

THE
FRENCH
AMERICAN
opening minds SCHOOL
AN INTERNATIONAL SCHOOL

Parent-
Student
Handbook

2018-19

FASRI develops globally connected, responsible and adaptable citizens through an exceptional multi-language program that empowers students to realize their full potential.

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MISSION, VALUES, AND CORE COMMITMENTS

MISSION

FASRI develops globally connected, responsible and adaptable citizens through an exceptional multi-language program that empowers students to realize their full potential.

VALUES

Our efforts are guided by a set of values that reflect:

Partnership—engaging in collaborative relationships in the classroom, within our school, in our community, and with the network of French Schools around the globe to help us provide the best possible experience and opportunities for our students

Respect—exhibiting respectful behavior in all that we do

Strength—instilling a global awareness that keeps our minds open and adaptable, promotes excellence, and makes a positive difference in the lives of our students, faculty, staff and the state of Rhode Island, which is our home.

Diversity—embracing diversity and multi-culturalism that results in an appreciation of different perspectives and points of view

Curiosity—encouraging critical thinking, innovation, and a love of learning

Joy—pursuing our work, studies, and relationships with a joyful spirit and optimistic attitude

OUR CORE COMMITMENTS

We believe in working in partnership with the families who entrust us with their children's education and development from the time they enter FASRI to when they graduate from eighth grade. In doing so, our school will...

- provide an exceptional education for children in preschool through 8th grade;
- promote the intellectual, physical, and emotional development of our students in a safe environment;
- advance a multi-lingual program, with primary instruction in French and English;
- continue to adhere to the educational philosophies of the French Ministry of Education and NEASC, as evidenced by maintaining our accreditations;
- use the successful French educational model that is our core as a guide to introduce other language tracks by evaluating, selecting and adhering to the educational philosophies and core program of the respective country, hiring native speakers, and pursuing appropriate accreditation;
- commit to the principles and standards that enable us to recruit, retain and develop excellent faculty and staff;
- make decisions that preserve our financial stability and commitment to remain affordable; and
- embrace diversity that both represents the world in which we live, and truly inspires our students to become global citizens.

WHY IS THIS IMPORTANT?

It helps students learn better

The French-American School of Rhode Island seeks to foster a basic tradition of mutual respect, cooperation and community spirit. The school plays an important role in the lives of the children and families it serves and in the wider Providence community. As a diverse, multicultural institution we seek to represent a wide range of interests and a culture of open, effective communication is key. FASRI and parents work together to fulfill and support the school mission. To develop and enhance children's natural abilities, to maintain high academic standards and to help children build a sense of responsibility, the relationship between home and school should focus on one outcome: the education of the children. This shared sense of purpose determines children's success and achievement at FASRI.

Understanding the classroom experience of your child

Enrolling a child in a French school is a leap of faith for some American parents, and FASRI is committed building a comprehensive understanding of our way of teaching. Our school is part of a powerful, growing network of 494 French Schools around the world, called the Agence pour l'Enseignement Français à l'Étranger (AEFE). The national educational system is a proud part of French identity and the sharing and promoting of language and culture abroad is a high priority in France. All educational programs in France and abroad are closely regulated by the Ministry of National Education (Ministère de l'Éducation nationale, de la Jeunesse et de la Vie associative). At the primary and secondary levels, the curriculum is consistent for all students in any given grade, which includes public, semi-public and subsidized institutions. The benefits of enrolling a student in a French school include consistent quality among member institutions and among the teaching staff certified in France. Pursuing the French program through the high school level qualifies students to enroll in any French University, if they choose, and alumni of the French network schools are highly sought after at the college level.

Excellence in education is based on methods that work in any country but there is a lot at FASRI that will seem new to parents. American parents will learn about the French curriculum through interactions with child's teacher and email communications from the school. We also provide regular web articles and more in-depth information on the FASRI website. The staff is happy to answer your questions about the program.

At FASRI, language is not taught in one specific class, as it would be in a monolingual school. Instead, it is the vehicle for learning across disciplines. Parents select FASRI because they have confidence in the immersion process and understand the important of dual-language learning.

Building Partnerships between school and home

FASRI encourages teachers and staff, trustees, parents and community members to seek ways to work together effectively for the education of the French-American School's children. The following section provides policies and guidelines, clarifies roles and responsibilities, expectations and process and outlines a range of possible forms of involvement. The objective is to foster cooperation and shared vision while providing the best possible learning environments for our students.

A STATEMENT OF TRUST AND COLLABORATION BETWEEN PARENTS AND SCHOOL

In order to facilitate this relationship, FASRI expects that both parents and staff respect the following guidelines about what parents and school may expect.

What parents can expect from FASRI:

1. Open and honest communication about your child's academic and social development

Communication about student progress at FASRI takes many forms and channels, such as parent-teacher conferences, email correspondence and report cards. In cases where an issue arises unexpectedly or when something upsets the child or parent, the school may require time to fully evaluate all the information and parents may trust the school to make an informed decision in the best interest of the student. FASRI will approach each issue with respect and a willingness to listen and communicate honestly to ensure that the resolution will be healthy and favorable.

2. Clearly articulated expectations for school behavior and for academic performance

The school does its best to inform parents of their child's academic progress or difficulties promptly so that there are no surprises. Parents may expect their voices to be heard and that their concerns are given careful consideration.

3. A quick response to an inquiry or concern

Any inquiry by email will be acknowledged within 24 hours and answered within 48 hours.

4. Regular assessments and progress reports

Students at FASRI are assessed regularly on both a formative and a summative level, in both French and English. Parents can expect to be kept up-to-date and well-informed about their child's progress and areas in which their child may need some extra help.

5. Advance notification of schedules, calendars and events

Parents can expect as much notice as possible for upcoming activities and important dates, as well as schedule or routine changes. Our weekly email newsletter and website are important sources of information for our families, so please update the office if your email changes during the year.

6. Honesty and transparency in difficult situations

FASRI's program is unique and also very specific. When issues arise regarding a student's performance, school professionals will collaborate closely with parents and offer recommendations based on the best interest of the child and also the School Mission, Vision and

Values. If both parties cannot agree on what is in the child's best interest, it is sometimes the case that another program may better suit the student and parents.

7. Respect for the fact that parents make the final decision concerning their child

8. Extra help and resources to support the French language

FASRI's teachers are always willing to help struggling students improve their French and enhance their bi-cultural education. Periodic evaluations are conducted to find students who may need help, and individual plans for progress can be implemented by the SEL Specialists in order to support the student in every way possible.

What FASRI can expect from parents:

1. Above all, the school expects parents to support their child

We acknowledge that parents are an integral part of their child's education and experience at FASRI. Children need support, encouragement, consistency, and structure at home as well as at school.

2. Reinforcement of school policies and respect for school faculty and staff

In the classroom and hallways, students are expected to respect the guidelines set forth by teachers and staff. The rules in place at FASRI emphasize autonomy and should be reinforced at home. Students are assessed on personal development as well as their academic abilities. Both the curriculum and grading rubric encompass both halves of the learner, and this development of the whole child should be continued at home.

3. The school encourages parents to be their child's moral mentor

As parents know well, children often learn most powerfully by example. We expect parents to establish standards at home that are in harmony with those of the school. Likewise, we expect parents to support disciplinary decisions made by FASRI.

4. Communication of concerns/issues to the appropriate person

Issues arising in the classroom should first be directed to the classroom teacher before being brought to the Head of School. For a full description of FASRI's Communication Policy, please see the Communication section of this handbook.

5. Punctuality and active participation

This involves ensuring students arrive on time, returning paperwork in a timely manner, and attending school meetings and parent-teacher conferences. All of these forms of involvement help the school run as efficiently as possible to best meet the needs of the students.

6. Understanding and meeting financial responsibilities

This includes prompt payments of tuition and other school fees as well as cooperation and participation in any fundraising efforts the school undertakes including special events, the FASRI Fund and Parent Association activities. The school understands the socio-economic diversity of our parent body and expects that parents will participate fully in school life, be it in investments of time, money, or both. All contributions are critical to the success of our children's education.

7. Acting as a FASRI ambassador

Parents are FASRI's most important resource for promoting the school to the larger community. Each time you celebrate the cultural and educational richness of FASRI among fellow parents, friends, family and colleagues; it enlarges and strengthens the FASRI community. This not only keeps our enrollment healthy, but it expands our base of support for fundraising and special educational opportunities.

FASRI seeks excellence in communication with individual FASRI families and the community as a whole. If you hear something that concerns you, we expect you to never ignore it, and to go to an authority at the school to seek clarification. Individual behaviors reflect on everyone associated with the school, and misinformation about the school can damage our community and those associated with it.

8. Understanding and embracing the mission and values of the school

Belonging to the FASRI community is a privilege for us all. FASRI's mission and values may not be for everyone, and parents need to feel bonded to these key components of the school and be willing to embrace them. We ask that all FASRI parents take the time to familiarize themselves with our mission statement and core values of the institution.

IMPORTANT POLICIES AND INFORMATION

SCHOOL CONTACT INFORMATION

The French-American School of Rhode Island
75 John Street
Providence, RI 02906
e-mail: admin@fasri.org
tel: 401-274-3325
fax: 401-455-3437
web: www.fasri.org

HOURS OF OPERATION

Main Office: 7:30am – 5:30pm

Maternelle: 8:30am – 2:45pm (doors open at 8:15)
Elementary: 8:30am – 3:00pm (doors open at 8:15)
Middle School: 8:15am – 3:00pm

Early Drop-off: 7:30 – 8:15am
Afterschool: 3:00 – 5:30pm

CLASS SIZE

Class size averages 18 students with a maximum of 1:10 adult/child ratio in the pre-elementary classes.

ACCREDITATION

The school is fully accredited by the New England Association of Schools and Colleges (NEASC), the Rhode Island Department of Education, and the Agency for French Schools Abroad (AEFE) FASRI is part of an international scholastic network of 494 French Ministry of Education schools abroad, located in 130 countries and educating 320,000 students with one common curriculum.

MEMBERSHIPS

ISARI (Independent School Association of Rhode Island), AFSA (Association of French Schools in America), ISM (Independent Schools Management) Consortium, NAIS (National Association of Independent Schools), NEASC (New England Association of Schools and Colleges)

VISITORS/SECURITY

FASRI is committed to ensuring a safe environment for its students, families, faculty and staff. Please help us achieve this by keeping to the following routine procedure when visiting the school:

The school door remains locked, except between 8:15 and 8:30am, as students enter the building. The entrance is supervised at all times by camera and/or faculty supervision. During school hours, ring the front doorbell and you will be buzzed in. **It is compulsory for all visitors, parents, relatives and**

volunteers to report to the office, sign in and wear a visitor's badge so that it is clearly visible. On your way out, please sign out, return the badge and exit via the front door. Staff will approach any visitor not wearing a badge and ask them to report to the office. Only FASRI staff and students may circulate freely in the building.

Parents and guardians are not permitted to visit their children during the school day. If you need to drop something off for your child, the office will be happy to make sure he or she gets the item.

Anyone visiting a classroom or running an event, an enrichment program, PA event, or other must be approved by the Head of School after giving advance notice and sign in as described above. **All approved visitors must wear the badge handed out by the office.**

FOOD POLICIES

No Nuts: Due to the alarming increase of life-threatening allergies, FASRI implements a very strict NO NUTS policy. Nuts are highly allergenic. To protect the general health and welfare of our student body, no one may bring nuts or nut products into the building. This means that individual snacks, group snacks and any other food items eaten on school grounds should contain **no nuts or nut oils.**

Food-Sharing: For safety and liability reasons, all individual food (snacks and lunches) are to be considered as personal property and should not be shared with others under any circumstances.

Snacks: Families in the Maternelle classes (preschool to kindergarten) take turns to provide a week's morning snacks for their child's class. Each teacher displays a list showing the week(s) for which families are responsible. Snack guidelines are included in the summer mailing. Children in Elementary classes should bring snacks for recess and may not share them with other students.

Hot lunch program: The cost of lunch is \$997 (preschool through third grade) and \$1,052 (fourth through eighth grade) for the year. Registration is for the full year only. The menu offers a daily special with a fruit, vegetable and drink (milk or water). Families who do not wish to register for lunch every day may sign up for Pizza Fridays (\$185/\$193, full year registration only). Lunch is provided by Café de Vie. A link to the on-line registration form will be sent in the back to school packet. Contact the office by phone or email us at admin@fasri.org.

Forgot lunch? Individual lunch tickets may be purchased for \$8 for students up to grade 3 and \$9 for students grade 4 and above.

Lunchboxes: Children not on the hot lunch program bring lunchboxes to school, including their own dishware, napkins, cup and drinks. There is a water fountain available in the cafeteria. There is no microwave available to reheat packed lunches. In the interest of safety, children may not share their food, lunch or snacks, with other children. The school can only provide school lunch on field trip days if it is ordered in advance in the main office.

The Maternelle assistants and other cafeteria staff on duty help the younger students with their lunch,

encouraging them to eat if necessary. Please help the children and our staff by ensuring that their lunch is something they like and is easy to unwrap and eat.

SCHOOL CLOSINGS AND DELAYED OPENINGS

FASRI uses **an automated notification system** to contact parents in the event of inclement weather delays or closings. A message is sent to all phones and emails that we have on record for you. To ensure you receive these important messages, please check with the Main Office to confirm we have the correct phone numbers on file.

In the event of bad weather, delay and cancellation announcements will also be carried by Channel 10 and www.turnto10.com. We will also post any closings or delays on our website's homepage in red.

If there is a parking ban in Providence or if the Providence Schools are closed, FASRI will be closed. You should always check the media for confirmation. Final decisions will be made and a message will be left on the school answering machine by 6:30am. If there is a one-hour delay, this means that there will be no early morning drop-off.

If severe weather conditions force the school to close early, **please make arrangements to have your child picked up as soon as possible and before the announced closing time**. Cancelled school days are made up at the end of the school year in accordance with RI state law.

FIRE DRILL/LOCK-DOWN/EVACUATION

The school conducts fire, lock-down and evacuation drills regularly in accordance with the Rhode Island Board of Education regulations. All children and adults in the building at the time of a drill follow the drill procedure. For a detailed procedure regarding emergencies at FASRI, please see the Emergency Procedures section of this handbook.

USE OF SCHOOL PREMISES

It is forbidden to use school premises for private parties/functions or any other events that are not approved by the Head of School. The school does not permit the use of its telephones, fax machines, mail facility and photocopy machines for anything other than school business.

SCHOOL SUPPLIES

Students need to have the proper supplies to succeed. Families are responsible for buying and renewing the necessary school supplies as needed from the supplies list sent out over the summer.

LIBRARY

The library program is run internally and is part of the curriculum. All students visit the library. Students from kindergarten to grade eight may borrow books for a week at a time.

Elementary and Middle School students borrow books with teachers during school time.

Maternelle students take out books through their parents during opening hours (schedule to be

announced in early September). Parents of Maternelle students may borrow one book at a time for a maximum of one week.

Late book return or lost books may result in library privileges being temporarily withdrawn. Parents/guardians are requested to ensure good care of the books and other library materials at home. Anything item that is checked out should be returned in the same condition. Anyone returning library property in damaged condition will be charged the cost to replace the item plus a \$5.00 handling fee.

SUPPLIES AND SCHOOL PROPERTY

All school materials and supplies must be taken care of with respect. Any altered or missing materials, supplies, textbooks, or library books will be charged to the parents' account for replacement.

Textbooks are loaned to the students for the school year and must be covered during their use (no tape on the books, please). They should be returned to FASRI at the end of the school year in the condition in which they were given.

LOST AND FOUND

Please mark your children's clothing so that it can be easily identified if mislaid. If not, the item will be placed in the lost and found box kept in the 2nd floor stairwell. Parents and students are responsible for checking the box periodically for missing items. Lost items will be donated to charity on a monthly basis.

MONEY

Children are not authorized to bring cash to school for anything other than school purposes such as field trip payments, book fairs, etc. If they do, it is at their own risk.

TOYS AND BELONGINGS

No weapon or war-related toys are allowed on the school grounds. This includes any sort of fake gun, knife or other weapon. Students in PS and PK may choose to bring a comforting toy to school to use during naptime. Teachers ask parents to use their best judgment as to the educational or comfort value of the items brought to school. The staff cannot be responsible for their loss or damage. No permanent exchange of toys will be allowed in the school. We ask parents to return all borrowed school or classmates' material to the classroom.

In addition, no video games are permitted in students' possession.

CELLPHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

Students are not to use cell phones, iPods or other electronic communication devices during the regular school day, whether on campus or at school-related events. The school is not responsible for the loss or theft of student cell phones, laptops or other electronic communication devices.

All cell phones must be turned off during school hours and during after school activities. All electronic devices are brought to school at one's own risk.

SMOKING

By law, smoking is absolutely prohibited on all school premises, including offices, bathrooms and hallways. Smoking outside of the school building should always be out of the sight of students.

WEAPONS/DRUGS/ALCOHOL

The use or possession of weapons, drugs or alcohol is strictly prohibited on school premises. The sole exception to this policy is school-sponsored events, at which wine may occasionally be served to adults of legal drinking age only.

SOLICITATION AND NOTICES

In order to protect parents/guardians/employees from inadvertent and/or inappropriate pressure, the school prohibits parents/guardians/visitors/employees from soliciting other parents/guardians/employees on behalf of any cause or business opportunities on school premises unless the solicitation is specifically sponsored by the school. Parents/guardians/employees/etc. shall not distribute or post literature of any kind on the school premises unless approved by the Head of School.

LEGAL ISSUES

The school must be provided with a copy of any court order—restraining orders, etc.—that affects a parent’s authorization to pick up his or her child, so that all staff may be notified. School staff cannot be involved in writing testimonials or other documents unless ordered to do so by a court order.

HARASSMENT/BULLYING

It is the policy of FASRI that discrimination against any employee or applicant on the basis of sex, race, creed, color, religion, national origin or disability will not be accepted for any reason. In keeping with this policy, we strive to maintain human dignity and provide a work environment of tolerance and respect for students, employees, parents, and volunteers. FASRI is therefore committed to providing an environment free from all forms of abuse or harassment. Harassment in any form—verbal, physical, visual, or mental—will not be tolerated by FASRI.

SEXUAL HARASSMENT

In order to promote mutual respect and safety, it is important that each member of the school community follow certain guidelines for appropriate behavior.

Every member of the school community has the right to participate fully in school life free from fear of harassment. FASRI recognizes this right and has created this policy to protect it.

It shall be a violation of this policy for any member of the school community to harass another community member through conduct or communications of a sexual or inappropriate nature as outlined below.

We understand that very young children go through a phase of discovering their own bodies. We feel, however, they need to learn at this young age about appropriate behavior and respect of their bodies and those of their classmates. As such, all incidents between students which are sexual in nature will be relayed to parents of all parties involved as soon as possible. Parents will also be notified of all

consequences and/or actions taken regarding the incident.

WHAT IS SEXUAL HARASSMENT?

Any physical or verbal conduct by any school community member that disregards the dignity and self-esteem of others is unacceptable at FASRI. This includes, but is not limited to:

- Verbal harassment or abuse: unwarranted sexual or derogatory remarks, discriminatory comments, verbal threats
- Pressure for sexual activity
- Unwelcome touching and/or physical advances
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- Any conduct with the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive environment

GRIEVANCE PROCEDURE

Any person of the school community (staff, student, parent or volunteer) who alleges harassment by any staff member, student or other community member may use the channels detailed in FASRI's Communication Policy or may complain directly to the Head of School.

- Filing a grievance or otherwise reporting sexual harassment will not negatively affect the complainant's future status as a member of the FASRI community, grades or work assignments.
- The right to confidentiality, both of the complainant and the accused, will be respected consistent with the school's legal obligations and necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- A substantiated charge against any staff member in the school shall subject such staff member to disciplinary action, including possible dismissal.
- A substantiated charge against a student in the school shall subject that student to disciplinary action including detention, suspension or expulsion, consistent with the Student Conduct Contract.

FASRI STAFF-PROVIDED SERVICES

FASRI staff remain in the employ of the school until they have exited the building at the end of their working day. All childcare, carpooling, social or other individual arrangements made between families and staff must not interfere with the staff's work schedule and should be arranged outside of school.

Faculty members may not provide paid services, such as babysitting or tutoring, to families of the students in their own classes. All external tutoring services provided by FASRI staff must receive approval from the Head of School prior to any formal arrangements being made.

For safety and liability reasons, FASRI staff members are not allowed to provide transportation to or from school for students.

CLASSROOM GIFTS & FACULTY APPRECIATION

No member of the faculty or staff shall accept any gift of cash from a parent or vendor, or any gift of more than token value (\$25). Reception of such gifts should not interfere with school hours, as teachers are in charge of their class and responsible for their students during the school day. Please reserve faculty appreciation for the end of a school day.

BIRTHDAYS AND PARTIES

Families are welcome to celebrate their child's birthday by sending a healthy cake with him or her to school, but remember it must contain no peanuts, peanut products or nuts.

For private birthday celebrations: we request that no party invitations be distributed at school. Birthday parties must not interfere with the school schedule and must be approved by the classroom teacher.

FUNDRAISING

FASRI welcomes volunteer help with fundraising! All fundraising is coordinated by the Advancement office. If you would like to get involved, please contact the Head of School at cbonnet@fasri.org, or at 401-274-3325.

VOLUNTEERS

Volunteers are a major factor in FASRI's success and are greatly appreciated. They are a valuable asset and provide support and talent in areas that supplement the work of the staff. It is also beneficial to the students since it establishes a link between their family and school life, reinforces the spirit of community and demonstrates common interests and shared values. Volunteers are from the school (parents, staff, board members, students) and from the community at large (students, professionals, etc.). Volunteers should report to the person supervising their involvement (teacher, administration, committee chair, PA, etc.).

Opportunities for volunteering include:

- Parent's Association (see below)
- Providing extra help and sharing special talents in the classrooms
- Annual fundraising event and FASRI Fund
- Class parents
- Open House events

And many more! To find out how to get involved, please contact Raissa Mensah at rmensah@fasri.org.

State Law (R.I.G.L. 16-2-18.4) now requires that all school volunteers must undergo a state criminal background check prior to beginning volunteer work within the school. Liability issues may require volunteers to sign an Assumption of Risk, Liability Release and Covenant Not to Sue form issued by the FASRI office. In addition, volunteers interacting with students should always be accompanied by a staff member. FASRI students are not to be left under the sole care of volunteers.

PARENT ASSOCIATION

The FASRI Parent Association (PA) meets regularly during the school year. PA meetings are held bi-monthly. Please check the school calendar for dates.

All FASRI parents are automatically members of the PA. There are no dues and the PA will cover their costs through ticket prices to selected events and from the proceeds of Café Day.

The goals of the PA:

- Provide a way for parents to be involved and have a positive impact on their child's education
- Provide social opportunities for families
- Help coordinate volunteer support for FASRI and support activities in the school
- Help teach students about philanthropy and helping others through community service and outreach
- Provide an opportunity to connect with the school's administration
- Raise money to finance PA activities

Among the annual activities supported by the PA are the Annual School Family Picnic, Mardi Gras, Teacher Appreciation Luncheon and Family Fun Events. The PA is also involved in various fundraising activities to help provide extracurricular activities for our children.

All are welcome to attend the FASRI PA meetings and social events. Dates and times of meetings will be posted on the website and included in the weekly newsletter. Meeting dates are announced in early September.

The PA coordinates class parents, who are responsible for supporting the teachers, communicating with the parents in their class and organizing various classroom activities throughout the year.

CAFÉ DAY

Café Day is a PA-sponsored bake sale and coffee hour that happens the first Friday of every other month. It is a chance for FASRI parents to socialize and get to know one another while supporting the Parent Association. Younger siblings are welcome to attend. FASRI students may purchase baked goods or a drink provided they are accompanied and supervised by a parent/guardian, behave properly (no play, no running around) and leave the cafeteria by 8:30 am. Any students who are late due to Café Day must get a late pass from the office.

SOCIAL NETWORKING

Social networking (via Facebook, MySpace, Twitter, blogs, etc.) is a useful way to connect with others over the Internet. The school is doing more social networking than ever before through a FASRI Facebook page for teachers, families, alumni and friends; our Twitter page (@TheFasriMind), and our YouTube channel (fasriTV). These outlets help us reach out to the larger community and showcase our school. Please review the following policies we have instituted in order to keep social networking a useful tool of communication.

- Social networking sites are not a replacement for the existing channels of communication at

FASRI. All concerns regarding your child or the school must be addressed in person to the appropriate FASRI faculty member or administrator.

- In the interest of personal privacy and the respect of the professional status of our faculty and staff, no employee is obligated to allow parents or other employees access to their social networking account.
- FASRI students (and alumni under 18) requesting access to employees' social networks will be declined.

ARRIVAL, DISMISSAL AND AFTERSCHOOL PROGRAM

Your child's safety is of the utmost importance at FASRI. We need to monitor carefully where and how your children are dropped off and picked up to ensure safe arrival and departure to and from the building and provide predictability to all parties involved. In order to do this, we ask the following: FASRI requests that parents/guardians learn and adhere to all procedures in order to ensure the safety of all children and staff.

Students will only be released to individuals authorized by the parent/guardian.

There is no parking allowed on the school side of John Street (from Brook Street to Hope Street) during regular school hours.

Arrival

Students must enter through the main school entrance at the top of John Street (the entrance closest to Hope Street). Students may enter the school between 8:00 and 8:30 and report to class. Instruction begins promptly at 8:15am for the Middle School and 8:30am for the Lower School. For fifteen minutes prior to the beginning of class, parents can go to the classrooms with their children to speak with teachers. These parents must park opposite the school or on one of the adjacent streets prior to entering the building. Parents must leave the building before the start of instruction to ensure a quiet and conducive learning environment.

Drop-off

- Cars should form a line going up John Street towards Hope Street. Students from the first four or five cars should be ready to exit promptly.
- **Drivers should not exit their vehicles or open the driver side doors during drop-off.** For your safety and for the consideration of others in line, please find parking if you must remove your child from a car seat.
- When students have exited the cars, they must shut the doors promptly and enter the school building.
- Cars should drive away in the same order they have arrived.
- One or more FASRI staff members will always be on duty in front of the building during morning drop-off.

Dismissal/Pick-up

- Maternelle Half-Day - parents are expected to come inside the building at or before 11:30am and wait for their children outside the front office.
- Full-Day Maternelle - dismissal begins at 2:50pm. Cars should form a line going up John Street. The Director of Extracurriculars will be outside, calling in on a walkie talkie to whomever is facilitating dismissal.
- At 3:00pm, dismissal begins for the remainder of the school. Names will be called over the intercom system. Students are expected to exit the school promptly to keep the line moving. Cars should drive away in the same order in which they arrived.
- John Street is one-way toward Hope Street between the times of 2:45 and 3:15 in order to ease traffic congestion and pick-up.

- Students who are walking home must have permission from parents (completed in registration form) and must sign out in the office before exiting the building

After School Pick-Up

- After School hours are from 3:00pm to 5:30pm every day.
- Children who have not been picked up by 3:15pm are immediately enrolled in after school. Parents/Guardians will be charged for Session A (until 4:15pm) or Sessions A&B (until 5:30pm) as appropriate.

Bus

- School buses will pick children up from the school's east exit further down John Street (Brook Street end).
- Teacher Assistants will collect Maternelle bus riders from their classrooms and ensure they get on the bus.
- Elementary and Middle School bus riders are responsible to get to the bus pick-up area of the building promptly to meet the staff in charge.
- Elementary and Middle School students are responsible for knowing their ride each day.
- Scheduled bus riders are automatically directed by teachers to the bus pick-up area.
- **Buses cannot wait for late children.** The office will notify parents if a student misses the bus.
- Depending on the pickup time, students will be directed to the office or to the after school program.

Unexpected Changes

Parents should inform the School Office of any pick-up changes as soon as they can in order to ensure a smooth and safe dismissal process. If same-day changes cannot be avoided, the School Office must be notified by 12:00 pm. For any changes made after 12:00 pm a parent must come into the School Office and sign out the student.

Relatives other than parents/legal guardians and other designated adults must be listed on the student's Back to School Registration Form in order for us to allow the student to leave the premises with those individuals.

In the Back to School Registration Form filled out by parents/guardians every year, parents provide the school with the full names of individuals allowed to pick up their child from school. If the person picking up the child is not on the list, parents must provide the school a signed note saying that their child can be released to this individual. If a parent/guardian needs to amend their list of authorized individuals, they must submit an Authorization to Release form, which can be requested in the Office. This individual must present the office with photo identification that the office will copy and store with the letter.

In case of a last-minute change or addition, please send to the school office a signed and dated note authorizing your child's release to the new person and including the dates for which permission is given. Email authorization is accepted from a parent/guardian's email address that we already have on record. The school will not release students to anyone, under any circumstance, other than those stated above. Anyone picking up students must carry a photo ID. **Permission may not be left in a voicemail.**

If a child should not take a bus on a scheduled bus day, parents/guardians must call and inform the School Office by 9:00am. **A text or phone call to the student's cell phone cannot be considered as an authorization.**

GARDERIE/CLUBS SIGN-OUT

- All children staying after school must be signed out in the Main Office at pick-up time.
- Students authorized to walk home by themselves must sign themselves out in the office at the

end of their afterschool activities.

- We can only guarantee space in La Garderie to those who register 24 hours in advance. Last-minute additions can only be granted if space allows.

For safety reasons and space constraints, the school does not store children's car seats for playdate/carpooling/pickup arrangements. No exceptions will be made.

LATE PICK-UPS

School supervision ends at 3:15pm

Please ensure that you pick up your child(ren) on time. The school cannot ensure supervision for late pick-ups. Children will be taken to the Afterschool program and families will be invoiced accordingly.

PICK-UP / DROP-OFF DURING SCHOOL HOURS

The school encourages families to schedule doctor's and dentist's appointments outside school hours, but if a child needs to be picked up early, parents/guardians should report to the office and sign the child out at pick-up time. To minimize class disruption, school staff will go get the child or call the classroom. When the parent/guardian has arrived, the child will be called to the office for dismissal. Advance notice of the pick-up is recommended to avoid schedule conflicts. Children are not permitted to arrive late, take time off school or leave early in order to participate in out of school activities such as sports or music lessons. Maternelle students should be accompanied into the building by the parent/guardian outside of the regular drop-off hours.

SCHOOL BUS

Only children in kindergarten and up may take the school bus, though younger siblings may also be eligible for transport. For those living in the following towns, please call RIDE Statewide Student Transportation System at 401-222-5030 to request bus transportation:

- Barrington
- Bristol/Warren
- Cranston
- Johnston
- North Providence
- Pawtucket
- Smithfield

The registration deadline with RIDE Statewide Student Transportation System is July 31. For families living in other towns, please contact your local school department to register your child for school bus transportation to and from FASRI.

For families living Providence, call 401-456-9269 to register and get a bus pass. Transportation is typically arranged during the summer prior to the new school year. Those registered after August 1st may not receive a bus pass.

EXTRACURRICULAR PROGRAMS

Extracurricular programs at FASRI provide a safe, enriching and positive experience that carry the school's core values and curriculum into the extended day. These programs are divided into three sections:

- La Garderie: our general after-school care program
- Clubs: our specialized enrichment activities
- Camps: offered during our October, February, April and summer breaks

La Garderie

Offered daily: 3:15 - 5:30pm

Session 1: 3:00 - 4:15pm

Session 2: 4:15 - 5:30pm

Students in La Garderie are placed into age-appropriate groups (Maternelle, Elementary, and Middle School). Our elementary and middle-school students get a jumpstart on their homework during a supervised study period and also have the chance for outdoor play, library time and technology-based educational games. Our Maternelle students participate in enriching activities in French. **Snacks are not provided by the school and should be sent with your child.**

Register for La Garderie

In order to ensure proper staff-to-child ratios in after-school care, parents should pre-register their children for La Garderie.

Pick-up from La Garderie

Parents or authorized caregivers must sign out their children in the Afterschool attendance sheet. La Garderie ends promptly at 5:30 PM. After this time, parents are charged an additional \$12 for every 10 minutes they are late in picking up their child. This should be paid by check at the time of the late pickup.

CLUBS

Clubs at FASRI offer a variety of structured, specialized activities for children of all ages.

Fall Session: September - mid-January

Spring Session: mid-January - June

Costs and schedules vary. For more information, see the Clubs brochure.

Register for a club

Club costs vary from activity to activity. To register for a club, parents must complete the registration form and submit it to the Director of Extracurricular Programs, along with a check for the fees listed in the brochure.

Payment is required in advance of the first class and is non-refundable. Full payment is required to ensure registration.

CAMPS

October Camp: October 15-19, 2018

February Camp: February 19-22, 2019

April Camp: April 22-26, 2019

Summer Camp: June 24 - July 19, 2019

Costs and schedules vary.

FASRI Camps offer the students the chance to continue playing and learning in French when school is not in session. Campers are divided into age-appropriate groups and participate in a variety of activities in French, which may include outings and field trips.

Register for a camp

Parents receive information and registration forms for camps at least two months before the start dates. In order to register, parents must apply on line. Payment is required in advance of the first day of camp and is non-refundable. Full payment is required to ensure registration.

STUDENT LIFE

FASRI LEARNING CYCLES

The French-American School's curriculum is structured around the learning cycles of the French education system. Please see below for a more in-depth look at FASRI's curriculum structure.

MATERNELLE			
	French	US equivalent	General Curriculum
CYCLE 1	Petite Section (age 3)	Preschool	The French Maternelle provides the bilingual foundation for all future learning. French immersion with an introduction to English literacy.
	Moyenne Section (age 4)	Prekindergarten	
	Grande Section (age 5)	Kindergarten	
ELEMENTAIRE			
CYCLE 2	Cours Préparatoire (CP) (age 6)	First grade	Acquisition of reading, writing, concepts of numbers, introduction to concepts of time, space, matter and life.
	Cours Élémentaire 1 (CE1) (age 7)	Second grade	
CYCLE 3	Cours Élémentaire 2 (CE2) (age 8)	Third grade	Mastering, consolidating and supplementing the skills introduced in Cycle 2. Developing the ability to search, abstract and select with independent, methodical and rigorous work habits.
	Cours Moyen 1 (CM1) (age 9)	Fourth grade	
	Cours Moyen 2 (CM2) (age 10)	Fifth grade	

COLLEGE		
French	US equivalent	General Curriculum & French, English
6ème (6e) (age 11)	Sixth grade	Middle School: centers on the intellectual, social, emotional, and physical developmental needs of young adolescents & fully prepares them for a smooth transition into high school. Our curriculum provides appropriate programs, policies, and practices that foster the academic & social development in positive ways. Components include: interdisciplinary teaming, advisory programs, varied instruction, exploratory programs, and transition programs.
5ème (5e) (age 12)	Seventh grade	

CLOTHING
Dress code

There is no formal dress code at FASRI. It is part of the responsibility of teachers and administrators to set standards for dress and grooming as they relate to a co-educational setting. Students are expected to dress in fashion that will not cause others to be distracted from academic pursuit during instructional time or at activities. Students are to wear clothing which reflects non-provocative styling and are appropriate in a co-educational classroom. All students should be dressed neatly, simply and comfortably in clothes that are suitable for their age and for a school environment, while allowing them to participate fully in the day’s activities. Children should wear practical, well-fitting, comfortable shoes. For safety purposes, open-toe shoes and flip flops should not be worn. The school reserves the right to make a final decision regarding suitability of clothing and accessories.

Please make sure that students are warmly dressed in cold weather as it is school policy to hold recess in the park as often as possible, weather permitting. If your child wears boots to school during the winter, he/she should have a pair of shoes for the classroom and other areas indoors.

Physical Education

Sneakers and pants or shorts are required for all students on physical education days (check your child’s schedule with the teacher). A child without the appropriate clothing or shoes might lose the opportunity to participate in the PE class.

Maternelle

Children in the Maternelle grades are asked to bring a set of spare clothes (underwear, socks, pants, and top) to be kept in the classroom in case of mishaps.

RECESS

Recess is held outdoors as often as the weather permits. In the event of inclement weather, temperatures below 20°F or above 100°F, structured and age-appropriate activities will be arranged inside the building.

FIELD TRIPS AND ENRICHMENT PROGRAMS

Parents/guardians are asked to sign an authorization form at the beginning of the school year allowing students to participate in field trips. A financial contribution may be asked to cover the cost of transportation and/or entrance fee. All payments for field trips and classroom/curriculum related activities, etc. must be given to the classroom teacher in a sealed envelope with the child's name, amount and purpose written on it.

Field trips and enrichment programs are an essential part of the FASRI academic program and a valuable educational experience for the students. Field trips are fully integrated into the curriculum. An absence from a class or field trip is considered an absence from school and will be treated in the same fashion.

Our primary source of transportation is provided by chartered bus. Chaperones are considered school volunteers and therefore are subject to the mandatory state criminal background check prior to engaging in chaperone work. Parents/guardians who chaperone any field trip must cover their own expenses.

Ultimately, teachers are responsible for the organization of the field trip activities and parents willing to volunteer as chaperones need to get the approval of the class teachers in advance.

CAHIER DE LIAISON

The "*Cahier de Liaison*" enables teachers and parents of Elementary Students to communicate. Messages can be sent inside it to ask teachers a question. Teachers can also inform parents of news pertaining to their child or the class in general. Parents should check the *cahier* every night for important information. **Information and notices posted in the Cahier de Liaison must not be removed.**

Children are responsible for carrying the *Cahier de Liaison* with them daily. Parents of children in other grades will be informed by the teacher as to what system of communication will be used. If the *cahier* is lost, a fee of \$15 will be billed to the family in order to supply the student with a replacement.

ABSENTEEISM

If a child is absent because of illness, a doctor's appointment or for any other reason, please inform the office by 9:00am, otherwise the office will call to confirm the reason for the absence. The child must hand his/her teacher a written note (stuck into the Cahier de Liaison for elementary students) from the parent/guardian stating the date and time of return and the reason for the absence upon returning to school.

Absences during the school year can cause your child to miss critical components of the program that

cannot be made up. Except for illness or emergency, we ask that you do not take your child out of school. All family trips should be planned within vacation times. Excessive absenteeism and tardiness may disrupt a child's academic progress and result in repeating a year.

TARDINESS

Middle School classes begin at 8:15am. Morning meetings in the classroom begin promptly at 8:30am in the Elementary and 8:30 am for Maternelle students. Please note that in Middle School a student who is late for the first class of the day will not be authorized to join the class. He/she will wait in the main office for the first block and will be allowed back in the class for the next block.

Late slips

If your child is late, they need a late slip from the Main Office to be admitted to class.

Maternelle students who arrive after 8:30am must wait in the office for an assistant teacher to come and pick them up.

Recommendation

We strongly suggest that:

- You bring your child to school early (8:15am for elementary) so that he/she has time to settle and socialize before school starts.
- You remind your child to go directly to his/her classroom upon arrival at school.

Reflection on progress reports

Absences, late arrivals and early dismissals will be part of progress reports each term.

Consequences

Students who are late often miss important instruction time. This can have a negative impact on your child's education and sends the wrong message to your child.

REPORT CARDS/PROGRESS REPORTS

Marking periods are divided into two semesters as follows: September-December, January-June. Parents and students will receive full Report Cards in January and in June to report on student's performance. In October and in March, families will receive a Progress Report to communicate on student's progress on individual goals. The Progress Report will act as an invitation to Parent-Teacher Conferences (which will be held in October and in March) and will be an opportunity for parents and teachers to set individual goals for each child.

PARENT / TEACHER CONFERENCE PERIODS

Two conference periods are scheduled, one in October to discuss initial assessment of the student and plans for the year and one in March to review progress and set individual goals for the rest of the year. We urge that parents make every attempt to attend and hope that both parents are able to come. The dates and times of parent/teacher conferences are announced several weeks in advance in the Weekly News and posted on the school website to give parents time to adjust their schedules. Parents must sign up for conferences on the school's website. The school does not provide childcare during the

conferences.

SPECIAL NEEDS AND TUTORING

When a student is experiencing difficulty, his/her teacher will notify the parents promptly. The school will work with parents to determine the best way to support the educational needs of their student. An appropriate support program will then be put into place at the school level. The French education system use a program called the PPRE (Programme Personnalisé de Réussite Éducative) to help students obtain the knowledge or competences they need to demonstrate in their scholar cycle. FASRI may provide 'in-house' tutoring for students when possible.

If FASRI is unable to provide the required services to bring the student up to level, FASRI may recommend an evaluation for the student with the consent of the parents. Parents and FASRI will be involved in every step of the process of addressing the student's needs. If a parent/guardian goes outside of the school network to receive academic support services, they must inform FASRI so that the school may track progress and maintain involvement.

REASONABLE SUSPICION/SEARCH & SEIZURE

School personnel who have reason to believe that a search will produce evidence that a student has violated or is violating the law or school rules, may conduct a search and may seize contraband. Searches of desks, lockers, etc. may be held at any time such reasonable suspicion exists.

BEHAVIOR MANAGEMENT POLICIES

At FASRI, we strive to teach our students how to develop resilience, to embrace cultural diversity, to build on individual differences, to contribute positively to their community and to collaborate and engage in conflict constructively. We believe in empowering students to make the best decisions regarding their behavior in school. Students need to be taught effective strategies to recognize and control their emotions, to solve disagreements and conflicts in a positive manner and to adequately report incidents or share concerns.

FASRI Code of Conduct

To maintain a safe, orderly and nurturing environment, FASRI follows a Code of Conduct:

- I am respectful.
- I am responsible.
- I am safe.
- I am prepared.

We are at FASRI to learn, therefore:

- I will do nothing to keep my teachers from teaching and anyone from learning.
- I will cooperate with my school community.
- I will respect others, the environment and myself.

Students and staff are expected to model a positive behavior and they have the opportunity at each beginning of the school year to review, discuss, and modify the guidelines. It is important that students are involved and engaged in reviewing and discussing the guidelines to better enforce them.

Student Guidelines

In general, students will be held to the following guidelines in school:

- Follow teachers' instructions.
- Come to class with necessary material (e.g., books, pencils, notebooks, etc.) and completed assignments.
- Raise your hand and wait for permission to talk.
- Keep your hands and feet to yourself.
- Be in your seat.
- Walk down the halls quickly and quietly.

FASRI Code of Conduct 2018-19

Code of conduct	Classroom 1	Bus 1	Cafeteria 2	Corridors & stairs 2	Lavatory 3	Neighborhood 3
I am Respectful	Listen politely to others Make choices that help others learn	Be polite Use conversational tone Respect everyone on bus, including driver	Stay seated Quiet voices Only food & water on table	Walk Use conversational tone Someone holds doors Stay in line (2x2, 1x1)	Keep bathroom neat & clean Respect school property	Respect property of others Be respectful of the community Use appropriate language
I am Responsible	Take care of my belongings & those of others Cell phone stays in locker Keep area clean Be involved in the life of the class	Collect my belongings before exiting	Bring my food & drink Food: In plate or in mouth Use sign for permission Keep area clean	Eyes forward Stay w/group Close lockers gently	Use facilities in an appropriate & timely manner Report vandalism to staff	Inform staff of problem situations Use public walkways at all times
I am Safe	Stay in assigned seat Use your school supplies for their intended purpose Walk	Stay in my seat	Stay seated Eat my own food	Hands side by side All eyes forward Legs safe Lips quiet	Ask permission to use the bathroom Flush toilet & wash hands Keep hands & feet to myself	Walk 2x2 Keep moving with the group Stay away from strangers Obey traffic signal

CLASSROOM OR OFFICE MANAGED MISBEHAVIOR

Is behavior classroom or office managed?

Classroom Managed	Office Managed (Counselors)
Preparedness Calling out Classroom disruption Refusal to follow a reasonable request (insubordination) Failure to serve a consequence Put Downs Refusing to work Inappropriate tone/attitude Electronic devices Inappropriate comments Food or drinks Cheating Losing school material Bringing unauthorized items from the house Removing clothing	Chronic minor infractions Aggressive language Bullying Harassment of student or teacher Truancy/cut class Fighting or aggressive physical contact Leaving school grounds Foul language at student/staff Not w/class during emergency Gambling Dress code Smoking Vandalism Alcohol Harming oneself Child abuse - report to authority Drugs - report to authority Threats - report to authority Weapons - report to authority

Procedure for Misbehavior

At FASRI, we focus on teaching children what to do, because they have been invited to think through the situation and use some basic guidelines (such as respect and helpfulness) to find solutions. They are active participants, not passive receivers.

In case of conflict, our staff will follow the steps below:

- Ask: "What happened?"
- Follow up with: "How did it make you feel?"
- Encourage the other person to restate what the other just said.
- Work with both parties to brainstorm solutions.
- Develop an agreement with disputants for a plan of action.
- Share the results of the mediation with the teachers and supervisors.

If behavior is modified:

- Acknowledgement to students for the correction.

If behavior is NOT modified:

- The student might be taken out of the classroom to privately discuss further, either immediately (when possible) or after class (e.g., during recess time), and help him or her find the appropriate response.

- Make sure that the teacher and the child are on the same page (i.e., that he or she has an agreement with the teacher).
- When back in session, the child might be discreetly reminded about the agreement.
- If misbehavior persists, parents will be informed via email with incident report, to help reinforce the appropriate behavior.

CONSEQUENCES

- **Level one:** Apology (verbal, w/drawing, letter...)
- **Level two:** Apology (verbal, w/drawing, letter...), and incident report emailed to parents
- **Level three:** Move to upper grade classroom for [time T.B.D.]
 - and/or- 1-on-1 support with SEL Specialists
 - and/or- Reflective writing
 - and/or- class lesson (ex: how to manage [anger] in front of others)
 - and/or- Revocation of privilege and
 - incident report emailed to parents
- **Level four:** Team meeting w/behavior plan (SST) followed by meeting with parents
- **Level five:** Suspension (inside or outside, T.B.D.)
- **Level six:** Expulsion by H.O.S.

GUIDELINES FOR PARENTAL SUPPORT AT HOME

Homework

Homework is assigned to all students in Grades 1 – 8. FASRI teachers encourage students to take full responsibility for their homework. Further information can be found in the student’s planner / *cahier de texte*. Parents are asked to ensure the timely completion of homework. If your child experiences difficulty keeping up with assigned homework loads, please notify the teacher.

Expectations for homework

Grades 1 & 2:	10-20 minutes per night
Grade 3:	15-30 minutes per night
Grades 4&5:	20-45 minutes per night
Grades 6-8:	30 minutes – 1 hour per night

TV viewing, internet access and video games

Parents are strongly encouraged to monitor all of their children’s activities closely, for both quantity and quality. If unguided, a student can use electronic media in excess, creating a dependency upon outside excitement for entertainment and curtailing an inherent capacity for creativity and imagination. Unmonitored access to the internet may also expose students to information that is developmentally inappropriate and work against the development of the strong value system and good decision-making capabilities that we encourage at FASRI.

Rest

It is very important for children of all ages to get adequate sleep each night (Ages 3-12: up to 10 hours). A developmentally appropriate, regular bedtime and a good breakfast do much to ensure a productive day in school for your child.

COMMUNICATION AT FASRI

CHANNELS OF COMMUNICATION

At FASRI, we understand that parents need to be kept well informed about both the progress of their child and the happenings at the school. As a result, there are many different ways that FASRI communicates with its families:

FASRI Weekly News email is sent out every Wednesday and contains vital information for the coming week, including important dates, deadlines and announcements. The weekly news is our main channel of regular, school-wide communication so parents must be responsible for checking this resource and updating the office promptly with updated contact information.

Cahier de Liaison/notebook check is sent home every Friday to facilitate regular communication between parents and teachers.

FASRI's website is updated regularly with important information. Go to www.fasri.org for full information about FASRI.

New Parent Orientation takes place in the spring to welcome and provide information for new parents.

Middle School Orientation happens in the spring and is open to future sixth graders and their parents.

Back to School Night takes place in the first month of school. It serves to introduce the school and faculty to FASRI families and allows for a presentation of the class curriculum by the classroom teachers.

Teacher and library blogs, and emails

In addition to school-wide email correspondence, parents may receive regular updates from teachers and class parents by email. Teachers upload photos and news of activities to classroom blogs to keep parents up to date on what is happening each week in school. This is an excellent resource for parents to stay informed and we recommend that parents visit blogs on a regular basis.

Class lists

Class lists are sent out to families at the beginning of each school year.

Surveys

FASRI carries out surveys regularly throughout the school year:

New Parent Survey	October
General Parent survey	February-March
Graduating student survey	May

CONTACTING TEACHERS

Our teachers are remarkably talented and dedicated to the success of each of their students and are always happy to respond to parental concerns. We ask that you respect the time needed to prepare and present their lessons by adhering to the following guidelines. Whenever possible, please use the “Cahier de Liaison” or make an appointment in advance. This may be done with the teacher by email. Teachers’ email details are listed in the back of the School Directory and on the school website. Please respect teachers’ privacy and do not telephone them at home.

Teachers are usually not available for meetings during school hours (8:15am to 3:15pm), but may make arrangements according to their discretion. Parents who wish to speak to a teacher at drop-off time must report to the office, and the office will call the teacher to see if he or she is available. A parent/guardian contacting a teacher by email can expect a response by the next business day.

If a problem or concern arises, parents should communicate directly to the school according to the following step-by-step guidelines. Email and social media offer fast and convenient solutions for day-to-day messages but direct personal communication is essential for maintaining open and productive relationships between school and the parents.

QUESTIONS AND CONCERNS—A POLICY OF OPEN COMMUNICATION

The school is committed to providing FASRI families with meaningful communication and comprehensive information, and therefore consistently favors a direct, personal and individualized communication with families. Our whole team firmly believes that every child is unique and we approach each query on an individual level to present families with specific and confidential answers about the issues involving their children. The school asks parents to seek direct information from the faculty and staff whenever an issue arises.

FOR EDUCATION ISSUES

Step A: Communication with the teacher

Teachers have a day-to-day familiarity with student progress, therefore they are the best able to efficiently resolve the majority of education issues. Most of the questions regarding the students within the classroom setting can be answered by the teachers, including: assessment of students’ progress, successes and difficulties, educational objectives and methods, schedules, homework load, class discipline, relations with classmates, and educational field trips.

To plan a meeting with the teachers: parents may schedule an appointment with the teacher(s) by email and should try to meet with both English and French teachers if appropriate. If questions still remain, the teacher or the parents may suggest a meeting with the SEL (Social and Emotional Learning) Specialists to discuss the issue further.

Step B: Communication with the SEL Specialists

This is the second step in the dialogue between the parents and the school. The SEL Specialists will help parents reach a better understanding of the objectives and general content of the French and English curriculum.

The SEL Specialists can answer many questions including: counseling, overall discipline policy, overall educational objectives and methods, students with special needs, etc.

To plan a meeting with the SEL Specialists: parents may schedule an appointment by email. If questions remain after the meeting, the SEL Specialists should propose, or parents may request a meeting to discuss the issue further with the Head of School.

Step C: Communication with the Head of School

Parents should first consult with their children’s teachers and SEL Specialists. However, parents should not hesitate to make an appointment with the Head of School should they consider answers received during their meetings with the teachers and SEL Specialists incomplete. In this case, the Head of School can answer questions including: overall school program, overall coordination between French and English program, overall enhancement or special programs, or overall discipline policy.

The Head of School shall investigate the issue and shall provide a prompt follow up. To make an appointment with the Head of School: email him directly at cbonnet@fasri.org.

FOR ADMINISTRATIVE ISSUES

Fundraising

For questions regarding fundraising, parents are invited to schedule a meeting with Christophe Bonnet at cbonnet@fasri.org, indicating the topic of the meeting.

Admissions and Financial Aid

For questions or issues regarding admissions and financial aid contact Raissa Mensah, Director of Admissions via email at rmensah@fasri.org.

Tuition Payment and Other Payment Issues

Parents are invited to schedule a meeting with Lynne Malone, Director of Finance & Administration via email at lmalone@fasri.org, indicating the topic of the meeting.

COMMUNICATING WITH THE HEAD OF SCHOOL

Parents are welcome to schedule a meeting directly with the Head of School if the subject matter does not concern the classroom, if a meeting is recommended by the Director of Admissions, the Director of Finance & Administration, or if they consider answers received during prior meetings incomplete. This may include: personnel issues, legal issues, tuition and fees, school safety, special projects, suggestions for improvement.

To plan a meeting with the Head of School: schedule an appointment via email at cbonnet@fasri.org. All decisions and conclusions provided by the Head of School will be final.

COMMUNICATING WITH THE BOARD OF TRUSTEES

FASRI’s Board of Trustees is dedicated to the governance of the school as a whole and does not intervene with its day-to-day management. It is not engaged in operational issues, and Trustees cannot respond

individually to a constituent's—parents, staff, volunteer, or individual—operational concerns.

However, should a grave and exceptional matter affecting the integrity or the fiduciary balance of the school require direct parent communication with the Board, a request in writing should be emailed to the school jointly addressed to the Head of School at cbonnet@fasri.org and to the Chair of the Board at board@fasri.org. The Head of School and the Chair of the Board will review the request and respond in writing as promptly as is practicable.

Reporting Concerns Regarding School Safety

Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and/or events directly to an administrator. Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property.

MEDICAL POLICY AND EMERGENCY PROCEDURES

ILLNESS

To maintain a clean and healthy environment, students should not be brought to school if the child shows any signs of illness or is unable to participate in the normal routine of a regular school day. Sick children will expose all children and staff members with whom they come into contact to their illness.

Some maladies and situations require a child to be absent from school to prevent the spread of infection to others and to allow the child time to rest, recover and be treated for the illness. Children will not be allowed to attend school or school-related activities if they have any contagious malady or show any symptoms of illness such as, but not limited to the following:

- **Communicable Disease** (such as, but not limited to influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis): May return when cleared by their medical provider.
- **Conjunctivitis** (pink eye): May return 24 hours after treatment begins and eyes are free of discharge.
- **Cough** (persistent or hacking): Before returning to school, an evaluation and diagnosis from a licensed healthcare provider in writing and at least 24 hours of treatment. If no treatment is required, a doctor's note with a description of the diagnosis and a clearance that the cough is not contagious must be provided to the school.
- **Diarrhea or Vomiting** May return when symptom free for 24 hours.
- **Fever** May return when fever free (under 100 degrees) for 24 hours, without medication.
- **Head Lice** Students diagnosed at school with live head lice can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.
- **Impetigo / Staph / MRSA** May return 24 hours after treatment starts; wound must be covered with dressing taped on all 4 sides
- **Ring Worm** May return after treatment begins; area should be covered while in school for first 48 hours of treatment
- **Strep Throat** May return after 24 hours of antibiotic treatment and no fever for 24 hours

ILLNESS PROCEDURE

If a child does not feel well in the morning and displays any symptoms of the illnesses listed above, it is strongly recommended that the child is kept home by his/her parents/guardians to ensure proper treatment, rest, and to help prevent the spreading of the illness at school.

If a student arrives at school with symptoms of illness or begins to show symptoms during the school day indicative of a condition listed above, a parent/guardian or emergency contact will be contacted to pick up the child promptly.

If a child is diagnosed with any communicable disease, the parent/guardian needs to maintain direct contact with the school office so that the school can take appropriate steps to protect the entire student population. When the child returns to school after having a contagious disease, they must bring a note from their doctor clearing them for school attendance and participation in school-related activities.

MEDICATION ADMINISTRATION

The school strongly discourages the administration of medication on school premises.

Medications, both prescription and over the counter, are rarely given at school; the only exceptions involve special or serious problems where it is deemed absolutely necessary by the physician that the medication be given during school hours. Otherwise, the parent is urged, with the help of the child's physician, to work out a schedule of giving prescription or over the counter medication at home and outside school hours whenever possible, ex. in the morning, after school, and in the evening.

Except for cases of medical emergencies, any medicine on the school premises must be administered by a parent/guardian or a student properly authorized by a licensed health care provider to self-administer or self-carry. The school nurse, faculty and staff members are not authorized to administer medication to students.

MEDICATION ADMINISTRATION PROCEDURE

It is the parents' responsibility to provide medications to the school office for storage in a locked cabinet in the nurse's station.

If any medication is to be stored in the nurse's station until administered by a parent or authorized student, all of the following conditions must be met:

- A signed request from a licensed health care provider specifying the condition for which the medication is to be given, the name of the patient, name of the medicine, dosage, and expiration date must be provided. Medication must be in the child's original, labeled pharmacy container written in English.
- All liquid medication must be accompanied by an appropriate measuring device.
- Specific instructions, including instructions for emergency treatment must be provided.
- A form authorizing a student to self-administer must be on file at school for each inhaler or medication. Each form must be signed by a licensed health care provider and a parent/guardian.

Unless authorized to self-carry by a licensed health professional, children are not permitted to carry medication in their school bags. Epi-pens and inhalers will be kept in the classroom in individual student emergency kit bags. These emergency bags are managed by the classroom teachers and follow the students to the cafeteria, playground, and on school field trips.

Epi-pens

All students with severe food allergies are required to submit an authorized FARE / Food Allergy & Anaphylaxis Emergency Care Plan to the school as outlined by the State of Rhode Island Department of Health. All teachers and staff are trained in the use of epi-pens for cases of emergency.

Temporary Conditions Requiring Assistance

Sometimes there are illnesses, injuries or situations that arise which compromise the ability of a student to fully participate in class and/or school activities, on a temporary basis. Prior to the child's presence or return to school, the parent/guardian of any such student must meet with the Director of Finance and Administration to discuss accommodations.

MEDICAL RECORDS

It is important that the school has all students' (both new and returning) most up-to-date medical records as required by the State of Rhode Island. At the beginning of each new school year, FASRI requests that all parents provide a current State of Rhode Island School Physical Form.

SCHOOL NURSE

FASRI has a registered nurse on the premises on a part-time basis. The school nurse is responsible for the complete, cumulative school health record for each student in accordance with state requirements. The nurse audits all health records to ensure they are up-to-date and that all vaccination requirements are met. When on the premises, the nurse is available to evaluate all children that are sick or injured. As necessary, the school nurse may contact parents to report a child's illness or injury or to follow up on a student's school health records. If parents/guardians have any questions, the nurse can be contacted through the School Office or at admin@fasri.org.

TUBERCULIN (TB) SCREENING

The Providence School Department requires that all children entering schools in Providence from abroad, from endemic areas and/or who have a family member with known TB infection must provide evidence of a current PPD (Mantoux Test) to the School Nurse. Unless this information is provided, the student will not be allowed to enter school. Children already in the school system but who are known to have lived in and/or visited endemic areas for longer than 90 days, must also have a PPD report presented to the School Nurse within 4 weeks of school re-entry.

PPD screening for all other children who were born in the USA and have not visited endemic countries should be performed at the discretion of the health care provider who would assess the child's risk status for TB.

INJURIES

Definitions

Minor injury- can be effectively treated with materials/supplies in first aid kits.

Serious injury- cannot be remedied by materials/supplies in first aid kits.

Minor Injury Procedure

Staff will attend to and report all minor injuries immediately. Parents will be called in the case of any head injury. All injury reports must be sent by Secretary via email to the parents of each student.

Serious Injury Procedure

Should a serious injury occur the staff member witnessing the incident should call 911 immediately. The parent/guardian will be notified by the office.

CONCUSSIONS

If or a student displays signs and/or symptoms of a concussion or sustains a head injury, the student will be brought to the school nurse, who will evaluate the student and determine if medical treatment is advised. If the school nurse is unavailable, the student will be brought to the office and the parents will be contacted. Any student suspected of having a concussion either based on the disclosure of a head injury, observed or reported symptoms, or by sustaining a significant blow to the head or body will be removed from athletic activity and/or physical activities.

In all cases of a suspected concussion the parent/guardian of the student must be contacted.

EMERGENCY PROCEDURES: FASRI Risk Management Plan

OBJECTIVES:

- Provide for action which will minimize injuries and loss of life of students and school personnel if an emergency occurs during school hours;
- Provide for maximum use of school personnel and school facilities;
- Ensure the safety and protection of the students and school personnel immediately after a disaster;
- Arrange for a calm and efficient plan for parents to retrieve their children from school if necessary.
- To meet these objectives, in the event a disaster should occur when children are at school, the following action plan would be implemented.

SAFETY DRILLS

The school conducts safety drills regularly in accordance with the Rhode Island Board of Education regulations. Drills will occur unannounced and may take place at any time – whether the students are in classes, assemblies, corridors, bathrooms or the cafeteria. Every drill is to be regarded as a real situation. At the time of a drill, everyone in the building is expected to participate. People should exit the building when the fire alarm sounds or follow instructions over the public announcement system during a lockdown drill.

ALTERNATIVE SHELTER:

If the school premises need to be evacuated, and it is deemed necessary, the students and teachers will walk in an orderly fashion to the Vartan Gregorian School, 455 Wickenden Street, Providence, RI 02906, 401-456-9377.

ASSIGNED AREA FOR EXTERNAL THREAT (SEVERE WEATHER, ETC):

- In the event of sheltering in an assigned area, students and staff will proceed to the cafeteria for conference with HOS.
- Depending upon the situation, students and staff may be redirected to line up in the interior and windowless corridors of lower, first or second floor.
- Teachers and staff will be advised to carry their cell phones. No one will be authorized to leave the building before instructions have been issued.

ASSIGNED AREA FOR LOCK-DOWN (INTRUDER, ETC):

- In the event of a lock-down, students and staff will proceed in an orderly fashion to the nearest classroom.
- Teachers and staff will assure that all students are present, lock their doors and maintain order.
- No one will be authorized to exit the classrooms before instructions are given over the intercom.

SPECIAL INFORMATION FOR PARENTS:

Do not panic, follow the State and school instructions. Information will be made available to you through the following:

TELEPHONES/COMMUNICATIONS:

- Turn TV to Channel 10 or other applicable media stations.
- Tune radios to WPRO AM/FM, LITE 105 and The Score for advisory information.
- Please help us keep school phone lines open for emergency calls.
- Automated system

DISMISSAL:

In the event of a major emergency, CHILDREN WILL REMAIN UNDER THE SUPERVISION OF SCHOOL AUTHORITIES until parents or responsible adults can pick them up.

PICKING UP YOUR CHILD:

- Walk to school entrance on John Street or assigned area.
- Sign out your child and any other children you are picking up and leave the area promptly.
- Only teachers, children, staff and volunteers will be allowed inside the building.
- DO NOT REMOVE YOUR CHILD OR ANY OTHER CHILD FROM SCHOOL WITHOUT HAVING SIGNED YOUR NAME ON THE EMERGENCY RELEASE FORM. This provides us with a record of where each child is.
- Many of you may not be able to reach school by automobile or phone. If conditions make it necessary, we will release your child to the adult indicated on your child's "Emergency Release" form. We will keep a written record of the child and the adult to whom the child has been released.
- The Head of School or teacher in charge will determine the need to leave the building. In the event the building cannot be reoccupied, we will transfer the students to the nearest available safe shelter.

FOOD AND WATER SUPPLY:

If the children are to remain on campus for several hours after a disaster, the school holds a supply of food and fresh water as part of our after school snack supply.