

Rules and Regulations

(SUMMER 2019)

I – PREAMBLE

The primary goal of the Campus Saint-Jean is to provide an environment where all students can actively enhance their French language skills. It is important to emphasize your active role in your own learning experience. The quality of your learning experience is directly related to the continued effort you choose to make and your motivation to speak French at all times.

You will be expected to communicate in French only throughout the five weeks. It is imperative that students who wish to hear French and to practice speaking it have the opportunity to do so. Should you persist to speak a language other than French or not attend the maximum amount of extra-curricular activities, you will be considered as showing a lack of serious intent. This is understood as an attempt to hinder other students' progress as well as your own.

The Campus Saint-Jean reserves the right to evict a student or prohibit his or her participation in any or all activities or programs if they believe he or she is acting or has acted contrary to the objectives, policies, or regulations of the program or is putting or has put himself or herself or others at risk. The campus is an adult environment, immature and inappropriate conduct is not tolerated.

Should you feel it might be difficult for you to abide by the following rules you should not enroll in our program. Otherwise, be advised that, in case of doubt, you might be well to purchase airplane tickets which can be changed at a minimal cost to you.

II – POLICY FOR THE USE OF THE TARGET LANGUAGE

2.1. *The French-Only Rule*

2.1.1. It is forbidden for each student to communicate in another language other than French.

2.1.1.1. In the framework of the program, the following elements, without being limited thereto, are included in the definition of communication: conversation of all forms (face to face or by telephone), music, television, radio, Internet (websites, email, instant messaging, *Facebook*, *Twitter*, *Skype*, *Snapchat*, *Instagram*, etc.), books, texting, etc.

2.2. Comfort Calls

2.2.1. It is permitted for each student to make two *comfort calls* per week.

2.2.1.1. A *comfort call* is a communication of a maximum of twenty consecutive minutes during which the language employed is not French.

2.2.1.2. Students may only make a *comfort call* if he/she is alone in the room, after having signed his/her name on the form next to the door of the room of the person in charge of the floor.

2.2.1.3. Any *comfort call* that fails to meet the above specified conditions will be considered as void and the student will be in violation of the Policy of the Use of the Target Language.

2.3. Policy Breach

2.3.1. Any student caught communicating in another language other than French, not within the allocation of a *comfort call* or additional time as contributed by the administration, violates the Policy of the Use of the Target Language. In this event, the student will automatically receive an official warning.

2.4. Exceptions

2.4.1. In the case of emergency (including, but not limited to: sickness, injury, accident, etc.) the student may communicate in the language of his/her choice.

2.4.2. Any student desiring to make their choice of courses for the fall in another language other than French may do so after authorization from the administration.

2.4.3. Exceptionally, additional time for *comfort calls* may be attributed by the administration.

2.4.3.1. Any student having just reason to communicate on a more regular basis with close personal ties in another language other than French must make a formal request to the administration.

III – ATTENDANCE DURING ACTIVITIES

3.1. Mandatory Activities

3.1.1. All students are required to participate actively in all of the obligatory activities listed :

3.1.1.1. Orientation;

3.1.1.2. Floor meetings;

- 3.1.1.3. Placement test;
- 3.1.1.4. Class formation meeting;
- 3.1.1.5. All classes;
- 3.1.1.6. The Promise;
- 3.1.1.7. The ice-breaker activity;
- 3.1.1.8. The town welcome;
- 3.1.1.9. All registered workshops;
- 3.1.1.10. The Olympics;
- 3.1.1.11. The final show.

3.2. Punctuality

- 3.2.1. Students who arrive late for an activity, and less than half of the activity has passed, will automatically have an unexcused late note attributed to his/her file.
- 3.2.2. Students who accumulate three late notes in his/her file will automatically produce an official warning notice.

3.3. Absence

- 3.3.1. Students who do not attend a mandatory activity will automatically have an unexcused late note recorded in his/her file.
- 3.3.2. Students who arrive late for an activity and more than half of the activity has passed, will automatically have an unexcused late note recorded in his/her file.
- 3.3.3. Any absence that is unexcused ensues the issuing of an official warning.

3.4. Authorization for Late Arrival and Absence

- 3.4.1. Students having just cause for late arrival and/or absence during a mandatory activity must meet with a member of the administration to authorize the late arrival or absence thereby assuring the withdrawal of a note in his/her file.

3.5. Passport Activities

- 3.5.1. Passport activities are activities that take place during week nights, afternoons and the evenings on the weekend.
- 3.5.2. Students must have participated in a minimum of fifteen passport activities before the last Thursday of the program in order to receive his/her diploma and certificate of participation in the program.

IV – CONDUCT

4.1. Conduct : Classroom and Workshop

- 4.1.1. Students are required to actively participate in classes, workshops and activities.
- 4.1.2. Students are required to conduct themselves in a manner conducive to a learning environment.
- 4.1.3. Students are required to hand-in all homework and assignments on time.
- 4.1.4. Any act of plagiarism and/or cheating is strictly forbidden.
 - 4.1.4.1. See 30.3.2(1) à 30.3.2(3) of the *Code of Student Behaviour* from the University of Alberta.

4.2. Conduct Subject to an Official Warning

- 4.2.1. Failure to cooperate with staff members.
 - 4.2.1.1. Students are required to cooperate with all staff members in the carrying out of their duties.
- 4.2.2. Use of any electronic device.
 - 4.2.2.1. Use of electronic devices is forbidden in class and during activities (except during excursions).
- 4.2.3. Visitors
 - 4.2.3.1. It is strictly forbidden for students to have non-French speaking visitors on the campus after the beginning of the program.
 - 4.2.3.2. Only members of the family may be authorized as visitors on the campus site.

4.3. Conduct Subject to an Immediate Dismissal

- 4.3.1. Outings
 - 4.3.1.1. It is strictly forbidden for students to leave or to be absent from the program.
- 4.3.2. Use and possession of alcohol, tobacco products and/or drugs
 - 4.3.2.1. It is strictly forbidden for students to consume, to have in his/her possession any alcohol, tobacco product and/or drugs.
 - 4.3.2.2. It is strictly forbidden for students to be in a group where someone has alcohol, tobacco product and/or drugs in his/her possession.
 - 4.3.2.3. It is strictly forbidden for students to be in a bar (whether drinking liquor or not).
- 4.3.3. Any lack of respect for federal, provincial and/or municipal laws.
 - 4.3.3.1. Students must respect all federal, provincial and municipal laws.

4.4. Other Conduct

4.4.1. Students judged by the program as having any other form of inadequate conduct will be subject to sanctions. Examples of improper conduct include the following elements without being limited thereto: rudeness, vandalism, degrading behaviour, discrimination, dangerous conduct for oneself and/or others etc.

4.4.1.1. Conduct considered as dangerous for oneself and others include the following elements without being limited thereto: lighting outdoor fires, using or stocking pyrotechnical material, walking on school roofs, etc.

V – RESIDENCE AND CURFEW

5.1. Curfew

5.1.1. Students must be alone in their rooms for the night from :

5.1.1.1. 11:00 p.m. (Monday to Thursday inclusively);

5.1.1.2. midnight (Friday to Sunday inclusively).

5.2. Residence

5.2.1. It is forbidden, at all times, for students to assemble more than three persons in the dorm rooms.

5.2.2. It is forbidden for students to have one or more visitors not belonging to the program other than immediate family members.

5.2.3. Students are required to respect all residence staff members.

5.2.4. Students are required to keep noise levels to a minimum.

5.2.5. At the end of the program, students are required to leave their rooms in the same condition as when they first arrived.

5.2.6. Students are responsible for the housekeeping in their rooms.

5.2.7. Students must not leave anything in the corridors.

5.2.8. It is forbidden to remove the screens from the windows, throw objects out the windows and to place or set anything on the windows.

5.2.9. It is forbidden to use the balconies, living quarters or common places for drying clothes.

5.2.10. Students wishing to listen to music may do so taking into consideration the other students.

5.2.11. It is forbidden that students cook in their rooms or have kitchen appliances in the rooms.

5.2.12. It is forbidden that students have animals in their rooms.

- 5.2.13. It is forbidden that students have in their possession or use inflammable, explosive or corrosive materials, or a firearm.
- 5.2.14. It is forbidden that students do business or solicitation in the dormitory.
- 5.2.15. Students are required to use the garbage bins located in the corridors.
- 5.2.16. It is forbidden that students use scotch tape on the walls of the rooms.
- 5.2.17. It is forbidden that students rearrange the furniture located in their rooms.

VI – REGISTRATION

6.1. Disclosure of Information

- 6.1.1. Students are expected to disclose all information requested by the program, be able to attest to its accuracy, and be informed that this information will be used uniquely to insure the proper functioning of the program.

6.2. Correspondence Courses

- 6.2.1. It is forbidden that students enroll in one or more correspondence courses while in the program.

VII – OTHER

7.1. Other Regulations

- 7.1.1. To the present rules and regulations, is added those of section 30.3 (*Offences under the Code*) of the *Code of Student Behaviour* from the University of Alberta (available online at the following address : <http://www.governance.ualberta.ca/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.aspx>).

VIII – SANCTIONS

8.1. Official Warning Procedures and Protocol

- 8.1.1. An official warning is an official document that serves to signal to a student that he/she does not respect or has not respected the rules and regulations of the program
 - 8.1.1.1. At any moment, any member of the program staff may give an official warning to a student.

- 8.1.2. Having obtained an official warning, students are required to sign the document in recognition of the comprehension of the act for which he/she is being reprimanded.
- 8.1.3. Students having obtained an official warning are automatically convened for a meeting with :
 - 8.1.3.1. The administrative assistant (first official warning);
 - 8.1.3.2. The student services assistant coordinator (second official warning);
 - 8.1.3.3. The Promise Management Committee (third official warning).
 - 8.1.3.3.1. The committee is composed of a representative of the student's class, the administrative assistant, the student services assistant coordinator and the program coordinator.
 - 8.1.3.3.2. The committee has two mandates :
 - 8.1.3.3.2.1. Verify and confirm the validity of the official warnings;
 - 8.1.3.3.2.2. When necessary, choose the most appropriate sanction.
 - 8.1.3.3.3. Students may explain their version of the facts and provide witness of their choosing.
 - 8.1.3.3.4. The committee may convene any person of its choice for the witness.
 - 8.1.3.3.5. Students for which all three official warnings have been found valid by the Promise Management Committee will be imposed the sanction of expulsion by default.
 - 8.1.3.3.6. The committee may decide to modify the sanction of expulsion given exceptional circumstances.
 - 8.1.3.3.7. Students, for which one or more official warnings have been found invalid, by the committee, may still receive a sanction.

8.2. Procedure for Conduct Exempt of Official Warnings

- 8.2.1. In the case of a failure to respect one or more rules and/or regulations integral to the sections *Conduct, Residence and Curfew, Registration* and *Other* the coordination may apply any sanction that it deems necessary without having to consult the Promise Management Committee.

8.3. Types of Sanctions

- 8.3.1. Reparative Measure

- 8.3.1.1. A reparative measure is a sanction by which the student has to do concrete gestures with the intention to repair the wrong committed.
- 8.3.2. Contract of Terms and Agreement
 - 8.3.2.1. A Contract of Terms and Agreement is a sanction by which the student has to sign an official document by which he/she agrees to respect certain conditions.
- 8.3.3. Exclusion
 - 8.3.3.1. Exclusion is a sanction by which the student's right to participate in one or more events of the program is withdrawn.
- 8.3.4. Expulsion
 - 8.3.4.1. An expulsion is a sanction by which the student has to leave the program and the residence within twenty-four hours, and is to do so at his/her own expense.
 - 8.3.4.1.1. An expelled student may no longer :
 - 8.3.4.1.1.1. Participate in any program activity (classes, workshops and other activities [free or payable]);
 - 8.3.4.1.1.2. Eat at the student cafeteria with the other students (another cafeteria is available).
 - 8.3.4.2. An expelled student may not receive any reimbursement for the payable activities for which he/she has registered, even if these activities have yet to take place.
 - 8.3.4.3. In problem cases, measures may be put into place in order to accommodate the student unable to vacate the residence within the prescribed delay of twenty-four hours.
- 8.3.5. Fines
 - 8.3.5.1. A fine is a sanction applied to a student who intentionally commits acts causing damage to and/or loss of material not belonging to them. The student risks having a fine billed to them for the amount of the cost of replacing or repairing the broken or lost material.
- 8.3.6. Failure to Respect Sanctions
 - 8.3.6.1. Students failing to respect all conditions related to a sanction will incur other sanctions.

IX – PROCEDURE FOR PROBLEM RESOLUTION

9.1. Problematics or Appeal of a Decision

- 9.1.1. Students feeling powerless regarding their rights or who would like to appeal a decision of the administration may :
 - 9.1.1.1. Formulate his/her request with his/her class leader, who will then share with the staff in charge of the organization;
 - 9.1.1.2. Meet the administration assistant, who refers them, when needed, to the coordinator or to the person in charge of the organization;
 - 9.1.1.3. Fills out a form of complaint and has a meeting with the Student Ombudsman.
 - 9.1.1.3.1. Following the meeting, the Student Ombudsman gives the administration and the student his recommendations (revision of the case or not).
 - 9.1.1.3.2. In the case of recommendations requiring the revision of the case, a revision committee composed of persons not belonging to the program is automatically formed.
 - 9.1.1.3.2.1. The decision of the revision committee is final and without right of appeal.
 - 9.1.1.3.3. A student may make only one request of the Student Ombudsman to demand the appeal of an imposed sanction decision.

X – DATE EFFECTIVE

- 10.1. The rules and regulations are in effect at all times, from the arrival of the students on the campus until departure, except those belonging to *the Policy of the Use of the Target Language*, which are effective from The Promise until the cutting of the bracelets that takes place at the dessert of the final banquet.