

CODE OF CONDUCT

VOXEA is a Swiss language school established in 1973 which mission is to be a leading language solutions provider and promote excellence in language education.

Our code of conduct states what we expect of students at VOXEA. This includes both in school and in any accommodation provided by the school. We aim to provide the highest quality of language learning all the while developing a culture of community and support, fairness and equality, trust and academic integrity.

To protect these values, and to guide our students in their responsibilities and expectations at the school, we have established a Student Code of Conduct.

When you join VOXEA, you agree to abide by the rules in our Code of Conduct. Students who break these rules may be asked to leave.

- Be on time for lessons. Students arriving at the course more than ten minutes late will not be allowed in class until after the next break.
- Attend school regularly. You must go to at least 80% of your lessons otherwise VOXEA will not deliver you a certificate at the end of your course.
- If you cannot come to school because you are sick, please contact us by 8:30 AM.
- Do not take food into the classrooms.
- Do not use your cell phone during class (except if your teacher specifically asks you to use it for a class activity). Your cell phone must be on silent and put away during class.
- Respect all the students and staff. You must not offend anyone because of his or her nationality, religion, gender etc.
- Anti-social behaviour (such as being rude, aggressive, bullying, sexually suggestive or disruptive) will not be tolerated. This includes any such behaviour on line/via social networking sites.
- If you are under 18, you must not break any laws such as drinking alcohol in bars, going to nightclubs etc. You must attend all of your lessons and be at home before your curfew as agreed with your parents/guardians.
- The teacher reserves the right to ask you to leave class if you display any behaviour that is threatening to the students or the teacher, disrupts the learning environment or negatively affects the atmosphere of the class. In such a case, you will automatically be referred to the School Director.
- If you have chosen family accommodation, remember that you do not live in the hotel but with a family that is not your own - so you must respect their rules and hours. Do not invite friends or visitors without asking your host family first. If you come home late from a night out, be careful not to disturb the host family or neighbours.

If students behave badly or with ill intent, as to seriously affect the smooth running of the services (lessons, accommodation, leisure activity) or the reputation of VOXEA, they will be immediately excluded, without notice or refund.

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