

Code of Conduct of Alliance Française of Westchester

Approved on October 25, 2023

The Alliance Française of Westchester (“AFW”) Code of Conduct applies to staff, directors, students (children, teenagers and adults), parents, caregivers, members and visitors to our premises.

AFW aims to create and uphold a safe, inclusive and positive learning environment for students of all ages.

Our core values.

- We will act **honestly, fairly, ethically and with integrity and respect** in all our activities.
- We all need to take **responsibility** and be **accountable** for our actions and the impact we have on others and our **environment**.
- We need **kindness** and **compassion** to empathize with, and aid, those less fortunate than ourselves.
- We **comply with all applicable laws, rules and regulations** and strive to enforce the **best practices** possible in the field of education.
- We want to be **respectful** in the way we treat others, ourselves and the environment around us.
- We aim to be **kind** and encourage **inclusiveness** by treating everyone fairly and equitably.
- **Integrity** stems from learning the importance of honesty, truthfulness and consistency in our actions.
- We will have the **courage** to confront the unknown and to resist intimidation or discouragement.
- AFW is a not-for-profit organization governed by a Board of Directors composed of elected Members who are not remunerated.

Responsibilities

All members of our community are expected to:

- Demonstrate honesty, integrity and high ethical standards.
- Treat one another with dignity, respect and fairness, regardless of race, ancestry, place of origin, ethnicity, creed, citizenship, religion, gender, age, ability, socioeconomic status, sexual orientation or any other attribute.
- Show proper care and regard for school property and the property of others.
- Respect safety and environment protection applicable guidelines and regulations.

Our staff is expected to:

- Work in partnership with parents / caregivers to enhance the learning, outcomes and support the wellbeing and conduct of students.
- Identify factors that may contribute to inappropriate conduct and advise without delay the Executive Director or members of the management team of any perceived threat or danger. Any inappropriate behavior by a staff member is ground for dismissal or other sanctions at the discretion of the Executive Director or the Board of Directors. AFW staff, in liaison with management and the Board of Directors, is to actively devise strategies to minimize these potential risks.
- Maintaining order in the school and holding students to a high standard of respectful and responsible behavior.

- Provide formal and informal, regular and meaningful feedback on student learning for parents / caregivers.
- Responding to and reporting behaviors which may have a negative impact on our school atmosphere.
- Report and manage all incidents of bullying, harassment, or violent conduct in accordance with the regulations applicable in the State of New York and AFW policies.
- Ensure compliance with the core expectations of AFW.
- Review and abide by this Code of Conduct, acknowledging their understanding by signing a copy of the Code at hiring and then once every year of employment.

Parents and caregivers are expected to:

- Encourage children to take responsibility for their own learning and behavior and to respect the rights of others.
- Keep the student's teacher informed of any health issues or any other relevant matters of concern which may affect teaching or other students.
- Take an active role in their child's progress, by ensuring their child is prepared for learning including attending class regularly and on time, and promptly reporting any late arrival, early pick-up or absence by contacting AFW Reception or the appropriate instructor.
- Help their child understand that it is not appropriate to tease or bully others.
- Review the Code of Conduct with their child and assist them to follow the guidelines provided.

Students are expected to:

- Show their commitment to study through punctuality, regular attendance and being ready and prepared to learn.
- Accept responsibility for their own learning and seek help when needed.
- Respect the rights of teachers to teach and other students to learn without disruption.
- Complete classroom activities and homework on-time to promote better learning.
- Show proper care and respect for school property.
- Treat fellow classmates with kindness and respect.
- Learn and interact in a co-operative and courteous manner.
- Respect and comply with requests made by the Executive Director, instructors or members of staff.

Directors are expected to:

- Promote and support the activities of AFW.
- Participate actively in the Board and Annual Meetings and be engaged in the work of other Committees if they choose to join them.
- Act in a manner to enhance and maintain the reputation of the organization.

- Make available to and share with fellow Directors and staff any expertise or information that may be appropriate to ensure proper conduct and sound operation of AFW development, governance and management.
- Respect the confidentiality of information relating to the affairs of the organization acquired in the course of service, except when authorized or legally required to disclose such information; not use information acquired in the course of service for personal advantage.
- Avoid any conflict of interest, or appearance of a conflict of interest, between their obligations as defined in the by-laws of AFW and their other activities and advise promptly the Secretary or the President of any potential conflict.
- Comply with all federal, state, or local laws and regulations governing the organization and understand and adhere to all governing documents applicable to the organization.
- Review and abide by this Code of Conduct, acknowledging their understanding by signing a copy of the Code at their election and then once every year.

Our Code of Conduct aligns with the guidelines promoted by the Foundation of the Alliances Françaises to which AFW is affiliated as well as regulations and guidelines applicable to educational and not for profit organizations operating in the State of New York.

Reviewed and acknowledged by:
(name, date and signature)