



Policies and Procedures (Adult Students)

French Only Policy

Edu-inter has a mandatory “French Only Policy” in effect whereby students are expected to speak French at all times while in the school. Teachers record effort made by students in speaking French only in the classroom. In addition, administrative staff and activities monitors record students speaking French outside the classroom. At the end of each week, prizes are awarded to the students having demonstrated the most effort in speaking French in each class, and to one student having demonstrated the most effort in speaking French school-wide.

Students who refuse to speak French in class and by doing so disrupt classroom activities, or refuse to speak French outside the classroom and by doing so disrupt extracurricular activities, will be subject to disciplinary measures outlined below.

Attendance

Students are expected to attend all classes and arrive on time. Teachers are required to record absent or late students each day. If you are going to be late or absent, please contact the school.

If you are more than 15 minutes late for class we ask you to wait until the following period break to enter the classroom. Please try to be on time as it is very disruptive to the teacher as well as your classmates.

FSL Program Certificate Award Policy

There are (4) four FSL Program Certificate Award levels; Gold, Silver, Bronze and Participatory. Students are eligible for these Certificates based upon their attendance in class and supporting our French Only Policy.

Extra-Curricular Activities

Activities and excursions are offered each weekday and on weekends at Edu-inter. The activities coordinator will post sign-up sheets in the student lounge. A minimum of 5 participants signed-up 24 hrs beforehand is required for an activity to proceed.

Classroom Cleanliness

Students and teachers are responsible for cleanliness of the classrooms. The teacher may assign classroom cleaning chores to students.

Cafeteria and Internet Café Cleanliness

Students are expected to leave the tables clean after finishing their meals. Students are also expected to sort plastic, cans and paper containers and throw them away in the appropriate recycle bin.

Computers in School

Students are free to use school computers or their own laptop or net-book outside classroom time or within classroom time only when authorized by the teacher. The school does provide free WIFI access.

Communication devices (including mobile phones and radio phones)

Communication devices must be turned off in the classroom. The teacher will confiscate any communication device that is found to be turned on in class, and the device will only be returned at the end of the class. Communications devices may be used during breaks, meal times and during scheduled free-time. Please keep in mind that time spent on the phone or texting is not conducive to practicing French or connecting to the local people and culture. Edu-Inter strongly recommends limiting the use of



communication technologies to the absolute minimum in order to maximize learning and cultural adaptation.

Smoking

Adult students may smoke outside the school. Please note that the law requires smokers to be at least 9 meters from the building.

Student Illness

If you become ill while in class, please ask your teacher if you can be excused from class and report to the office.

Fighting and Violence

Edu-inter has a zero tolerance policy for fighting or any form of violence. Any participant involved in fighting or acts of violence, whether on school property or anywhere else, will be expelled immediately.

Host Family Curfews and Meals

Students must respect their host family's curfews and meal schedule. If for any reason the student expects to be late or miss a meal or curfew, we ask that they phone the host family in advance.

General Conditions

Edu-inter reserves the right to change start dates, programs, and course curriculum at any time without notice. The fees, dates and conditions listed in our brochure are subject to change at any time without prior notice. Edu-inter accepts no responsibility whatsoever for any loss or damage to the personal belongings or property of a student participant or for any injury to or death of a student or program participant occurring on or off school property. Students must comply with the policies and procedures. Failure to comply with the rules may result in dismissal. To be considered for a refund the student must submit written notice to the Director. Disputes must also be received by the Director and submitted in writing by the student.