



CLASSES AND PROGRAMS' RULES AND REGULATIONS

These rules and regulations (hereafter referred to as the "School Rules") aim at presenting to the students of My French Classes (hereafter referred to as the "Students") and their families the general mode of operation of My French Classes' classes and programs (hereafter referred to as the "Classes"), as well as expectations and obligations that My French Classes requires all participating parties to accept.

At My French Classes (hereafter referred to as the "School"), we believe that everyone must contribute through responsible behavior and respect of individual liberties to the smooth functioning of our School.

These School Rules must be fully respected in order to allow all participants to work and study together in harmony and to promote a positive, healthy, respectful and safe learning environment.

I - RESPONSIBILITIES

I.1) Student Responsibility

Students are responsible at all times for their own personal conduct and respect of the School Rules.

Additionally, in the interest of others and the community of the School, Students should inform My French Classes' staff, which includes teachers, assistants, and administrators (hereafter referred to as the "Staff") if they witness one of the rules not being followed by another Student.

I.2) Responsibility of the Staff

The Staff has the responsibility to regularly explain the School Rules to Students, guiding them towards greater autonomy while using appropriate reminders as needed.

I.3) Parental Responsibility

Parents and guardians (hereafter referred to collectively as “Parents”) have the responsibility to carefully explain the School Rules to their child(ren) in order to facilitate age-appropriate understanding of them and should work cooperatively with My French Classes’ Staff, so that Students receive consistent information from the group of adults (Parents and Staff) surrounding them.

It is also important that Parents ensure a good study environment at home to support their child(ren) when they do their School homework.

II - SCHOOL HOURS

Parents should bring their child(ren) to school on time and pick them up on time within the designated time periods:

- Parents should drop-off their child(ren) within 15mn before the official start of instruction.
- Parents must pick-up their child(ren) within 10 minutes after the end of instruction. For example, if a Class ends at 12.45pm, Students should be picked up before 12.55pm.

Parents arriving after that deadline will be charged a 1-dollar fee per minute they are late.

Students in grades 8, 9, 10, 11, and 12 are authorized to leave at the end of the Class without an adult picking them up if their parents or guardians have signed a release of liability form and given a copy to the administration of the School.

III. TRAFFIC

Parents are asked to obey all Maryland traffic laws on the campus of My French Classes as well as all traffic patterns communicated by My French Classes.

Parents should also follow all directions given by the Staff regarding traffic management on the campus.

IV) - ATTENDANCE – ABSENCES – TARDINESS

IV.1) Absences

It is important for Students to regularly attend the Classes they are enrolled in.

If a Student is going to be absent or late for a particular Class, it is also important to inform the School in advance, so the teacher can plan accordingly if a test was scheduled, a group project was planned that day or if class work will need to be caught up at home.

IV.2) Tardiness

It is important that Students arrive in Class on time in order to fully benefit from each Class. It is also important not to disturb the focus of classmates who arrived at the proper time.

In order to minimize such disruptions and to facilitate correct recording of attendance, Students who arrive late shall stop at the administration office and request a late pass before going to Class. In such case, an adult must accompany the Student to the administration office to get the late pass and then take the Student to the classroom.

IV.3) Early Departure

If for any reason a Student must leave the School early, the Student's Parent must sign-in at the administration office, pick-up the Student in his/her classroom and sign the Student out on the attendance sheet in his/her classroom.

Under no circumstances, may a Student be taken from the School without the Staff being given prior and formal notice.

IV.4) Communication

The appropriate way to contact the School regarding the matters referred to in this Article is via the designated webform. It is also possible to inform the School by phone by calling the designated phone number.

V - STUDENT DRESS AND CONDUCT

V.1) Student Attire

Students must come to the School in proper attire. Additionally, Students are required to remove caps, hats or any headgear before entering a classroom.

If these rules are not observed, the administrators reserve the right to refuse entry to any Student.

V.2) Sports Wear

Students enrolled in sports programs must wear clothes and shoes appropriate for such program. A student who forgets his/her sport clothes may be prevented from participating in the related sport program.

V.3) Conduct at School, on the Bus and at the Playground

A polite attitude and use of proper language are expected from Students towards all Staff, other Students and any person met in the School or its immediate area.

Additionally, Students must abide by the School Code of Conduct found in Appendix A of these School Rules and if they take the bus of the School they must also abide by the Bus School of Conduct found in Appendix B of these School Rules. If Students participate in a Sport program, they must also abide by the Sports Code of Conduct found in Appendix D of these School Rules.

When Students are on the playground and more generally during break and recess times, they must follow additional rules so Students can relax and enjoy the respectful company of each other's. (Playground and Recess Time Code of Conduct can be found in Appendix C of these School Rules).

VI - RESPECT FOR SCHOOL PROPERTY AND THE PROPERTY OF OTHERS

VI.1) Respect of Property

Students should respect School furniture, property and supplies left at the disposal of Students (including the furniture and other materials and supplies belonging to Ste Jane de Chantal School and its own students).

Damage done intentionally or due to the improper use of equipment or material will warrant disciplinary action, and parents will be held financially responsible for repairs or replacements.

Students must keep track of their belongings (books, clothes, lunch boxes, etc.) and not let them lie around in the hallways or anywhere else on the School grounds.

VI.2) Lost and Found

Parents are strongly advised to put name tags on their children's belongings. Lost and found items must be claimed. The School cannot be held responsible for the exchange, loss or theft of objects or money belonging to Students.

VI.3) Cleanliness of the School

Additionally, Students must support the cleanliness of the School and help the Staff as needed (for example by picking up trash in the classrooms, corridors, etc.).

VI.4) Cell Phones and other Electronic Devices

Cell phones and other electronic devices can be brought to School but must be turned off at all times while the Student is on the School premises.

VII – DISCIPLINARY ACTIONS

VII.1) General Disciplinary Actions

Disciplinary action will be taken when School Rules are not followed by Students. Parents are notified of such actions.

These actions depend on the seriousness and the frequency of the fault(s) committed.

Possible disciplinary actions are described below:

- Level 1. Reminder of the rule and warning given to the Student by the teacher or another member of the Staff.
- Level 2. Staff-Student discussion with disciplinary action: for example, extra work to be carried out during free time at school or at home; or for the younger Students, loss of playtime.
- Level 3. Staff can decide to inform parents or guardians.
- Level 4. Temporary expulsion from Class (15 minutes to 1.5 hour): the Student is sent to the administration office with work to carry out. The parents or guardians are informed.
- Level 5. Teacher/Student/Administration conference: disciplinary action is formally taken, a note or letter of warning is sent to the parents or guardians.
- Level 6. Summons of the parents by the Teacher or the Administration: it is then decided to give either a suspension of one to several Saturdays, or 2 to 20 hours of extra homework to be done for the School outside of normal School hours.

If, after 2 disciplinary actions of the types described in points 5 or 6 above have been taken, the behavior of the Student is deemed unacceptable by the administration of the School, his/her final expulsion is then pronounced by the administration of the School.

Certain serious violations of the School Rules such as vandalism, theft, violence, possession of dangerous objects or forbidden substances will lead DIRECTLY to disciplinary actions at Level 5 or 6 without the need for the School to follow first the process described in Level 1 to 4 above.

VII.2) Additional Disciplinary Actions

Additionally, the following disciplinary actions will be taken:

1. in case of destruction of School property or property of others, parents or guardians will be requested to replace or pay for the replacement or repair of such property;
2. in case of possession of dangerous objects (which put members of the School community in danger) the object will be immediately confiscated, relevant authorities will be contacted and informed as appropriate, and disciplinary action at the level 6 will be taken;
3. in case of possession of drugs, alcohol or other forbidden substances, the substance will be immediately confiscated, relevant authorities will be contacted and informed as appropriate, and disciplinary action at the level 6 will be taken;
4. in case of use of objects which disturb class such as cell phones, the object will be immediately confiscated by the Staff in charge of supervising the Student and the Student will be able to retrieve such object at the administration office at the end of the Class;
5. in case of inappropriate attire, the Student will be asked to change clothes.

Appendix A – Student General Code of Conduct

At My French Classes, we work hard to ensure an environment that enables learning in a friendly, fun and safe environment. In this context, students are asked to take responsibility for their behavior and actions in support of the goals shared by all participants by adhering to the following simple rules.

The following list of ground rules constitutes our Code of Conduct.

Please read the list together with your child and be sure that the purpose of each rule is clear and understood. Students sign below to acknowledge their intent to follow the rules.

A shared understanding of the rules and the reasons behind them are an important step towards a wonderful learning experience for each student at our school! Thank you!

1. I will listen to staff and will follow their directions.
2. I will respect other people's belongings by not touching/using them without their permission. I will be especially careful not to touch the belongings of weekday students located inside their desks, shelves, or elsewhere in any classroom.
3. I will keep my hands and feet to myself and will not fight with nor hit other students. I will not run in the school building.
4. I will speak exclusively in French or make my best effort to express myself in French while in the school building and during recess except for when not otherwise possible.
5. I will respect the school building where we are guests and all objects inside and will not engage in any pranks or otherwise offensive or destructive behavior.
6. I will use my inside voice when speaking and will use appropriate and polite language and behavior. I will not use swear words or negative language.
7. I will respect the feelings of others by displaying a positive attitude when talking to them or about them.
8. I will complete tasks assigned to me on time.
9. I am prepared to give my best to be successful at My French Classes.
10. Before leaving the classroom, I will ask a staff member for permission. I will leave my desk in the same clean state in which I found it and will put my chair back on the desk.
11. I will turn off all electronic devices while I am at My French Classes.

Failure to abide by these rules can result in the suspension from programs and/or classes as further described in the School Rules.

Appendix B – Bus Code of Conduct

- Students are responsible for their behavior and self-control on the bus and at bus stops at all times. Disorderly students can threaten the safety of all riders by distracting the bus driver.
- Students are expected to obey the instructions of the bus driver/ bus assistant while riding the bus just as they would follow the instructions of instructors and administrators during classes and programs.
- On the bus, Students are expected to:
 - Behave appropriately.
 - Keep the aisle and emergency door clear of obstructions.
 - Keep their arms, feet, and head inside the bus at all times.
 - Be seated at all times, face forward and make room for others to sit as well.
 - Discard trash in appropriate containers.
- At all times, Students may not:
 - Bring animals, alcohol, drugs, tobacco, weapons, glass containers, or explosives on the bus.
 - Use vulgar language or gestures, fight, or engage in sexual harassment or other improper and/or illegal conduct.
 - Throw any papers or objects in the bus or out the windows.
 - Operate the emergency door without permission.
 - Damage or deface any part of the bus.
 - Ride a different bus than the one they have been assigned to.
- Bus drivers or bus assistants may assign specific seats to Students.
- Students who violate the behavior and safety rules may have bus- riding privileges denied temporarily or permanently by the administrators.

Appendix C - Playground and Recess Rules

The playground remains an area where students can relax, therefore, a few additional rules are to be followed:

- no playing with wood chips (protection in case of a fall);
- no jumping from the top of the structures;
- no sitting on horizontal ladder;
- no climbing up the slide;
- no inappropriate behavior for oneself and others;
- no ball games (due to limited space) outside the soccer field;
- violent running games are not allowed;
- trash must be discarded in appropriate containers.

Additionally, during recess and other breaks, Students must ask authorization from the Staff in charge to go to the restroom or go back inside the main building for any other reason and they must be accompanied by another Student or Staff member.

Under no circumstances, Students can leave the School premises without the prior and formal authorization of the School administration.

Appendix D – Sports Code of Conduct

The goal of this sport activity is to provide participants an opportunity to develop superior life skills through team play, sportsmanship, competition, and hard work. The mission of the Griffons soccer team is to provide its players with the opportunity to play soccer at the highest level commensurate with their individual ability, potential, and interest.

An emphasis on fair play and respect for all participants is a primary element of the Griffons team mission. To better achieve that mission, the Griffons team asks all its players to follow the Code of Conduct found below. It is essential that this code is honored and followed.

1. Demonstrating a Positive Attitude and Team Spirit

Players, parents, and coaches are expected to show a positive, respectful attitude for everyone involved in the sport. Criticism and disrespect for officials, opponents, coaches or fans undermine the purpose of sport and encourage behavior contrary to the spirit of the game and the mission of the Griffons team.

All participants are expected to display a behavior in line with general sports principles such as good team spirit, fair play and sportsmanship by helping and not denigrating other players, even if from an opposing team.

2. Setting a Good Example

Each person associated with the Griffons team is accountable for his/her own behavior at all times on or off the field of play.

The Griffons team will not tolerate conduct that is detrimental to the sport, the participants, or the community. Such conduct includes: vulgarity; harassment or belittling; verbal abuse, threats or physical violence toward anyone before, during or after a training or game; and the taunting of opposing players, coaches and parents.

3. Maintaining Good Relationships

Officials

The referee's job is a difficult one. Parents or players who believe their team has been treated unfairly or has been assigned an unqualified referee should speak to their coach after the game. Coaches should inform the appropriate league organizers about such problems.

Opponents

Players and coaches are required to maintain a sense of fair play and be respectful of opposing players, coaches and fans at all times. Sportsmanship begins with respect.

Our Own Team

In an environment where players are competing not only against other teams but also frequently against each other, it can be difficult to control jealousies and rivalries. A successful team resembles a family in that members put the needs of the team first. Additionally, great care must be taken not to undermine the coaches' authority.

4. Player's Code of Conduct

It is a privilege to be a member of the Griffons team. As a Griffons player, I will:

1. Play the game for the game's sake, and not just to please my parents or coach.
2. Be on time for each training session and game.
3. Wear my team jersey at all training sessions and games and bring all required materials such as a ball, appropriate shoes and clothing and a water bottle.
4. Be modest and generous when I win and gracious when I lose.
5. Respect the game of soccer and its laws, learn these laws and try to follow them, and play the game fairly.
6. Work for the good of my team and give my best effort at all times.
7. Show respect for the authority of coaches and the referee, even though I will sometimes disagree with his/her calls.
8. Show good sportsmanship before, during, and after training and games. I understand that soccer is a game, and that the players on the other team are my opponents, not my enemies.
9. Conduct myself with honor and dignity and treat other players as I would like to be treated.
10. Listen and follow my coaches' instructions and directions during all training sessions and games.

11. Respect other people's belongings by not touching/using them without their permission and keep my hands and feet to myself.
12. Help my parents and fans understand the laws of the game so they can watch and enjoy the game better.
13. Control my temper, not retaliate, and inform my coaches if I believe I have been wronged.
14. Not use nor possess tobacco, alcohol, nor illegal nor any performance enhancing drugs.

Acknowledgement

I have read, understand and hereby agree to abide by and support this Griffons Player's Code of Conduct.