

All students are expected to be responsible members of the Alpine French School community by complying with local and national laws as well as the school's rules and regulations. By enrolling on one of our courses, students accept the Code of Conduct and its terms and understand it applies at school, in their accommodation and also with the general public.

GENERAL RULES

Attendance

In order to ensure the smooth progress of the course, we ask all our students to follow certain rules :

- Students **MUST** attend all classes. In the event, they cannot attend (sickness, delay..) they must contact the school asap. Failure to attend can impact the validation of your course results.
- Students must be punctual
- Students must dedicate the appropriate amount of time to the given homework

Respect

For the well-being and protection of all parties involved, we ask our students to :

- Respect the premises, its equipment and the material made available to them.
- Respect and be polite to fellow students regardless of their origin, gender, religion or background
- Respect and be polite to the staff and respect the class' atmosphere
- Respect the host family and be polite and helpful during the stay
- Respect local people by being polite, friendly and understanding of the local customs
- The student is to comply with all safety instructions.

Legal compliance

We expect our students to comply to the following legal aspects :

- No drinking, no smoking and no drugs on the premises.
- No use of computers for illegal purposes at school and in your host family.
- No violence, sexual or racial harassment nor bullying.

VIOLATION OF CODE OF CONDUCT

Reporting and procedure

If a complaint of violation of conduct (minor or major) is upheld, the following course of action must be followed :

- Inform the School Director or the School Secretary who will assess the situation
- The School director and the relevant parties will first discuss ways to address and resolve the situation together through liaising and mediating.
- If it is a serious violation that cannot be solved through simple mediation, the local authorities such as the police or the Border Agency may be called in.

Types of misconducts and sanctions

	Examples of misconduct	Sanction
Minor violation	Disrespecting rules or regulations Refusing to follow instructions from staff Using foul or abusive language Shouting, screaming or disturbing the classroom atmosphere. Using mobile phones abusively during class	Warning procedure : 1st occurrence : Verbal Warning 2nd occurrence: Written Warning 3rd occurrence: Expulsion from school (students will not be refunded)
Major violation	Falsifying official documents Committing a threat or an act of violence Stealing Intentionally damaging school property Sexual harassment, bullying, physical harm Committing a criminal offence Refusing to leave the classroom when being instructed to do so by our staff.	Immediate expulsion. No refund.

I (name) have read and understood the Code of Conduct and will comply to the rules and relevant decisions taken during my time with Alpine French School.

Date :

Signature :