



SECONDARY SECTION INTERNAL RULES

Approved by the School Council on 1 July 2025

It is included in the students' carnet de correspondance and can be consulted at the school secretary's office, at the Vie Scolaire office and on the school website: <https://lfaccra.com/fr/rules-regulations/>

PREAMBULE

The school rules regulate the life of the school and relations between the various players. They fall within the legal framework laid down by the French Ministry of Education. They contain the rules that apply to all members of the educational community, as well as the procedures for implementing the freedoms and rights enjoyed by pupils. It also contributes to the training of students in citizenship and facilitates relations between members of the educational community.

GENERAL GUIDELINES

Life in the school is based on specific values and principles that everyone must respect: neutrality and secularism, hard work, regular attendance and punctuality, the duty of tolerance and respect for the person and beliefs of others, equal opportunities and treatment for girls and boys, guarantees of protection against all forms of psychological, physical or moral violence and the consequent duty of everyone not to use any form of violence. In the school, the wearing of signs or dress by which members of the school community ostensibly manifest a religious or political affiliation is prohibited.

Mutual respect between adults and pupils and between pupils themselves is also one of the foundations of community life. Rudeness, insults, mockery and disrespectful gestures are totally forbidden. LFIA is a French lycée. In order to facilitate communication between all members of the community, the use of the French language is strongly recommended throughout the school.

I. RULES FOR EVERYDAY LIFE IN THE SCHOOL

A - ORGANISATION AND OPERATION OF THE SCHOOL

TIMETABLES

The school is open from 7.30am to 6.35pm, Monday to Friday. Lessons last 55 minutes.

Morning	Afternoon
M1: 08H00 – 08H55	S1: 13h30 - 14h25
M2: 09H00 –09H55	S2: 14h30 – 15h25
Break: 09H55-10H15	Break: 15h25-15h45
M3: 10H20 –11H15	S3: 15h45 – 16h40
M4: 11H20 – 12H15	S4: 16h45- 17h40
LUNCH BREAK: 12H15-13H15	S5: 17h45- 18h40

Class timetables are based on teaching requirements. They are distributed at the beginning of the year, but may be subject to temporary or permanent changes during the year. In such cases, families will be informed in good time.

Pupils are not allowed on school premises outside the school activities in which they are taking part.

ACCESS TO THE PREMISES

Access to the school is reserved for students and staff. It may be extended to other persons for activities authorised by the Head of School. If necessary, access may be restricted or prohibited by decision of the Head of School.

The entry and movement of parents or accompanying adults within the school grounds is limited and regulated. Parents of secondary school pupils accompanying or collecting their child(ren) at the beginning or



end of classes are not authorised to enter the school premises. They may go to the secretariat at any time or ask for an appointment to meet a teacher.

Entrances are guarded by guards or education assistants who may ask visitors to identify themselves at any time. Pupils are not allowed to stay in the 'intermediate' areas: SAS, recycling bins, etc.

STUDENT MOVEMENT AND CIRCULATION

At the beginning of each half-day and at the end of break, a bell announces that lessons are about to start. From this bell, the pupils and their teachers go directly to their classrooms. A second bell announces the start of the lesson.

No pupil should remain in the classrooms during breaks.

During breaks, the first bell rings to announce the end of the lesson, and 5 minutes later, the second bell rings to indicate the start of the lesson. Inter-courses are not breaks and are only used to move between classrooms according to the timetable.

During this time, pupils, under the responsibility of their teachers, are required to move around quietly to ensure their safety and that of their classmates. The Vie Scolaire service also helps to supervise pupils.

SCHOOL OUTINGS

Outings outside the school are supervised by the teachers and, where appropriate, outside contributors.

ARRANGEMENTS FOR INDIVIDUAL EXITS

If parents wish to leave the school during lesson times, they must sign the exceptional leave request form in the correspondence book. Pupils who have entered the school will not leave until the end of the half-day's lessons. Only pupils with permanent permission to leave the school in the event of a teacher's absence (written permission granted at the beginning of the year by the parents) may leave the school before the normal end of half-day classes and only if they do not have any classes afterwards. Middle school pupils who do not have lessons are required to go to the study room, where their presence is checked.

On the other hand, lycée students are free to leave the school during the opening hours of the gates when they do not have classes, unless their families sign a request to the contrary at the beginning of the year.

CARE AND EMERGENCIES

Pupils who are ill should inform their teacher if they are in class; in other cases, the school office. As far as possible, visits to the infirmary are made during breaks.

In the event of a minor accident, care will be provided at school after a telephone call to one of the parents. In the event of a serious accident, the school will call West African Rescue, which will provide first aid and transport to a clinic or hospital; parents will be informed as soon as possible.

Under no circumstances should students inform their parents or leave the school on their own initiative.

Families must notify Vie Scolaire immediately of any contagious illness. A certificate of recovery or non-contagion will be required on the pupil's return.

B - ORGANISATION OF SCHOOL LIFE: STUDY AND SUPERVISION

Supervision is provided from 7.30am to 6.40pm. Day pupils are no longer under the responsibility of the school between 12.15 and 13.30 and may leave the school premises. We remind you that if a pupil decides to go out, he/she will not be able to return to the school before 1.15pm.

Similarly, after the last hour of lessons in their timetable, pupils are no longer under the responsibility of the school. They must leave the school premises unless authorised by their parents.

Pupils who remain in the school after the end of their lesson must stay in the duty room and are not allowed to move around outside.

If a teacher grants a break during a two-hour period, he/she is responsible for the pupils.



MANAGING ABSENCES, DISPENSATIONS AND LATENESS

It is compulsory to attend classes according to the timetable for each class, including optional subjects chosen at the beginning of the year. To enable absences and lateness to be monitored, teachers are required to take a roll-call every hour.

ABSENCES

Foreseeable absences: parents must notify Vie Scolaire in writing at least 48 hours in advance. Such absences must be exceptional.

Other absences must be reported by telephone or email to the School Office as early as possible in the morning. On their return and before the first lesson, pupils must present their duly completed carnet de liaison to Vie Scolaire. Absences of more than three days must be justified in writing by the parents.

Please note: for students enrolled in exam classes (3ème, 1ère and Terminale), a medical certificate must be presented to justify any absence due to illness.

Unjustified absences will be penalised. It is the responsibility of the absent pupil and his/her family to make up the lessons.

A teacher is considered to be present as long as the pupils have not been notified of his or her absence: therefore, if the teacher is late and for any length of time, pupils are not allowed to leave the classroom.

EXEMPTIONS & INCAPACITIES

In physical education and sport, all scheduled activities are compulsory. Only a doctor can exempt a pupil from taking part in a physical activity. Under no circumstances may a pupil decide to exempt him/herself. In all cases of physical inaptitude, only the PE teacher authorises a pupil to leave the PE class.

Exceptional exemption (1 PE lesson)

- The pupil brings a note of apology from the family written in the correspondence book.
- The pupil presents the note to the nurse to validate the exemption.
- The pupil then presents the note to the PE teacher, who will decide whether or not the class can be adapted to accommodate the pupil (social roles). If it is possible to accommodate the pupil, he/she must be in PE uniform
- If it is not possible to accommodate the pupil, the teacher will suggest that the pupil goes to reception, and Vie Scolaire will take over from there.

Temporary physical unfitness with medical certificate

- The medical certificate signed by a doctor must first be presented by the pupil to the nurse, who takes note of the exemption from PE.
- The student then presents the medical certificate to the PE teacher, who will decide whether or not the class can be adapted to accommodate the student (social roles).
- If it is possible, the pupil will be assessed on the social roles specific to the activity.
- If this is not possible, the student will not be assessed on the activity. The pupil does not take part in PE lessons during the cycle. Vie Scolaire takes over.

Annual incapacity

The medical certificate signed by a doctor must first be presented by the pupil to the nurse, who will take note of the exemption from PE. The pupil is exempted annually and will not be assessed in PE. The pupil does not take part in PE lessons throughout the school year.

Partial physical unfitness - Adaptation of activity

The PE teacher will offer the pupil an alternative activity if the pupil has a special PE accommodation plan or a medical certificate signed by a doctor stating that the pupil is 'partially unfit'. Any medication under medical treatment must be taken to the infirmary, except in cases specifically indicated in the pupil's personalised reception plan.



DELAY

Late arrivals must be exceptional and beyond the pupil's control (bad weather, traffic jam).

Any pupil who is late in the morning (from 8.10 a.m.) or after lunch break (after 1.35 p.m.) will not be allowed to join his/her class and will be directed to the study room, whatever the reason for his/her lateness. This is so as not to disrupt the teaching in progress. Pupils must catch up with their lessons themselves.

In the event of delay (less than 10 minutes in the morning and 5 minutes after lunch break and between classes):

- As soon as they arrive in the SAS, students hand in their notebook to the supervisor in exchange for a 'late pass'
- Students then give this pass to the teacher in order to be admitted to class.
- At the end of the lesson, the pupil must collect his or her correspondence book from Student Services.
- The following day, the pupil must return the ticket to the Vie Scolaire after having seen and signed it by his/her parents.

In the interests of the pupils and their education, the Vie Scolaire will not tolerate repeated lateness. Pupils will be given detentions as soon as they have been late 3 times. For information, the late count is reset to zero at the end of the term.

Reminder of the procedure for late arrivals:

- 1st oversight: Note to be signed in the correspondence book/ Pronote message
- 2nd oversight: Note to be signed in the correspondence book/ Pronote message
- 3rd oversight: Note to be signed in the correspondence book/ Pronote/ email to parents / 1 hour detention

CARNET DE LIAISON

The carnet de liaison is the main source of information and dialogue between the school and the family. The family must therefore consult it regularly, sign it when necessary and use it to communicate with the school. Pupils must always have it in their possession. They must show it to any adult from the school community who asks for it. A recent photograph is compulsory on the first page of the carnet de liaison. Parents must sign any information written in the notebook.

Procedure if the carnet de liaison is forgotten:

- 1st oversight: Parents called + Pronote message + pupil authorised to enter class with late pass.
- 2nd omission: Parents called + Pronote message + waiting for notebook.
- 3rd omission: Parents called + Pronote message + Pronote message + 1 hour's detention.

Any loss of a carnet de liaison may be punished; please inform us as soon as possible. Replacement of the correspondence notebook will be at the parents' expense (payment to the accounts department: 100 ghs).

ASSESSMENT AND SCHOOL REPORTS

A transcript of marks can be consulted throughout the school year on the Pronote platform. Report cards are issued every term.

Assessments and their methods are the responsibility of each teacher. Graded mock exams are organised for 3rd, 2nd, 1st and final year classes. These and other assessments may take place on Wednesday afternoons or Saturday mornings.

Transcripts and report cards are sent to families electronically. Report cards can also be collected from the class teacher at a set time at the end of each term.

ORGANISING DUTY HOURS

- Duty time is a free hour between two lessons. At the collège, the permanence is a supervised study period. When there are no lessons, pupils first go to the reception room, where their presence is checked. They may then go to the CCC (Centre de Connaissances et de Culture), the computer room or the sports field, subject to the agreement of the duty officer and the CPE, and depending on availability.



- Lycée students who remain in the school when there are no lessons may:
 - go to the reception room,
 - go to the CCC (Centre de Connaissances et de Culture) or the computer room if these are available
 - go to the foyer des lycéens.

CONDITIONS OF ACCESS AND OPERATION OF THE CCC (Knowledge and Culture Centre)

As a tool for the school community, the CCC is an essential support for teaching, educational and cultural activities.

The CCC is a place for work, research, reading and career information, and is open to all during school hours:

- Calm and discretion are essential.
- The CCC is governed by specific rules (given to each student at the beginning of the school year).

USE OF CERTAIN PERSONAL PROPERTY

During school time, only items that are useful for school and educational purposes are allowed. Students are responsible for the items they bring to school. The school cannot be held responsible for loss or theft on its premises. Any object found must be reported to Vie Scolaire.

The school does not want students to bring earphones (such as earpods), Bluetooth speakers, connected watches or mobile phones. However, if they do bring them, students should ensure that they are switched off and in their bag (not in their pocket). Electronic games are not permitted in the school.

Mobile phones must be switched off on school premises unless exceptionally authorised during school time, even on outings and trips. Pupils whose phones ring during lessons or who use their phones during a test will be penalised and their phones will be confiscated. During an assessment, the use of a telephone will result in the exclusion of the student from the classroom and the assignment will be considered as fraudulent.

The use of telephones and related functions without the express authorisation of one of the school's educational staff, as well as any communication and/or photographic equipment and cameras, is strictly forbidden on school premises. Voice recording or photography of a person as well as the broadcasting of images or comments concerning a member of the educational community (pupil, parent, LFA staff). Without prior authorisation from the school head and the person concerned, any such offence will be punished. In the event of an offence, the device will be confiscated. Parents must collect it from the school management.

INTERNET ACCESS and USE OF COMPUTER TOOLS

Students must respect the charter for the use of computer equipment and the Internet. Pupils may use the Internet and computers:

- either as part of normal lessons or study,
- or as part of documentary research at the CCC,
- or as part of activities organised by the CVL or CVC.

CONTROL OF USE AND SANCTIONS

A student who wishes to use a computer agrees to comply with the instructions of the person in charge (teacher or documentalist teacher, educational assistants), in particular as regards the time limit on its use.

The person in charge may also check that the student is complying with the rules set out above.

If these rules are not observed, the person in charge may temporarily ban the student from using the computers, or impose any other sanction provided for in the school rules.

APPROPRIATE DRESS AND ATTITUDE FOR A SCHOOL

LFIA is a place of learning and education. It is important to create the conditions for everyone to work in mutual respect. Proper dress is required in the school. It must respect the elementary rules of decorum, in accordance with the activities organised in a school setting. Families are also responsible for keeping their children's clothes and bodies clean.



Pupils and their parents are therefore asked to ensure that:

- clothes are in good condition (no torn clothes or holes)
- pupils wear suitable shoes (no flip-flops or crocs)
- skirts and shorts are not too short (just above the knee)
- clothes do not show the navel or underwear

Only discreet earrings and make-up are permitted. Finally, all head coverings are forbidden in classrooms and inside buildings.

Procedure in the event of non-compliance with dress code:

- 1st time: oral warning to the pupil + Pronote message or parents' email
- 2nd time: Pronote message or parents' email + parents are contacted to bring the correct dress
- 3rd time: Pronote message + request for an appointment with the family. The pupil is not allowed to attend class before the meeting + penalty.

At the beginning of the school year, the school provides pupils with:

- a LFIA polo shirt to wear on cultural or promotional outings and events
- a PE T-shirt to wear during PE lessons or sports events or outings

Note: Pupils who so wish are authorised to wear the LFIA polo shirt outside the occasions indicated above. However, they must change their outfit after their PE session (see below, 'PE outfit').

II. SAFETY and HYGIENE

A - SAFETY

The introduction or carrying of weapons or dangerous objects of any kind (sharp scissors, lasers, knives, cutters, etc.) is strictly prohibited inside and around the school.

No clothing or accessories that are incompatible with certain courses, that could jeopardise personal safety or hygiene or that could cause operational problems in the school are permitted. Similarly, the introduction or consumption of drugs or alcohol is strictly prohibited.

For safety reasons, students are prohibited from:

- entering classrooms without permission during breaks,
- touching teaching equipment without permission,
- playing violent games likely to cause accidents,
- behaving aggressively or dangerously.

In the practical work, video and computer rooms, students are only allowed to use the facilities and equipment provided in the presence of the teacher and with his/her approval. Students must wear a cotton smock during chemistry or science experiments.

Instructions in the event of an alarm:

In the event of an alarm sounded by a siren, pupils and teachers leave their classrooms in a calm and disciplined manner to go to their meeting place.

MOTOS and TWO-WHEELED VEHICLES

All users of motorised or two-wheeled vehicles must enter the car park through the gate provided at a very reduced speed. Reminder: helmets must be worn in Ghana. Motor vehicles must be fitted with an authorisation badge.

B - HYGIENE

VACCINATION

Pupils must be up to date with their vaccinations.



HEALTH SERVICE

Their role is to welcome pupils for any health-related reason. The nurse may be called upon to initiate and coordinate preventive actions. The school doctor is a medical adviser to the French Embassy. Pupils who are called for a medical examination cannot avoid it.

Visits to the infirmary must take place outside lessons, except in emergencies. The nurse will issue students with an entry ticket authorising them to return to class.

Any pupil wishing to leave the school for health reasons must be authorised to do so by the nurse after informing Vie Scolaire. In urgent cases, if the family cannot be contacted quickly, the nurse will follow the protocol proposed on the medical entry form, which has been accepted and signed by the parents or guardians or the pupil him/herself if he/she is of age.

All medicines under treatment must be deposited in the infirmary. They are administered by the nurse in accordance with medical prescriptions.

P.E KIT

During PE lessons, pupils must wear sports clothing appropriate for the activity and the weather.

Pupils must change clothes at the beginning and end of PE lessons.

All students must bring a sports outfit in a bag and wear the PE T-shirt provided by the school.

In the event of forgetting to wear uniform, the following rule applies:

- 1st oversight: oral warning
- 2nd oversight: observation for forgetting equipment
- 3rd oversight: 1 hour's detention

PROHIBITED PRODUCTS

The introduction and consumption of narcotics, energy, hallucinogenic or alcoholic products are prohibited on the premises and in the vicinity of the school. Any outward display of these products (badges, pendants, advertising, etc.) is strictly forbidden, and all members of the community are prohibited from entering the school under the influence of these substances.

It is forbidden to use tobacco, cigarettes or electronic cigarettes inside the school or in the car park.

III – RIGHTS, DUTIES AND OBLIGATIONS OF STUDENTS

The rights and obligations of the student are defined and implemented in accordance with the principle of secularism. The exercise of these individual or collective rights shall neither authorise acts of proselytism or propaganda, nor undermine the dignity, freedom and rights of other members of the educational community, nor compromise their health or safety.

A- THE RIGHTS

THE RIGHTS OF ALL STUDENTS

- To receive the moral and scholastic education necessary for their integral formation
- Receive from their teachers, a pedagogical and formative contribution, based on respect and equality
- Receive treatment from the school community, without discrimination on grounds of creed, race, gender or socio-economic or political status
- Receive the necessary support to resolve their difficulties, and teaching aids if needed
- Elect or be elected, through democratic participation, to the bodies of school government
- The right of collective expression: it is exercised through student delegates and student representatives on the various boards of the school. A notice board is available to the students. Any posting is subject to the agreement of the Vie Scolaire or the Principal and the texts must be signed
- The right of assembly; it can be exercised throughout the establishment after having made a request to the Vie Scolaire. This right is exercised outside of class hours. At the College level, only student delegates can take the initiative to perform their duties.
- To be informed in a timely manner of their academic results, the reforms implemented, changes in standards relating to education, the methods for moving up the class, and the programming of activities



- Be informed about the orientation in order to develop their personal orientation project; Be respected, listened to and helped by all members of the school community
- The right to an image: the school naturally forbids the use of any photograph that could harm the dignity of a child or that of his parents. Thus and unless otherwise stated, in strict compliance with the values set out above, it is considered that parents or adult students authorize the school to use the photographic representation of their child(ren) or themselves. It is recalled that apart from pedagogical or extra-curricular activities, no photography or video can be taken by the students. Their publication on the internet without the authorization of individuals is a crime. Students taking photos or videos in the school grounds will be sanctioned.
- To be evaluated in a continuous, integral and qualitative manner according to fair and equal criteria and timely informed of the evaluations of their school work returned to the teachers
- Be prepared for the presentation of the different exams for obtaining certificates and diplomas
- Enjoy all the breaks, rest and entertainment times.

THE SPECIFIC RIGHTS OF HIGH SCHOOL STUDENTS

- The right of publication: publications written by high school students may be freely distributed in the establishment after consultation with the Council of Delegates and approval from the Head of Establishment. The personal responsibility of the editors is engaged for all their writings whatever they are. These writings must not infringe the rights of others or public order. In whatever form, they must not be abusive or defamatory, nor infringe on the respect for privacy. In particular, the editors must refrain from calumny and lying. The right of reply of any person directly or indirectly implicated must always be guaranteed at his request.
- The right of association and related rights. A project is to be presented to the head teacher who will submit it for approval to the school board.
- The right to meet: any group of high school students or any high school association can organize a meeting after obtaining the agreement of the Principal. The purpose of this meeting cannot be political, denominational or commercial. The meeting times must be outside of class hours. In case of refusal, the Principal may justify his decision and notify it in writing.

B- DUTIES

- Compliance with the high school's operating rules and therefore its internal regulations;
- Duty not to use any violence;
- Respect for all members of the educational community both in their person and in their property
- Duty of tolerance and respect for others in their personality, beliefs and physical integrity;
- Duty not to silence serious failures in this respect of others;
- Duty to adopt correct behavior and dress in accordance with the internal regulations
- Properly use the school's facilities and documentary resources while respecting good conduct charters
- Respect for the premises and equipment made available.

OBLIGATIONS

- Obligation to perform the tasks inherent in their studies;
- Obligation to communicate all information and/or documents from the high school to their family.
- Obligation to present their correspondence book to any adult requesting it.
- Obligation of attendance and punctuality. Attendance and punctuality are defined by reference to the schedules and teaching programs included in the student's schedule. It concerns the compulsory and optional courses for which the student is enrolled as well as the exams and assessment tests organized for him. Attendance is required at the various information sessions organized by the high school.
- Obligation of liability for repair, and/or reimbursement in case of voluntary degradation of the goods



- Do not consume food or drink during educational or school activities; chewing gum is prohibited in class.
- Do not become an accomplice in situations that may threaten the safety, personal, social and educational integrity of any member of the school community.
- Present in all honesty and transparency the work, controls and evaluations requested.

In the event of failure to comply with these duties and obligations, the sanctions provided for in these Rules of Procedure shall be applied. In addition, the criminal or civil liability of the adult student (18 years, legal age of majority in Ghana), or the parents of the minor student, may be involved.

C- DISCIPLINE

PUNISHMENTS AND SANCTIONS

Acts of indiscipline, transgressions, breaches of the rules of collective life may be subject either to punishments, which are decided in immediate response by staff of the establishment, either disciplinary sanctions that fall under the responsibility of the head of the establishment or the disciplinary council.

The head of the establishment may convene an educational commission to examine the situation of a pupil whose behaviour is unsuitable for the rules of the establishment or who does not meet his/her school obligations. Its work is not a prerequisite for the initiation of disciplinary proceedings.

Any punishment or sanction must be individual and proportional to the breach. It must be explained to the concerned student who is given the opportunity to explain themselves, to justify themselves by being assisted or not.

PUNISHMENTS

School punishments mainly concern certain minor breaches of students' duties and obligations and disruptions in the life of the class or the establishment. They are pronounced by teachers, supervisory, educational and management staff or at the request of staff working for the school by the CPE.

These are:

- Oral or written warning (recorded on the contact book),
- Written or oral public apology
- Additional homework (Avoid lines or simple copy of text). This will be corrected by the one who prescribes.
- Confiscation of the mobile phone which will be handed over to one of the student's legal representatives by the CPE.
- Temporary exclusion from a course and coverage by Vie Scolaire
- Mandatory work to help the school community
- Hour of detention (from 1H to 4H) under the supervision of an A.E.D. or a teacher. It(s) is/are done outside the teaching time included in the student's schedule.

All punishments are the subject of information to the family whether the student is a minor or an adult. This information can be provided by a note in the correspondence log, by a letter, by a summons to appear at the CPE office, or by a summons to appear at the head of institution's office. Any punishment not carried out in a timely manner will give rise to a higher sanction or punishment decided by the head of the establishment. The punishments, starting from detention, are reported in the student's Vie Scolaire record held by the CPE.

Note: The evaluation of school work is the pedagogical responsibility of teachers. It is not a punishment or sanction. It cannot be discussed because it is based on skills in the subjects they teach. A grade cannot be lowered for questions of discipline, absence, behavior. The mark 00/20 corresponds to a work whose results are objectively null, to an assignment not submitted without valid justification, to a blank sheet or to fraud, the latter, in addition to the mark, leading to a disciplinary procedure.

SANCTIONS

The initiative of disciplinary proceedings belongs exclusively to the head of the establishment, possibly at the request of a member of the educational community. It is the head of the establishment who decides whether or



not to refer the matter to the disciplinary board. The sanctions concern attacks on persons and/or property as well as serious breaches of the student's duties and obligations, also in cases of repeated indiscipline and misconduct with regard to school activities and the principles governing the functioning of the establishment. A fault may be based on acts committed outside the school, if they are not dissociable from the quality of the student, for example sending abusive messages by SMS to a teacher or bullying on the internet between students, etc.

In case of verbal abuse, serious act and physical violence against a member of the educational community or a student, the head of the establishment must initiate a disciplinary procedure and he must refer to the disciplinary council in case of physical violence against a staff member of the establishment.

The sanctions all give rise to a written and precise report.

During the proceedings, the student's right of defence is respected, which allows him to present his oral or written observations and to be assisted or represented by a person of his choice from within or outside the school community. His family is informed in any case from the beginning of the procedure. The deadline for presenting his defence is three working days.

The principle of individualisation and the principle of proportionality are taken into account according to the individual concerned and the particular situation. No student may be subject to several sanctions within the establishment for the same facts. However, this rule does not prevent the taking into account of previous facts in order to assess the degree of penalty that must be imposed in case of a new offence, particularly in cases of harassment.

During the disciplinary procedure, the head of the establishment may take precautionary measures which in no way prejudice his final decision or that of the disciplinary board. These provisional measures do not constitute a sanction.

The sanctions (with or without a total or partial deferral) are graduated:

- Warning notified by letter to the family, Blâme, notified by letter to the family,
- Accountability measure carried out in the institution, outside of teaching time of a maximum duration of twenty hours.
- Temporary exclusion from the class for a maximum duration of eight days and during which the student is welcomed into the establishment.
- Temporary exclusion from the establishment or one of its related services for a maximum duration of 8 days.
- Definitive exclusion from the establishment or one of its related services (mandatory declaration by the disciplinary council)

The sanctions are always pronounced by the head of the establishment. They shall be notified to the person concerned by registered mail on the day of their delivery.

Accountability measure:

An accountability measure may be proposed to the student as an alternative to these two sanctions if the head of the establishment or the disciplinary council considers it appropriate. This proposal must obtain the agreement of the student and his/her legal representative if he/she is a minor. The accountability measure follows the same legal regime as the sanction (maximum twenty hours)

The refusal to comply with the proposed measure has the effect of rendering enforceable the sanction imposed and its entry in the student's administrative file. The renunciation of the alternative measure by the pupil during its execution has the same consequences. When the student has respected his commitment, the mention of the sanction initially imposed is removed from the student's administrative file at the end of the implementation of the accountability measure; only the alternative measure to the sanction appears there.

Suspended sanction:

Where temporary exclusion penalties are suspended, the penalty shall be imposed with a suspended period. If during this period a second sanction was to be pronounced, the first sanction becomes enforceable unless the



decision of the disciplinary authority pronouncing the second sanction. Even if, in the latter case, the initial sanction is not implemented, it is not confused with the second sanction imposed.

Appeal procedures

There are two types of recourse available: administrative appeal or contentious appeal.

- administrative appeal:

For a decision of the disciplinary council: «Pursuant to article R.511-49 and according to the education code, any decision of the disciplinary council of the institution may be referred to the Rector of the Academy (SCAC - French Embassy in Ghana), within eight days from the date of written notification by the student's representative or by the latter if he is of legal age. The administrative court can only be duly seized after implementation of the previous provisions. For a decision by the head of the establishment, pursuant to Article R.511-49 and following the Education Code, any decision by the head of the establishment may be referred as an ex gratia appeal to the head of the establishment or as a hierarchical appeal to the Rector of the Academy (SCAC - French Embassy in Ghana), without a deadline requirement, by the student's representative or by the latter if he is of legal age. These two appeals extend the time limit for the contentious appeal if they are made within two months. The silence of the administration for two months is worth rejection of the administrative appeal.

- contentious appeal :

The pupil (or his/her legal representative if he/she is a minor) may challenge the sanctions imposed by the head of the establishment before the competent administrative court, within two months after notification. The student or his legal representative if he is a minor may challenge the sanctions imposed by the rector (SCAC - French Embassy in Ghana) after an unfavorable decision rendered at the end of the appeal procedure;

In the event of an ex gratia and/or hierarchical appeal against the decision rendered by the head of the establishment alone, the pupil or his/her legal representative if he/she is a minor to the possibility of filing a contentious appeal before the administrative jurisdiction within two months following the possible decision of rejection.

It is specified that the exercise of an optional administrative remedy interrupts the two-month time limit for contentious recourse. However, the time limit for litigation can only be extended once.

- sanctions follow up:

in the student's administrative file:

The sanctions are recorded in the student's administrative file.

The reprimand, warning sanctions, and accountability measure are erased from the student's administrative file at the end of the school year. The same applies to any alternative measure to the sanction if the student has complied with the written commitment specifying the conditions for implementing said measure.

The other sanctions, apart from final exclusion, are erased from the student's administrative file after one year from the date of the decision.

The student can request, when he changes institutions, the erasure of any sanction. This measure does not apply in the event of permanent exclusion from the establishment. The head of the establishment may or may not accept this deletion.

in the sanctions log book:

Sanctions are also recorded in a sanctions register. It includes a statement of the facts, circumstances and measures taken in respect of a student, without mention of his identity.

The register shall be used in connection with any disciplinary proceedings.



- The accompanying measures of the sanction:

The head of the school will ensure that the educational team makes every effort to ensure that the exclusion period is not a time of idleness, and is usefully employed in order to avoid a detrimental delay in the progress of schooling.

REPARATION MEASURES

They are proposed by the head of the establishment in case of material damage caused to the property of the school community. They are of an educational nature and do not involve any dangerous or humiliating tasks. The agreement of the pupil and his parents, if he is a minor, must be obtained beforehand. In case of refusal, the head of the establishment informs the person concerned that a sanction will be applied to him. Remedial measure, school work is also the main accompanying measure of a sanction, particularly in case of temporary exclusion. This period will be used for the student to carry out school work such as lessons, writing, homework, which he will give to the head teacher on the day of his return.

POSITIVE MEASURES OF ENCOURAGEMENT

They are diverse:

- Congratulations and/or oral or written encouragement
- Recognition of participation in forums
- Congratulations, Compliments, Encouragement, written on the student's report card given by the class council

IV - COMMITTEES and COUNCILS

EDUCATIONAL COMMISSION

Chaired by the head of the establishment (or his/her representative), it dialogues with the student in order to adopt a "personalized educational measure". It must allow him to reflect on his actions and the meaning of the rules that govern the life of our school community, and can formalize, for example, a commitment to better behavior and/or respect for attendance rules, tutoring or any accompanying measure, of repair or mediation. She can also propose an appropriate sanction to the head teacher and ensure follow-up. Dealing with individual cases, it may eventually meet about a class life problem in order to consider the appropriate measures. Its composition may vary according to the urgency of the situation and depends on the head of the establishment: it must include a management staff, the CPE, the principal teacher of the class, a teacher outside the teaching team, an elected representative of the parents. It may also extend to parents, other teachers, a third party mediator, or other actors in the educational community whose presence may be considered useful.

DISCIPLINARY COUNCIL

The disciplinary council has meeting and operating procedures in accordance with those defined by circular 2011-11 of 1 August 2011. Only the head of the establishment is empowered to convene a disciplinary council: he may issue opinions (notably that of the educational commission), but his decision is not subject to appeal; he must nevertheless justify his decision in writing in case of refusal upon a request

SCHOOL COUNCIL

The revision and amendment of the internal regulations are made by the governing board. Two student representatives or their alternates elected by the delegates' conference participate in the school's governing board. They represent and inform the students of the measures taken there. To carry out their responsibilities, the student representatives are mainly accompanied by school staff and head teachers. Mandatory internships are organized that facilitate their training.



STUDENTS REPRESENTATIVES COUNCIL

A few weeks after the start of the school year, students elect their representatives, who at different levels will speak and act on their behalf. Each class elects two regular delegates and two alternate delegates on the principle of parity between boys and girls, a few weeks after the start of the school year. The delegates represent the students to the teachers, the management team but also to the class council, the disciplinary council, in other forums. The conference of delegates brings together all the class delegates. It can meet at the initiative of the principal, to give his opinion. It can be consulted on all matters relating to Vie Scolaire and work.

Accra, / / 20.....

Signature of parents/legal guardians :

Student's signature :