



Parent-Student
Handbook

2021-22

THE
FRENCH
AMERICAN
opening minds SCHOOL
AN INTERNATIONAL SCHOOL

Please read this Parent-Student Handbook thoroughly and sign the Handbook Agreement by Friday, September 3.

[Click here](#) to access the Handbook Agreement form. Merci.

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MISSION AND CORE COMMITMENTS

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 the continued Covid-19 pandemic context planning:

- **Safety of students, faculty and staff** is always our first and foremost priority. We wish to reduce the risk of virus transmission in our community in order to provide in-person learning to all grades and students. We will keep abreast of the CDC and State guidelines/ recommendations updates regarding Covid-19 safety and health mitigation strategies and update our protocols accordingly as we deemed beneficial to our community and the teaching and learning experience.

- **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 the 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 535 French Ministry of Education schools abroad, located in 139 countries and educating 370,000 students from nursery to 12th grade in 2020. 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.

AEFE: <https://www.aefe.fr/reseau-scolaire-mondial/les-etablissements-denseignement-francais>

MEMBERSHIPS

NEASC (New England Association of Schools and Colleges): <https://www.neasc.org>

NAIS (National Association of Independent Schools): <https://www.nais.org/about/>

AFSA (Association of French Schools in North America): <https://www.aefa-afsa.org>

MLF Monde (Mission Laïque Française): <https://www.mlfmonde.org>

ISARI (Independent School Association of Rhode Island)

ISM (Independent Schools Management) Consortium: <https://isminc.com>

SCHOOL STRUCTURE

Organization of the school

- Board of Trustees
- Head of School
- Administration
- Faculty
- School Council
- Parent Association

Nonprofit 501(c)(3) Organization

A nonprofit 501(c)(3) Organization, FASRI is an independent school guided by a Board of Trustees.

Role of the Board of Trustees

FASRI's Board of Trustees is a dedicated group of volunteers composed of FASRI parents and leaders from the local community. The Board is the governing body of the school and its primary role is to serve as fiduciaries of the school.

In this capacity, the Board of Trustees is committed to:

- establishing FASRI's mission
- advancing that mission by setting strategy
- ensuring the school's long-term financial health
- selecting, evaluating, & supporting the Head of School
- following best practices for independent school governance as set forth by the National Association of Independent Schools (NAIS) and the New England Association of Schools and Colleges (NEASC)
- conducting annual assessments to continuously improve our ability to serve the school

Ultimately, the Board of Trustees sees its role as partnering with the Head of School to ensure that FASRI delivers the best education and experience for our students.

The Head of School

The Head of School serves as chief executive of the French-American School of Rhode Island and, in partnership with the Board, is responsible for the school's success. The Head is the chief executive officer and official advisor and executive agent of the Board. The Head exercises general superintendence over all the affairs of the School and brings other such matters to the attention of the Board as are appropriate to keep the Board fully informed to meet its responsibilities.

The Administration

The FASRI Administration includes the Head of School; Director of Finance and Administration; Director of Enrollment and Marketing & Communications; Director of Extra-curricular Activities; Facilities Manager; Executive Assistant; Administrative Assistant; Social Worker and School Nurse.

The School Council/Conseil d'École

The School Council (Conseil d'École) is a committee which gathers the different stakeholders of the school community and is organized to:

- Promote a broad appreciation of the mission, vision, values and beliefs of the school among the community
- Provide a platform for communication of the organization of the school life and the Academic Plan, in addition to the other usual channels of communication with the community routinely used by the school
- Provide a forum of exchange for parents, teachers and administrators
- Encourage the integration of families into the life of the FASRI school community

The members of the School Council are chosen among the following groups of stakeholders:

- Teachers representing each division of the school: maternelle, elementary, middle school
- The Parent Association President
- One member of the Administration
- The Head of School who calls and chairs all meetings

Individual matters are not addressed in the School Council. The School Council looks at the whole school's organization in a constructive and positive manner. Only matters which are for the common good are relevant to the School Council. Upon request from the Head of School, the School Council reviews and provides feedback on topics such as the organization of the school week and the annual calendar, the organization and calendar of school's events, extra- curricular and complementary school activities, food services and school hygiene, safety and security of students during and after school, and/or communication methods for the diffusion of information to parents and students.

The Parent Association (PA)

All parents and guardians at the French American School are members of the Parent Association (PA).

FASRI PA goals:

- Enrich the quality of each student's experience by encouraging the involvement of parents and guardians in the School's programs and activities
- Support the French American School in its educational, social and nurturing roles

- Support effective communication amongst the school community; its administration, its faculty, its alumni , and its families
- Help to build and strengthen the school-wide community and strive to reach out and build connections to the wider community in Providence and beyond

Through parent/guardian volunteers, the PA leadership consists of an Executive Committee and class representatives (Class Parents). The PA coordinates and provides guidance and support for the class parents, who are responsible for supporting the teachers, communicating with the families in their class, and organizing various whole class activities throughout the year to foster a sense of community and connection.

All parents and guardians are welcome to attend the PA meetings.

For more information about the PA please contact FASRIPA@gmail.com or visit <https://www.fasri.org/fasricommunity/parents-association>

For the current school year, many events that are part of the FASRI traditions may need to be re-imagined. Past events have included activities such as bi-monthly Café Days, the annual School Family Picnic, Marché de Noël, Mardi Gras, Teacher Appreciation Luncheon, and assorted Family Fun Events. The PA is also involved in various fundraising activities to help provide cultural and extracurricular activities.

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.

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 one school day and answered within two school days.

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 [Positive Discipline | Dr. Jane Nelsen](#) as its core Social Emotional Learning (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. We want to deal with situations at hand with a genuine capacity to listen to one another, in a spirit of mutual trust and respect, and a commitment to finding constructive and meaningful solutions.

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 (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 can vary depending on age groups. Maximum class size is typically 20 students or less in K-8 grades. In exceptional circumstances the School reserves the right, at its discretion, to exceed this number. FASRI reserves the right to divide a class or combine grades after the beginning of the school year.

Given the continued situation with the COVID-19 pandemic and depending on the parameters for the Fall 2021 guidance as directed by the State authorities, class size may vary.

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/staff supervision. Access to the building during school hours is via Door A. **Door A is the main school entrance, west end of school, closer to Hope Street.** 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 at this time, except for specific regulated events.

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 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: **At this time, no hot lunch program can be provided. FASRI is exploring providing a Pizza Friday Program.** Registration will be required.

Lunch boxes: Except for the Pizza Friday option with sign-up, **all students bring lunch boxes to school, including their own dishware, napkins, and a refillable water bottle.** 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. 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, such as a snow day:

- The first day of closure will be a day with no instruction (traditional snow day)
- In case of a second consecutive inclement weather/snow day, FASRI will provide Choice Board Learning Activities on the 2nd consecutive day.
- In case of a third consecutive inclement weather/snow day, FASRI will pivot to distance learning mode with asynchronous and/or synchronous learning activities that will be communicated by the classroom teachers.

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

At this time, there will be no access to the library room. 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.

We hope to resume the use of the library room later on in the school year, with pods of students going into the library room and cleaning the space between usage.

FASRI 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, 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.

Bringing one **small** toy/comforting item at school is tolerated up to grade 2 except otherwise instructed by their teachers in case of a special event/activity. **A small item definition means that it must be able to fit in a pocket.**

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.

We ask all students, including in middle school, not only to turn off cell phones but also to store them in their backpack at all times when on campus. If a middle school student wants to use their cell phone to reach their parents, they must ask permission from the adult in the room and make the call, if approved, in the presence of the adult, then store the cell phone in their backpack again.

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.

BACKPACKS

As the heaviness of the backpacks has to be carefully gauged, teachers will work with the children to ensure that the students are taking home only the necessary books and resources on a given day. The teachers will decide what action needs to be taken to lighten the backpacks.

MARKING PERSONAL PROPERTY

To prevent confusion and to facilitate locating misplaced personal items, parents are asked to label the name of the child on sweaters and jackets, lunch boxes, food containers, and other objects. The school is not responsible for lost items.

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 for 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 and reported to DCYF as required by law. 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). Delivery 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 year.

BIRTHDAYS AND PARTIES

Birthday parties must not interfere with the school schedule and must be approved beforehand by the classroom teacher. Please coordinate with classroom teachers for approval and organization purposes.

At this time, the sharing of food is not allowed. Individually wrapped cupcakes or cookies may be used instead of whole cake. Cupcakes or cookies must be stored bought with a food label on the package, as some classrooms have severe allergies. Providing individual party/gift bags may also be used as an alternative to celebrate your child's birthday with their classmates.

For private birthday celebrations: in order to remain sensitive to those children who are not invited to parties outside of school, we request that no party invitations be distributed at school, and these

events are not to be discussed on the school premises, unless you plan on inviting the whole class.

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, 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
- Fundraising event(s) 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.

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.

SOCIAL NETWORKING

Social networking (via Facebook, Instagram, Twitter, 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

FASRI publishes newsletters, print advertising and brochures 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. unless given permission by parents. 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

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.** 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, except for specific regulated events.** 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 8:00-8:30 am and 2:45 and 3:15 pm 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.
- The School has two entrance doors and three staircases:
 - **Door A: main school entrance, closer to Hope Street**
 - **Door B: second door on John Street, closer to Brook Street**
 - The School has three staircases: Staircase A (Door A), Staircase B (Door B), and Staircase C by the back of the school.



ARRIVAL / DROP OFF

All students enter and dismiss through Door A. Door B will be used as an entrance point for specific regulated events. Door B is also used for students taking the bus at dismissal times.

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 their assigned space in the cafeteria. Pods are kept separated.

At 8:15 am, a Teacher Assistant brings the students from early drop off to their Maternelle classroom using Staircase A.

Regular drop off: students are brought by a Teacher Assistant or Teacher from Door A to their classroom using Staircase A. 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 in their assigned space in the cafeteria. Pods are kept separated.

At 8:15 am, grades 1, 2 and 3 early drop off students go to their classroom using Staircase C.

Regular drop off: students enter the school through Door A and go directly to their classroom using Staircase A.

Upper Elementary: 4th/5th grade

All upper elementary Students enter through Door A.

Early drop off: 7:30 - 8:15 am. 4th and 5th graders enter the building through Door A and sit in their assigned space in the cafeteria. Pods are kept separated.

At 8:15 am, grades 4 and 5 early drop off students go to their classroom using Staircase C.

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

Middle School

All middle school Students enter through Door A, walk through the 1st floor hallway to go to their classrooms on the lower level using Staircase B.

Early drop off: 7:45 am to 8 am: students go directly to their classroom in the middle school area. A teacher/supervisor will be on duty in the lower level/middle school area.

Regular drop off: 8 to 8:15 am: students go directly to their classroom walking through the 1st floor hallway to go to their classroom on the lower level using Staircase B.

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 distance between individuals. A staff member will bring the student to the door.

Maternelle students' 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 3 feet apart from each other and follow signage.

Elementary: 2nd floor

Elementary students' 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 3 feet apart from each other and follow signage.

Middle School: lower level

Middle School students' Dismissal from 2:55pm to 3:15pm

Students on the 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, 3 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 3 feet apart, wearing masks and respecting signage 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/guardians should inform the School Office in writing at admin@fasri.org 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 in writing at admin@fasri.org.** For any changes made after 12:00 pm a parent must call the school (front office) 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 Authorized Pick-up List which is sent electronically with the 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/guardians 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/guardians 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/guardians must keep the child home if the child fails screening and must inform the school immediately by email to: 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.

Excessive absences and tardiness 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 non-promotion to the next grade level.

Parents/guardians and students must recognize the importance of consistent attendance at school,

especially in regard to punctuality every day. Students who are absent or tardy are responsible for any work they may have missed. If instruction is delivered in a distance/remote learning format, attendance in remote classes remains mandatory and will be monitored alongside with tardiness.

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/guardians 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 12-15, 2021

February Camp: February 22-25, 2022

April Camp: April 18-22, 2022

Summer Camp: June 20-July 22, 2022

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

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/PK 1 (age 3)
- Moyenne Section/PK2 (age 4)
- Grande Section/K (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)

Collège

- 6ème: (6e) Sixth Grade (age 11)*
- 5ème: (5e) Seventh Grade (age 12)
- 4ème: (4e) Eighth Grade (age 13)

**6th grade is also considered a continuation of cycle 3 from the French Curriculum pedagogical angle.*

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.

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. Writing or pictures on clothing must not contain offensive themes or advertise merchandise not suitable for minors. 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 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 (PE)

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

Students are supervised by teachers or supervisors on duty during recess. Clear, fair, consistent playground rules are established at the beginning of the school year and reiterated so that all students have a clear understanding of expectations, which are anchored in safety and mutual respect.

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 times.

No personal playground toys and/or accessories are allowed at recess, including balls, electronic

games, music and/or communication devices, except if otherwise instructed by the supervisor for specific reasons. If authorized by their supervisor(s), students can bring small individual toys (small = can fit in a pocket) but cannot share them with others.

Students are not allowed to bring balls from home as each pod/class will be provided with assigned balls students will be responsible for.

No contact or low contact games are encouraged. Close contact games are discouraged, especially for unvaccinated students.

FIELD TRIPS AND ENRICHMENT PROGRAMS

We will continue to monitor the COVID-19 pandemic evolving situation to allow for field trips. When and if approved, field trips will be held by pod/class and avoid mixing pods.

Outdoor learning will be encouraged and taking advantage of the close-by learning resources of the City of Providence will be highly recommended.

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 a student's performance. 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 (PTCs) will most probably continue to be held virtually in 2021 / 2022, including two afternoons. As such, **school on November 10th, 2021 and March 10th, 2022 will be dismissed from 11:45 am to 12 pm** and on these two days PTCs will follow a specific schedule that will be communicated in a timely manner (sign up required).

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

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

I am respectful of my wellbeing and others'.

I am inclusive of others in the school community.

I am an active listener.

I am a creative problem solver.

I am grateful for my experiences.

Student Guidelines

In general, students will be responsible for following these guidelines in school:

- Comply with school expectations, the class charter, and FASRI's core values and beliefs
- Come to school ready to learn
- Be respectful of personal space and boundaries
- Be inclusive, cooperative, and respectful with educators and peers
- Follow instructions of all faculty/staff to ensure safety and an optimal learning environment

Student Support Team

At FASRI, all educators (faculty/staff) are First Responders on the spot to take care of and help resolve an issue. All educators are just and equitable role models that are committed to social emotional and character development.

FASRI's Student Support Services consists of a licensed social worker, a student support assistant and a Title IX and Section 504 Coordinator. Student Support works closely with the faculty and the Head of School.

Name of the Title IX and Section 504 Coordinator: Lucia Kiley

Accountability for Behavior

All FASRI staff are individually and collectively responsible for holding students accountable for their behavior and their choices. Teachers, staff, and students alike are expected to live by the school's core values. Integrity and empathy, in particular, are extremely important for students to keep in mind regarding words, behavior, failure to speak or act, self regulation, discipline and self-discipline.

Truthfulness and ownership of one's behavior and words are expected from students at all times.

Behavior Management Approach

At FASRI, we strive to teach our students how to develop resilience, to embrace cultural diversity, to be inclusive, to cooperate with one another, to build on individual strengths, to contribute positively to their community, and to collaborate and engage in constructive

problem solving. We strive to teach and model for students effective strategies to recognize and manage emotions, and solve challenges in a positive manner. We maintain a safe space for students to feel comfortable to express their thoughts, feelings, and needs. Social emotional lessons and strategies are taught across all grades. **Class meetings (Conseils de Classe) in Elementary School and Advisory in Middle School** create a space for teaching lifelong social emotional skills in addition to being embedded in the daily learning experience.

Responding to Behavior

At FASRI, we believe that all students have the right to learn in a safe, distraction free environment and that no student has the right to distract the learning environment and endanger the safety of any other student. Clear expectations, thoughtful behavior management and responses to student behavior are designed to promote dignity and equity for everyone, as well as safety at all times, in all settings.

Adults in the FASRI community act as role models. Students are also expected to act as role models for one another. Communication, cooperation, and self-regulation of emotions are taught and reinforced.

We, at FASRI, manage discipline in a supportive manner. Our discipline method fosters social-emotional competencies and tenets of “**Positive Discipline**”. We see instances of misbehavior as “**teachable moments**”. When misbehavior occurs we are:

Ensuring safety

Respectful and encouraging

Kind and firm at the same time

Considering what the student is thinking/feeling

Trying to understand the root cause of the problem

Teaching important social and life skills

Helping students understand the impact of their behavior

Skill building for relationships, self-regulation, & problem solving

Encouraging the student to express their thoughts and needs

Focusing on solutions

The school considers the situational context and developmental maturity of its students when responding to behavior. Responses to misbehavior at FASRI may include **a verbal or written apology, a reflective writing (in regards to the misbehavior and alternatives to it), an educational component, required actions aimed at restoration, revocation of privileges, 1:1 meeting with the school social worker to provide support, and/or team meeting with the parent(s)/guardian(s) with the development of a specific behavior plan.**

In the most serious disciplinary cases, the school reserves the right to respond by issuing a detention, extended time away from the classroom, recess or school to reset

(in-school/out-of-school suspension), or in the most extreme situation, requiring that the student leave the school permanently. Corporal punishment is never used at FASRI.

Interventions in the Classroom

When negative behaviors arise at school, teachers and staff carefully consider logical consequences that are respectful, related, and reasonable. These consequences may include:

- taking a cool down break
- sincere apology (verbal, written, or drawing)
- loss or privilege
- reflective problem solving discussion or reflective writing
- restoring harm that was done
- **Behavior Communication Form** sent to parent(s)/guardian(s)

Interventions Beyond the Classroom

When behavior is alarming or repetitive despite reasonable efforts at behavior management, teachers/administrators may have a:

- consult with school social worker
- problem-solving conference between student and teacher(s)/staff and or school social worker
- problem solving conference with the Head Of School
- phone, zoom call home or in-person meeting
- problem solving conference between student, parent(s)/guardian(s), teacher(s), and school social worker with a Behavioral Support Plan that outlines behavioral concerns, student's strengths, strategies tried, additional strategies to be implemented by all involved, and follow-up
- extended cool down time outside of the classroom with a designated staff member

Administrative Response to Misbehavior

For more serious, highly alarming, excessive repetitive misbehaviors or behaviors that pose a very serious threat to the safety of self or others, the school may find it necessary to implement the following non-exhaustive list of strategies:

- problem solving conference
- behavior support plan
- examination of student's personal belongings (i.e. backpack, locker, etc...)
- referral to community providers
- safety evaluation and report by a qualified professional
- immediate pick-up of student
- extended time away from school to reset (formerly "suspension")

Communicating Behavior to Parents

All FASRI teachers and staff are considered "First Responders" and are responsible for responding to student's behaviors and concerns. When a behavior is repetitive or beyond a typical misbehavior, parent(s)/guardian(s) will be informed by a **Behavior Communication Form** which will be sent via

email before the end of the day. The Behavior Communication Form will document the concerning behavior as it was observed by or reported to the “First Responder”. It will also detail the interventions used and the outcome of the situation.

Bullying Policy

Bullying is not tolerated at the French American School of Rhode Island. Bullying is a form of harassment and violence will be treated as such, according to the school’s policies.

Definition of Bullying: Bullying is an issue when hurtful, disparaging, or aggressive behavior toward an individual or group appears to be unprovoked, intentional and often repeated. Bullying involves a real or perceived imbalance of power. Bullying may be physical (hitting, kicking, spitting, pushing), verbal (taunting, malicious teasing, name calling, threatening), or emotional (spreading rumors, manipulating social relationships, extorting, intimidating). Bullying actions may be direct or indirect and may include any of the following:

Examples of direct bullying:

- repeated and targeted hitting, tripping, shoving, pinching
- verbal threats, name calling, racial slurs, and insults
- demanding money, property or some service be performed

Indirect bullying may be more difficult to detect and may include:

- rejecting, excluding, or isolating
- humiliating in front of peers
- manipulating friends and relationships
- sending hurtful and threatening emails, text messages or written notes
- blackmailing, terrorizing, or posing dangerous dares
- using social media or websites to taunt, rank, or degrade a target and inviting others to join in humiliating posts or messages
- cyber bullying of any kind on social networking sites or any site on the internet or via text message, email or other digital, electronic or computerized form

Interventions to address bullying

- provide education on bullying and being an upstander
- document the student’s participation in the bullying
- send a continuous, consistent and clear strong message that bullying is not acceptable
- report all cases of bullying to the Head Of School
- offer support to the student who is bullied
- offer support and guidance to the student who is doing the bullying
- ensure that students feel safe to report bullying
- give all students involved an opportunity to share their perspective

Students will be warned that logical consequences will be implemented in accordance with the FASRI Code of Conduct if the bullying behavior does not stop. The administration will follow up with the parent(s)/guardian(s) to provide continuity in supporting the victim and addressing the needs of the bully, with the goal of achieving safety and education for all students involved in the bullying situation.

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. Resources or quotations, such as those found on the internet, in encyclopedias, periodicals, books, etc., must be attributed to the author in all cases. Sources and authors must be identified when quoting or paraphrasing. Because academic dishonesty can involve varying degrees of severity, age-appropriate consequences will be determined on a case-by-case basis.

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) 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 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 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 2021-2022 Technology Acceptable Use Policy.

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/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 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 (Curriculum) 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. Class lists are formed by the teachers and Head of School. If there are several grade sections, lists are created in a carefully considered manner based on a number of factors determined by the School as necessary and

beneficial to maximize academic and social-emotional learning outcomes. Factors may include, but are not limited to, academic performance, social-emotional considerations, social and class participation dynamics, gender balance, balance of newly arriving students and constraints related to the Passport Program schedule design. Parents' requests for particular teachers or the inclusion in a class list of particular students can not be guaranteed to be taken into consideration in the building of lists.

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.

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.

FOR ADMINISTRATIVE ISSUES

Fundraising

For questions regarding fundraising, parents are invited to schedule a meeting with Benedicte Brouder at 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.

Tuition Payment and Other Payment Issues

Parents are invited to schedule a meeting with Gail Campbell, Director of Finance & Administration

via email at gcampbell@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 and to the Chair of the Board at 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

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 and its variants.

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.**

If a child exhibits one or more symptoms from the Form, the child should not attend school that day. The School encourages testing and a negative PCR test will be required to come back to school. To come back to school, the student must be symptom free and have no fever without medication for 24 hours.

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. A BinaxNow Test may be conducted by the School Nurse on campus given that a testing

consent form has been submitted for the student by their parents/guardians. If a staff member displays symptoms, they will be sent home.

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
- Quarantining student(s) and pod(s)
- 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 with 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 specific problems where it is deemed absolutely necessary by the physician or school nurse that the medication be given during school hours. In the event that your child complains of a minor illness, (i.e. headache, stomach ache, cough or cold symptoms, sore throat, menstrual cramps or minor aches and pains) during the school day, there is a list of "over the counter medications" that may be administered to your child by the school nurse. Please refer to the Medication Administration Permission Form for the list of over the counter medication at school. 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.

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 7th 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 every day from 10 am to 2 pm. 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.

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/guardians will be called in the case of any head injury. All nurse visit reports will be sent by the School Nurse via email to the parent/guardian 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 front 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 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.

FALL 2021 REOPENING PLAN

As we continue to navigate the COVID-19 worldwide pandemic, FASRI is committed to the safety and health of its students, faculty, staff as well as to the full in-person bilingual learning experience of all students within the framework of multilayered strategies to mitigate the risks of the spread of COVID-19 and its variants.

The reality of the worldwide pandemic is that we are not out of the woods yet. Vaccination is known to be a decisive strategy to effectively limit the spread of the COVID-19 virus and its variants, and the COVID vaccine is now readily available in our state for those age 12 and older. As expected, COVID-19 variants of concern, such as the Delta variant, have arrived in Rhode Island. These variants are known to spread more easily and quickly than other strains of the virus.

Vaccination helps protect against these variants by reducing their spread. So do the multi-layered mitigation strategies which have proven successful during the 2020/2021 school year: wearing a mask, physical distancing, staying home if any symptoms of illness, following quarantine and isolation requirements, frequent handwashing, frequent cleaning and disinfecting of spaces, and good ventilation practices.

The school will continue to implement these layered safety and health protocols, as well as design its testing program as set forth by the RIDE/RIDOH guidance and recommendations for the Fall.

Protocols may evolve depending on the rate of transmission of the virus in the surrounding communities. Throughout the school year, we hope for a return to normalization which may allow for learning experiences that are traditional components of the FASRI bilingual program to resume.

In preparation for back to school, we invite you to continue to always be on the safest side while you are on vacation. Some activities and/or some geographical areas are known for a higher COVID-19 transmission level at this time.

Please take the time to carefully peruse the Fall 2021 Reopening Plan on the FASRI website:
<https://www.fasri.org/about/reopening-plan>.

We thank you for your continued confidence and support and look forward to welcoming our students for the first day of school on September 1st, 2021.