

Code of Conduct for Teen Program

Please read and sign each required section of this document and return to AmeriSpan.

SECTION ONE: Academics

I understand that I must be respectful, courteous and follow the rules of conduct that apply to TLA classes and school including:

1. Attendance in class is mandatory. If you are sick, please notify the school immediately.
2. Punctuality is mandatory. All classes begin promptly at 9:00.
3. English or French are the ONLY languages spoken in the school and in classes
4. Respect your fellow student's cultural and ethnic background. Intolerance, harassment or discrimination is not tolerated.
5. Food and drink is not permitted in the classroom or in the computer rooms.

I understand and agree to the above rules regarding academics and classes.

Initials: _____

SECTION TWO: Homestay

I understand that I must be respectful, courteous and follow my homestay's house rules as well as the general homestay rules of the TLA programme including:

1. No overnight guests.
2. A phone card must be used for all long distance phone calls.
3. Always lock the door when leaving the homestay.
4. Homestay curfew is 22:00. If you do not return to your homestay by curfew, the police and your parents will be notified.
5. Call your homestay by 4:30 if you are going to be late for dinner or are not joining your homestay for dinner.
6. Keep your room tidy and clean up after yourself.

I understand and agree to the above rules regarding homestay.

Initials: _____

SECTION THREE: Residence

I understand that I must be respectful, courteous and follow the residence rules as well as the general rules for TLA students staying in residence including:

1. Overnight guests are **not** allowed. All guests must sign in and carry a guest pass and leave the residence no later than 21:00.
2. Residence curfew is 21:00. If you do not return to the residence by curfew, the police and your parents will be notified.
3. Quiet time is between 9:00pm – 7:00am
4. Be respectful and considerate to the staff, other residents and fellow TLA students
5. Students are forbidden to enter the residence room of a student of the opposite gender. Should a female student be caught in a male students room (or vice versa), the student will be **expelled**.

I understand and agree to the above rules regarding residence.

Initials: _____

SECTION FOUR: Activities

I understand that I must be respectful, courteous and follow the rules of conduct that apply to TLA activities including:

1. Attendance to all pre-paid and afternoon activities is mandatory.
2. Punctuality for all activities is mandatory. If you are late for an activity that is time sensitive, the activity will continue as scheduled. NO refund will be issued for missed activities.
3. English or French are the ONLY languages spoken on all activities
4. Respect your activity leaders, fellow students and your surroundings. Activities will take you outside the main TLA campus, therefore, it is essential that you stay with the group at all times and follow all activity instructions carefully and be sensitive to the environment that you are in.

I understand and agree to the above rules regarding activities. Initials: _____

SECTION FIVE: Illegal Activity

Smoking is Forbidden

- The legal age to buy tobacco is 18 years. It is **illegal** to buy tobacco or have someone buy tobacco on your behalf if you are under the legal smoking age.

Drugs are Forbidden

- Using drugs, being under the influence of drugs or possessing drugs is **illegal**. Under no circumstances should you use, possess or be under the influence of drugs.

Drinking is Forbidden

- The legal drinking age in Ontario is 19 years and in Quebec is 18 years. It is **illegal** to consume alcohol or visit bars/clubs if you are under the legal drinking age. Therefore no one under 19 years of age can drink alcohol or go to bars or clubs in Ontario and no one under 18 years of age can drink alcohol or go to bars in Quebec.

False ID is Forbidden

- Being in possession of false identification is fraud and is **illegal** in Canada.

Failure to follow any of the above rules will result in your immediate dismissal from the program with no refund. Your parents will be notified immediately and you will be sent home. Depending on the severity of the situation, breaking any of the above rules may result in a monetary fine, arrest, jail sentence or deportation by the Canadian police.

I understand the above rules and will not partake in any of the illegal activities listed above.

Initials: _____

Consequences for Violation of the Code of Conduct

LSC expects that all rules outlined in the preceding document be followed by students of the TLA Teen Language Adventure Programme. If any rule or rules are violated, LSC will take the appropriate action(s) to ensure the overall well-being and integrity of the TLA Programme and its participants.

Should any rule(s) be violated, the following penalties (one or more) may apply:

- ❖ **Written or Verbal Warning.** Depending on the severity of the offence, a written or verbal warning will be issued to the offending student. A written report will follow to the agent or parent of the student outlining the incident. Should further violation occur, more severe sanctions will be taken.
- ❖ **Parental Notification.** A phone call may be made to the student's parents to discuss situations or concerns as they arise.
- ❖ **Probation.** Students may be put on probation if any of the rules are broken. Probation may also include permanent or temporary loss of TLA privileges (use of computers, activities or special events). The length and conditions will be determined by the TLA Co-ordinator and reflect the severity of the violation.
- ❖ **Police Involvement.** Should the offence be criminal (see Section Five of the Code of Conduct), LSC reserves the right to involve police intervention in the situation, which may result in a monetary fine, jail sentence or deportation.
- ❖ **Expulsion.** Any student expelled from the TLA programme will not be compensated for loss of academic, activity or accommodation privileges in the form of a refund. Expelled students will be held responsible for any and all costs incurred on their behalf resulting from their expulsion.

Please note: Any damage made to school, residence or personal property is the sole responsibility of the offending student. The student is liable for all replacement and/or ensuing costs.

I understand that if I do not follow the rules, regulations and code of conduct, my parents will be contacted and I may be dismissed from the TLA Program with no refund. I also understand that due to the severity of the offence, the Canadian Police may be contacted and retribution may occur from the court of law. I have read, understand, agree to follow and understand the consequences of not following each rule of the TLA Code of Conduct.

Student signature

Parent signature

Print Name

Print Name