



International Concept for Education

International Bilingual French High School
Bilingual French International School

Internal Rules and Regulation

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PREAMBLE

The internal regulations are the expression of the rules of life, obligations, rights and duties of the entire educational community of the school. This community brings together students and all those who, in the school, or in connection with it, participate in their education. They are:

- Staff regardless of their function, status and grade
- Parents of students,
- Partners of ICE.

The internal regulations, adopted by the School Board, allow everyone to live and work in harmony and to contribute together to the success of each student by guiding and supporting them through effective teamwork, which is beneficial to all.

In compliance with the current official regulations of the French National Education system, the internal regulations are based on the principles of French schools and citizenship:

- Neutrality
- Tolerance and respect for others in their person and convictions;
- Equality of opportunity and treatment for girls and boys and raising the general standard;
- Guarantees of protection against any form of pressure, aggression, or violence, whether psychological, physical, or moral;
- Attendance, punctuality, work and effort.

These internal rules as well as well as the bus usage rules and all charters, must be read and signed by the parents and, if applicable, by the student.



I. THE SCHOOL

1. IDENTITY

ICE is a French institution offering dual bilingual (French-English) education for a fast-growing international community in Dubai.

Our goal is to merge the rigor of French education based on critical thinking and the development of intellectual values with the traditional Anglo-Saxon education focused on open-mindedness and creativity. The combination of these two complementary educational philosophies aims to create a school and educational culture dedicated to academic success, well-being, personal progress, and the fulfillment of the emotional and academic potential of each child.

Approved by the French Ministry of National Education and a partner of the Agency for French Education Abroad (AEFE), ICE is fully integrated into the network of French program institutions outside of France, which includes 520 establishments. As a French school in the United Arab Emirates, it follows the French national curriculum, enriched by the teaching of Arabic, social studies, and moral education according to the Emirati program, in addition to Islamic education for Muslim students.

As a bilingual institution, the language of instruction for non-linguistic subjects is either French (e.g., mathematics) or English (e.g., some sciences in 8th and 7th grades), while history and geography are taught in both languages. This allows students to benefit from the pedagogical and cultural richness facilitated by the crossroads of teaching in both languages.

The school aims for each student to acquire a near-native level of language proficiency in both French and English. This means the ability to express oneself with the same fluency, both orally and in writing, in both languages, thus enabling access to higher education programs regardless of the language of instruction, whether it be French or English.

2. OUR MAIN OBJECTIVES

- Ensure an education rooted in both French and international traditions, characterized by a pedagogy built on method, rigor, and teamwork.
- Contribute to the construction of knowledge, savoir-vivre (social skills), savoir-être (personal/soft skills), and savoir-faire (skills).
- Provide meaning to the future through the acquisition of a broad cultural and historical understanding.
- Recognize, identify, and cultivate talents.
- Foster critical thinking, creativity, openness, a sense of responsibility, and solidarity.



- Contribute to the personal and social flourishing of each student, helping them find their place in the local, national, and global community.
- Ensure the well-being of students;
- Develop a taste for effort;

II. REGULATIONS

1. APPLICATION

ICE's regulations define the rules, values and attitudes of the entire school community. The charters published on the school's website are an integral part of the Internal Rules and Regulations www.icedubai.org

2. VALUES

- Self-respect
- Respect for others
- Respect for work
- Respect for the equipment

III. ORGANIZATION OF SCHOOL LIFE

1. SCHOOL CALENDAR

The school calendar is developed in consultation with the school community and all accredited institutions, following the rules set by local authorities. It is then validated by the local and centralised French authorities.

Once the schedule is set, late arrivals and early holiday departures are not allowed. Parents who do not comply with this rule thereby relieve the school of any immediate and future liability for their children's shortcomings. Schoolwork missed during the absence must be caught up upon return under the responsibility of the parents.

2. SCHEDULES

- **PS (Pre-K) – MS (KG1):** The school day runs from Monday to Thursday from 7:55 a.m. to 2:00 p.m. and on Friday from 7:55 a.m. to 12:00 p.m.
- **GS (KG2) – Grade 8:** The school day runs from Monday to Thursday from 7:55 am to 3:30 pm and on Friday from 7:55 am to 12:00 p.m.
- **Grades 9 and 10:** The school day runs from Monday to Thursday from 7:55 am to 4:15 pm and on Friday from 7:55 am to 12:00 pm.



We ask parents to ensure that schedules are respected. Any changes regarding the collection of students/buses/etc.... must be reported to the school life and bus service before 10 a.m.

A. Morning

Students are welcomed from 7:45 a.m. from Monday to Friday inclusive.

➤ National Anthem

In accordance with local regulations, the national anthem of the United Arab Emirates is played every morning at 7:53 a.m. Out of respect for this national symbol, students, parents and staff present in the school are required to stand up, and remain still, until the end of the anthems.

B. Afternoon

The parents, or the person designated by the parents, pick up the student at the end of the school day at the door for elementary classes.

If necessary, from the CM1 class (Grade 4) and up, parents may authorize their child to pick up siblings from other classes by signing a mandatory authorization of release form in advance.

Early Releases:

- Early departures before the end of the school day are not permitted except in the case of a duly justified emergency, which must be reported and subject to the approval of the school principal.
- Medical appointments and meetings should be scheduled outside of school hours.
- Any change in the student's pick-up must be notified to the school life before 10am. If the student is enrolled in school transportation, any changes must also be communicated to the School Bus Manager.

C. Parking

From 7:40 a.m. to 8:10 a.m., an attendant will be on duty in the parking areas to facilitate the drop-off and pick-up of students by parents. Vehicles should be parked in the designated zones, adhere to speed limits, and must not block traffic under any circumstances. The school reserves the right to inform the police in case of parking violations.



Anyone wishing to enter the premises must park their vehicle in the Level 0 parking. Access to the school level is through the elevators. Starting at 8:05 a.m., only the elevator leading to the administration area will be operational.

➤ Visitor access

A security guard is stationed at the main entrance of the school. All visitors are required to inform this guard (or the school administration) about the reason for their visit, provide their contact details, present an identification document, and wear an entry authorization badge. The badge should be returned to the guard (or the administration) upon departure.

D. Movement and Movement of Students

All members of the educational community have the right and duty to intervene at any time, particularly during interclass movements and recess, as well as in the immediate vicinity of the school, to ensure the respect of property and individuals.

E. Class transitions

The movement of middle and high school students between classes must be carried out as quickly as possible and calmly to avoid delays. Classes must move in rows.

It is forbidden for students to remain in classrooms or corridors during recess, as well as during lunch breaks or during office hours, except with exceptional permission. In the case of 'study hall' (or free period), pupils are placed under the responsibility of school life

F. Recreations

These are moments of relaxation and exchange: the games must be moderated and not endanger the students themselves or their classmates.

Only equipment deemed suitable by responsible adults is permitted.

Within the school, pupils are under the supervision of the teachers on duty in the courtyard and playgrounds. In middle school and high school, students are under the supervision of supervisors and/or the CPE.

➤ Heat Policy

Each student must have a water bottle filled with water when they arrive in the morning. Fountains are located throughout the premises to fill water bottles. Wearing caps is recommended for all students during outdoor activities.

During the months of September, May and June, the school nurse communicates to the teaching staff the recommendations for outdoor activities based on the ambient temperature.



➤ Prayer Room

In accordance with local regulations, an equipped prayer room is available in the school premise. It is accessible to pupils from the CE2 class and up, upon the parents' request and according to predefined schedules. (During the lunch break)

G. School catering

A school catering service is available for lunch at ICE. The school catering service will not be able to accommodate allergies. If parents do not wish to register their child(ren) in the school canteen, they are required to provide the concerned child(ren) with a lunch box that has to be marked with the child's name. The meals provided must be healthy and nutritious. Parents can provide their child(ren) with a snack for morning and afternoon recess.

Parents whose children have a food allergy will provide a packed lunch and inform the teacher and school nurse of the nature of the allergy. If they wish to enrol their children in the school catering service, a waiver must be signed.

Any food containing nuts or peanuts, foods high in salt and fat such as chips, as well as soft drinks, are strictly prohibited. A balanced diet is necessary for a healthy life and full engagement of students in their learning. The school cannot be held responsible for any allergic reactions to the food served by the caterer. Food exceptions cannot be taken into account when registering for the school canteen.

➤ Birthday Snacks

In Primary school, birthday parties are grouped and celebrated every last Friday of the month. Only individually packaged industrial cakes are permitted. They should not contain nuts nor chocolate. The list of ingredients must be included on the package. Candles and gifts are not permitted. 'Homemade' cakes and pastry chefs' cakes are prohibited due to the lack of traceability of the products and the risk of allergies. In case of non-compliance, the cakes will be returned to the parents.

There are no birthday parties for high school. Deliveries of cakes or other items to the property are not permitted.

➤ Daycare

In order to avoid parents having to travel twice, day-care is available to PS and MS students having an older brother or sister finishing at 3:30 p.m. free of charge. For other students, this service will be charged.



➤ Homework help:

Homework support is specifically set up for siblings of students in 9th and 10th grades. It will be offered every Monday, Tuesday and Wednesday from 3:30 p.m. to 4:30 p.m. at the school's library.

➤ Extracurricular activities

Paid extracurricular activities are available from 2:10 p.m. to 3:10 p.m. for PS and MS students, and from 3:30 p.m. to 4:30 p.m. for GS to 8th grade students. The list of available activities is communicated at the beginning of each quarter.

Parents pick up students after each activity at the location where the activity takes place. The school is only responsible for students enrolled in extracurricular activities. Siblings who are not registered in activities must return with their parents, if they are registered for the bus they can use this service, but are not allowed to stay at the school.

- School transport

The school uses a school transport provider and acts as a facilitating intermediary for the registration of students wishing to use this service. As such, the school will not be able to guarantee the availability of the areas served and the pick-up or drop-off times of students. However, the maximum limit of 90 minutes per trip as well as the application of the "first picked up, first dropped" principle will be applied.

The school's rules of conduct apply on the school bus and a specific protocol for school transportation must be approved by the concerned parents.

- As a safety precaution, students enrolled in school transportation are required to keep their seat belts fastened and refrain from consuming food throughout the journey.
- If a student has a fever, they should not take the school bus to the school. Similarly, if they develop a fever during the school day, they will not be allowed to take the bus home. Parents will be informed and will have to take care of their child in such situations.

IV. ATTENDANCE REQUIREMENTS

1. DELAYS

In case of delay, parents must inform the school as soon as possible. Delays must remain exceptional. In the event of a recurrence, the school reserves the right to take necessary measures.

Any student who arrives at the school after 8:05 a.m. or who arrives in class after the start of class (bell) is considered late. In the morning, late students must report to the security guard to collect an authorization ticket.



During the day, this ticket can also be issued by the infirmary or the school life. the late pupils of the kindergarten classes are accompanied to their class by a member of staff. Late students in primary, middle or high school will go alone to class.

Parents of latecomers will not be allowed to accompany their child to their class.

Late arrivals in the morning are the responsibility of the parents.

2. ABSENCES

1. School attendance is compulsory. Any absence must be reported to the school with a written explanation. Students who have a fever ($> 37.5^{\circ}\text{C}$) or who have a contagious disease should not attend the school. A medical certificate for any absence due to illness exceeding 2 days must be provided before the student's return to the school.
2. In the event of an absence during an exam, the student will only be able to retake the exam if the absence is due to a duly documented medical condition (a medical report sent in advance to the Student Life). In case of absence from the exam, without justification, the exam will not be retaken.
3. In the event of an extended absence, parents must inform the school life and provide a valid justification if the absence is to exceed 3 days. School life seeks the approval of the head of school for extended absences. In the event of an absence without a defined return date, parents are responsible for making up for missed work.

V. DRESS

1. PROVISIONS APPLICABLE TO ALL PERSONS

Persons inside the ICE premises (students, parents, teachers, service or administrative staff, visitors) will refrain from any behaviour contrary to the respect normally due to others. The introduction of dangerous objects, chemical substances that may be harmful, into the school is prohibited.

The use of tobacco is strictly forbidden within the premises.

All persons attending the school must dress in a clean and correct manner. It is also forbidden to take photographs in the school without prior permission from the head of the school.

2. STUDENTS' DRESS CODE



➤ Uniform

Wearing a uniform is mandatory without exception and is on sale exclusively at the store indicated by the school.

Wearing the school uniform is also mandatory for all school trips. It must be purchased exclusively from the ICE-approved provider. The uniform must be worn in a clean and neat manner. The skirt should not be too short and the neckline should remain moderate in line with the cultural norms of the country.

➤ Lab Outfit

In the chemistry classrooms, students wear white cotton coats (artificial textiles are not allowed).

To avoid injury, wearing jewellery is forbidden during certain manipulations.

3. USE OF DIGITAL DEVICES

The use of digital objects such as mobile phones, connected watches, portable music players, mp3s, speakers are prohibited within ICE. Mobile phones must be stored and turned off in the bag. In case of failure to comply with this prohibition, digital items will be confiscated for 1 week. In case of recurrence, the items will be confiscated for 2 weeks.

4. IMAGE RIGHTS

Audiovisual documents may be used for distribution on the school's website or in any publication with the school's agreement. These publications or broadcasts will be strictly for informational and non-commercial purposes.

In the event that parents refuse to publish them, they must notify the administration at the beginning of the year.

VI. SCHOOL OUTINGS AND SCHOOL TRIPS

During the school year, field trips are organized by the teachers. We encourage your child's participation in these outings. An exit authorization form will be sent to parents. Parents who do not wish to send their child(ren) to a specific outing will keep them at home. Accompanying parents are required to respect and sign the charter of rules established by ICE. In case of cancellation of a school trip by parents, the fees paid will not be refunded.

VII. EDUCATIONAL DISCIPLINARY ACTIONS AND SANCTIONS



Any staff member can discipline a student, which is an immediate response to a breach of the school rules, the list is defined in the Internal Rules and Regulations.

An administrative sanction concerns serious acts, only the Head of the school or persons by delegation can take them.

The sanction is intended to coerce the student following a transgression. It varies according to the teacher's interpretation.

The sanction is directed at an individual. It is about acts, not about a person. It deprives of a right. It aims at the understanding of the transgression. It is forward-thinking, not past-oriented.

1. PRIMARY

Between-classes transitions:

Students should move through the hallways calmly and without running.

Endangerment: of dangerous behaviour for oneself or towards others is prohibited and may be subject to a temporary isolation under the supervision of an adult.

Physical and verbal abuse: All verbal and physical abuse is prohibited and will be punished or subject to an administrative sanction

In the event of repeated and/or serious breaches of the rules of procedure, the following measures may be taken:

- Warning given by the teacher, after validation by the head teacher

Following the warning, a meeting will be held with the student and parents to:

- Make students question the meaning of their conduct, to make them aware of the consequences of their actions for themselves and others, and to give them the means to better understand the meaning of the rules that govern the functioning of the school and their duties and obligations.
- Set up a follow-up of the support and reparation measures offered to the student, by contract and tutor if necessary.

Punishments must be part of an educational approach shared by the entire school community. There must be an oral apology for each step:

1- For a breach relating to behaviour:

- Reflect on the consequences of your action
- Put yourself in the other person's shoes



- Trying to understand how they feel

2- Then, in the event of recurrence, the student's family should be informed by the Student Life:

- An incident report will be completed
- An email will be sent by the Student Life and teachers to parents.
- Receive accountability (write a letter of apology during recess)
- If this behaviour persists: community service will be set up + indication of the incident on Pronote and on the school report booklet.

Then a meeting with the teachers + the Principal or Vice-Principal to set up a solution together and then meet with the parents.

All incidents are mailed to school life and records will be prepared for each incident.

3. -For failure to perform duties:

1-An email will be sent to parents reminding them of the importance of doing homework.

2-Oral reminder to the student.

3- Completing homework during recess

If this persists, an appeal to parents to meet with the educational team and school life to find a solution.

4- In case of violent behaviour, both physical and verbal, or theft, which does not respect the values and rules of the regulations, disciplinary measures will be applied, such as:

1. Written warnings addressed to the pupil and notified to the family by the head of the school.
2. Restraint.
3. Temporary exclusion from the school.
4. Permanent exclusion from the school.

2. MIDDLE AND HIGH SCHOOL

Respect: Students must respect the cultural and religious diversity of their peers. Any discriminatory language or behaviour is strictly prohibited.

These rules are based on compliance with:

- Self-respect
- Respect for others
- Respect for work
- Respect for the equipment
- Respect and Tolerance



Access to "Chez Nous": is reserved only for students in 9th and 10th grades to buy a snack or lunch by Apple Pay, cash and CC. They must return home immediately afterwards. A supervisor is always present with these students.

Classroom Behavior: Students must be punctual in class. Respect for teachers and peers is paramount.

Make-up: Make-up should be discreet and moderate, in keeping with the school environment. Bright and excessive colors are not allowed. Students are encouraged to focus on a natural appearance.

Use of Technology: Electronic devices may be used for educational purposes, according to the specific rules of each course. The use of mobile phones is prohibited. They should be turned off and stored in a bag or locker.

School Trips/Camps: School trips are an integral part of the educational program.

Students must respect the instructions given by teachers and chaperones.

Violence: All verbal and physical violence is prohibited and punishable:

Sanctions: Appropriate sanctions will be applied in case of non-compliance with the rules of procedure.

The list below indicates the disciplinary actions/sanctions that may be imposed directly by the educational and pedagogical staff of the school in the event of a minor incident or minor transgression,-as well as the sanctions that may be imposed by the head of the school or the disciplinary council in the event of a serious or repeated breach of the internal regulations.

- A. Verbal remark
- B. Written sanction, reflection form, reparation
- C. Additional work, Research, Presentation (after validation of Student Life)
- D. Retention with school or community work (after validation of Student life)
- E. Written warning (after validation by the head of the school)
- F. Punctual exclusion from a course (work given by the teacher) with written report from the teacher to the CPE (after validation by the head of the school)
- G. Temporary exclusion of 1 to 5 days with reception in the school (after validation by the head of the school)
- H. Temporary exclusion from 1 to 5 days outside the school (after validation by the head of the school) Any sanction must be appropriate and proportionate.
- I. Except for the oral warning and detention, for any sanction imposed, the educational committee will be convened.



In the event of a serious or repeated breach of the internal rules and regulations, the head of the school may decide to convene the disciplinary council, which will decide on the sanction up to and including permanent exclusion.

Sanctions are recorded in the student's file. Any sanction, apart from permanent exclusion, is erased from the student's administrative file after one year.

Without this breach leading to a referral to the disciplinary council, an educational committee may be convened to hear the student and his parents in order to find solutions for support and/or reparation.

In the event of a referral to the Disciplinary Council, exclusion as a precautionary measure may be pronounced by the head of the school until the Council is held.

Sanctions will be adapted for pupils with "special educational needs" identified as such in the school.

➤ Anti-Harassment Policy

ICE has a zero-tolerance policy for harassment. This includes verbal, physical, social and online harassment. To combat bullying, the school requires the full commitment of staff, parents and students in the procedures put in place.

VIII. HEALTH

For the sake of everyone's respect, parents are asked to follow basic hygiene rules. In accordance with local regulations, a nurse is present in the facility. Collaboratively with the school doctor, she organises a medical check-up every year for all new pupils.

At the time of registration, parents must complete the medical information sheet and provide a photocopy of their child's immunizations.

In case of special medical problems, parents are invited to meet with the nurse and doctor.

If the student has health problems during school time, the parents will be contacted by the nurse to pick them up and ensure the necessary follow-up.

In the event of an emergency, if no contact is made with the parents, the school nurse will administer first aid to the student in coordination with the school doctor if necessary. Emergency services may be contacted and the student will be referred to a hospital. Parents are responsible for reporting any changes to their phone number to the administration.

No medication can be left available to students. If necessary, the medication must be dropped off at the infirmary with the prescription translated into English and taken under the supervision of the nurse.

Any serious accident during a school activity or on the school premises must be reported, after the visit to the infirmary, to the head of the school, the Student Life officer and the security officer.



No student may go to the infirmary without the express permission of an adult.

1. CONTAGIOUS DISEASES

In the event of a contagious disease, parents undertake to notify the school promptly, which will then take the necessary measures.

The student will only be admitted to class upon presentation of a medical certificate of non-contagion.

2. NON-CONTAGIOUS DISEASES

Parents should keep their children at home when they have the following symptoms: nausea, diarrhea, sore throat, fever.

3. LICE

If the presence of lice is suspected, the student's hair will be examined by the school nurse. If the presence of head lice is confirmed, the teacher in charge will contact the parents and the concerned child will not be allowed to return to school until the end of the treatment and the complete elimination of the lice.

4. PHYSICAL EDUCATION

Physical education and sports classes are compulsory for all students unless medically contraindicated.

In the latter case, a certificate of incapacity (total or partial) issued by a doctor will be required. Exceptionally, an exemption from one-off sports activity may be granted at the written request of the legal guardian or the nursing service and must be presented to the teacher.

The exempted student must attend the course.

The "swimming" activity as part of the PE class applies to all students from the MS class onwards as provided for in the curriculum.

IX. BCD – CCC

Parents are responsible for any loss or damage to books borrowed by their child(ren) from the BCD - CCC. Before the summer and in the event of a departure from ICE, all borrowed books must be returned.

At the beginning of each school year, the internal school rules are brought to the attention of students and families who must read, sign and comply with them.



X. THE INSTITUTION'S RELATIONSHIP WITH FAMILIES

1. THE RIGHTS AND DUTIES OF FAMILIES

ICE considers that a positive and constructive relationship between the school and the parents or legal guardians of its students is essential to the achievement of its educational mission.

Traffic & Safety:

Parents are not allowed to accompany their child to the school, with the exception of parents of kindergarten students (only one parent, who must leave the school as soon as the child is dropped off). At the end of classes, one parent is allowed to pick up their child(ren) according to the schedule established and communicated by the school.

During the school day, parents are not allowed to circulate in the school premises. If necessary, they may go to the administration.

Parents agree to abide by the traffic and parking rules set by ICE.

2- MEANS OF COMMUNICATION

Communication between parents and teachers is important for student success. In order to allow parents to obtain a personalized follow-up of their children's work, meetings between parents and teachers are offered according to the calendar of the school year. Individual and one-off appointments can also be organised throughout the year. Email exchanges are also possible but must respect the rhythm of teachers and their right to disconnect on rest days.

In primary school

Seesaw (kindergarten), textbooks and Pronote (elementary); are the preferred and essential means of communication between the school (teachers and family). Parents should consult it regularly.

Middle and High School

At the beginning of the school year, each family and student receives a username and password to access "Pronote". The latter is a secure software allowing students and parents to keep themselves informed daily of what is going on: agenda, absences, homework, lectures, teachers' observations, briefing notes. Parents should consult it regularly.



Parents' signature:

Student's signature:

Date:...../.../.....