



Parent-Student  
Handbook

2020-21

THE  
FRENCH  
AMERICAN  
*opening minds* SCHOOL  
AN INTERNATIONAL SCHOOL

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# MISSION AND CORE COMMITMENTS

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## VISION

The French American School of Rhode Island leads in international education, creating a multicultural community prepared to change the world.

## OUR CORE VALUES

At the French American School of Rhode Island, we value:

### Intellectual Curiosity

- A passion to learn for its own sake
- A drive to understand the world and one's place in it

### Respect

- An appreciation for the uniqueness of every individual's experience
- A commitment to the wellbeing of our community and the environment

### Empathy

- An intention to understand and care for the emotions, feelings, and perspectives of one another

### Integrity

- A conviction to follow strong moral principles and ethical standards
- The quality of being honest

## BELIEFS

We are a community of lifelong learners who

- Are prepared to think critically, explore, discover, and create
- Enjoy collaborating and finding solutions to complex problems
- Value cross-cultural multilingual experiences
- Honor diverse perspectives, traditions, and cultures
- Believe that individually, we make a difference; together, we can transform the world.

## Vision and Guiding Principles for Reopening

FASRI will follow five guiding principles for the planning, decision-making, and execution of returning to school in the unique circumstances of Covid-19 planning:

- **Safety of students, faculty and staff** will be our first and foremost priority. We wish to reduce the risk of virus transmission in our community in order to open and stay open for all grades and students.

- **Ongoing, honest, and transparent communication** will allow us to keep stakeholders informed. We will be clear about what we can control and what is outside of our control.
- **We will stay true to our mission of advancing our bilingual program** which fosters curiosity, joy of learning and creativity, in line with our core values of intellectual curiosity, respect, empathy, and integrity. We will center decisions on what is best for all students, families, and educators, with a strong sense of responsibility, equity, and inclusion.
- **We will continue to listen, keep ourselves abreast and share with stakeholders of other schools locally, nationally, and internationally.** We are keen to benefit from experience and experts' advice, in order to continue to pedagogically innovate to provide students with a meaningful international learning experience, as best as possible in the context of strong safety and health protocols.
- Given the size and scope of the challenge, we will continue to make balanced and measured, though decisive decisions, **with at heart the well-being, social-emotional and healthy character development of our students.** We will need to be agile and nimble and adapt quickly as variables on the ground change.

## ACCREDITATION

The school is fully accredited by the New England Association of Schools and Colleges (NEASC), the Rhode Island Department of Education (RIDE), and the Agency for French Schools Abroad (AEFE). FASRI is part of an international scholastic network of 522 French Ministry of Education schools abroad, located in 139 countries and educating 370,000 students from nursery to 12th grade. 53 of these international schools are located in the United States. FASRI will continue to adhere to the educational philosophies of the French Ministry of Education and NEASC, as evidenced by maintaining our accreditations.

## MEMBERSHIPS

NEASC (New England Association of Schools and Colleges)  
 NAIS (National Association of Independent Schools)  
 AFSA (Association of French Schools in North America)  
 MLF Monde (Mission Laïque Française)  
 ISARI (Independent School Association of Rhode Island)  
 ISM (Independent Schools Management) Consortium

# A STATEMENT OF TRUST AND COLLABORATION BETWEEN PARENTS AND SCHOOL

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

## **FASRI is Parents' Best Partner:**

### **1. Open, clear, and honest communication about your child's academic and social emotional 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 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.

Educators will collaborate closely with parents and offer recommendations based on the best interest of the child, in line with the School Mission, Vision, Values, and Beliefs.

The Learners' and Educators' Profiles are available on the FASRI website for you to peruse.

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

The school will promptly inform parents of their child's academic progress or challenges. Parents' voices and concerns are given careful consideration. An open and collaborative approach in order to support the student is based on clear expectations, school and parents' roles, mutual boundaries, and mutual trust.

### **3. Response to email communications**

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**

Upcoming activities and important dates, as well as schedule or routine changes are communicated in the weekly email newsletter and/or on the website for our families. Please make sure to update the office if your email/contact info changes during the year.

## **6. Specific support and resources to accompany student's learning growth**

FASRI's educators are committed to each student's progress. Individualized attention allows educators to differentiate and suggest different strategies if needed. Periodic evaluations and ongoing observations are conducted to identify students' needs. FASRI Student Support Services coordinate with teachers and parents for Individual Plans. FASRI has selected the Positive Discipline Program as its core SEL Program. This helps to promote a common use of tools and common language, values and understanding in the social-emotional field.

### **Parents are FASRI's best partners:**

#### **1. Rules and expectations at home to support school's experience**

Consistency between home and school in terms of support, encouragement, and structure is a key component to a healthy child's development.

The rules in place at FASRI emphasize autonomy and foster independent learning, self-motivation, and creativity. Students are assessed on their academic progress and life-long learning development. Educational standards encompass many soft skills that have been identified as essential to succeed in the interconnected and complex world of the 21st century.

#### **2. Respect for school faculty and staff**

In and out of the classroom, students are expected to respect the guidelines set forth by faculty and staff. When on campus, parents are expected to continue to promote the school rules.

#### **3. Shared morals and ethics**

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 are addressed to the appropriate person**

Concerns arising in the classroom should always be directed to the classroom teacher first, before being brought to the Head of School. The Head of School will help facilitate and find solutions in a collaborative manner with the family and teacher. For a full description of FASRI's Communication

Policy, please see the Communication section of this handbook.

## **5. Punctuality and active participation in the child's education**

Ensuring your child arrives on time and is prepared for in-person and/or virtual classes, returning paperwork in a timely manner, and attending school meetings and parent-teacher conferences are key elements to support your child's learning experience.

## **6. Understanding and meeting financial responsibilities**

Prompt payment of tuition and other school fees, as well as cooperation and participation in any fundraising efforts the school undertakes including special events, and participation in the FASRI Fund and Parent Association activities is expected of all families. The school acknowledges and respects the socio-economic diversity of our parent body and encourages parents to participate fully in school life, be it in investments of time, money, or both. All contributions are critical to continuing enhancing the quality and vibrancy of your child's educational experience at FASRI.

## **7. Acting as a FASRI ambassador**

Parents are FASRI's most important resources 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 and serves your child.

FASRI seeks honesty and clarity 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**

The sense of belonging to the FASRI community can be exhilarating and fulfilling. We ask that all FASRI parents take the time to familiarize themselves with the [mission statement and core values](#) of the institution. As adults and role models, we want to embrace and embody the values and vision we believe in.

# IMPORTANT POLICIES AND INFORMATION

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## SCHOOL CONTACT INFORMATION

The French American School of Rhode Island

75 John Street

Providence, RI 02906

e-mail: [admin@fasri.org](mailto:admin@fasri.org)

tel: 401-274-3325

fax: 401-455-3437

web: [www.fasri.org](http://www.fasri.org)

## HOURS OF OPERATION

|                                |                                      |
|--------------------------------|--------------------------------------|
| Main Office:                   | 7:30am – 5:30pm                      |
| Maternelle (PK1→K):            | 8:30am – 2:45pm (doors open at 8:15) |
| Elementary (1st→5th grade):    | 8:30am – 2:55pm (doors open at 8:15) |
| Middle School (6th→8th grade): | 8:15am – 2:55pm (doors open at 8:00) |
| Early Drop-off:                | 7:30am – 8:15am                      |
| Afterschool:                   | 3:15pm – 5:30pm                      |

## CLASS SIZE

Class size averages 18 students with a maximum of 1:10 adult/child ratio in the pre-elementary classes. Given the situation with COVID-19 and depending on the parameters for the in-person scenarios as directed by the State, class size will vary. For more information, please see <https://www.fasri.org/about/reopening-plan>.

## VISITORS/SECURITY

FASRI is committed to ensuring a safe environment for its students, families, faculty, and staff. Please help us achieve this by adhering 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. Access to the building during school hours is via Door A (see page 16). Nonessential visitors will not be allowed into the school building. If an essential visitor is allowed into the building, the visitor must sign in, be screened for COVID-related symptoms, and must wear a mask and a badge. A visitor log is maintained for at least 30 days. Upon leaving the building the visitor must sign out, return the badge, and exit via Door A.



Parents and guardians will not be allowed into the school building. If you need to drop something off for your child, please call the front office to make arrangements to provide the item to your child.

## FOOD POLICIES

**No Nuts:** Due to the alarming increase of life-threatening allergies, FASRI has implemented 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, and any other food items eaten on school grounds should contain **no nuts or nut oils**.

**No Candy or Gum:** Candy and gum are strictly prohibited. Do not provide these items for your child at school.

**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.

**Lunch program:** FASRI is investigating optional programs for boxed lunches.

**Lunch boxes:** Children not on the optional lunch program bring lunch boxes to school, including their own dishware, napkins, a cup, and beverages. 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 Maternelle assistants 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 school building 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](http://www.turnto10.com). We will also post any closings or delays on our website's homepage in red. Should the school building be closed due to inclement weather, FASRI will operate in distance learning mode.

If there is a parking ban in Providence or if the Providence Schools are closed, the FASRI school building will be closed. FASRI follows the Providence School department for all closings and delays.

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 delay, there will be no early morning drop-off and school doors will be open fifteen minutes before the start of instruction.

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.**

## **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.

## **USE OF SCHOOL LOGO**

The FASRI school logo is the property of the school and may not be used by anyone within or outside the school without the written permission of the administration.

## **SCHOOL SUPPLIES**

Students must come to school prepared with the proper supplies in order 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**

During this period of facing the COVID-19 pandemic, there will be no access to the library or other shared spaces. Libraries will be implemented in each classroom and run under the responsibility of the classroom teacher. Books can be borrowed and taken home as part of curriculum requirements. Disinfecting book protocols will be implemented.

## **FASRI-OWNED RESOURCES**

All school materials, supplies, and digital devices must be taken care of with respect. Any altered or missing materials, supplies, textbooks, library books, or digital devices 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.

## **MONEY**

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

## **TOYS AND BELONGINGS**

Due to the space restrictions required to address the spread of COVID-19, there is limited available free space in the building and in classrooms. Students should bring only required items and minimize bringing in any personal 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 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 sharing or exchange of toys will be allowed in the school. In addition, no video games are permitted in students' possession.

## **CELLPHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES**

Students are not to use cell phones, iPods, Apple watches or other electronic communication devices during the regular school day, whether on campus or at school-related events. All cell phones must be turned off during school hours and during after school activities and whenever a student is under the school's supervision. The school is not responsible for the loss or theft of student cell phones, laptops, or other electronic communication devices. 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 their 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**

FASRI strives to create and maintain an environment in which people are treated with kindness, dignity, decency, and respect. The environment of the school should be characterized by mutual trust and the absence of intimidation, oppression, and exploitation. FASRI will not tolerate unlawful discrimination or harassment of any kind.

## **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 communication 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**

Faculty members may not provide paid services, such as babysitting or tutoring, to the 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. Teacher Appreciation Week creates a space for Parent Appreciation to be expressed.

## **BIRTHDAYS AND PARTIES**

The sharing of food is not allowed at this time. Please do not send food items to school to celebrate a child's birthday. Birthday parties must not interfere with the school schedule and must be approved by the classroom teacher.

For private birthday celebrations: we request that no party invitations be distributed at school.

## FUNDRAISING

FASRI welcomes volunteer help with fundraising! All fundraising is coordinated by the Head of School. If you would like to get involved, please contact the Head of School at [bbrouder@fasri.org](mailto:bbrouder@fasri.org), or at 401-274-3325.

## VOLUNTEERS

Volunteers' time, energy, and talents are greatly appreciated. They are an asset and provide support and resources in areas that might supplement the work of the staff. It is beneficial to the students to directly experience how families and the school partner together, and it reinforces the spirit of community as adult role models demonstrate common interests and shared values. At this time, volunteer opportunities will be virtual. Volunteers are from the school (parents, staff, board members, students) and from the community at large (students, professionals, etc.). Faculty, staff, and the PA might call on volunteers for help for specific initiatives. Volunteers should report to the person supervising their involvement (teacher, administration, committee chair, PA, etc.).

### Opportunities for volunteering include:

- Parent's Association (see below)
- Annual fundraising event and FASRI Fund
- Class parents
- Open House (Virtual or In-Person) events
- Help and sharing of expertise in the classroom or in the school (Virtual or In-Person)
- Parent Ambassador Program

To find out how to get involved, please contact Raïssa Mensah at [rmensah@fasri.org](mailto:rmensah@fasri.org).

State Law (R.I.G.L. 16-2-18.4) 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 must 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. 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, a well-established FASRI traditional breakfast fundraiser held several times throughout the school year. All are welcome to attend the FASRI PA meetings and social events. PA meetings are held bi-monthly. Dates and times of meetings will be posted on the website and included in the weekly newsletter. Meeting dates are announced in early September. Please check the school calendar for dates.

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

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.

For the current school year, many events will be re-imagined and virtual. Past events have included annual activities supported by the PA, such as 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.

## **CAFÉ DAY**

Café Day is cancelled until further notice.

## **SOCIAL NETWORKING**

Social networking (via Facebook, Instagram, Twitter, blogs, etc.) is a useful way to connect with others over the Internet. The school is using social media as a channel to keep the stakeholders of the community connected, and to promote the visibility of the school through the FASRI Facebook page for teachers, families, alumni, and friends and the Twitter and Instagram accounts (@TheFasriMind). Please review the following policies we have instituted in order to keep social networking a useful and healthy 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.

## **MEDIA CONSENT**

On occasion, FASRI prints newsletters and fliers that include images of some of our students. We also include pictures on the FASRI website or on social media. We do not publish any student's name at any time in conjunction with images of the student and it is our policy to redact names printed on

assignments, artwork, etc. At other times, local, regional, or national media may request to publish pictures or articles about our school and its students.



# ARRIVAL, DISMISSAL, AND AFTERSCHOOL PROGRAM

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Your child's safety is of the utmost importance at FASRI. We 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 **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.
- **Crowding at the drop off/pick up areas must be avoided so social distancing and face masks will apply.** The front of the school will be marked to indicate appropriate spacing. In order to alleviate crowding, parents are encouraged to pick up by car (drive thru system).
- **Parents/guardians do not enter the school building for pick-up and drop-off.** A FASRI staff member will be outside the building and use a remotely managed dismissal system.
- 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.
- **John Street is one-way toward Hope Street between the times of 8:15-8:30 and 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
- 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.
- **Doors have been assigned to classes in order to minimize interaction between students in different classes/pods.** The doors will be clearly marked:
  - **Door A: main school entrance, west end of school, closer to Hope Street**
  - **Door B: second door on John Street, east end of school, closer to Brook Street**



## ARRIVAL / DROP OFF

### Maternelle

All Maternelle students enter through Door A.

Early drop off: 7:30 am to 8:15 am. Students are brought from Door A by a Teacher Assistant to the small room by the Cafeteria to avoid mixing with Elementary students.

Regular drop off: At 8:15 am, A Teacher Assistant brings the students from early drop off to their Maternelle classroom. Regular drop off students are brought by a Teacher Assistant or Teacher from Door A to their classroom. Class starts at 8:30 am.

### Lower Elementary: 1st/2nd/3rd grade

All lower elementary students enter through Door A.

Early drop off: 7:30 am to 8:15 am. Students go from Door A to the cafeteria and sit by their designated table labelled by pod. Pods are kept separated to abide by stable group principles.

At 8:15 am, elementary early drop off students go to their classroom.

Regular drop off: Students enter the school through Door A, they climb the staircase and go directly in their classroom.

### Upper Elementary: 4th/5th grade

All upper elementary Students enter through Door B.

Early drop off: 7:30 - 8:15 am 4th and 5th graders enter the building through Door B and go to the cafeteria through the hallway in the lower level. A mobile supervisor will monitor traffic. Students will sit at their designated tables labelled by pods. Pods are kept separated to abide by stable group

principles.

Regular drop off: Starting at 8:15 am, students use Door B and go directly to their classroom.

### **Middle School**

All middle school Students enter through Door B.

Early drop off: 7:45 am to 8 am: students go in Room B1.

Regular drop off: 8 to 8:15 am: students go directly to their classroom.

Class starts at 8:15 am sharp.

### **TARDINESS**

Middle School classes begin at 8:15am. Morning meetings in the classroom begin promptly at 8:30am for Elementary and Maternelle students.

### **Late slips**

If your child is late, they need a late slip from the Main Office to be admitted to class. All late arrivals must enter through Door A. A staff member will meet the student at the door, provide the student with a late slip and ensure the student gets to their classroom.

### **Recommendation**

We strongly suggest that:

- You bring your child to school early (8:15am for elementary) so that they have time to settle and socialize before school starts.
- You remind your child to go directly to their classroom upon arrival at school.

### **PICK UP / DISMISSAL**

#### **Maternelle:** 1st floor

Maternelle Half-Day: Parents/guardians are expected to ring the bell at Door A at or before 11:30am and wait for their children outside the building maintaining social distancing between individuals. A staff member will bring the student to the door.

Dismissal from 2:45pm to 2:55pm

Students are sent to Door A by the teacher. A mobile supervisor is in the hallway at all times helping and monitoring, directing traffic flow. Students must proceed 6 feet apart from each other and follow signage.

#### **Elementary:** 2nd floor

Dismissal from 2:55pm to 3:15pm

Students are sent to Door A by the teacher. A mobile supervisor is in the hallway at all times helping and monitoring, directing traffic flow. Students must proceed 6 feet apart from each other and follow

signage.

### Middle School:

Dismissal from 2:55pm to 3:15pm

Students on lower level are sent to Door A by the teacher. A mobile supervisor monitors the hallways and cafeteria in the lower level at all times. Students must proceed one by one, 6 feet apart.

### Students who take the bus

Dismissal 2:55pm

Students are sent to Door B. A supervisor monitors them as they board buses.

Physical distance walking 6 feet apart, wearing masks and respecting signage (traffic arrows) apply.

### After School Pick-Up

- After School hours are from 3:15pm 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 1 (until 4:15pm) or Sessions 1 & 2 (until 5:30pm) as appropriate.

### Bus

- School buses will pick children up at Door B
- Teacher Assistants will collect Maternelle and Elementary bus riders from their classrooms and ensure they get on the bus.
- 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.
- **Buses cannot wait for late children.** The office will notify parents if a student misses the bus.
- Depending on the pick-up time, students will be directed to the afterschool.

### 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 call the school and the student will be brought to the parent at the main entrance.

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, a signed and dated note authorizing your child's release to the new person, including the dates for which permission is given, must be sent to the school office. Email authorization is accepted from a parent/guardian's email address that is already 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 will not be considered as an authorization.**

### **GARDERIE/CLUBS DISMISSAL**

All children staying after school will be released to an authorized individual. Parents/guardians should ring the school bell at Door A or call the School. A staff member will bring the student to the door or to the car and note the name of the individual picking up the student and the time.

- Students authorized to walk home by themselves must sign themselves out 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 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 doctors and dentist appointments outside school hours. If appointments are necessary during school hours, advance notice of the pick-up is required. When the parent/guardian has arrived, the child will be called to the office for dismissal and will be brought to the parent/guardian at the main entrance. 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.

### **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 401-222-5024 or visit their [website](#) 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.

Transportation is typically arranged during the summer prior to the new school year. Those registered after August 1st may not receive a bus pass.

### ABSENTEEISM

Parents must screen children at home and monitor their health daily before sending students to school using **a self-attestation form** that is submitted to FASRI through the school website. **Parents must keep the child home if the child fails screening and must inform the school immediately by email to: [admin@fasri.org](mailto:admin@fasri.org) with the teacher in CC.**

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 their 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.

### 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 for Elementary and Middle School students
- Camps: offered during our October, February, April, and summer breaks

## La Garderie

Offered daily: 3:15 - 5:30pm

Session 1: 3:15 - 4:15pm

Session 2: 4:15 - 5:30pm

Students in La Garderie are placed into age-appropriate groups (Maternelle, Elementary, and Middle School), separated by pod per guidelines outlined in Arrival / Drop Off on page 16. Our elementary and middle-school students get a jumpstart on their homework during a supervised study period and have the chance for outdoor play, reading 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 a slot for your child in after-school care, parents should pre-register their child for La Garderie.

## Pick-up from La Garderie

Parents or authorized caregivers must ring the bell at Door A. A staff member will bring the student to the door while the parent/caregiver waits at the bottom of the stairs to Door A. The staff member will note the time and name of the person picking the student. 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 [Enrichment section](#) of the FASRI webpage (Afterschool Clubs and Middle School Signature Clubs)

## Register for a club

Club costs vary from activity to activity. Program offerings can be found on the website. Registration and payment are done online via <https://www.fasri.org/enrichment-program/asclubs>.

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

## CAMPS

**October Camp:** October 13-16, 2020

**February Camp:** February 16-19, 2021

**April Camp:** April 19-23, 2021

**Summer Camp:** June 21 - July 30, 2021

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. To register, parents must apply online. Payment is required in advance of the first day of camp and is non-refundable. Full payment is required to ensure registration.



# STUDENT LIFE

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## FASRI LEARNING CYCLES

The French American School of Rhode Island's dual-lingual program is structured around the learning cycles of the French education system.

### Cycle 1

- Petite Section (age 3)
- Moyenne Section (age 4)
- Grande Section (age 5)

### Cycle 2

- Cours Préparatoire: (CP) First Grade (age 6)
- Cours Élémentaire: 1 (CE1) Second Grade (age 7)
- Cours Élémentaire 2: (CE2) Third Grade (age 8)

### Cycle 3

- Cours Moyen 1: (CM1) Fourth Grade (age 9)
- Cours Moyen 2: (CM2) Fifth Grade (age 10)
- 6ème: (6e) Sixth Grade (age 11)

### Collège

- 5ème: (5e) Seventh Grade (age 12)
- 4ème: (4e) Eighth Grade (age 13)

## Learners' Profile

### PRESCHOOL

At the end of Kindergarten, children are curious, creative, and confident. Their curiosity, creativity, and sense of kindness toward others has been cultivated through play-based, hands-on, and art-infused activities, while building enthusiasm for learning and the foundation for robust academics in language, reading, writing, and math.

### ELEMENTARY

Children have confidence communicating comfortably in French and in English. They are self-aware and responsible for their learning experience, and able to understand multiple perspectives. At the end of 5th grade, they have a solid academic foundation and have grown into open-minded, flexible thinkers with a genuine respect for others, the community, and the environment.

### MIDDLE SCHOOL

By the end of Middle School, students are knowledgeable, multilingual collaborators. They are recognized for their exceptional strengths in the humanities, math, science, critical thinking, and self-expression. They learn Spanish as their third language. Their cultural competencies allow them to bridge differences and create connections among diverse groups. They are responsible, socially conscious global citizens prepared to navigate the complexity of the world and influence the future.

## **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 outdoors as often as possible, weather permitting. If your child wears boots to school during the winter, they 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, age-appropriate activities will be arranged inside the building. Children must follow school rules and supervisors' instructions at all time.

In 2020-2021, Students are not allowed to bring balls from home. They can bring small individual toys but cannot share them with others. No contact or low contact games are encouraged. No close contact games are allowed.

## **FIELD TRIPS AND ENRICHMENT PROGRAMS**

For the safety of all, during the COVID-19 pandemic field trips will be held remotely.

## **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 de Liaison*” 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 de Liaison*” is lost, a fee of \$15 will be billed to the family in order to supply the student with a replacement.

## REPORT CARDS

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 have the opportunity to review their child(ren)'s progress during Parent Teacher Conferences. Parent-Teacher Conferences are an opportunity for parents and teachers to set individual goals for each child and define solutions and actions to support the learning growth.

## PARENT / TEACHER CONFERENCE MEETINGS (PTC)

Two conference periods are scheduled, one in November 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. Parent Teacher Conferences will be held virtually in 2020 / 2021, including two afternoons. As such, school on November 10<sup>th</sup>, 2020 and March 11<sup>th</sup>, 2021 will be dismissed at 11:45am and on these two days PTCs will be from 12:30pm – 6:00pm.

## SPECIAL NEEDS AND TUTORING

When a student is experiencing difficulty, their 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 uses a program called the PPRE (Programme Personnalisé de Réussite Éducative) which is similar in its philosophy to an IEP (Individualized Education Plan), 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 resolution 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. Social Emotional tools and strategies are taught across all grades. Class Meetings in Elementary School and Advisory in Middle School create space for teaching lifelong social emotional skills on top of being embedded in the daily learning experience.

# FASRI Code of Conduct

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To maintain a safe, orderly, and nurturing environment that supports individuals and the group, FASRI follows a Code of Conduct:

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

We are a community of lifelong learners, 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 the beginning of each 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 (in-person and/or virtual classes) prepared and ready to work 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.

## STUDENT SUPPORT TEAM

At FASRI, all educators (faculty/staff) are first responders on the spot to take care and help resolve an issue. All educators are role models and committed to social emotional and character development.

The FASRI Student Support is made of a Social Worker/Counselor, a Student Support Assistant and 2 Title IX and Section 504 Coordinators. Student Support works closely with faculty and the Head of School.

## SCHOOL DISCIPLINE: SUPPORTING STUDENT LEARNING

Safety, order, and student discipline are fundamental to learning at FASRI. FASRI expects all students to behave in a way that fosters a safe and welcoming environment for other students, staff, and community members.

## Cheating and Plagiarism

Integrity and trust are the basic values necessary to have a proper learning environment. At FASRI *dishonesty* will not be tolerated, particularly in the classroom. Students must do their own work and must not cheat on homework, tests, research papers, or in-class assignments. By the same token, *plagiarism* will not be tolerated, as it is presenting someone else's work as if the student had written it.

## Aggressive Behaviors Policy

FASRI wants to ensure that every child is safe while in our care. For this reason, FASRI staff takes aggressive behavior very seriously. It is recognized that children sometimes display and will occasionally be exposed to aggressive behavior. This may take the form of biting, hitting, pushing, or kicking.

FASRI is committed to addressing social and behavioral issues as soon as they arise, because we believe that early intervention is in the best interest of children, families, and staff. When children exhibit aggressive behavior in the FASRI, the behavior will be treated as a serious disciplinary breach and addressed immediately.

The purpose of discipline in response to aggressive behavior is to help children learn acceptable behavior and develop inner controls. When redirecting or guiding a child's behavior, the age, intellectual development, emotional make-up, and past experiences will be considered, and consistency will be maintained in setting rules and limits for children. Corporal punishment is not consistent with this objective and is prohibited at FASRI.

## Discipline and Consequences

Discipline at school is an introduction to the discipline required for successful life in society. Actions may include:

- Sincere apology with self-reflection on misconduct (verbal, with drawing, letter...),
- Incident report emailed to parents,
- 1-on-1 support with Student Support Social Worker/Counselor
- Reflective writing, and/or- class lesson (ex: how to manage [anger] in front of others),
- Revocation of privilege,
- Team meeting with behavior plan (SST) followed by meeting with parents,
- Suspension or expulsion

## 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 works 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.

### **Technology and Digital Use**

The use of French American School of Rhode Island (FASRI)-owned electronic devices, computer systems and networks, software, and Internet is to support research and education by providing access to digital resources.

The FASRI regulated digital ecosystem (digital platforms, software, and hardware) is designed to create a collaborative learning environment for all learners. This environment will enable and support students and teachers to implement transformative uses of technology while enhancing students’ engagement with content and promoting the development of self-directed and lifelong learners.

The digital ecosystem refers to both digital environments when school is physically in session, and when school is running the distance learning program if the school building remains closed.

FASRI is committed to preparing students for an ever-changing world that sees technological advancements happening at a rapid rate and equipping students with the digital skill set they need for whatever path they choose after Middle School.

Students and their parents/guardians are reminded that use of any technology at school is a privilege and not a right. All content residing on FASRI-owned resources and FASRI account generated resources are the sole property of FASRI. Students found in violation of the Technology Acceptable Use Policy (AUP) may lose the right to have individual access to the Internet at school and/or be given other disciplinary actions in line with the existing rules regarding language or behavior. Students may also lose the right to bring the FASRI-owned electronic device off campus.

All information accessed by a FASRI device, including electronic mail (email), is constantly monitored by FASRI and is not guaranteed to be private.

Unacceptable messages relating to or in support of illegal activities may be reported to the appropriate authorities. The teachers, Executive Assistant and Head of School will deem what is inappropriate use, and their decision and the consequences are final.

Appropriate use of digital resources and devices must follow all requirements, approval processes, and guideline statements, as set forth in the Technology Acceptable Use Policy (AUP).

Please click [here](#) for the Technology Acceptable Use Policy



# COMMUNICATION AT FASRI

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## 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/communication folder** 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](http://www.fasri.org) for full information about FASRI.

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

**Elementary and Middle School Orientation** sessions happen in the spring and are open respectively to future first graders/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.

## Digital Platforms and emails

In addition to school-wide email correspondence, parents may receive regular updates from teachers and class parents by email. Teachers also upload photos and news of activities to selected digital platforms / classroom blogs to keep parents up to date on what is happening each week in the class, and post assignments and homework. Maternelle uses Seesaw, Elementary uses Seesaw, Google Classroom and/or Google Shared Folders, and Middle School uses Google Classroom.

## 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 in order to obtain parent and student feedback regarding the learning experience.

## **TEACHERS**

Our teachers are skilled professionals who are dedicated to the success of each of their students and are always available 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 or on their cell phone.

Teachers are usually not available for meetings during school hours (8:15am to 3:15pm) and may make arrangements according to their discretion. 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, and direct personal communication is essential for maintaining open and productive relationships between the school and the parents. It is important for parents to contact teachers as their first point of contact for any question relating to the classroom life and the classroom pedagogy.

## **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. The Head of

School is also available to meet in order to support the partnership between the families and the teaching team.

### **Step B: Communication with the Student Support Services**

If additional needs of the student are identified, Student Support Services will work with the teachers to design a plan to meet the student's needs. There will then be a meeting with the family to present, finalize, and implement the plan. Identified needs could include below or above academic performance, as well as behavioral issues. To contact Student Support Services, email Gina Flores at [gflores@fasri.org](mailto:gflores@fasri.org).

### **Step C: Communication with the Head of School**

Parents should first consult with their children's teachers and Student Support Services. However, parents should not hesitate to make an appointment with the Head of School. In this case, the Head of School can answer questions including overall school program, overall coordination between French and English programs, overall enhancement or special programs or overall discipline policy.

To make an appointment with the Head of School, email Benedicte Brouder directly at [bbrouder@fasri.org](mailto:bbrouder@fasri.org).

## **FOR ADMINISTRATIVE ISSUES**

### **Fundraising**

For questions regarding fundraising, parents are invited to schedule a meeting with Benedicte Brouder at [bbrouder@fasri.org](mailto:bbrouder@fasri.org), indicating the topic of the meeting.

### **Admissions and Financial Aid**

For questions or issues regarding admissions and financial aid contact Raïssa Mensah, Director of Enrollment & Marketing and Communications via email at [rmensah@fasri.org](mailto: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](mailto: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 Enrollment & Marketing and Communications, 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, or suggestions for improvement.

To plan a meeting with the Head of School, schedule an appointment via email at

bbrouder@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, volunteers, or individuals—operational concerns.

However, should a grave and exceptional matter affecting the integrity or the fiduciary welfare 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 [bbrouder@fasri.org](mailto:bbrouder@fasri.org) and to the Chair of the Board at [fasriboard@gmail.com](mailto:fasriboard@gmail.com). 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

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## COVID-19 RELATED

FASRI aims to ensure the safety and health of students, faculty, staff, and the school community by taking steps to reduce the incidence of the spread of COVID-19.

### PROCEDURE

#### Entry to the Building:

Only students, faculty, and staff may enter the building unless absolutely necessary. This will be strictly enforced and will be achieved by:

1. Requiring parents/guardians to remain in their cars at drop off and pick up times; the only exception will be to remove a child from a car seat.
2. Coordinating deliveries from outside parties to be received at the door of the building or for larger items, delivery drops at the sidewalk in the front of the building. USPS and other mail will be picked up at the door.
3. If a student needs to be dismissed early for any reason, the student will be walked to the main door of the building by a staff member and consigned to the parent or authorized guardian, who will be expected to wait on or at the bottom of the main steps. The staff member dismissing the student will note the date and time of the student dismissal and the name of the individual picking up the student.
4. Parents and guardians will be asked to submit paperwork electronically if possible. If not possible, documents may be dropped in the black mailbox to the right of the main doors.

#### Health Check:

Parents/Guardians will be issued a COVID-19 Self Attestation Form which should be used daily to screen their child before bringing the student to school. See Attachment A. If a child exhibits one or more symptoms from the Form, the child should not attend school that day. Should a student or staff arrive with symptoms, they will not be allowed in the building.

#### Symptoms Appear During the Day:

If COVID-19 related symptoms appear during the day, the student will be isolated until they are picked up. If a staff member displays symptoms, they will be sent home.

As needed during the global health crisis, FASRI reserves the right to temperature check students, staff, faculty, or community members entering the building.

#### COVID Positive Case(s)

In the event a student(s), faculty, or staff member(s) tests positive for COVID-19, FASRI will immediately contact the RI Department of Health (RIDOH) and follow such steps as directed by RI State Health officials (401) 222-2577. Steps may include:

- Contact tracing reporting to the state
- Temporary closure of the affected area(s)/school to carry out deep cleaning procedures
- A return to a period of distance learning under the guidance and direction of the RIDOH

## Contact Tracing:

To facilitate the possible necessity of contact tracing, daily attendance will be taken by the Administrative Assistant in the school database for all students, faculty, and staff.

## ILLNESS

In all cases, students should not be brought to school if they show any sign of illness or are 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
- **Ringworm:** 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. The parents/guardians should notify the school of whether they suspect or have tested positive for COVID-19.

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 school 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 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 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**

Evidence of a physical exam within the past twelve (12) months or an appointment within six (6) months of entering school is required for students entering FASRI for the first time or entering 7<sup>th</sup> grade.

In addition, students must provide proof of receiving the required immunizations prior to their enrollment as listed <https://health.ri.gov/immunization/for/schools/>.

## **SCHOOL NURSE**

FASRI has a 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 [nurse@fasri.org](mailto:nurse@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 will be sent by the Head of Student Support Services 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 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

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## 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 a conference with the Head of School.
- 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 the 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 the 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.