

Internal Rules and Regulations

Approved by the School Council on June 23, 2021

Preamble

These regulations, approved by the School Council, govern the life of the entire school community, which includes staff members, students, and parents across both Yangpu and Qingpu campuses.

Shanghai French School (Lycée Français de Shanghai) welcomes students from Kindergarten to Grade 12 in line with the principles, values, and guidelines set forth by the Agency for French Education Abroad (AEFE) and the French Ministry of National Education.

This internal regulation outlines the working framework, establishes rules of interaction between the various stakeholders, and organizes student life at the school. It adheres to the French Constitution and laws, the Declaration of the Rights of Man and of the Citizen, and the Convention on the Rights of the Child.

Learning takes place under the caring guidance of the educational team, in an environment where individual freedom is only limited by the respect for others, educational and safety requirements, and within a spirit of neutrality, secularism, and pluralism. Respect for others, valuing individuals, tolerance, and trust in every student's ability to grow are the deeply humanist values that guide our school community.

Alongside the rules of community life, respect for facilities and equipment is essential to ensure everyone's well-being, work conditions, and personal development.

By enrolling or re-enrolling a student at Shanghai French School, families commit to fully complying with these regulations.

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Specific Provisions for the Primary School (Kindergarten & Elementary)

Chapter 1 – Daily Life in the Primary School

Article 1 – Admission and Enrollment

Students enrolled at Shanghai French School must have up-to-date vaccination records. Mandatory vaccinations include diphtheria, tetanus, and poliomyelitis.

Kindergarten includes three levels: Petite Section (PS), Moyenne Section (MS), and Grande Section (GS), which together form Cycle 1. Children entering PS must be at least three years old by December 31 of the school year. Being toilet-trained is a prerequisite for admission.

Elementary school spans from CP (Grade 1) to CM2 (Grade 5), covering Cycles 2 and 3.

Extending or shortening a student's time in a given cycle by one year is a decision made by the cycle committee and proposed to parents, who may appeal. This decision can only occur once during the primary years. For students coming from a French or French-accredited institution, the decisions made by the originating school's cycle committee are binding, except in very rare cases. For students from other systems, the child will be placed in the age-appropriate class during an observation period, after which placement may be adjusted based on learning level.

Article 2 – School Hours

School entry hours are as follows on both campuses:

Monday: 8:00 AM – 3:00 PM
Tuesday: 8:00 AM – 3:00 PM
Wednesday: 8:00 AM – 12:30 PM
Thursday: 8:00 AM – 3:00 PM
Friday: 8:00 AM – 12:30 PM

Students may enter the school starting from 7:30 AM and must line up by class at 7:50 AM when the bell rings. Teachers will meet them then. Classes start at 8:00 AM sharp. Students are required to leave the school premises as soon as classes end unless they are enrolled in extracurricular activities (ASC).

In Kindergarten, children must always be accompanied to class by an adult or a designated bus monitor. At the end of the day, children will be escorted to their bus or to the entrance (piazza), where they must be picked up by a legal guardian. For any early departure, a signed liability waiver must be submitted to the teacher or the primary school office.

Article 3 – Attendance and Discipline

Enrollment at Shanghai French School implies a commitment from families to ensure regular attendance, which is vital to each child's adjustment and academic progress.

In cases of irregular attendance, the Head of School will contact the family and may decide to deregister the student after consulting with the educational team. This team includes the Head of School and/or Primary Director, the relevant teacher(s), the family, and any specialists working with the student, such as school nurses.

In case of absence, parents must inform both the teacher and the primary school office as soon as possible. A medical certificate is required for contagious illnesses or absences longer than three days.

Article 4 - School Life

Like all members of the school community, students are expected to demonstrate tolerance, respect, and politeness towards both peers and adults. Wearing clothing or symbols that overtly indicate religious affiliation is prohibited.

Kindergarten plays a key role in a child's social development, and everything is done to support their well-being and access to learning.

In elementary school, the teaching staff expects each student to work to the best of their ability. If a student is struggling academically, the teacher or team will assess the causes and, in collaboration with the family, implement appropriate support measures.

All forms of corporal punishment are strictly prohibited. Violations of school rules—especially actions that harm others physically or emotionally—may result in disciplinary action (warnings, reprimands), which will be communicated to the family when necessary. A student displaying disruptive behavior may be temporarily isolated for a short period under supervision, solely to help them regain behavior compatible with group life.

For serious or persistent behavior issues, the child's situation will be reviewed by the educational team. In exceptional cases, a temporary suspension may be decided by the Head of School.

Students must wear appropriate and modest clothing suitable for school activities.

During recess, games that could cause injury are strictly forbidden. Students must not bring video games, dangerous items, or valuables to school. The school is not responsible for any loss or theft. Connected devices (phones, smartwatches, etc.) must remain switched off throughout the school day.

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Article 5 – Use of Facilities and Equipment

Access to the school is strictly limited to authorized individuals (e.g., those with scheduled appointments with staff, administrative procedures, or invited guests at school events). Only personnel officially mandated and pre-approved by the administration may carry out interventions on school grounds.

Facilities and school materials must be kept clean and in good condition. Any damage or loss will be charged to the parents.

Article 6 – Health, Hygiene and Safety

Shanghai French School has a first-aid medical service overseen by a registered nurse. In the event of a contagious illness, families must inform the school immediately. A student may not return to school while still contagious.

If a student appears neglected or carries parasites, the family will be asked to take appropriate measures to meet collective hygiene requirements. Medication cannot be administered at school unless specified in an Individualized Healthcare Plan (PAI).

For children with allergies, support measures are outlined during the enrollment process (notification and care procedures).

The school and teaching teams have a duty to protect students by educating, advising, and assisting them in the safe use of the internet and digital resources. A charter for the responsible use of multimedia resources is in place.

Evacuation drills are held once per term.

Article 7 – Supervision

Each teacher is fully responsible for supervising their students during school hours. This duty applies both on-campus and during off-site activities.

Teachers may invite or approve the participation of parent volunteers or external contributors in school activities. These individuals must be authorized by the Head of School or Primary Director and remain under the teacher's supervision.

Supervision during lunch breaks and extracurricular activities is governed by separate regulations.

Chapter 2 – Communication with Families

Article 8 – Parental Information

Information is shared with families via written notices sent home with students or by email, student evaluation booklets handed over during individual meetings, and various group meetings.

Parents who wish to meet with their child's teacher may do so by scheduling an appointment in advance.

Class-related information may also be relayed through the class parent representatives. However, the public sharing of any personal or confidential information is strictly forbidden and subject to sanctions.

Elected parent representatives sit on the Primary School Council and the School Council, which meet once per term. An informational meeting is held each year in the weeks following the start of the school year.

Article 9 – Primary School Internal Rules

The internal rules for the primary school are drafted by the Primary School Council before being presented to the School Council. They are reviewed and approved—or amended—each year by the School Council. The rules are shared with families upon enrollment. They must be signed by the parents and, starting from CE2 (Grade 3), also by the student.

Specific Provisions for Secondary School (Middle and High School)

Chapter 1 – Organization of Daily Life in Secondary School

Article 1 – School Calendar and Schedule

1.1 School Calendar

The school calendar is adopted each year by the School Council, based on the recommendations of the AEFE and the French Ministry of National Education, while also taking into account mandatory holidays in our host country. It defines the start and end dates of the school year as well as school holiday periods. Legal guardians are informed of the calendar via the school's website.

1.2 School Hours

The middle and high school are open Monday through Friday from 7:30 AM to 6:30 PM, and exceptionally on Saturdays for make-up classes or detentions.

Students may enter the school starting from 7:30 AM or upon arrival of their school bus.

Class periods last 55 minutes and are scheduled as follows:

QINGPU AND YANGPU
All week
M(orning) 1 – 8h00-8h55
M2 – 8h55-9h50
Recess: 9h50-10h05 (15min)
M3 – 10h05-11h00
M4 – 11h05-12h00
Lunch Break 1: 12h00-13h00 / M5: 12h05-13h00
Lunch Break 2 /
E(vening)1 – 13h00-13h55
E2 – 13h55-14h50
Recess: 14h50- 15h05 (15min)
E3 – 15h05-16h00
E4 – 16h05-17h00
E5 – 17h05-18h00 or 18h25

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Article 2 – Student Movement and Circulation

2.1 Student Supervision

Attendance is recorded each period by the teachers, and during study hall hours by a member of the education team.

Teachers and supervisory staff are responsible for students during their scheduled classes or study sessions, as well as the following break period. More generally, all staff members are expected to remain vigilant throughout the day to ensure compliance with school rules.

Supervision also extends to any off-campus activities organized by the school.

Teachers and CPEs (Conseillers Principaux d'Éducation / Heads of Student Affairs) may accept or request the participation of volunteer parents or external contributors during school activities they supervise. These individuals must be approved in advance by the Head of School.

2.2 Student Movement on Campus

Students must move around the school calmly, without shouting or pushing. At the beginning of each class, students are expected to wait quietly in front of the classroom until greeted by their teacher or a staff member.

During breaks, students are not allowed to remain in classrooms or hallways. They may use common areas, which are governed by specific rules posted and known to all.

2.3 In Case of Teacher Absence or Scheduled Free Periods

Middle school students must go directly to the Student Life Office (Vie Scolaire), where they will be checked in and assigned to an appropriate supervised study area. High school students may use their free periods as they see fit. They can access common areas such as the high school common room, the 3C (Learning and Resource Center), the piazza, or a quiet study room for self-directed work. The Student Life Office will inform them of available spaces.

When possible, relaxation or rest areas are also made available. A specific set of rules, created by the student representative bodies and approved by the school leadership, is posted in these spaces. Students are encouraged to develop autonomy, time management, and social responsibility.

2.2 Off-Campus Activities

During any school-organized activity, whether on or off campus, students are under the responsibility of accompanying staff members. They must strictly follow the instructions given and remain subject to the school's internal rules.

Students are reminded that they represent the school at all times and must behave in an exemplary manner.

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Article 3 – Student Organization and Monitoring

3.1 Timetables

Schedules are shared with students at the beginning of the school year. Adjustments may occur for pedagogical or logistical reasons and will be communicated to all concerned parties.

Attendance in all scheduled activities (including electives, support classes, and study sessions) is mandatory.

3.2 In Case of Tardiness

Being late disrupts learning and is disrespectful to others. Punctuality is not only a sign of courtesy but also a step toward professional conduct. Tardiness must remain exceptional.

Procedure: Late students must report to the Student Life Office to obtain an entry slip, which must be signed in their student planner. Teachers will request this slip before allowing entry. If the teacher considers the delay too significant, the student must wait in the Student Life or CPE office until the next class.

This step is important: if a student arrives after electronic attendance has been taken, they are marked absent. Reporting to the Student Life Office avoids this confusion.

Tracking: The student's attendance record is maintained in the digital platform (ENT) and the student planner, accessible by the student and their legal guardians. The planner must be signed by guardians and returned to the Student Life Office.

In case of repeated or unjustified lateness, CPEs will contact families, and disciplinary action may follow. Tardies are recorded on the student's report cards.

3.3 In Case of Absence

Procedure:

- Planned absence: Legal guardians must notify the CPE or the Student Life Office in writing (via email or student planner).
- Unexpected absence: Legal guardians should notify the Student Life Office as early as possible by phone or email.

The school will send an email for any unexplained absence. Legal guardians must reply with the reason to have the absence excused. Upon return—and preferably before resuming classes—students must submit an absence slip with the reason and duration to the Student Life Office.

Tracking: Attendance records are maintained in the ENT and the student planner for review by the student and their guardians.

If absences are frequent or unjustified, the CPE will inform both the guardians and the teaching team. The goal is first to establish dialogue, but sanctions may be applied if necessary.

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Unjustified or unexcused absences are recorded on report cards as half-day absences.

In Physical Education (PE): Attendance and Exemptions

Attendance is mandatory for PE lessons, including time in the changing rooms—exemptions do not equate to absence from class.

There are two recognized types of exemptions:

Short-term exemption: Guardians (not students themselves) may request an exemption by filling out and signing the appropriate section in the student planner. If it exceeds one week, a medical certificate is required. The student must still attend class; the teacher may adapt the activity or coordinate with the Student Life Office.

Under no circumstances may a student leave campus during PE, even in high school.

Medium or long-term exemption: For more serious or prolonged conditions, a medical certificate specifying the duration and nature of the exemption is required. Teachers may adapt physical activities accordingly. For high school seniors, a personalized program can be created in collaboration with the family, student, and physician to support baccalaureate assessment. For exemptions of one month or less, the student may not receive a grade but will be given a qualitative assessment in their report card.

Procedure in Case of Exemption from PE:

1. Go to the school nurse and show the planner and/or medical certificate.
2. Visit the Student Life Office to have the planner stamped.
3. Report to the PE teacher, who will assign instructions for the session.

3.4 Entry and Exit Procedures

Legal guardians must choose one of the three available entry/exit authorization plans at the beginning of the school year, depending on their child's grade level.

These authorizations are communicated to students at the start of the year and must be signed by legal guardians on the back of the student planner.

Requests for **exceptional exit** must be made in writing by the family and submitted to the Student Life Office—**no phone calls will be accepted**.

Leaving the school premises without authorization is considered a serious offense.

All entry and exit must be through the main gate and require showing the student planner (or ID badge if applicable). Without it, **even high school students may be denied exit** and must go to the Student Life or CPE office. A parent may be contacted to confirm the situation, and a temporary exit slip may be issued.

Entry and Exit Authorization Plans

Plans	Applies to	Description
Middle School Student – School Bus	Middle school students registered for school bus service	Entry upon arrival of the school bus; supervised study if no class is scheduled at that time.
		Exit only at the scheduled departure times of the bus that corresponds to the student's timetable (3:00 PM, 5:00 PM, 6:30 PM, or 12:30 PM on Wednesdays and Fridays).
		If the "early departure" box is checked, the student may leave on the first available bus.
Middle School Student – Independent	Middle school students using other means of transport	Entry based on class schedule.
		Early departures permitted in case of teacher absence or cancelled classes.
High School Student	High school students, regardless of transportation method	Entry based on class schedule.
		Exits allowed during free periods and the lunch break. Leaving during recess is tolerated but not formally authorized.

3.5 School Bus Service

Students registered for the school bus service must comply with the **Bus Charter** (available in the student planner or on Eduka). **Students who are not registered are strictly prohibited from using the school bus service under any circumstances.**

No changes to bus lines are allowed — students must take their **assigned routes only**.

Visitor Access

All visitors may be asked to present a valid form of identification. **Visitor badges must be worn visibly at all times.**

Visitors must remain in the designated reception areas of the school and **are not permitted to enter the buildings unless accompanied by a staff member.**

3.6 School Cafeteria and Meal Services

Operating Procedures

The school cafeteria operates from the first to the last day of the school year. It serves students and staff from 11:00 AM to 2:00 PM, according to a rotating schedule defined by the school and communicated at the beginning of the year.

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Mealtime is not only a moment to eat and relax, but also a time to learn social interaction, good manners, and respect for staff, equipment, and food.

All students are enrolled in the school lunch program (half board), and **middle school students are required to eat in the school cafeteria.**

High school students, given the autonomy granted to them, **are allowed to leave campus during lunch hours.**

Under no circumstances may students order or receive food deliveries from outside the school.

All students must respect the cafeteria charter (included in the student planner) and adhere to their assigned lunch time.

As part of taste education, students are encouraged to **try the meals offered**, while being respectful of food and avoiding waste.

Food allergies: Families must submit a **medical certificate** to document any allergies. Students with diagnosed food allergies will have an **Individual Health Plan (P.A.I.)**, set up between the Head of School (or Deputy Head) and the school health service.

Cafeteria Access Badge

The lunch access badge is **personal and non-transferable**—even among siblings. Any misuse or fraudulent use will be reported to legal guardians and may result in disciplinary action.

Legal guardians can monitor their child's meal consumption via the school's food service provider.

Cafeteria (Snack Bar)

A snack bar is available on both campuses. However, **access is not permitted during class changeovers** to avoid lateness.

Important reminder: Eating and drinking are not allowed during class. **No food or beverages may be brought into classrooms or hallways.**

Access to the snack bar is restricted to **staff members and students from Grade 8 (4ème) and above.**

Article 4: Academic Structure and Monitoring

4.1 Academic Organization

Education at Shanghai French School (LFS) is structured in accordance with the framework established by French National Education Law. It is organized by levels and learning cycles, each defined by national training programs, with clear objectives, progressive learning milestones, and evaluation criteria.

These national curricula specify, for each cycle, the knowledge and skills students are expected to acquire, along with the methods they are expected to master.

They provide a national framework within which teachers design their instruction, while adapting to each

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student's individual learning pace.

Within this framework, the LFS also offers language-specific academic tracks (such as international, European, and Oriental sections). The programs, admission requirements, and enrollment procedures for these tracks are available on the school's official website.

4.2 Assessment and Evaluation Methods

Throughout the school year, student progress in acquiring knowledge and skills is evaluated through **continuous assessment**, conducted by teachers under the supervision of the Head of School. This process takes place over the course of each term. Homework is assigned in the students' best interest and must be completed within the expected deadlines.

Each day, students are required to bring all necessary materials, complete their assignments, and study their lessons. Notebooks and binders must be kept up to date and neatly organized — teachers may check and evaluate them at any time.

Assessments (tests, assignments, oral or written, in class or at home) are designed to gauge students' progress or assess their mastery of specific skills and knowledge. These are administered regularly, and students are **required to participate**.

Any **attempt at cheating or dishonesty** will be taken very seriously and will result in disciplinary action.

Report Cards and Academic Progress

At the end of each term, a report card summarizes the student's results, along with teacher comments, the homeroom teacher's or Dean's observations, and feedback from the class council. The report is validated by the Head of School.

At the end of the school year, following discussions and after collecting the opinions of the student's legal guardians, the class council — chaired by the Head of School for middle and high school — determines the conditions for the student's continued education.

If deemed necessary, the council may recommend additional support, such as a **Personalized Educational Success Program** or a **Personalized Support Plan**.

Grade repetition is considered only in exceptional cases.

4.3 Support System in Place – Student Support Network (RASED)

This support system is an internal resource at the school. Under the authority of the Head of School, the school nurses, psychologists, and specialized teachers intervene to support students facing challenges that may hinder their adaptation to school or their ability to learn.

These professionals work in close collaboration with teaching teams at LFS. They assist in analyzing situations involving struggling students and help design appropriate responses. They also contribute to personalized support plans, including:

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- **PAI** – Individual Health Plan
- **PAP** – Personalized Academic Support Plan
- **PPS** – Personalized Schooling Plan

Intervention by the support network is **initiated by teachers**, with **prior consent from the parents** and a **commitment from the student**.

Parents may also request a meeting with members of the support team if they have concerns regarding their child's well-being or academic challenges.

Tutoring

Tutoring is a commitment between a student seeking guidance and a staff member acting as tutor. It consists of **individual sessions** designed to support the student by working on learning methods, motivation, and the development of autonomy. The **frequency and duration** of the tutoring sessions are mutually agreed upon by the tutor and the student.

Students can request an appointment directly with the **Dean of Students (CPE)** for their grade level, or they may be recommended by school leadership, their homeroom teacher, or the guidance counselor. During an initial interview with the CPE, a simple student profile is established, and the student is then offered a selection of tutors based on their needs and/or the profile best suited to support them.

Peer Mentoring

Peer mentoring is a commitment between a student seeking academic support and another student offering help as part of the **Civic Engagement Program** (community service hours). It involves regular meetings on campus to provide guidance and help the mentee work on study habits, motivation, and autonomy. The **frequency and duration** of the mentoring sessions are determined by mutual agreement between the two students.

Students can request a peer mentor directly through a CPE, or they may be referred by a teacher — either to offer their help or to receive support. The CPE is responsible for **connecting students** with each other, with the **consent of both parties**.

Article 5: Use of Facilities and Equipment

5.1 Use of School Premises

All members of the school community are expected to act responsibly and respectfully to help maintain a clean and orderly environment. This includes picking up litter, tidying desks and chairs, turning off lights, closing windows, and switching off air conditioning. Eating and chewing gum are not allowed in classrooms. Waste bins are available in classrooms and common areas (courtyards, hallways, etc.) and must be used properly. No one should throw anything on the ground, and everyone is encouraged to pick up any litter they see.

Every adult in the school community has a responsibility to remind students of these cleanliness standards in an educational and constructive manner.

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5.2 Knowledge and Culture Center (3C)

The Knowledge and Culture Center, known as the 3C, is a learning and resource space designed to foster student independence. It is managed by the teacher-librarians, but may also be accessed under the supervision of another adult (such as a teacher or staff member) when they are unavailable.

Resources can be explored via the 3C's online portal. A wide variety of materials—books, magazines, e-readers, etc.—are available for borrowing for different periods. The portal also provides access to educational online content. Lost or damaged items (books or e-readers) must be replaced or reimbursed.

As a space for both study and relaxation, maintaining a quiet atmosphere is essential. Users must respect the staff in charge of the 3C, care for the space and its materials (cleanliness, tidiness), and uphold an environment conducive to learning.

Student involvement in the 3C—such as suggesting books, helping as part of community service, participating in reading discussions, or developing inter-grade projects—is strongly encouraged. The 3C's internal rules further outline the expectations for its use.

5.3 Sports Facilities

Students are not allowed to enter the school's indoor sports facilities (gymnasium and swimming pool) unless they have a scheduled class or explicit permission from a staff member.

5.4 Use of School Equipment

Students must respect all equipment and shared resources provided by the school—this includes cafeteria cards, textbooks, computers, and sports equipment.

Damage or Misuse

School materials and property must be treated with care. Intentional damage may result in both disciplinary action and financial compensation. In cases of vandalism, families may be held responsible for repair or replacement costs.

Students are accountable for all materials loaned to them and must replace or reimburse the school in cases of loss, damage, or failure to return them.

Article 6: Behavior and Safety

The school is a place where students learn how to live together as a community. In accordance with local regulations, the campus is under video surveillance.

6.1 Respect for Others

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Everyone is entitled to respect and protection from all forms of violence and discrimination, regardless of the source or form. Mutual respect between adults and students, among students themselves, and with all staff members is fundamental to community life.

In return, each person is expected to be respectful in their words and behavior. Verbal, physical, or psychological violence of any kind is strictly prohibited, as is any form of discriminatory speech or action. Respect for all individuals within the school is mandatory.

A dedicated **Anti-Bullying Charter** (available in the student handbook and on the school website) complements this regulation.

6.2 Neutrality and Secularism

At Shanghai French School, strict adherence to the principles of neutrality and secularism is expected of all.

As outlined in Article L.141-5-1 of the French Education Code, students are not allowed to wear clothing or symbols that overtly display religious affiliation.

In line with Circular No. 2013-144 (September 6, 2013), the school upholds the values of the **Charter of Secularism in Schools**.

6.3 Dress Code

As a public institution, Shanghai French School expects all students and staff to dress in a way that reflects the school's serious and respectful environment.

While personal expression through clothing is allowed, it must not offend others or disturb the school's atmosphere. All members of the school community must wear clean, age-appropriate, decent clothing. Clothes must not expose bare skin (torso, undergarments, thighs, chest, lower back, or stomach), and must avoid provocative messages or imagery.

Specifically (but not limited to):

- No hats or head coverings are to be worn inside buildings.
- Clothes must not be ripped, torn, see-through, or contain offensive text or graphics.
- Underwear, thighs, back, chest, and belly must remain covered at all times, whether standing or sitting.
- Clothing with vulgar, aggressive, racist, sexist, or drug/alcohol-related messages is strictly prohibited.
- Public displays of affection must be discreet and respectful of others.
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These rules apply during school hours, on field trips, and around school grounds. Failure to comply may result in denial of entry after discussion with the school administration.

Theft and Lost Property:

Parents are advised not to give their children large sums of money or valuable items. Students should keep their belongings in designated areas only. Lockers are available upon request, subject to availability.

The school is not liable for lost, stolen, or damaged items.

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6.4 Multimedia Devices, Internet, and Wi-Fi

To safeguard health and personal well-being, the use of phones and connected devices (laptops, tablets, smartwatches, speakers, headphones, etc.) is regulated on campus.

For high school students:

Usage is allowed **only during breaks** and **only in the following areas**:

- Courtyard
- Student lounge
- Cafeteria

Use outside these designated areas (including hallways, restrooms, classrooms, study rooms, or the 3C) requires explicit permission from the supervising adult.

For middle school students:

Device use is **strictly prohibited** on school grounds.

If necessary, students may use the phone at the reception or the Student Life Office.

The school is committed to helping students use the Internet and social media responsibly. Guidelines on digital use are detailed in a dedicated **Digital Use Charter**.

Unauthorized or inappropriate use that infringes on others' comfort, privacy, or rights may result in the device being **confiscated for a set period**, in agreement with the student's parents.

6.5 Safety

Safety procedures are reviewed at the beginning of the school year and must be strictly followed at all times—especially during drills or real emergencies.

Everyone must respect safety equipment (e.g., fire extinguishers, alarms). Misuse of these devices puts others at risk and is considered a **serious offense** that will result in severe disciplinary action.

Regular evacuation and lockdown drills are conducted to ensure the school community is well-prepared in case of emergency.

6.6 Dangerous Items

The following are strictly prohibited on campus:

- **Dangerous or harmful objects or substances** (knives, box cutters, lasers, fireworks, weapons or replica weapons, etc.)
- **Non-educational items**, including any content that is pornographic or degrading to others

If there is strong suspicion that a student is carrying a prohibited or dangerous item—or something they cannot justify possessing—the Head of School may search the student's bag, locker, or ask to see the contents

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of their pockets. Confiscated items will only be returned to parents/legal guardians. Any student violating these rules may face **serious disciplinary action, including expulsion**.

Note: Use of wheeled or rolling devices (bikes, skateboards, scooters, rollerblades, etc.) is **strictly prohibited** on campus, unless part of a supervised school activity.

Article 7: Hygiene, Health, and Prevention

Shanghai French School provides an on-site first aid and health service run by qualified school nurses.

7.1 Operation of the Health Office

The school infirmary's opening hours are posted at the start of the school year and shared with students. Students may go to the health office during recess or during their free time. During class or study time, they must first get permission from their teacher or a staff member, and **must bring their student handbook**. Before returning to class, students must check in at the Student Life Office.

If a student feels unwell, they may only leave school with the **nurse's or CPE's authorization**, and **only if** a legal guardian or designated contact **picks them up from the health office**. This rule also applies to students over 18.

In the case of a contagious illness diagnosed by a doctor, **families must notify the school immediately**. A student may not return to school until they are no longer contagious. If a student is found to have hygiene-related issues or parasites, families will be asked to take the necessary actions to meet community health standards.

Students are not allowed to carry medication, unless a medical prescription has been submitted to the nurse and approved. **No medication will be administered by the school** unless it is part of an official **Individual Health Plan (PAI)**.

For students with allergies, accommodation procedures are outlined during the enrollment process (notification and care plan).

All accidents on campus **must be reported immediately** to a responsible adult (teacher, CPE, etc.). A written incident report must be submitted to the school office the same day. If needed, an official accident report will be filed. Families must also provide a **medical certificate** detailing the injury as soon as possible. In case of serious illness or accident, the nurse (or, if unavailable, the Student Life Office) must be contacted **immediately**. If needed, the student will be taken to the hospital and the school will notify the family as quickly as possible.

7.2 Ban on Smoking, Vaping, Drugs, and Alcohol

Smoking and vaping are strictly prohibited on school grounds and in the immediate surroundings, in line with local laws.

Drugs, illegal substances, and alcohol are strictly forbidden on campus. Anyone found using or under the influence of such substances risks disciplinary action **up to and including expulsion**.

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7.3 Prevention and Health Education (CESC)

Each year, the Health and Citizenship Education Committee (**CESC**) rolls out a dedicated program with awareness and prevention campaigns addressing health and social issues.

Chapter 2 – Student Rights and Responsibilities

The school's code of conduct, included in the student handbook, outlines and expands on students' rights and responsibilities. These rules apply to all students, regardless of age or grade level, and require respect for the norms of collective life. Students of legal age may complete certain administrative tasks themselves (e.g., signing forms, providing absence justifications, etc.).

The Civic Engagement Program

This program encompasses all ways students can get involved in school life. It allows volunteers to log hours of service by filling out a form available from the Student Life Office or the CPEs, in response to internal or external opportunities. Examples include:

- **Representation** in official school bodies (councils/commissions/committees)
- **Peer tutoring** (Monitorat)
- **Clubs and school climate activities** (student union, 3C/BCD assistance, sports tournaments, holiday events, etc.)
- **Volunteering** with partner organizations (Habitat for Humanity, Stepping Stones) or Asia-Pacific initiatives (Des Écoles Pour Une École, sports events)
- **Recognition of personal or charitable initiatives** outside of school (A Pleines Mains, Couleurs de Chine, etc.)

Article 8 – Right to Representation and Assembly

8.1 Class Representatives

Students elect class representatives who take part in class council meetings. All representatives together form the General Assembly of Student Delegates, which is consulted at least once a year. Members are also elected to represent students on various school committees and governing bodies.

The homeroom teacher—or another designated teacher—ensures that delegates can share important updates with their classmates. Delegates' responsibilities, particularly their role in communicating

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information, are reviewed at the start of each school year, and they receive formal training.

8.2 High School Student Council (CVL)

The CVL is chaired by the Head of School and includes a student vice-president. It brings together student, staff, and parent representatives to propose improvements and discuss high school life. The CVL meets before each School Council meeting, at the request of the Head. Elections and operations follow official regulations, and all high school students and families are informed at the start of the school year.

8.3 Middle School Student Council (CVC)

The CVC functions in parallel to the CVL but for middle school students, with similar responsibilities and structure.

8.4 Student Union (Maison des Lycéens – MDL)

A student-run organization stemming from the CVL, the MDL serves two main purposes:

1. Managing the high school student lounge (Foyer)
2. Encouraging student-led clubs and activities that contribute to a vibrant school life for both middle and high schoolers.

Article 9 – Right to Expression, Posting, Publishing, and Distribution

9.1 Freedom of Expression and Posting

Student expression is encouraged as part of their education, especially on topics of general interest. Bulletin boards are provided for student use; unauthorized posting is not allowed.

Any document for display must first be approved by the Head of School or CPE. Anonymous postings are not permitted, and content with political or religious messages is prohibited.

9.2 Publishing and Distributing Student Work

Students are allowed to publish and share written materials at school, provided they are not offensive, defamatory, or harmful to others, public order, or school operations. No publication may be anonymous. The individual responsible must inform the Head of School beforehand.

Student work is protected by French copyright law. Any photo or video recording or sharing must be authorized by a supervising adult.

Article 10 – Right to Academic Feedback

All students are fully entitled to understand the evaluation and grading procedures, the feedback given on

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their academic performance and behavior, as well as the reasons for any disciplinary actions.

Article 11 – Duty of Attendance and Punctuality

These are essential conditions for students to successfully pursue their personal academic goals. Moreover, students must complete all written and oral assignments requested by their teachers and comply with the required assessment procedures. Attendance is mandatory for both core and elective courses, once students are registered for them. Students are also expected to come to class with all materials necessary for their lessons.

Chapter 3 – Recognition, Disciplinary Measures, and Sanctions

Fostering autonomy, initiative, and a sense of responsibility—alongside academic and extracurricular success—is at the heart of the school’s educational approach. This also includes the right to make mistakes and to find solutions. As such, most student issues can be resolved through direct dialogue with teachers or the educational team.

Failure to comply with the school’s internal rules may result in academic punishments or disciplinary sanctions. These must be proportionate to the seriousness of the offense, educational in nature, and clearly understood by the student.

Article 12: Positive Reinforcement

Acknowledging effort, participation, and appropriate behavior in class is encouraged and reflected in the student’s report card. During the class council, the teaching team takes care to offer personalized and constructive feedback to help the student grow. Contributions to school life and community service hours are also highlighted in general remarks or by the Head of Student Life.

Article 13: Academic Punishments

Academic punishments may be issued as an immediate response to disruptive behavior in class or within the school environment, or for minor breaches of student responsibilities. They may be given by teachers, school leaders, education staff, and the Principal (at the request of administrative or service staff).

Examples include:

- Verbal warning
- Written remark via the correspondence book or a Pronote notification (failure to present or sign the correspondence book may lead to a higher-level sanction)
- Detention with extra homework or Community Service Work (TUG)
- Temporary removal from class as an exception (the teacher must inform the Head of Student Life, who will escort the student to a supervised study room with an assigned task; the student’s guardians will be informed)

Article 14: Disciplinary Sanctions

Sanctions are governed by the following principles:

- **Legality:** All disciplinary actions must align with the Education Code and the school's internal rules.
- **No double punishment** ("non bis in idem"): A student cannot be punished twice for the same offense within the same school.
- **Right to a fair hearing:** Students must have the chance to be heard before any disciplinary decision is made.
- **Proportionality:** Sanctions should be proportionate to the offense.
- **Individualization:** Sanctions must be personal and never collective; they aim to make the student responsible for their actions and raise awareness about moral expectations and community life.

Sanctions (except warnings or reprimands) may include a suspended status. They are issued by the Principal, Assistant Principals, or the disciplinary council (a formal body defined by the Education Code and part of the School Council). Sanctions apply in cases involving harm to individuals or property or serious breaches of school obligations. Serious or repeated misconduct may prompt the teacher or Head of Student Life to escalate the matter to school leadership.

Possible sanctions include:

- **Written warning** (related to academic performance or behavior), proposed by the teaching and educational team
- **Reprimand** (formal warning by the Principal, possibly in the presence of the guardians), added to the student's academic file
- **Community Responsibility Measure:** Students may be asked to participate in voluntary or educational activities outside class time (max. 20 hours). Tasks must respect the student's dignity, health, age, and abilities
- **Temporary exclusion from class**, with the student still present on campus (inclusion), max 8 days
- **Temporary exclusion from the school**, max 8 days, added to the student's file
- **Permanent expulsion**, decided by the disciplinary council and added to the student's file

Notes:

Punishments and sanctions must follow a graduated approach. Serious offenses (disrespect toward others or property, violent or immoral behavior, possession or use of dangerous items, alcohol, or illicit substances) will lead to disciplinary action in line with proper procedures (these are independent from any legal prosecution).

Any damage, loss, or theft will require repair, replacement, or reimbursement by the family. Warnings, reprimands, and community responsibility measures are removed from the student's file at the end of the school year. Other sanctions (except permanent expulsion) are removed after one year.

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Chapter 4 – Relationship Between the School and Legal Guardians

Close communication between legal guardians and the educational team is essential to student success. To stay informed and communicate effectively with the school and teachers, guardians are expected to regularly check their child's school correspondence booklet, the school's website (www.lyceeshanghai.com), and the online academic tracking tools (such as Pronote, which includes grades, tardiness, absences, etc.). They are also expected to attend the meetings scheduled by the school.

Article 15: Communication

Legal guardians are regularly kept informed via the school's internal rules, written notices, the student's correspondence booklet, report cards, and meetings initiated by the school. If issues or concerns arise, they are encouraged to contact the educational team (by appointment or written message): the Head of School (Proviseur), the Deputy Head, the Head of Student Life (CPE), the student's Homeroom Teacher, or other subject teachers.

If the matter concerns a particular student, the first person to contact should be the relevant teacher, either through the correspondence booklet or via professional email. Under no circumstances should a teacher be called during class time or in their private life.

Any sharing of information intended to harm a teacher or the school via group email lists (class, group, etc.) is strictly prohibited.

Special case: If legal guardians will be absent from Shanghai, they must inform the Student Life Office and the school nurse of a local emergency contact. A form is available on the school website or upon request from the two offices mentioned above.

Article 16: Academic Reports

Periodic reports (bulletins) are sent via Pronote and delivered to legal guardians through their child. If warnings are issued by the class council regarding academic performance or behavior, the Head of School may summon the guardians for a meeting with the Homeroom Teacher. Together, they will decide on the necessary measures to support the student's success. These warnings are issued in a separate document and do not appear on the report card.

Article 17: Correspondence Booklet

The correspondence booklet is a communication tool between the school, teachers, student life staff, and legal guardians. It provides updates on schedule changes, teacher or parent requests, and general information regarding the student's life at school.

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Schedule changes are also available on Pronote. Parents are expected to check this booklet regularly, and students must carry it at all times during school hours.

Article 18: Online Academic Tracking Tools

Legal guardians can monitor their child's academic progress through the online platforms that include grades, assignments, evaluations, tardiness, absences, punishments, and disciplinary actions. Login credentials are issued to each user at the start of the school year. Grade summaries are a tool to help track a student's progress. Parents are strongly encouraged to review these regularly, as well as their child's Student Life file.

Article 19: Parent Representation in the School

Elected parent representatives sit on the Secondary Council and the School Council once per term. An informational meeting is held annually in the weeks following the start of the school year.

Parents who wish to speak with their child's teacher may do so by appointment. Class-related information may also be relayed by parent delegates. The dissemination of any personal information in a public or group context is strictly forbidden and subject to consequences.

Parent delegates act as spokespersons for the entire class they represent. They may participate in class councils, the school council, and committees established by the school. After each class council, the delegate prepares a written summary for families, which is shared only after being approved by the Head of School.

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