



# Les ateliers FL school rules

The internal rules of **Les ateliers FL** School constitute a framework which normalizes community life in which each Student will flourish in respect for themselves and others. It requires the support and trust of everyone: Students, parents, teachers and all other School staff.

## ORGANIZATION AND OPERATION

### Presence in the building

Once inside the School, the pupil is no longer under the responsibility of their legal representative but under that of the School, including the adult pupil. The minor Student is only authorized to go out at the times provided for in their schedule.

The presence of people from outside the School is strictly prohibited in the building; no minor from outside the School will be able to stay in the building.

### Surroundings of the building

The Student undertakes not to stay in front of the surroundings of the School for safety reasons, not to disturb the residents and pedestrian traffic.

The Student undertakes not to smoke and not to leave rubbish in front of the entrance to the School.

### Punctuality - Attendance

The Student is required to respect the lesson times out of respect for the other Students in the group and the teacher. The Student who arrives more than 15 minutes late must wait for the break before joining the class, after agreement of the teacher. Students agree to attend all classes.

### Minor Students

In the event of an unreported absence, the Student will be contacted immediately to find out the reason. Without a response from the Student, the legal representative will be notified. Under no circumstances will a minor Student be alone in a class with a teacher. If this should happen, the lesson will take place in the presence of a third person and/or with the classroom door open.

## GENERAL BEHAVIOR

### Personal belongings

Dangerous objects that could affect the safety of people's property (lighters, cutters, knives, lasers, etc.) are not authorized. Cell phones must be turned off before each lesson.

The School declines all responsibility in the event of damage, loss or theft of personal property.

### Premises, goods, materials and teaching tools

The Student is required to respect the premises and materials made available to them. In case of deterioration, the Student will clean or repair the damage caused. If necessary, an invoice will be sent to them or to their family for minor Students.

For security reasons, under no circumstances the Student must use the School's equipment (television, overhead projector, etc.) without the authorization of the School staff.

The Student must also take care to leave the classrooms, rest room in order.

The Student will not be allowed to eat in the classrooms.

### Charter for the use of the Internet on the computers made available by the School

#### Access to sites

As part of their activity, the Student may have access to the Internet during the opening hours of the School.

For security or ethical reasons, access to certain sites may be limited or prohibited by the School, which may impose browser configurations and install filtering mechanisms limiting access to certain sites.

As such, all publications of an offensive, racist, pornographic, defamatory nature, or relating to sexual and/or moral harassment will not be tolerated, or even sanctioned.

In addition, use of the Internet for personal commercial purposes to achieve financial gain or support profit-making activities is strictly prohibited. It is also prohibited to create or update using the School's infrastructure, any website, including personal pages.

Finally, it is strictly forbidden to connect to Internet sites whose content would be contrary to public order, morality, as well as those that may pose a risk to the security of the School's information systems or financially committing it.

#### Other uses

It is recalled that the Student must in no case engage in any illicit activity on the Internet. Any file download is prohibited.

It is informed that the School records its activity on the Internet and that its traces may be used for the purposes of statistics, checks and verifications within the limits provided for by law.

## Hygiene - Health - Safety

The elementary rules of Hygiene must be respected.

The use of tobacco and the possession or consumption of alcohol or narcotics are strictly prohibited in the Establishment, in its surroundings or during outdoor activities. It is also strictly forbidden to arrive at the School in a state of inebriation or under the influence of narcotics.

The School reserves the right to prohibit access to the establishment to any person with a manifest behavioral disorder likely to compromise their personal safety, like that of other people in the School.

The School organizes several fire drills during the year: the pupils will go out calmly by heading for the nearest emergency exit. Students will not take the elevators and will have to regroup outside the building with their teacher. They will wait for their teacher to invite them to return to their room.

### Dress code

The Student is asked to have a correct dress code, that is to say a city dress.

## DATA PROTECTION

### Privacy Policy

The School is committed to respecting the rules of confidentiality relating to data protection and to ensuring the best level of protection for your personal data in accordance with the Data Protection Act. The information requested from the Student is necessary to process their registration.

In accordance with the amended Data Protection Act of January 6, 1978, you have the right to access, rectify and oppose personal data concerning you. Just write to us at FL BOOKING, 40 boulevard de la République - 78000 VERSAILLES.

### Teams account

We use the Microsoft Teams collaborative platform as part of our distance learning courses and in support of certain face-to-face courses. In this context and in order to establish your personal account, we may communicate the following personal data to the platform: surname and first name. Microsoft Teams retains your data for the minimum time necessary to provide the service.

If Microsoft Teams processes personal data based on consent, you can withdraw consent at any time. You must make your request for withdrawal of consent by simple request to the address [info@les-ateliers.fr](mailto:info@les-ateliers.fr)

## PENALTIES

Failure by the Student to comply with the internal rules may lead the School to interrupt the training without notice. The School will not reimburse the Student at fault.

## COMPLAINT

If a service provided by the School is not suitable for you, speak to the School staff immediately in order to find a solution as quickly as possible. Know that it is impossible to solve a problem after your departure! If no satisfactory solution is found, you can complete the complaint form available on our website ([Complaint](#) section) or write to IALC:

IALC Lombard House business Centre 12/17 Upper Bridge Street Canterbury Kent CT1 2NF U.K.
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