Lycée Français Bilingue International
Bilingual French International School

Internal Regulations 2026-2027
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Table of Contents

PREAMBLE 3
I. IDENTITY OF THE SCHOOL 4
II. REGULATION 4
A. APPLICATION 4
B. SECURITIES 4
III. ORGANIZATION OF STUDENT LIFE 5
A. SCHOOL CALENDAR 5
B. TIMETABLES 5
C. PARKING 6
D. DAYTIME ACCESS, AND VISITORS 6
E. MOVEMENT AND CIRCULATION OF STUDENTS AND PARENTS 6
F. RECREATIONS 7
G. HEAT POLICY 7
H. PRAYER ROOM 8
I. SCHOOL CATERING 8
J. ALLERGIES 8
K. BIRTHDAY SNACKS 8
L. HOMEWORK HELP 9
M. EXTRACURRICULAR ACTIVITIES 9
N. SCHOOL TRANSPORT 9
IV. OBLIGATION OF ATTENDANCE 10
A. DELAYS 10
B. ABSENCES 10
V. SAFETY AND BEHAVIOR RULES 11
VI. DRESS 11
VII. USE OF DIGITAL DEVICES 12
VIII. IMAGE RIGHTS 12
IX. SCHOOL OUTINGS AND SCHOOL TRIPS 12
X. DISCIPLINE 13
A. PRIMARY 13
B. MIDDLE AND HIGH SCHOOL 15
XI. HEALTH 16
A. CONTAGIOUS DISEASES 17
B. NON-COMMUNICABLE DISEASES 17
C. LICE 17
D. PHYSICAL EDUCATION 18
XII. BCD – CCC 18
XIII. THE RELATIONSHIP OF THE SCHOOL WITH THE FAMILIES 18
A. THE RIGHTS AND DUTIES OF FAMILIES 18
B. MEANS OF COMMUNICATION 19

PREAMBLE

The rules of procedure embody the rules of life, the obligations as well as the rights and duties of the entire educational community of the school. This community brings together students and all those who, within the school or in connection with it, contribute to their education, namely:

- Staff, regardless of their functions, status or ranks,
- Parents of students,
- The partners of the Bilingual French International School.

Adopted by the School Council, the internal regulations allow everyone to live and work intelligently, working collectively for the success of each student. This teamwork, based on a constant attention to the support and development of students, is both effective and beneficial for all members of the educational community.

In accordance with the official texts in force of the French National Education, the internal regulations are based on the fundamental principles of the French school and citizenship:

- Neutrality
- Tolerance and respect for others, both in their person and in their convictions,
- Equality of opportunity and treatment between girls and boys, and raising the general level,
- 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 the rules of use of the bus and all the associated charters, must be read and signed by the parents and, if applicable, by the student.

I. IDENTITY OF THE SCHOOL

The Bilingual French International School is a French school from kindergarten to high school, which provides bilingual education (French-English) for the international community in Dubai.

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

Approved by the French Ministry of National Education and a partner of the Agency for French Education Abroad (AEFE), the Bilingual French International School is an integral part of the network of schools with a French curriculum outside France, which includes **640** schools. As a French institution 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 curriculum, as well as Islamic education for students of the Muslim faith.

II. REGULATION

A. APPLICATION

The rules of the Bilingual French International School establish the rules, values and behaviors expected of the entire school community. The 'Parents School Contract' signed by each family, as well as the charters available on the school's website are an integral part of the internal regulations: **www.icedubai.org**

B. SECURITIES

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

III. ORGANIZATION OF student life

A. SCHOOL CALENDAR

The school calendar is drawn up in consultation with the school community and all approved schools, in accordance with the rules established by the local authorities. It is then validated by the French authorities, both local and centralized.

Once the schedule is set, late arrivals and early holiday departures are not permitted. Parents who do not comply with this rule release the institution from any responsibility, immediate and future, for their children's shortcomings. The school work done during the absence must be made up on their return, under the responsibility of the parents.

B. TIMETABLES

We ask parents to ensure that the schedules are respected.

➢ **From the PS class to Seconde (10th grade)**

The class takes place from Monday to Thursday from 7:55 am to 3:30 pm and on Friday from 7:45 am to 11:30 am.

➢ **For the Première and Terminale (11th and 12th grade)**

The class takes place from Monday to Thursday from 7:55 am to 4:30 pm and on Friday from 7:45 am to 11:30 am.

➢ **National anthem**

In accordance with local regulations, the UAE national anthem is played every morning at 7:53 am. Out of respect, students, parents and staff present in the school are required to stand up, **if they can,** until the end of the anthem.

➢ **Morning**

Students are welcomed from 7:45 a.m. from Monday to Thursday and from 7:35 am on friday

*(For lateness, see the Attendance **Requirement / Tardiness section**)*

➢ **Afternoon**

The parents or the person designated by the parents pick up the student at the end of the school day, and must leave the school.
Indeed, for strict security reasons, students who have finished their school day as well as their parents are not allowed to stay inside the school grounds after 3:45 am, with the

exception of the waiting area, i.e. the "Chez Nous" cafeteria located next to the reception, where it is possible to wait.
(See also below the section Movement and Circulation of Students and Parents)

If necessary, parents can authorise their child, from CM1 onwards, to pick up their brothers and sisters from other classes, by signing a waiver to this effect. This ***waiver*** is available from the student life office.

➢ **Exceptional early releases**

- Outings before the end of classes are not allowed except in cases of duly justified emergency which must be reported in advance and subject to the approval of the head of the school.
- Outpatient, medical and other appointments must be made outside of school hours.
- Any change concerning the student's collection arrangements at the end of the day must be notified to the student life before 10 a.m. In addition, for students registered for school transport, any change must also be communicated to the bus manager, with proof, before 10 a.m. on the day concerned at the latest. Without this, the student will not be able to leave the school early.
- Middle school students (6e to 3e) must remain on school premises throughout the school day, including study periods and breaks. Leaving is permitted only in an exceptional, justified situation expressly approved by school leadership and arranged through Student Life.
- High school students (2nde to Terminale) may leave during authorised periods in their timetable only after Student Life has received and validated a parental exit authorisation and a signed parental liability waiver. The authorisation must specify the permitted conditions and may be withdrawn if rules are not followed.
- No student may leave during a scheduled lesson without specific approval. All exits and returns must follow the school check-in/check-out procedure. These provisions are subject to approval and applicable safeguarding requirements.

C. PARKING

A caretaker is on duty in the car parks to facilitate the drop-off of students in the morning and their collection by parents at the end of the day. Vehicles must drive at a walking pace and be parked in dedicated areas, without ever blocking traffic. The property reserves the right to contact the police in case of violations in the car park.

D. DAYTIME ACCESS, AND VISITORS

From 8:05 a.m. on Monday to Thursday and 7:55 on Friday, anyone wishing to enter the school must use the main entrance located on the ground floor (signposted 'reception'). Access through doors 2, 3, 4 and 5 will be closed. Access to the premises of the school is restricted.

A security guard is present at the main entrance of the school. All visitors must inform this officer of the reason for their visit, provide their telephone number, present identification and wear an entry authorization badge. This badge must be returned to the agent when leaving.

E. MOVEMENT AND CIRCULATION OF STUDENTS AND PARENTS

➢ Parent Flow

The school reserves the right to determine in an adaptable way the parents' routes for drop-off in the morning and the collection of children at the end of the day, taking into account factors such as heat, traffic flows, schedules, as well as the levels and class assignments in their respective areas.
The designated waiting area for parents and other waiting people is the "Chez Nous" cafeteria, located next to the reception.

(See also above the Hours/Afternoons section, and below the section The Rights and Duties of Families)

➢ Between classes

All members of the educational community have the right and duty to intervene at any time, in particular during movements between classes and during recess, as well as in the immediate vicinity of the school, in order to ensure that property and people are respected.

Middle and high school students must travel between classes quickly and calmly to avoid delays. Classes must move in rows.

It is forbidden for students to remain alone in the rooms or corridors during recess, lunch breaks, and permanences, except in the case of exceptional authorization from student life. At all times, students are placed under the responsibility of student life.

F. BREAKS

Recesses are moments of relaxation and exchange: play activities must be moderate and not endanger the student or their classmates.
Only equipment approved by student life is allowed.

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

G. HEAT POLICY

Each student must arrive in the morning with a water bottle filled with water. Water fountains are available in the school to allow the filling of water bottles. Wearing a cap is recommended for all students during outdoor activities.

During periods of high heat (August, September, October, May and June), the school nurse informs the teaching staff of recommendations for outdoor activities, depending on the weather conditions and the air quality.

In secondary school, student life displays a flag corresponding to 3 colours (Red = no outdoor activities, Orange = moderate activities in the shade, Green = outdoor activities allowed) to allow students to play outside. The gymnasium remains an option for students depending on their availability and the adults present to supervise.

H. PRAYER ROOM

In accordance with local regulations, an equipped prayer room is available in the school. It is accessible to students from the CM1 class, on written request from parents and according to predefined schedules (during the lunch break). At the secondary level, the prayer room is freely accessible only during the lunch break, with a schedule established equally between girls and boys.

I. SCHOOL CATERING

A school catering service is available only for lunch. This service will not be able to take into account food allergies. Dietary exceptions cannot be taken into account for students enrolled in the school catering service.

If parents do not wish to register their child(ren) in the school canteen, they must provide the child concerned with a 'lunch box' marked with the child's name. Meals provided by

parents must comply with sanitary requirements. For hygienic and safety reasons, the use of microwave ovens is prohibited. Parents can also provide their child(ren) with a snack for morning and afternoon recess.

J. ALLERGIES

Parents whose children suffer from a food allergy must have informed the school doctor beforehand with a document from their child's treating doctor explaining the details of the allergy. Parents will provide the packed lunch. If they wish to enrol their children in the school catering service, a waiver must be signed (see relevant policy).

IMPORTANT: Any food containing nuts or peanuts, as well as foods high in salt and fat, such as chips and soft drinks, are strictly prohibited. This list is not exhaustive; Any sweet or savoury food deemed inappropriate for students will also be prohibited. A balanced diet is essential for a healthy life and a complete commitment of students to their learning. The school cannot be held responsible for allergic reactions that may occur due to food served or not served within the school.

K. BIRTHDAY SNACKS

- In primary school, birthday treats are not permitted, either in preschool or elementary classes. Consequently, no cakes, drinks or other food brought in or delivered from outside are accepted for birthday celebrations. This policy aims to ensure the safety of all students, particularly those with food allergies, and to promote fairness among families. Teachers may, of course, still set aside time in class to celebrate students' birthdays.
- In secondary school, birthday cakes may be brought to school only following a prior request and explicit approval from Student Life. All food must comply with the school allergy policy, including the prohibition of nuts and peanuts, and must be suitable for the allergies and dietary safety needs communicated to the school. Ingredients must be provided in advance. Student Life may refuse any food whose safety cannot be established. Sharing must take place at an approved time under adult supervision. This exception does not change the restrictions applicable to preschool and primary school.

L. HOMEWORK HELP

Homework help: The homework support service (for a fee) is set up specifically for the siblings of students as of grade 10.
It will be offered from Monday to Thursday from 3:30 p.m. to 4:30 p.m. in the school's library.
This scheme requires prior registration and payment.

M. EXTRACURRICULAR ACTIVITIES

Paid extracurricular activities (APS, and 'ECA' in English) take place from Monday to Thursday from 3:30 p.m. for primary school students, and from 4:30 p.m. for secondary school.
Some APS may take place outside of these hours, due to changes in offers and seasons.

- The list of activities can be consulted on the institution's website, and communicated at the beginning of each semester.
- Parents pick up their children at the end of each activity at the place where they take place.
- The school is only responsible for students enrolled in extracurricular activities.
- School transport can be provided at the end of the activities depending on availability and geographical areas.
- There is no childcare for students without activity. Children who are not enrolled in the APS, but whose brothers or sisters are, must leave the school at the normal end of class time. They cannot stay on site while waiting for a brother or sister enrolled in APS.

N. SCHOOL TRANSPORT

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

- The school's rules of conduct also apply on the school bus. A specific protocol for school transport must be approved by the parents concerned.
- For safety reasons, students enrolled in school transportation must keep their seatbelts fastened and refrain from consuming food throughout the trip.
- If a student has a fever, he or she should not use the school bus to come to the school. Similarly, if he develops a fever during the day, he will not be allowed to take the bus home. Parents will then be informed and will have to pick up their child at the school.
- In addition, if a student regularly arrives late to the bus after class, the transport company may refuse to take him or her the following week, and sanctions will be applied by the student life.

IV. OBLIGATION OF ATTENDANCE

A. DELAYS

In the event of delay, parents must inform the student life by email as soon as possible. It is important that these delays remain exceptional. In the event of repeated tardiness, the school reserves the right to take appropriate disciplinary action.

Any student is considered to be late if they arrive at the school after 8:05 a.m from Monday to Thursday or 7:55 on Friday. In this case, they must go to the student life to obtain authorization to enter the class. If the delay exceeds 10 minutes after the bell rings and is not justified by the parents, the student will not be able to join the class.

Throughout the day, student life will issue late tickets, and in the event of a repetition, this may lead to disciplinary sanctions. For kindergarten students, a member of staff will accompany latecomers to class. Parents are not allowed to accompany their child to the classroom.

Morning delays are the responsibility of parents, with the exception of delays caused by school transportation, which are considered justified in exceptional cases.

B. ABSENCES

- Attendance at the school is compulsory. Any absence must be reported to the student life with a written explanation. Students with a fever (above 37.5°C) or a contagious disease must not come to the school. Any absence due to illness exceeding 3 days must be justified by a medical certificate before the student can return to the school. Without this certificate, the student will not be allowed to enter class and will have to wait at student life.

- In the event of an absence during an exam, the student will be able to retake it only if their absence is due to a justified medical condition, with a medical report sent in advance to the student life. In the absence of proof, it will not be possible to retake the exam. We strongly encourage students to keep us informed of any situation that may affect their participation. If pupils miss an external examination (for example IGCSE, AP, IBDP, French Baccalaureate), the school will follow the rules as set by the specific examination board, which may not permit rescheduling.

- In the event of a prolonged absence, it is important that parents inform student life and provide a valid justification if the absence exceeds 3 days. For prolonged absences, student life will ask for the approval of the head of the school. If the absence does not

have a defined return date, students and their parents will be responsible for making up the missed classes.

V. SAFETY AND BEHAVIOR RULES

- People inside the Bilingual French International School (students, parents, teachers, service or administrative staff, visitors) are prohibited from behaving contrary to the respect normally due to others. The introduction into the school of dangerous objects, chemical substances that may be harmful, is prohibited.
- Bullying, cyberbullying, discrimination, intimidation, threats, physical or verbal violence, and non-consensual sharing of images or personal information are prohibited. Students must report any safety concern to a trusted adult or Student Life. The school will respond promptly, protect confidentiality as far as possible, and apply proportionate educational and disciplinary measures.
- Smoking is strictly forbidden on the premises of the school.
- Students must follow adult instructions, respect designated supervised spaces, and help maintain clean and safe classrooms and shared areas.
- Anyone attending the school must present themselves in clean and correct clothing. It is also forbidden to take photographs in the school without the prior permission of the head of the school.

VI. DRESS

➢ The uniform

Wearing a uniform is mandatory without exception and must be purchased exclusively in the store designated by the school. Details regarding the uniform will be communicated before the start of each school year. It is also required on all school outings. The uniform must be worn cleanly and carefully, without alterations or adjustments, and must respect the cultural norms of the country. Any adult member of the community has the right to report any inappropriate clothing by a student to the Principal.

➢ Lab Attire

In the chemistry rooms, students must wear a white cotton coat, the use of synthetic textiles being prohibited.
To avoid injury, the wearing of jewellery is prohibited during certain manipulations.

VII. USE OF DIGITAL DEVICES

The use of digital objects, such as mobile phones, connected watches, headphones and speakers, is prohibited within the school. In primary school, mobile phones are not allowed. If a student must bring a phone for a specific reason, it must be switched off and handed to the Student Life Coordinator in the morning. The student may collect it at the end of the school day.

In secondary school, mobile phones, smartwatches, headphones, speakers and all other personal connected devices are prohibited from use on school premises. At the start of every school day, students must switch off their phones and place them in the designated, supervised collection box for their class. Phones will be returned at the end of the student's scheduled classes through the procedure organised by Student Life. Devices may not be retrieved or used during the day without express authorisation. The school will establish a secure custody, identification and return procedure. In primary school, mobile phones are not allowed; any exceptional device must be switched off and handed to the Student Life Coordinator on arrival for collection at the end of the day.

Educational tablets are the sole exception for connected devices and may be used only for teacher-authorised learning activities under adult supervision. Tablets may not be used during breaks or for personal messaging, filming, gaming or social media. Failure to comply may result in temporary confiscation in accordance with school procedures and proportionate disciplinary measures.

VIII. IMAGE RIGHTS

Audiovisual files of the life of the school, which may include photos and videos of students and families, may be disseminated on the school's website and online platforms or other publication, with its consent, for information purposes. When registering, families will indicate their consent according to three choices and will inform the administration in the event of a change:

1. **Option 1: YES for social networks** – I agree that the school anonymously shares my child's photos on social networks, as well as on the school network with parents and in the yearbook.
2. **Option 2: LFBI COMMUNITY ONLY** – I agree that my child's photos will be shared exclusively within the school network with parents and in the yearbook (not on social networks).

3. **Option 3: NO POSTS** – I request to exclude my child's photos from all posts and shares.

IX. SCHOOL OUTINGS AND SCHOOL TRIPS

Throughout the school year, educational outings, which are part of the class' educational project, will be organized by the teachers. Your child's participation in these activities is strongly encouraged. An authorization form will be sent to parents. If parents do not want their child to participate in a specific outing, they will have to keep them at home. Accompanying parents are also required to respect and sign the charter of rules established by the Bilingual French International School. In the event of cancellation of a school trip by parents, the fees already paid will not be refunded.

X. DISCIPLINE

Each member of staff may propose a disciplinary measure to a student in immediate response to a breach of the internal regulations, the list of which is defined in the latter. The sanction always has an educational scope and may include work related to the mistake made by the student. Alternatively, a measure of accountability could be put in place to carry out community service.

The sanction focuses on the act complained of and not on the person. It is necessary as a last resort, depending on the measures already taken, even in the event of a repeat offence. In addition, a sanction may be applied directly, without a previous record, depending on the seriousness of the facts.

A. PRIMARY

➢ **Movements**

Students must move through the corridors calmly and without running.
Endangerment: Dangerous behavior for oneself or others is prohibited and may be temporarily isolated under adult supervision.

➢ **Physical and verbal violence**

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

In the event of violent behavior, both physical and verbal, or theft, or that does not respect the values and rules of the rules, disciplinary measures will be applied, such as:

- Written warnings addressed to the pupil and notified to the family by the head of the school.
- Restraint.
- Temporary exclusion from the school.
- Permanent exclusion from the school.

➢ **Other breaches of the internal regulations**

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

1. Warning given by the teacher, after the validation of the head of the school

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

2. To lead the student to question the meaning of his or her conduct, to make him or her aware of the consequences of his or her actions for himself and others and to give him or her the means to better understand the meaning of the rules that govern the functioning of the school, and of his or her duties and obligations.
3. Implement a follow-up of the support and reparation measures offered to the student, by contract and tutor if necessary.

Disciplinary measures must be part of an educational approach shared by the entire school community.

Each step must be the subject of an oral apology:

1. For a behavioral breach:
   - Reflect on the consequences of your act
   - Putting yourself in the other person's shoes
   - Try to understand how they feel
2. Then, in the event of recurrences, the student's family should be informed by the student life:
   - An incident report will be prepared
   - An email sent to parents by student life and teachers.
   - An accountability measure will be applied, such as writing a letter of apology during recess.
3. If this behavior persists:
   - Community service will be set up, and the incident will be indicated on Pronote as well as on the school report.

- Then, a meeting will be organized with the teachers and the principal or her deputy to find a solution together, followed by a meeting with the parents.
- All incidents will be reported in writing to the student life, and files will be compiled for each incident.

The sanctions will be adapted for students with special educational needs identified as such in the school.

B. MIDDLE AND HIGH SCHOOL

➢ Respect and living together

Students must learn to live well together, to respect the cultural and religious diversity of their classmates. Any discriminatory language or behavior 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

- Classroom behavior: Students must be punctual. Respect for teachers and classmates 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 look natural.
- Use of Technologies: Electronic devices must be used for educational purposes only, according to the specific rules of each course. The use of mobile phones is prohibited.
- Students must respect the instructions given by teachers and accompanying persons.
- Violence: All verbal and physical violence is prohibited and punishable:

➢ Sanctions

Appropriate sanctions will be applied in the event of non-compliance with the internal regulations. The list below indicates the disciplinary sanctions that may be pronounced directly by the educational and pedagogical staff of the school in the event of a minor transgression, as well as the sanctions that may be pronounced by the head of the school,

or the disciplinary council, in the event of a serious or repeated breach of the internal regulations.

1. Oral warning and/or written observation via Pronote
2. Written sanction, reflection sheet, reparation
3. Additional work, Research, Presentation (after validation of student life)
4. Detention with school work or community service (after validation of student life)
5. Written warning (after validation by the head of the school)
6. One-off exclusion from a course (work given by the teacher) with a written report from the teacher to the CPE (after validation by the head of the school)
7. Temporary exclusion of 1 to 5 days with reception in the school (after validation by the head of the school)
8. Temporary exclusion from school for 1 to 5 days (after validation by the head of the school) Any sanction must be appropriate and proportionate.
9. With the exception of the oral warning and restraint, any sanction pronounced will require the meeting of the educational commission.

In the event of a serious or repeated breach of the internal regulations, the head of the school may decide to convene the disciplinary council, which will decide on the sanction that may go as far as permanent exclusion.

Sanctions are systematically recorded in the student's file. With the exception of permanent exclusion, any sanction is deleted from the student's administrative file at the end of the school year, provided that there has been no recidivism.

Without this failure leading to the referral to the disciplinary council, an educational commission may be convened to hear the pupil and their parents in order to find support and/or reparation solutions.

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.

The sanctions will be adapted for students with special educational needs identified as such in the school.

➢ Anti-Harassment Policy

The Bilingual French International School has a "zero tolerance" policy towards harassment, whether verbal, physical, social or online. The fight against bullying requires the full commitment of staff, parents and students in compliance with established procedures.
An anti-bullying monitoring team meets monthly. It includes the cycle leaders, the school doctor, the SENDCo and the primary school heads. Teachers share their observations with the team, which can take action to prevent or address bullying. Posters around the school

help children identify whom they can turn to, in addition to their teachers, if they experience bullying (see relevant policy)

XI. HEALTH

For the respect of all, parents are asked to pay attention to the basic rules of hygiene. In accordance with local regulations, a nurse is present in the school. Together with the school doctor, she organizes an annual medical check-up for all new pupils.

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

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

If a student encounters health problems during their time at the school, the nurse will contact the parents so that they can pick them up and ensure the necessary follow-up.

In 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 directed to a hospital. Parents must report any change of telephone number to the administration.

No medication can be left at the disposal of the students. If necessary, the medication must be taken to 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 premises of the school must be reported, after the visit to the infirmary, to the head of the school, the student life officer and the safety manager.

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

A. CONTAGIOUS DISEASES

In the event of a contagious disease, parents undertake to notify the school quickly, which will then take the necessary measures.
The student will only be admitted to class on presentation of a medical certificate of non-contagion.

B. NON-COMMUNICABLE DISEASES

Parents should keep their children home when they experience one or more of the following symptoms: nausea, diarrhea, sore throat, fever.

C. LICE

If the presence of lice is suspected, the student's hair will be examined by the school nurse. If the presence of lice is confirmed, the teacher in charge will contact the parents and the child concerned will not be able to return to the school until the treatment has been completed and the lice have been completely eliminated.

D. PHYSICAL EDUCATION

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

In this 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 physical education and sports teacher.

The exempted student must attend the course.

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

XII. BCD – CCC

Parents are held responsible in the event of loss or damage to books borrowed by their child from the BCD - CCC. Before the summer and in the event of departure from the Bilingual French International School, all borrowed books must be returned. In the event of loss or damage, students will be required to pay AED 50 per book or replace it with an identical copy of the same title and edition.

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

XIII. THE RELATIONSHIP OF THE SCHOOL WITH THE FAMILIES

A. THE RIGHTS AND DUTIES OF FAMILIES

In compliance with these internal regulations, it is essential that the rights and duties of the school and the families are clearly defined and respected by all, thus promoting constructive collaboration between the Bilingual French International School and the parents or legal guardians to ensure a harmonious and effective educational environment.

The school reserves the right not to renew a child's enrolment if a parent or legal guardian behaves disrespectfully towards any member of staff or engages in behaviour, whether in person or on social media, that negatively impacts the school's reputation, subject to applicable laws and regulations.

To ensure the safety, well-being, and respect of every student, parents are strictly prohibited from approaching or addressing any student other than their own child to resolve a conflict, reprimand them, or intervene following an incident, whether on school premises or during school-related activities.
If a concern or disagreement involves another student, parents must address the matter directly with the relevant school staff or school leadership. They are the only ones authorized to intervene and ensure appropriate follow-up.

In the context of security and organization within the school, it is important to remember the rules relating to parental access: parents are not allowed to accompany their child into the school, with the exception of the parents of kindergarten students (only one parent, who must leave the school as soon as the child is dropped off).

For the end of classes, a parent is allowed to come and pick up his or her 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 space.

If necessary, parents are however welcome to go to the administration, by going to the reception.

It is important that parents commit to respecting the traffic and parking rules established by the Bilingual French International School.

(Refer to the article, above, concerning Parking)

(Refer to the article above, concerning the Movement of pupils and parents.)

(refer to the general section above, Safety and Conduct Rules)

B. MEANS OF COMMUNICATION

Communication between parents and teachers is important for the success of the student. 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 school year calendar. One-off individual appointments can also be arranged throughout the year.

Exchanges by email are encouraged, but must respect the rhythm of the teachers as well as their right to rest during the days not worked.

Parents should consult the following communication tools regularly:

➢ In primary school

The online tool Seesaw (in kindergarten), the Pronote platform (in elementary) and the 'cahier de texte' (assignments notebook), are the preferred and essential means of communication between the school (teachers and family).

Concerning Pronote, each family and each student receive, at the beginning of the school year, a username and password to access this secure software. Pronote allows students and parents to stay informed daily of school life events: agenda, absences, homework, classes, teacher observations and information notes.

➢ In Middle and High School

At the beginning of the school year, each family and each student receive a username and password to access this secure software. Pronote allows students and parents to stay informed daily of school life events: agenda, absences, homework, classes, teacher observations and information notes.

Name(s) and signature(s) of parent(s), or legal guardian:

Names.....

Delete the unnecessary mention: mother / father / guardian , mother / father / guardian

…… Signature..... Signature

Name(s) and signature(s) of the student(s):

Names.....

……, ……

…… Signature..... Signature

…… Signature..... Signature

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