator uses offensive words or jokes, insinuations, comments or insults of a sexual nature, unsolicited sexual advances, invitations or comments;
- behavior manifesting itself through visual objects having a sexual connotation, such as posters, animation, photographs, electronically generated drawings or material;
- non-verbal sexual behavior, for example, a lustful gaze, staring at the sexual parts of the body, or making sexually-suggestive motions;
- behavior of a physical nature such as undesirable touching, restricting the movements of another person, or engaging in assaults;
- threats or persistent solicitations for submission to sexual advances used as a condition for employment or to obtain an academic status, or to avoid a loss, and offers for employment or academic benefits in exchange for sexual favors;

- retaliation for having denounced or threatened to denounce a case of sexual harassment, or for having participated in an investigation into sexual harassment.

The means of defining what constitutes sexual harassment will depend on specific facts and the context in which the behavior took place. Sexual harassment may occur in numerous forms. It may be hidden and indirect or flagrant and open. It may take place between persons of both sexes, between colleagues, or between individuals placed in a hierarchical relationship. A single incident may warrant a supervision or firing, depending on the severity.

If you think you have been harassed or you are currently being harassed for sexual reasons or for one of the other reasons indicated above (race, color, background, etc.), you should speak immediately to one of the members of the committee or to someone else from among the persons mentioned below so that the matter can undergo a prompt investigation and the appropriate corrective measures can be taken. Similarly, if you have questions or cause for concern in connection with this topic, please speak to one of the members of the committee.

Do not tolerate any form of harassment. If you have the opportunity, tell the perpetrator to stop and promptly speak to a member of the committee or another one of the persons mentioned below. If, in the past, you have tolerated or allowed the behavior in question and you now wish to put an end to it, talk about it: tell the perpetrator to stop immediately and speak to a member of the committee or someone else. In keeping with this policy, your communication will be handled in such a way as to respect the private lives of those involved, to the extent allowed by the situation. The school forbids retaliation against any person filing a complaint or participating in the recrimination process.

If it is indeed determined that there is a case of harassment, the perpetrator will be punished. If the perpetrator is an employee, this person will be punished accordingly, or even fired. If the perpetrator is a student, he/she will be punished accordingly, possibly expelled from the school.

If the perpetrator is a visitor or someone who is not directly affiliated with the school, he/she will be handled appropriately by a permanent prohibition against entering the premises of the school and possibly through prosecution in a court of law.

The members of the harassment and discrimination protection committee created at the school are:

- Ortega Campus: the Principal, the Assistant Principal, the Chief Educational Advisor, the Human Resources Manager
- Ashbury Campus: The Principal, the Administrative Director, the Primary Campus Director, the Human Resources Manager
- Corte Madera Campus: The Principal, the Primary Campus Director, the superintendent.

If, as a student or employee, you do not feel comfortable talking to one of the members of the committee indicated above, do not hesitate to speak directly to the Principal of the school or the Chairman of the Board of Directors at any time. If you get the feeling that you are not being listened to, or if you are not satisfied with the measures taken by the committee, please speak directly to the school Director or the Chairman of the Board of Directors without delay.

The school encourages all of the employees and students to immediately report any incident connected with unlawful harassment or discrimination so that complaints are immediately taken into account and resolved equitably. Furthermore, do not forget that the California Department of Fair Employment and Housing and the U.S. Employment Opportunity Commission conduct investigations and prosecute the perpetrators of harassment forbidden in the workplace.

If you feel you have been harassed or have been the victim of retaliation for having resisted or filed a complaint, you may file a report with the appropriate agency or call the agency to obtain information on the rules and procedure to follow to report cases of sexual harassment and obtain reparation through the available channels. The nearest office is indicated in the government services section of your local telephone book.

REPORTING OF MISTREATED OR NEGLECTED CHILDREN

The reporting of mistreated or neglected children is required by the *California Child Abuse Act*.

Any employee of the school who suspects that the mental or physical health or well-being of a child is being affected by poor treatment or negligence must immediately report this fact to the Principal of the school.

A teacher or other employee having been mandated in accordance with this law will be held responsible for reporting any suspicion by telephone to a local child protection agency (law enforcement agencies) as soon as possible, followed by a written report within 36 days. Employees of the school shall not contact the child's family or any other person to determine the presumed cause of the poor treatment or negligence, nor to conduct an investigation into the family.

Any personal interview or physical examination of the child must be done professionally, preferably after consulting with the Principal.

Poor treatment refers to bodily injury inflicted on a child by means other than an accident. Negligence means that the child has not been provided with necessary food, clothing, shelter, or medical care.

All information provided as part of a declaration of poor treatment or negligence is confidential.

PROCEDURE TO FOLLOW IN THE EVENT OF A COMPLAINT TO STAFF FOR THE ABUSE OF A STUDENT

1. After informing the Principal or the corresponding director about the nature of the complaint, if an employee is unable to resolve the problem themselves, they may refer the matter to the corresponding directors (Primary or Secondary).
2. The Principal discusses the situation with the student's parents and schedules a meeting with the teacher concerned.
3. The Principal discusses the issue with those involved and decides, in consultation, what steps need to be followed and a written report is made.
4. If this procedure fails, a meeting is organized that includes the parents, the teacher, the Principal and the head teacher. A written report of the meeting is prepared.
5. If this step fails, arbitration may be requested by the head teacher through the Cultural Attaché of the National Inspectorate of Education and/or the Chairman of the Management Board.

VIOLENCE AT SCHOOL AND IN THE WORKPLACE

Violence at school and in the workplace has become an increasing cause for concern throughout the country. It is extremely important for all the students and employees to cooperate with the school in order to reduce this threat hanging over our community.

Please report immediately to a teacher, administrator, or the Principal of the school any subject of concern or any information that you may have that would be likely to trigger acts of violence in our community. This includes potential or actual threats made by anyone, particularly classmates or employees, alumni, former employees and members of their families, and former friends. All weapons of any kind are forbidden on the campus and during school activities. The possession of a weapon by anyone at the school or during a school activity must be reported immediately.

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Likewise, any discussion about any plan or intention whatsoever to bring a weapon to the school or to a school activity must be reported immediately. If a student, the father or mother of a student, or an employee is aware of

the possibility of violence, whether real or imminent, or of the existence of a threat of imminent violence, the school and, if applicable, the police must be informed immediately. The school will strive to keep private any confidential information that is conveyed. The students and employees may report any incident concerning weapons, the possibility of violence, or threats of violence without fear for retaliation of any kind.

You should be wary of anyone loitering without any apparent reason (especially in the parking lots, crosswalks, entrances, exits, and service areas). Report without delay any suspicious persons or activities to a teacher, administrator, or the Principal of the school.

SAFETY INSTRUCTIONS

All employees are responsible for safety. In order to provide a work environment that is as safe as possible, safety must be on everyone's mind at all times.

Please immediately inform the Principal of the school or the superintendent about any situation jeopardizing safety or that is potentially dangerous. Every effort will be made to address problems as soon as possible.

In the event of an accident involving bodily injury, regardless of its seriousness, please immediately notify the superintendent. The failure to report accidents may be a violation of the law and may lead to difficulties with injury report files and claims and requests for damages.

The following are some, but not all, of the general guidelines the school has implemented regarding safety. Be sure to observe them.

- If you observe any condition or practice that you believe endangers safety, immediately report it to the Principal, Assistant Principal or to the superintendent.
- Only use equipment that you have been trained to use and that you are authorized to use.
- Do not wear your hair, clothes or accessories in such a manner that they may get caught in machinery or other equipment.
- Take precautions if you provide emergency care or if you are in contact with bodily secretions. (Appropriate protection).
- Lift using the strength in your legs, not your back. In other words, try to keep your back in an upright position at all times when you lift anything. (Adopt the safety position)
- Immediately report all accidents to the superintendent.
- Contact emergency services quickly.
- Use a protective device if required.
- Familiarize yourself with fire exits and emergency evacuation procedures.
- Refer to the school's safety booklet.



ATTACHMENT 5
RULES FOR DROPPING OFF STUDENTS AT THE CAMPUS ON ASHBURY STREET

Your child **must exit** on the curbside of our white area in order to qualify for the "drop-off/pick-up" service.

Your child must be prepared to exit the car quickly (coat, schoolbag, lunch box ready).

We ask that you:

Be good citizens who respect California driving laws.

Be an example to children by crossing in the pedestrian crosswalks.

Do not park on the white areas and do not get out of the car.

Do not park or stop on the curbs so that you do not disturb neighbors with whom we do our best to maintain good relations.

Do not make a U-turn on Ashbury Street.

Do not make your children cross the street by stopping on the other side of the road.

Do not double park.



STUDENT AND FAMILY COMMITMENT

I have read and am aware of these Rules and Regulations and agree to abide by them.

Names of students _____ Class: _____
_____ Class: _____
_____ Class: _____
_____ Class: _____

Students' dated signatures _____
_____ _____
_____ _____
_____ _____

Father's/Mother's signature: _____

Signature of guardian or responsible party: _____
(if applicable)