



PREAMBLE

These regulations are governed by the general principles of French and Portuguese law. They convey these inherent values:

- Secularity and political, ideological and religious neutrality;
- A duty of tolerance and respect for others and for their convictions;
- Mutual respect and confidence;
- Respect for material resources and spaces;
- Rejection of any form of violence, be it psychological, verbal, moral or physical;
- Work, thoroughness and punctuality;
- Contribution to the equality of opportunity and treatment between boys and girls.

All the adults of the school have as their mission to educate and to ensure that the regulations are understood and respected.

Enrolment in the school implies, on the part of the students and their families, acceptance and respect for these internal regulations, which are applicable in the context of any and all curricular or extracurricular activities organised by the Lycée Français International de Porto.

RIGHTS OF THE STUDENTS

Article 1 : THE RIGHT TO EDUCATION

The right to an education is guaranteed to each student, in a form which permits the development of his or her own personality, the elevation of his level of education, the integration to social and professional life and the ability to exercise citizenship in everything he or she does.

Article 2 : THE RIGHT TO INFORMATION

The student has the right to information. The student is regularly informed about his or her results, the various kinds of scholastic support possible, professional orientation, future professions and everything surrounding him at the LFIP.

Relationship with the parents

Throughout the year, meetings are organised between the parents and the teachers. In addition to these meetings, parents or the teaching team can request individual meetings.

In order to remain informed about the work and results of the students, the parents have access to:

- The correspondence book, which the students of the Junior or Senior Schools should have with them daily;
- The personal notebook of the student;
- The score book (electronic format), consultable via the internet (the only document which constitutes proof of the work requested by the teacher);
- The quarterly updates contained in the register of evaluations and decisions of the Form Committee (the updates are sent to the parents and consultable on the site, after the meeting of the Form Committee for the Junior and Senior schools);
- The updates of notes (electronic format) for the Primary School.

Article 3 : CVC (“CONSEIL DE VIE COLÉGIENNE”) AND CVL (“CONSEIL DE VIE LYCÉENNE”)

The CVC-CVL includes representatives from Junior and Senior School students, elected by their peers, as well as adults from the school, appointed by the Director, who is the president of this panel.

The CVC-CVL is a panel for dialogue and sharing between the students and the members of the school community. It has the objective of promoting cultural and recreational activities (celebrations of year end, stands), solidarity activities (participation on initiatives carried out by several associations) or sporting activities (football and basketball tournaments) during free time and outside school hours.

Article 4 : RIGHT TO PHYSICAL AND MORAL SAFETY

The LFIP guarantees the physical and moral safety of its members. It ensures there is no discrimination and ensures respect for opinions and secularity.

The flaunting of religious symbols is forbidden and punishable, together with any abusive behaviour towards other students.

Article 5 : RIGHT TO HEALTH

The School Health Service offers first care to students who are ill or injured. This service also has the function of receiving, listening and educating about health.

All the students have free access to the School Health Service during recreation periods. To go there during class times, the students must have authorisation in writing from the responsible adult and they should be accompanied by a colleague. To return to the classroom, the student shows an authorisation signed by the nurse.

The medical team will provide the necessary care and decide if the student can return to the classroom or should remain in the care of those legally responsible in the infirmary. Students should not contact their families directly. The nurse is charged with making contact in the event it is necessary.

The school doctor is not a replacement for the family doctor and is only present at the school one half-day during the week.

In case of emergency, the Directors of the LFIP will take the necessary measures to transport and treat the student. Any and all pathologies should be communicated to the School Health Service. Parents are responsible to deliver, personally, to the school doctor the confidential medical report which provides proof of the condition. This process should be repeated at the beginning of each school year and during the year in case of a development of the pathology. Any contagious disease should be reported as soon as possible to the School Health Service. Parents are obligated to contact, as soon as possible, the school doctor of the LFIP. The student will not be re-integrated to the classroom until the illness is no longer in the contagious phase.

Students who are receiving treatment and need to take medication during the school day, should deliver a copy of the prescription to the infirmary together with the relevant medication, which can only be administered by a member of the medical team.

In the case of lice, the parents are asked to inform the school so that appropriate measures can be taken.

Article 6 : RIGHT TO BE REPRESENTED

The students are represented by delegates, privileged interlocutors of the educational team, which develops them (from the 5th year onwards) for the performance of their functions: they participate in the work of the Form Committee and in various committees where they have a role.

Article 7: RIGHT OF SPEECH

This is aimed at contributing to the training and informing of the students. It is exercised during the meetings requested with the delegates of the students, outside of class hours. The request is addressed to the Director of the LFIP, through the Principal Educational Counsellor.

The posting of public notices is permitted, in billboards designated for the purpose, as long as it is not anonymous and is controlled by the Director or his legal representative.

Publications written by the students can be distributed freely throughout the school, pending the approval of the Director. This is to ensure that no publication is of an insulting or defamatory character or makes an attack on the rights of others or against the host country. If it does, the Director can suspend or forbid the publication in the school and inform the Board of the LFIP.

DUTIES OF THE STUDENTS

These are imposed on all the students, regardless of their age or form, and involve respect for the rules governing the collective life.

Article 8 : DUTY OF DILIGENCE

Diligence is one of the obligations of the student, and an essential condition for carrying out his personal project. The presence in all of his scheduled classes is obligatory, as well as all the school activities for which the student is signed up. Whatever choice is made should be carried out until the end of the school year.

1. Absences

For any scheduled absence, the family should inform the administration of the LFIP, in writing and in advance, which will assess the legitimacy of the request.

In case of an unforeseen absence (especially due to illness) the family should inform the school, as soon as possible, by telephone (Junior and Senior Schools: 226153036/ Pre-school and Primary: 226153032) or by email: cpe@lfip.pt / secretariat1.primaire@lfip.pt / secretariat2.primaire@lfip.pt

Upon return, before returning to classes, the student will deliver to those responsible for School Life an excuse signed by legal guardians, via the notebook of correspondence (red coupon for the students of the Junior and Senior Schools). In the Primary School, at the time of his return, the student should present to the appropriate teacher the excuse signed by the parent, in the notebook of correspondence.

Unexcused absences, repeated and, in particular, selective absences, will be subject to reprimands or disciplinary measures.

If a student must miss classes or lunch in the cafeteria if he is on half-board, the legal guardians should present a request, in writing, in the correspondence notebook under School Life, or come to the school personally to pick up the student. This authorisation is only given in properly excused cases.

In case of absence, the student should learn about the classes and assignments to be done and is responsible to update the relevant notebooks.

2. Absence from an exam

Any absence during a written or oral exam, booked in advance, should be the subject of an excuse delivered directly to the class professor and to those responsible for School Life.

In the case of an absence, the professor will decide about the replacement exam when the student returns to classes or, probably, Wednesday afternoon. Tests not re-scheduled are noted in the Pronotes.

3. Punctuality

Absences seriously prejudice the education of the students and disrupt the normal functioning of classes. For the Junior and Senior school students, any tardiness is indicated in the quarterly bulletin.

Pre-School: After 9 a.m., students must go to the reception with their parents and wait for an education staff to take them to their class.

Primary School: In case of being late, it is necessary to enter an excuse signed by the family via the correspondence notebook (cf, paragraph above, Absences).

Junior and Senior Schools: The student is considered late if he or she arrives after the 2nd bell. If the delay is not more than 5 minutes, the student will be admitted to the class after passing by School Life, where the lateness will be registered in the correspondence notebook. Beyond 5 minutes, the student will only be admitted to class the following hour and the tardiness will be written in the correspondence notebook. On the following day, the student will bring the correspondence notebook duly signed by the parent.

The student who uses school transport will be admitted to class.

Sanctions which occur for excessive tardiness: for every three delays, an advisory note is registered in the student's dossier, which will be signed by the parents. After the third advisory note, the student will stay late one hour of detention on Wednesday afternoon. After the 4th advisory note, the student will stay 2 hours on Wednesday afternoon. After the 5th advisory note, the parents and the student will be called for a meeting with the Directors to discuss applying more **severe disciplinary actions**.

Article 9 : EPS (PHYSICAL EDUCATION)

Reception (Junior/Senior Schools):

Students are under the charge of the teacher from the entrance to the changing rooms or the main door, when the classes are held outside. At the first bell, students should arrange themselves in their respective places. Students who arrive after the departure of the bus will stay behind and cannot in any way go to the place where the class is being held.

Equipment for Physical Education:

It is necessary to have adequate equipment for engaging in physical education and sports. It would be convenient, for reasons of hygiene, to change clothes and eventually to take a shower after the Physical Education class. In addition, it is essential to have a change of clothes in case there is bad weather during class. In case of forgetting his kit, the student is not excused, and must, nevertheless, attend the class. In case of repeated failures, the student will be disciplined.

The Changing Rooms:

Here the students dress and undress, before and after the Physical Education classes. This is also the place for leaving backpacks and schoolbooks; only the correspondence notebooks will be brought along to the place where the physical ed class is held.

Diligence:

Physical education and sports practice are necessary for two reasons: school evaluation and mental and physical development. Diligence is essential to the practice of physical and sports education.

Indisposition for practice or any physical activity:

An indisposition is the temporary incapacity for physical education: it could be total or partial. Indispositions are decided according to the following guidelines:

Indisposition	Guidelines
Indisposition less than a week	The student should present to the teacher a request from the parents properly excused, written in the correspondence book. The student attends the class under the care of the teacher.
Indisposition greater than a week	The student should present to School Life a medical certificate, which will need to state the reason and duration of the incapacity. The teacher can decide if the student attends the class and propose tasks such as organisation, refereeing or coaching. Alternatively, the student could not attend the class and remain in School Life. On the other hand, in case of a partial indisposition, an activity can be proposed within the ambit of the physical ed class, adapted to the student, following the approval of the family doctor, the school doctor and the teacher.
Indisposition on the day of an evaluation	The excuse should be delivered to the teacher and to those responsible for School Life, at the latest one week after missing the evaluation. The teacher and those responsible for School Life will review together the legitimacy of the excuse. The teacher can decide, possibly, to consider the information he has about the student for attributing a grade or to organise a make up exam.

Article 10 : DUTY OF RESPECT

Respect for conditions and for work

In the schoolroom, the study or the library everyone has a duty to respect the work and the conditions for others to work, avoiding any sort of noisy disruption. The students are only able to take part in the education offered them if they do the homework requested by the professors. Every student should study regularly, do the applicable exercises and bring the schoolwork which was requested.

Article 11: RESPECT FOR ONESELF AND FOR OTHERS

The students have a duty of respect in relation to themselves and others which should be expressed by suitable attire, appropriate to an educational institution, and by appropriate conduct. Inside the buildings it is not permitted to use any accessory which covers the head.

A failure in manners (threats, insults, disruptions, discrimination) and acts of violence (physical or moral aggression, threats, etc.) cannot be tolerated, because they represent attacks on the dignity and integrity of persons. Any form of hazing is forbidden.

The student must respect others within the school community.

The possession of any product, any object which is dangerous or foreign to the practice of education is prohibited.

The use of devices for listening to music, mobile phones, watches and connected objects is prohibited on the whole school precinct for all students. However, there will be an area (the covered area of the Junior/Senior school's gate), for the exclusive use of the Senior School (10th, 11th e 12th years) students, where the use of mobile phones is allowed.

The use of devices for listening to music, mobile phones, watches and connected objects is also prohibited during school activities outside the school (movements and physical education classes, school outings and school trips).

The use of mobile phones is allowed, exceptionally, in specific places and under special circumstances:

- For educational purposes, under the guidance of a teacher.
- In order to contact the parents in case of emergency and in specific places: the secretary office of the primary school director and the School Life facilities (for the Junior School and Senior School students).
- In special cases, for students with some type of disability or suffering from some health problem which requires the use of a medical device linked with a communication device.
- During school outings and school trips, there may be a certain period of use for communication with parents or for relaxation. This period of use will be defined during the organisation of the trips.

Non-compliance with these rules defined on the Internal Regulations leads to:

- The mobile phone's confiscation by the education and supervision assistants, by the teachers and by the Directors.
- The return of the mobile phone to the parents, at the end of the day, by one Director.

The repetition of this infringement may lead to the reprimands or disciplinary measures defined on Article 14.

The use of cameras and photographic devices is forbidden in the school, except if the Directors of the school have given permission, for example for educational purposes, under the guidance of a teacher. It is forbidden to record the voice or the image of a person without their consent.

It is not permitted to bring skates to school or similar objects.

Electronic games are forbidden in the school, which will not be responsible for any loss or damage.

Article 12 : RESPECT FOR HEALTH

Smoking is forbidden in the school grounds, as well as the introduction of any illicit substance.

Article 13 : RESPECT FOR LIFE AND MATERIAL RESOURCES

To live in a clean and agreeable school is the wish of everyone. This implies that everyone respects the surroundings and the material resources at the disposal of the collective life. Those responsible for damage will be disciplined. On the other hand, the parents will be obliged to pay the expenses whether the act was voluntary or involuntary and independently of any disciplinary actions taken. In particular, respect for the green spaces is expected.

School Books

Starting in Primary School, school manuals and reading books are loaned to the students, at the beginning of each school year. In June the books should be delivered to School Life. In case of loss or damage, the parents must pay €20 for each manual and €8 for each reading book.

DISCIPLINE

Article 14 : DISCIPLINARY PROCEDURES

Any infraction of the Internal Rules justifies disciplinary proceedings. A progressive system of penalties will therefore be established, in order to lead the student to understand that he or she must adopt behaviour compatible with the exigencies of his individual work and the collective life. This will facilitate his learning autonomy.

The school disciplinary procedures are taken by the initiative of the staff and relate to less serious acts. The punishment applied must respect the person of the student and his or her dignity; it is applied in consequence of all forms of physical or verbal violence, or any humiliating, harassing or degrading attitude in the eyes of the students. It is important to distinguish properly punishment which is relative to the behaviour of the students from that which is relative to the evaluation of their personal work.

- Record in the correspondence notebook;
- Additional work;
- Offering apologies, orally or in writing;
- Observations written in the correspondence notebook;
- Assignment of work to be done at school, in detention, after classes (Wednesday afternoon);
- Assignment of work in the general interest while in detention;
- Occasional exclusion from the classroom. Justified by a serious offence, this would be considered exceptional and give rise automatically to written information being presented to the Principal Educational Counsellor, the Director and the parents. The student will be accompanied to Student Life, which will take responsibility for the student.

When dealing with serious failures in scholastic obligations, the disciplinary actions applied are taken by the Director of the school. Their application should respond to the principle of proportion and of individualisation. In all cases, the disciplinary measures will be advised in writing to the legal guardians of the student; and could be communicated afterwards.

These disciplinary actions are ranked in the following way:

- Formal warning
- Disciplinary rebuke
- Temporary exclusion from school (duration from 1 to 8 days)
- Temporary exclusion from school greater than 8 days or expulsion from the school, after appearance before the Disciplinary Board. There is no right of appeal.

No disciplinary action can be applied without the student being heard. This could require the help of a lawyer. The parents should be informed and if they wish, can be heard.

The Director of the school can, before pronouncing the passing of a disciplinary action, ask the opinion of the Committee for School Life. This last named, presided over by himself, is composed of members of the teaching staff and includes the Principal Educational Counsellor.

The various measures and their supervision

Preventative measures: these are measures which aim to prevent reprehensible acts (for example: the confiscation of a dangerous object). The disciplinary authority can also determine measures of prevention for avoiding the repetition of such acts: this aims to obtain the commitment of the student to specific objectives with respect to behaviour. This commitment gives rise to the writing of a document signed by the student.

Restorative measures: It is possible to ask the student to repair the damage caused to goods, if this is at all possible. The restorative measure cannot consist of any dangerous or humiliating task. The agreement with the student and the parents, if the student is a minor, should be obtained in advance. In case of refusal, the disciplinary authority will prevent the interested party from being further sanctioned.

Work of scholastic interest: this is a measure supporting a discipline, especially temporary exclusion. The student is obliged to perform schoolwork and deliver it to the school, according to the terms defined at the time of exclusion.

GENERAL ORGANISATION

Article 15 : CALENDAR

The school calendar is adopted by the Board of the Lycée Français International de Porto. The attendance of the student at school is regulated by this calendar, by his class schedule and by the possible use of school transportation. Changes made to this schedule, notably those which occur due to an exceptional event, such as the absence of a teacher, a change of class, or related to the participation of students in educational or extracurricular activities tied to the School Project, should be written in the notebook of correspondence of the student.

When they do not have classes, the students from the Junior school must stay in the study room, under the responsibility of a proctor. The students should use these free hours for performing his duties and organising the relevant work. They cannot absent themselves from school during free time between two classes.

Article 16 ARRIVAL AND DEPARTURE

MORNING

The Lycée Français International de Porto is open from 8:00 am, with a security guard based in the welcome pavilion. Between 8:10 and 8:50 the gate of the Junior/Senior school (CL) opens for all students from the 1st to the 12th year. After 8:50, the students should pass through the main reception. Beginning at 8:35, the parents of pre-school students can reach the school rooms, passing through the pre-school entrance and showing an ID card.

MID-DAY

At noon, the students from 1st through 5th year exit from the CL gate, between 11:45 and 12:00. After this time, they are led to the after-school care area (*garderie*) under the guidance of an adult. For the students of the Junior and Senior schools, the CL gate opens from 12:35 to 12:50. The students can, in turn, access the LFIP through this same gate beginning at 13:30. The parents of pre-school students can access the classrooms equipped with their ID cards, from 11:40; after lunch reception to the school rooms begins from 13:50, with the gate opening at 13:45.

END OF DAY

At the end of the day, the departure of students from 1st through 12th year is made via the CL gate, between 16:35 and 17:10. After this time, the students of the Junior and Senior schools wait on the pavement and the students of the Primary School are led to the after school care area. The parents of students in the Pre-School (PS, MS) can access the classrooms between 16:30 and 16:35. After this time, the students are led to the after-school care area, which is open until 19:00. The parents of students in the Pre-School (GS) may access the classrooms between 16:30 and 16:35. After this time, the students will wait, together with an adult, at the entrance of Hall B until 17:00 and will be lead to the after school care area, which is open until 19:00.

Beginning with the 1st year, the parents are not authorised to enter the school. If it should be necessary (meeting with teachers, early release, etc.) they should go to reception to identify themselves and receive an access badge. The parents of Pre-School students must, after picking up their children, leave the school and not remain in the play areas.

RULES FOR DEPARTURES

PRIMARY SCHOOL

It is not permitted to leave school without the presence of parents or persons authorised in writing. For any departure outside of normal hours posted in the schedule, the parents or authorized persons must present themselves to reception and sign the register of departures.

JUNIOR AND SENIOR SCHOOLS

There are different categories of students:

- the boarders (4 or 5 days) who cannot exit the school before the end of classes. All students signed up for the cafeteria must lunch at the school; authorised exceptions, made in writing and signed by the parents, can be accepted, but the payment for the meal remains.
- half-boarders (1, 2, or 3 days) are not authorised to leave on days when they are signed up for the cafeteria. When they are not signed up for lunch, they are considered as non-boarding students.
- non-boarders have authorisation to leave beginning at 12:40. They can re-enter the school beginning at 3:30.

The parents decide the departure policy of their children according to different possibilities:

1. Authorisation to leave during the lunch break;
2. Authorisation to leave after the last class;
3. Authorisation to leave in the event of the absence of a professor, at the end of the morning (only for non-boarders) or the afternoon;
4. No authorisation to leave.

The students of the Senior School are authorised to leave during free time which occurs during the schedule, during the breaks, or in the event of the absence of a professor, except in the case that the parents give instructions to the contrary, in writing.

Article 17 : SCHEDULES

Junior / Senior Schools

- 1st period: from 08:25 to 09:20
- 2nd period: from 09:25 to 10:20
 - Break: from 10:20 to 10:40
- 3rd period: from 10:40 to 11:35
- 4th period: from 11:40 to 12:35
 - Lunch break: from 12:35 to 13:50
- 6th period: from 13:50 to 14:45
- 7th period: from 14:50 to 15:45
 - Break: 15 :45 to 16:05
- 8th period: from 16:05 to 17:00
- 9th period: from 17:05 to 18:00

Pre-School / Primary School

- 1st period: from 08:45 to 10:00
 - Break: from 10:00 to 10:15
- 2nd period: from 10:15 to 11:45
 - Lunch break: from 11:45 to 13:50
- 3rd period: from 13:50 to 15:05
 - Break: from 15:05 to 15:20
- 4th period: from 15:20 to 16:35

Article 18 : MOVEMENT OF STUDENTS, SECURITY, RESPONSIBILITY

The supervision of the students, for their own security and well-being, is the responsibility, in the first place, of the CPE, but also of the entire educational community. The areas through which the students move are under the supervision of the personnel of School Life, to ensure that movements are made calmly and safely.

The teachers ensure the supervision of the students whom they have in charge during classes and whenever carrying out other activities, such as movements, school outings or extracurricular activities.

After the bell rings, the students from 1st through 5th year should arrange themselves as directed by the respective teachers. On rainy days, they gather under cover and the teacher accompanies them to the classroom.

The students from 6th through 12th year can take themselves directly to their classrooms. At the 1st and 3rd periods of the morning and the 1st and 3rd periods of the afternoon, the professors open the doors of the classrooms. At the end of the 2nd and 4th periods of the morning and the final period of the afternoon, the professors close the doors after all the students have exited.

In the break between various classes the responsibility lies with the School Life team, which ensures that the students remain quietly in their respective classrooms. To ensure this, there will be a proctor on each floor; the doors of the classrooms must be open.

Movements in the corridors should be made quietly and without rush and are forbidden during classes. All the students should exit the classrooms and corridors during the breaks and should take themselves off to their respective activities.

From mid-day to 14:00, the classrooms, which during this time are open for being cleaned, are under the responsibility of the cleaning crew, which will close them.

Article 19 : THEFTS

The Directors actively discourage students from carrying large quantities of money or valuables. The school does not provide any insurance which covers thefts of personal goods of the students. Students are responsible for their own possessions. The students of the Pre-School and Primary School must not bring to school any valuable object such as money, toys or sweets. Soft toys or other objects of affection such as help children sleep are authorised for students of 3 and 4 years of age during the nap time.

Article 20: SECURITY

The rules of security are published by means of posters. The students are invited to familiarise themselves and respect the rules completely.

SERVICES OFFERED WITHIN THE SCHOOL PREMISES

Article 21 : CAFETERIA SERVICE

The half-board is not a right, it is a service available to families. The students are asked to respect the material resources, the space, the food and the other students and behave politely. It is also forbidden, for reasons of hygiene, to bring in food and drink sold outside, and to bring in animals.

The half-board student, under the control of his legal guardians – if he is a minor – eats in the cafeteria according to the following guidelines:

- **Pre-set method:** can be from 2 to 5 days a week, programmed quarterly, via the magnetic card which gives access to the meal.
The pre-set regime is valid for one semester and requires regular use of the cafeteria.
- **Ticket method:** the students who lunch occasionally in the cafeteria can buy a meal from the secretary the day before or, at the latest, up until 9:00 on the morning. The funds will be credited to the magnetic card.
- The use of the personal magnetic card, valid during the school year, is obligatory. On this card is listed various important information and students should keep it in their possession every day. In case of loss, students should take themselves to the secretary to buy a new card at the then prevailing price. In case of repeated forgetfulness (more than two weeks) the Lycée Français International de Porto will issue a new card to the student, invoicing the amount afterwards to the parents.

The balance relative to the costs of the cafeteria is fixed for the school year. The invoices are sent monthly or quarterly to the parents at the time of payment of the invoice for the school fees.

There will not be any refund made except in the following situations:

- Final departure of the student from the school due to a move or professional change;
- Departure from the cafeteria service, for the entire year, under the express wish of the parents and after the consent of the Director of the school;
- Exclusion from the cafeteria service for disciplinary reasons;
- Sickness for two weeks or more, substantiated with a medical note and a request from the parents for reimbursement;
- Trips or school outings which lead the students to not lunch in the cafeteria.

No request for refund will be accepted in case of the absence of the professors or a strike of school workers (except if the cafeteria service is not provided).

The Directors of the school can exclude temporarily or permanently any students who do not respect the school rules.

The food allergies which are indicated by the family and confirmed by a medical certificate are taken into account by the catering service: for each student, we define a customized welcoming plan (PAI - plano de acolhimento individualizado). Any dietary restriction which is not confirmed by a medical certificate will not be taken into account.

Article 22 : THE BAR

Access to the Bar of the Lycée Français International de Porto is reserved to students from 1st through 12th year. All purchases are made via the magnetic card, the circulation of money in the school is not necessary. The sales are controlled by the person responsible for the Bar in order to avoid excessive purchases. All the purchases are individual, each student buys for his own consumption.

The magnetic card can be re-loaded with the secretary.

Article 23 : SCHOOL TRANSPORTATION SERVICE

The school subscribes to a school transport service with a private company. The vendor provides the chaperone service necessary to guarantee the safety of the students on board its vehicles. The users will accept the rules of transport, which fix the costs and the rules of good conduct on this service.

During the trip, the students must respect the safety rules (use of seat belt, prohibition of moving, etc.) and the rules put in place by the transport service and the staff who provide the service.

The Directors of the school can exclude temporarily or permanently any students who do not respect the school rules.

Article 24 : SCHOOL OUTINGS AND SPECIFIC CLOTHING

For school related outings, such as cultural or sporting activities, in which the students represent the Lycée Français International de Porto, they will be asked to wear an LFIP T-shirt. The parents can purchase these at the LFIP.

Article 25 : ACCESS TO THE DOCUMENTATION AND INFORMATION CENTRE (CDI)

Any student has the right to use the CDI space for working and reading. The Head of the CDI helps the students with their research, and assists them to choose books in French, suitable to their reading level.

The CDI is open 30 hours a week. The schedule is posted at the entrance to the CDI but a few hours can be reserved for forms which wish to work there with a teacher on a specific project.

The CDI is comprised of a space for fiction in French, Portuguese and other languages (novels, albums, short stories, poetry, drama, graphic novels) and a workspace, in which students will find reference materials, news media and computers. Space is also set aside for career guidance and contains documentation on professions and possible training programs in Europe.

The CDI is not, in general, a study space. Nevertheless, it welcomes students who wish to read or work on an individual project, if there is space available. However, priority will always be given to those students who must do research.

The use of the internet, the networks and multimedia resources must respect educational and learning objectives defined in the regulations adopted by the LFIP. The access to information technologies and to communications for learning (TICE) is subject to respect for the regulations for appropriate use of means of technology and the networks of the Lycée Français International de Porto, placed in an appendix. This text provides that users agree to respect legal obligations, notably those in respect to:

- The prevention of on-line fraud;
- The protections of technical resources;
- The confidentiality of information of a private nature.

Any students who do not respect the internal regulations of the CDI (text provided for your reference at the start of the school year) can be temporarily excluded. Students can request up to 4 documents for a period of 15 days; all lost books must be paid for. Certain documents cannot be taken out due to their value, rarity, fragility or category (for example encyclopaedia or dictionary).

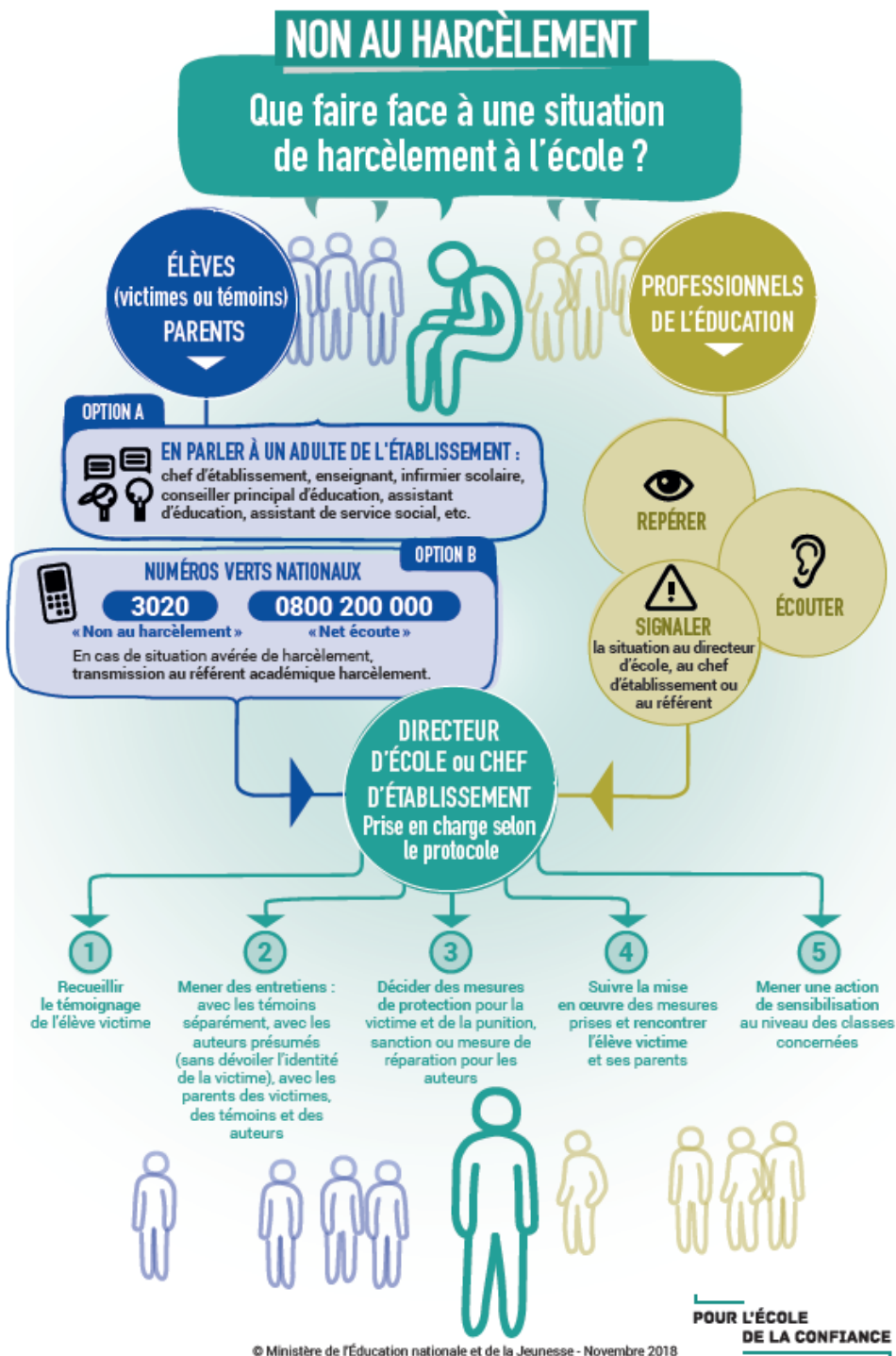
CHANGES TO THE INTERNAL REGULATIONS

Article 25 : MEANS OF CHANGING THE INTERNAL REGULATIONS

The regulations can be changed. A revision is submitted for the review and evaluation by the Board of the LFIP.

NOTES

Not Bullying



Au Portugal : www.apav.pt

