



Polices and Procedures (Teenage 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. Only duly justified absences will be accepted, for reasons of illness or emergencies. The director reserves the right to determine what constitutes an acceptable justification.

Teachers are required to record absent or late students each day. The administration will phone your host parents if you are late or do not show up for school. If you are going to be late or absent, please ask your host parents to contact the school.

Unjustified absences and tardiness will be subject to disciplinary measure as outlined below.

French Program Certificate

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.

Disciplinary Measures

In the classroom, disciplinary measures are left to the teacher’s discretion providing the consequence is respectful, humane and compassionate. Ongoing discipline problems will be brought to the attention of the director, and will be dealt with according to the “Three Strike Policy”

1st Offense: Meeting with the director and follow up with student’s parents.

2nd Offense: Phone call between school and student’s parent.

3rd Offense: Expulsion from school and return home.

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. Your host family will be notified of your illness and if you are being sent home to rest.

Extra-Curricular Activities

Activities are offered each week and on weekends. All programmed activities and excursions are obligatory unless an exemption has been previously approved by the director or the activities coordinator. Exemptions must be requested by contacting the school at least 24 hours before the activity or excursion in question.



Classroom Cleanliness

Students and teachers are responsible for cleanliness of the classrooms. The teacher will 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 Internet E-mail

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. Computers are strictly used for communication through Email or course related activities. Note that the student residence does not have WIFI service and host families will limit computer time for the purpose of encouraging interaction and cultural adaptation.

Communication devices (including mobile phones and radio phones)

Communication devices must be turned off in the classroom and during activities. The teacher or monitor will confiscate any communication device that is found to be turned on in class or during activities, and the device will only be returned at the end of the day. Subsequent offenses will be subject to disciplinary measures. Communications devices may be used during breaks, meal times, and in the evening 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.

Gymnasium

Students are NOT permitted to participate in Gymnasium activities when wearing black-soled shoes. A Supervisor must always be present when students are in the Gymnasium.

Smoking

Students who are under 18 years are not permitted to smoke in or near school property at anytime. Smoking is against the law for anyone under the age of 18 in Quebec.

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 dismissed and returned home immediately

Drinking Alcohol

The legal drinking age in Quebec is 18 years of age. Students under 18 years of caught with alcohol will be dismissed and returned home immediately

Recreational Drugs

Students caught with illegal drugs will be dismissed and returned home 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, they must phone the host family in advance. Missed curfews will only be justified by the most extreme circumstances. All missed curfews will lead to a meeting with the director and may lead to disciplinary action.



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. If the applicant is under the age of 18 years, the application must be signed by the parent or legal guardian. 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.