



STUDENT SCHOOL POLICY

Welcome! Thank you for choosing to study French at the Alliance Française de Houston! Our goal is to provide you with rewarding academic experience, while also offering opportunities to engage with fellow students and the broader community. Students are invited to become annual members of the Alliance Française, which provides access to cultural and social events such as lectures, films, debates, and exhibitions. Please note that the Alliance Française de Houston is a secular and non-political institution.

Payment & Credit Information

Due to our affordable tuition rates and limited class sizes, no refunds or credits will be issued once a session begins. If you withdraw before the first class, a 50% processing fee will apply.

- **Class Formation:** A minimum of four students is required to form a group class. If this number is not met, an alternative class or a credit may be offered. Refunds are not available for absences due to personal or unforeseen circumstances.
 - **Returning Students:** The \$25 registration fee is waived for students returning within three years.
 - **Membership Discount:** Active Alliance Française members receive a 5% discount on class tuition.
 - **Make-Up Classes:** Missed group classes may be made up via private tutoring at a rate of \$75 per hour.
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Teacher Solicitation Policy

Students may not solicit instructors for private lessons or services outside the official offerings of the Alliance Française de Houston. This ensures the integrity and professionalism of our programs.

Private & Semi-Private Courses

Students enrolled in private or semi-private lessons must follow these guidelines:

- All lessons must be completed within one year of the contract date.
 - Cancellations require at least 24 hours' notice to avoid being charged.
 - Contracts cannot be altered once initiated and must be completed before renewal.
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Online Course Guidelines

Online course participants will receive access links via email and the AEC platform:

- Links will be sent 48 hours, 24 hours, and 1 hour before the class.
 - Join from a quiet environment to limit distractions.
 - Keep your camera and microphone on to support a dynamic learning environment.
 - Actively participate in discussions as guided by the instructor.
 - If you don't see the link, check your spam folder.
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Classroom Code of Conduct

1. Show Respect
 - Treat your classmates, teachers, and classroom materials with respect.
 - Listen when someone else is speaking—don't interrupt.
2. Be Kind
 - Do not make fun of other students or the teacher.
 - Support your classmates and encourage a positive learning environment.
3. Be Prepared
 - Bring necessary materials (books, notebooks, pens, etc.).
 - Complete homework and assignments on time.

4. Follow Directions

- Listen carefully to instructions and follow them promptly.
- Ask questions if you don't understand.

5. Participate Positively

- Engage in class discussions and activities.
- Stay focused and avoid distractions.

6. Use Appropriate Language

- Avoid rude, offensive, or inappropriate words.
- Speak politely to everyone in the room.

7. Respect Personal Space and Property

- Keep your hands, feet, and belongings to yourself.
- Do not touch or use someone else's things without permission.

8. Be Honest and Responsible

- Own up to your mistakes.
- Do not cheat or copy others' work.

9. Keep the Classroom Clean and Tidy

- Throw away your trash.
- Help maintain a clean and organized learning space.

10. Stay Safe

- Follow all safety rules.
- Report any unsafe behavior or concerns to the teacher.

11. Avoid Sensitive or Divisive Topics

- Religion and politics are not topics for classroom discussion unless they are part of the approved curriculum.
- Respect others' backgrounds and beliefs by keeping the focus on learning.

Code of Conduct Reinforcement

We are committed to maintaining a respectful and inclusive learning space. All students, staff, and members are expected to contribute to a positive atmosphere.

Behavioral Policy Process:

1. First Incident - Instructor will notify the student (and parents, if applicable) and inform the Program Coordinator.
2. Second Incident - A meeting will be arranged with the Program Coordinator and Executive Director.
3. Third Incident - The student may be permanently dismissed following consultation with the Executive Director.

Emergency Closures

In case of weather or other emergencies, students will be notified. Instructors will attempt to reschedule missed classes in-person or online. Refunds are not issued for emergency-related cancellations.

Textbooks & Materials

Textbooks and course materials are non-refundable once purchased.

Shipping costs for mailed materials are the responsibility of the student.

Photography & Video

Photographs and videos may be taken during classes or events and used for promotional purposes by the Alliance Française de Houston.

Snacks

Parents must provide snacks and drinks for children attending in-person classes. Please ensure all snacks are nut-free for safety.

Parking

Do not park on Lovett Street between Whitney and Taft, as towing is enforced. Avoid leaving valuables in your vehicle; the Alliance Française de Houston is not responsible for loss or theft.

Weapons Policy

Weapons of any kind are strictly prohibited on school property.

Non-Discrimination Policy

We are committed to providing a safe and equitable environment for all. Discrimination based on any legally protected characteristic is not tolerated, including but not limited to:

- Race, ethnicity, or national origin
- Religion, gender, sexual orientation, or disability
- Age or medical condition

Reporting:

- Students: Report to the Executive Director, Program Coordinator, or Operations Manager.
- Employees: Contact HR or the Executive Director.
- Volunteers/Visitors: Notify a manager or HR.

All reports will be taken seriously, investigated promptly, and resolved with appropriate action. Retaliation against individuals who report concerns is strictly prohibited.

Sexual Harassment Policy

We are dedicated to ensuring a respectful and inclusive space. Sexual harassment, whether verbal, physical, or visual, is not tolerated. This includes:

- Unwanted advances or inappropriate comments
- Physical contact without consent
- Display of explicit materials
- Any behavior that creates a hostile environment

Reporting:

- Students: Contact the Executive Director, Program Director, or Operations Manager.
- Employees: Contact HR or the Executive Director.
- Volunteers/Visitors: Report to the Executive Director or appropriate staff.

Reports will be handled confidentially and investigated thoroughly. Disciplinary actions may include warnings, suspension, dismissal, or legal consequences. Retaliation will result in further action.

Solicitation for Classes Outside the School

Students enrolled at the Alliance Francaise de Houston are not permitted to solicit instructors for tutoring or private teaching services outside of the institution. All educational interactions should take place within the officially scheduled courses and programs offered by the school. If students require additional support beyond their regular coursework, they are encouraged to explore approved tutoring options within the Alliance Française de Houston or seek guidance from administration for available learning resources.

Dress Code

Students are expected to dress respectfully and appropriately. The following are not allowed:

- Clothing with political messages, symbols, or slogans
- Attire containing offensive or disruptive language or imagery

This policy promotes a neutral and focused learning environment.

Policy Updates

Alliance Française de Houston reserves the right to update this policy at any time without prior notice.

Contacts

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