EFNY Student Guide - Code of Conduct

Dear Parents,

EFNY believes that you should be informed regarding our efforts to create and maintain a safe and nurturing learning environment for all students. This guide aims to establish a clear set of expectations for both students and adults at EFNY, thus creating a positive environment and allowing learners to thrive. Please read the Student Guide of Conduct (and read it to your child), and sign the document below to acknowledge that you have read and understand the SGC.

I. Student rights

1. To receive a high-quality education in a French enrichment program, to have fun and be motivated to learn French.
2. To be safe at school.
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.

II. Student responsibilities

1. To attend every class, to complete classwork and homework assignments to the best of her/his ability if homework is expected in their class.
2. To know and respect the rules and instructions given by the teacher (and/or assistant). To do his/her classwork, be attentive in class and not disrupt the class.
3. To tell the after-school staff about any dangerous behavior or bullying that occurs during the program. Bullying, vandalism, fighting, hazing, using alcohol or drugs, sexual harassment and violence are strictly prohibited in our program.
4. To bring to the program only those materials which are allowed by the teacher (pencils, notebooks or activity books...) and use them as intended.
5. To treat everyone in the program with respect, to have an appropriate language and cooperative, caring attitude in order to contribute to a positive and encouraging environment in the classroom.
6. To respect EFNY property (books, material…), community property (desk, chairs, etc.) and the property of others. To leave the premises as they found them.
7. Leaving the class without adult permission is not allowed. A child may not go to the restroom unaccompanied. (Where applicable)
8. Eating or drinking in the classroom is not allowed. The teachers and assistants will assign a snack time (the snack is not provided by the program) before the class or during a break outside.

III. Parent rights

1. To be actively involved in their child/children education.
2. To be treated fairly and respectfully by the staff, teachers or any members of the program.
3. To be heard if they voice concerns.
4. To access information about the program, policies or procedures.
5. To be notified promptly by the teacher first if their child has displayed inappropriate or disruptive behavior and to be informed of the consequences. If the inappropriate behavior persists, the site coordinator will contact the parents.
6. To receive information about their child's academic and behavioral progress.

IV. Parent responsibilities

1. To ensure that their child attends the enrichment program regularly, on time and prepared for class (with the necessary materials and completed homework) and to notify the teacher before class starts if their child is to be absent. If the parents want to leave the program they must notify the teacher and the staff administrator by email.
Parent/Legal guardians MUST e-mail or leave a note with the teacher if someone other than an already designated authorized

person will be picking the child up (or the EFNY team will not allow the child to leave until an authorized person arrives).
If you authorize your child to go home alone (starting 5th grade), the teacher MUST be informed by a signed note at the beginning of the program.

There will be a late fee of $25 per day for children picked up after class ends. You will receive a respectful verbal warning for the first delay. If it happens a second time, the fine will be charged to the Parent/Legal Guardian in order to compensate the adult who stayed longer than expected.

2. To provide EFNY and the teacher with complete and current contact information (telephone number for emergencies), as well as a description of medical conditions and/or allergies.
3. To let EFNY know if your child needs particular attention due to special needs.
4. To tell EFNY staff about any concerns or complaints respectfully and in a timely manner. The teacher will be the first person to contact.
5. To work with the teacher and other staff to address any academic or behavioral concerns regarding their child.
6. To talk with their child about the behavior expected in the EFNY program.
7. To support their child's learning and EFNY activities at home.
8. To be courteous with the staff, other parents and students and respect other students' privacy rights as well as their right to learn in a safe and positive environment.

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

1. If a student behaves inappropriately, he/she will be redirected by the teacher to improve his/her behavior. If an assistant observes inappropriate behavior, he/she will try to correct it and must inform the teacher. At the end of the class, the student's parent or 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 student will be assigned a written exercise (starting 2nd grade) and the parent will receive a written report. The teacher will be asked to administer a consequence commensurate with the misbehavior (avoiding exclusion from the class or group, taking into consideration the student's age and maturity level, never humiliating the child and always favoring dialogue over disciplinary action).

3. After the second written warning, counseling or mediation will be recommended by the site coordinator.
If a child exhibits extreme or threatening behavior, EFNY has the authority to accelerate the above steps as needed (temporary or permanent exclusion from the program).

4. If mediation does not resolve the problem, the child may be temporarily or permanently excluded from the program. The program coordinators will be kept informed of every written warning. EFNY managers will decide if suspension or expulsion is warranted.

In case of damage to school property or supplies, the student will be required to clean up or repair the damage and the parents may be fined for intentional destruction or damage to equipment (replacement fee for a book for example).

EFNY recognizes that it is important to foster self-esteem through the use of positive behavioral reinforcements. Teachers, assistants and staff members of EFNY are dedicated to establishing a positive atmosphere in the classroom and to ensuring a quality French Enrichment program.

Student Agreement

I, _____(Name of the Student) have received and heard/read the Student Guide of conduct for the EFNY Enrichment program. I am aware of my rights and responsibilities, I understand that inappropriate behavior will result in consequences as stated under the SGC.

Parent Agreement I, _____ (Name of the Parent) am the parent or guardian of the above--named student. I have received and read the student Guide of conduct for the EFNY. I agree to support and promote the goals of the SGC and make every effort to work with EFNY and my child's teachers to maintain a secure learning environment for all students.