

# Code of Conduct

Dear Parent/Guardian,

EFBA believes that you should be informed regarding our effort to create and maintain a safe and nurturing learning environment for all students, whether classes are in-person or online. This guide aims to establish a clear set of expectations for both students and adults at EFBA, thus creating a positive environment and allowing learners to thrive.

Please read the Code of Conduct and read it to your child. Check the box in the registration page to acknowledge that you have received, read and agree to comply with the Code of Conduct's guidelines.

## I. Student rights

1. To receive a high-quality education in a full-immersion French program, have fun, and be motivated to learn French.
2. To be safe at school / in the online classroom.
3. To be treated fairly, courteously and respectfully.
4. To bring complaints or concerns to the teacher for resolution.
5. To be told the reason for any disciplinary action verbally and in writing.
6. To be under the supervision of at least one First Aid & CPR certified adult when attending in-person classes and/or events.

## II. Student responsibilities

1. To attend every class, to arrive on time, to complete classwork, and (if homework is expected in their class) to complete homework assignments to the best of their ability.
2. To know and respect the rules and instructions given by the teacher and/or the teaching assistant. To follow instructions, do their classwork, be attentive in class, and not disrupt the class.
3. To tell the EFBA staff about any dangerous behavior or bullying that occurs during the program. Bullying, cyber-bullying, vandalism, fighting, hazing, using alcohol or drugs, sexual harassment and violence are strictly prohibited in our programs.
4. To bring to the program only those materials which are allowed by the teacher (pencils, notebooks or activity books, etc.) and use them as intended.
5. To treat everyone in the program with respect, to use appropriate language, and to have a cooperative, caring attitude in order to contribute to a positive and encouraging environment in the classroom. This includes appropriate use of the chat feature -if enabled- in the online classroom.
6. To respect the EFBA property (books, laptop, tablets, etc.), community property (desk, chairs, toys) and the property of others. To leave the premises as they found them.
7. Leaving the class without adult permission is not allowed. For our in-person classes, a child may not go to the restroom unaccompanied.
8. Eating or drinking during class is not allowed (for both in person and online programs). When applicable, the teachers and assistants will assign a snack time before the class or during a break. Snacks are not provided by EFBA.

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## III. Parent/guardian rights

1. To be actively involved in your child/children's education.
2. To be treated fairly and respectfully by the staff, teachers, or any members of the program.
3. To be heard when voicing concerns.
4. To access information about the program, policies or procedures.
5. To be notified promptly if your child is disciplined for inappropriate or disruptive behavior and informed of the consequences.
6. To receive information about your child's academic and behavioral progress.

## IV. Parent/guardian responsibilities

1. To complete your child's EFBA online account registration and help your child join the Google Classroom for their course
2. To ensure that your child attends the program regularly, on time and prepared for class (with the necessary materials and completed homework when applicable). This includes checking Google Classroom in advance in order to review assignments and their deadline, as well as print materials if requested by the teacher, etc.
3. To notify the teacher in advance if your child is to be absent
4. For in-person classes. For security reasons:
  - Only a **Parent / Legal Guardian** or another **previously designated adult** can pick up a child from the EFBA program. To officially designate an adult approved for pick-up, Parents / Legal Guardians must register this person with EFBA *in advance*.
  - If someone other than an officially designated adult will pick up the child, the Parent / Legal Guardian must fill out the [electronic sign-in sign out form](#) *in advance*. Otherwise, EFBA staff will not allow the child to leave until an authorized person arrives. Students age 10 and older can sign themselves in and out, as long as parents / guardians give permission to do so in advance using the waiver:
  - There will be a late charge of \$1.00/ minute for children picked up after class ends. A respectful verbal warning will be issued the first time. If it happens a second time, charges will be imposed on the child's Parent / Legal Guardian.
  - To authorize a child to go home alone, families must submit a signed form to the EFBA office.
5. To provide EFBA and the teacher with complete and current contact information (telephone number for emergencies), as well as a description of medical conditions and/or allergies.
6. To tell EFBA if your child needs a particular attention due to special needs or a learning difference.
7. To tell EFBA staff about any concerns or complaints respectfully and in a timely manner. Your first point of contact is your child's teacher.
8. To work with the teacher and other staff to address any academic or behavioral concerns regarding your child.
9. To talk with your child about the behavior expected in the EFBA program.
10. To support your child's learning and EFBA activities at home.

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11. To be courteous with the staff, other parents/guardians and students and respect other students' privacy rights as well as their right to learn in a safe and positive environment.
12. If withdrawing from an EFBA program, parent/guardian must send an email to both the class teacher and the admissions department ([admissions@efba.us](mailto:admissions@efba.us)). Please note that payment for the entire year is due for withdrawals past the first week of classes.

## V. Responding to inappropriate student behavior

Teachers and assistants will take steps to prevent the student's inappropriate behavior from reoccurring.

1. If a student behaves inappropriately, they will be redirected by the teacher to improve their behavior. If an assistant observes inappropriate behavior, they will try to correct it and must inform the teacher. At the end of the class, the parent/guardian will be notified verbally of what happened and of the teacher's attempt to correct the child's behavior.
2. If the misbehavior is repeated, the parent/guardian will receive a written report. The teacher will be asked to administer a consequence proportionate to the misbehavior. This consequence will avoid exclusion from the class or group, take into consideration the student's age and maturity level, never humiliate the child, and always favor dialogue over disciplinary action.
3. After the third written warning, counseling or mediation will be recommended.
4. If mediation does not resolve the problem, the child may be temporarily or permanently excluded from the program. The Academic Director will be kept informed of every written warning. They and the president of EFBA will decide if suspension or expulsion is warranted. In the case of temporary suspension or expulsion, no refund will be issued.
5. For in-person classes: In case of damage to school property or supplies, the student will be required to clean up or repair the damage and the parent/guardian may be fined for intentional destruction or damage to electronic equipment (replacement fee for a book or a tablet).
6. EFBA recognizes that it is important to foster self-esteem through the use of positive behavioral reinforcements. We try to provide opportunities for improving social and emotional skills, such as recognizing and managing emotions, developing compassion, making responsible decisions and building positive relationships. Teachers, assistants and staff members of EFBA are dedicated to establishing a positive atmosphere in the classroom and to ensuring a quality French program